

TOWN OF BELGRADE

Meeting Agenda

BOARD OF SELECTPERSONS

OCTOBER 17, 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 October 3, 2023
3. UNFINISHED BUSINESS
 - A. Harassment and Bullying Policy
 - B. Security Camera Policy
 - C. McGrath Pond Road Speed Limit
 - D. American Rescue Funds
4. NEW BUSINESS
 - A. Appointments/Resignations
 - B. Assessing Services RFP
 - C. Consideration to move the November 7 meeting to November 8 due to elections
 - D. Central Maine Power Pole Permit Application – Wings Mills Road
5. OTHER BUSINESS
6. WARRANTS
7. TOWN MANAGER REPORT
8. EXECUTIVE SESSION 1 M.R.S.A. §405(6)A – personnel matter, if needed.

Memo

Minutes

Review and approve minutes of October 3, 2023.

TOWN OF BELGRADE

Meeting Minutes

BOARD OF SELECTPERSONS

OCTOBER 3, 2023 / REGULAR MEETING 6:30 P.M.

BELGRADE TOWN OFFICE

This meeting was conducted in person. The public may also view the meeting online at <https://youtu.be/M6IWp9xKTJE>

Present: Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Daniel Newman, Selectperson Peter Rushton, Town Manager Lorna Nichols, Bruce Galouch, Cory Alexander, Pat Donahue, Jamie Dionne, Dan MacGlashing, Loyce Haslett, Valerie Cummings, Francis Frappier, Sara Languet, Donald Clark. Selectperson Melanie Jewell absent.

Remote participants: Richard Bourne, Lenny Reich, Doug Sawyer.

Call to Order and Pledge of Allegiance by Chair Barbara Allen at 6:30 p.m.

Quorum established.

Open Meeting

Public Hearing: GA Maximums

No comments

Public Hearing Junkyard Permits

Motion to table until later in the meeting as the code enforcement officer was not present to answer questions.

CEO Hans Rasmussen joined the Zoom call later in the meeting and answered questions from the Board of Selectpersons about the clean-up, process going forward and expectations of the permit holders.

Motion to approve the Junkyard permit for Francis Frappier at 242 Oakland Road by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

Motion to approve the Junkyard permit for Raymond Frappier at 32 Dustin Drive by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

Public Comment

Donald Clark brought an issue before the Board re: the speed limit on McGrath Pond Road. It is currently 45mph and several residents would like to see that reduced to 35mph. This will be taken up at the October 17 Selectboard meeting.

Sara Languet mentioned there is a great article in the October 2 edition of the Morning Sentinel about RSU 18 facility improvements to various schools within the district.

Review and approve minutes of September 19, 2023

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

UNFINISHED BUSINESS

Emergency Closing Policy

Motion to approve the Emergency Closing Policy by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absent.

Lakes and Natural Resources Bylaws update

Motion to approve the updated bylaws of the Lakes and Natural Resources committee by Vice Chair Carol Johnson, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absent.

NEW BUSINESS

Monthly Committee Presentation to the Board

Report from Recreation Director Dan MacGlashing, along with Parks & Recreation Board chair Jamie Dionne.
Updates on programming, plans for future events and additional programming; recap of summer camp and more.

Appointments/Resignations

Motion to accept, with regret, the resignation of Regina Coppens from the Communications Committee and to send a certificate of appreciation by Chair Barbara Allen, seconded by Selectperson Daniel Newman, vote 4-0 with 1 absent.

Workplace Bullying Prevention Policy

The Board requested the current harassment policy and proposed workplace bullying prevention policy be combined into one Harassment and Bullying Policy to be presented and voted upon at the October 17 Selectboard meeting.

OTHER BUSINESS

The Board was asked to consider a request to expend the balance estimated at \$80.00 from the Town Office Beautification special fund and to close that account.

Motion by Vice Chair Carol Johnson to close the town office beautification fund and to use the funds to purchase a tree or plants for beautification at the town office, seconded by Chair Barbara Allen, vote 4-0 with 1 absent.

Facilities Maintenance Director Cory Alexander gave an update on the Dalton properties. A general list of what needs to be done to make the building habitable include:
Mold remediation \$21-\$30,000, insulation \$5,000+, bathroom remodel (due to mold remediation), sump pump, furnace, oil tank, fix cabinets, attic ladder, living room window, floor in porch, leaks in basement, driveway, drainage and beautification around building.

Motion by Chair Barbara Allen to winterize the 8 Dalton property and to add a warrant article for the March Annual Town Meeting asking voters to stop renting both 8 and 10 Dalton and to demolish both properties, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

WARRANTS

Payroll warrant 111 \$23,489.66

Motion by Chair Barbara Allen to approve warrant 111 in the amount of \$23,489.66, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

BMV Warrant 112 \$5,545.25

Motion by Chair Barbara Allen to approve warrant 112 in the amount of \$5,545.25, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absent.

AP Warrant 113 \$671,379.93

Motion by Chair Barbara Allen to approve warrant 113 in the amount of \$671,379.93, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

Payroll Warrant 114 \$22,632.94

Motion by Chair Barbara Allen to approve warrant 114 in the amount of \$22,632.94, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

BMV, State Payables Warrant 115 \$7,733.88

Motion by Chair Barbara Allen to approve warrant 115 in the amount of \$7,733.88, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

TOWN MANAGER REPORT

Much of the past two weeks have been dedicated to meeting with department heads for the 2024 budget season. We have been researching anticipated contract price increases, insurance increases and narrowing down items we believe should be included for 2024.

The fall newsletter will be out early this week and has been posted to the Town's website for the public. We have been working to clean up outdated items on our website and add items of interest for our residents and the public.

I met with the Comprehensive Plan Committee and Joel Greenwood of KVCOG to launch the start of updating the 2014 plan. This is a big undertaking, and I would like to personally thank the committee for their hard work and dedication already on this meaningful project. We have plenty of room for more help! Committee members include Chair Anthony Wilson, Dee Cooke, Kimberly Dallas, Pat Donahue. Chair of the Selectboard Barbara Allen was also in attendance. The next meeting is scheduled for October 25 at 5:30 p.m. All are welcome to attend.

The State has begun more work toward the water project with boring done in late September and then outreach to existing homes for confirmation on connecting to the water district once finished. The MMA annual convention is coming up October 4 and 5 – Selectpersons Barbara Allen, Carol Johnson and Town Clerk Mary Vogel will be attending; Mary and I will be attending advanced general assistance training October 20 and I will be attending labor and employment law training on October 24.

The rabies clinic has been set for October 21, 9-1 at the North Belgrade Community Center. There is no cost for residents and a \$10 fee for non-residents. More details will be posted once we have them. November elections are coming right up, Town Clerk Mary Vogel has been hard at work getting things ready for what appears to be a busy voting cycle.

The Dams Committee held an emergency meeting on September 29 to review and discuss a bid for the much-needed repair work on the Village Dam.

We said goodbye to Charlene Houle on September 29 with a wonderful gathering of staff, board, and community members to wish her well on her retirement. Charlene is a true gem who will be missed but we are happy and excited she will be able to enjoy some free time after being in the workforce for so many years.

The Recreation Department is hosting the fall Harvest Fest Craft Fair October 7 from 9 a.m. to 2 p.m. with a great concert on the Village Green planned 4-5:30 p.m. featuring the Laura Hudson Project. There are many events scheduled throughout the day by area businesses and organizations.

On the radar

- Water Trustee appointments (2 positions open)
- Comprehensive Plan Committee / Plan updates (KVCOG contracted for assistance)
- LD 2003
- Possible Broadband Committee
- Strategic Planning/Goals for 2023-2024
- 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
- RFP for Assessing (current contract ends 12/31/23)
- New fire station land/building project

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

Motion to exit regular session at 8:46 p.m. by Chair Barbara Allen, seconded by Selectperson Daniel Newman, vote 4-0 with 1 absent.

Motion to enter executive session pursuant to 1 M.R.S.A. §405(6)A – personnel matter by Chair Barbara Allen, seconded by Selectperson Daniel Newman, vote 4-0 with 1 absent.

Motion to exit executive session at 9:17 p.m. by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

Motion to enter regular session at 9:18 p.m. by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

Motion by Chair Barbara Allen that for the safety of the Town of Belgrade and its employees, two cameras be reinstalled in original positions in the front office and one camera be installed in the front foyer, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absent.

Motion to adjourn at 9:19 p.m. by Vice Chair Carol Johnson, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absent.

Memo

Harassment and Bullying Policy

At the request of the Board, the existing harassment policy has been updated to add the workplace bullying prevention policy as presented to the Board at their October 3, 2023 meeting for review, approval and implementation.

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

Section 1. Anti-Harassment and Discrimination

Anti-Harassment and Discrimination Statement of Policy

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

Prohibited Conduct

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

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

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

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

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

Internal Complaint Procedure

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

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

Protection Against Retaliation for Complaining about Harassment

Under the law, you may not be punished or penalized in any way for reporting, complaining about, or filing a claim concerning unlawful harassment or discrimination, or for cooperating with or testifying in any proceeding brought by anyone else. If you feel that you have been retaliated against for opposing or

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

Section 2. Workplace Bullying Prevention

I. POLICY:

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

II. PURPOSE:

To establish department policy regarding allegations of Bullying and the proper reporting procedures for violation of this policy. This policy applies to all personnel.

III. POLICY STATEMENT:

A. PROHIBITED CONDUCT

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

Examples of bullying may include:

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

- or purposefully excluding, isolating, or marginalizing a person from normal work activities.

B. Bullying vs. Supervision

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

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

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

C. Retaliation

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

D. Dissemination of this Policy

As part of the Town of Belgrade commitment to providing a working environment free from bullying, this policy will be disseminated to all departments.

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

A. Reporting

Employees who believe they are the victims of bullying may file an internal complaint by contacting any of the following individuals:

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

B. Resolution Options

Although every attempt will be made to resolve complaints at the earliest possible level, if an investigation is warranted, it will be conducted promptly and with as much confidentiality as possible, respecting the rights of all parties involved. All employees shall cooperate in any agency investigation. The Town of Belgrade will respond to reports of bullying brought anonymously or by third parties not directly involved in the complaint. However, the response to such reports may be limited if the reported allegations cannot be verified by independent facts.

C. Facilitated Early Resolution

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

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

Options for early resolution may include:

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

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

D. Formal investigation

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

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

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

issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether the conduct at issue violated this policy. The Investigator will submit the report to the Town Manager who will determine the actions necessary to resolve the complaint.

- The complainant and the respondent will be informed when the investigation is completed and whether the complaint was substantiated. Actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the respondent not contact the complainant will be shared with the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action but will not be informed of the details of the recommended disciplinary action without the respondent's consent.

E. Remedies

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

V. GLOSSARY

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

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

Respondent: An individual alleged to have violated this policy.

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

DISCLAIMER

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

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

Barbara Allen, Chair

Carol Johnson, Vice Chair

Melanie Jewell, Selectperson

Daniel Newman, Selectperson

Peter Rushton, Selectperson

Memo

Security Camera Policy

Policies mandate, specify, or prohibit conduct to enhance the town's mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce organizational risk.

In an on-going effort to review current policies for updates or gaps, the Security Camera Policy is presented for the Board's review, consideration, and implementation.

Town of Belgrade Security Surveillance Camera Policy

1. Policy

The Town of Belgrade employs the use of security cameras in support of its security and crime prevention efforts. Security cameras are utilized to promote public safety and protect personal and town property. The Town of Belgrade respects the right to privacy of the entire community and the need for employees and public to feel safe and secure. This policy has been developed by the Board of Selectpersons to help standardize and authorize security cameras on town property and to ensure that such cameras are used judiciously. Authority for and use of police procedures will not be compromised by this policy.

1.1 Camera Use

This policy applies to all Town of Belgrade personnel related to their use of town owned and authorized security cameras, including, but not limited to, their monitoring and recording systems. Security cameras are to be installed in situations and places where the security of either property or persons should be enhanced. Cameras will be limited to uses that do not infringe on the reasonable expectation of privacy as defined by law. Cameras may be placed town-wide, either inside or outside of buildings.

Camera intent and function fall into two main categories:

1.1.1 Property Protection: Where the primary intent is to monitor property and capture imaged media, in case of theft or damage, to be stored on a remote device for possible later use, including but not limited to identifying those responsible.

Examples:

- offices where currency is handled,
- an unstaffed office,
- an unstaffed meeting room, hallway or parking lot.

1.1.2 Personal Safety: Where the primary intent is to capture imaged media, in case of an incident, to be stored on a remote device for possible later use.

Examples:

- a public walkway, or
- a parking lot.

Town authorized security cameras are not monitored continuously under normal operating conditions, but may be monitored for legitimate safety and security purposes that include the following:

- high risk areas.
- restricted access areas/locations.
- in response to an alarm.
- for special events, and/or specific investigations upon authorization from the Town Manager and/or his/her designee(s).

Requests to add security cameras shall be made to the Town Manager and/or Board of Selectpersons who will approve, deny or amend the request(s). (See Appendix A, Request for Security Surveillance Equipment Form)

1.2 Limits of Use

1. Information obtained from the cameras shall be used exclusively for law and/or policy enforcement purposes including, where appropriate, employee discipline processes.
2. All camera installations and uses are subject to federal and state laws.
3. Departments requesting security cameras shall follow the procedures outlined in this policy. Breaches of this policy may result in disciplinary action.
4. Cameras may be installed in restricted-access sites such as a departmental workspaces and meeting rooms, but may not be located in places where a person has a reasonable expectation of privacy.
5. Every effort shall be made in camera placement to protect personal privacy.
6. Unless a camera is being used for a specific criminal surveillance, as in exceptional circumstances, the following places are not to be monitored by security cameras:
 - a. bathrooms,
 - b. private Office
 - c. other areas with a reasonable expectation of privacy
7. The installation of "dummy" cameras that do not operate on a regular basis are prohibited.
8. All imaged media camera installations are to be visible unless under exceptional circumstances and approved by law enforcement.
9. Areas where imaged media cameras are in use are to be clearly identified with signs stating, "security camera in use." These signs are to be at the main entrances to buildings and in the other areas where cameras are located. Signs are to include a contact number that interested persons can call to receive information regarding the cameras. It is the responsibility of the requesting department to install appropriate signage in the building / area a security camera is located.
 - a. Exceptional circumstances include the use of security cameras by the Town of Belgrade or law enforcement for covert surveillance purposes. Covert surveillance is governed by the U.S. Constitution and Maine State law. No further announcement need be made prior to the actual placement of imaged media equipment for these purposes.
 - b. Requests for access by non-town employees or organizations to recorded media from cameras are to be made to the Town Manager or his/her designee(s).
 - c. The Town Manager or his/her designee(s) will determine if the request is permitted under State of Maine Freedom of Information laws and/or town policy /practice. If necessary, the Town Manager is to consult with the town's legal counsel.
10. Any recorded media is to be stored on site and access limited to those authorized by the Town Manager or his/her designee(s).
11. Recorded media is to be retained for a period of at least one week and no longer than 28 days unless it is part of an ongoing investigation or presentation. Information that directly affects an investigation will be kept for a period determined by the investigating agency.
12. Personnel are prohibited from using or disseminating information acquired from town authorized security cameras except for official purposes and/or pursuant to court order. All information and/or observations made in the use of town authorized security cameras are considered confidential and can only be used for official town and/or law enforcement business upon the approval of the Town Manager, or his/her designee(s).

13. Any cassette or disk storage drive is to be erased or reformatted prior to disposal. Minimum storage time: 28 days or as needed for ongoing investigation / prosecution as determined by the Town Manager or his/her designee(s).

14. All recording or monitoring of activities of individuals or groups by town owned and authorized security cameras will be conducted in a manner consistent with town policies, state and federal laws, not based on race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status. All recording or monitoring will be conducted in a professional, ethical, and legal manner.

15. All personnel with access to town authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment, and expectations related to confidentiality.

16. The Town Manager and Facilities Director will maintain a list of the locations of all town-authorized security cameras that are used for the recording or monitoring of public areas.

2. Rules and Regulations

The Town of Belgrade hereby adopts these rules and regulations as part of this policy:

- A. **Intentional or knowing conduct.** No person(s), other than an authorized contractor or employee in the performance of town authorized installation, monitoring, repair, operation or replacement activity shall intentionally or knowingly remove, damage, disable, obscure, tamper with, alter the direction of, or in any way disrupt, block or impair the normal operation or functionality of:
 - a. Any surveillance camera, security, safety or performance monitoring, recording, communication or alarm device, or related equipment, including but not limited to autonomous aerial, land or water based devices;
 - b. Any fire, smoke or other alarm or alarm system or related equipment;
 - c. Any fire extinguisher or fire suppression device or related equipment;
 - d. Any security, security lighting, or related equipment;
 - e. Any lock or other entrance or exit control or monitoring device, or attempt to do or assist in doing any of above without prior written authorization from the Town Manager.
- B. **Accidental or witnessed conduct reporting.** Any person who by accident does any of the above mentioned prohibited acts or who witnesses any such accidental or prohibited intentional act shall immediately report that fact to the Town Manager and/or Board of Selectpersons.
- C. **Penalties.** Any person violating any provision of this policy shall be guilty of a misdemeanor punishable by the monetary fines and jail penalties provided by law.

2. Town of Belgrade Approval

The Town of Belgrade is committed to providing a safe and supportive community. Security cameras are utilized to promote public safety and protect personal and town property. This policy has been reviewed and approved by the Town of Belgrade Board of Selectpersons:

Date:

draft policy

Appendix A Request for Security Surveillance Equipment Form

Request for Security Surveillance Camera

This form must be completed and submitted electronically by the department head to the Town Manager of the Town of Belgrade prior to ordering and installation/placement of any surveillance device, in accordance with the Town of Belgrade Security Surveillance Camera Policy.

Requestor: _____ Date: _____

Department: _____ Dept. Mgr.: _____

Number of Cameras/Equipment Requested: _____

Camera/Equipment location(s) i.e., building, floor, room or specific area:

Purpose:

_____ I have read the current Town of Belgrade Security Surveillance Camera Policy

For multiple locations, please attach an explanation sheet.

Town of Belgrade Approval

_____ Approved

_____ Denied

Comments / reason for denial:

Town Designee Signature: _____

Date: _____

Memo

McGrath Pond Road

The Town has been asked to review the existing speed limit on the McGrath Pond Road for a potential reduction.

According to Maine DOT, the following information is provided for your consideration of how to proceed with this request:

The existing speed limit on McGrath Pond Road is described as follows:

STARTING AT THE JUNCTION OF ROUTE 8 AND MCGRATH POND ROAD IN BELGRADE (HIGHWAY NODE 27425) AND EXTENDING EASTERLY AND NORTHERLY TO THE BELGRADE/OAKLAND TOWN LINE (HIGHWAY NODE 25479), A TOTAL DISTANCE OF 1.98 MILES.

If the residents on the road wish to have a speed zone review undertaken they would first bring the issue to the town. The matter should be discussed in a public forum (typically a Select Board Meeting). If the town agrees and wishes they can then send a written request the Region Traffic Engineer, requesting a speed zone review. The traffic engineer would then undertake an engineering study to determine the appropriate speed limit on the road. The engineer would look at a number of factors, such as the offset to hazards along the road, development along the road and crash history over the last 3 years.

The crash history is one factor that I could quickly and easily look up. There have only been 2 reported crashes in the last 3 years on this road. One run off the road and one deer. Neither crash had any injuries.

Once the engineering study was completed a recommendation would be submitted to the Commissioner of this Department and the Head of the Maine State Police for approval.

Most studies seem to show no change is warranted, with a few showing the speed limit should be reduced and a few showing it should be increased.

Thanks

David P. Allen, PE
Mid Coast Region 2 Engineer
Maine Department of Transportation
66 Industrial Drive
98 State House Station
Augusta, ME 04333-0098
Phone (207) 624-8200

Hi Lorna,

This email is a followup to our phone conversation of July 24, when I told you that Don Clark and I were interested in having the speed limit on McGrath Pond Road lowered from 45 mph to 35 mph or at least 40. At that time you stated you would get in touch with someone at the State and asked me to contact Belgrade's road commissioner, which I did. I spoke with Jason Stevens on July 24, who basically said he did not have a whole lot to offer from his position, but he would talk with you about it.

In the past 37 years I have seen many changes on the McGrath Pond Road, making a speed limit reevaluation a pretty good idea. It used to be a quiet country road with little activity. Several years ago, a large portion was replaced and part was simply gravel for about a year, then paved. The new pavement was smoother and more conducive to higher speeds. Because it was smoother, I travelled clockwise the 12-1/2 miles around Salmon and McGrath almost daily for several years until traffic increased and it just became too dangerous.

The road is already hilly, has curves with short sight lines, but with the increase in year around homes or camp roads or just a lot of driveways, it is worse to drive at or near the speed limit. I have met various commercial vehicles (oil, propane, UPS) attempting to enter and exit driveways and camp roads.

There are numerous people (some with dogs) walking along the road, including Belgrade's oldest citizen.

Because of all these changes, I have decided to drive at 35 mph.

Thank you for your attention to this matter.

Rob

Robert A True
67 Arcadia Cove Rd
Belgrade, ME 04917
(207) 441-2320

Memo

American Rescue Funds

The town received \$332,777 in funding and has expended \$162,250 with a remaining balance of approximately \$170,527.

The town has received the following department or organizational requests for funding from the remaining balance:

- Fire/Rescue Department New fire station engineering costs
 Installation of three dry hydrants
- Center for All Seasons Video meeting/streaming equipment
 ADA access to lake
 Pickleball court
- Facilities Maintenance Vehicle
- FOBLV Parking lot

Town of Belgrade

PROPOSED USE OF ARPA FUNDS

\$332,777

Project	Details	Estimate
APPROVED 7 Lakes Alliance	\$26,000 for erosion control on town properties into Long and Great ponds, 10% contingency.	\$ (30,000.00)
APPROVED Map Digitization	CAI	\$ (46,250.00)
APPROVED Turf Doctor	Grub control cemeteries, town office	\$ (10,000.00)
APPROVED Comprehensive Plan	Update - KVCOG	\$ (28,000.00)
APPROVED Dam Remediation		\$ (48,000.00)
Public Lake Access	North Belgrade.	
New Fire Station	Engineering only.	\$ (30,000.00)
Video Meeting Equipment for CFAS	Purchasing technology to enhance online participation in public meetings.	\$ (6,527.00)
Wi-Fi hotspots	Installing Wi-Fi hotspots around town. Should set up a broadband committee? To explore town-wide coverage.	
3 Dry Hydrants		\$ (35,000.00)
ADA Access CFAS to Lake	Touch up the grade and pave a walkway measuring 500'x6' with 2" of surface pavement.	\$ (18,000.00)
Facilities Vehicle	Could use \$30,000 from reserve plus ARPA funding.	\$ (50,000.00)
Pickleball Court at CFAS	Request \$80,000	\$ (15,500.00)
Parking Lot	Request \$50,000	\$ (15,500.00)

\$0

Lorna,

This is what I got for the video capabilities for the center. It would actually be kind of neat! There would be a pc in the Social room that would hook up to a tv mounted to the wall in there. This would connect to a camera in the social room and one in the gym. You would have someone connect the camera in the gym during a meeting, it would show up on the social room tv, and would be exactly what the public was seeing on the feed.

Paul stated that the space would not work for a meeting type like zoom, but we could stream the meetings.

It seems to be the best possible solution for what we are looking for.

Let me know what you think,

Daniel MacGlashing
Recreation Director
Town Of Belgrade
207-495-3481

8 Main street
 Norridgewock, ME 04957
 www.itsIT4ME.com
 207-314-2051



Town of Belgrade
 990 Augusta Road
 Belgrade, ME, United States 04917

Estimate # 1049
 Estimate Date 03-15-2023

Total	\$4,856.97
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Item	Description	Unit Cost	Quantity	Line Total
HP Desktop Computer	Intel Quad I7 up to 3.8GHz, 16GB Memory, 256G SSD + 3TB, GeForce GTX 1660 Super GDDR6 6G, RGB Keyboard & Mouse, WiFi & Bluetooth 5.0, Win 10 Pro (Renewed)	\$499.99	1.0	\$499.99
Monitor	Sceptre 24" Professional Thin 75Hz 1080p LED Monitor 2x HDMI VGA Build-in Speakers, Machine Black.	\$104.58	1.0	\$104.58
Microphone	Blue Yeti USB Microphone for Streaming, Podcasting, Studio and Computer Condenser Mic with Blue VOICE effects, 4 Pickup Patterns, Plug and Play.	\$89.99	2.0	\$179.98
Microphone wall mount	Wall mount for Gym install microphone	\$24.90	1.0	\$24.90
Prisual PTZ Camera	20X-SDI 1080P Live Streaming Camera Runs Wirecast OBS vMix Livestream Studio HDMI 3G-SDI IP POE Supports (20X Zoom and Wall Mount)	\$598.65	1.0	\$598.65
Prisual PTZ Camera	3G-SDI,HDMI and IP Streaming Outputs,30X SDI Broadcast and Conference Full HD PTZ Camera for Live Streaming(30X Zoom and Wall Mount)	\$675.00	1.0	\$675.00
Hsility PTZ Controller	Camera Controller POE Network 4D Joystick Decoding Keyboard with 5 Inch LCD Screen	\$285.89	1.0	\$285.89
TP-Link switch	5 Port Gigabit PoE Switch 4 PoE+ Ports @65W Desktop Plug & Play Sturdy Metal w/ Shielded Ports Fanless Limited Lifetime Protection QoS & IGMP Snooping	\$39.99	1.0	\$39.99
TV	50" TV for conference room for displaying meetings	\$289.99	1.0	\$289.99
Tv wall mount	TV Wall Mount for Most 26-55 Inch TVs, Full Motion TV Mount with Perfect Center Design, Articulating Mount Max VESA 400x400mm up to 77 LBS, Wall Mount TV Bracket MD2413-MX	\$24.59	1.0	\$24.59
Labor	Labor	\$100.00	20.0	\$2,000.00

THIS IS AN ESTIMATE

Disclaimer

*This is an estimate and serves as the best guess with the information provided to IT4ME regarding services requested at the time of the estimate.

Subtotal	\$4,723.56
Tax	\$133.41

Estimate Total	\$4,856.97
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June 2023

BID PROPOSAL

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

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

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

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

Name of Company: Manter Construction of Maine, Inc.

Signed by:  Edward W. Manter

Title: Vice President

Address: 92 Iris Lane

Sidney, ME 04330

Email address: info@manterconstruction.com

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

Date: 6-28-23

Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

June 28, 2023

Town of Belgrade
990 Augusta Road
Belgrade, ME. 04917

Tel: (207) 495-2258

Attn: Town Manger

RE: Fire Protection Dry Hydrant Installation Long Pond Drive

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

Scope of Work:

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

Tel: (207) 547-3500



www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

Fax: (207) 547-3998

Continued

Page 2 of 2

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

Project Cost \$ 33,575.00

Notes:

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

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

Respectfully,

Edward W. Manter Vice President



Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com
92 Iris Lane
Sidney, ME 04330

Jan. 2, 2023

Annual Meeting

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

Item 1 Officers of Company

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

Voted on and Passed

Item #2 Signature Authorization

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

Voted on and Passed

Original copy on file in the company office.

A handwritten signature in black ink that reads "Edward D. Manter". The signature is written in a cursive style with a long, sweeping tail on the letter "t".

Edward D. Manter

President

Manter annual



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

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

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

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

CERTIFICATE HOLDER

CANCELLATION

Sample Certificate

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

AUTHORIZED REPRESENTATIVE

Matthew J Arcey

June 2023

BID PROPOSAL


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

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

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

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

Name of Company: CCC Construction, LLC

Signed by:  - Peter Callahan

Title: OWNER

Address: 13 Callahan Drive

Augusta, Me 04330

Email address: CallahanLC@yahoo.com

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

Date: 6/28/23



Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

207.495.2258

June 2023

REQUEST FOR PROPOSAL
Fire Protection Dry Hydrant Installation

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

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

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

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

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

Sincerely,

Chief Dan MacKenzie
Fire-Rescue Chief

June 2023

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

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

Project Schedule:

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

June 2023

STANDING CONDITIONS AND INSTRUCTIONS TO BIDDERS

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

June 2023

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

June 2023

GENERAL CONDITIONS

1. Equal Employment Opportunity

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

2. Insurance

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

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

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

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

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

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

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

June 2023

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

3. Indemnification

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

4. Requirements

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

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

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

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

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

5. Safety and Health Regulations

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

6. Method of Payment

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

Fine Line Paving & Grading LLC

629 Main Street
Madison ME 04950

Estimate

Date	Estimate #
10/11/2023	4867

Name / Address
Town of Belgrade 990 Augusta Road Belgrade, ME

Ship To
Community Center For All Seasons 1 Center Dr Belgrade, ME

P.O. No.
Community Center Walkway

Description	Qty	Rate	Total
ADA Walkway from the building to the lake- 2024 Budget Number Fine Line Paving would supply the labor, equipment, materials, and trucking to touch up the fine grade and pave the walkway, which measures approx 500' x 6', and pave the walkway with 2" of surface pavement.	1	12,000.00	12,000.00
Thank you for the opportunity to quote this project. Jim Peters Fine Line Paving			Total \$12,000.00

Phone #	Fax #	E-mail
207-696-8805	207-696-8810	finelinebilling@yahoo.com



Floor and Ground Surfaces



This guide explains requirements in the ADA Standards for floor and ground surfaces. The specifications for floor and ground surfaces address surface characteristics, carpeting, openings, and changes in level. They apply to:

- interior and exterior accessible routes, including walking surfaces, ramps, elevators, and lifts
- stairways that are part of a means of egress
- required clearances, including clear floor space, wheelchair seating spaces, turning space, and door maneuvering clearances
- accessible parking spaces, access aisles, and accessible passenger loading zones.

Firmness, Stability, and Slip Resistance [§302.1]

Accessible floor and ground surfaces must be stable, firm, and slip resistant. Stable surfaces resist movement, while firm surfaces resist deformation by applied forces. Accessible surfaces remain unchanged by external forces, objects, or materials.



Hardened materials such as concrete, asphalt, tile, and wood are sufficiently firm and stable for accessibility.



Most loose materials, including gravel will not meet these requirements unless properly treated to provide sufficient surface integrity and resilience. Binders, consolidants, compaction, and grid forms may enable some of these materials to perform satisfactorily but require repeated maintenance.

Slip Resistance

Accessible surfaces must be slip resistant to minimize hazards to people with disabilities, especially those who are ambulatory or semi-ambulatory or who use canes, crutches, and other walking aids. However, the standards do not specify a minimum level of slip resistance (coefficient of friction) because a consensus method for rating slip resistance remains elusive. While different measurement devices and protocols have been developed over the years for use in the laboratory or the field, a widely accepted method has not emerged. Since rating systems are unique to the test method, specific levels of slip resistance can only be meaningfully specified according to a particular measurement protocol. Some flooring products are labeled with a slip resistance rating based on a laboratory test procedure.



Compliance with the standards requires specifying surface materials, textures, or finishes that prevent or minimize slipperiness under the conditions likely to be found on the surface. Standard practices for minimizing floor or ground slipperiness will likely satisfy compliance with the standards as slip resistance is important not just for accessibility but for general safety as well. Applications and finishes used to increase a surface material's slip resistance may require continued maintenance or re-application.

Surface Smoothness

The standards limit changes in level and openings in floor and ground surfaces, but they do not further address overall surface smoothness. Rough surfaces composed of cobblestones, Belgian blocks, and similar materials can be difficult and sometimes painful to negotiate with wheeled mobility aids due to the vibrations they cause.



Cobblestones and other rough surfaces make wheelchair travel difficult and uncomfortable.



Recommendation: Avoid materials or construction methods that create bumpy and uneven surfaces in areas and along routes required to be accessible.

Carpet [§302.2]

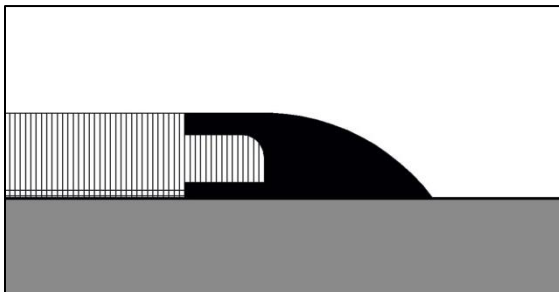
Carpet that is thick, cushiony, or loose impairs accessibility, particularly wheelchair maneuvering. The standards specify the maximum pile height (1/2" measured to the backing, cushion, or pad) and texture (level or textured loop, level cut pile, or level cut/uncut pile) and require firm backing. Cushions or pads also must be firm or can be avoided to ensure greater firmness.

Carpeting must be securely attached so that it does not shift or buckle against wheeled traffic. Cushions or pads, if used, also must be properly secured to resist movement. Rolling or buckling occurs when carpet is not properly secured and makes wheelchair maneuvering very difficult.



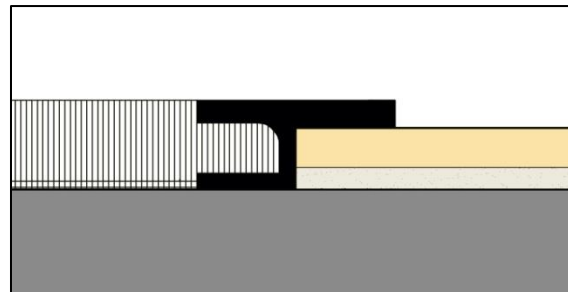
Exposed edges must have trim on the entire length of the exposed edge and be fastened to the floor to prevent curling. Trim must meet specifications for changes in level, including requirements for beveled edges when the height exceeds 1/4 inch. The maximum height is 1/2 inch.

Carpet Edge Treatment



1/2" max height, 1:2 max beveled edge

Carpet to Tile Transition

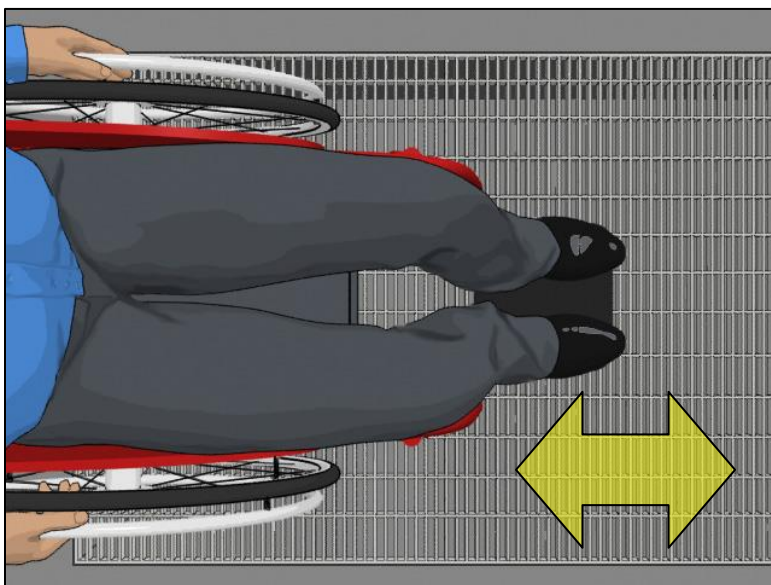
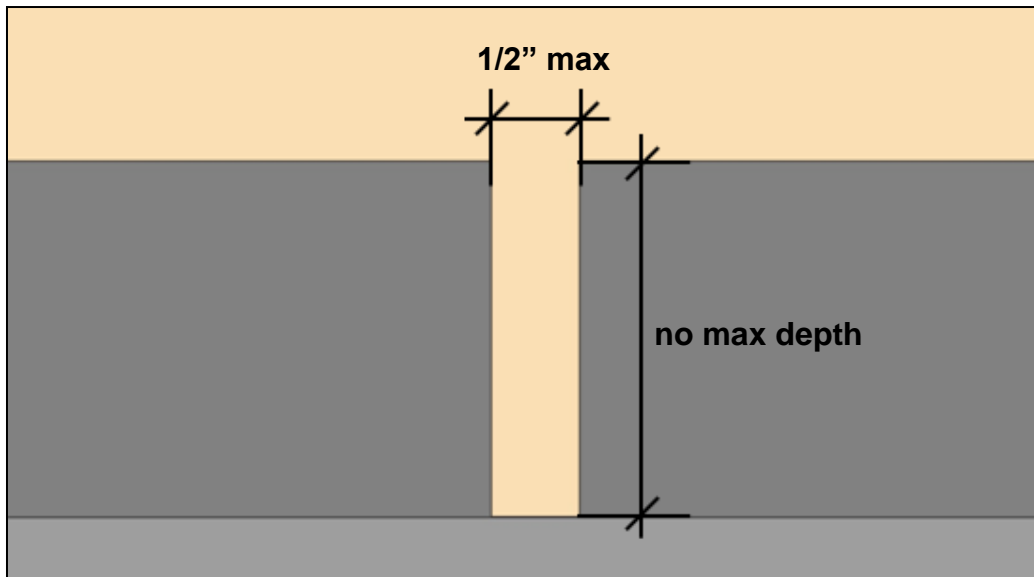


Changes in level 1/4" max high permitted vertical edge

Openings [§302.3]

Openings in ground and floor surfaces, such as grates, are limited in width to prevent passage of a ½" diameter sphere. Wheelchair casters can get wedged into wider openings.

Surface Opening (Cross Section)

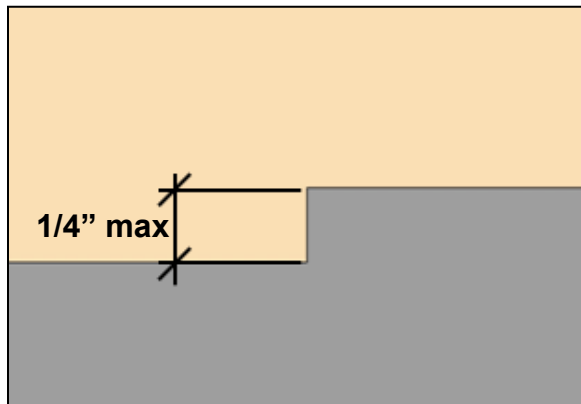


Elongated openings, like those of most grates, must be oriented so that the long dimension is perpendicular to the dominant travel direction. In locations where there is no dominant flow pattern, openings must be limited to ½" in both dimensions. Where an accessible route is available to bypass openings completely, they can be oriented in any direction.

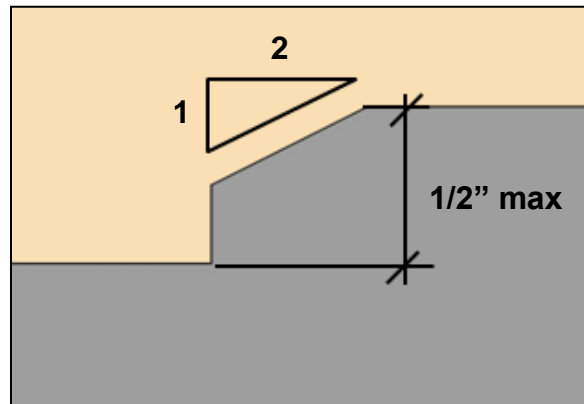
Changes in Level [§303]

Changes in level can be up to $\frac{1}{4}$ " without treatment or $\frac{1}{2}$ " if beveled with a slope no steeper than 1:2. Changes in level above a $\frac{1}{2}$ " must be treated as a ramp or curb ramp (or a walkway if a slope no steeper than 1:20 can be achieved). These specifications apply to all portions of accessible routes, including thresholds and carpet trim.

$\frac{1}{4}$ " Max Change in Level



$\frac{1}{2}$ " Max Change in Level



Common Questions



Must accessible surfaces be paved?

Concrete, asphalt, and other paved surfaces are more reliably compliant, but other materials, such as wood, and construction methods can be used to provide firm and stable surfaces. Loose material like gravel will not perform adequately unless it is sufficiently stabilized by binders, compaction, or other treatments and will likely require repeated maintenance.

What is the minimum level of slip resistance required by the standards?

The standards require ground and floor surfaces to be slip resistant, but they do not specify a minimum level of slip resistance or coefficient of friction. This value varies according to the measurement method and protocols used. Some products are labeled with a rated level, but in the absence of a consensus test procedure, the standards do not set a minimum value. Standard methods to prevent or minimize slipperiness in the specification of floor materials, textures, applications, and finishes may be sufficient for compliance with the standards.

Is there a minimum distance between changes in level?

The standards do not require a minimum horizontal separation between changes in level of a ½” or less. Such level changes may need to be in close proximity, such as at raised thresholds (otherwise a minimum 48” separation will provide enough wheelchair space so that only one vertical change is negotiated at a time). Ramps and curb ramps, which must be used to span vertical changes greater than ½”, must have level landings and clearances at the tops and bottoms of each run to provide adequate separation and resting intervals between sloping surfaces.

Elongated surface openings must be perpendicular to the dominant direction of travel, but what if there is no dominant direction of travel?

When there is no dominant direction of cross traffic, openings must be limited to ½” in both dimensions. Where space allows accessible routes to completely bypass the area with openings, elongated openings can be oriented in either direction.



UNITED STATES ACCESS BOARD
Advancing Full Access and Inclusion for All
1331 F Street, NW ▪ Suite 1000 ▪ Washington, DC 20004-1111
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February 2014

RIPLEY AND FLETCHER FORD
 80 MAIN STREET
 SOUTH PARIS, ME 04281
 207-743-8938

RETAIL PURCHASE AGREEMENT

Cust Number 171590
 Deal Number 54309

Purchaser's Name(s): TOWN OF BELGRADE Date: 09/28/2023
 Address: BELGRADE ME 04917 County: _____
 Telephone: 207-592-1814 E-mail Address: N/A

DOB: _____ D.L./State I.D.#: _____ Issuing State: _____ Exp Date _____
 The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. The Odometer Reading for the Vehicle you are purchasing is accurate unless indicated otherwise. Please refer to the Federal Mileage Statement for full disclosure.

YEAR 2023	MAKE FORD	MODEL F550	COLOR BLACK	STOCK NO. PP-51
VIN/SERIAL NO. 1FDUF5HT0PEC32604	ODOMETER READING <input type="checkbox"/> Not Accurate 5		SALESPERSON	
THIS VEHICLE IS A: <input checked="" type="checkbox"/> NEW VEHICLE <input type="checkbox"/> USED VEHICLE <input type="checkbox"/> PERSONAL TRANSPORTATION <input type="checkbox"/> DEMONSTRATOR <input type="checkbox"/> EXECUTIVE <input type="checkbox"/> RENTAL <input type="checkbox"/> OTHER				

WARRANTY STATEMENT

NEW VEHICLES: Maine law gives you a warranty against defects in this vehicle. This Maine warranty is in addition to the manufacturer's express warranty and cannot be limited by the Dealership or manufacturer. No express warranties are given by our Dealership. Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services.

USED VEHICLES ONLY: This Vehicle has been inspected in accordance with Title 29A, Section 1751, and it is in the condition and meets the standards required by the statutes and the rules and regulations promulgated thereunder unless we have marked the box beside "Reconstructable Motor Vehicle" below. No other warranty, express or implied, including the implied warranties of merchantability and fitness for a particular purpose, are given by our Dealership, unless the box beside "Our Used Vehicle Limited Warranty Applies," is marked or we sell a service contract on our own behalf within 90 days of the sale date. You will pay all costs for any repairs not related to meeting State inspection standards. Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services.

USED VEHICLE BUYER'S GUIDE CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE. Traducción española: Ver el dorso.

Reconstructable Motor Vehicle. The Vehicle you are purchasing does not meet Maine's Inspection Laws, is unsafe to drive on the road and must be towed from the Dealership. Please see the attached Unsafe Motor Vehicle Disclosure Statement.
 Used Vehicle Limited Warranty Applies. We are providing the attached Limited Warranty in connection with this transaction. Any implied warranties apply for the duration of the Limited Warranty.

DEALER'S DISCLOSURE (USED VEHICLE SALE)	
Previous Owner's Name & Address:	CASH PRICE OF VEHICLE/MSRP 66987.00
How Acquired? <input type="checkbox"/> Trade-In <input type="checkbox"/> Auction <input type="checkbox"/> Purchase <input type="checkbox"/> Other: <u>N/A</u>	DUMPING FLATBED INSTALLED 13585.00
Mechanical Defects Known:	
Prior Substantial Damage to Body or Engine if Any Known:	

PURCHASER'S DISCLOSURE & TRADE-IN VEHICLE INFORMATION	
Year: <u>N/A</u> Make: <u>N/A</u> Model: <u>N/A</u> Color: <u>N/A</u>	TOTAL DEALER'S ASKING PRICE 80572.00
Cyl: <u>N/A</u> Type: <u>N/A</u> Prior Use: <u>N/A</u>	
VIN/Serial No: <u>N/A</u>	
Odometer Reading: <input type="checkbox"/> Not Accurate <u>N/A</u> Has the Air Bag Been Deactivated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mechanical Defects Known:	DOCUMENTATION FEE 389.00
Prior Substantial Damage to Body or Engine if Any Known:	

Lienholder Name & Address <u>N/A</u>	INITIALS	ARBITRATION FEE 1.00
1. Trade-In Allowance \$ <u>N/A</u>	*NEGATIVE EQUITY: You are aware that if the Balance Owed on your Trade-In Vehicle exceeds the Trade-In Allowance from us then, as a result, you have requested that the difference (known as the "Negative Equity" amount) be included in the Unpaid Balance Due. X	TOTAL DUE 80962.00
2. Balance Owed \$ <u>N/A</u>		DEPOSIT/PARTIAL PAYMENT (Refund Policy: see Paragraphs 9 & 10) <u>N/A</u>
3. Net Trade-In Allowance (-/+) \$ <u>0.00</u>		
4. Negative Equity* \$ <u>N/A</u>		

OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS	
<input type="checkbox"/> IF BOX IS MARKED, PLEASE SEE THE SPOT DELIVERY AGREEMENT	
UNPAID BALANCE DUE	80962.00
CASH DUE AT DELIVERY	<u>N/A</u>
BALANCE TO FINANCE	80962.00

This Agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. I have read all of the terms and conditions of this Agreement and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement is not binding upon Dealer until signed and accepted by an Authorized Dealership Representative.

Purchaser _____
 Purchaser N/A
 Dealer/CAP _____
 Accepted by Authorized Dealer/Shop Representative [Signature]

Central Maine
Motors Auto Group

New 2023 Ram 5500 Chassis Cab Tradesman 4x4 Reg Cab 60 CA 144.5 WB 4WD

VIN: 3C7WRNAJ3PG523879
Stock: PC0081

Exterior: Diamond Black Crystal Pearlcoat
Interior: Black
Engine: 6.4L 8 Cylinder Engine

Drivetrain: 4WD
Transmission: Automatic



Central Maine
Motors Auto Group

Central Maine Motors
Auto Group

207-872-5591

info@cmautogroup.net

Vehicle Details:

- Black Front Bumper
- Black Door Handles
- Black Exterior Mirrors
- Manual Folding Exterior Mirrors
- Light Tinted Glass
- Auto On/Off Aero-Composite Daytime Running Headlamps w/Delay-Off
- Driver Seat
- Bucket Folding Passenger Seat w/4 Way Direction Control -inc: Manual Fore/Aft and Adjustable Headrest
- Manual Tilt Steering Column
- Proximity Key For Push Button Start Only
- Full Cloth Headliner
- Interior Trim -inc: Deluxe Sound Insulation, Metal-Look Instrument Panel Insert and Chrome/Metal-Look Interior Accents
- Full Vinyl/Rubber Floor Covering
- Global Telematics Box Module (TBM)
- For Details, Visit DriveUconnect.com
- Instrument Panel Bin, Dashboard Storage, Driver And Passenger Door Bins
- Driver Information Center
- Analog Appearance
- Manual Adjustable Front Head Restraints
- Sentry Key Immobilizer
- Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Voice Activation, Radio Data System and External Memory Control
- GPS Antenna Input
- Engine: 6.4L V8 Heavy Duty HEMI
- GVWR: 18,000 lbs
- Manual Transfer Case
- Engine Oil Cooler
- 220 Amp Alternator
- Towing Equipment -inc: Trailer Sway Control
- 10800# Maximum Payload
- Front Anti-Roll Bar and Rear HD Anti-Roll Bar
- 52 Gal. Fuel Tank
- Auto Locking Hubs
- Black Side Windows Trim and Black Front Windshield Trim
- Exterior Mirrors w/Convex Spotter
- Manual Telescoping Mirrors
- Fixed Rear Window
- Galvanized Steel/Aluminum Panels
- Cab Clearance Lights
- Bucket Folding Driver Seat w/4 Way Direction Control -inc: Manual Fore/Aft and Adjustable Headrest
- Manual Adjust 4-Way Driver Seat
- Passenger Seat
- Manual Adjust 4-Way Front Passenger Seat
- Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer
- Cruise Control w/Steering Wheel Controls
- Urethane Gear Shifter Material
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- 2 12V DC Power Outlets
- Tracker System
- Electronically Controlled Throttle
- For More Info, Call 800-643-2112
- Delayed Accessory Power
- Manual 1st Row Windows
- Redundant Digital Speedometer
- Temperature & Compass Gauge
- Seats w/Vinyl Back Material
- Air Filtration
- Streaming Audio
- Integrated Roof Antenna
- 4 Speakers
- 2 LCD Monitors In The Front
- 4.44 Axle Ratio
- 50 State Emissions
- Part-Time Four-Wheel Drive
- 730CCA Maintenance-Free Battery w/Run Down Protection
- 87 mph Maximum Speed
- Trailer Wiring Harness
- HD Shock Absorbers
- Hydraulic Power-Assist Steering
- Single Stainless Steel Exhaust
- Leading Link Front Suspension w/Coil Springs

- Solid Axle Rear Suspension w/Leaf Springs
- Upfitter Switches
- Side Impact Beams
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners
- Body Code: H
- Passenger Capacity: 2
- Gross Axle Wt Rating - Front: 6000
- Curb Weight - Front: 4025
- Gross Vehicle Weight Rating Cap: 18000
- Dead Weight Hitch - Max Trailer Wt.: 5000
- Wt Distributing Hitch - Max Trailer Wt.: 18650
- Maximum Trailing Capacity: 18650
- Engine Type: Regular Unleaded V-8
- Fuel System: Sequential MPI
- SAE Net Torque @ RPM: 429 @ 4000
- Trans Type: 6
- Trans Description Cont. Again:
- Second Gear Ratio (:1): 1.84
- Fourth Gear Ratio (:1): 1.00
- Sixth Gear Ratio (:1): 0.63
- Trans Power Take Off: Yes
- Transfer Case Model: Manual
- Cold Cranking Amps @ 0° F (Primary): 730
- Maximum Alternator Capacity (amps): 220
- Suspension Type - Front: Leading Link
- Spring Capacity - Front: 6000
- Axle Type - Front: Non-Independent
- Axle Capacity - Front: 7000
- Axle Ratio (:1) - Front: 4.44
- Front Tire Order Code: TAJ
- Spare Tire Order Code:
- Rear Tire Size: 225/70R19.5
- Front Tire Capacity: 7940
- Revolutions/Mile @ 45 mph - Front: 651
- Front Wheel Size: 19.5 X 6
- Spare Wheel Size:
- Rear Wheel Material: Steel
- Steering Type: Re-Circulating Ball
- Brake Type: 4-Wheel Disc
- Brake ABS System (Second Line): 4-Wheel
- Disc - Rear (Yes or): Yes
- Rear Brake Rotor Diam x Thickness: 15.3
- Rear Drum Diam x Width:
- Aux Fuel Tank Capacity, Approx:
- Front Leg Room: 40.9
- Front Hip Room: 62.9
- Length, Overall: 236.3
- Height, Overall: 81.7
- Overhang, Rear w/o bumper: 50.8
- Cab to End of Frame: 111.1
- Ground Clearance, Rear: 8
- Vehicle Segment: Chassis
- Body Cab Style: Standard Cab
- Engine Camshaft: OHV
- Engine Cylinder Count: 8
- Country of Origin: Mexico Ram Incomplete Vehicle
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs
- Mechanical Limited Slip Differential
- Airbag Occupancy Sensor
- Vehicle Name: Ram 5500 Chassis Cab
- Body Style: Regular Cab
- Drivetrain: Four Wheel Drive
- Base Curb Weight: 7196
- Gross Axle Wt Rating - Rear: 13500
- Curb Weight - Rear: 3171
- Gross Combined Wt Rating: 26000
- Dead Weight Hitch - Max Tongue Wt.: 500
- Wt Distributing Hitch - Max Tongue Wt.: 1865
- Engine Order Code: ESB
- Displacement: 6.4 L/392
- SAE Net Horsepower @ RPM: 370 @ 5600
- Trans Order Code: DF3
- Trans Description Cont.: Automatic w/OD
- First Gear Ratio (:1): 3.23
- Third Gear Ratio (:1): 1.41
- Fifth Gear Ratio (:1): 0.82
- Reverse Ratio (:1): 4.44
- Trans PTO Access: Yes
- Transfer Case Power Take Off: Yes
- Cold Cranking Amps @ 0° F (2nd): 730
- Engine Oil Cooler: Regular Duty
- Suspension Type - Rear: Leaf
- Spring Capacity - Rear: 13500
- Axle Type - Rear: Rigid Axle
- Axle Capacity - Rear: 13500
- Axle Ratio (:1) - Rear: 4.44
- Rear Tire Order Code: TAJ
- Front Tire Size: 225/70R19.5
- Spare Tire Size:
- Rear Tire Capacity: 15000
- Revolutions/Mile @ 45 mph - Rear: 650
- Rear Wheel Size: 19.5 X 6
- Front Wheel Material: Steel
- Spare Wheel Material:
- Turning Diameter - Curb to Curb: 45.3
- Brake ABS System: 4-Wheel
- Disc - Front (Yes or): Yes
- Front Brake Rotor Diam x Thickness: 15.3
- Drum - Rear (Yes or):
- Fuel Tank Capacity, Approx: 52
- Front Head Room: 39.8
- Front Shoulder Room: 65.9
- Wheelbase: 144.5
- Width, Max w/o mirrors: 86.9
- Overhang, Front: 40.8
- Cab to Axle: 60.3
- Ground Clearance, Front: 8
- Model Group: Ram Chassis
- Vehicle Type: Standard Cab
- Engine Displacement Units: 6.4
- Engine Block Type: iron
- Engine Valve Count: 2
- Driver Air Bag, Passenger Air Bag, A/C, AM/FM Stereo, ABS, 4-Wheel Disc Brakes, Cruise Control, Locking/Limited Slip Differential, Four Wheel Drive, Dual Rear Wheels, 8 Cylinder Engine, Gasoline

Fuel,Daytime Running Lights,Keyless Entry,Power Door Locks,Heated Mirrors,Power Mirror(s),Cloth Seats,Vinyl Seats,Split Bench Seat,Bucket Seats,Power Steering,Adjustable Steering Wheel,Tires - Rear All-Terrain,Traction Control,6-Speed A/T,Power Windows,Intermittent Wipers,A/T,MP3 Player,Fog Lamps,Variable Speed Intermittent Wipers,Engine Immobilizer,Automatic Headlights,Integrated Turn Signal Mirrors,Passenger Vanity Mirror,Transmission w/Dual Shift Mode,Steel Wheels,Bluetooth,Telematics,Back-Up Camera,Stability Control,Keyless Start,Auxiliary Audio Input

- Gasoline Fuel
- Power Steering
- Tires - Rear All-Terrain
- 6-Speed A/T
- A/T
- Variable Speed Intermittent Wipers
- Automatic Headlights
- Transmission w/Dual Shift Mode
- Telematics
- Keyless Start
- Passenger Air Bag Sensor

- Driver Air Bag
- A/C
- AM/FM Stereo
- ABS
- 4-Wheel Disc Brakes
- Cruise Control
- Locking/Limited Slip Differential
- Four Wheel Drive
- Dual Rear Wheels
- 8 Cylinder Engine
- Daytime Running Lights
- Adjustable Steering Wheel
- Traction Control
- Intermittent Wipers
- MP3 Player
- Immobilizer
- Passenger Vanity Mirror
- Bluetooth Connection
- Stability Control
- Auxiliary Audio Input
- Requires Subscription

Price \$62,595

+ cost of body

PRE-OWNED 2017 FORD SUPER DUTY F-550 DRW
XL 4WD REG CAB 145" WB 60" CA

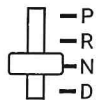
O'CONNOR PRICE \$39,900

VIN 1FDUF5HY9HEB19599 STOCK NUMBER 738116A



SPECIFICATIONS

Stock Number	738116A
Miles	N/A
Exterior	Race Red
Interior	Red
Drive Wheels	4WD
Engine	6.8 Liter
Transmission	Automatic
VIN	1FDUF5HY9HEB19599



FUEL
ECONOMY *
N/A CITY /
N/A HWY

MILEAGE
N/A

TRANSMISSION
6-SPEED A/T

EXTERIOR
COLOR
RACE RED

INTERIOR
COLOR
RED

ENGINE
DATA
6.8 LITER

All Vehicles The Manufacturer's Suggested Retail Price excludes tax, title, license, dealer fees and optional equipment. Dealer sets final price.

All Vehicles MPG estimates on this website are EPA estimates; your actual mileage may vary. For used vehicles, MPG estimates are EPA estimates for the vehicle when it was new. The EPA periodically modifies its MPG calculation methodology; all MPG estimates are based on the methodology in effect when the vehicles were new (please see the Fuel Economy portion of the EPA's website for details, including a MPG recalculation tool).

The features and options listed are for the new 2017 Ford Super Duty F-550 DRW and may not apply to this specific vehicle.

August 9, 2023

Subject: Funding Proposal for Pickleball and Basketball Court Complex

Dear Belgrade Board of Selectpersons,

We are writing to request funding for the construction of a versatile court complex that includes both pickleball and basketball courts within our community. The Belgrade Board of Parks and Recreation is committed to providing opportunities for physical fitness, public health, recreation, and social interaction for residents of all ages. We believe that the establishment of this dual-purpose facility will greatly enhance the health and well-being of our community members.

Pickleball has experienced remarkable popularity and growth over the past few decades, transforming from a relatively obscure backyard game to a mainstream sport played by millions of people worldwide. The rise of pickleball can be attributed to several key factors:

1. **Accessibility:** Pickleball is known for being easy to learn and play, making it accessible to people of all ages and skill levels. The rules are simple, and beginners can quickly grasp the basics, leading to immediate enjoyment.
2. **Multigenerational Appeal:** Pickleball bridges generational gaps, appealing to both younger and older players. This inclusivity has contributed to its popularity among families and communities.
3. **Social Nature:** The game's doubles format encourages social interaction, making pickleball a social and community-building activity. It's common to see players of various backgrounds coming together to enjoy the game.
4. **Health Benefits:** With an emphasis on physical activity, hand-eye coordination, and strategy, pickleball offers numerous health benefits. Its low-impact nature also makes it attractive to those seeking exercise with reduced risk of injury.
5. **Aging Population:** As the population ages, there's a growing interest in low-impact activities that promote fitness and well-being. Pickleball has filled this niche, particularly among older adults looking for a fun way to stay active.
6. **Availability of Facilities:** Many communities, parks, and recreational centers have responded to the demand for pickleball by constructing dedicated courts. This increased availability of facilities has encouraged more people to try the sport.
7. **Tournaments and Events:** The emergence of pickleball tournaments and events has provided a platform for competitive players to showcase their skills. These events attract players from different regions, fostering a sense of community and camaraderie.
8. **Grassroots Efforts:** Enthusiastic players and advocates have played a significant role in spreading the word about pickleball. Their passion has led to grassroots initiatives that promote the sport and encourage new players to get involved.

Belgrade has not been immune to this trend and in the past year, there has been a growing number of residents that have started playing pickleball. It is currently being played in makeshift temporary areas at the Belgrade Central School during the summer months and the Center For All Seasons during other

seasons. Just this past week, there were 46 people that played pickleball on the courts at the Belgrade Central School! The sport's popularity shows no signs of slowing down, with ongoing efforts to further develop facilities, organize tournaments, and promote the sport to new audiences. With its inclusive and accessible nature, pickleball is likely to continue expanding its reach and captivating players of all ages around the world.

Project Summary:

We are seeking funding to develop a state-of-the-art court complex at the Center For All Seasons. This project aims to:

1. **Promote Physical Fitness:** The proposed complex will offer pickleball and basketball courts, catering to individuals with varying interests and fitness levels. Both sports encourage physical activity, cardiovascular health, and teamwork, contributing to an active and healthier community.
2. **Encourage Social Interaction:** This complex will serve as a gathering place for community members, fostering friendships, camaraderie, and a sense of belonging. It will provide a safe and inclusive space for people of all ages and backgrounds to come together and enjoy recreational activities.
3. **Fill Recreational Gaps:** The lack of dedicated pickleball and basketball facilities in our area has resulted in limited opportunities for residents to engage in these sports. This complex will address this gap by offering convenient and accessible facilities for both sports.

Project Details:

The proposed court complex will feature:

- Three regulation-size pickleball courts with proper markings and nets. Two permanent and one multi-use w/portable net.
- One half-size basketball court with appropriate court markings and equipment.
- High-quality playing surfaces for both sports.
- Suitable lighting for extended playing hours.
- Seating, shade, and spectator areas for comfort.
- Accessible pathways and amenities for individuals with disabilities.
- Area of courts will be 105' x 60'
- These courts could also be utilized as an ice rink during the winter months.



Example of proposed pickleball/basketball court design



Proposed site of pickleball/basketball court

Budget:

The estimated budget for the construction of the pickleball and basketball court complex is \$160,000. The budget breakdown is as follows:

1. Site Preparation: \$75,000 - \$80,000
2. Court Surface (asphalt): \$19,000
3. Equipment (Nets, Hoops, etc.): \$5,000
4. Fencing/lighting (10 ft coated): \$45,000
5. Court Surface (acrylic/sealcoat): \$10,000
6. Miscellaneous (Signage): \$1,000

Funding Request:

As indicated above, the total estimated budget for this project is \$160,000. We are seeking American Rescue Plan Act (ARPA) funds in the amount of \$80,000 to support the construction of the pickleball and basketball court complex. This contribution will play a crucial role in making this facility a reality and positively impacting the lives of our community members.

The remaining \$80,000 to complete this project will be raised through various fundraising activities coordinated through the Belgrade Board of Parks and Recreation, with support from the Friends of Belgrade Pickleball. These two groups have been working together for the past month and recently held the first fundraising event on July 29th at the Center For All Seasons. In this first month, there has been a total of \$4,538.00 raised toward the \$80,000 goal. The Board of Parks and Recreation and the Friends of Belgrade Pickleball plan to meet twice a month to discuss and plan other fundraising activities. Current activities that are in the planning phases are:

1. Seeking out other grant opportunities with organizations such as the Harold Alfond Foundation, public health/wellness initiatives, private donors, and local businesses.
2. Food booths at local events such as Family Fun Night, Harvest Fest and the Holiday Stroll.
3. Various raffles
4. Community Yard Sale
5. 5K run next Spring

Benefits to the Town of Belgrade

1. Physical Health and Well-being:

- **Diverse Fitness Opportunities:** The presence of both pickleball and basketball facilities caters to a wide range of physical abilities and preferences, encouraging community members to engage in regular physical activity.
- **Cardiovascular Exercise:** Both sports promote cardiovascular health, endurance, and improved overall fitness levels.

- **Social Accountability:** Playing in teams encourages accountability and motivation to stay active, as individuals come together for friendly matches and games.

2. Social Interaction and Community Building:

- **Social Hub:** The court becomes a gathering place where people of all ages and backgrounds can interact, form friendships, and connect with their neighbors.
- **Inclusive Environment:** The court accommodates various skill levels and ages, fostering a sense of inclusivity and encouraging intergenerational interactions.
- **Community Events:** The court can be the venue for tournaments, leagues, and community events, enhancing community cohesion and providing opportunities for shared experiences.

3. Skill Development and Personal Growth:

- **Skill Acquisition:** Residents have the chance to learn and improve skills in both pickleball and basketball, fostering personal growth and self-confidence.
- **Leadership and Teamwork:** Organizing games and events requires teamwork and leadership skills, providing opportunities for individuals to develop these attributes.

4. Safe Recreation Space:

- **Safe Environment:** A well-designed court complex ensures a safe space for physical activity, reducing the need for community members to travel to distant facilities.
- **Supervised Activities:** The court can be a place where local authorities or community groups organize supervised activities, ensuring a secure and monitored environment for recreation.

5. Sense of Identity and Ownership:

- **Community Pride:** The court becomes a point of community pride, representing a shared accomplishment and a positive asset.
- **Ownership:** Community members feel a sense of ownership over the court, leading to increased engagement in its maintenance and upkeep.

6. Healthy Lifestyle Promotion:

- **Encourages Outdoor Activity:** The court encourages outdoor play and recreation, encouraging a healthier and more active lifestyle.
- **Positive Role Modeling:** Active engagement in sports sets an example for younger generations, inspiring them to adopt healthy habits.

7. Positive Community Image:

- **Attractive Amenity:** A pickleball and basketball court complex enhances the visual appeal of the community, making it more attractive to potential residents and visitors.
- **Community Investment:** The court demonstrates that the community is invested in its residents' well-being and quality of life.

8. Economic and Tourism Benefits:

- **Local Economy:** Tournaments and events can attract visitors, boosting local businesses such as hotels, restaurants, and shops.
- **Tourist Attraction:** A well-maintained court can attract players from neighboring areas, and increase the community's visibility.

In summary, a combined pickleball and basketball court offers numerous benefits that extend beyond physical activity. It creates a space for community members to come together, stay active, build relationships, and take pride in their shared resources. The court becomes a catalyst for community engagement, personal growth, and overall well-being.

We would greatly appreciate the opportunity to discuss this proposal further and explore how your support can help us achieve our vision. We are confident that together we can create a vibrant court complex that will enrich our community's quality of life for years to come.

Thank you for considering our proposal. We look forward to working with the Belgrade Board of Selectpersons to make this project a reality. Please feel free to contact me at 207-680-8363 or jamie.dionne.bpr@gmail.com to discuss this proposal in more detail.

Sincerely,

Belgrade Maine, Board of Parks and Recreation

Jamie Dionne, Chair

Linda Bacon, Vice Chair

Susan Bolduc, Member

Jessica White, Member

Jason Lindsey, Member

Daniel MacGlashing, Recreation Director

1 Center Drive, Belgrade, ME 04917

jamie.dionne.bpr@gmail.com

207-495-3481

Lorna Dee Nichols

From: katkinson295@att.net
Sent: Tuesday, July 18, 2023 3:08 PM
To: Lorna Dee Nichols
Subject: ARPA Funding Request

EXTERNAL MESSAGE:

TO: Lorna Dee Nichols, Town Manager

FROM: Kathy Atkinson, Co-Chair Friends of Belgrade Lakes Village

DATE: July 18, 2023

RE: Request for ARPA funds

On behalf of the Friends of Belgrade Lakes Village, I would like to request consideration for funding from the remaining ARPA funds.

As Friends has discussed with the Select Board in Executive Session, we are actively pursuing the purchase of land for the development of a much-needed parking lot in the proximity of the Village Green. While we are not yet ready to announce our exact plans to the public, we are making great progress .

We estimate the project cost to be approximately \$500,000 and request consideration of at least a 10% match from the ARPA funds. Upon completion of the project, we will donate this parking lot to the town upon seeking the town's acceptance at a subsequent town meeting.

Thank you very much for your consideration.

Kathy Atkinson
495 2950

September 22, 2023

TECHNICAL MEMORANDUM

TO: Friends of Belgrade Lakes Village
FROM: John Burke, PE, CAPP, Consultant
SUBJECT: Belgrade Lakes Village Parking Study

This technical memorandum summarizes the results of a study conducted to evaluate the need for constructing off-street public parking within the Village of Belgrade Lakes to accommodate peak seasonal and special event parking demand. The study included a concept-level evaluation of a privately-owned parcel for potential acquisition, development, and use as a public parking lot to address any documented need.

Background and Problem Statement

During the busy tourist season, the public parking supply within the village, which primarily consists of parallel parking spaces along Main Street (Route 27), is in high demand. Nearly all off-street parking within the village is privately owned and dedicated for single-business, residential, or institutional use. At peak times, on-street parking can reportedly be difficult to find in close walking distance to a village destination, which may result in vehicles being parked in unsafe or unintended locations.



On-street parking demand has increased with the opening of the Belgrade Village Green in 2019. The beautifully landscaped Village Green with its center gazebo, walking paths, and benches is located at the corner of Main Street and West Road between the popular Sunset Grille at 1214 West Road and busy Hello Good Pie Bakery & Cafe at 39 Main Street. The Village Green itself, is a very popular location for residents and visitors alike, particularly during a free summer concert series held there on Thursday evenings from July through mid-September. Monthly craft fairs from July

through mid-September also attracts large crowds. At peak times, parking demand in the vicinity of the Village Green reportedly overwhelms the supply of nearby on-street parking.

The Friends of Belgrade Lakes Village (FOBLV) requested that a parking study be conducted to evaluate the need for additional off-street public parking to accommodate peak seasonal and special event parking demand. The study request included a concept-level evaluation of the potential acquisition and conversion of the privately-owned Belgrade Lakes Self Storage parcel, located adjacent to the Village Green, to a public parking lot.

Parking Study Scope of Work

The two primary elements of the parking study are a parking needs analysis, to assess whether the current public & private parking supply can efficiently accommodate peak seasonal parking demand, and an evaluation of public parking expansion alternatives focusing on the self-storage parcel but also on any potential opportunity to expand on-street parking or off-street parking through shared-lot opportunities.

Parking Needs Analysis – this analysis relied upon the results of two types of parking surveys conducted to determine the operational efficiency and performance of the overall public and parking supply.

- A *Parking Occupancy Survey* was conducted by counting the use of all public and private, on- and off-street parking spaces inventoried within the study area over multiple hours on a weekday and weekend day in July. Occupancy rates could then be calculated by street section and individual parking lot to demonstrate where parking is overutilized, underutilized, or efficiently used. Vehicles parked in unmarked spaces not included in the inventory were also documented.
- A *Duration of Stay/License Plate Survey* was conducted on a portion of Main Street to gauge how long visitors/customers and other on-street parkers are parking on average and how well on-street parking spaces are turning over within the retail district.

Evaluation of Public Parking Expansion Alternatives – In consideration of the parking needs analysis, an evaluation was conducted of parking expansion alternatives that increase the use of underutilized public and private parking assets during seasonal peak periods. Public parking expansion strategies included potential expansion of on-street parking and potential expansion of off-street public parking either through shared lot parking agreements with private and institutional uses or via the private lot/parcel acquisition (previously noted) and conversion to a public parking lot¹.

Technical Memorandum/Report – This report summarizes the results of the parking occupancy analysis, needs assessment, and evaluation of alternatives for expanding public parking within the study area.

Parking Study Area

The parking study area map depicted below consists of all public and private parking² located within the Route 27 corridor of Belgrade Lakes Village from approximately the Belgrade Lakes Self Storage parcel to the Day's Store at 182 Main Street. The areas of on- and off-street parking that were inventoried and surveyed are highlighted within the study area map in gray. The off-street parking at Brightside Marine was considered outside the typical walk zone of the village and therefore was not counted.

The number of actual on- and off-street parking spaces had to be estimated in many cases since there are only marked parking stalls on a portion of Main Street from its intersection with West Road to the Day's Store. Main Street south of West Road has shoulder striping but no individually striped parking stalls so these spaces had to be estimated. There are also no parking stalls or shoulder striping on School Street, West Road, or Lakeshore Drive - although cars were observed parking there. In gravel parking lots, the number of actual parking stalls also had to be estimated.

Parking Occupancy/Use

Parking occupancy counts were conducted hourly on Thursday, July 6th from 3 p.m. to 8 p.m. and then again on Sunday, July 9th from 8 a.m. to 3 p.m. The Thursday counts were conducted on a sunny day with an unusually high temperature of 90F. The Town's summer concert series was occurring at the Village Green that Thursday between 6 p.m. and 8 p.m. The Sunday counts were conducted on a cloudy day with a high temperature of 77F. The Belgrade Lake's Farmer's Market was occurring within the Maine Lakes Resource Center parking lot at 137 Main Street that Sunday from 8 a.m. to 1 p.m.

The parking occupancy spreadsheets for the on- and off-street parking supply for both days are provided in the Appendix as Exhibit A. The average utilization of the on- and off-street parking supply was calculated by hour and the overall peak-hour identified for both days.

¹ Evaluation of the off-street expansion alternative is at a concept planning level only.

² Residential driveways and parking lots under 5 spaces were not counted.



Parking occupancy (heat maps), which appear on pages 5 and 7 of this report, were then developed using the occupancy spreadsheet counts to show parking facilities that were over-used, acceptably used, or under-used during the weekday and Sunday peak-hour, per the range of use rates presented below.

- **“Over-use”** - exceeding 85% effective occupancy on-street; 90% off-street,
- **“Acceptable-use”** - 50% to 85% occupancy on-street; 60% to 90% off-street, or
- **“Under-use”** - less than 50% occupancy

An 85% effective occupancy rate on-street and 90% rate in lots, is typically considered by parking planners to be the maximum acceptable occupancy rates for on- and off-street parking facilities. Studies show that when occupancy exceeds these rates, the number of parkers circling in search of an available parking space increases rapidly along with customer dissatisfaction.

The on- and off-street parking occupancy maps only show privately-owned lots large enough to provide some potential parking benefit to the village as public parking – whether it be through potential acquisition, lease, or shared lot agreement. The three lots that meet this size requirement include the Union Church, Belgrade Lakes Self Storage, and the Sunset Grille depicted below.



Union Church Lot



Belgrade Lakes Self Storage Lot



Sunset Grille Lot

Thursday, July 6th from 3 p.m. to 8 p.m.

On-Street Parking Supply: The parking occupancy map depicted below for Thursday July 6th shows that during much of the day the on-street parking supply was underutilized. However, during the 7 p.m. to 8 p.m. peak hour, the on-street parking supply was over capacity with heavy demand generated by the summer concert series event. The on-street parking supply on Main Street south of West Road and on West Road itself were particularly constrained. The heavy parking demand was somewhat surprising given the extremely high temperatures that likely kept many visitors away³.

The average on-street parking occupancy rate from 7 p.m. to 8 p.m. was 101.1%, which indicates that parking may be occurring in unintended locations. Vehicles were observed parking too close to crosswalks, intersecting streets, and commercial driveways⁴ as well as on streets with no shoulders or unmarked spaces like School Street and Lakeshore Drive. In fact, vehicles parked on both sides of Lakeshore Drive during the concert reduced the width of the roadway such that vehicles along this two-way street could only pass in a single direction at a time. On-street parking was also constrained from the 7 Lakes Alliance Building to the Day's Store. This section of Main Street was observed to be consistently at or approaching capacity after 5 p.m.

Off-Street Parking Supply: The off-street parking supply, which is made up of mostly very small, private lots that are not available for general-use public parking, was under-utilized most of the day. During the 7 p.m. to 8 p.m. peak hour, the off-street parking supply was just under 40% utilized. Beyond the extreme temperatures, the primary contributing factor to this low average parking use was that the 30-space, paved Union Church lot located off School Street, and the 24-space (+/-), gravel Belgrade Lakes Self Storage lot located off Route 27, were empty. However, the 28-space (+/-), paved/gravel Sunset Grille parking lot on West Road was at the same time oversubscribed.

³ Anecdotally, FOBLV members relayed that the 7/6/23 summer concert series event drew significantly less people and cars than usual, likely due to the very high temperatures on 7/6/23.

⁴ On-street parking should be prohibited: 1. within 20 feet of any crosswalk; 2. within 25 feet of the terminus of the corner radius along the curb line at street intersections; 3. in front of all entrances and 10 feet to either side; *Maine DOT Highway Program Design Guidance, On and Off-Street Parking, 1/17/19.*



PEAK-HOUR PARKING OCCUPANCY MAP
Thursday, July 6, 2023 (7 p.m. to 8 p.m.)
 Sunny, High of 90F

KEY

- Effective Capacity** - greater than 85% occupancy on-street; 90% in lots
- Acceptable Use** - 50% to 85% occupancy on-street; 50% to 90% in lots
- Significantly Underutilized** - less than 50% occupancy

Sunday, July 9th from 8 a.m. to 3 p.m.

On-street Parking Supply: The overall on-street parking supply was on average, within an acceptable range of use (50% to 85%) during all hours of the Farmer’s Market (8 a.m. to 1 p.m.) except for 8 a.m. to 9 a.m. when it was underutilized. The on-street parking supply was also underutilized from 1 p.m. to 3 p.m. However, Main Street north of Hulin Road was at or over capacity from 9 a.m. to 2 p.m. – primarily due to demand from the Farmer’s Market. The east side of Main Street south of School Street was also at or over capacity from 9 a.m. to 11 a.m. with customer demand generated from Hello, Good Pie Café & Bakery and the regularly scheduled 9 a.m. mass at St. Helena’s Catholic Church. The peak hour of parking demand was from 10 a.m. to 11 a.m. when 78.5% of on-street parking spaces were occupied as depicted in the peak-hour parking occupancy map below. During the peak hour, vehicles were again observed parking along Main Street in unmarked spaces located too close to crosswalks, and commercial driveways as shown in the photos below.

Off-street Parking Supply: The overall off-street parking supply, which again, is mostly private, was on average underutilized most of the day except during the peak hour from 10 a.m. to 11 a.m. when it was 53.3% utilized. It should be noted though, that including the private, 24-space (+/-) Self Storage parking lot in the survey, which was almost always empty, lowered the utilization rate considerably. None-the-less, during the peak hour, both the Union Church and Sunset Grille lots were at effective capacity.



Parked too close to crosswalk



Parked too close to commercial driveway

On-street Parking Duration-of-Stay/Turnover

A license plate survey was conducted on Main Street from Hulin Road to just south of the Day’s Store on Sunday, July 9th from 8 a.m. to 2 p.m. to determine how long customers, visitors, and other on-street parkers park on average and how well on-street spaces turn over within the retail district. The average time a parker remained parked in an individual on-street stall was 1 hour & 10 minutes. 71.3% of parkers stayed 1 hour or less; 12.3% stayed over 2 hours; and 7.4% remained parked over 4 hours.

Overall, parking turnover was very good for a retail district considering that there are no posted time limits or regularly scheduled parking enforcement. The relatively high percentage of long-term on-street parkers (parked over 4 hours) may be to some degree a result of people working the Farmer’s Market – because several of the vehicles observed parking over 4 hours were in the vicinity of the Farmer’s Market parking lot while it was in operation. These parkers may not have an off-street parking option.



PEAK-HOUR PARKING OCCUPANCY MAP
Sunday, July 9, 2023 (10 a.m. to 11 a.m.)
 Cloudy, High of 77F

KEY

- Effective Capacity** - greater than 85% occupancy on-street; 90% in lots
- Acceptable Use** - 50% to 85% occupancy on-street; 50% to 90% in lots
- Significantly Underutilized** - less than 50% occupancy

Parking Needs Analysis – Findings

The Village of Belgrade Lakes has strong seasonal, tourist-driven parking demand with virtually no off-street public parking option. On most days, the on-street public parking supply is likely able to handle increased seasonal parking demand with few exceptions. But, at certain times, for example, when there are special events on the Village Green – or a busy Sunday when breakfast at nearby restaurants is being served at the same time church services are being held, parking demand can overwhelm the on-street parking supply resulting in vehicles parked in unintended, and sometimes, unsafe locations. The lack of an off-street public parking option contributes to this problem.

Vehicles were observed parked too close to crosswalks, intersections, and commercial driveways - which can hinder driver and pedestrian sight lines and safety. Vehicles were also observed parking on streets too narrow to accommodate both 2-way traffic and parking on both sides of the street, such as Lakeshore Drive and School Street. Finally, vehicles were observed parked on the grassed area of the Village Green adjacent to West Road, and along School Street, which results in the erosion of grass, roadway shoulder, and pavement edge.



Shoulder erosion on West Road at Village Green

The way parking stalls along Main Street are marked contributes to the above-noted conditions. This is because the areas located immediately adjacent to intersections, commercial driveways, and crosswalks, do not have a diagonal painted stripe nor are they posted NO PARKING to clearly communicate to drivers not to park there (see photo at right as well as previous photo showing a vehicle parked too close to a crosswalk). Therefore, it is likely unclear to a visitor whether these spaces are intended to be parking spaces or not.



Parked too close to commercial driveway

Some other examples on Main Street where it may be unclear to visitors whether they can park along the curb line are shown in the photos below. Each of these locations could result in a vehicle being parked either too close to a crosswalk or a commercial driveway. Again, a painted diagonal stripe, cross-hatching, and/or signage should be provided to clearly indicate areas where parking is not allowed.



The FOBLV requested that a parking study be conducted to evaluate the need for additional off-street public parking to accommodate peak seasonal and special event parking demand. The parking analysis and findings indicate that providing an off-street public parking option would have several benefits to the Village, including that it would:

- allow the town to properly sign and stripe NO PARKING zones on-street and move unintended/unsafe, on-street parking into a public parking lot,
- accommodate parking demand from special events – particularly those at the Village Green,
- provide a benefit to retail businesses such as Hello, Good Pie Café & Bakery, the Sunset Grille, and the Day’s Store who each at times generate more parking demand than they have off-street parking spaces,
- free-up on-street parking spaces for short-term retail customers by moving employees and other long-term parkers off-street, and
- reduce vehicle traffic in the Village created by visitors searching for a parking space.

A public parking lot serving the Village could also provide public amenities like restrooms and/or electric vehicle charging stations – neither of which the Village currently has.

Evaluation of Public Parking Expansion Alternatives

Reasonable strategies for expanding public parking within the Village could include expanding:

- on-street parking through restriping and regulation,
- off-street public parking through shared lot parking agreements with institutional uses, and
- off-street public parking by private lot acquisition and conversion to public parking.

Expansion of on-street parking through restriping and regulation

There are very limited opportunities for expanding on-street parking within the study area. One strategy that is being implemented in other municipalities to increase the effective supply of on-street parking is to only stripe the no parking zones (intersection/driveway corner clearances, crosswalk clearances, fire hydrant/fire lane zones, no parking zones, etc.) and not stripe individual parking stalls as shown in the photo below. People tend to park closer together when parking stalls are not provided on-street, which results in about a 10% increase in the number of vehicles parked lawfully on-street⁵. However, given that there are only about 50 marked parking stalls on Main Street between West Road and the Day’s Store, this action would only increase on-street parking capacity by about 5 vehicles.



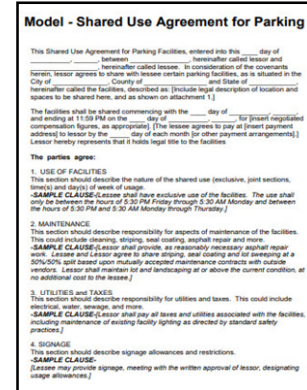
Example of striping parking corner and crosswalk setbacks without lining individual parking stalls in Haverhill, MA

⁵ This can be readily observed by comparing the higher number of cars parked on a section of Main Street south of West Road where parking stalls are unmarked versus the same length section of Main Street north of West Road where parking stalls are marked.

Most communities set time limits for on-street parking within their retail district to discourage employees, residents, and longer-term visitors from taking parking spaces from customers and other short-term visitors. This strategy can expand the effective supply of public parking by moving longer-term parkers within the busy retail district to an often, lower demand, off-street public parking location thus increasing on-street parking turnover. However, as previously noted, parking turnover in the retail district is already very good and even if it wasn't, the Village does not have any off-street public parking to move long-term parkers to.

Expansion of off-street public parking through shared-lot parking agreements

Many municipalities that experience seasonal fluctuations of downtown parking demand will develop agreements with other public, private, or institutional owners of parking facilities to allow general-purpose public use of their parking facilities when they are not being used privately. Examples of this include public use of church parking lots on weekdays or a district court lot on weekends. Typically, shared-lot agreements for public parking use can be secured at a fraction of the cost of fully leasing or purchasing a private lot. Often, a municipality will agree to undertake certain maintenance functions for the private lot (ex. plowing, striping, paving, landscaping, etc.) in compensation for its public parking use. The shared-lot agreement typically includes insurance coverage and indemnification for public use.



As stated earlier, most of the off-street parking supply within the Village is made up of small private lots not large enough to be considered good candidates for shared-lot parking agreements. The best opportunity for a shared-lot agreement appears to be the paved 30-space, Union Church lot off School Street, which was nearly full during the Village’s Sunday morning peak parking hour but completely empty during the Thursday evening summer concert series peak hour. The Union Church is reportedly used throughout the week by various church-sanctioned groups, so its use for expanding off-street public parking, even if the church was agreeable to it, may be quite limited. That said, it may be beneficial for the Town or event sponsors to consider discussing potential shared-use opportunities with the church during certain times/special events if it is not already happening.

The other sizable private lots within the Village include the Sunset Grille lot and the Belgrade Lakes Self Storage Center lot. The Sunset Grille is open 7 days/week from 8 a.m. to 8 p.m., so the lot is not available when additional public parking is needed. The Self Storage Center is open and available to its customers 24/7, so its permitted, private use appears to conflict with any potential shared public parking use.

Expansion of off-street public parking by private lot acquisition & conversion to public parking

The FOBLV requested that the study scope of services include a concept-level evaluation of the potential acquisition and conversion of the privately-owned **Belgrade Lakes Self Storage parcel** to a public parking lot. There were several reasons cited as to why this parcel may be ideally suited for public parking, including that its location is:

- at the entrance to the Village, which would allow visitors to park and then walk rather than drive into town,
- next to, and contiguous with the Village Green to provide off-street public parking and safe pedestrian access to and from the Village Green, including during special events, and
- close to the Sunset Grille, Hello, Good Pie, and St. Helena’s Catholic Church – each of which can at times generate more parking demand than they have off-street parking spaces.

The self-storage facility is also a low intensity land use in that it does not generate much if any pedestrian

traffic to or from the Village. From a downtown planning perspective, low-intensity land uses, like self-storage centers, are typically better suited in locations outside a retail district area.

TAX PARCEL: The self-storage lot, highlighted in red, is shown as Parcel 6 on the Town's Tax Maps depicted in the figure at right. Per the Tax Map, the parcel ranges in width from 128 feet at West Road to 120 feet at Route 27. It is 270 feet along its southerly side and 212 feet on its northerly border with the Village Green. The Village green parcels are highlighted in green.



SITE CHARACTERISTICS: An aerial drone photo of the self-storage facility and Village Green is depicted below. Since no topographical or boundary survey of the self-storage parcel was available for the study, the lot lines shown on the aerial photo are only approximate and not to scale. The elevation of the self-storage facility site is significantly higher than the elevations of Route 27, West Road, and the Village Green at the property line. There are plenty of mature trees and other vegetation stabilizing the rather steep embankments from the self-storage facility site down to the Village Green and West Road. The mature tree canopy visually screens the site on three sides.



The site is served by a single 25-ft. wide (+/-) gravel driveway providing access to and from Route 27. The driveway connects to a compacted, gravel drive path that encircles the self-storage building. An existing grass/gravel parking area runs along the northerly tree line of the property, but parking spaces are not demarcated. A simple stockade fence runs along a portion of the southerly property line. The fence was presumably installed to screen vehicle headlights from an abutting residential property. The self-storage building is served by an overhead electrical service from West Road.



Route 27 driveway



Informal parking along northly tree line



Fence along south property line

DRAINAGE: There does not appear to be any structured drainage onsite. There are grassed drainage swales running along Route 27 to collect run-off from the roadway and site. The continuous swale accepts upstream water via a pipe culvert under the self-storage lot driveway and directs it to a pipe culvert located near the northeast corner of the property line with the Village Green. This drainage swale and pipe culvert system continues down Route 27 along the Village Green parcel. There is also a drainage swale running along West Road adjacent to the westerly property line, which is partially lined with stone. This drainage swale continues down along the Village Green parcel via a series of pipe culverts.



Self-Storage Lot driveway culvert and swale facing south



Drainage swale along Rt. 27 and Self-Storage Lot facing north



Drainage swale along West Road and Self-Storage Lot facing south

PEDESTRIAN ACCESSIBILITY: There are no ADA-accessible public sidewalks connecting the self-storage site to the Village retail district via Route 27 or West Road. However, there is a section of brick sidewalk on the westerly side of Route 27 that connects the Village Green to in-bound village sidewalks on the easterly side of the road via a crosswalk as shown in the photo at right. This short sidewalk section also connects to a stone walkway leading through the Village Green to its gazebo and parking lot. There are at least three options for connecting the self-storage site with the Village sidewalk system. The first option would be to extend the brick sidewalks shown in the photo above along Route 27 to the site. The second option would be to



reconfigure and extend the stone path that currently connects to the Village Green parking lot to the Self-Storage site. The third option would be to construct new sidewalks on the easterly side of West Road connecting the self-storage site to the crosswalk between the Village Green and the Sunset Grille.

The self-storage lot is located within about a 10-minute walk to the entire village. Approximate walk-times from the self-storage lot to various locations within the Village are listed below⁶.

Village Green	Less than a minute
Hello, Good Pie Bakery & Cafe	1 minute
Sunset Grille Restaurant	1 minute 30 seconds
St. Helena's Catholic Church	1 minute 30 seconds
Belgrade Lakes Seafood Dairy Bar & Restaurant	1 minute 30 seconds
Hulin Road	4 minutes
Town Beach on Lake Shore Drive	5 minutes
7 Lakes Alliance	6 minutes 30 seconds
Village Inn & Tavern	7 minutes
Day's Store	8 minutes 30 seconds
Belgrade Lakes Peninsula Park	10 minutes

VEHICLE/STREET ACCESSIBILITY: The Self-Storage site has direct access from a major street (Route 27) at the entrance to the village area. This is a desirable feature for a public parking lot because visitors would be able to park and walk rather than drive into the village – thus reducing potential vehicle traffic impacts. The lot abuts two major streets (Route 27 and West Road) but is only served by the one driveway. Having multiple entry/egress points are preferable to single-access driveways because they can disperse and distribute traffic to reduce the impacts at a single intersection. While having a second driveway on West Road is preferable from a vehicle/street accessibility standpoint, it may not be required for the potential use as a public parking lot depending on the number of parking spaces provided.

The posted speed limit on Route 27 at the Self-Storage site is 35 mph decreasing to 25 mph at St. Helena's Church. The posted speed limit on West Road at the Self-Storage site is 25 mph. No speed study data on these segments of Route 27 and West Road were available for the study. Based on the 35-mph speed limit, the safe stopping sight distance is approximately 246 to 287 feet and design intersection sight distance are to be 390 feet⁷. Stopping site distance provides sufficient distance for drivers to

⁶ There are no sidewalks serving the Self-Storage lot directly.

⁷ *A Policy on Geometric Design of Highway and Streets*, 8th Edition, American Association of State Highway and Transportation Officials (AASHTO), 2018. The safe stopping sight distance range listed is for flat roadway up to a 9% grade. The design intersection sight distance is for a passenger car turning left from the driveway.

anticipate and avoid collisions. Design intersection sight distance ensures the intersection street/driveway operates smoothly. There appears to be more than 390 feet of sight distance on Route 27 to the self-storage driveway, but this should be confirmed in the field or via an engineering review of roadway plan profiles should the site be developed for public parking use.

LOT GEOMETRY AND EFFICIENCY: The geometry and efficiency of a given parcel for public parking lot development is an extremely important factor that relates to the overall number of parking spaces that can be realized on the site divided by its size (spaces/square foot). Lot efficiency relates directly to the cost/benefit of developing an individual lot for public parking. In general, the most efficient layout for a public parking lot stall is to provide a rectangular rather than irregular shaped lot with the long sides of the parking lot parallel to each other, and with parking spaces located along the perimeter of the lot. Two-way traffic lanes would be provided to access the parking stalls, set at 90-degrees, on either side of the drive aisle for the highest space efficiency.

An efficiently laid-out full-bay of public parking is typically 60-feet wide, comprised of a two-way, 24-foot drive aisle serving a row of two, 18-foot-long x 9-foot-wide⁸, 90-degree parking stalls on either side of the drive aisle. This geometric layout typically results in a very efficient 300 to 350 square feet per parking stall, which includes drive aisles. Since the Belgrade Lakes Self-Storage parcel is 120 to 128 feet wide, it theoretically has the potential to provide two, 60-foot-wide parking bays⁹. However, there are several factors that reduce the usable width of the existing site for public parking including the following:

1. Property line set-back requirements – per the Town of Belgrade Development Review Ordinance, all parking spaces and aisles must be at least 5-feet from any side or rear property line, which effectively reduces the width of the usable portion of the parcel to 110 to 118 feet.
2. Existing earthen berms – there are existing earthen berms supporting the elevated self-storage lot, which physically sits above Route 27, the Village Green, and West Road. The width of these earthen berms, which can be determined by topographical survey, may effectively reduce the usable width of the parcel even more than the set-back requirements described above.
3. Vegetative/artificial screening requirements – the Town of Belgrade Development Review Ordinance for the *Screening of Structures, Parking Lots and Other Non-residential Uses* establishes a minimum 35-foot vegetative buffer along the entire frontage of a lot along the public way (except for access points or driveway lanes), which appears to be in place both at Route 27 and West Road. The Ordinance also requires a minimum 50-foot vegetative buffer along a neighboring non-commercial property line when the buffer consists of a natural woodland – as it does between the self-storage lot and the Village Green – where it exceeds 50-feet in width. The Ordinance does allow a fence, wall, and/or berm for screening where no vegetation can be maintained or unusual site conditions prevail, but must be no closer than 5 feet from the property line – as is the case along the property line between the self-storage parcel and the neighboring residential property to the south.

Maintaining a 50-foot natural woodland buffer along the northerly property line between the self-storage site and the Village Green would reduce the usable portion of the self-storage parcel to a dimension considerably less than the 120-feet needed for two 2 full, 90-degree parking bays (4 rows of parking). However, if the parcel was acquired by the FOBLV and dedicated to the Town, it could potentially be consolidated with the Village Green into one parcel, thus eliminating the need for the visual

⁸ 18-ft. long by 9-ft. wide parking stalls is also the minimum parking stall dimensions per the Town of Belgrade's Development Review Ordinance.

⁹ Assuming removal of the existing self-storage building and foundation.

screening/buffer, which in turn could allow for the development of 2 full bays of public parking¹⁰. Based on the usable length of the self-storage lot, a single bay (2 rows) of parking on the existing site is estimated to yield approximately 40 to 45 parking stalls; a single bay of parking plus an added center row of parking would provide approximately 48 to 61 parking stalls¹¹; and for 2 full bays of parking, about 80 to 90 parking stalls.

TOWN PLANNING/COORDINATION: As part of the study process, the consultant met individually via teleconference with the Belgrade Town Manager Lorna Dee Nichols, Code Enforcement Officer Hans Rasmussen, and Road Commissioner Jason Stevens to discuss the potential FOBLV acquisition, development, and use of the self-storage parcel as a public parking lot.

Town Manager Nichols noted that while parking and pedestrian safety in the Village had been improved with the recent widening of sidewalks and marking of parking stalls, there still seems to be a shortage of parking during busy times in the summer months. She noted that the Belgrade Select Board supported efforts for potential expansion of public parking to the Village. She offered that developing a site that is large enough to provide a meaningful amount of public parking - like the self-storage site - was preferable to purchasing and assembling multiple smaller parcels within the village for the same purpose - because the latter option could increase vehicle traffic within the Village and convert in-village sites to parking that are more suitable for retail use.

Code Enforcement Officer Rasmussen noted that maintaining an existing vegetative/tree buffer and fencing between the northerly and southerly abutting properties of the self-storage lot would be desirable – but that the wooden picket fencing should be updated to a rubber or vinyl-coated fabric fence - one that insulates noise and prevents headlight spillover into abutting properties but allows wind through it. He stated that tree trimming of overhanging branches would be allowed since the parcel does not fall under shoreland zoning. He noted that maintaining the lot in its current gravel form would be more desirable from a drainage standpoint than paving it because with gravel, the speed of rainwater runoff to the storm sewer would be reduced. He said that if the self-storage building and concrete foundation was removed and replaced with a gravel surface the lot could arguably be considered less impervious. He mentioned that during heavy rains, water currently runs-down West Road into the culvert crossing Lake Shore Drive and the Sunset Grille parking lot occasionally floods. He offered that if onsite public parking and the lot was to remain gravel, earthen berms could be used to delineate areas of head-in parking and the lot could be closed during the winter when it was not needed, thus eliminating the need for plowing. He noted that overnight RV parking regulation and enforcement may be needed.

Road Commissioner Stevens noted that any physical change to the existing Route 27 driveway at the self-storage lot would require Maine DOT approval via a driveway permit. Any change of grandfathered use could also require a Maine DOT driveway permit¹². Any proposed driveway on West Road would require a driveway permit from the Town.

PARKING LOT DEVELOPMENT CONCEPT: As previously stated, given the size and physical features of the self-storage parcel and in consideration of the Town's property line set-back requirements, it does not appear feasible to develop two full parking bays onsite unless the self-storage parcel is formally consolidated with the Village Green parcel. However, two-full bays of parking are not necessarily needed right away. A single bay of parking or a single bay and a center row could potentially be developed relatively quickly with minimal modification to the existing site and at relatively low cost.

¹⁰ Assuming engineering and financial feasibility confirms this.

¹¹ Lower number of spaces in the range assumes that the center row is parallel parking; the higher number assumes the center row is 90-degree parking like the other rows.

¹² Per the Maine DOT website, the grandfathered use is the parcel's use that existed as of 2002.

The single parking bay concept would include removing the self-storage building and its concrete foundation, replacing it with compacted gravel, and providing one full, 60-foot-wide parking bay with 90-degree, 9 ft. x 18 ft. parking stalls and a minimum 24-foot wide, two-way drive aisle as shown in the concept layout below. Entry and exit to the lot could be provided from the site’s existing driveway – as shown in the concept layout below¹³ - or by constructing a second driveway on West Road¹⁴. Since the site would remain gravel, the parking stalls and aisles would be informal and not demarcated. The head-in parking areas could be organized using wooden guardrail installed around the perimeter of the parking lot and running perpendicular to the parking stalls. A lower cost option to wooden guard rails around the perimeter of the lot would be to construct earthen berms or lay wooden utility poles on the ground instead. Parking areas and regulations would be posted behind the wooden guardrail, berms, or utility poles. Overhead light poles and portable public restrooms could also be installed outside the delineated parking area, behind the wooden guardrail. Tree limbs overhanging the lot would be trimmed back.



This single parking bay concept could be implemented relatively quickly and may make sense to pursue even if a decision is made to consolidate the Self-Storage parcel with the Village Green parcel to develop a much larger parking lot in a later phase. If the single parking bay concept is pursued, there are a few design-related questions that would need further analysis and discussion during the engineering design phase, once surveyed plans are available.

¹³ Would require Maine DOT concurrence that the change in use and additional parking spaces would not require a state driveway permit and potential modification of the existing driveway, or provision of a second driveway.

¹⁴ A second driveway on West Road would eliminate about 4 parking spaces in the lot.

These design related questions include, but are not limited to the following:

- Should the existing driveway be reused as is, or regraded/reconstructed, widened, and/or centered on the lot under a Maine DOT driveway permit? Will a second driveway on West Road be required/desired?
- What is the optimum solution for providing an ADA-accessible connection from the parking lot to the Village Green and the existing public sidewalk system?
- Can an additional single row of head-in or parallel parking be included in the middle of the proposed single-bay parking lot? And if so, what is the impact to trees/costs and how will it be delineated?

Recommendations

The following recommendations are provided to address the study findings:

1. Pursue the development of an off-street public parking lot serving the Village.

The evaluation of public parking expansion alternatives demonstrated that there are very limited opportunities to either expand on-street parking or secure off-street parking through shared-lot agreements. In fact, there are very few parcels within the Village large enough to accommodate development of any reasonable amount of additional off-street public parking. The FOBLV identified the privately-owned Belgrade Lakes Self Storage parcel for potential acquisition and conversion to a public parking lot. As previously discussed, assuming the self-storage building is removed, the lot is large enough to provide at least 40 parking spaces with expansion potential and is ideally located at the gateway to the Village, adjacent to the Village Green, near popular restaurants, and within a 10-minute walk of the entire Village.

Prior to purchase of the property, a boundary and site/topographical survey should be conducted along with an engineering feasibility evaluation of various parking lot design concept alternatives with estimates of probable costs. A real estate appraisal should also be prepared prior to purchase.

2. Seek to develop shared-lot agreement(s) with the Union Church.

While the 30-space, paved parking lot at the Union Church was nearly full during the Sunday morning peak parking hour, and actively used during the Sunday Farmer's Market, it was empty or near empty throughout the weekday observed. The Union Church is reportedly used throughout the week by various church-sanctioned groups, so its use for expanding off-street public parking, even if the church was agreeable to it, may be quite limited. That said, it still may be beneficial for the Town or event sponsors to discuss potential shared-use arrangements with the church (if they haven't already) during certain times/special events.

3. Properly stripe & sign the NO PARKING Zones

Vehicles parked in unintended, and in some cases unsafe locations within the study area are prevalent. Some of this can be attributed to the lack of an off-street public parking option. However, parking areas adjacent to intersections, driveways, and crosswalks are missing the diagonal striping and postings to clearly delineate a no parking zone. The result is that people are routinely parking right up to crosswalks and intersections creating an unsafe condition. Corner clearances on side streets within the Village are also not posted, NO PARKING. It is recommended that parking setbacks be appropriately marked and

signed 25 feet from intersecting streets; 20 feet from crosswalks; and 10 feet from driveways per the Maine DOT Highway Program Design Guidance previously cited.

It is recommended that The Town consider posting no parking on at least one side of Lake Shore Drive near its intersection with West Road. People parking on both sides of Lake Shore Drive during special events at the Village Green results in the roadway being too narrow to maintain two-way traffic. It is also recommended that the Town consider posting no parking on the easterly side of West Road from its intersection with Main Street to the Village Green parking lot – where people are parking on the grass resulting in roadway shoulder and grass erosion.

APPENDIX

EXHIBIT A: Parking Occupancy Spreadsheets – Thursday, July 6, 2023

On-Street Parking Occupancy Counts										
Belgrade Lakes, ME Sunny, High of 90F Thurs., July 6, 2023										
Street	From	To	Side	# of Spaces	3 to 4 pm	4 to 5 pm	5 to 6 pm	6 to 7 pm	7 to 8 pm	Peak Use%
										PEAK PERIOD
Main Street	Belgrade Lakes Self Storage	West Road	WS	15	0	0	0	14	19	126.7%
			ES	10	0	0	0	5	12	120.0%
	West Road	Hulin Road	WS	6	0	1	1	4	6	100.0%
			ES	13	0	0	0	0	6	46.2%
	Hulin Road	7 Lakes Alliance Bldg.	WS	8	4	4	4	4	4	50.0%
			ES	8	2	2	2	1	1	12.5%
	7 Lakes Alliance Bldg.	Day's Store	WS	9	2	4	11	9	11	122.2%
			ES	6	5	5	6	5	5	83.3%
School Street	Main St.	Hulin Road	WS	0	0	0	2	1	1	N/A
			ES	0	0	0	0	0	0	N/A
West Road	Main St.	Village Green Lot	WS	6	0	0	0	4	6	100.0%
			ES	12	2	0	2	12	12	100.0%
Lake Shore Drive	West Road	westerly	NS	0	0	0	0	2	7	N/A
			SS	0	0	0	0	4	4	N/A
Total				93	15	16	28	65	94	
% Utilization					16.1%	17.2%	30.1%	69.9%	101.1%	

Parking Lot Occupancy Counts								
Belgrade Lakes, ME Sunny, High of 90F Thurs., July 6, 2023								
Parking Lot	Street	# of Spaces	3 to 4 pm	4 to 5 pm	5 to 6 pm	6 to 7 pm	7 to 8 pm	PEAK HOUR
Belgrades Lake Self Storage	1203 West Road	24	0	0	0	0	0	0
Village Green	1204 West Road	6	0	2	3	6	6	6
Sunset Grille	1214 West Road	28	12	12	21	27	32	32
Hello Good Pie	39 Main Street	5	1	0	0	0	0	0
St. Helena's Roman Catholic Church	47 Main Street	12	1	2	3	3	6	6
Union Church	62 Main Street	30	3	1	0	0	0	0
Lake Home Group Real Estate	75 Main Street	12	6	7	4	3	5	5
Vacant Commercial Building	79 Main Street	10	0	0	0	0	0	0
87 Main St. Shops	87 Main Street	12	10	4	1	0	0	0
7 Lakes Alliance	137 Main Street	5	5	5	3	1	1	1
Village Inn	157 Main Street	10	2	2	5	8	5	5
U.S. Post Office	171 Main Street	6	3	2	6	1	4	4
Day Store	182 Main Street	7	1	4	6	5	5	5
TOTAL		167	44	41	52	54	64	64
			26.3%	24.6%	31.1%	32.3%	38.3%	

Parking Occupancy Spreadsheets – Sunday, July 9, 2023

On-Street Parking Occupancy Counts												
Belgrade Lakes, ME Cloudy, Sun., July 9, 2023 High of 77F												
Street	From	To	Side	# of Spaces	8 to 9 am	9 to 10am	10 to 11am	11 to 12pm	12 to 1 pm	1 to 2 pm	2 to 3 pm	PEAK PERIOD
Main Street	Belgrade Lakes Self Storage	West Road	WS	15	1	10	6	8	5	1	2	
			ES	10	2	12	10	3	4	2	0	
	West Road	Hulin Road	WS	6	0	1	3	7	6	3	1	
			ES	13	2	0	10	9	7	4	5	
	Hulin Road	7 Lakes Alliance Bldg.	WS	8	6	9	9	10	8	8	2	
			ES	8	5	8	9	10	7	7	1	
	7 Lakes Alliance Bldg.	Day's Store	WS	9	7	9	13	10	7	9	4	
			ES	6	3	8	7	5	6	7	3	
School Street	Main St.	Hulin Road	WS	0	0	0	0	1	0	0	0	
			ES	0	0	0	0	0	0	0	0	
West Road	Main St.	Village Green Lot	WS	6	0	0	0	0	0	0	0	
			ES	12	0	0	6	8	2	0	0	
Lake Shore Drive	West Road	westerly	NS	0	0	0	0	0	0	0	0	
			SS	0	0	0	0	0	0	0	0	
Total				93	26	57	73	71	52	41	18	
% Utilization					28.0%	61.3%	78.5%	76.3%	55.9%	44.1%	19.4%	

Parking Lot Occupancy Counts										
BELGRADE LAKES VILLAGE, MAINE Sun., July 9, 2023 Cloudy, High of 77F										
Parking Lot	Street	# of Spaces	8 to 9 am	9 to 10 am	10 to 11 am	11 to 12pm	12 to 1 pm	1 to 2 pm	2 to 3 pm	PEAK HOUR
Belgrades Lake Self Storage	1203 West Road	24	0	0	0	0	0	0	0	0
Village Green	1204 West Road	6	0	0	1	0	2	0	0	0
Sunset Grille	1214 West Road	28	14	19	25	18	14	13	15	
Hello Good Pie	39 Main Street	5	4	4	4	4	3	4	4	
St. Helena's Roman Catholic Church	47 Main Street	12	1	14	8	2	0	0	0	
Union Church	62 Main Street	30	4	14	28	12	0	0	20	
Lake Home Group Real Estate	75 Main Street	12	3	3	6	10	5	4	5	
Vacant Commercial Building	79 Main Street	10	0	0	0	0	0	0	0	
87 Main St. Shops	87 Main Street	12	0	2	5	9	6	6	6	
7 Lakes Alliance	137 Main Street	5	Farmer's Market	Farmer's Market	Farmer's Market	Farmer's Market	Farmer's Market	Farmer's Market	Farmer's Market	1
Village Inn	157 Main Street	10	2	3	1	6	4	1	1	
U.S. Post Office	171 Main Street	6	1	2	5	6	6	3	2	
Day Store	182 Main Street	7	2	2	6	8	6	4	4	
TOTAL		167	31	63	89	75	46	35	58	
			18.6%	37.7%	53.3%	44.9%	27.5%	21.0%	34.7%	

Memo

Appointments/Resignations

Kimberly Dallas – appointment to Lakes and Natural Resources committee

Andrew Dallas – resignation as Local Health Officer

Lorna Dee Nichols – appointment as interim Local Health Officer Maureen

Milliken – resignation from Communications committee

Jacob Farmer - appointment to Parks and Recreation Board

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other Lakes + Natural Resource

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

Name Kimberly Dallas

Address 310 Woodland Camp Road Belgrade 04917

Phone # (Home) [REDACTED] (Work) _____ Email: Kimberly@dallismedkch.ca

Place of Employment _____

Education & Experience _____

Interests and Hobbies _____

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

References

Name Pat Donahue Phone # [REDACTED]

Name Mary Vogel 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)

From: [Andrew Dallas](#)
To: [Lorna Dee Nichols](#)
Subject: Resignation as Health Officer
Date: Wednesday, October 11, 2023 8:43:55 AM

EXTERNAL MESSAGE:

Lorna,

I've decided the health officer position is not for me. I'm giving two-weeks notice as of today. I'll be happy to help with any necessary transition to a new person.

Best regards,
-AD

--



(M) (857) 327-7832

From: [Maureen Milliken](#)
To: [Lorna Dee Nichols](#)
Cc: [Barbara Allen](#)
Subject: Communcations Committee resignation
Date: Wednesday, October 11, 2023 12:35:45 PM

EXTERNAL MESSAGE:

Lorna and Barbara,
Please accept, and pass on to the select board, my resignation from the Belgrade Communications Committee, effective immediately.
Thanks!
Maureen Milliken

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 state the number of years you have served _____

Name Jacob Farmer
 Address 192 West Rd Belgrade ME 04917
 Phone # (Home) [REDACTED] (Work) [REDACTED] Email: jacob.farmer@live.com
 Place of Employment Central Maine Power
 Education & Experience BS Electrical Engineering, MBA, ME PSE, PMP, Soccer Coach, T-bull coach, board member KPVSP

Interests and Hobbies Soccer, golf, disc golf, hiking, fishing, wood working, welding, boating, gardening, farming (ducks, chickens, goats), snowmobiling, four wheeling

Why do you wish to serve on a municipal board or committee?
To help make Belgrade a strong Maine community where residents are actively involved and supporting one another in their interests and those of others.

References

Name Janie Dionne Phone # [REDACTED]
 Name Dustin Snow 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

Assessing Request for Proposals

Review and discussion of draft request for proposals for assessing services. The current contract expires December 31, 2023.

**REQUEST FOR PROPOSAL TAX
ASSESSOR SERVICES**

**Town of Belgrade
990 Augusta Road
Belgrade, ME 0491**

The Town of Belgrade is seeking proposals from qualified individuals and firms to provide property tax assessment services. Belgrade has a contracted Tax Assessor who is appointed by the Town Manager. Services include, but are not limited to, preparation and timely filing of assessment documents, abatement and supplemental tax assessments, yearly appraisals, market analysis, data entry and consulting as necessary.

Sealed proposals addressed to Lorna Dee Nichols, Town of Belgrade, 990 Augusta Road, Belgrade, ME 04917, and clearly marked "Belgrade Tax Assessor Services Proposal" will be accepted until 12:00 p.m. noon on Monday, _____, 2023.

The Town of Belgrade reserves the right to reject any or all proposals.

SECTION I: GENERAL INFORMATION

A. Point of Contact

Town of Belgrade
Lorna Dee Nichols, Town Manager
Address: 990 Augusta Road, Belgrade, ME 04917
Email: townmanager@townofbelgrade.com
Phone: (207) 495-2258

B. Town Information

The Town of Belgrade has approximately 3,200 residents, is located in central Maine, has approximately 3,500 parcels with a taxable value of \$1,043,072,700 and approximately 50 personal property accounts with a taxable value of \$4,458,000. Please see additional information attached as Exhibit A.

C. Limits of Liability

The Town of Belgrade assumes no liability for any costs incurred by respondents, or in responding to further requests for interviews, additional information, etc. prior to issuance of a contract.

D. Type of Contract

Contracted Tax Assessor for a one (1) year period beginning January 1, 2024 and ending December 31, 2024.

E. Questions

Questions about the RFP shall be submitted electronically via email to Lorna Dee Nichols at townmanager@townofbelgrade.com

In the subject line for the email put "Question: Tax Assessor Services." All submissions must contain the name of the person asking the question, address, phone number and email address.

F. Solicitation Process

The evaluation team will consist of the Town Manager, Tax Collector, Treasurer and a member of the Board of Selectmen to review and rank proposals based on the evaluation criteria outlined in Section III-Evaluation Criteria. A short list of respondents may be selected for further evaluation. Only those individuals or firms that are placed on the short list on the basis of evaluation as judged by the criteria will be considered for interviews. The final contract must be approved by the Board of Selectmen. After all approvals, verification of all requirements, and signatures by appropriate parties, implementation may begin.

G. Conditions of Award

It is the intent of the Town to award the project to the most qualified and responsive individual or firm, provided that the proposal has been submitted in accordance with the requirements of the RFP. The committee shall be the sole judge of the individual's or firm's qualifications and whether the proposal is in the best interest of the Town. Up to the time of the signature of the contract, the Town shall have the right in its sole discretion to ***reject any and all of the bids, to request re-bids for the work and to waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if deemed in the best interest of the Town to do so.***

H. Amendments to this RFP

The Town may revise this RFP by using written addenda. Addenda will be posted on the Town's website and emailed to all known bidders.

The Town may request additional information if deemed necessary. Failure to provide such information may result in proposal being considered incomplete. The Town reserves the right to be the sole judge of all such criterion.

I. Insurance Certificates

The individual or firm must be able to provide evidence of the following insurance coverage:

The individual or firm will serve in the capacity of an independent contractor and will maintain insurance at least as hereinafter set forth so as to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Worker's Compensation Acts, including death arising out of operation of this agreement, for the entire term of the contract.

A comprehensive general liability insurance policy with the following limits of coverage:

- Bodily Injury: \$1,000,000 each occurrence
- Property Damage: \$400,000 each occurrence
- \$1,000,000 aggregate of all claims per occurrence

A comprehensive automobile insurance policy with the following limits:

- Bodily Injury: \$1,000,000
- Property Damage: \$500,000 per each occurrence

All of the insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine.

J. Confidentiality

Proposals will be kept confidential until after they have been evaluated. A log will be maintained of proposals received, but proposals will **NOT** be opened publicly.

SECTION II: PROPOSAL SPECIFICATION

A. The Scope of Services for this RFP is set forth in Attachment B.

The following information should be provided in a separate sealed envelope marked "Belgrade Tax Assessor Services Proposal."

B. Bid Response Elements

Respondents should provide detailed information addressing each of the following areas:

- Work History
- Contract Work References - Submit three (3)
- Qualifications and experience with providing requested services in other communities.
- Information regarding any legal action relevant to the requested services that are pending or have been resolved within the past 24 months.
- The proposal should reflect the annual cost to provide services outlined in the Scope of Services.

Failure to fully disclose requested information shall be grounds for disqualification. This section shall not be interpreted to require disclosure by State and Federal Statutes and/or court order.

The Town of Belgrade utilizes TRIO financial software, TRIO Real Estate, TRIO Sketch, Personal Property and Commercial software. Each contractor must show evidence of familiarity with all systems by submitting a list of projects/contracts that require the use of each system or ability to adapt to the Town's software needs.

SECTION III: EVALUATION CRITERIA

1. Evaluation Criteria that will be used by the selection team
 - a. Proof as Certified Maine Assessor (CMA) - **REQUIRED**
 - b. General experience and technical competence (30%)
 - c. Approach to scope of services (15%)
 - d. Value and cost of proposed services that would maximize benefit of the Town (30%)
 - e. Review of references (5%)
2. Comparative Criteria
 - a. Knowledge and experience with TRIO (5%)
 - b. Experience conducting commercial/residential reevaluations (5%)
 - c. Experience working with local Board of Selectmen (5%)
3. Miscellaneous
 - a. Familiarity with Town of Belgrade and its assessed parcels (5%)

Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, political affiliation or national origin.

Attachment A

Town of Belgrade Assessing Profile

Total number of real estate accounts:

- Residential Improved:
- Commercial Improved:
- Downtown Commercial Mixed Use:
- 3+ Unit Apartment:
- Industrial:
- Commercial/Residential Vacant:
- Exempt:
- Taxable Value:

Number and type of exemptions/credits:

- Homesteads:
- Veterans:
- Blind:
- Parsonage:

Number of personal property accounts:

Taxable Value:

Number of BETR accounts:

Number of BETE accounts:

Year of last revaluation:

Latest assessment to sale ratio:

Latest COD:

Number of abatements since last
revaluation: Number of appeals beyond

Assessor:

Number of TIF districts: 0

Attachment B

SCOPE OF SERVICES

Nature of work:

This is specialized professional, administrative and technical work in the valuation and assessment of real and personal property in the Town of Belgrade.

The Contract Assessor is responsible for appraising and assessing real and personal property for taxation within the Town, and for the administration and maintenance of all records necessary to administer and maintain the assessment program. Work involves extensive fieldwork in the review of existing and new properties, and analytical and administrative work in the office to maintain and update values for properties.

Contractor is required to exercise considerable independent judgment in administering the assessment program within specific state laws and regulations, (Title 36, M.R.S.), with general (non-assessing) guidance from the Town Manager.

Essential Duties and Responsibilities:

Plans, administers, and maintains the assessment system for the Town in maintaining current property valuation through visitation, data collection, and analysis.

Appraises residential, commercial, agricultural, and industrial properties; special rights and interests; personal property; and public utility equipment and properties.

Maintains and reviews property transfers; reviews and approves all exemptions for taxes as permitted by the State; makes and enters computation valuations and other data in valuation commitment books; required State reporting forms; maintains the assessing database; and determines the valuations to be placed on new, renovated, and existing property based on changing market value.

Develops and administers a program for the collection of sales, costs, income, and other economic and social data affecting property values; prepares appraisal and other reports as necessary.

Assists other Town departments with valuation-related questions and provides any necessary related information to those departments.

Maintains a positive relationship with public and real estate professionals in obtaining information pertaining to the study and sale of real estate.

Deed transfers and research.

State and local reports.

Assistance with TIF creation, amendments, and reporting.

Assist Tax Collector with Tax Acquired Properties, special tax assessments, title research, etc. Provides quarterly reports of assessing activity to the Board of Selectmen. One of the quarterly reports should occur verbally and in person to the Board on the date of the tax commitment. The remaining reports will be delivered in a form (verbal or written) to be determined by the Board.

Performs related work as required, including, but not limited to, mapping services.

Requirements of Work:

Thorough knowledge of the principles, methods, and techniques of real and personal property assessment and valuation.

Considerable knowledge of the provisions, ordinances, and general law governing real and personal property assessment and statutory exemptions.

Ability to utilize statistical methods to analyze factors that may influence the value of property and to exercise judgment in determining property values and changes in Town structures and physical properties.

Ability to plan and organize the maintenance of assessment and property records to facilitate the preparation of varied assessment roles and reports.

Ability to establish and maintain effective working relationships with taxpayers, the general public, employees, and other departments. Twice monthly office hours will be held, not including spring update work.

Knowledge of building construction methods and architecture, municipal planning and real estate laws, municipal zoning and tax policy, and the mechanics of real estate sale and finance.

Considerable knowledge of the geographic layout of the town. Inspections and inventory per Title 36 § 328.7 and 328.8.

Training and Experience Required:

Considerable experience in property assessment work involving the appraisal and evaluation of land and buildings, and preferably including some experience in the maintenance of standard office records.

Satisfactory completion of a course of study leading to certification in real property appraisal, or graduation from an accredited college program with specialization in property

assessment, business or public administration; or any equivalent combination of experience and training.

DRAFT

Necessary Special Requirements:

Possession and maintenance of the designation of Certified Maine Assessor. Vehicle for use in accomplishment of work.

DRAFT

Attachment C

**REQUEST FOR PROPOSAL TAX
ASSESSOR SERVICES**

Assessor's Name: _____

Address: _____

Telephone: _____

I have read the 'Request for Proposals for Tax Assessor Services' specifications, and I submit the following bid prices:

Rate for Services:

A. Number of days per contract year to perform services: _____

B. My per-day rate to perform these services: _____

C. Total annual cost to perform services: _____

D. My per-day rate for any additional days requested by the town over the amount listed above in item A. _____

Optional Services:

A. Total cost to perform town-wide revaluation, if required:

Other Expenses:

The Town of Belgrade will provide an office space, desktop computer, internet/network connection, printer/copier/fax, desk, phone, and other standard office supplies, such as paper and pens, for the contract assessor. Please indicate whether you will be providing the following items for yourself or if you expect the town to incur and approximate dollar amounts for each. These other expenses will factor into the town's selection criteria.

<u>Item</u>	<u>I will provide</u>	<u>Town must provide</u>	<u>Estimated cost to town</u>
Laptop	_____	_____	_____
Mobile Phone	_____	_____	_____

Training/Conference	_____	_____	_____
IAAO Dues	_____	_____	_____
MAAO Dues	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
TOTAL EST. COST TO TOWN			_____

If I am selected as the winning bidder, I can provide assessing services beginning on January 1, 2024. I will provide written proof of liability and worker's compensation insurance (if applicable) to the town before the start of work.

Date: _____ Signed: _____

Printed name: _____

DRAFT

Proposals may be submitted on this bid form and must include proof of CMA certification, list of assessing experience, and three business references with contact numbers. **Please return proposals to the Belgrade Town Manager in an envelope marked "Belgrade Tax Assessor Services Proposal" by 12:00 p.m. noon on Monday,** _____ . The winning proposal will be awarded at a later time after evaluation of all proposals received and approval by the Town of Belgrade Board of Selectpersons.

DRAFT

Memo

November 7 meeting

The next regular Town of Belgrade Board of Selectpersons meeting is scheduled for Tuesday, November 7 which is state and local voting day. I recommend the Board move the meeting to Wednesday, November 8 at 6:30 p.m.

Memo

Pole Permit Application

We have received a pole permit application from CMP for the Wings Mills Road, additional information is attached for your review and approval.

**Central Maine Power
Town Pole Permit
Fax Cover Sheet**

Date: 10/2/2023

Subject: Town Pole Permit

To: Town of Belgrade

Fax number: 495-2742

CMP Job number: 10300980352

Street Name: Wings Mill Road

Number of pages including cover letter: 5

Please sign attached. Return to: Line Clerical New Service
at lineclerknewservice@cmpco.com or fax 207.629.4752

Form 4501

Notification: 10300980352

Work Order: 801000557758

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Belgrade, Maine

To the: City

Town

County of: Kennebec, Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, outouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Communications of Northern New England Company LLC

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Pole 18

2. Road (State & CMP): Wings Mill Road

3. Direction: Westerly

4. Distance: 135 feet

5. Number of Poles: 1

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same

Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Northern New England Company LLC

By: Kevin Cain

Date: Sep 27, 2023

By: Danielle Godin Date: 10/02/2023

For Stephen Polyot
Right of Way Manager-Maine

Form 4503

Notification: 10300980352

Work Order: 801000557758

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Northern New England Company LLC dated Sep 27, 2023, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Belgrade

approximately located as follows:

1. Starting Point: Pole 18
2. Road (State & CMP): Wings Mill Road
3. Direction: Westerly
4. Distance: 135 feet
5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

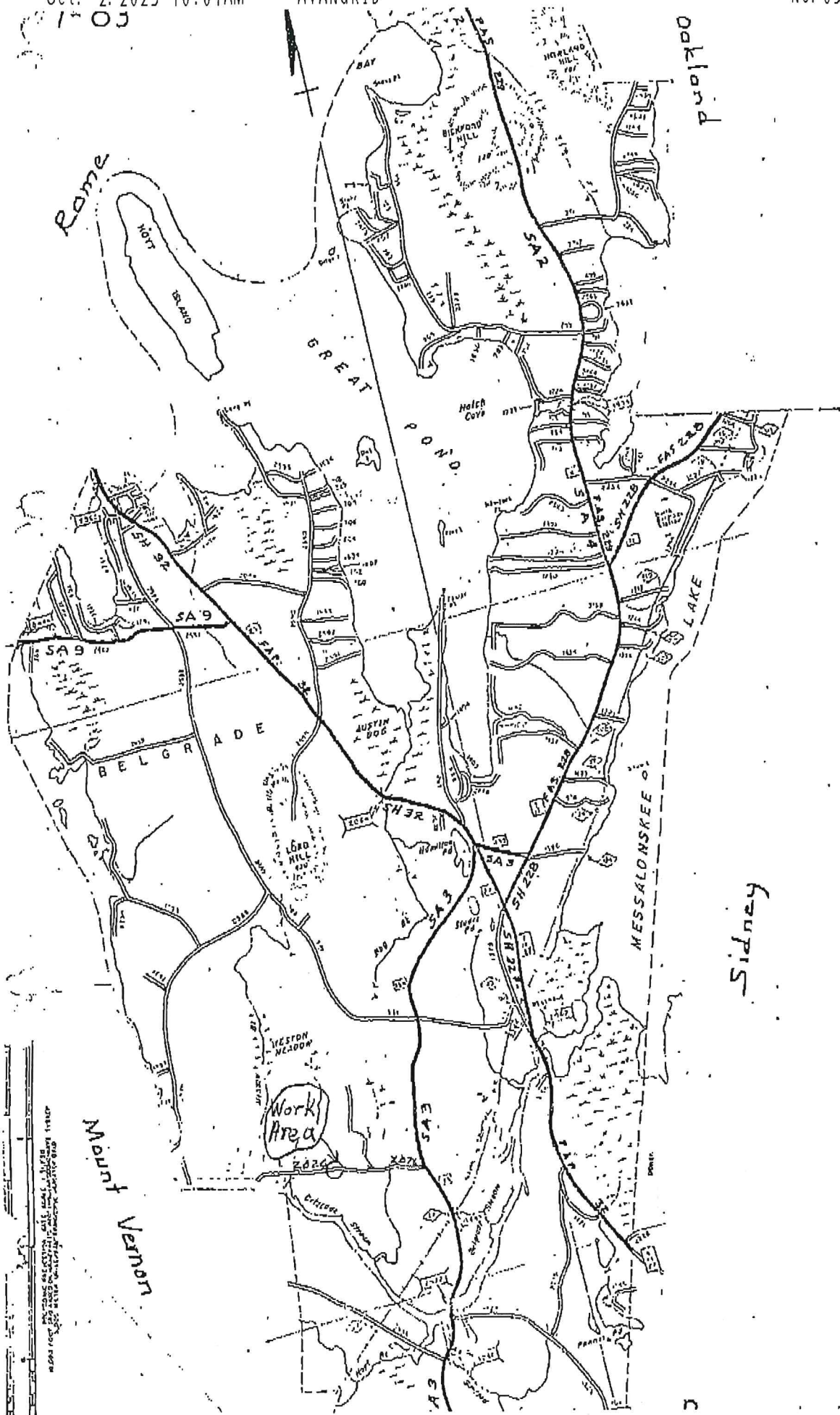
Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

1-03



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Memo

Warrants

Payroll Warrant 116	\$ 21,276.09
BMV, newsletter postage Warrant 117	\$ 10,426.99
Warrant 118	
AP Warrant 119	\$ 176,673.66
Payroll Warrant 120	
BMV, State Payables 121	

Warrant 117

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00021 STATE OF MAINE, BMV						
0423	24482	10	BMV REPORT 9/29-10/6/23			
BMV REPORT 9/29-10/6/23	G 1-214-00				9,667.46	0.00
	GEN'L FUND / BMV					
			Vendor Total-		9,667.46	
00070 UNITED STATES POST OFFICE						
0423	24483	10	OCT 23 NEWSLETTER	2023		
OCT 23 NEWSLETTER	E 01-10-30-01				759.53	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE					
			Vendor Total-		759.53	
			Prepaid Total-		0.00	
			Current Total-		10,426.99	
			EFT Total-		0.00	
			Warrant Total-		10,426.99	

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 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00862 7 LAKES ALLIANCE						
0427	1	10	ARTICLE 4 2023			
ARTICLE 4 2023			E 22-01-51-04		12,600.00	0.00
SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / 7 LAKES ALLI						
Vendor Total-					12,600.00	
00030 A.A.A. PORTABLE TOILETS						
0427	2	10	TOWN BEACH TOILET	57869		
TOWN BEACH TOILET			E 13-10-20-06		135.00	0.00
FACILITIES / PARKS - SERVICES / RENTALS						
Vendor Total-					135.00	
00179 BELGRADE LAKES ASSOCIATION						
0427	3	10	ARTICLE 4 2023			
ARTICLE 4 2023			E 22-01-51-04		24,000.00	0.00
SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / 7 LAKES ALLI						
Vendor Total-					24,000.00	
00386 BOUNDTREE MEDICAL						
0427	4	10	EMS SUPPLIES	85108441		
EMS SUPPLIES			E 05-05-30-03		734.33	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE						
Vendor Total-					734.33	
00376 CARDMEMBER SERVICES						
0427	8	10	ADOBE SUBSCRIPTION	3942		
ADOBE SUBSCRIPTION			E 01-10-20-07		19.99	0.00
GEN'L GOV. / ADMIN - SERVICES / CONTRACTED						
Invoice Total-					19.99	
0427	8	10	POSTAGE	8542		
POSTAGE			E 01-10-30-01		100.00	0.00
GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE						
Invoice Total-					100.00	
0427	8	10	TAPE FOR LABEL MAKER	3615		
TAPE FOR LABEL MAKER			E 01-10-30-03		69.98	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Invoice Total-					69.98	
0427	8	10	DOCUMENT HOLDER	5945		
DOCUMENT HOLDER			E 01-10-30-03		11.62	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Invoice Total-					11.62	
0427	8	10	LIBRARY ZOOM	6771		
LIBRARY ZOOM			E 30-01-20-07		16.95	0.00
LIBRARY / LIBRARY - SERVICES / CONTRACTED						
Invoice Total-					16.95	
0427	8	10	3 RING BINDERS	6821		
3 RING BINDERS			E 01-10-30-03		88.17	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Invoice Total-					88.17	
0427	8	10	POSTAGE	7574		
POSTAGE			E 01-10-30-01		100.00	0.00
GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE						
Invoice Total-					100.00	
0427	8	10	NOTARY JOURNAL	3088		
NOTARY JOURNAL			E 01-10-30-03		24.99	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Invoice Total-					24.99	

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0427	8	10	NOTARY SUPPLIES		2267	
NOTARY SUPPLIES			E 01-10-30-03		120.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		120.99	
0427	8	10	COMPLIANCE SIGNS		5253	
COMPLIANCE SIGNS			E 01-10-30-04		36.55	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		36.55	
0427	8	10	PHONE CASES		4913	
PHONE CASES			E 01-20-20-01		52.09	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNICATIO			
			Invoice Total-		52.09	
0427	8	10	BATTERIES AND CHARGER		3964	
BATTERIES AND CHARGER			E 13-01-30-04		48.78	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		48.78	
0427	8	10	ADOBE SUBSCRIPTION		2436,5452	
ADOBE SUBSCRIPTION			E 01-10-20-07		39.98	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Invoice Total-		39.98	
0427	8	10	FOOD RETIRMENT PARTY		6133	
FOOD RETIRMENT PARTY			E 01-10-30-04		67.27	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		67.27	
0427	8	10	OFFICE SUPPLIES		0204	
OFFICE SUPPLIES			E 01-10-30-04		38.05	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		38.05	
0427	8	10	FOOD SENIOR RESOURCE		0019	
FOOD SENIOR RESOURCE			E 20-02-99-06		50.97	0.00
			SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING			
			Invoice Total-		50.97	
0427	8	10	SENIOR RESOURCE FOOD		9671	
SENIOR RESOURCE FOOD			E 20-02-99-06		11.87	0.00
			SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING			
			Invoice Total-		11.87	
0427	8	10	OFFICE SUPPLIES		5444	
OFFICE SUPPLIES			E 01-10-30-04		122.02	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		122.02	
0427	8	10	RETIREMENT PART		4805	
RETIREMENT PART			E 01-10-30-04		53.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		53.99	
0427	8	10	BATTERIES		0485	
BATTERIES			E 13-01-30-04		56.67	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		56.67	
0427	8	10	F250 REPAIRS		2465	
F250 REPAIRS			E 13-01-35-02		319.75	0.00
			FACILITIES / GENERAL - REPAIRS / FM TRUCK			
			Invoice Total-		319.75	
0427	8	10	OIL FOR EQUIPMENT		3463	
OIL FOR EQUIPMENT			E 13-01-35-01		69.93	0.00

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FACILITIES / GENERAL - REPAIRS / EQUIPMENT						
				Invoice Total-	69.93	
0427	8	10	FD OFFICE SUPPLIES	1098		
FD OFFICE SUPPLIES			E 05-05-30-03		78.31	0.00
				Invoice Total-	78.31	
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE						
				Invoice Total-	78.31	
0427	8	10	POSTAGE	6246		
POSTAGE			E 30-01-30-01		9.74	0.00
				Invoice Total-	9.74	
LIBRARY / LIBRARY - SUPPLIES / POSTAGE						
				Invoice Total-	9.74	
0427	8	10	MAINE TODAY MEDIA	0193		
MAINE TODAY MEDIA			E 30-01-20-07		181.04	0.00
				Invoice Total-	181.04	
LIBRARY / LIBRARY - SERVICES / CONTRACTED						
				Invoice Total-	181.04	
0427	8	10	WATER AND OPERATING SUPP	2524		
WATER AND OPERATING SUPP			E 30-01-30-04		86.33	0.00
				Invoice Total-	86.33	
LIBRARY / LIBRARY - SUPPLIES / OPERATING						
				Invoice Total-	86.33	
0427	8	10	POSTAGE	1449		
POSTAGE			E 30-01-30-01		14.66	0.00
				Invoice Total-	14.66	
LIBRARY / LIBRARY - SUPPLIES / POSTAGE						
				Invoice Total-	14.66	
0427	8	10	DEGREASER	1859		
DEGREASER			E 15-05-30-04		78.13	0.00
				Invoice Total-	78.13	
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	78.13	
0427	8	10	BLEACH	0149		
BLEACH			E 15-05-30-04		39.89	0.00
				Invoice Total-	39.89	
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	39.89	
0427	8	10	DEGREASER SPRAY BOTTLES	9042		
DEGREASER SPRAY BOTTLES			E 15-05-30-04		12.56	0.00
				Invoice Total-	12.56	
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	12.56	
0427	8	10	FACE SHIELDS	9243		
FACE SHIELDS			E 15-05-30-04		28.52	0.00
				Invoice Total-	28.52	
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	28.52	
0427	8	10	BOUNCE HOUSE RENTAL	5730		
BOUNCE HOUSE RENTAL			E 25-30-20-06		366.68	0.00
				Invoice Total-	366.68	
RECREATION / REC PROGRAMS - SERVICES / RENTALS						
				Invoice Total-	366.68	
0427	8	10	FOOD/WATER	1421		
FOOD/WATER			E 25-30-30-05		356.22	0.00
				Invoice Total-	356.22	
RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER						
				Invoice Total-	356.22	
0427	8	10	POSTERS HARVEST FEST	8672		
POSTERS HARVEST FEST			E 25-30-20-03		271.65	0.00
				Invoice Total-	271.65	
RECREATION / REC PROGRAMS - SERVICES / ADVERTISING						
				Invoice Total-	271.65	
				Vendor Total-	3,044.34	
00622 CASELLA RECYCLING						
0427	9	10	BALE WIRE	2492500		
BALE WIRE			E 15-05-30-04		660.00	0.00

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
Vendor Total-					660.00	
00020 CENTRAL MAINE POWER						
0427	10	10	STREET LIGHTS ELECTRICITY	717001805965		
STREET LIGHTS ELECTRICITY			E 05-25-20-04		154.61	0.00
PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY						
Vendor Total-					154.61	
00099 CHARTER COMMUNICATIONS						
0427	11	10	NBCC INTERNET			
NBCC INTERNET			E 25-30-20-01		244.83	0.00
RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO						
Vendor Total-					244.83	
00328 CITY OF WATERVILLE						
0427	12	10	DISPATCH SERVICES	8137		
DISPATCH SERVICES			E 05-10-99-99		7,431.45	0.00
PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE						
Vendor Total-					7,431.45	
00468 CONSOLIDATED COMMUNICATIONS						
0427	13	10	TOWN OFFICE FAX LINE			
TOWN OFFICE FAX LINE			E 01-10-20-01		54.52	0.00
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO						
Invoice Total-					54.52	
0427	13	10	FD FAX LINE			
FD FAX LINE			E 01-10-20-01		53.17	0.00
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO						
Invoice Total-					53.17	
Vendor Total-					107.69	
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0427	14	10	SURFACE GRAVEL CFAS	1869		
SURFACE GRAVEL CFAS			E 13-02-35-08		224.00	0.00
FACILITIES / CFAS - REPAIRS / BUILDING						
Vendor Total-					224.00	
00053 DEAD RIVER COMPANY						
0427	15	10	TS DIESEL	15794		
TS DIESEL			E 15-05-30-02		340.61	0.00
SOLID WASTE / WASTE - SUPPLIES / FUEL						
Vendor Total-					340.61	
00126 DEMCO						
0427	16	10	OFFICE SUPPLIES	7374575		
OFFICE SUPPLIES			E 30-01-30-03		174.62	0.00
LIBRARY / LIBRARY - SUPPLIES / OFFICE						
Vendor Total-					174.62	
00066 GENERATORS OF MAINE, INC						
0427	17	10	LAKES FD LIGHTS REPLACED	4088		
LAKES FD LIGHTS REPLACED			E 13-06-35-08		1,901.00	0.00
FACILITIES / FD:LAKES - REPAIRS / BUILDING						
Invoice Total-					1,901.00	
0427	17	10	PLOW REPAIRS	3993		
PLOW REPAIRS			E 13-01-35-02		342.57	0.00
FACILITIES / GENERAL - REPAIRS / FM TRUCK						
Invoice Total-					342.57	
0427	17	10	TS GENERATOR REPAIRS	4121		

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
TS GENERATOR REPAIRS			E 13-09-35-09		317.50	0.00
			FACILITIES / TRANSFER STA - REPAIRS / GENERATOR			
			Invoice Total-		317.50	
			Vendor Total-		2,561.07	
00009 HAMMOND LUMBER COMPANY						
0427	18	10	CULVERTS	7089821		
CULVERTS			E 10-01-30-04		2,399.60	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Invoice Total-		2,399.60	
0427	18	10	PLYWOOD, GARAGE ADDITION	7089849		
PLYWOOD, GARAGE ADDITION			E 13-04-35-08		139.84	0.00
			FACILITIES / GARAGE - REPAIRS / BUILDING			
			Invoice Total-		139.84	
0427	18	10	INSULATION	7094400		
INSULATION			E 13-04-35-08		739.90	0.00
			FACILITIES / GARAGE - REPAIRS / BUILDING			
			Invoice Total-		739.90	
0427	18	10	RAFTER	7095050		
RAFTER			E 13-04-35-08		134.50	0.00
			FACILITIES / GARAGE - REPAIRS / BUILDING			
			Invoice Total-		134.50	
0427	18	10	STAPLES	7098554		
STAPLES			E 13-01-30-04		13.18	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		13.18	
0427	18	10	SCREWS, PLYWOOD	7073882		
SCREWS, PLYWOOD			E 13-04-35-08		516.89	0.00
			FACILITIES / GARAGE - REPAIRS / BUILDING			
			Invoice Total-		516.89	
			Vendor Total-		3,943.91	
00417 Hospice Volunteers of Waterville						
0427	19	10	ARTICLE 6 2023			
ARTICLE 5 2023			E 22-01-51-01		1,500.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / HOSPICE VOLU			
			Vendor Total-		1,500.00	
00000 HUTCHINSON, RICHARD						
0427	20	10	TAX DOUBLE PAY REFUND	10/4/2023		
TAX DOUBLE PAY REFUND			R 01-57		24,953.64	0.00
			GEN'L GOV. - OVER/SHORT			
			Vendor Total-		24,953.64	
00267 IRVING OIL CORPORATION						
0427	21	10	CEMERTERY FUEL	35234331		
CEMERTERY FUEL			E 12-01-30-02		670.95	0.00
			CEMETERY / CEMETERY - SUPPLIES / FUEL			
			Vendor Total-		670.95	
00863 JAMES AND WHITNEY CO						
0427	22	10	TRANSFER STATION ROOF	4915		
TRANSFER STATION ROOF			E 15-05-35-23		20,440.00	0.00
			SOLID WASTE / WASTE - REPAIRS / MISC			
			Vendor Total-		20,440.00	
00000 KELLY BASSETT						
0427	23	10	EXCISE TAX REIMBURSMENT	10/4/2023		

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
EXCISE TAX REIMBURSMENT			R 01-13		265.12	0.00
			GEN'L GOV. - EXCISE - MV			
Vendor Total-					265.12	
00189 KENNEBEC VALLEY COUNCIL OF						
0427	24	10	HHW COLLECTION			
HHW COLLECTION			E 15-01-99-99		1,322.05	0.00
			SOLID WASTE / HHW - EXPENSE / EXPENSE			
Vendor Total-					1,322.05	
00697 KENNEBEC VALLEY HUMANE SOCIETY						
0427	25	10	2023 Q4 PAYMENT	2023Q4		
2023 Q4 PAYMENT			E 05-30-20-07		1,267.62	0.00
			PUBLIC SAFTY / ACO - SERVICES / CONTRACTED			
Vendor Total-					1,267.62	
00854 KNOX COMPANY						
0427	26	10	NBCC KNOX BOX	218087		
NBCC KNOX BOX			E 13-06-35-08		519.00	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
Vendor Total-					519.00	
00725 KYES INSURANCE						
0427	27	10	RECREATION INSURANCE	17705		
RECREATION INSURANCE			E 23-35-99-99		1,040.00	0.00
			INSURANCE / RECREATION - EXPENSE / EXPENSE			
Vendor Total-					1,040.00	
00638 LEAF						
0427	28	10	TOWN OFFICE COPIER			
TOWN OFFICE COPIER			E 01-10-20-14		142.42	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
Vendor Total-					142.42	
00031 LUCAS, STEPHEN K.						
0427	29	10	CFAS BLUE HANDICAP SQUARE	6360		
CFAS BLUE HANDICAP SQUARE			E 13-02-35-08		100.00	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
Vendor Total-					100.00	
00002 MAINE MUNICIPAL ASSOCIATION						
0427	30	10	LABOR LAW WORKSHOP	1000448333		
LABOR LAW WORKSHOP			E 01-15-13-01		85.00	0.00
			GEN'L GOV. / MANAGER - EDUCATION / EDUCATION			
Vendor Total-					85.00	
00582 MAINE TECHNOLOGY GROUP						
0427	31	10	OCT IT SERVICES	33138		
OCT IT SERVICES			E 01-10-15-03		1,440.76	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
Vendor Total-					1,440.76	
00864 MALLOY, TRACY						
0427	32	10	ACO MILEAGE REIMBURSEMENT	9/3-9/28/2023		
ACO MILEAGE REIMBURSEMENT			E 05-30-20-02		92.40	0.00
			PUBLIC SAFTY / ACO - SERVICES / TRANSPORTATI			
Vendor Total-					92.40	
00768 MCFADDEN, KAREN						
0427	33	10	SENIOR RESOURCE SUPPLIES	10/5/2023		
SENIOR RESOURCE SUPPLIES			E 20-02-99-06		606.58	0.00
			SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING			

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Vendor Total-	606.58	
00174 MTCCA						
0427	34	10	WORKSHOP	1000446135		
WORKSHOP			E 01-10-13-01		60.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
				Vendor Total-	60.00	
0081 NEW ENGLAND SALT COMPANY, LLC						
0427	35	10	BULK SALT DELIVERY	39691		
BULK SALT DELIVERY			E 10-10-30-04		2,769.29	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
				Invoice Total-	2,769.29	
0427	35	10	BULK SALT DELIVERED	39681		
BULK SALT DELIVERED			E 10-10-30-04		5,424.68	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
				Invoice Total-	5,424.68	
0427	35	10	BULK SALT DELIVERED	39715		
BULK SALT DELIVERED			E 10-10-30-04		13,084.74	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
				Invoice Total-	13,084.74	
				Vendor Total-	21,278.71	
00760 OTT HYDROMET						
0427	36	10	DAM REPORTING SERVICE			
DAM REPORTING SERVICE			G 3-596-00		150.20	0.00
			CAPITAL PROJ / DAMS			
				Vendor Total-	150.20	
00182 PIKE INDUSTRIES, INC.						
0427	37	10	EROSION STONE	1253208		
EROSION STONE			E 10-01-30-13		337.70	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED			
				Vendor Total-	337.70	
00775 RASMUSSEN, HANS						
0427	38	10	MILEAGE REIMBURSEMENT 200	SEPTEMBER 2023		
MILEAGE REIMBURSEMENT 200			E 01-20-20-02		92.00	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
				Vendor Total-	92.00	
00003 REGISTRY OF DEEDS						
0427	39	10	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
				Invoice Total-	19.00	
0427	39	10	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
				Invoice Total-	19.00	
0427	39	10	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
				Invoice Total-	19.00	
				Vendor Total-	57.00	
00385 RJD APPRAISAL						
0427	40	10	SEPT ASSESSING SERVICES	2023		
SEPT ASSESSING SERVICES			E 01-10-15-04		2,312.50	0.00

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
				Vendor Total-	2,312.50	
00478 SEACOAST SECURITY, INC						
0427	41	10	OFFICE SECURITY REPAIRS	862884		
OFFICE SECURITY REPAIRS			E 13-16-20-10		388.88	0.00
			FACILITIES / LIBRARY - SERVICES / SECURITY			
				Invoice Total-	388.88	
0427	41	10	CFAS SECURITY MONITORING	866794		
CFAS SECURITY MONITORING			E 13-02-20-10		863.09	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
				Invoice Total-	863.09	
0427	41	10	NBCC SECURIRTY MONITORING	866887		
NBCC SECURIRTY MONITORING			E 13-03-20-10		554.50	0.00
			FACILITIES / NBCC - SERVICES / SECURITY			
				Invoice Total-	554.50	
				Vendor Total-	1,806.47	
00633 SEXUAL ASSAULT CRISIS & SUPPORT						
0427	42	10	ARTICLE 3 2023			
ARTICLE 3 2023			E 22-01-51-11		1,138.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / SEX ASSUALT			
				Vendor Total-	1,138.00	
00527 SHERWIN WILLIAMS CO						
0427	43	10	LAKES FD SUPPLIES	3477-6		
LAKES FD SUPPLIES			E 05-05-30-04		152.94	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
				Vendor Total-	152.94	
00612 SPECTRUM ENTERPRISE						
0427	44	10	TOWN OFFICE INTERNET	084051401100123		
TOWN OFFICE INTERNET			E 01-10-20-01		145.55	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
				Vendor Total-	145.55	
00424 STEVENS, JASON						
0427	45	10	CULVERTS,DITCHING POINTRD	10/8/2023		
EXCAVATOR 19.5HRS			E 10-01-20-06		3,088.73	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
DUMPTRUCK 19.5HRS			E 10-01-20-06		2,026.63	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
1 TON 4HRS			E 10-01-20-06		276.64	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
COMPACTOR 2HRS			E 10-01-20-06		300.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
LABOR 19.5HRS			E 10-01-20-07		434.72	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
				Vendor Total-	6,126.72	
00239 STEVE'S APPLIANCE SERVICE & SALES						
0427	46	10	NEW WASHER	60284		
NEW WASHER			G 2-561-00		930.00	0.00
			SPEC REVENUE / WELL CONTAM			
				Vendor Total-	930.00	
00085 THE COPY CENTER						
0427	47	10	OCT 2023 NEWSLETTER	85365		
OCT 2023 NEWSLETTER			E 01-10-25-03		692.53	0.00
			GEN'L GOV. / ADMIN - PRINTING / NEWSLETTER			

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					692.53	
00048 TREASURER, STATE OF MAINE						
0427	48	10	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		62.50	0.00
			GEN'L FUND / PLUMB. PERM.			
Vendor Total-					62.50	
00086 TREASURER, STATE OF MAINE						
0427	49	10	NOTARY APPLICATION	10/11/2023		
NOTARY APPLICATION			E 01-10-30-04		50.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
Vendor Total-					50.00	
00379 TREASURER, STATE OF MAINE						
0427	50	10	FIRE DEPT FUEL	24BG0106312		
FIRE DEPT FUEL			E 05-05-30-02		610.07	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
Vendor Total-					610.07	
00611 TREASURER, STATE OF MAINE						
0427	51	10	CFAS WATER TESTING			
CFAS WATER TESTING			E 13-02-20-08		25.00	0.00
			FACILITIES / CFAS - SERVICES / WATER QUALITY			
Vendor Total-					25.00	
00000 TREAVAR MERROW						
0427	52	10	EXCISE TAX REIMBURSMENT	10/6/2023		
EXCISE TAX REIMBURSMENT			R 01-13		178.49	0.00
			GEN'L GOV. - EXCISE - MV			
Vendor Total-					178.49	
00000 TYLER EVANS						
0427	53	10	EXCISE TAX REIMBURSMENT	10/2/2023		
EXCISE TAX REIMBURSMENT			R 01-13		729.90	0.00
			GEN'L GOV. - EXCISE - MV			
Vendor Total-					729.90	
00304 VOGEL, MARY						
0427	54	10	MILEAGE REIMBURSMENT 123	CLASSES		
MILEAGE REIMBURSMENT 123			E 01-10-20-02		54.12	0.00
			GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
Vendor Total-					54.12	
00178 WARREN BROTHERS						
0427	55	10	PLOWING CONTRACT	11/05/2023		
PLOWING CONTRACT			E 10-10-20-07		15,704.65	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
Vendor Total-					15,704.65	
00013 WASTE MANAGEMENT OF						
0427	56	10	MIXED WASTE DISPOSAL	2072629-2080-5		
MIXED WASTE DISPOSAL			E 15-05-20-13		9,843.67	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					9,843.67	
0427	56	10	DEMO WASTE DISPOSAL	2072630-2080-3		
DEMO WASTE DISPOSAL			E 15-05-20-13		1,951.98	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					1,951.98	
0427	56	10	CFAS DUMPSTER	2072055-2080-3		
CFAS DUMPSTER			E 25-30-20-06		95.32	0.00

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
RECREATION / REC PROGRAMS - SERVICES / RENTALS						
Invoice Total-					95.32	
Vendor Total-					11,890.97	
0000 WATERVILLE OPERA HOUSE						
0427	57	10	WATERVILLE OPERA HOUSE	9/21/2023		
WATERVILLE OPERA HOUSE			E 62-01-99-99		1,000.00	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					1,000.00	
00369 WB MASON CO, INC						
0427	58	10	CLEANING SUPPLIES	241463862		
CLEANING SUPPLIES			E 13-14-30-04		145.96	0.00
FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING						
Invoice Total-					145.96	
0427	58	10	HAND WASH	241467559		
HAND WASH			E 13-14-30-04		107.08	0.00
FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING						
Invoice Total-					107.08	
0427	58	10	TRASH BAGS	241469262		
TRASH BAGS			E 01-10-30-04		32.60	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OPERATING						
Invoice Total-					32.60	
Vendor Total-					285.64	
Prepaid Total-					0.00	
Current Total-					176,673.66	
EFT Total-					0.00	
Warrant Total-					176,673.66	

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
01 GEN'L GOV.		
01-0 GEN'L GOV. / NO DIVISION CONT'D		
00000 - HUTCHINSON, RICHARD	24,953.64	R 01-57 GEN'L GOV. - OVER/SHORT
00000 - KELLY BASSETT	265.12	R 01-13 GEN'L GOV. - EXCISE - MV
00638 - LEAF	142.42	E 01-10-20-14 GEN'L GOV. / ADMIN - SERVICES / COPIER
00174 - MTCCA	60.00	E 01-10-13-01 GEN'L GOV. / ADMIN - EDUCATION / EDUCATION
00002 - MAINE MUNICIPAL ASSOCIATION	85.00	E 01-15-13-01 GEN'L GOV. / MANAGER - EDUCATION / EDUCATION
00582 - MAINE TECHNOLOGY GROUP	1,440.76	E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT
00612 - SPECTRUM ENTERPRISE	145.55	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00085 - THE COPY CENTER	692.53	E 01-10-25-03 GEN'L GOV. / ADMIN - PRINTING / NEWSLETTER
00775 - RASMUSSEN, HANS	92.00	E 01-20-20-02 GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPO
00003 - REGISTRY OF DEEDS	19.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00385 - RJD APPRAISAL	2,312.50	E 01-10-15-04 GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING
00000 - TYLER EVANS	729.90	R 01-13 GEN'L GOV. - EXCISE - MV
00000 - TREAVAR MERROW	178.49	R 01-13 GEN'L GOV. - EXCISE - MV
00304 - VOGEL, MARY	54.12	E 01-10-20-02 GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI
00086 - TREASURER, STATE OF MAINE	50.00	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00369 - WB MASON CO, INC	32.60	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	19.99	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	69.98	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	11.62	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	88.17	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	24.99	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	120.99	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	36.55	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	52.09	E 01-20-20-01 GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNI
00376 - CARDMEMBER SERVICES	39.98	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	67.27	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	53.99	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	38.05	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	122.02	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00003 - REGISTRY OF DEEDS	19.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00468 - CONSOLIDATED COMMUNICATIONS	54.52	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00468 - CONSOLIDATED COMMUNICATIONS	53.17	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00003 - REGISTRY OF DEEDS	19.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
Division Total-	32,345.01	
Department Total-	32,345.01	
05 PUBLIC SAFTY		
05-0 PUBLIC SAFTY / NO DIVISION CONT'D		
00386 - BOUNDTREE MEDICAL	734.33	E 05-05-30-03 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	78.31	E 05-05-30-03 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE
00864 - MALLOY, TRACY	92.40	E 05-30-20-02 PUBLIC SAFTY / ACO - SERVICES / TRANSPORTATI
00379 - TREASURER, STATE OF MAINE	610.07	E 05-05-30-02 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL
00527 - SHERWIN WILLIAMS CO	152.94	E 05-05-30-04 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATI
00697 - KENNEBEC VALLEY HUMANE SOCIET	1,267.62	E 05-30-20-07 PUBLIC SAFTY / ACO - SERVICES / CONTRACTED
00020 - CENTRAL MAINE POWER	154.61	E 05-25-20-04 PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRI
00328 - CITY OF WATERVILLE	7,431.45	E 05-10-99-99 PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE
Division Total-	10,521.73	
Department Total-	10,521.73	
10 PUBLIC WORKS		
10-0 PUBLIC WORKS / NO DIVISION CONT'D		

Vendor	Amount	Account
10 PUBLIC WORKS CONT'D		
10-0 PUBLIC WORKS / NO DIVISION CONT'D		
00009 - HAMMOND LUMBER COMPANY	2,399.60	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING
00424 - STEVENS, JASON	3,088.73	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	2,026.63	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	300.00	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	434.72	E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT
00081 - NEW ENGLAND SALT COMPANY, LLC	2,769.29	E 10-10-30-04 PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING
00081 - NEW ENGLAND SALT COMPANY, LLC	5,424.68	E 10-10-30-04 PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING
00182 - PIKE INDUSTRIES, INC.	337.70	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATE
00081 - NEW ENGLAND SALT COMPANY, LLC	13,084.74	E 10-10-30-04 PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING
00178 - WARREN BROTHERS	15,704.65	E 10-10-20-07 PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACT
Division Total-	45,847.38	
Department Total-	45,847.38	

12 CEMETERY

12-0 CEMETERY / NO DIVISION CONT'D

00267 - IRVING OIL CORPORATION	670.95	E 12-01-30-02 CEMETERY / CEMETERY - SUPPLIES / FUEL
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Division Total- 670.95

Department Total- 670.95

13 FACILITIES

13-0 FACILITIES / NO DIVISION CONT'D

00369 - WB MASON CO, INC	145.96	E 13-14-30-04 FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING
00369 - WB MASON CO, INC	107.08	E 13-14-30-04 FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	48.78	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00611 - TREASURER, STATE OF MAINE	25.00	E 13-02-20-08 FACILITIES / CFAS - SERVICES / WATER QUALITY
00478 - SEACOAST SECURITY, INC	388.88	E 13-16-20-10 FACILITIES / LIBRARY - SERVICES / SECURITY
00478 - SEACOAST SECURITY, INC	863.09	E 13-02-20-10 FACILITIES / CFAS - SERVICES / SECURITY
00478 - SEACOAST SECURITY, INC	554.50	E 13-03-20-10 FACILITIES / NBCC - SERVICES / SECURITY
00031 - LUCAS, STEPHEN K.	100.00	E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING
00066 - GENERATORS OF MAINE, INC	1,901.00	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00066 - GENERATORS OF MAINE, INC	342.57	E 13-01-35-02 FACILITIES / GENERAL - REPAIRS / FM TRUCK
00066 - GENERATORS OF MAINE, INC	317.50	E 13-09-35-09 FACILITIES / TRANSFER STA - REPAIRS / GENERATOR
00009 - HAMMOND LUMBER COMPANY	139.84	E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	739.90	E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	134.50	E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	13.18	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00009 - HAMMOND LUMBER COMPANY	516.89	E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING
00854 - KNOX COMPANY	519.00	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00107 - DAVID HALLOWELL CONSTRUCTION	224.00	E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING
00030 - A.A.A. PORTABLE TOILETS	135.00	E 13-10-20-06 FACILITIES / PARKS - SERVICES / RENTALS
00376 - CARDMEMBER SERVICES	56.67	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	319.75	E 13-01-35-02 FACILITIES / GENERAL - REPAIRS / FM TRUCK
00376 - CARDMEMBER SERVICES	69.93	E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT

Division Total- 7,663.02

Department Total- 7,663.02

15 SOLID WASTE

15-0 SOLID WASTE / NO DIVISION CONT'D

00863 - JAMES AND WHITNEY CO	20,440.00	E 15-05-35-23 SOLID WASTE / WASTE - REPAIRS / MISC
00376 - CARDMEMBER SERVICES	78.13	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	39.89	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	12.56	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	28.52	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING

Department Summary

Vendor	Amount	Account
15 SOLID WASTE CONT'D		
15-0 SOLID WASTE / NO DIVISION CONT'D		
00622 - CASELLA RECYCLING	660.00	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00053 - DEAD RIVER COMPANY	340.61	E 15-05-30-02 SOLID WASTE / WASTE - SUPPLIES / FUEL
00189 - KENNEBEC VALLEY COUNCIL OF	1,322.05	E 15-01-99-99 SOLID WASTE / HHW - EXPENSE / EXPENSE
00013 - WASTE MANAGEMENT OF	9,843.67	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00013 - WASTE MANAGEMENT OF	1,951.98	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
Division Total-	34,717.41	
Department Total-	34,717.41	
20 SOCIAL SRVS		
20-0 SOCIAL SRVS / NO DIVISION CONT'D		
00376 - CARDMEMBER SERVICES	50.97	E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM
00376 - CARDMEMBER SERVICES	11.87	E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM
00768 - MCFADDEN, KAREN	606.58	E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM
Division Total-	669.42	
Department Total-	669.42	
22 SPEC REQUEST		
22-0 SPEC REQUEST / NO DIVISION CONT'D		
00179 - BELGRADE LAKES ASSOCIATION	24,000.00	E 22-01-51-04 SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / 7
00417 - Hospice Volunteers of Waterville	1,500.00	E 22-01-51-01 SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / HI
00633 - SEXUAL ASSAULT CRISIS & SUPPORT	1,138.00	E 22-01-51-11 SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / SI
00862 - 7 LAKES ALLIANCE	12,600.00	E 22-01-51-04 SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / 7
Division Total-	39,238.00	
Department Total-	39,238.00	
23 INSURANCE		
23-0 INSURANCE / NO DIVISION CONT'D		
00725 - KYES INSURANCE	1,040.00	E 23-35-99-99 INSURANCE / RECREATION - EXPENSE / EXPENSE
Division Total-	1,040.00	
Department Total-	1,040.00	
25 RECREATION		
25-0 RECREATION / NO DIVISION CONT'D		
00099 - CHARTER COMMUNICATIONS	244.83	E 25-30-20-01 RECREATION / REC PROGRAMS - SERVICES / COMMU
00013 - WASTE MANAGEMENT OF	95.32	E 25-30-20-06 RECREATION / REC PROGRAMS - SERVICES / RENTAL
00376 - CARDMEMBER SERVICES	366.68	E 25-30-20-06 RECREATION / REC PROGRAMS - SERVICES / RENTAL
00376 - CARDMEMBER SERVICES	356.22	E 25-30-30-05 RECREATION / REC PROGRAMS - SUPPLIES / FOOD/M
00376 - CARDMEMBER SERVICES	271.65	E 25-30-20-03 RECREATION / REC PROGRAMS - SERVICES / ADVERT
Division Total-	1,334.70	
Department Total-	1,334.70	
30 LIBRARY		
30-0 LIBRARY / NO DIVISION CONT'D		
00126 - DEMCO	174.62	E 30-01-30-03 LIBRARY / LIBRARY - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	9.74	E 30-01-30-01 LIBRARY / LIBRARY - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	181.04	E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	86.33	E 30-01-30-04 LIBRARY / LIBRARY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	14.66	E 30-01-30-01 LIBRARY / LIBRARY - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	16.95	E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED
Division Total-	483.34	
Department Total-	483.34	
62 DC STEVENS		
62-0 DC STEVENS / NO DIVISION CONT'D		
00000 - WATERVILLE OPERA HOUSE	1,000.00	E 62-01-99-99 DC STEVENS / DC STEVENS - EXPENSE / EXPENSE

Department Summary

Pay Date: 10/18/2023

Vendor	Amount	Account
Division Total-	1,000.00	
G/L Account Total	1,000.00	
G/L Accounts		
G/L Accounts-0 / NO DIVISION CONT'D		
00048 - TREASURER, STATE OF MAINE	62.50	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00239 - STEVE'S APPLIANCE SERVICE & SALE	930.00	G 2-561-00 SPEC REVENUE / WELL CONTAM
00760 - OTT HYDROMET	150.20	G 3-596-00 CAPITAL PROJ / DAMS
Division Total-	1,142.70	
G/L Account Total	1,142.70	
Final Total-	176,673.66	

Town Manager's Report October 17, 2023

The budget committee met October 11 with Department heads, me and treasurer Nick Poole to begin review of 2024 budget requests. The next meeting is scheduled for October 23 at 6 p.m.

The Transfer Station roofing project has been completed!

The Comprehensive Plan committee will meet October 25 at 5:30 p.m., all are welcome to attend.

A reminder we have the FREE (for residents) rabies clinic coming up on the 21st from 9-1 at the North Belgrade Community Center. You can also register your dog at this event, please contact the office for additional information and sign up. Non-resident cost is \$10.

Work on the Village Dam will begin on the 23rd, we've posted additional information on our Facebook page and website, along with a drawdown plan for the lakes (included here).

We have a few applications for the assistant Recreation Director position and will be scheduling interviews soon.

KVCOG sent notice they have been awarded the Housing Opportunity Program grant through the state for assisting municipalities in amending their ordinances to comply with the requirements of P.L. 2021, ch. 672 (LD 2003 Affordable Housing). The Town of Belgrade is number three on the list of municipalities KVCOG has agreed to assist with this process.

We have ordered a new laptop through our IT company to replace the out-of-date equipment being used to host all of our ZOOM meetings in the large meeting space located at the town office. The new equipment will be quicker and more secure than the current Windows 8 system.

We are working on scheduling training for Trio Web prior to an estimated Go Live date in early February 2024.

We received a call from a property owner in the salt triangle regarding issues with their washer. Bob the Plumber checked this and agreed the issues were caused by salt contamination. We have found a replacement and will be working to get it installed as soon as possible for the homeowner.

A second notice of violation has been issued for 22 Horse Point Road. CEO Hans Rasmussen is monitoring the situation.

Town Clerk Mary Vogel and I will be attending a meeting via ZOOM for our Security Assessment at First Entry (SAFE) on October 25. This will include an assessment on our facilities' Security Management, Security Force, Resilience Management, Business Continuity, Emergency/Security Plans, Perimeter Security, Entry Controls, Parking / Delivery / Standoff, Barriers, Security Systems (CCTV and Intrusion Detection), Illumination, and other key aspects to security management. Once complete, we will be provided with a physical (printed and/or electronic) SAFE which will highlight all observed vulnerabilities and options for consideration to address these vulnerabilities. This will be a helpful tool in supporting election security in our municipality. A fact sheet is included here for your review.

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

Truck for Facilities

CFAS repairs

Tax Stabilization Reimbursement (LD290)

Brown Tail Moth Treatment April 2024

Fire Dept. Dry Hydrant Proposals

2024 Budget Season

New fire station land/building project

TRIO Web go live early 2024

PUBLIC NOTICE

“2023-24 FALL LAKE DRAWDOWN & WINTER STORAGE ACTIVITIES”

Throughout the year our Dams Committee is actively working and maintaining water levels on our lakes. However, there are three planned activities that create public interest. These are Lake Drawdown and Winter Management activities, Spring Refill, and our Summer Water Level Management practices. The Committee is now preparing for FALL LAKE DRAWDOWN activities.

Pursuant to the *Belgrade Area Dams Committee’s Water Management Plan*, Section I – FALL Draw downs and WINTER STORAGE of the plan specifies that:

1. *“The primary objective of fall and winter water management is to lower the lakes to accommodate increased rainfall and runoff which occurs in the fall and again in late winter and early spring.” FALL DRAWDOWN ACTIVITIES WILL DEPEND ON THE AMOUNT OF RAINFALL RECEIVED IN THIS AREA.*
2. Optimum drawdown levels:

Salmon Lake - 1.0 to 1.5 feet below Spillway
Great Pond - 1.5 to 2.0 feet below spillway
Long Pond - 1.5 to 2.0 feet below Spillway
3. Water level limits – At no time shall the lakes be drawn down lower than:

Salmon Lake - 1.5 feet below Spillway
Great Pond - 2.5 feet below Spillway
Long Pond - 2.5 feet below Spillway
4. General management programs: Draw downs must end by October 31st to avoid adversely affecting fish and wildlife. Therefore, whatever lake level is achieved by October 31st will be the lowest level at which the lake may be kept throughout the winter, unless an unusual amount of rainfall in September and October force emergency provision for additional drawdown. Note: While there are more restrictive requirements as to what levels must be achieved by various dates, due to significant public interest in providing for lake use through Columbus Day weekend, the Dams Committee has and will continue to try to meet the needs of lake-side residents and, depending on water levels and the weather will endeavor to manage water levels to minimize any impacts through Columbus Day (October 9th) each year.

This “Public Notice” is provided as an on-going attempt by the Belgrade Area Dams Committee’s to keep you informed of their water level management activities for our lakes. If you have any questions about these activities, please contact your Town Office or the member of the Committee that represents your town:

Belgrade:
Craig Alexander
Tom Bennett
Ted Fontaine
Cameron McCafferty
Michael Belanger

Rome:
Dick Greenan
Blaine Horrocks
Garrett Luszczyki

Oakland:
Donald Borman
Ella Bowman

Sidney: Mt. Vernon:
Ronda Snyder Matthew Zeh

Town Manager, Belgrade Town Office – 495-2258
Clerk, Town of Rome – 397- 4011
Town Manager, Oakland – 465-7357

Sidney Town Office – 547-3340
Mt. Vernon Town Office – 293-2379



SECURITY ASSESSMENT AT FIRST ENTRY



OVERVIEW

The Cybersecurity and Infrastructure Security Agency's (CISA) Security Assessment at First Entry (SAFE) is designed to rapidly evaluate a facility's current security posture and identify options for facility owners and operators to mitigate relevant threats.

PROGRAM DESCRIPTION

SAFE is a rapid physical security assessment that assists facility owners and operators in implementing effective security programs. Using SAFE, CISA Protective Security Advisors (PSA) provide a structured review of a facility's existing security measures and delivers feedback on observed vulnerabilities and options for improving security.

SAFE VISITS

The SAFE assessment is free, quick, and easy for owners and operators. It entails a local PSA conducting a brief walk-through of a site and discussion of its existing security features and concerns. The SAFE visit will:

- Focus on physical security
- Take a few hours to complete
- Be objective

OUTCOMES FROM VISIT

After completing the SAFE visit, the PSA delivers a report containing:

- **Commendable actions:** During the assessment, the PSA will make note of existing practices that are noteworthy for their effectiveness and that should be continue.
- **Vulnerabilities and options for consideration:** The PSA will also make note of any areas that could benefit from additional attention from a security perspective—areas relating to security management, entry control, perimeter security, and other physical security measures. Each identified vulnerability will have one or more mitigation options for owners and operators to consider. These options are purely voluntary, and each facility determines what actions to take in light of its own current security posture, anticipated growth or organizational changes, budgetary outlook, and other factors.
- **Individuals, agencies, and organizations:** Useful points of contact for owners and operators as they proceed with efforts to improve a facility's security posture.
- **Helpful links and references:** Resources that provide more information about security options and ways to implement them.

For more information or to seek additional help, contact us at ISDAssessments@cisa.dhs.gov.