

TOWN OF BELGRADE  
**Meeting Agenda**  
BOARD OF SELECTPERSONS  
APRIL 18, 2023 / 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. **EXECUTIVE SESSION:** pursuant to 1 M.R.S.A. §405(6)(c) Real Estate; economic development.

*\*\*Regular session will resume no later than 7 p.m.\*\**

2. **Public Comment**

3. **Appointments**

4. **OLD BUSINESS**

- A. Review and approve minutes of April 4, 2023
- B. American Rescue Plan Funds (ARPA)
- C. Planning Board Ordinance – finalize and set hearing date.
- D. Sexton, Cleaning position job descriptions – finalize to post positions.
- E. Warrant articles for June (cemeteries request, PB ordinance, multi-year contracts), approve and sign warrant; set public hearing date
- F. Merit increases for retention increase employees.
- G. Winter Maintenance RFP

5. **NEW BUSINESS**

- A. Tax Anticipation Note (TAN) bids
- B. Rome Local Plumbing Inspector (LPI) coverage
- C. Fire Department vaccine policy
- D. Friends of the Library - building lease renewal

6. **OTHER BUSINESS**

7. **WARRANTS**

8. **TOWN MANAGER REPORT**

9. **EXECUTIVE SESSION:** 1 M.R.S.A. §405(6) – if needed.

# Memo

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## **Executive Session**

Executive session pursuant to 1 M.R.S.A. subsection 405(6)(c) real estate; economic development.

# Memo

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## Appointments

Board and committee appointment applications received for consideration by the Board. As of Friday, April 14 there are none.

# Memo

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## Minutes of April 4

Review and approve minutes of April 4, 2023.



TOWN OF BELGRADE  
**Meeting Minutes**  
BOARD OF SELECTPERSONS  
APRIL 4, 2023 / 6:30 P.M.  
BELGRADE TOWN OFFICE

*The public may view the meeting online at <https://youtu.be/II9MQBZH1Is>*

**Present:** Chair Barbara Allen, Vice-Chair Carol Johnson, Selectperson Daniel Newman, Selectperson Melanie Jewell, Selectperson Peter Rushton, Town Manager Lorna Dee Nichols, Sara Languet, Carl Gartley, Bruce Galouch, Susan Perrino, Sharon Frost, George Seel, Nicholas Zaccaro, Paul Cleaves.

**Remote participants:** Linda Sprague, Nathaniel Boehmer, Richard Bourne

**Call to Order and Pledge of Allegiance at 6:32 p.m. by Chair Barbara Allen**

**Quorum established.**

**Open Meeting**

**PUBLIC COMMENT - none**

**PRESENTATION & DISCUSSION – RSU 18 Budget ~ Supt. Gartley**

**OLD BUSINESS**

*Review, approval of March 21, 2023, Selectboard minutes*

**Vice Chair Carol Johnson motioned to approve minutes of March 21, 2023, as written, Selectperson Peter Rushton seconded the motion, vote 5-0.**

*Discussion and consideration of multi-year contract warrant article(s) for June.*

The Board reviewed recommendations from Maine Municipal Association Legal for warrant articles to enter into multi-year contracts, along with a perpetuity article for the same – as drafted by the Selectboard.

**Selectperson Melanie Jewell motioned to approve the perpetuity article drafted by the Selectboard: ‘*Shall the Town vote to authorize the Board of Selectpersons or their designee to negotiate and the Board enter into multi-year contracts on behalf of the Town and to extend existing contracts found to be in the best interest of the Town of Belgrade? This authorization will remain in effect until changed by a vote of a future town meeting*’, Selectperson Daniel Newman seconded the motion, vote 5-0.**

*Discussion and consideration of American Rescue Plan Act (ARPA) funds*

The Board reviewed the previously discussed list of possible projects for American Rescue Plan Act funding to include the village dam (approved and funded); technical upgrades for the Center for All Seasons; the 7 Lakes Alliance proposal and updating the Comprehensive Plan to include digitizing the town’s maps and parcel data.

The Board requested at least two more proposals for the Center for All Seasons technology upgrades. Selectperson Peter Rushton will work with the Town Manager to put together an RFP for the first Selectboard meeting in May.

7 Lakes Alliance proposal – Anthony Wilson will send out the proposal presented in July 2022 for the Board to review again. The Board will discuss this at its April 18 meeting.

Comprehensive Plan update and map digitization. The Board would like a breakdown of costs to review at its April 18 meeting.

Broadband – there is a statewide initiative, the Board would like to invite a representative to a future meeting to present and discuss.

Town Clerk Mary Vogel mentioned that under the franchise agreement with Charter Communications/Spectrum, the town could have its own television channel. She has the contact of someone who installs the necessary equipment and will provide this information to the Town Manager if the Board would like to explore.

Selectperson Daniel Newman suggested that developing the property owned by the town near the transfer station to create trails, a dog park, etc. should be added to the American Rescue Plan funds list for consideration.

## **NEW BUSINESS**

### *Consideration of appointments*

**Selectperson Melanie Jewell motioned to reappoint the following the listed committees, Vice Chair Carol Johnson seconded the motion, vote 5-0.**

|   |                      |                         |
|---|----------------------|-------------------------|
| <b>Dams Committee</b>                   | <b>Reappointment</b> | <b>Craig Alexander</b>  |
| <b>Planning Board</b>                   | <b>Reappointment</b> | <b>Craig Alexander</b>  |
| <b>Comprehensive Plan Review</b>        | <b>Reappointment</b> | <b>Kimberly Dallas</b>  |
| <b>Cemetery Committee</b>               | <b>Reappointment</b> | <b>Bruce Galouch</b>    |
| <b>Budget Committee</b>                 | <b>Reappointment</b> | <b>Bruce Galouch</b>    |
| <b>Transfer Station &amp; Recycling</b> | <b>Reappointment</b> | <b>Christina Wilson</b> |
| <b>Board of Assessment Review</b>       | <b>Reappointment</b> | <b>Richard Bourne</b>   |
| <b>Board of Appeals</b>                 | <b>Reappointment</b> | <b>Valerie Hudspath</b> |
| <b>Board of Appeals</b>                 | <b>Reappointment</b> | <b>Jordan Zoretic</b>   |
| <b>Senior Resource Committee</b>        | <b>Reappointment</b> | <b>Karen McFadden</b>   |

**Selectperson Melanie Jewell motioned to appoint Penny Morrell to the Public Works Ad Hoc Committee, Selectperson Peter Rushton seconded the motion, vote 5-0.**

**Selectperson Melanie Jewell motioned to appoint Penny Morrell to the Budget Committee, Selectperson Peter Rushton seconded the motion, vote 5-0.**

**Selectperson Peter Rushton motioned to appoint Anthony Wilson to the Comprehensive Plan Review committee, Selectperson Melanie Jewell seconded the motion, vote 5-0.**

**Selectperson Melanie Jewell motioned to appoint Susan Perrino to the Senior Resource committee, Selectperson Peter Rushton seconded the motion, vote 5-0.**



**Selectperson Melanie Jewell motioned to appoint Nathaniel Boehmer to the Public Works Ad Hoc Committee, Selectperson Peter Rushton seconded the motion, vote 5-0.**

**Chair Barbara Allen motioned to appoint Paul Cleaves to the Water District Trustees for a 3 year term, Selectperson Peter Rushton seconded the motion, vote 5-0.**

**Chair Barbara Allen motioned to appoint Nicholas Zaccaro to the Planning Board, Vice Chair Carol Johnson seconded the motion, vote 5-0.**

**Selectperson Melanie Jewell motioned to appoint Nicholas Zaccaro to the Cemetery Committee, Selectperson Carol Johnson seconded the motion, vote 5-0.**

*Discussion and consideration of retention increases retroactive pay.*

**Vice Chair Carol Johnson motioned to approve retention increases retroactive to January 1, 2023, Selectperson Peter Rushton seconded the motion, vote 5-0.**

*Discussion and consideration of Employee Annual Review Policy revision*

The Board reviewed suggested changes to move annual reviews for employees to the month of April. The Board would like to add a line for volunteer firefighters and asked the Town Manager to check with Maine Municipal Legal on doing volunteer firefighter reviews. The Board will review at their April 18 meeting.

*Discussion and consideration of new Planning Board Ordinance and warrant article for June*

Planning Board member George Seel presented the background for the updated ordinance, the ordinance has been through legal review and will be reviewed by the Planning Board at their next meeting. A final copy will be included for consideration and vote at the Selectboard meeting April 18.

*Discussion and consideration of a strategic planning/goal setting session*

The Board discussed trying to set up separate strategic planning sessions or to include time during their regular meetings for this. The Board would like two large whiteboards they can utilize for short- and long-term goals. The Board asked the Town Manager to check with Maine Municipal Legal about planning sessions and if these need to be noticed and public.

## **OTHER BUSINESS**

The Board discussed how to do the 6-month Town Manager review (March 6) and decided to put out to department heads and committee chairs a survey through Survey Monkey to have them give input. They are in hopes to have this completed by the end of May.

## **WARRANTS**

Payroll Warrant 36                      \$16,969.26

**Chair Barbara Allen motioned to approve warrant 36 in the amount of \$16,969.26, Vice Chair Carol Johnson seconded the motion, vote 5-0.**

BMV Warrant 37                         \$7,514.75

**Selectperson Melanie Jewell motioned to approve warrant 37 in the amount of \$7,514.75, Vice Chair Carol Johnson seconded the motion, vote 5-0.**

Payroll Warrant 38                    \$710.49

**Chair Barbara Allen motioned to approve warrant 38 in the amount of \$710.49, Vice Chair Carol Johnson seconded the motion, vote 5-0.**

AP Warrant 39                        \$610,320.30

**Chair Barbara Allen motioned to approve warrant 39 in the amount of \$610,320.30, Selectperson Melanie Jewell seconded the motion, vote 5-0.**

Payroll Warrant 40                    \$19,241.03

**Chair Barbara Allen motioned to approve warrant 40 in the amount of \$19,241.03, Selectperson Melanie Jewell seconded the motion, vote 5-0.**

State Payables Warrant 41    \$20,319.82

**Chair Barbara Allen motioned to approve warrant 41 in the amount of \$20,319.82, Selectperson Peter Rushton seconded the motion, vote 5-0.**

## **TOWN MANAGER REPORT**

### ***Public Works Ad Hoc Committee***

The committee met Thursday, March 30 and is diligently continuing with its mission. To date there has not been any success in securing interested parties for plowing contract(s) although the committee does have one contractor they will be meeting with in the coming days who is willing to talk. The next meeting date is April 13. Tom Streznewski Jr. has accepted the interim Chair position, Mike Harrington will take over sometime in May.

### ***8 Dalton Property***

To finish getting the property ready to rent out: one bedroom still to paint; touch up trim in spots; hearth installed; porch door fixed; thorough cleaning; furnace cleaning; water filters changed; outside cleaned and bushes trimmed; attic insulation: exclusion for pests?

### ***PSAP Update***

Dan MacKenzie attended the Kennebec County PSAP coverage meeting on March 17. His report from this meeting: "They are still working on it and somehow, they will get the calls answered until Waterville Comm becomes a PSAP. Waterville asked if there was State money to offset the cost. The State said nothing they are aware of you will just have to charge the towns what it cost the city. Waterville said they would pay their fair share but did not want to carry the rest of the towns. I guess it is still not 100% Waterville is going to go through with the PSAP, but they are looking hard at it."

### ***Comprehensive Plan, Digital Mapping***

Checking with **KVCOG** who helped with the plan previously, they are still offering this service and suggested for budgeting purposes – the cost for updating the Town of Belgrade's plan would be approximately \$28,000 split over 2 years (\$14k per budget year).

The Town must update every 10 years?

*Essentially yes, but there is a 2-year grace period to work on an update so really 12 years. After 12 years the plan is deemed inconsistent with the State and not recognized by the state as valid for their purposes. Belgrade would lose consistency in March 2026.*



Does the update impact grant or funding eligibility to the Town?

*Certainly, certain state programs (such as CDBG) require a consistent comp plan to be eligible and other grant programs give automatic extra scoring to applications that reference the project in a comp plan, it also provides a solid legal backing to land use ordinances should they ever be challenged (see attached document that explains the overall benefits of a consistent comp plan).*

DIGITAL MAPPING - does KVCOG have any digital map data for the Town of Belgrade already?

*Yes, we worked extensively on the Land Use Revisions so have a lot of mapped data already available for the town.*

*So technically the towns tax parcels are already digitized. We have a version, but it will likely need a bit of an update etc. We can certainly look to assist getting them online for you so that you can view them and do some basic interrogation of the parcels etc. I would hope the cost of this to be minimal so we can cover it via your existing dues. It depends on the number of updates to parcel boundaries we might have to make that it might be a small fee - a few thousand perhaps? An example that we have worked on for Winthrop is here: <https://arcg.is/1qn01G>*

Cost for this digital mapping?

*If it's for the comp plan, mapping is included in the price quoted above, if it is for some other kind of work, we would need to provide the extent of work required (see above).*

**CAI** has done map work for us in the past also. They offer GIS services as well, I have included their estimate for this work and site samples you can take a look at:

*Hi Lorna:*

*It was a pleasure speaking with you regarding the Town's mapping needs. CAI Technologies provides mapping and Geographic Information Services (GIS) to nearly 600 communities throughout New England and NY. We believe our vast experience nicely positions us to not only provide the Town of Belgrade with services to meet your current mapping needs, but also any future GIS related services you may require.*

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

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

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



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

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

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

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

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

Speaking with our Assessing Agent for the Town of Belgrade, six of the towns he works in are going digital – it provides information via our website for residents and the general public; it would also alleviate some of the requests for property tax cards and other information as this would all be made available with a click of the mouse and from the comfort of one's home or office if desired.

Checking with MMA to see if American Rescue Plan Funds might be used for the cost of the comprehensive plan update if combined with map digitizing – here is their response:

*As you likely know, the Final Treasury Rule retains the four broad categories of eligible uses for ARPA funds, which include:*

- Responding to the public health emergency or its negative economic impacts (e.g., assistance to households, small businesses, nonprofits, impacted industries – tourism, travel, hospitality);*
- Providing premium pay to eligible workers responding to the public health emergency;*
- Providing government services to the extent of the reduction in revenue due to COVID-19; and*
- Making necessary investments in water, sewer and broadband infrastructure.*

*You are already aware of the standard deduction of up to \$10 million to spend on “government services” under the “reduction in revenue” category. I do believe that GIS mapping would be a permissible use of American Rescue Plan Act (ARPA) funds under as a “government service” because GIS maps are utilized for a wide variety of government administrative uses, including but not limited to land use ordinances, property taxes, natural resource protection, water protection, determining flood zones, etc. General government administration is cited by the Department of the Treasury as an example of an eligible government service in the U.S. Treasury Department’s Overview of the Final Rule, see page 11. From your discussion it looks like the intent would be for land use ordinance development. If the purpose for the expenditure is for a service the government traditionally provides, it is probably an eligible use of ARPA funds. There are some specific prohibited uses such as: (1) debt service payments and rainy-day fund replenishing; (2) payment on legal settlements and judicial judgments; (3) other expenditures that would violate ARPA or conflict of interest requirements or would otherwise be illegal under federal, state, and local regulations.*

*Additional MMA Legal Services guidance is available here MMA’s Legal Guidance on ARPA*

*I hope this is helpful.*

*Charles Fyler, Staff Attorney  
Legal Services Department*

### ***MMA Risk Management***

I met with James Toman, Loss Control Consultant with MMA Risk Management Services. He toured the Town Office, maintenance garage and transfer station. He provided a report with recommendations which are being addressed by the appropriate department head. A copy of the report summary has been sent out to the full board. As of 3/30/23 all items have been addressed and responses entered into the risk management system with MMA.

### ***Proposed Planning Board Ordinance***

Our town attorney has reviewed the proposed ordinance and made any necessary edits. This is included as an agenda item for April 4.

### ***Harbormaster Updates from Hans***

Our CEO Hans Rasmussen attended a 3-day training to become certified as Harbormaster for the Town of Belgrade. The Board appointed him March 21. Hans has provided a report from his training (see attached) for the Board's review.

### ***Center for All Seasons***

Cost of repairs 2019-22: 2019 \$2,463; 2020 \$5,145; 2021 \$1,567; 2022 \$5,779. These are costs of repairs to the physical building only. Other repairs have been done and paid for that are not included in these numbers. We are still awaiting an estimate of engineering costs from A.E. Hodsdon.

In addition, the State will make a site visit April 4 to inspect the water treatment system. The system has not been permitted and they have issued a boil water order until then.

### ***State Dispatch Contract***

We have received the new contract for July 1, 2023 through June 30, 2025. The cost for year one is \$32,443.29; year two \$34,055.70. This is a two-year contract, which you would need legislative body (voters) approval to sign. The contract is included in your Board packet for review.

### ***Kennebec County EMA***

KCEMA has an initiative in place to increase community CPR awareness and promote basic life support implementation throughout the region. They are offering various classroom-based American Heart Association (AHA) courses FREE OF CHARGE to community and company workforce members, first responders, school and healthcare workers. They have a team of qualified AHA instructors. I will be working with our Recreation Director, Dan MacGlashing to see if we can get some of these set up at the Center for All Seasons. A great community service!

### ***Talking Sign***

As you are aware, we lost the controller for our talking sign out front (installed 2015). The cost to repair will run between \$2,000-\$3,000 and take up to four weeks. Neokraft Signs has also provided an estimate for an updated, full color sign with the latest technology. Please see attached quote.

### ***TAN***

Bernstein Shur is once again handling the bid solicitation process for our TAN. Speaking with our treasurer, we should again look at a \$2 million note, drawing only as needed to reduce interest costs to the town. I am in hopes we will have bids opened and ready for your review and decision making at your May 2 meeting.



### ***Cemetery Committee***

Would like to request the Board consider a warrant article for the June ballot to move \$10,000 from undesignated funds to the reserve account. The Plan 5 Capital Projects account current has a balance of \$6,329.86. This will be added to your April 18 agenda.

### ***Facilities Maintenance***

Myself, Cory and Michial Heino have met and put together job descriptions for the two new positions approved in the budget at annual town meeting. These job descriptions are included in your packet for review, this will be added as an agenda item for April 18. Once approved, we'll begin advertising and set up interviews to get these positions filled.

With the addition of a new custodial / maintenance employee, we should consider a vehicle (we will now have 3 full time and 1 permanent (32 hours) part-time folks in this department with (currently) two vehicles. I am asking Cory to get some information to include for April 18.

### ***Fire & Rescue Department***

Fire Chief Dan MacKenzie and I had a conversation recently about a policy which follows the Maine EMS COVID immunization rule. I have written a policy and had Dan/Travis review. With a few changes, this should now go to legal review and Board consideration for approval. A draft of this policy is attached for your review and will be added to your April 18 agenda. I have also included the Maine EMS rule.

### ***On the radar***

Water Trustee appointments

Dalton rental agreement(s)

Comprehensive Plan Implementation Oversight Committee

GIS mapping (digitized maps and parcel data)

LD 2003

Possible Broadband Committee

Lakes Committee and Friends of Belgrade Lakes April 18 Selectboard Meeting

Volunteer Flower Group (volunteers to plant and care for flowers around town)

Strategic Planning/Goal Setting for 2023



# Memo

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## **American Rescue Plan (ARPA) Funds**

The Town is in receipt of \$332,584 of American Rescue Plan (ARPA) funds. Several public meetings were held for input, as well as a suggestion form that residents could use.

The Board discussed some possible uses at its January 3, 2023 meeting. The Board approved \$48,000 for the village dam repair project at its March 21, 2023 meeting.

The Board again discussed possible uses at its April 4 meeting and requested additional information from 7 Lakes Alliance for town property erosion control. This information was sent out last week to the full Board for review and is included in your Board packet for the April 18 meeting. The Board should discuss and make a decision on funding.

The Board requested additional information on the map digitization and cost breakdown from KVCOG. The person who handles this at KVCOG has been on vacation – the information will be obtained and hopefully provided at your next meeting for consideration.

# Lakes ...

- Drive property tax base (60% along shorelines)
- Spur the local economy
- Provide recreational opportunities
- Give Belgrade its unique aesthetic and sense of place

Thus, health of the lakes is a top priority for the community.



# Of note

- 5,785 lakes in Maine
- 21 designated "impaired" by DEP
- 2 of those are in Belgrade: Great Pond and Long Pond
- Belgrade's 3 other lakes (Messalonskee, Salmon, McGrath) designated "threatened"



# Remember ...

The lakes in the Belgrade chain are connected.

- Great --> Long --> Messalonskee
- McGrath --> Salmon --> Great, etc.
- East --> North --> Great, etc.



# Watershed plans

- Recently completed for Great, Long, Messalonskee
- ID opportunities for correcting / controlling erosion, including on Town properties
- Top candidates: Long Pond Beach, Center for All Seasons, Peninsula Park, Hayden Park, North Belgrade Community Center





# BMPs

Could include:

- Vegetative buffers
- Rubber razors
- Infiltration steps
- Erosion-control mulch
- Rock aggregate
- Riprap



# ARPA funds

- Opportunity to address issues on Town properties
- Minimum estimated cost of \$26K
- Could spend more to, ex., make Long Pond Beach more inviting, add blueberry sod (\$14K for 100'x20')



# Request

- Allows 7 Lakes to use EPA funds (319 grants) for other erosion issues / sites
- <8% of Town's \$332K in ARPA would yield outsized impact, given threats facing lakes and their importance to Belgrade
- FYI: 7 Lakes paying \$2,200 in property taxes to Town of Belgrade this year.





# Also an option

- Digitizing tax maps
- Benefits for tax assessor, CEO, Planning Board, organizations such as 7 Lakes



|                                 |                |
|---------------------------------|----------------|
| <b>ARPA request</b>             |                |
| Peninsula Pk                    | \$5,000        |
| Long Pd Beach                   | \$6,500        |
| Hayden Pk                       | \$3,000        |
| Center for All Seasons          | \$6,500        |
| North Belgrade Community Center | <u>\$5,000</u> |
|                                 | \$26,000       |

**Peninsula Park problems**

runoff from Rt 27  
runoff from property into lake  
lack of vegetation

**BMPs (best management practices)**

|  |         |
|--|---------|
| divert water from property into berms  | \$1,000 |
| establish hardened paths               | \$1,000 |
| establish vegetation near shore        | \$1,000 |
| removal, refill of storm-damaged stump | \$1,500 |
| mulch                                  | \$500   |
|  | \$5,000 |

**Long Pond Beach problems**

runoff from Lake Shore Dr  
parking area erosion  
runoff from property into lake  
lack of vegetation

**BMPs**

|   |         |
|---|---------|
| divert water from road into ditch       | \$500   |
| divert water from property into ditch   | \$1,000 |
| establish terraces to slow water        | \$1,500 |
| establish vegetation near shore         | \$2,000 |
| bluestone gravel driveway, parking area | \$1,000 |
| mulch                                   | \$500   |
|   | \$6,500 |

### Hayden Park problems

Japanese knotweed  
runoff from property into lake  
lack of vegetation  
erosion at shoreline

### BMPs

|                                       |                        |
|---------------------------------------|------------------------|
| manage knotweed??                     | expensive, 5 year plan |
| divert water from property into ditch | \$500                  |
| establish vegetation near shore       | \$1,000                |
| riprap shoreline                      | \$1,000                |
| mulch                                 | \$500                  |
|                                       | \$3,000                |

**CFAS problems**

runoff from property into lake  
lack of vegetation  
gravel driveway, parking area runoff

**BMPs**

|   |         |
|---|---------|
| divert water from property into woods   | \$1,000 |
| establish vegetation near shore         | \$1,500 |
| bluestone gravel driveway, parking area | \$3,500 |
| mulch                                   | \$500   |
|   | \$6,500 |

**NBCC problems**

runoff from property into Rt 8 / ditch / lake  
lack of vegetation  
gravel driveway, parking area runoff

**BMPs**

|  |         |
|--|---------|
| establish vegetation to slow runoff        | \$1,000 |
| divert water from driveway into vegetation | \$1,000 |
| bluestone gravel driveway, parking area    | \$2,500 |
| mulch                                      | \$500   |
|  | \$5,000 |

# Memo

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## Planning Board Ordinance

The proposed re-establishment ordinance has been reviewed by the Town's attorney and Planning Board. The final is included in your packet for consideration to include on the June referendum ballot. The Board reviewed and discussed with George Seel at its April 4 meeting, the Planning Board reviewed and accepted the edits at its April 6 meeting.



# TOWN OF BELGRADE PLANNING BOARD ORDINANCE

Enacted by Referendum: \_\_\_\_\_  
(Date)

Certified By: \_\_\_\_\_  
(Signature)

Certified By: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_  
Town Clerk

## Town of Belgrade Planning Board Ordinance

1. Establishment. Pursuant to Art. VIII, pt. 2, Section 1 of the Maine Constitution and 30-A M.R.S.A. § 3001, the Town of Belgrade hereby reestablishes a Planning Board. The Board has been acting as a planning board pursuant to the former 30 M.R.S § 4952(1) and 30-A M.R.S. § 4324(2)(A), is hereby reestablished as the planning board. The members currently serving may continue to do so until the end of the term for which they were appointed without the need to be reappointed or to take a new oath of office. The actions which that board took prior to the adoption of this ordinance are hereby declared to be the acts of the legally constituted planning board of the Town of Belgrade.
2. Appointment.
  - A. Board members shall be appointed by the municipal officers and sworn by the clerk or other person authorized to administer oaths.
  - B. The board shall consist of 5 members and 2 associate members.
  - C. The term of each member shall be 3 years. The term of office of an associate member shall be 3 years.
  - D. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member fails to attend four (4) consecutive regular meetings without the prior approval of the planning board's chair, or fails to attend at least 75% of all meetings during the preceding twelve (12) month period. When a vacancy occurs, the chairperson of the board shall immediately so advise the municipal officers in writing. The board may recommend to the municipal officers that the attendance provision be waived for the cause, in which case no vacancy will then exist until the municipal officers disapprove the recommendation. The municipal officers may remove members of the planning board by unanimous vote, for cause, after notice and hearing.
  - E. A municipal officer may not be a member or associate member.
3. Organization and Rules.
  - A. The board shall elect a chairperson and vice chairperson from among its members. The board may either elect a secretary from among its members or hire a non-board member to serve as secretary. The term of all offices shall be 1 year(s) with eligibility for re-election.

B. When a member is unable to act because of conflict of interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson shall designate an associate member to sit in that member's place.

C. An associate member may attend all meetings of the board. He/she may ask questions or offer comments only when members of the public are allowed to do so and may make and second motions and vote only when he or she has been designated by the chairperson to sit for a member.

D. Any question of whether a member is disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.

E. The chairperson shall call at least one regular meeting of the board each month, provided there is business to conduct. Special meetings may be called at any time by the chairperson or by a majority of the members. Notice of regular, special and emergency meetings shall be given in accordance with the Maine Freedom of Access Act.

F. No meeting of the board shall be held without a quorum consisting of 3 members or associate members authorized to vote. The board shall act by majority vote of the members present and voting.

G. The board shall adopt rules for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.

#### 4. Duties; Powers

A. The board shall perform such duties and exercise such powers as are provided by ordinance and the laws of the State of Maine.

B. The board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

# Memo

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## **Sexton, cleaning position job descriptions**

Myself, Cory Alexander and Michial Heino met to draft job descriptions for these two positions as approved through the budget process. These are attached for the Board's review and consideration to finalize so they can be posted and the hiring process started.

# Job Openings

## Assistant Sexton/Maintenance

### Custodial/Maintenance

The Town of Belgrade is seeking two full-time facilities maintenance workers. One position will oversee cemeteries and one custodial with light maintenance work. Both positions will include physical work with the upkeep and maintenance of the Town's facilities, its groundskeeping and its cemeteries. This may include mowing and weed-eating, minor construction projects, building maintenance, and snowplowing facility parking lots.

Applicants must have a high school diploma and be willing to train in cemetery management. Must be able to work well with the public, especially during trying times.

Hours vary, depending on storm events. The Town of Belgrade offers health, dental and vision insurance, and a matching retirement plan.

Complete job descriptions and Town application are posted to the left. For additional information, contact Town Manager Lorna Dee Nichols at 207-495-2258 or [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com). Completed applications may be returned to that email address or to the Town Office, 990 Augusta Road, Belgrade, ME 04917.

The Town of Belgrade is an E.O.E.



## TOWN OF BELGRADE DRAFT SEXTON JOB DESCRIPTION

**Nature of work:** Hired by the Town Manager

The Sexton will be hired by the Town Manager after consideration of recommendations from the Cemetery Committee. The Sexton will report to the Facilities and Grounds Maintenance Director. Employee is responsible for the operation and maintenance activities at the municipal cemeteries. Work includes general grounds maintenance in order to maintain the pristine the appearance of the cemeteries. The Sexton will be responsible for the coordination of all burials and graveside services. Work also involves all cemetery recordkeeping, including burial maps, handling burial permits and fees, and sales of cemetery lots. Work is guided by the town's Cemetery Ordinance and performed with guidance and cooperation from the Cemetery Committee.

### **Duties and Responsibilities:**

- Performs general grounds maintenance, including mowing, trimming, maintaining fencing, and cemetery roadways at all cemeteries owned by the town.
- Trains and supervises all cemetery personnel.
- Responsible for coordination between funeral homes, vault companies, and families for burials
- Oversees preparation of gravesites for burials and funeral services
- Collects relevant burial fees, burial permits, and cremation certificates and delivers them to Town Office
- Loams and seeds new graves and repairs other older grave sites as needed to maintain the appearance of the cemeteries.
- Straightens and repairs fallen, sunken, and broken monuments and markers.
- Responsible for maintaining all cemetery recordkeeping for ownership of lots and burial records.
- Responsible for entering and updating cemetery data in the CIMS (Cemetery Information Management System) computer program.
- Performs all other work as directed by the Town Manager.
- Attends Select Board meetings and staff meetings, as required.

### **Requirements of Work:**

- Knowledge of the town's Cemetery Ordinance
- Knowledge of how to lay out cemetery lots to be sold, record correctly in the CIMS program, and collect the correct fees.
- Ability to measure for correct location and spacing of monuments and corner markers to be installed on lots and coordinates with monument companies regarding work to be done.
- Knowledge of motorized equipment (such as mowers and trimmers) used in grounds maintenance and preparation of graves for burials.
- Knowledge of all pertinent OSHA and Maine safety regulations
- Ability to be patient with and considerate of those utilizing the services of the town cemeteries.
- Ability to stay within annual budget.
- Ability to work independently.
- Must pass background check and have a valid driver's license.
- Possesses excellent communication skills and the ability to establish and maintain positive and effective relationships with town officials, fellow employees, funeral homes, vault companies, monument companies, and the public.

### **Training and Experience Required:**

Must have a high school diploma and be willing to train in cemetery management.

### **Work Week:**

This is a 40-hour non-standard work week which includes weekend and holiday hours as needed.

### **Benefits/Pay:**

Benefits will follow "Town of Belgrade/Employment Guidelines" for Full-Time employees. Pay will follow the pay rate scale as also outlined in the Employment Guidelines handbook.

## TOWN OF BELGRADE

### CUSTODIAL & MAINTENANCE WORKER

**Job Description/Nature of Work:** This position is hired by the Town Manager and is varied work in the Facility and Grounds Maintenance department in the Town of Belgrade. This person works at the direction of the Director and assists in all aspects of facility and ground maintenance that does not require a professional State License. Employee must be able to work independently with little supervision.

#### **Essential Duties and Responsibilities:**

- Assists the Facility and Ground Maintenance Director in the regular and seasonal building/grounds cleaning and maintenance activities
- Performs many physical aspects of building and grounds maintenance
- Removes snow and applies sand on Town owned or leased properties
- Assists in the maintenance on all Town owned equipment
- Performs work as directed by the Facility and Ground Maintenance Director.

#### **Requirements of Work:**

- Knowledge of materials, methods and techniques commonly used in cleaning, building repairs and maintenance.
- Working knowledge of the operation of equipment such as skid-steers, and plow trucks
- Knowledge of safety practices in all aspects of the job
- Ability to keep proper records
- Ability to work independently
- Must pass back ground check and have a valid driver's license
- Ability to establish and maintain effective working relationships with fellow employees and the general public
- Knowledge of safety regulations.

**Training and Experience Required:** Must have a high school diploma and training or experience in facility and grounds maintenance. Must be physically able to perform heavy manual labor, including lifting. Must have a valid Maine Driver's license and be able to obtain a Class B-CDL if required. Must safely and efficiently use all related equipment.

**Work Week:** This is a 40 hour work week. Works hours can vary due to storm events or other work as assigned.

**Benefits/Pay:** Benefits will follow "Town of Belgrade/Employment Guidelines" for Full-Time employees. Pay will follow the pay rate scale as also outlined in the Employment Guidelines handbook.

Approved by Select Board at their \_\_\_\_\_ regular scheduled meeting.



# Memo

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## June warrant articles

The June Special Town Meeting referendum ballot should be finalized at this meeting, articles for your review and consideration are on the following page(s). You will also need to set a public hearing date for the ordinance, I would recommend May 2, which is a regularly scheduled meeting of the Selectboard.

### Multi-year contracts:

Town attorney Phil Saucier reviewed the information for the multi-year contracts and agreed with MMA Legal's opinion on this. The Board may want to reconsider the perpetuity article approved at its April 4 meeting.

From Phil:

*I agree with MMA's interpretation regarding perpetuity articles. Without a Charter provision, delegation/authority articles should be voted on each year and not relied upon for authority in perpetuity. Typically, such articles are referred to as recurring articles and appear on the town meeting each year.*

*I also do agree that the town meeting should authorize the Select Board to enter into multi-year contracts; unless such contracts include a non-appropriations clause, multi-year contracts may bind future governing bodies to pay termination costs/penalties if funding is not appropriated.*

In addition, Nick and I reviewed costs for the last three years for these contracts and were able to put together numbers (not to exceed dollar figures).

### Planning Board ordinance:

The Planning Board approved the edits from the Town's attorney. The final version is included as an agenda item for this meeting.

### Cemeteries:

As mentioned in the Town Manager's report for your April 4 meeting, the Cemetery committee overlooked the need to add additional funds to the reserve account in preparation of Plan 5. They have requested the Board consider a warrant article to move \$10,000 from undesignated to the reserve account. This warrant article is included for your consideration.

**DRAFT WARRANT ARTICLES for your consideration:**

*For Multi-Year Contracts:*

*Article 2. To see if the town will vote to authorize the select board to enter into a three-year contract for a total amount not to exceed \$111,000 for assessing services.*

*Article 3. To see if the town will vote to authorize the select board to enter into a three-year contract for a total amount not to exceed \$60,000 for plumbing/heating services.*

*Article 4. To see if the town will vote to authorize the select board to enter into a three-year contract for a total amount not to exceed \$11,000 for pest control services.*

*Article 5. To see if the town will vote to authorize the select board to enter into a three-year contract for a total amount not to exceed \$30,000 for tree services.*

*Article 6. To see if the town will vote to authorize the select board to enter into a three-year contract for a total amount not to exceed \$450,000 for sand/salt services.*

Perpetuity article voted upon April 4:

Shall the Town vote to authorize the Board of Selectpersons or their designee to negotiate and the Board enter into multi-year contracts on behalf of the Town and to extend existing contracts found to be in the best interest of the Town of Belgrade? This authorization will remain in effect until changed by a vote of a future town meeting.

*Selectboard recommendation:*

*Draft ordinance article:*

Shall an ordinance entitled 'Town of Belgrade Planning Board Ordinance be enacted?

*Selectboard recommendation:*

*Draft cemeteries article:*

Shall the town appropriate \$10,000 from the undesignated fund to the Cemeteries Capital Reserve Fund?

*Selectboard recommendation:*

## Lorna Dee Nichols

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**From:** Philip Saucier <psaucier@bernsteinshur.com>  
**Sent:** Monday, April 10, 2023 2:05 PM  
**To:** Lorna Dee Nichols  
**Subject:** RE: Multi year contracts

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### EXTERNAL MESSAGE:

Hi Lorna,

I hope all is well. I agree with MMA's interpretation below regarding perpetuity articles. Without a Charter provision, delegation/authority articles should be voted on each year and not relied upon for authority in perpetuity. Typically, such articles are referred to as recurring articles and appear on the town meeting each year.

I also do agree that the town meeting should authorize the Select Board to enter into multi-year contracts; unless such contracts include a non-appropriations clause, multi-year contracts may bind future governing bodies to pay termination costs/penalties if funding is not appropriated.

I would be happy to chat about this further if you have any questions.

-Phil

**Philip Saucier**  
**Shareholder**  
**Municipal & Governmental Services Practice Group Leader**  
207 228-7160 direct  
207 774-1200 main  
207 774-1127 fax  
[My Blo](#) | [LinkedIn](#) | [Twitter](#)

## **BERNSTEINSHUR**

[Portland, ME](#) | [Manchester, NH](#) | [Augusta, ME](#) | [bernsteinshur.com](#)

**Confidentiality notice:** This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message including any contained in your reply. Thank you.

**From:** Lorna Dee Nichols <townmanager@townofbelgrade.com>  
**Sent:** Monday, April 10, 2023 12:08 PM  
**To:** Philip Saucier <psaucier@bernsteinshur.com>  
**Subject:** Multi year contracts  
**Importance:** High

EXTERNAL EMAIL

Good afternoon Phil,

# Memo

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## **Merit increases for Retention Increase Positions**

With Budget Committee, Selectboard and legislative body approval at annual town meeting, I would respectfully request the Board consider merit increases for those employees who received retention increases and for these merit increases to be retroactive to April 1.

# Memo

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## **Winter Maintenance RFP**

The Public Works Ad Hoc Committee has requested the RFP for winter maintenance be put out again, with an 'open until contractor or contractor(s) are secured' line instead of a firm due date. This is the same RFP put out in late 2022.



**TOWN OF BELGRADE  
WINTER MAINTENANCE  
(Snow Plowing, Sanding & Ice Control)  
(Bid Specifications & Bid Form)  
2024-2025 / 2025-2026 / 2026-2027**

**INVITATION TO BID FOR:**

**WINTER MAINTENANCE  
(SNOWPLOWING, SANDING, AND ICE CONTROL)  
ON ROADS IN BELGRADE, MAINE**

The Town of Belgrade (the “TOWN”) is seeking bid prices to supply services for winter maintenance, i.e., snowplowing, sanding and other ice control measures on roads in our Town. The initial term of this agreement will be for THREE winter seasons beginning on October 15 and ending on May 15 of each contracted year (hereinafter “Winter Season”). The three-year contract begins on October 15, 2024 and ends May 15, 2027.

Responses to this Request for Proposals must be received at the Town office in a sealed envelope marked:

**Winter Maintenance Proposal - Town of Belgrade, Attn: Lorna Dee  
Nichols, 990 Augusta Road, Belgrade, Maine 04917**

This RFP is open until a contractor or contractor(s) are secured. The Board of Selectpersons will review all proposals at the next scheduled meeting of the board after receiving a bid.

Proposal forms and specifications may be obtained at the Town Office at 990 Augusta Road, Belgrade, ME 04917 or by calling 495-2258.

**STANDARD INSTRUCTIONS TO BIDDERS**

1. The attached proposal is to be signed by the bidder. It acknowledges that the bidder has full knowledge of and agrees with the general specifications, conditions and requirements of this bid. The conditions set forth in this bid are to be considered minimum bid specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight, **must** be noted on an attachment labeled “**Variiances**”. *Failure to document such variiances or deviations may, at the TOWN’S sole discretions, disqualify the proposal from consideration.*
2. Incomplete bids or bids received later than the time and date specified in the “Invitation to Bid” will not be considered. Withdrawals of bid prices after the bid opening will not be considered. Vendor agrees to keep the quoted price for a



period of at least (30) thirty days for the Town of Belgrade's Board of Selectpersons to review and award a contract to the successful bidder.

3. The bidder shall insert in the attached proposal the price per stated mile.
4. The **TOWN** reserves the right to reject any and all bids, wholly or in part; to waive technical defects; and to make awards in the manner deemed to be in the best interests of the **TOWN**.
5. The **TOWN** reserves the right to inspect any equipment proposed to be used during the term of this agreement prior to awarding a contract to a bidder. All bidders must submit a list of all vehicles and equipment used for the first year of the agreement including the model year, number and description.
6. The **CONTRACTOR** shall provide the **TOWN** with proof of PUBLIC LIABILITY INSURANCE , naming the Town of Belgrade as additional insured, in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amounts as is established by the Maine Tort Claims Act(14 M.R.S.A. section 8101) as amended from time to time, combined single limit, to protect the **CONTRACTOR**, and any subcontractor performing work covered by this Agreement, and the **TOWN** from claims and damages that may arise from operations under this Agreement. The **CONTRACTOR** will also provide the **TOWN** with proof of Worker's Compensation Insurance in the amount required by Maine law and as necessary.

**TOWN OF BELGRADE**

**WINTER MAINTENANCE RFP INFORMATION  
2024-2025 / 2025-2026 / 2026-2027  
FOR ALL ROADS IN THE TOWN OF BELGRADE**

**BELGRADE, MAINE**

**KENNEBEC, COUNTY**

Town of Belgrade is hereinafter referred to as the “**TOWN**”, and the successful bidder is hereinafter referred to as the “**CONTRACTOR**.” In consideration of mutual covenants made herein, the parties agree as follows:

- 1) The **CONTRACTOR AGREES** to remove snow and apply salt or sand/salt to the following roads/locations within the Town of Belgrade, Maine:

**SOUTH BELGRADE ROADS**

| <b>ROAD</b>        | <b>FROM</b>     | <b>TO</b>                        | <b>MILES</b> |
|--------------------|-----------------|----------------------------------|--------------|
| Bartlett Rd.       | Route 135       | Mount Vernon Line                | 1.64         |
| Chandler Rd.       | Route 27        | Point Road                       | 1.00         |
| Depot Rd.          | Route 27        | Route 27                         | 1.25         |
| Dunn Rd.           | West Road       | Mount Vernon Line                | 3.10         |
| East-West Lane     | West Road       | End of Pavement &<br>Turn-around | 0.60         |
| Foster Point Road  | Route 27        | Pinkham Cove Hill                | 0.40         |
| Guptill Road       | Route 27        | Sue Gawler's                     | 1.10         |
| Hulin Road         | Route 27        | End of Pavement                  | 0.25         |
| Knowles Road       | Route 135       | Sidney Town Line                 | 2.00         |
| Lakeshore Drive    | West Road       | Varrelman's                      | 0.30         |
| Location Road      | Wings Mill Road | End of Road                      | 0.62         |
| Minot Hill Road    | Depot Road      | Route #135                       | 1.00         |
| Narrows Road       | Route 27        | Rome Line                        | 2.16         |
| Old Route 27       | Route 27        | Route 27                         | 0.51         |
| Page (Gowell) Road | West Road       | Scott's                          | 0.14         |
| Penney Road        | Old Route 27    | Knowles Road                     | 1.58         |
| Point Road         | Route 27        | Camp Runoia                      | 2.09         |
| Red Oaks Lodge Rd. | Hulin Road      | Rotary                           | 0.11         |
| Route 135          | Route 8/11      | Manchester Line                  | 6.15         |
| Sahagian Road      | Route 27        | Robinson's                       | 0.44         |
| School Street      | Route 27        | Hulin Road                       | 0.15         |
| West Road          | Route 27        | Route 135                        | 6.04         |
| Wings Mills Road   | Route 135       | Mount Vernon Line                | 1.42         |
| Mill Stream Drive  | Wings Mills Rd. | End of Pavement &<br>Turn-around | <u>0.60</u>  |
|                    |                 | <b>TOTAL</b>                     | <b>34.65</b> |

**NORTH BELGRADE ROADS**

| <b>ROAD</b>       | <b>FROM</b>     | <b>TO</b>            | <b>MILES</b> |
|-------------------|-----------------|----------------------|--------------|
| Damren Road       | Route 8         | Damren's             | 0.30         |
| Grandview Drive   | Route 8&11      | Include Cul-de-sac   | 0.50         |
| Horse-point Road  | Route 8         | End of Pavement      | 2.75         |
| Loon Call Drive   | Route 8         | End of Pavement      |              |
|                   |                 | Include cul-de-sac   | 0.75         |
| McGrath Pond Road | Route 8         | Oakland Town Line    | 2.04         |
| Old Route 8       | Route 8         | Smithfield Town Line | 0.23         |
| Route 8           | Route 11        | Smithfield Town Line | 5.68         |
| Station Road      | Route 11        | Railroad Tracks      | 0.42         |
| Stevens Road      | Horse Point Rd. | Alexander's          | 0.25         |
| Taylor Woods Rd.  | Route 8         | Route 11             | 0.70         |
| <b>TOTAL</b>      |                 |                      | <b>13.62</b> |

**Note: There is a total of 48.27 miles of roads under this contract.**

2) The **CONTRACTOR AGREES** to furnish adequate and satisfactory motor-driven equipment and manpower to efficiently perform winter road maintenance.

3) The **CONTRACTOR AGREES** to furnish a minimum of the following equipment to perform this task:

- SIX (6) Trucks at least 7 Yard capacity each and equipped with plow/Wing/Sander,
- TWO (2) four-wheel drive trucks (minimum ¾ ton) with a plow and sander, and ONE 4-Wheel Drive Pick-Up with Plow,
- As needed access to ONE (1) Grader,
- And ONE (1) front-end loader with a minimum bucket size of one (2 ½) cubic

4) The **CONTRACTOR AGREES** to commence road treatment as soon as a storm event starts or when a situation develops in which the Municipal Officials, Maine Department of Transportation, Belgrade Fire Department Officer or his designee, or State Police request operations be initiated in the interest of safety.

5) The **CONTRACTOR AGREES** to operate continuously until all roads are satisfactorily cleared of snow and slush.

6) The **CONTRACTOR AGREES** to plow snow to the outside edges of the road shoulders and to remove snow beyond the road shoulders at locations designated by



Municipal Officers for the following reasons:

- to allow proper drainage of the road surface
- to minimize drifting of snow
- to provide room for displacement of snow from future storms

**NOTE: UNLESS SHOULDERS ARE FROZEN CONTRACTOR WILL HOLD WINGS UP SO AS NOT TO DIG OUT SHOULDER MATERIAL**

7) The **CONTRACTOR AGREES** to apply salt or sand/salt to roads that may, in the judgment of Municipal Officials, Maine Department of Transportation Officials, Belgrade Fire Department Officer or their designee, State Police, require salt or sand/salt because of icing conditions within a reasonable time after the roads have become slippery. Application of salt or sand/salt will be made as frequently as necessary for the safety of road users.

8) The **CONTRACTOR AGREES** to furnish the **TOWN** with the following:

- photocopies of current registrations for the vehicles to be used carrying out the terms of this contract
- Proof that the contractor and all sub-contractors carry a minimum of insurance coverage AS LISTED IN # 6.
- photocopies of all contracts/agreements with all sub-contractors
- proof of payments made to all sub-contractors at least seven business days prior to the next scheduled Town payment to the contractor
- Proof that the Contractor has had all the truck sanders calibrated before the beginning of each storm season.

9) The **CONTRACTOR** will be held responsible for the action of any sub-contractors. (See #3 under TOWN responsibilities).

10) The **CONTRACTOR AGREES** to hold the **TOWN** harmless in the matter of funds due sub-contractors resulting from work authorized under the terms of this contract.

11) The **CONTRACTOR AGREES** to use stockpiles of salt or sand/salt mixture which will be stored within the Belgrade Sand/Salt Shed located 1 Carey Way, off the Cemetery Road.

12) The **CONTRACTOR AGREES** to fill the sand box, as needed, during the storm season. The sand box is located outside of the Salt & Sand Shed Building at 1 Carey Way, off from Cemetery Road.



**13)** The **CONTRACTOR AGREES** to calibrate his/her equipment annually, at the beginning of each plow season to reduce "bounce and scatter" losses and to provide the **TOWN** with documentation of this calibration at the start of each plowing season. This requirement is based on a recommendation by the Maine Local Roads Center and will be performed by the Maine Local Roads Center (207-624-3270) at no additional cost to the **CONTRACTOR**.

**14) Maine Local Roads Center (207-624-3270)** will also train the **CONTRACTOR** how to calibrate the amount of liquid to be applied to salt or sand/salt mixture as it is being dispensed onto the roadway.



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

Bidder: \_\_\_\_\_

|                                 |  |
|---------------------------------|--|
| _____                           | _____                                      |
| Company Name                    | Contact Person                             |
| _____                           | _____                                      |
| Street Address or P.O. Box      | Telephone Number / cell number             |
| _____                           | _____                                      |
| City, State and Zip             | Bidder Tax I.D. # (Employer or Soc. Sec #) |
| _____                           | _____                                      |
| 24 hr. Dispatch Phone Number(s) | e-mail address                             |

**PROPOSAL**

**CONTRACTOR OFFERS THE FOLLOWING BID FOLLOWING THE ABOVE BID SPECIFICATION:**

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

\$ \_\_\_\_\_;

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

\$ \_\_\_\_\_;

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

\$ \_\_\_\_\_;

Total contract for three years is offered at \$ \_\_\_\_\_.

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

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

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

# Memo

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## **Tax Anticipation Note (TAN) Bids**

Bernstein Shur once again handled soliciting Tax Anticipation Note (TAN) bids on behalf of the Town. The deadline for bids is April 17. The funds will be drawn as needed and not as a lump-sum loan.

A list of bids will be compiled Tuesday, April 18 and ready for the Board's review and consideration. The Tax Anticipation Note will be dated on or about May 2, 2023.



INVITATION TO BID  
TOWN OF BELGRADE, MAINE  
TAX ANTICIPATION NOTE

The Town of Belgrade (the "Town") invites bids to provide the Town with a tax anticipation loan on **an as-needed basis** in an amount not to exceed \$2,000,000.

The Tax Anticipation Note will be dated on or about **Tuesday, May 2, 2023**. Loan proceeds must be available to the Town on the date of closing, although the Town only plans to draw amounts as and when needed. The Town is not seeking lump sum bids. Principal and interest on the note will be repaid on or before **December 15, 2023**.

**Interested banks must submit sealed bids by 12:00 p.m. on Monday, April 17, 2023.** Bids should be submitted to Lorna Dee Nichols, Town Manager, 990 Augusta Road, Belgrade, Maine 04917, in a sealed envelope marked "Bid for Tax Anticipation Note", ***OR*** by email to [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com) with the subject line indicating "Bid for \$2,000,000 Tax Anticipation Note". Bids will be considered by the Select Board at its meeting convening at 6:30 p.m. on **Tuesday, April 18, 2023** at the Town Offices. Information regarding the Town's finances can be obtained by calling the Town during regular business hours at (207) 495-2258.

Bids must state the annual interest rate computed on the amounts outstanding from time to time under the note. Bids must include an estimated amortization schedule. The schedule should be based on the assumption that all funds will be drawn at closing. Bids must also disclose the amount of any fees, premium or other charges relating to the borrowing. Bids must permit the Town to prepay the note without penalty at the election of the Town. Bids shall remain firm for acceptance by the Town for 14 days from the submission deadline.

The Town has engaged Lee Bragg of the firm of Bernstein, Shur, Sawyer & Nelson to act as Bond Counsel in connection with this borrowing. All bids shall be subject to receipt of an unqualified opinion from Bond Counsel at the time of the closing. The Town will certify that the debt is a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of the Internal Revenue Code.

The Town reserves the right to accept or reject any or all bids, to waive any informality in the bids and to exercise its judgment in evaluating the bids. The decision of the Select Board on these matters shall be final and conclusive.

## DISTRIBUTION LIST

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[jsimko@androscogginbank.com](mailto:jsimko@androscogginbank.com)

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Skowhegan, Maine 04976  
[sthomas@skowhegansavings.com](mailto:sthomas@skowhegansavings.com)

# Memo

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## **Rome Local Plumbing Inspector (LPI) coverage**

I had a conversation with Andy Marble CEO, LPI in Rome. He asked if I would mind being an alternate plumbing inspector for Rome. The purpose is to cover his duties while he may be on vacation or unavailable. He is also a certified septic site evaluator and is not allowed to inspect sites where he has done the evaluation.

In turn I suggest we engage him to be our alternate plumbing inspector to cover our needs should the need arise. Our agreement is to do this as a courtesy between towns except for the septic sites where he has created the site plan. I will be compensated from Rome for performing these inspections.

Hans Rasmussen  
Code Enforcement Officer  
Town of Belgrade

# Memo

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## **Fire & Rescue vaccine policy**

Fire & Rescue did not have a vaccine policy in place, this mirrors rules set by Maine EMS. Our town attorney has reviewed and the final is attached for your review and consideration.



## Belgrade Fire & Rescue Department Vaccination Policy

### Introduction

The purpose of this policy is to minimize transmission of viruses in the workplace by providing protection to employees, patients, and preventing community transmission. Additionally, this policy has been adopted to ensure compliance with "Chapter 21: Immunization Requirements" of Maine EMS Rules.

This policy is effective as of \_\_\_\_\_.

### Policy

The Town of Belgrade and Belgrade Fire & Rescue require that all employees, to engage in patient care or assist EMS personnel with patient care must maintain up-to-date vaccinations at all times as required by Maine EMS Rules.

All individuals that provide patient care or assist with patient care must certify that they have received the necessary vaccinations and maintain a copy of the certification, which employees must provide immediately upon the request of the Belgrade Fire Chief/ Rescue Chief and/or Town Manager.

This is a mandatory program except for any documented medical exemption approved by Maine EMS.

### Procedures for Obtaining the Vaccine

Vaccinations required under Maine EMS Rules may be reimbursed to the vaccine recipient, and the payment method will be at the discretion of the Town of Belgrade. Vaccinations can also be obtained at no charge to the employee by making an appointment at workplace health or the towns current medical care provider that is being used for town Employees.

All individuals must abide by the vaccination schedule approved by their licensed healthcare professional or the towns medical care provider.



Medical personnel must present proof of the required vaccines prior to them engaging in patient care or assisting with patient care on any calls.

### **Exemptions from Vaccination**

Only individuals meeting the conditions listed below will be exempt from vaccinations:

- Individuals with severe (life-threatening) allergies to components of the vaccine. Documentation from a licensed healthcare provider is required.
- Additional conditions which may exist as certified by a licensed healthcare provider.

“An exemption is available to a Covered Emergency Medical Services Person who provides a written statement from a licensed physician, nurse practitioner or physician assistant that, in the physician’s, nurse practitioner’s or physician assistant’s professional judgement, on forms approved by Maine EMS, immunization against any of the Diseases enumerated in this Chapter may be medically inadvisable, provided that, the Covered Emergency Medical Services Person has an established patient-qualified provider relationship with the provider issuing the written statement. An exemption is considered permanent.” Maine EMS Rules Chapter 21 § 3 Exemptions (2)

Any individual who meets these conditions and still desires to get the vaccine should discuss the matter with a primary healthcare provider. If the provider administers the vaccination, the individual must provide documentation of the vaccination to Belgrade Fire & Rescue Department. In addition, all medical personnel will follow Maine EMS Rules for proper personal protection gear on all medical calls.

### **Verification of Conditions**

Belgrade Fire & Rescue Department will review any exemption documentation and follow up as needed to the licensed healthcare provider.

### **Consequences for Noncompliance**

Individuals who perform patient care or assist with patient care without documentation of vaccination or valid exemption will be considered noncompliant with vaccination requirements.

If vaccination has not occurred within the time frames specified within this policy, the individual will receive a written warning from their supervisor that they are not in compliance with the vaccination policy. The individual will immediately be barred from performing patient care until Belgrade Fire & Rescue Department has determined they are in compliance with the policy.

Belgrade Fire & Rescue Department and the Town of Belgrade have no obligation to make accommodations for individuals that refuse to comply with this policy. If an individual refuses to

comply with vaccination requirements set forth and furthermore does not have an approved documented medical exemption, the individual may be terminated at the discretion of the Belgrade Fire & Rescue Chief and the Town Manager.

### **Other Exceptions**

Individuals who do not have vaccinations as laid forth by Maine EMS rules are able to be members of the fire department, however they are not allowed to respond to EMS calls, and at no time can provide patient care or assist EMS personnel with patient care. Should they respond on a call where both Fire and EMS are both dispatched (i.e., car accident) they are not to engage in any patient care.

### **Acknowledgement of Receipt**

I, the undersigned, acknowledge that I have been provided with a copy of this Vaccination Policy, which contains important information about vaccination requirements and possible disciplinary measures.

I understand that by signing this policy I agree to abide by the policies listed herein.

By: \_\_\_\_\_ Signature

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

\_\_\_\_\_ Date

16 DEPARTMENT OF PUBLIC SAFETY

163 BUREAU OF EMERGENCY MEDICAL SERVICES (MAINE EMS)

CHAPTER 20: COVID-19 IMMUNIZATION REQUIREMENTS

§1. Definitions

1. "Certificate of Immunization" means a written statement from a physician, nurse practitioner, physician assistant or other health care provider who has administered an immunization to a Covered Emergency Medical Services Person, specifying the vaccine administered and the date it was administered. For purposes of this chapter, such Certificate of Immunization shall be specific to COVID-19.
2. "Covered Emergency Medical Services Person" means an advanced emergency medical services person, a basic emergency medical services person or any person who routinely provides direct patient care. For the purposes of this definition, EMS students that provide direct patient care are Covered Emergency Medical Services Persons.
3. "Direct patient care" means any activity that places an individual within 6 feet of a patient for a period of 15 minutes or more.
4. "Entity" means an organization which holds a license issued by the Board that authorizes it as an organization to provide emergency medical services, or a training center licensed by the Board.
5. "Exemption" means a formal procedure to procure discharge from the requirement to vaccinate under this rule in accordance with Section 3 below. For purposes of this chapter, such Exemption shall be specific to COVID-19.
6. "Immunization" means a vaccine, antitoxin or other substance used to increase an individual's immunity to disease.

§2. Immunization Required

1. Each Entity with which a Covered Emergency Medical Services Person is associated must require that the Covered Emergency Medical Services Person provide to the Entity a Certificate of Immunization against COVID-19 or documentation of an Exemption.
2. From October 15, 2021 through November 21, 2021, no Entity may permit a Covered Emergency Medical Services Person to provide direct patient care without a Certificate of Immunization for COVID-19, or documentation of an Exemption.

3. The number of recommended COVID-19 immunization doses shall be in accordance with the COVID-19 immunization manufacturer's Emergency Use Authorization or labelling, or after final FDA approval, the subsequent applicable manufacturer's dosing specification or labelling.
4. Any such immunization must meet the standards for biological products which are approved by the United States Public Health Service.

### §3. Exemptions

1. A Covered Emergency Medical Services Person who does not obtain a Certificate of Immunization may be permitted to provide direct patient care if that Covered Emergency Medical Services Person possesses an Exemption.
2. An Exemption is available to a Covered Emergency Medical Services Person who provides a written statement from a licensed physician, nurse practitioner or physician assistant that, in the physician's, nurse practitioner's or physician assistant's professional judgment, immunization against COVID-19 may be medically inadvisable.
3. Contingent upon a service's ability to obtain BinaxNOW, or equivalent antigen testing at no cost, a Covered Emergency Medical Services Person with an Exemption must receive a BinaxNOW or an equivalent antigen test three times per week, or at the start at each scheduled shift, whichever is less, if that person is available for response to emergency medical calls.

### §4. Record Keeping

1. An Entity must keep a record of the COVID-19 immunization status of each Covered Emergency Medical Services Person associated with the Entity. The record must include, at a minimum, the month and year that each COVID-19 immunization was administered.
2. Where an Exemption has been granted to a Covered Emergency Medical Services Person, the Entity must maintain the written documentation of the Exemption on file.
3. Each Entity must maintain a listing of the names of all Covered Emergency Medical Services Person associated with the Entity who are not currently immunized against COVID-19. The list must also include the names of all Covered Emergency Medical Services Persons with Exemptions.
4. All records required under this chapter shall be deemed, for the purposes of public access, confidential medical records under statute. Notwithstanding this

statement, the Board may obtain and disclose records required under this chapter in accordance with 32 M.R.S. § 91-B.

**§5. Required Reports**

**1. Periodic Reporting**

Each Entity must submit a summary report on the COVID-19 immunization status of all Covered Emergency Medical Services Persons associated with the Entity on a form prescribed by the Board or Maine EMS on September 1, 2021, September 15, 2021, and September 30, 2021. The summary report will include the following information at a minimum: specific contact information identifying the Entity, the total number of Covered Emergency Medical Services Persons who are immunized against COVID-19, the total number of Covered Emergency Medical Services Persons who possess Exemptions, and the total number of Covered Emergency Medical Services Persons who do not possess a Certificate of Immunization or an Exemption. Each report must be signed by a representative of the Entity as a certification that the information is accurate.

**2. Additional Requests**

An Entity must provide to the Board, within 48 hours of the request, any requested information pertaining to those Covered Emergency Medical Services Persons who do not possess a Certificate of Immunization or an Exemption. Such information shall be subject to the confidentiality provisions of 32 M.R.S. § 91-B.

**§6. Enforcement**

The failure to comply with the provisions of this chapter could be considered a violation of standards of professional conduct.

**AUTHORITY:** 32 M.R.S. § 84(1)(A)

**EFFECTIVE DATE:** August 25, 2021



# Memo

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## **Friends of the Library – building lease renewal**

For your review, consideration and signature(s) is the annual lease of the library building to the Town of Belgrade.

# Commercial Lease Agreement

THIS LEASE: made as of this 01st day of April 2023 by and between the **Friends of the Belgrade Public Library**, a Maine Non-Profit Corporation having a mailing address of P.O. Box 474, Belgrade, ME 04917 (hereinafter referred to as "Landlord"); and the **Town of Belgrade Maine**, a municipal corporation, having a mailing address of 990 Augusta Road, Belgrade, ME 04917 (hereinafter referred to as "Tenant").

WITNESSETH THAT:

1. **Description:** Landlord does hereby lease, demise, and let unto the Tenant the building, grounds, the north ½ of the garage and ½ of the basement on the property owned by the landlord and more commonly known as 124 Depot Road, Belgrade, ME 04917 (hereinafter referred to as the "Premises"). The parties expressly agree that the property shall be used only to house the Belgrade Public Library. The Premises are leased as set forth herein.
2. **Terms of Lease:** This lease shall bind both parties upon signing. The term of this Lease shall be from the date of execution until March 31, 2024. If, after the lease term, the Tenant and Landlord mutually agree to continue leasing the Premises, they may enter into subsequent lease agreements, upon terms to be negotiated at that time. If for any reason - including the failure of the Town of Belgrade to approve the library budget at its March Town Meeting - the Tenant is unable to lease the premises from the Landlord, the premises will immediately revert back to the Landlord and this lease will be immediately terminated.

Upon execution of this lease, and delivery to the Landlord by the tenant of satisfactory certificates of insurance covering premises contents and premises liability pursuant to § 11 of this Lease, Tenant may access the Premises to set up the library and complete work upon conditions agreed with the Landlord.

3. **Rent:** Rent for the lease term shall be in the amount of One and 00/100 Dollars (\$1.00). Rent for subsequent yearly periods shall be negotiated annually between the parties. This initial rental payment shall be due upon execution of this lease agreement and upon execution of each lease agreement hereafter. In addition to this annual rent, the parties agree to the following division of expenses:

a. **Operating Expenses:**

- i. The Landlord shall be responsible for the operation and maintenance of the building and land which shall include, but may not be limited to: maintenance and repair of the building and grounds, septic system, well, snow plowing, driveway repair, janitorial service, lawn mowing, utilities, heat and liability and property and casualty insurance covering the building and land but not the library collection or library equipment and furnishings owned by the Tenant. The Landlord's obligation to provide utilities shall be subject to interruption due to any accident, to the making of repairs, alterations or improvements, to labor difficulties, to trouble in obtaining fuel, utility service, or supplies from sources from which they are usually obtained for the Premises, or any cause beyond Landlord's control.
- ii. The Tenant shall be responsible for the operating costs of the library which shall include, but may not be limited to: employee wages and benefits, equipment and furnishings, books and periodicals, office supplies, postage, premises liability insurance, insurance on the library collection and town-owned equipment and furnishings, equipment maintenance, licenses, fees, dues, personnel training, telephone charges, internet charges, computer support, security, surveillance fees, and rubbish removal.

4. **Use of Premises:** The parties expressly agree that Tenant may use and occupy the Premises solely for the purposes of operating and supporting the Belgrade Public Library. Tenant shall not use or occupy, nor permit the Premises or any part thereof to be used or occupied, for any other purpose without prior written permission of the Landlord. If the Tenant is unable or unwilling to use the Premises as the Town of Belgrade's public library as specified above for any reason, including the failure of the Town to pass a Library budget, the parties agree that this lease shall terminate, and possession of the Premises shall immediately revert to the Landlord.

The Leased Premises shall not be used in violation of any zoning laws, or in violation of any federal, state, or local governmental law or regulation. Smoking shall not be permitted in any portion of the Leased Premises nor anywhere on the grounds of the Landlord's surrounding property.

Tenant acknowledges and represents that it has inspected the Leased Premises and that the same is suitable for its intended use. The Tenant further acknowledges that it is not relying on any representations or warranties express or implied, made by the Landlord or any agents of the Landlord regarding the condition or suitability of the Leased Premises. Tenant further acknowledges that it is leasing the Leased Premises AS IS.

5. **Maintenance:** Tenant acknowledges, and shall keep and maintain the Leased Premises in the same good order and repair as at the commencement of the term hereof (reasonable wear and tear by the public, damage by fire or other casualty excepted). Tenant shall not permit the Premises to be overloaded, damaged, stripped, defaced or suffer waste.

The Landlord shall be responsible for repairs to major building infrastructure (i.e. heating, plumbing, electrical, and roof) and for maintenance of the surrounding grounds and parking lots.

6. **Property Loss or Damage:** All merchandise, furniture and property of any kind, nature and description belonging to Tenant or any person claiming by, through or under it, which may be in the Premises during the continuance of this Lease, or any extension or renewal thereof, is to be at the sole risk and hazard of Tenant and if the whole or any part thereof shall be destroyed or damaged by fire, water, steam, smoke, by the leakage or bursting of water pipes or in any other way or manner including wind, flood, rain or the elements in general, no part of said loss or damage is to be charged to or be borne by Landlord in any case whatsoever.

7. **Work and Alterations:** No leasehold or land improvements may be made without written approval by the Landlord. With the Landlord's written consent, which consent shall not be unreasonably withheld, Tenant shall have the right to make non-structural alterations and improvements to the Premises to meet Tenants needs for its use of the Premises. Any and all improvements made to the Premises shall become the property of Landlord at the expiration or termination of this Lease. Unless noted to the contrary herein. Landlord will have no obligation to provide improvements or alterations to the Premises for the Tenant's specific needs or use. In the event Tenant requires improvements or alterations, the installation and maintenance thereof shall be Tenant's sole cost and obligation, provided that such installation shall be subject to the prior written consent of Landlord. Any and all improvements made to the Premises by the Tenant shall be in a quality at least equal to the present construction and conforming to all applicable Federal, State and local codes and ordinances.

Any said modifications required now, or at any time in the future, shall be the sole responsibility of Tenant and shall in no way financially impact the Landlord.

8. **Landlord's Access:** Landlord or its representatives shall have the right, without charge, to access the Leased Premises for any reasonable purpose and in such manner as shall not unreasonably interfere with Tenant's business upon twenty-four hours' notice to the Tenant. No notice shall be required in emergency situations. Tenant shall not change the locks on the premises.
9. **Indemnity by Tenant:** The Tenant shall hold harmless, indemnify, and defend the Landlord against all liabilities, expenses, and losses incurred by the Landlord as a result of: (a) the Tenant's failure to perform any covenant required to be performed by the Tenant hereunder; (b) any accident, injury, or damage which shall happen in or about the Leased Premises as the result or arising out of the actions or inactions of the Tenant's employees, contractors, agents or invitees, or shall result from the Tenant's maintenance, use or operation of the Leased Premises; and (c) the Tenant's failure to comply with any federal, state, or local law or regulation. This paragraph shall not be interpreted in any manner that diminishes the immunities and defenses available to Tenant under the Maine Tort Claims Act, Title 14 M.R.S.A. § 8101 et seq.
10. **Insurance:** Tenant shall purchase and maintain insurance coverage for both personal injury liability and/or property damage liability sufficient to indemnify Landlord for any claims which may arise from Tenant's occupancy of the Leased Premises and Landlord shall be named as an additional insured party on said policies. The limits on such policies shall be as reasonably requested by the Landlord from time to time. Tenant shall provide Landlord with a copy of a certificate of insurance at the inception of the Lease and upon any changes in insurance carrier or coverage. Landlord and Tenant shall each cause their respective insurers to include a waiver of subrogation in their insurance policies. Landlord shall insure the Leased Premises against loss or damage by fire and the hazards covered by extended coverage casualty insurance in an amount determined by Landlord. Tenant shall not be entitled to share in any recovery from this insurance policy.
11. **Damage or Destruction:** If the Leased Premises are so destroyed or damaged by fire or other unavoidable casualties during the term of this Lease as to be unfit for operation or use, then the rent hereinbefore reserved, or a fair and just proportion thereof, according to the nature and extent of the damages sustained, shall be suspended or abated from the date of such destruction or damage until the Leased Premises shall have been rebuilt and put in proper condition by the Landlord for use and occupation, or this Lease, at the election of the Landlord or the Tenant, upon written notice thereof to be given to the other within thirty (30) days after such destruction or damage, shall thereby be terminated and ended. The Landlord shall not be held responsible for, and is relieved from all liability by reason of any damage to any property in the Leased Premises whether c. Attached shelving and bookcases; building of which the Leased Premises are a part.
12. **Default:** If Tenant fails to comply with any of the terms of this Lease, at the option of the Landlord, the Lease shall terminate upon thirty (30) calendar days' written notice of the nature of the breach and be forfeited. Tenant may preserve the Lease if Tenant cures the breach prior to the expiration of the time fixed in the notice. Failure to cure shall entitle the Landlord to begin an action for forcible entry and detainer.



If Tenant shall make or suffer any strip or waste of the Leased Premises, or shall fail to quit and surrender the Leased Premises to the Landlord at the end of the initial term, or if the estate hereby shall be taken from the Tenant by process of law, or if the Tenant shall be adjudicated a bankrupt or insolvent, or if any assignment shall be made of the Tenant's property for the benefit of creditors, Landlord may terminate the Lease upon seven (7) calendar days' written notice and retake the Leased Premises without opportunity to cure.

13. **Subordination:** This Lease is made subject and subordinate to any mortgages presently existing or which may be placed on said Leased Premises and to any renewals or extensions thereof. In confirmation of such subordination, Tenant shall execute promptly any certificate that Landlord may request.
14. **Successors and Assigns:** This Lease shall be binding upon and inure to the benefit of the respective heirs, representatives, successors and assigns of the Landlord and Tenant.
15. **Severability:** If any provision of this Lease or any application thereof shall be invalid or unenforceable, the remainder of this Lease and any other application of such provision shall not be affected thereby.
16. **Non-waiver:** No delay or failure by either party to exercise any right under this Lease, and no partial or single exercise of any right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
17. **Holdover by Tenant:** Should Tenant remain in possession of the Leased Premises with the consent of Landlord following expiration of the term of this Lease, such continuation in possession shall constitute a month-to-month tenancy between Landlord and Tenant, subject to all the terms, covenants, and conditions contained in this Lease,
18. **Applicable Law:** This agreement shall be governed by the laws of the State of Maine. Venue for any suit arising hereunder shall be in the courts of Kennebec County, Maine, and Landlord and Tenant consent to the jurisdiction thereof.
19. **Miscellaneous:** With the exception of the addendum attached hereto of even date, the parties expressly warrant that all negotiations, considerations, representations and understandings between Landlord and Tenant are incorporated herein and no prior agreements or understandings, written or oral, shall be effective for any purpose. No provision of this Lease may be modified or altered except by a signed agreement in writing between Landlord and Tenant.
  - c. Attached shelving and bookcases;
  - d. Two computer carrels, if attached;
  - e. Outdoor library sign;
  - f. Outdoor book drop; and
  - g. Concrete pad.

When the Library is open to the public the Tenant agrees to keep all outside areas safe during storm events; this includes the shoveling and sanding of walkways, ramps, and the entrance way to the Library. The Tenant is also responsible to keep a clear path to the basement door. The Landlord will be responsible for plowing and parking lot(s). During a storm event the plowing contractor is to shovel the walkways & ramps. the



20. The keys to the Library building should be signed out and distributed by the Tenant (The Town of Belgrade). Any key assigned to an individual that is no longer needed must be returned to the Tenant to be reassigned. No copies of the keys can be made without permission of Landlord.
21. Before November 1<sup>st</sup> or before the first snowstorm – whichever occurs earlier – it shall be Tenant's responsibility to ensure that all outdoor property owned by the Tenant shall be placed undercover or away from areas that will be plowed or shoveled during the winter.

This addendum was entered into and agreed upon on \_\_\_\_\_ by the Town of Belgrade Board of Selectpersons, who by their signatures below pledge that they are vested with the authority to execute this document and bind the Town to the terms of this lease.

\_\_\_\_\_, Chairperson

\_\_\_\_\_, Vice Chairperson

\_\_\_\_\_, Selectperson

\_\_\_\_\_, Selectperson

This lease was entered into and agreed upon on April 7, 2023 by the Friends of the Belgrade Public Library, who by their signatures below pledge that they are vested with the authority to execute this document and bind the Friends of the Belgrade Public Library to the terms of this lease.

Linda Sprague, Co-President

Judith Johnson, Co-President

Beverly McGill, Vice-President

Linda Bass, Secretary

Jean MacKignie, Corresponding Secretary

Jean MacKignie, Treasurer

# Memo

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## Warrants

|                    |              |
|--------------------|--------------|
| Payroll Warrant 42 | \$24,973.11  |
| BMV Warrant 43     | \$8,694.25   |
| AP Warrant 44      | \$118,155.32 |
| Payroll Warrant 45 |              |
| BMV Warrant 46     |              |

WARRANT: 43

| Check        | D / D            | Check            | Employee                            | Gross Pay        |
|--------------|------------------|------------------|-------------------------------------|------------------|
| 202323793    | 817.71           | 0.00             | 990 CORY D ALEXANDER                | 1,018.75         |
| 202323794    | 1,446.55         | 0.00             | 172 DANIELLE M BEDARD               | 2,753.41         |
| 202323795    | 1,161.19         | 0.00             | 20 JARED N BOND                     | 1,640.00         |
| 202323796    | 2,155.29         | 0.00             | 113 TRAVIS S BURTON                 | 3,326.40         |
| 202323797    | 451.01           | 0.00             | 244 ANDREW P DAVIDSON               | 515.79           |
| 202323798    | 498.28           | 0.00             | 74 WESLEY M DAY                     | 630.00           |
| 202323799    | 377.36           | 0.00             | 232 LESLIE R. DIMICK                | 446.51           |
| 202323800    | 238.96           | 0.00             | 822 LYNDSEY A FISHER                | 258.75           |
| 202323801    | 363.47           | 0.00             | 899 MARY C GRANHOLM                 | 424.00           |
| 202323802    | 288.76           | 0.00             | 844 ALAINA B HOOD                   | 326.40           |
| 202323803    | 458.62           | 0.00             | 194 CHARLENE G HOULE                | 576.79           |
| 202323804    | 1,205.70         | 0.00             | 837 DANIEL R MACGLASHING            | 1,731.20         |
| 202323805    | 713.61           | 0.00             | 845 DEBORAH P NICHOLS               | 1,133.60         |
| 202323806    | 1,070.68         | 0.00             | 03 LORNA DEE NICHOLS                | 1,384.62         |
| 202323807    | 423.10           | 0.00             | 173 AARON L PELKEY                  | 479.32           |
| 202323808    | 73.88            | 0.00             | 959 KAITLYN H PHILBRICK             | 80.00            |
| 202323809    | 875.67           | 0.00             | 200. NICHOLAS C POOLE               | 1,240.00         |
| 202323810    | 673.18           | 0.00             | 979 HANS CHRISTIAN RASMUSSEN        | 840.00           |
| 202323811    | 170.86           | 0.00             | 892 KIM E RIDEOUT-DAWES             | 195.84           |
| 202323812    | 1,294.17         | 0.00             | 191 KENNETH J SCHENO                | 1,627.90         |
| 202323813    | 1,008.32         | 0.00             | 07 MARY VOGEL                       | 1,360.00         |
| 202323814    | 0.00             | 15,766.37        | D / D 213 ANDROSCOGGIN SAVINGS BANK |                  |
| 202323815    | 0.00             | 5,474.38         | T & A 4 DEPARTMENT OF TREASURY      |                  |
| 202323816    | 0.00             | 930.73           | T & A 1 TREASURER, STATE OF MAINE   |                  |
| <b>Total</b> | <b>15,766.37</b> | <b>22,171.48</b> |                                     | <b>21,989.28</b> |

Put into A/P **9,206.74**  
 Taken out of A/P **(6,405.11)**  
**Total Payroll 24,973.11**

**Count**  
 Checks 24

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 \_\_\_\_\_

A / P Warrant

Warrant 42

| Jrnl                      | Check | Month | Invoice Description    | Reference | Encumbrance |
|---------------------------|-------|-------|------------------------|-----------|-------------|
| Description               |       |       | Account                | Proj      | Amount      |
| 00021 STATE OF MAINE, BMV |       |       |                        |           |             |
| 0144                      | 23786 | 04    | BMV REPORT 3/31-4/7/23 |           |             |
| BMV REPORT 3/31-4/7/23    |       |       | G 1-214-00             |           | 8,694.25    |
|                           |       |       | GEN'L FUND / BMV       |           | 0.00        |
|                           |       |       | Vendor Total-          |           | 8,694.25    |
|                           |       |       | Prepaid Total-         |           | 0.00        |
|                           |       |       | Current Total-         |           | 8,694.25    |
|                           |       |       | EFT Total-             |           | 0.00        |
|                           |       |       | Warrant Total-         |           | 8,694.25    |

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 \_\_\_\_\_



**A / P Warrant**

Warrant 44

| Jrnl   | Check   | Month | Invoice Description                               | Reference | Amount          | Encumbrance |
|--|---------|-------|---|-----------|-----------------|-------------|
| Description                                    | Account | Proj  |   |           |                 |             |
| <b>00682 ALLEN UNIFORM SALES, INC.</b>         |         |       |   |           |                 |             |
| 0149   | 23793   | 04    | AWARDS  | 8125      |                 |             |
| AWARDS   |         |       | E 05-05-30-08                                     |           | 129.40          | 0.00        |
|  |         |       | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORMS |           |                 |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>129.40</b>   |             |
| <b>00289 AUGUSTA FUEL CORP.</b>                |         |       |   |           |                 |             |
| 0149   | 23794   | 04    | NBCC HEATING                                      | 5999126   |                 |             |
| NBCC HEATING                                   |         |       | E 13-03-20-05                                     |           | 573.99          | 0.00        |
|  |         |       | FACILITIES / NBCC - SERVICES / HEATING            |           |                 |             |
|  |         |       | <b>Invoice Total-</b>                             |           | <b>573.99</b>   |             |
| 0149   | 23794   | 04    | GARAGE OFF RD DIESEL                              | 6000999   |                 |             |
| GARAGE OFF RD DIESEL                           |         |       | E 13-01-30-02                                     |           | 127.24          | 0.00        |
|  |         |       | FACILITIES / GENERAL - SUPPLIES / FUEL            |           |                 |             |
|  |         |       | <b>Invoice Total-</b>                             |           | <b>127.24</b>   |             |
| 0149   | 23794   | 04    | CFAS PROPANE                                      | 5999643   |                 |             |
| CFAS PROPANE                                   |         |       | E 13-02-20-05                                     |           | 85.32           | 0.00        |
|  |         |       | FACILITIES / CFAS - SERVICES / HEATING            |           |                 |             |
|  |         |       | <b>Invoice Total-</b>                             |           | <b>85.32</b>    |             |
| 0149   | 23794   | 04    | TS HEATING  | 6000097   |                 |             |
| TS HEATING                                     |         |       | E 13-09-20-05                                     |           | 49.62           | 0.00        |
|  |         |       | FACILITIES / TRANSFER STA - SERVICES / HEATING    |           |                 |             |
|  |         |       | <b>Invoice Total-</b>                             |           | <b>49.62</b>    |             |
| 0149   | 23794   | 04    | GARAGE HEATING                                    | 6001905   |                 |             |
| GARAGE HEATING                                 |         |       | E 13-04-20-05                                     |           | 109.00          | 0.00        |
|  |         |       | FACILITIES / GARAGE - SERVICES / HEATING          |           |                 |             |
|  |         |       | <b>Invoice Total-</b>                             |           | <b>109.00</b>   |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>945.17</b>   |             |
| <b>00118 B&amp;B EMBROIDERY</b>                |         |       |   |           |                 |             |
| 0149   | 23795   | 04    | FF WORK SHIRT                                     | 49729     |                 |             |
| FF WORK SHIRT                                  |         |       | E 05-05-30-08                                     |           | 250.00          | 0.00        |
|  |         |       | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORMS |           |                 |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>250.00</b>   |             |
| <b>00238 BAKER &amp; TAYLOR BOOKS # 510486</b> |         |       |   |           |                 |             |
| 0149   | 23796   | 04    | FEBRUARY BOOK ORDER                               | 022223    |                 |             |
| FEBRUARY BOOK ORDER                            |         |       | E 30-01-30-09                                     |           | 238.80          | 0.00        |
|  |         |       | LIBRARY / LIBRARY - SUPPLIES / BOOKS              |           |                 |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>238.80</b>   |             |
| <b>00623 BELGRADE MECHANICAL SERVICES</b>      |         |       |   |           |                 |             |
| 0149   | 23797   | 04    | TS SKID STEER REPAIRS                             | 1251      |                 |             |
| TS SKID STEER REPAIRS                          |         |       | E 15-05-35-11                                     |           | 1,134.36        | 0.00        |
|  |         |       | SOLID WASTE / WASTE - REPAIRS / SKID STEER        |           |                 |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>1,134.36</b> |             |
| <b>00000 BICKFORD, JEFFREY</b>                 |         |       |   |           |                 |             |
| 0149   | 23798   | 04    | EXCISE TAX REIMBURSEMENT                          | 3/31/2023 |                 |             |
| EXCISE TAX REIMBURSEMENT                       |         |       | R 01-13   |           | 12.51           | 0.00        |
|  |         |       | GEN'L GOV. - EXCISE - MV                          |           |                 |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>12.51</b>    |             |
| <b>00000 BURTS SECURITY CENTER</b>             |         |       |   |           |                 |             |
| 0149   | 23799   | 04    | DUPLICATE KEY                                     | 386251    |                 |             |
| DUPLICATE KEY                                  |         |       | E 13-01-30-04                                     |           | 24.75           | 0.00        |
|  |         |       | FACILITIES / GENERAL - SUPPLIES / OPERATING       |           |                 |             |
|  |         |       | <b>Vendor Total-</b>                              |           | <b>24.75</b>    |             |

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Warrant 44

| Jrnl                             | Check   | Month | Invoice Description       | Reference  | Amount | Encumbrance |
|----------------------------------|---|-------|---------------------------|------------|--------|-------------|
| Description                      | Account   | Proj  |                           |            |        |             |
| <b>00376 CARDMEMBER SERVICES</b> |   |       |                           |            |        |             |
| 0149                             | 23804   | 04    | SHEET PROTECTORS          | 8366       |        |             |
| SHEET PROTECTORS                 | E 05-05-30-03                                       |       |                           | 23.98      |        | 0.00        |
|                                  | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE     |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 23.98  |             |
| 0149                             | 23804   | 04    | GARDEN HOSE NOZEL         | 1375       |        |             |
| GARDEN HOSE NOZEL                | E 05-05-40-04                                       |       |                           | 71.27      |        | 0.00        |
|                                  | PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 71.27  |             |
| 0149                             | 23804   | 04    | USB FLASH DRIVE           | 1726       |        |             |
| USB FLASH DRIVE                  | E 05-05-30-03                                       |       |                           | 16.25      |        | 0.00        |
|                                  | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE     |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 16.25  |             |
| 0149                             | 23804   | 04    | 2 ADOBE SUBSCRIPTIONS     | 7237, 6524 |        |             |
| 2 ADOBE SUBSCRIPTIONS            | E 01-10-20-07                                       |       |                           | 29.98      |        | 0.00        |
|                                  | GEN'L GOV. / ADMIN - SERVICES / CONTRACTED          |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 29.98  |             |
| 0149                             | 23804   | 04    | POSTAGE                   | 6399       |        |             |
| POSTAGE                          | E 20-02-99-06                                       |       |                           | 31.50      |        | 0.00        |
|                                  | SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING  |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 31.50  |             |
| 0149                             | 23804   | 04    | ELECTION FOOD SUPPLIES    | 6407       |        |             |
| ELECTION SUPPLIES                | E 01-35-30-05                                       |       |                           | 57.05      |        | 0.00        |
|                                  | GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER      |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 57.05  |             |
| 0149                             | 23804   | 04    | ELECTION FOOD             | 5739       |        |             |
| ELECTION FOOD                    | E 01-35-30-05                                       |       |                           | 49.41      |        | 0.00        |
|                                  | GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER      |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 49.41  |             |
| 0149                             | 23804   | 04    | ELECTION FOOD             | 7192       |        |             |
| ELECTION FOOD                    | E 01-35-30-05                                       |       |                           | 75.00      |        | 0.00        |
|                                  | GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER      |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 75.00  |             |
| 0149                             | 23804   | 04    | DOLLEY                    | 9938       |        |             |
| DOLLEY                           | E 15-05-40-04                                       |       |                           | 230.00     |        | 0.00        |
|                                  | SOLID WASTE / WASTE - PURCHASES / EQUIPMENT         |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 230.00 |             |
| 0149                             | 23804   | 04    | OSHA SIGN                 | 0653       |        |             |
| OSHA SIGN                        | E 15-05-30-04                                       |       |                           | 31.99      |        | 0.00        |
|                                  | SOLID WASTE / WASTE - SUPPLIES / OPERATING          |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 31.99  |             |
| 0149                             | 23804   | 04    | HOOKS                     | 9340       |        |             |
| HOOKS                            | E 15-05-30-04                                       |       |                           | 20.99      |        | 0.00        |
|                                  | SOLID WASTE / WASTE - SUPPLIES / OPERATING          |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 20.99  |             |
| 0149                             | 23804   | 04    | GLOVES AND SAFETY GLASSES | 4331       |        |             |
| GLOVES AND SAFETY GLASSES        | E 15-05-30-04                                       |       |                           | 46.38      |        | 0.00        |
|                                  | SOLID WASTE / WASTE - SUPPLIES / OPERATING          |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 46.38  |             |
| 0149                             | 23804   | 04    | POSTAGE                   | 7806       |        |             |
| POSTAGE                          | E 30-01-30-01                                       |       |                           | 6.94       |        | 0.00        |
|                                  | LIBRARY / LIBRARY - SUPPLIES / POSTAGE              |       |                           |            |        |             |
|                                  |   |       | Invoice Total-            |            | 6.94   |             |
| 0149                             | 23804   | 04    | PROJECTOR                 | 4338       |        |             |

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Warrant 44

| Jrnl                | Check | Month | Invoice Description                               | Reference | Amount | Encumbrance |
|---------------------|-------|-------|---|-----------|--------|-------------|
| Description         |       |       | Account   | Proj      |        |             |
| PROJECTOR           |       |       | E 25-30-40-04                                     |           | 527.49 | 0.00        |
|                     |       |       | RECREATION / REC PROGRAMS - PURCHASES / EQUIPMENT |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 527.49 |             |
| 0149                | 23804 | 04    | TRAINING  | 1284      |        |             |
| TRAINING            |       |       | E 25-30-13-01                                     |           | 125.00 | 0.00        |
|                     |       |       | RECREATION / REC PROGRAMS - EDUCATION / EDUCATION |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 125.00 |             |
| 0149                | 23804 | 04    | EASTER EGG HUNT                                   | 6829      |        |             |
| EASTER EGG HUNT     |       |       | E 25-30-31-03                                     |           | 150.78 | 0.00        |
|                     |       |       | RECREATION / REC PROGRAMS - SPECIAL / EASTER      |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 150.78 |             |
| 0149                | 23804 | 04    | PLOW PARTS  | 0039      |        |             |
| PLOW PARTS          |       |       | E 13-01-35-01                                     |           | 516.99 | 0.00        |
|                     |       |       | FACILITIES / GENERAL - REPAIRS / EQUIPMENT        |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 516.99 |             |
| 0149                | 23804 | 04    | BATTERIES   | 3408      |        |             |
| BATTERIES           |       |       | E 13-01-30-04                                     |           | 19.99  | 0.00        |
|                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING       |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 19.99  |             |
| 0149                | 23804 | 04    | WELDING SUPPLIES                                  | 8422      |        |             |
| WELDING SUPPLIES    |       |       | E 13-01-30-04                                     |           | 443.19 | 0.00        |
|                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING       |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 443.19 |             |
| 0149                | 23804 | 04    | RUST REFORMER                                     | 1303      |        |             |
| RUST REFORMER       |       |       | E 13-01-30-04                                     |           | 93.65  | 0.00        |
|                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING       |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 93.65  |             |
| 0149                | 23804 | 04    | KEY TOWN OFFICE                                   | 9035      |        |             |
| KEY TOWN OFFICE     |       |       | E 13-14-30-04                                     |           | 22.25  | 0.00        |
|                     |       |       | FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING   |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 22.25  |             |
| 0149                | 23804 | 04    | SUPPLIES  | 9930      |        |             |
| SUPPLIES            |       |       | E 13-01-30-04                                     |           | 24.02  | 0.00        |
|                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING       |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 24.02  |             |
| 0149                | 23804 | 04    | TIE DOWN  | 4796      |        |             |
| TIE DOWN            |       |       | E 13-01-30-04                                     |           | 39.99  | 0.00        |
|                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING       |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 39.99  |             |
| 0149                | 23804 | 04    | ADOBE SUBSCRIPTION                                | 2505,1316 |        |             |
| ADOBE SUBSCRIPTION  |       |       | E 01-10-20-07                                     |           | 39.98  | 0.00        |
|                     |       |       | GEN'L GOV. / ADMIN - SERVICES / CONTRACTED        |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 39.98  |             |
| 0149                | 23804 | 04    | POSTAGE   | 1728      |        |             |
| POSTAGE             |       |       | E 01-10-30-01                                     |           | 100.00 | 0.00        |
|                     |       |       | GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE           |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 100.00 |             |
| 0149                | 23804 | 04    | LIBRARY ZOOM                                      | 5466      |        |             |
| LIBRARY ZOOM        |       |       | E 30-01-20-07                                     |           | 16.95  | 0.00        |
|                     |       |       | LIBRARY / LIBRARY - SERVICES / CONTRACTED         |           |        |             |
|                     |       |       | Invoice Total-                                    |           | 16.95  |             |
| 0149                | 23804 | 04    | HANGING FILE FOLDER                               | 1755      |        |             |
| HANGING FILE FOLDER |       |       | E 01-10-30-03                                     |           | 16.95  | 0.00        |
|                     |       |       | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE            |           |        |             |

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Warrant 44

| Jrnl        | Check   | Month | Invoice Description                                | Reference | Amount        | Encumbrance |
|-------------|---------|-------|--|-----------|---------------|-------------|
| Description | Account | Proj  |  |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>16.95</b>  |             |
| 0149        | 23804   | 04    | MICROPHONE SYSTEM TOWN ME                          | 0900      |               |             |
|             |         |       | E 01-10-30-04                                      |           | 43.99         | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SUPPLIES / OPERATING          |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>43.99</b>  |             |
| 0149        | 23804   | 04    | BINDER DIVIDERS                                    | 5463      |               |             |
|             |         |       | E 01-10-30-03                                      |           | 18.00         | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE             |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>18.00</b>  |             |
| 0149        | 23804   | 04    | SLZ MAP FRAME                                      | 9597      |               |             |
|             |         |       | E 01-25-30-03                                      |           | 96.90         | 0.00        |
|             |         |       | GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE      |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>96.90</b>  |             |
| 0149        | 23804   | 04    | TOWN OFFICE ZOOM                                   | 2023      |               |             |
|             |         |       | E 01-10-20-07                                      |           | 158.89        | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SERVICES / CONTRACTED         |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>158.89</b> |             |
| 0149        | 23804   | 04    | POSTAGE  | 1680      |               |             |
|             |         |       | E 01-10-30-01                                      |           | 100.00        | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE            |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>100.00</b> |             |
| 0149        | 23804   | 04    | TRIPOD   | 3256      |               |             |
|             |         |       | E 01-10-30-04                                      |           | 99.94         | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SUPPLIES / OPERATING          |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>99.94</b>  |             |
| 0149        | 23804   | 04    | RAKE   | 1405      |               |             |
|             |         |       | E 13-01-30-04                                      |           | 146.50        | 0.00        |
|             |         |       | FACILITIES / GENERAL - SUPPLIES / OPERATING        |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>146.50</b> |             |
| 0149        | 23804   | 04    | HANGING FILE FOLDER                                | 4080      |               |             |
|             |         |       | E 01-10-30-03                                      |           | 36.28         | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE             |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>36.28</b>  |             |
| 0149        | 23804   | 04    | UNDER DOOR STOPPER                                 | 5184      |               |             |
|             |         |       | E 13-14-30-04                                      |           | 33.88         | 0.00        |
|             |         |       | FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING    |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>33.88</b>  |             |
| 0149        | 23804   | 04    | SCREEN PROTECTOR                                   | 7940      |               |             |
|             |         |       | E 13-01-30-04                                      |           | 9.86          | 0.00        |
|             |         |       | FACILITIES / GENERAL - SUPPLIES / OPERATING        |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>9.86</b>   |             |
| 0149        | 23804   | 04    | SENIOR RESOURCE CRAFTS                             | 0276      |               |             |
|             |         |       | E 20-02-99-06                                      |           | 10.98         | 0.00        |
|             |         |       | SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>10.98</b>  |             |
| 0149        | 23804   | 04    | SENIOR RESOURCE CRAFTS                             | 2597      |               |             |
|             |         |       | E 20-02-99-06                                      |           | 11.99         | 0.00        |
|             |         |       | SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>11.99</b>  |             |
| 0149        | 23804   | 04    | ADOBE INEDSIGN TOWN REPO                           | 3055      |               |             |
|             |         |       | E 01-10-20-07                                      |           | 269.86        | 0.00        |
|             |         |       | GEN'L GOV. / ADMIN - SERVICES / CONTRACTED         |           |               |             |
|             |         |       | <b>Invoice Total-</b>                              |           | <b>269.86</b> |             |
| 0149        | 23804   | 04    | INTEREST   | 2/2023    |               |             |

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| Jrnl                                | Check | Month | Invoice Description                                   | Reference      | Amount    | Encumbrance |  |
|-------------------------------------|-------|-------|---|----------------|-----------|-------------|--|
| Description                         |       |       | Account   | Proj           |           |             |  |
| INTEREST                            |       |       | E 01-10-47-04   |                | 67.58     | 0.00        |  |
|                                     |       |       | GEN'L GOV. / ADMIN - FEES / CREDIT CARD               |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 67.58     |             |  |
|                                     |       |       |   | Vendor Total-  | 3,932.62  |             |  |
| 00020 CENTRAL MAINE POWER           |       |       |   |                |           |             |  |
| 0149                                | 23805 | 04    | STREET LIGHTS ELECTRICITY                             | 714001671251   |           |             |  |
|                                     |       |       | E 05-25-20-04   |                | 149.50    | 0.00        |  |
|                                     |       |       | PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY  |                |           |             |  |
|                                     |       |       |   | Vendor Total-  | 149.50    |             |  |
| 00468 CONSOLIDATED COMMUNICATIONS   |       |       |   |                |           |             |  |
| 0149                                | 23806 | 04    | FD FAX LINE   |                |           |             |  |
|                                     |       |       | E 05-05-20-01   |                | 49.74     | 0.00        |  |
|                                     |       |       | PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 49.74     |             |  |
| 0149                                | 23806 | 04    | TOWN OFFICE FAX LINE                                  |                |           |             |  |
|                                     |       |       | E 01-10-20-01   |                | 51.54     | 0.00        |  |
|                                     |       |       | GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO          |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 51.54     |             |  |
|                                     |       |       |   | Vendor Total-  | 101.28    |             |  |
| 00656 DELTA EDUCATION AND AMBULANCE |       |       |   |                |           |             |  |
| 0149                                | 23807 | 04    | AMBULANCE SERVICES                                    | 2023           |           |             |  |
|                                     |       |       | E 05-05-20-20   |                | 47,745.00 | 0.00        |  |
|                                     |       |       | PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / AMBULANCE    |                |           |             |  |
|                                     |       |       |   | Vendor Total-  | 47,745.00 |             |  |
| 00000 FULLING, TAMMY                |       |       |   |                |           |             |  |
| 0149                                | 23808 | 04    | EXCISE REIMBURSEMENT                                  | 4/3/2023       |           |             |  |
|                                     |       |       | R 01-13   |                | 112.68    | 0.00        |  |
|                                     |       |       | GEN'L GOV. - EXCISE - MV                              |                |           |             |  |
|                                     |       |       |   | Vendor Total-  | 112.68    |             |  |
| 00009 HAMMOND LUMBER COMPANY        |       |       |   |                |           |             |  |
| 0149                                | 23809 | 04    | BLADES  | 6433044        |           |             |  |
|                                     |       |       | E 15-05-30-04   |                | 34.99     | 0.00        |  |
|                                     |       |       | SOLID WASTE / WASTE - SUPPLIES / OPERATING            |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 34.99     |             |  |
| 0149                                | 23809 | 04    | SCREWS  | 6435700        |           |             |  |
|                                     |       |       | E 13-01-30-04   |                | 17.10     | 0.00        |  |
|                                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING           |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 17.10     |             |  |
| 0149                                | 23809 | 04    | PRESSURE TREATED 2X8 8'                               | 6425675        |           |             |  |
|                                     |       |       | E 13-02-35-08   |                | 25.38     | 0.00        |  |
|                                     |       |       | FACILITIES / CFAS - REPAIRS / BUILDING                |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 25.38     |             |  |
| 0149                                | 23809 | 04    | PAINT AND EQUIPMENT                                   | 6468368        |           |             |  |
|                                     |       |       | E 13-02-35-08   |                | 89.81     | 0.00        |  |
|                                     |       |       | FACILITIES / CFAS - REPAIRS / BUILDING                |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 89.81     |             |  |
| 0149                                | 23809 | 04    | SCREWS  | 6444664        |           |             |  |
|                                     |       |       | E 13-01-30-04   |                | 39.09     | 0.00        |  |
|                                     |       |       | FACILITIES / GENERAL - SUPPLIES / OPERATING           |                |           |             |  |
|                                     |       |       |   | Invoice Total- | 39.09     |             |  |
| 0149                                | 23809 | 04    | 2X12 14'  | 6448635        |           |             |  |
|                                     |       |       | E 13-02-35-08   |                | 31.99     | 0.00        |  |
|                                     |       |       | FACILITIES / CFAS - REPAIRS / BUILDING                |                |           |             |  |



Warrant 44

| Jrnl  | Check         | Month | Invoice Description       | Reference       | Amount          | Encumbrance |
|---|---------------|-------|---------------------------|-----------------|-----------------|-------------|
| Description   | Account       | Proj  |                           |                 |                 |             |
| <b>Invoice Total-</b>                               |               |       |                           |                 | <b>31.99</b>    |             |
| 0149  | 23809         | 04    | JIGSAW BLADES             | 6448511         |                 |             |
| JIGSAW BLADES                                       | E 13-01-30-04 |       |                           |                 | 17.89           | 0.00        |
| FACILITIES / GENERAL - SUPPLIES / OPERATING         |               |       |                           |                 |                 |             |
| <b>Invoice Total-</b>                               |               |       |                           |                 | <b>17.89</b>    |             |
| 0149  | 23809         | 04    | GARAGE ADDITION WOOD 1/10 | 6160066         |                 |             |
| GARAGE ADDITION WOOD 1/10                           | G 3-601-00    |       |                           |                 | 460.51          | 0.00        |
| CAPITAL PROJ / MAINT. GARAG                         |               |       |                           |                 |                 |             |
| <b>Invoice Total-</b>                               |               |       |                           |                 | <b>460.51</b>   |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>716.76</b>   |             |
| <b>00732 HIGHT FORD</b>                             |               |       |                           |                 |                 |             |
| 0149  | 23810         | 04    | LIGHT REPAIR 350          | 34714           |                 |             |
| LIGHT REPAIR  | E 13-01-35-03 |       |                           |                 | 242.00          | 0.00        |
| FACILITIES / GENERAL - REPAIRS / FM ONE-TON         |               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>242.00</b>   |             |
| <b>00267 IRVING OIL CORPORATION</b>                 |               |       |                           |                 |                 |             |
| 0149  | 23811         | 04    | FACILITY FUEL             | 34967122        |                 |             |
| FACILITY FUEL                                       | E 13-01-30-02 |       |                           |                 | 913.70          | 0.00        |
| FACILITIES / GENERAL - SUPPLIES / FUEL              |               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>913.70</b>   |             |
| <b>00749 IWORO</b>                                  |               |       |                           |                 |                 |             |
| 0149  | 23812         | 04    | CEO SOFTWARE              | 200171          |                 |             |
| CEO SOFTWARE  | E 01-20-46-12 |       |                           |                 | 3,500.00        | 0.00        |
| GEN'L GOV. / CODE ENFORCE - LICENSES / CEO SOFTWARE |               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>3,500.00</b> |             |
| <b>00589 JJC PHOTO GRAPHIC</b>                      |               |       |                           |                 |                 |             |
| 0149  | 23813         | 04    | TOWN MEETING SOUND SYSTEM | CT2023AUD230331 |                 |             |
| TOWN MEETING SOUND SYSTEM                           | E 01-10-20-07 |       |                           |                 | 200.00          | 0.00        |
| GEN'L GOV. / ADMIN - SERVICES / CONTRACTED          |               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>200.00</b>   |             |
| <b>00697 KENNEBEC VALLEY HUMANE SOCIETY</b>         |               |       |                           |                 |                 |             |
| 0149  | 23814         | 04    | Q2 BILL                   | 2023            |                 |             |
| Q2 BILL   | E 05-30-20-07 |       |                           |                 | 1,267.62        | 0.00        |
| PUBLIC SAFTY / ACO - SERVICES / CONTRACTED          |               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>1,267.62</b> |             |
| <b>0000 LAVENSON, JOEL</b>                          |               |       |                           |                 |                 |             |
| 0149  | 23815         | 04    | EXCISE REIMBURSEMENT      | 4/3/2023        |                 |             |
| EXCISE REIMBURSEMENT                                | R 01-13       |       |                           |                 | 785.75          | 0.00        |
| GEN'L GOV. - EXCISE - MV                            |               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>785.75</b>   |             |
| <b>00638 LEAF</b>                                   |               |       |                           |                 |                 |             |
| 0149  | 23816         | 04    | REC CENTER COPIER         | 14535560        |                 |             |
| REC CENTER COPIER                                   | E 25-30-20-07 |       |                           |                 | 43.94           | 0.00        |
| RECREATION / REC PROGRAMS - SERVICES / CONTRACTED   |               |       |                           |                 |                 |             |
| <b>Invoice Total-</b>                               |               |       |                           |                 | <b>43.94</b>    |             |
| 0149  | 23816         | 04    | TOWN OFFICE COPIER        | 14586663        |                 |             |
| TOWN OFFICE COPIER                                  | E 01-10-20-07 |       |                           |                 | 142.42          | 0.00        |
| GEN'L GOV. / ADMIN - SERVICES / CONTRACTED          |               |       |                           |                 |                 |             |
| <b>Invoice Total-</b>                               |               |       |                           |                 | <b>142.42</b>   |             |
| <b>Vendor Total-</b>                                |               |       |                           |                 | <b>186.36</b>   |             |
| <b>00001 MAINE MUNICIPAL</b>                        |               |       |                           |                 |                 |             |
| 0149  | 23817         | 04    | BENEFITS                  |                 |                 |             |

A / P Warrant

Warrant 44

| Jrnl                                   | Check | Month | Invoice Description                                | Reference  | Amount           | Encumbrance |
|--|-------|-------|--|------------|------------------|-------------|
| Description                            |       |       | Account  | Proj       |                  |             |
| DENTAL INSURANCE                       |       |       | G 1-226-00   |            | 100.50           | 0.00        |
|  |       |       | GEN'L FUND / DENTAL INS                            |            |                  |             |
| LIFE INSURANCE                         |       |       | G 1-229-00   |            | 248.49           | 0.00        |
|  |       |       | GEN'L FUND / LIFE INS                              |            |                  |             |
| HEALTH INSURANCE:ADMIN                 |       |       | E 01-10-10-13                                      |            | 1,988.02         | 0.00        |
|  |       |       | GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS          |            |                  |             |
| HEALTH INSURANCE:FACILITY              |       |       | E 13-01-10-13                                      |            | 994.01           | 0.00        |
|  |       |       | FACILITIES / GENERAL - PERSONNEL / BENEFITS        |            |                  |             |
| HEALTH INSURANCE                       |       |       | G 1-225-00   |            | 1,230.24         | 0.00        |
|  |       |       | GEN'L FUND / HEALTH INS.                           |            |                  |             |
| HEALTH INSURANCE:REC                   |       |       | E 25-30-10-13                                      |            | 994.01           | 0.00        |
|  |       |       | RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS   |            |                  |             |
| HEALTH INSURANCE:FD                    |       |       | E 05-05-10-13                                      |            | 1,988.02         | 0.00        |
|  |       |       | PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS |            |                  |             |
| HEALTH INSURANCE:MANAGER               |       |       | E 01-15-10-13                                      |            | 994.01           | 0.00        |
|  |       |       | GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS        |            |                  |             |
| HEALTH INSURANCE:LIBRARY               |       |       | E 30-01-10-13                                      |            | 994.01           | 0.00        |
|  |       |       | LIBRARY / LIBRARY - PERSONNEL / BENEFITS           |            |                  |             |
| HEALTH INSURANCE:TS                    |       |       | E 15-05-10-13                                      |            | 994.01           | 0.00        |
|  |       |       | SOLID WASTE / WASTE - PERSONNEL / BENEFITS         |            |                  |             |
|  |       |       | <b>Vendor Total-</b>                               |            | <b>10,525.32</b> |             |
| <b>00161 MAINE PAPER SOLUTIONS LLC</b> |       |       |  |            |                  |             |
| 0149                                   | 23818 | 04    | SOAP TS  | 518475     |                  |             |
|  |       |       | E 15-05-30-04                                      |            | 36.55            | 0.00        |
|  |       |       | SOLID WASTE / WASTE - SUPPLIES / OPERATING         |            |                  |             |
|  |       |       | <b>Vendor Total-</b>                               |            | <b>36.55</b>     |             |
| <b>00582 MAINE TECHNOLOGY GROUP</b>    |       |       |  |            |                  |             |
| 0149                                   | 23819 | 04    | APRIL IT SERVICES                                  | 31285      |                  |             |
|  |       |       | E 01-10-15-03                                      |            | 1,445.58         | 0.00        |
|  |       |       | GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT     |            |                  |             |
|  |       |       | <b>Invoice Total-</b>                              |            | <b>1,445.58</b>  |             |
| 0149                                   | 23819 | 04    | INSTALLATION OF FIREWALL                           | 31407      |                  |             |
|  |       |       | E 01-10-15-03                                      |            | 395.63           | 0.00        |
|  |       |       | GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT     |            |                  |             |
|  |       |       | <b>Invoice Total-</b>                              |            | <b>395.63</b>    |             |
|  |       |       | <b>Vendor Total-</b>                               |            | <b>1,841.21</b>  |             |
| <b>00310 MMTCTA</b>                    |       |       |  |            |                  |             |
| 0149                                   | 23820 | 04    | MEMBERSHIP DUES                                    | 1000442538 |                  |             |
|  |       |       | E 01-10-14-04                                      |            | 30.00            | 0.00        |
|  |       |       | GEN'L GOV. / ADMIN - MEMBERSHIP / MTCTA            |            |                  |             |
|  |       |       | <b>Vendor Total-</b>                               |            | <b>30.00</b>     |             |
| <b>00256 MODERN PEST SERVICES</b>      |       |       |  |            |                  |             |
| 0149                                   | 23821 | 04    | NBCC PEST CONTROL                                  | 5734050    |                  |             |
|  |       |       | E 13-03-20-12                                      |            | 66.00            | 0.00        |
|  |       |       | FACILITIES / NBCC - SERVICES / PEST CONTROL        |            |                  |             |
|  |       |       | <b>Vendor Total-</b>                               |            | <b>66.00</b>     |             |
| <b>00182 PIKE INDUSTRIES, INC.</b>     |       |       |  |            |                  |             |
| 0149                                   | 23822 | 04    | COLD PATCH   | 1221720    |                  |             |
|  |       |       | E 10-01-30-04                                      |            | 127.27           | 0.00        |
|  |       |       | PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING     |            |                  |             |
|  |       |       | <b>Invoice Total-</b>                              |            | <b>127.27</b>    |             |
| 0149                                   | 23822 | 04    | CRUSHED STONE                                      | 1222234    |                  |             |
|  |       |       | E 10-01-30-04                                      |            | 313.74           | 0.00        |
|  |       |       | PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING     |            |                  |             |
|  |       |       | <b>Invoice Total-</b>                              |            | <b>313.74</b>    |             |

A / P Warrant

Warrant 44

| Jrnl                         | Check   | Month | Invoice Description       | Reference       | Amount          | Encumbrance |
|------------------------------|---|-------|---------------------------|-----------------|-----------------|-------------|
| Description                  | Account   | Proj  |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>441.01</b>   |             |
| 00000 PIRES, STEPHANIE M     |   |       |                           |                 |                 |             |
| 0149                         | 23823   | 04    | EXCISE REIMBURSEMENT      | 4/7/2023        |                 |             |
| EXCISE REIMBURSEMENT         | R 01-13   |       |                           |                 | 284.22          | 0.00        |
|                              | GEN'L GOV. - EXCISE - MV                            |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>284.22</b>   |             |
| 00040 POWER EQUIPMENT PLUS   |   |       |                           |                 |                 |             |
| 0149                         | 23824   | 04    | REMOVE TRES INSTALL TRACK | 990029723       |                 |             |
| REMOVE TRES INSTALL TRACK    | E 05-05-35-01                                       |       |                           |                 | 155.00          | 0.00        |
|                              | PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT   |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>155.00</b>   |             |
| 00775 RASMUSSEN, HANS        |   |       |                           |                 |                 |             |
| 0149                         | 23825   | 04    | MILEAGE REIMBURSMNT 408   | 3/1-3/31/23     |                 |             |
| MILEAGE REIMBURSMNT 408      | E 01-20-20-02                                       |       |                           |                 | 187.68          | 0.00        |
|                              | GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>187.68</b>   |             |
| 00003 REGISTRY OF DEEDS      |   |       |                           |                 |                 |             |
| 0149                         | 23826   | 04    | 2 LIEN DISCHARGES         |                 |                 |             |
| 2 LIEN DISCHARGES            | E 01-10-47-01                                       |       |                           |                 | 38.00           | 0.00        |
|                              | GEN'L GOV. / ADMIN - FEES / DISCHARGE               |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>38.00</b>    |             |
| 00385 RJD APPRAISAL          |   |       |                           |                 |                 |             |
| 0149                         | 23827   | 04    | APRIL ASSESSING SERVICES  | 2023            |                 |             |
| APRIL ASSESSING SERVICES     | E 01-10-15-04                                       |       |                           |                 | 2,312.50        | 0.00        |
|                              | GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING       |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>2,312.50</b> |             |
| 00478 SEACOAST SECURITY, INC |   |       |                           |                 |                 |             |
| 0149                         | 23828   | 04    | TOWN OFFICE SECURITY      | 835072          |                 |             |
| TOWN OFFICE SECURITY         | E 13-14-20-10                                       |       |                           |                 | 461.40          | 0.00        |
|                              | FACILITIES / TOWN OFFICE - SERVICES / SECURITY      |       |                           |                 |                 |             |
| <b>Invoice Total-</b>        |   |       |                           |                 | <b>461.40</b>   |             |
| 0149                         | 23828   | 04    | TS SECURITY               | 835113          |                 |             |
| TS SECURITY                  | E 13-09-20-10                                       |       |                           |                 | 467.40          | 0.00        |
|                              | FACILITIES / TRANSFER STA - SERVICES / SECURITY     |       |                           |                 |                 |             |
| <b>Invoice Total-</b>        |   |       |                           |                 | <b>467.40</b>   |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>928.80</b>   |             |
| 00000 SOLOMON, DEBORAH L     |   |       |                           |                 |                 |             |
| 0149                         | 23829   | 04    | EXCISE REIMBURSEMENT      | 3/4/2023        |                 |             |
| EXCISE REIMBURSEMENT         | R 01-13   |       |                           |                 | 76.14           | 0.00        |
|                              | GEN'L GOV. - EXCISE - MV                            |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>76.14</b>    |             |
| 00612 SPECTRUM ENTERPRISE    |   |       |                           |                 |                 |             |
| 0149                         | 23830   | 04    | TOWN OFFICE INTERNET      | 084051401040123 |                 |             |
| TOWN OFFICE INTERNET         | E 01-10-20-01                                       |       |                           |                 | 152.28          | 0.00        |
|                              | GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO        |       |                           |                 |                 |             |
| <b>Vendor Total-</b>         |   |       |                           |                 | <b>152.28</b>   |             |
| 00424 STEVENS, JASON         |   |       |                           |                 |                 |             |
| 0149                         | 23831   | 04    | COLD PATCH POT HOLES      | 3/26/2023       |                 |             |
| 1 TON 17HRS                  | E 10-01-20-07                                       |       |                           |                 | 1,090.72        | 0.00        |
|                              | PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED     |       |                           |                 |                 |             |
| <b>Invoice Total-</b>        |   |       |                           |                 | <b>1,090.72</b> |             |
| 0149                         | 23831   | 04    | POT HOLES, CHIP, DEAD TRE | 4/2/2023        |                 |             |

A / P Warrant

Warrant 44

| Jrnl                                   | Check | Month | Invoice Description                                   | Reference      | Amount    | Encumbrance |
|--|-------|-------|---|----------------|-----------|-------------|
| Description                            |       |       | Account   | Proj           |           |             |
| 1 TON 41.5HRS                          |       |       | E 10-01-20-06   |                | 2,662.64  | 0.00        |
|  |       |       | PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS          |                |           |             |
| MINI EXCAVATOR 8 HRS                   |       |       | E 10-01-20-06   |                | 906.72    | 0.00        |
|  |       |       | PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS          |                |           |             |
| CHAINSAW 24 HRS                        |       |       | E 10-01-20-06   |                | 668.64    | 0.00        |
|  |       |       | PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS          |                |           |             |
| LABOR 8HRS                             |       |       | E 10-01-20-07   |                | 158.08    | 0.00        |
|  |       |       | PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED       |                |           |             |
|  |       |       | Invoice Total-  |                | 4,396.08  |             |
|  |       |       | Vendor Total-   |                | 5,486.80  |             |
| <b>00048 TREASURER, STATE OF MAINE</b> |       |       |   |                |           |             |
| 0149                                   | 23832 | 04    | PLUMBING PERMITS                                      |                |           |             |
|  |       |       | G 1-211-00  |                | 220.00    | 0.00        |
| PLUMBING PERMITS                       |       |       | GEN'L FUND / PLUMB. PERM.                             |                |           |             |
|  |       |       | Vendor Total-   |                | 220.00    |             |
| <b>00063 TREASURER, STATE OF MAINE</b> |       |       |   |                |           |             |
| 0149                                   | 23833 | 04    | FILE CABINETS   | 158524         |           |             |
|  |       |       | E 01-10-30-03   |                | 10.00     | 0.00        |
| FILE CABINETS                          |       |       | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE                |                |           |             |
|  |       |       | Vendor Total-   |                | 10.00     |             |
| <b>00379 TREASURER, STATE OF MAINE</b> |       |       |   |                |           |             |
| 0149                                   | 23834 | 04    | FUEL CHARGES  | 23BG0046607    |           |             |
|  |       |       | E 05-05-30-02   |                | 896.39    | 0.00        |
| FUEL CHARGES                           |       |       | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL         |                |           |             |
|  |       |       | Vendor Total-   |                | 896.39    |             |
| <b>00611 TREASURER, STATE OF MAINE</b> |       |       |   |                |           |             |
| 0149                                   | 23835 | 04    | COMPOST LICENSE                                       | 2023           |           |             |
|  |       |       | E 15-05-46-07   |                | 57.63     | 0.00        |
| COMPOST LICENSE                        |       |       | SOLID WASTE / WASTE - LICENSES / TRNSFR STATN         |                |           |             |
|  |       |       | Vendor Total-   |                | 57.63     |             |
| <b>00265 UNITED STATES CELLULAR</b>    |       |       |   |                |           |             |
| 0149                                   | 23836 | 04    | COMMUNICATIONS  | 0571449695     |           |             |
|  |       |       | E 13-01-20-01   |                | 116.48    | 0.00        |
| FACILITY MAINTENANCE                   |       |       | FACILITIES / GENERAL - SERVICES / COMMUNICATIO        |                |           |             |
| TOWN MANAGER                           |       |       | E 01-15-20-01   |                | 173.26    | 0.00        |
|  |       |       | GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO        |                |           |             |
| FD                                     |       |       | E 05-05-20-01   |                | 36.51     | 0.00        |
|  |       |       | PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO |                |           |             |
| CEO                                    |       |       | E 01-20-20-01   |                | 31.51     | 0.00        |
|  |       |       | GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNICATIO   |                |           |             |
| TS                                     |       |       | E 15-05-20-01   |                | 31.51     | 0.00        |
|  |       |       | SOLID WASTE / WASTE - SERVICES / COMMUNICATIO         |                |           |             |
| NEW NUMBER                             |       |       | E 13-01-20-01   |                | 1.00      | 0.00        |
|  |       |       | FACILITIES / GENERAL - SERVICES / COMMUNICATIO        |                |           |             |
| HOT SPOT                               |       |       | E 05-05-20-01   |                | 39.81     | 0.00        |
|  |       |       | PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO |                |           |             |
|  |       |       | Vendor Total-   |                | 430.08    |             |
| <b>00178 WARREN BROTHERS</b>           |       |       |   |                |           |             |
| 0149                                   | 23837 | 04    | PLOWING CONTRACT                                      | 4/23/2023      |           |             |
|  |       |       | E 10-10-20-07   |                | 22,870.00 | 0.00        |
| PLOWING CONTRACT                       |       |       | PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED    |                |           |             |
|  |       |       | Vendor Total-   |                | 22,870.00 |             |
| <b>00013 WASTE MANAGEMENT OF</b>       |       |       |   |                |           |             |
| 0149                                   | 23838 | 04    | CFAS DUMPSTER   | 2064169-2080-2 |           |             |

**A / P Warrant**

Warrant 44

| Jrnl                          | Check | Month | Invoice Description                            | Reference      | Amount            | Encumbrance |
|-------------------------------|-------|-------|--|----------------|-------------------|-------------|
| Description                   |       |       | Account  | Proj           |                   |             |
| CFAS DUMPSTER                 |       |       | E 25-30-20-06                                  |                | 92.74             | 0.00        |
|                               |       |       | RECREATION / REC PROGRAMS - SERVICES / RENTALS |                |                   |             |
|                               |       |       | <b>Invoice Total-</b>                          |                | <b>92.74</b>      |             |
| 0149                          | 23838 | 04    | DEMO WASTE                                     | 2065498-2080-4 |                   |             |
| DEMO WASTE                    |       |       | E 15-05-20-13                                  |                | 1,529.13          | 0.00        |
|                               |       |       | SOLID WASTE / WASTE - SERVICES / DISPOSAL      |                |                   |             |
|                               |       |       | <b>Invoice Total-</b>                          |                | <b>1,529.13</b>   |             |
| 0149                          | 23838 | 04    | MIXED WASTE                                    | 2065497-2080-6 |                   |             |
| MIXED WASTE                   |       |       | E 15-05-20-13                                  |                | 6,704.16          | 0.00        |
|                               |       |       | SOLID WASTE / WASTE - SERVICES / DISPOSAL      |                |                   |             |
|                               |       |       | <b>Invoice Total-</b>                          |                | <b>6,704.16</b>   |             |
|                               |       |       | <b>Vendor Total-</b>                           |                | <b>8,326.03</b>   |             |
| <b>00369 WB MASON CO, INC</b> |       |       |  |                |                   |             |
| 0149                          | 23839 | 04    | BINDER   | 237272688      |                   |             |
| BINDER                        |       |       | E 01-10-30-03                                  |                | 35.09             | 0.00        |
|                               |       |       | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE         |                |                   |             |
|                               |       |       | <b>Invoice Total-</b>                          |                | <b>35.09</b>      |             |
| 0149                          | 23839 | 04    | LABELS   | 237330070      |                   |             |
| LABELS                        |       |       | E 01-10-30-03                                  |                | 34.78             | 0.00        |
|                               |       |       | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE         |                |                   |             |
|                               |       |       | <b>Invoice Total-</b>                          |                | <b>34.78</b>      |             |
|                               |       |       | <b>Vendor Total-</b>                           |                | <b>69.87</b>      |             |
| <b>00795 WORTHING, JEFF</b>   |       |       |  |                |                   |             |
| 0149                          | 23840 | 04    | MILEAGE REIMBURSEMENT 279                      | 2/14-3/31/23   |                   |             |
| MILEAGE REIMBURSEMENT 279     |       |       | E 05-30-20-02                                  |                | 125.55            | 0.00        |
|                               |       |       | PUBLIC SAFTY / ACO - SERVICES / TRANSPORTATI   |                |                   |             |
|                               |       |       | <b>Vendor Total-</b>                           |                | <b>125.55</b>     |             |
|                               |       |       | <b>Prepaid Total-</b>                          |                | <b>0.00</b>       |             |
|                               |       |       | <b>Current Total-</b>                          |                | <b>118,155.32</b> |             |
|                               |       |       | <b>EFT Total-</b>                              |                | <b>0.00</b>       |             |
|                               |       |       | <b>Warrant Total-</b>                          |                | <b>118,155.32</b> |             |

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

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



| Vendor                                      | Amount           | Account   |
|---|------------------|---|
| <b>01 GEN'L GOV.</b>                        |                  |   |
| <b>01-0 GEN'L GOV. / NO DIVISION CONT'D</b> |                  |   |
| 00001 - MAINE MUNICIPAL                     | 1,988.02         | E 01-10-10-13 GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS       |
| 00001 - MAINE MUNICIPAL                     | 994.01           | E 01-15-10-13 GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS     |
| 00000 - BICKFORD, JEFFREY                   | 12.51            | R 01-13 GEN'L GOV. - EXCISE - MV                              |
| 00468 - CONSOLIDATED COMMUNICATIONS         | 51.54            | E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO    |
| 00000 - FULLING, TAMMY                      | 112.68           | R 01-13 GEN'L GOV. - EXCISE - MV                              |
| 00749 - IWORQ                               | 3,500.00         | E 01-20-46-12 GEN'L GOV. / CODE ENFORCE - LICENSES / CEO SOFT |
| 00000 - LAVENSON, JOEL                      | 785.75           | R 01-13 GEN'L GOV. - EXCISE - MV                              |
| 00638 - LEAF                                | 142.42           | E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED      |
| 00582 - MAINE TECHNOLOGY GROUP              | 1,445.58         | E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT  |
| 00582 - MAINE TECHNOLOGY GROUP              | 395.63           | E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT  |
| 00589 - JJC PHOTO GRAPHIC                   | 200.00           | E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED      |
| 00000 - PIRES, STEPHANIE M                  | 284.22           | R 01-13 GEN'L GOV. - EXCISE - MV                              |
| 00003 - REGISTRY OF DEEDS                   | 38.00            | E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE           |
| 00775 - RASMUSSEN, HANS                     | 187.68           | E 01-20-20-02 GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPOR |
| 00385 - RJD APPRAISAL                       | 2,312.50         | E 01-10-15-04 GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING   |
| 00000 - SOLOMON, DEBORAH L                  | 76.14            | R 01-13 GEN'L GOV. - EXCISE - MV                              |
| 00612 - SPECTRUM ENTERPRISE                 | 152.28           | E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO    |
| 00265 - UNITED STATES CELLULAR              | 173.26           | E 01-15-20-01 GEN'L GOV. / MANAGER - SERVICES / COMMUNICATI   |
| 00265 - UNITED STATES CELLULAR              | 31.51            | E 01-20-20-01 GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUN   |
| 00369 - WB MASON CO, INC                    | 35.09            | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE          |
| 00369 - WB MASON CO, INC                    | 34.78            | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE          |
| 00063 - TREASURER, STATE OF MAINE           | 10.00            | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE          |
| 00376 - CARDMEMBER SERVICES                 | 29.98            | E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED      |
| 00376 - CARDMEMBER SERVICES                 | 57.05            | E 01-35-30-05 GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER  |
| 00376 - CARDMEMBER SERVICES                 | 49.41            | E 01-35-30-05 GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER  |
| 00376 - CARDMEMBER SERVICES                 | 75.00            | E 01-35-30-05 GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER  |
| 00310 - MMTCTA                              | 30.00            | E 01-10-14-04 GEN'L GOV. / ADMIN - MEMBERSHIP / MTCTA         |
| 00376 - CARDMEMBER SERVICES                 | 43.99            | E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING       |
| 00376 - CARDMEMBER SERVICES                 | 96.90            | E 01-25-30-03 GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE   |
| 00376 - CARDMEMBER SERVICES                 | 158.89           | 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                 | 99.94            | E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING       |
| 00376 - CARDMEMBER SERVICES                 | 269.86           | E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED      |
| 00376 - CARDMEMBER SERVICES                 | 67.58            | E 01-10-47-04 GEN'L GOV. / ADMIN - FEES / CREDIT CARD         |
| 00376 - CARDMEMBER SERVICES                 | 39.98            | 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                 | 16.95            | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE          |
| 00376 - CARDMEMBER SERVICES                 | 18.00            | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE          |
| 00376 - CARDMEMBER SERVICES                 | 36.28            | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE          |
| <b>Division Total-</b>                      | <b>14,253.41</b> |   |
| <b>Department Total-</b>                    | <b>14,253.41</b> |   |

**05 PUBLIC SAFETY**

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

|                                   |        |   |
|-----------------------------------|--------|---|
| 00682 - ALLEN UNIFORM SALES, INC. | 129.40 | E 05-05-30-08 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / UNIFORM |
| 00118 - B&B EMBROIDERY            | 250.00 | E 05-05-30-08 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / UNIFORM |
| 00376 - CARDMEMBER SERVICES       | 23.98  | E 05-05-30-03 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OFFICE  |
| 00376 - CARDMEMBER SERVICES       | 71.27  | E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP  |
| 00376 - CARDMEMBER SERVICES       | 16.25  | E 05-05-30-03 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OFFICE  |
| 00795 - WORTHING, JEFF            | 125.55 | E 05-30-20-02 PUBLIC SAFETY / ACO - SERVICES / TRANSPORTATI     |
| 00265 - UNITED STATES CELLULAR    | 39.81  | E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN  |
| 00265 - UNITED STATES CELLULAR    | 36.51  | E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN  |

**Department Summary**

| Vendor  | Amount           | Account  |
|---|------------------|--|
| <b>05 PUBLIC SAFTY CONT'D</b>                 |                  |  |
| <b>05-0 PUBLIC SAFTY / NO DIVISION CONT'D</b> |                  |  |
| 00379 - TREASURER, STATE OF MAINE             | 896.39           | E 05-05-30-02 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL    |
| 00040 - POWER EQUIPMENT PLUS                  | 155.00           | E 05-05-35-01 PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMEI |
| 00697 - KENNEBEC VALLEY HUMANE SOCIET         | 1,267.62         | E 05-30-20-07 PUBLIC SAFTY / ACO - SERVICES / CONTRACTED       |
| 00656 - DELTA EDUCATION AND AMBULANCE         | 47,745.00        | E 05-05-20-20 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / AMBULAI |
| 00020 - CENTRAL MAINE POWER                   | 149.50           | E 05-25-20-04 PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRI |
| 00468 - CONSOLIDATED COMMUNICATIONS           | 49.74            | E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN  |
| 00001 - MAINE MUNICIPAL                       | 1,988.02         | E 05-05-10-13 PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEF  |
| <b>Division Total-</b>                        | <b>52,944.04</b> |  |
| <b>Department Total-</b>                      | <b>52,944.04</b> |  |
| <b>10 PUBLIC WORKS</b>                        |                  |  |
| <b>10-0 PUBLIC WORKS / NO DIVISION CONT'D</b> |                  |  |
| 00182 - PIKE INDUSTRIES, INC.                 | 127.27           | E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN    |
| 00182 - PIKE INDUSTRIES, INC.                 | 313.74           | E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN    |
| 00424 - STEVENS, JASON                        | 1,090.72         | E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT    |
| 00424 - STEVENS, JASON                        | 2,662.64         | E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS     |
| 00424 - STEVENS, JASON                        | 906.72           | E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS     |
| 00424 - STEVENS, JASON                        | 668.64           | E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS     |
| 00424 - STEVENS, JASON                        | 158.08           | E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT    |
| 00178 - WARREN BROTHERS                       | 22,870.00        | E 10-10-20-07 PUBLIC WORKS / PLOW & SAND - SERVICES / CONTR    |
| <b>Division Total-</b>                        | <b>28,797.81</b> |  |
| <b>Department Total-</b>                      | <b>28,797.81</b> |  |
| <b>13 FACILITIES</b>                          |                  |  |
| <b>13-0 FACILITIES / NO DIVISION CONT'D</b>   |                  |  |
| 00376 - CARDMEMBER SERVICES                   | 516.99           | E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT       |
| 00376 - CARDMEMBER SERVICES                   | 19.99            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00376 - CARDMEMBER SERVICES                   | 443.19           | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00376 - CARDMEMBER SERVICES                   | 93.65            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00376 - CARDMEMBER SERVICES                   | 22.25            | E 13-14-30-04 FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING  |
| 00376 - CARDMEMBER SERVICES                   | 24.02            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00376 - CARDMEMBER SERVICES                   | 39.99            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00000 - BURTS SECURITY CENTER                 | 24.75            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00732 - HIGHT FORD                            | 242.00           | E 13-01-35-03 FACILITIES / GENERAL - REPAIRS / FM ONE-TON      |
| 00376 - CARDMEMBER SERVICES                   | 146.50           | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00376 - CARDMEMBER SERVICES                   | 33.88            | E 13-14-30-04 FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING  |
| 00376 - CARDMEMBER SERVICES                   | 9.86             | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00478 - SEACOAST SECURITY, INC                | 461.40           | E 13-14-20-10 FACILITIES / TOWN OFFICE - SERVICES / SECURITY   |
| 00478 - SEACOAST SECURITY, INC                | 467.40           | E 13-09-20-10 FACILITIES / TRANSFER STA - SERVICES / SECURITY  |
| 00265 - UNITED STATES CELLULAR                | 116.48           | E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO   |
| 00265 - UNITED STATES CELLULAR                | 1.00             | E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO   |
| 00256 - MODERN PEST SERVICES                  | 66.00            | E 13-03-20-12 FACILITIES / NBCC - SERVICES / PEST CONTROL      |
| 00009 - HAMMOND LUMBER COMPANY                | 17.10            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00009 - HAMMOND LUMBER COMPANY                | 25.38            | E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING           |
| 00009 - HAMMOND LUMBER COMPANY                | 89.81            | E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING           |
| 00009 - HAMMOND LUMBER COMPANY                | 39.09            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00009 - HAMMOND LUMBER COMPANY                | 31.99            | E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING           |
| 00009 - HAMMOND LUMBER COMPANY                | 17.89            | E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING      |
| 00267 - IRVING OIL CORPORATION                | 913.70           | E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL           |
| 00001 - MAINE MUNICIPAL                       | 994.01           | E 13-01-10-13 FACILITIES / GENERAL - PERSONNEL / BENEFITS      |
| 00289 - AUGUSTA FUEL CORP.                    | 573.99           | E 13-03-20-05 FACILITIES / NBCC - SERVICES / HEATING           |
| 00289 - AUGUSTA FUEL CORP.                    | 127.24           | E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL           |
| 00289 - AUGUSTA FUEL CORP.                    | 85.32            | E 13-02-20-05 FACILITIES / CFAS - SERVICES / HEATING           |



| Vendor                                      | Amount          | Account  |
|---|-----------------|--|
| <b>13 FACILITIES CONT'D</b>                 |                 |  |
| <b>13-0 FACILITIES / NO DIVISION CONT'D</b> |                 |  |
| 00289 - AUGUSTA FUEL CORP.                  | 49.62           | E 13-09-20-05 FACILITIES / TRANSFER STA - SERVICES / HEATING |
| 00289 - AUGUSTA FUEL CORP.                  | 109.00          | E 13-04-20-05 FACILITIES / GARAGE - SERVICES / HEATING       |
| <b>Division Total-</b>                      | <b>5,803.49</b> |  |
| <b>Department Total-</b>                    | <b>5,803.49</b> |  |

**15 SOLID WASTE**

**15-0 SOLID WASTE / NO DIVISION CONT'D**

|                                      |                  |   |
|--------------------------------------|------------------|---|
| 00001 - MAINE MUNICIPAL              | 994.01           | E 15-05-10-13 SOLID WASTE / WASTE - PERSONNEL / BENEFITS    |
| 00009 - HAMMOND LUMBER COMPANY       | 34.99            | E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING    |
| 00161 - MAINE PAPER SOLUTIONS LLC    | 36.55            | E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING    |
| 00265 - UNITED STATES CELLULAR       | 31.51            | E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO |
| 00623 - BELGRADE MECHANICAL SERVICES | 1,134.36         | E 15-05-35-11 SOLID WASTE / WASTE - REPAIRS / SKID STEER    |
| 00013 - WASTE MANAGEMENT OF          | 1,529.13         | E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL     |
| 00013 - WASTE MANAGEMENT OF          | 6,704.16         | E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL     |
| 00376 - CARDMEMBER SERVICES          | 31.99            | E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING    |
| 00376 - CARDMEMBER SERVICES          | 20.99            | E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING    |
| 00376 - CARDMEMBER SERVICES          | 46.38            | E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING    |
| 00611 - TREASURER, STATE OF MAINE    | 57.63            | E 15-05-46-07 SOLID WASTE / WASTE - LICENSES / TRNSFR STATN |
| 00376 - CARDMEMBER SERVICES          | 230.00           | E 15-05-40-04 SOLID WASTE / WASTE - PURCHASES / EQUIPMENT   |
| <b>Division Total-</b>               | <b>10,851.70</b> |   |
| <b>Department Total-</b>             | <b>10,851.70</b> |   |

**20 SOCIAL SRVS**

**20-0 SOCIAL SRVS / NO DIVISION CONT'D**

|                             |              |  |
|-----------------------------|--------------|--|
| 00376 - CARDMEMBER SERVICES | 10.98        | E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM |
| 00376 - CARDMEMBER SERVICES | 11.99        | E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM |
| 00376 - CARDMEMBER SERVICES | 31.50        | E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM |
| <b>Division Total-</b>      | <b>54.47</b> |  |
| <b>Department Total-</b>    | <b>54.47</b> |  |

**25 RECREATION**

**25-0 RECREATION / NO DIVISION CONT'D**

|                             |                 |   |
|-----------------------------|-----------------|---|
| 00376 - CARDMEMBER SERVICES | 527.49          | E 25-30-40-04 RECREATION / REC PROGRAMS - PURCHASES / EQUIP |
| 00376 - CARDMEMBER SERVICES | 125.00          | E 25-30-13-01 RECREATION / REC PROGRAMS - EDUCATION / EDUC  |
| 00376 - CARDMEMBER SERVICES | 150.78          | E 25-30-31-03 RECREATION / REC PROGRAMS - SPECIAL / EASTER  |
| 00013 - WASTE MANAGEMENT OF | 92.74           | E 25-30-20-06 RECREATION / REC PROGRAMS - SERVICES / RENTAL |
| 00638 - LEAF                | 43.94           | E 25-30-20-07 RECREATION / REC PROGRAMS - SERVICES / CONTRA |
| 00001 - MAINE MUNICIPAL     | 994.01          | E 25-30-10-13 RECREATION / REC PROGRAMS - PERSONNEL / BENEI |
| <b>Division Total-</b>      | <b>1,933.96</b> |   |
| <b>Department Total-</b>    | <b>1,933.96</b> |   |

**30 LIBRARY**

**30-0 LIBRARY / NO DIVISION CONT'D**

|                                       |                 |   |
|---------------------------------------|-----------------|---|
| 00001 - MAINE MUNICIPAL               | 994.01          | E 30-01-10-13 LIBRARY / LIBRARY - PERSONNEL / BENEFITS  |
| 00238 - BAKER & TAYLOR BOOKS # 510486 | 238.80          | E 30-01-30-09 LIBRARY / LIBRARY - SUPPLIES / BOOKS      |
| 00376 - CARDMEMBER SERVICES           | 6.94            | E 30-01-30-01 LIBRARY / LIBRARY - SUPPLIES / POSTAGE    |
| 00376 - CARDMEMBER SERVICES           | 16.95           | E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED |
| <b>Division Total-</b>                | <b>1,256.70</b> |   |
| <b>G/L Account Total</b>              | <b>1,256.70</b> |   |

**G/L Accounts**

**G/L Accounts-0 / NO DIVISION CONT'D**

|                                   |          |                                      |
|-----------------------------------|----------|--------------------------------------|
| 00048 - TREASURER, STATE OF MAINE | 220.00   | G 1-211-00 GEN'L FUND / PLUMB. PERM. |
| 00001 - MAINE MUNICIPAL           | 1,230.24 | G 1-225-00 GEN'L FUND / HEALTH INS.  |
| 00001 - MAINE MUNICIPAL           | 100.50   | G 1-226-00 GEN'L FUND / DENTAL INS   |

# Department Summary

| Vendor                                     | Amount                 | Account                                |
|--|------------------------|--|
| <b>G/L Accounts CONT'D</b>                 |                        |  |
| <b>G/L Accounts-0 / NO DIVISION CONT'D</b> |                        |  |
| 00001 - MAINE MUNICIPAL                    | 248.49                 | G 1-229-00 GEN'L FUND / LIFE INS       |
| 00009 - HAMMOND LUMBER COMPANY             | 460.51                 | G 3-601-00 CAPITAL PROJ / MAINT. GARAG |
| <b>Division Total-</b>                     | <b><u>2,259.74</u></b> |  |
| <b>G/L Account Total</b>                   | <b><u>2,259.74</u></b> |  |
| <b>Final Total-</b>                        | <b>118,155.32</b>      |  |

## TM Report 04/18/2023

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### *Comprehensive Plan, Digital Mapping*

Joel from KVCOG has been on vacation. I have spoken with Executive Director Matt Underwood, who will speak with Joel once he has returned to determine what map services can be provided.

CAI offers parcel data and integration of property tax cards, photos and sketches of each property. It is unknown at this time if KVCOG can offer the same service.

Right now, we know that updating our comprehensive plan with basic map updates will run \$28,000 +/- with KVCOG. Additional map services will incur additional costs.

CAI can digitize maps and integrate the additional items as listed above for \$29,000 +/- . We are also exploring integration of permits through iWorq with CAI and the cost to do so.

In addition, the company we utilize for our website (CivicPlus) also offers modules for permitting which may be a better fit for Belgrade. Both Hans and I will be exploring this to see if this is something I should bring to the Board for consideration at a future meeting.

### *Center for All Seasons*

Recreation Director Dan MacGlashing will be away the first week of May, the center will open at 9 a.m. instead of 8 while he is away – staff has been scheduled to ensure coverage, there will be no disruption of programming or services. Notices will be posted the week prior.

### *Cemetery Committee*

Would like to request the Board consider a warrant article for the June ballot to move \$10,000 from undesignated funds to the reserve account. The Plan 5 Capital Projects account currently has a balance of \$6,329.86. This has been added to your agenda.

### *Acceptable Use Policy*

To keep our cybersecurity coverage through MMA, I've been working on an Acceptable Use policy which will need to be in place by June. Nick and I have reviewed a first draft, and this will be presented to the Selectboard for consideration at a future meeting.

### *Warrant Articles, Public Hearing*

With the upcoming school budget vote in June, I worked on final warrant articles this week for the Board's consideration April 18. These need to be finalized so that a public hearing can be scheduled to be in compliance with Maine statutes. Mary worked on the final warrant and ballot, and we should have that wrapped up in the next week or so. On the ballot (with Board approval) will be the re-establishment of the Planning Board Ordinance, a request to appropriate \$10,000 from undesignated funds for the Cemetery



Reserve account (for Plan 5); warrant article(s) to allow the Town to enter into multi-year contracts.

### *Easter*

An employee asked about Easter as a paid holiday. Unfortunately, this is not included in the list of eleven paid holidays in our employee handbook. Checking with the State and other municipalities, this is not a recognized paid holiday.

The Town currently recognizes New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving (including the Friday following Thanksgiving) and Christmas as paid holidays.

### *Safety Training*

Cory, Dan MacGlashing and I met with Lynn Martin to go over safety training. The Transfer Station will be applying for the SHAPE program, as well as Fire & Rescue. This is significant and shows the commitment of these departments to health and safety. Our goal is to have every department work toward and obtain this designation.

### *Public Works Ad Hoc*

The Public Works Ad Hoc committee met Thursday morning to continue exploration and planning for either a contractor or contractors to pick up winter maintenance of our roads; or what a timeline and costs would be associated with creating a public works department. The committee is looking to put the RFP out again, open ended until a contractor is secured. This request is included for April 18.

### *Site Visits*

Cory, Chair Barbara Allen, and I did site visits of some of our facilities to get a better understanding of repairs and maintenance needed to put these into tip-top shape. The visits were interesting and very enlightening.

We were able to visit several parks, the Village Fire Station, Dalton properties, Center for All Seasons and the Transfer Station. We will schedule another day to visit the remaining facilities.

### *ACO*

I worked with our ACO on a couple of dogs at large cases, and we've gotten some identifying clothing ordered for him as he continues in his duties.

### *HR/Policies*

I attended HR training last week and came away with a list of policies to cross-check with what we have in place currently. As I identify missing items, I will be bringing these policies to the Selectboard for their consideration. Having said that, the employee

guidelines handbook needs some updating as pointed out by an employee recently. This will be a work in progress.

I believe we have a final policy to address vaccination requirements from Maine EMS for Fire & Rescue. I wrote a policy and sent that over to Dan and his crew for review. Once they made their edits, I sent out for legal review and then back to Fire & Rescue for any final edits. I believe we have a final draft as an agenda item for your consideration.

#### *Safety Grant*

Signed off on a safety grant for Fire & Rescue through MMA – I appreciate the initiative Travis has put into applying for grant funds to help offset costs of much needed equipment.

#### *Brown Tail Moths.*

Met with a resident about brown tail moths and what resources might be available to help mitigate these. I have been monitoring the State's new program which would allow us to apply for grant funds to help remove these from town properties – they are still working on the final rulemaking, so the program has not been launched yet. An interesting PSA on these – moths are drawn to lights during nighttime hours. To help keep them away, try turning off outside lights at night or putting them on a motion sensor. Belgrade seems to be a high population area for them.

#### *Annual Evaluations*

I have been working this week on annual evaluations and will be scheduling a one-on-one with department heads before the end of the month.

#### *North Belgrade Fire Station Dedication*

I am awaiting confirmation and final details on the dedication of the N. Belgrade fire station, tentatively scheduled for May 6.

#### *Memorial Bench*

The bench for Mr. Beck has been received, along with the personalized plaque. Native Notions will be installing the bench in Peninsula Park by the end of the month.

#### **On the radar**

Water Trustee appointments (2 positions open)

Dalton rental agreement(s) – meet with Perkins Leasing

Comprehensive Plan Implementation Oversight Committee

GIS mapping (digitized maps and parcel data)

LD 2003

Possible Broadband Committee

Volunteer Flower Group (volunteers to plant and care for flowers around town)

Strategic Planning/Goals for 2023

Fuel bids (RSU 18 etc.) – May 2

Lakes Committee request – May 2