

TOWN OF BELGRADE  
**Meeting Agenda**  
BOARD OF SELECTPERSONS  
**JUNE 20, 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. Public Comment**
- 2. Review and approve minutes of May 16, 2023**
- 3. UNFINISHED BUSINESS**
  - A. CAI Presentation on Map Digitization – Aaron Weston
  - B. Policy Updates - Descriptions
  - C. Winter Maintenance Bids
  - D. RFP (Assessing, Plumbing/Heating, Tree Services, Banking, Investments, Sand & Salt)
  - E. Property Management bids
- 4. NEW BUSINESS**
  - A. Appointments, Resignations
  - B. Browntail Moth Nuisance Declaration
- 5. OTHER BUSINESS**
- 6. WARRANTS**
- 7. TOWN MANAGER REPORT**
- 8. EXECUTIVE SESSION:** pursuant to 1 M.R.S.A. §405(6) – personnel matter.

# Memo

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## Minutes

Review and approve minutes of June 6, 2023.

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

**The public may also view the meeting and participate online at <https://youtu.be/CrtcTeYrI0>**

**Present:** Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Melanie Jewell, Selectperson Peter Rushton, Town Clerk Mary Vogel.

**Absent:** Selectperson Daniel Newman.

**Remote participants:** Bruce Galouch, Transfer Station/Cemetery & Budget Committee (*Note: In attendance in person at 7:10 p.m.*)

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

Quorum Established

**Open Meeting**

**1. Public Comments**

V. Chair, Carol Johnson noted the Memorial Day Service was successful and that the staff, sexton and cemetery workers did an excellent job organizing the event.

V. Chair, Carol Johnson noted she heard the First Responders Memorial Dedication was successful and wanted to thank the committee for seeing the project through MacGregor Stocco, Mike Heino, and all the committee members.

**2. Review and approve minutes of May 16, 2023**

The Selectpersons reviewed the minutes of the May 16, 2023, meeting. Selectperson, Melanie Jewell noted absent from the minutes was her thank you to Rhaeto Pfister for his service to the Transfer Station Committee and had requested a certificate of appreciation to be awarded to him.

Melanie Jewell commented that she has sought out a volunteer for the Water District Trustee position. He has requested additional information be sent to him. Chair Barbara Allen stated the Town Manager Lorna Dee Nichols should be contacted.

**Selectperson, Melanie Jewell motioned to approve the minutes as amended, Vice Chair Carol Johnson seconded the motion, vote 4-0-1 absent (Daniel Newman).**

### 3. UNFINISHED BUSINESS

#### A. Policy Updates

- The Board reviewed the policy recommendation submitted from the Town Manager for the Juneteenth holiday. It was noted this was a previously observed holiday in 2022.

**Vice Chair Carol Johnson motioned to follow the recommendation of the Town Manager and to approve option #3 to add Juneteenth as a holiday to the employee policies, Selectperson Peter Rushton seconded the motion, vote 4-0-1 absent (Daniel Newman).**

**Selectperson Melanie Jewell made a motion to table the remaining changes to the employee policies until the next meeting, Selectperson Peter Rushton seconded the motion, vote 4-0-1 absent (Daniel Newman).**

#### B. Property Management Proposals

- Chair Selectperson, Barbara Allen announced there were no bids submitted for property management services. The Town Manager would like to reach out to Greg Perkins, from Perkins Leasing to see if they are interested. Vice Chair, Carol Johnson said she is aware of someone who is interested and will contact them.

**Vice Chair Carol Johnson motioned to extend the RFP for the Property Management Proposal until June 16<sup>th</sup>, with the bids to be opened on June 19<sup>th</sup> for the Selectboard meeting on June 20<sup>th</sup>, vote 4-0-1 absent (Daniel Newman).**

#### C. Flower Group

- Sue Perrino and Jill Twist were both present for the discussion of starting a flower committee in Belgrade. Jill noted they are currently a volunteer organization and are interested in becoming a committee of the town to get some funding from the town. Jill mentioned she belonged to the Town of Oakland Garden committee for five years and would like to have something here in Belgrade. Sue Perrino said they are trying to get businesses to adopt a planter. The Board let them know they would have to get on the annual warrant in March and request to become a town committee and ask for permission to fundraise, but they would still not be able to solicit funds from businesses. A discussion ensued about the group remaining a volunteer garden club and applying for a 5013c. They could submit a petition by December 1<sup>st</sup> to the town to request funding from the annual town meeting.

There was some general discussion about where the Selectpersons would like to place flowers on town property. The Board requested they submit a plan, work on getting a committee together and bring their plans back to the board.

#### 4. NEW BUSINESS

Appointments, Resignations

Kelsie Lee was not in attendance for the appointment.

**Selectperson Melanie Jewell made a motion to table the appointment until Ms. Lee could be present, Selectperson Peter Rushton seconded the motion, vote 4-0-1 absent (Daniel Newman).**

Fire Department Dry Hydrant RFP

The Board reviewed the RFP for a Fire Department Dry Hydrant to be installed on Long Pond Drive.

**Vice Chair Carol Johnson motioned to send out the Fire Department RFP, Selectperson Melanie Jewell seconded the motion, vote 4-0-1 absent (Daniel Newman).**

Expenditures of Selectboard Funds

A discussion ensued about the education line of the Selectpersons budget. It was decided if additional money was needed for education, the board should consider adding it to their budget next year but take full advantage of educational opportunities available to them this year. Selectperson Melanie Jewell noted that continued education is important and Board members should take advantage of it.

#### 5. OTHER BUSINESS

A draft policy on a "Town of Belgrade Security Surveillance Camera Policy" was handed out to Selectpersons submitted by the Town Manager. This will be taken up at the next regular selectpersons' meeting.

#### 6. WARRANTS

- Payroll Warrant #58 for \$20,654.34

**Chair Barbara Allen made a motion to approve payroll warrant #58, Selectperson Melanie Jewell seconded the motion, vote 4-0-1 absent (Daniel Newman).**

- BMV Warrant #59 for \$12,436.79

**Chair Barbara Allen made a motion to approve BMV warrant #59, Vice Chair Carol Johnson seconded the motion, vote 4-0-1 absent (Daniel Newman).**

- Payroll Warrant #60 for \$20,858.94

**Chair Barbara Allen made a motion to approve Payroll Warrant #60, Selectperson Melanie Jewell seconded the motion, vote 4-0-1 absent (Daniel Newman).**

- BMV Warrant #61 for \$15,589.29

**Chair Barbara Allen made a motion to approve BMV warrant #61, Vice Chair Carol Johnson seconded the motion, vote 4-0-1 absent (Daniel Newman).**

- AP Warrant #62 for \$716.00

**Chair Barbara Allen made a motion to approve the AP Warrant # 62, Vice Chair Carol Johnson seconded the motion, vote 4-0-1 absent (Daniel Newman).**

- AP Warrant #63 for \$604,752.66

Melanie Jewell requested the Center for All Seasons use Sam's Club for ordering their paper towels.

**Chair Barbara Allen made a motion to approve the AP Warrant #63, Vice Chair Carol Johnson seconded the motion, vote 4-0-1 absent (Daniel Newman).**

- State Payables Warrant #64 for \$33,745.38

**Chair Barbara Allen made a motion to approve State Payables Warrant #64, Vice Chair Carol Johnson seconded the motion, vote 4-0-1 absent (Daniel Newman).**

## 7. TOWN MANAGER REPORT

**Memorial Day Ceremony** – A beautiful day and very well attended event. Thank you to the Cemeteries Committee, Mary Vogel, Cory Alexander and his crew, along with our Fire & Rescue Department for making this so successful! Thank you, also, to the Selectboard members who attended. We had 17 volunteers planting flowers the Thursday prior to – a big thank you to all!

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

**Browntail Moth** – Several folks have been calling looking for information on how best to rid their properties of these pests. The State of Maine has a comprehensive information booklet available on their website, which has been posted to the Town's Facebook page.

**Department Head Meeting** – scheduled for June 8.

**Railroad** – CEO Hans Rasmussen and I will be meeting to go over issues that remain and how these will be addressed with the railroad company and State of Maine this week. Selectboard members have been invited to attend.

**NE Bank visit** – former contact with Androscoggin has joined N.E. Bank and met with the Town Manager, Mary Vogel and Nick Poole to discuss services and products available to the Town. It has been at least ten years since the Town has put a banking RFP out, the Board may want to consider adding to the RFP list after June voting.

**Meetings with CEO and residents** – Hans and I have met with residents to discuss their concerns with violations or potential violations and the best way to get to compliance.

**PW RFP follow-ups** – ad hoc committee member Sara Languet and I have been working to make phone calls as a follow up to the email RFP sent out to be sure they received the information and to answer any questions they may have, also to remind them of the deadline to submit a proposal (June 16). This will be an agenda item for June 20.

**Dangerous Buildings** – CEO Hans Rasmussen has been identifying dangerous buildings as he conducts work throughout the area. This information is being sent to the Board as an fyi in the event of future action the Board may decide to take.

**CAI will present June 20** – at the request of the Board of Selectpersons, CAI has been scheduled to make a presentation to the Board at a regular meeting on June 20 to discuss map digitization.

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

**Property Management RFP** – went out May 22 with a due date of June 2. This is an agenda item for June 6.

**Employee Cookout** – all employees and Selectboard members were invited to enjoy a kickoff to summer cookout on June 2.

**Talking sign** - the talking sign has been repaired and is now back in service.

**First Responder Memorial** – landscaping is complete and dedication ceremony held June 4.

**Belgrade Bulletin** – summer edition completed as a special events only publication printed in-house, folded and mailed out late the week of May 29 prior to June 13 voting.

### **On the radar**

Water Trustee appointments (2 positions open)

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

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

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

LD 2003

Possible Broadband Committee

Strategic Planning/Goals for 2023

PSAP Service – confirm provider to state by end of June

4 Day Work Week / Preferred Employer

Permit/Code Enforcement Modules – updates

Truck for Facilities

CFAS repairs

American Rescue Fund expenditures (finalize)

Tax Commitment, Tax Stabilization Reimbursement (LD290)

**Vice Chair Carol Johnson made a motion to adjourn the meeting at 8:07 p.m., seconded by Chair Barbara Allen, vote 4-0-1 absent (Daniel Newman).**



# Memo

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## CAI Presentation – Aaron Weston

Aaron Weston will be present to explain map digitization services and to answer questions from the Board of Selectpersons.

KVCOG is unable to commit to doing this work, see Joel Greenwood's response below:

*Hi Lorna,*

*So, to clarify the situation per our phone call, the Comprehensive Plan proposal (attached) includes the map creation specifically for use within the comp plan. This map production is unrelated to any tax map digitization and/or online hosting project.*

*Regarding that future project, I am glad that Aaron at CAI has reviewed the existing parcel layer and concluded that it is not technically feasible to use this for any project going forward and certainly defer to his determination on that. At this stage I do not think I can commit to doing any tax map work and online hosting as the project as described would be a bit beyond our staffing capacity at present (it would be a large, time intensive project).*

*I am happy to answer any questions or attend meetings as needed regarding the comp plan update so feel free to contact me about that.*

*Joel*

*Joel Greenwood  
Planning Director  
Kennebec Valley Council of Governments  
17 Main Street, Fairfield, ME 04937  
(207) 453-4258 Ext - 219*

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/>

## **EXTRAS....**

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

### **Secure Staff Site Service** - One time \$950

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

### **Individual Document Upload Tool** - \$700 annually

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

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

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

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

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

### **Batch Document Uploaders** - Fee To Be Determined (TBD)

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

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

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

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

**Dynamic Layer Creation** - One time set up fee TBD

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

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

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

I look forward to hearing from you.

Sincerely,

Aaron

**Aaron Weston**

Business Development Manager



800.322.4540 x28  
direct 603.761.6241



American Rescue Plan Funds

Received \$332,770

*Allocated:*

Dam Remediation - 48,000

Erosion Control - 30,000

Comprehensive Plan - 28,000

Turf Doctor - 10,000

Balance \$216,777

# Memo

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## **Policy Updates**

Carried from your May 2 meeting, as part of an on-going review of the Employee Guidelines handbook, I would respectfully request this update for employee status/definitions.

## **PROPOSED:**

### **EMPLOYEE STATUS and DEFINITIONS**

All employees are in a PROBATIONARY status for the first SIX (6) MONTHS of employment unless an individual contract specifies otherwise. The probationary period shall be considered an extension of the selection process.

The following types of appointments may be made to the Town's service in conformity with the rules established:

#### **DEFINITIONS:**

**FULL-TIME EMPLOYEE**--A full-time position shall be on a continuing or indefinite basis. The employee shall be required to work the standard work week as determined by the Board of Selectpersons of 40 hours. The employee shall have completed a probationary period and shall receive all benefits provided herein.

**PERMANENT PART-TIME EMPLOYEE**— An employee in this category works less than the normal work week (40 hours), but at least 20 hours or more per week on a continuing or indefinite basis. He/she is subject to all personnel rules and regulations. The individual is eligible for certain work-related benefits. Limited vacation, sick leave and holidays may apply (see Section VIII)

**PART-TIME EMPLOYEE**--A part-time position may be on a continuing or indefinite basis. The incumbent shall be required to work a standard work week of less than thirty-two (32) hours per week. The work schedule will vary depending on operational need. The employee may be called in to fill vacancies due to the leaves or absences of full-time employees. The employee will be paid an hourly wage and is not entitled to the benefits provided herein.

**ON-CALL EMPLOYEE**- An on-call position shall not have a definite schedule of standard hours and is subject to call based upon an operational need. The work is intermittent in nature. The employee will be paid an hourly wage and is not entitled to benefits provided herein. The employee may be entitled to mileage reimbursement. The employee may be appointed and subject to an annual stipend.

**TEMPORARY EMPLOYEE**--A temporary position may be appointed for a project for a finite period of time, to fill a specific need of less than a permanent nature, or to fill a temporary vacancy of a full-time or part-time position. Department heads will make a recommendation to the Town Manager when a need arises. The employee will be paid an hourly wage and is not entitled to the benefits provided herein.

**DEPARTMENT HEAD**- The Town of Belgrade recognizes the following positions as department heads under the Town Manager: Town Clerk, Sexton, Facilities Maintenance Director, Code Enforcement Officer, Fire Chief, Transfer Station Manager, Library Director, Parks and Recreation Director.

**SALARIED EMPLOYEE**- A salaried employee is one for whom the wages are fixed from one pay period to the next. The number of hours a salaried employee works may fluctuate from week to week; however, the employee would be required to work as many hours as it takes to satisfactorily meet the needs and demands of that position. A salaried employee shall be considered exempt from overtime and is not eligible for compensatory time.

**EXEMPT EMPLOYEE** - A salaried employee may also be considered an exempt employee if the employee meets all of the following criteria:

Must be paid at least \$41,401 per year (\$796.17 per week).

Must be paid on a salary basis.

Must perform exempt job duties called "executive", "professional" or "administrative".

Exempt executive job duties include regularly supervising two or more other employees, having management as the primary duty, and also having input into the job status of other employees (such as hiring, firing, promotion, or assignments).

Exempt administrative job duties include office work which is directly related to management or general business operations of The Town of Belgrade, and a primary component of which involves the exercise of independent judgment and discretion about matters of significance.

**NON-EXEMPT EMPLOYEE**- Non-exempt employees are paid on an hourly basis for hours worked and are entitled to overtime pay in accordance with the provisions of the FLSA.

**ESSENTIAL EMPLOYEE**- Non-exempt employees who are designated as essential employees are required to work when a closing is authorized, usually in operations that must provide services around the clock.

#### EMPLOYMENT STATUS BY POSITION

Town Manager	Full-time	Salaried, Exempt
Clerk	Full-time	Non-Exempt
Deputy Clerk	Full-time	Non-Exempt
Deputy Clerk	Full-time	Non-Exempt
Treasurer/Tax Collector	Full-time	Non-Exempt
Facilities Maintenance Director	Full-time	Essential
Facilities	Perm. Part-Time	Non-Exempt
Assistant Sexton/Maintenance	Full-time	Non-Exempt
Custodial/Maintenance	Full-time	Non-Exempt
Seasonal Summer	Temporary	Non-Exempt
Recreation Director	Full-time	Non-Exempt
Recreation	Perm. Part-Time	Non-Exempt
ASEP Recreation	Part-time	Non-Exempt
Summer Recreation	Temporary	Non-Exempt
Library Director	Full-time	Non-Exempt
Library	Perm. Part-Time	Non-Exempt
Library	Perm. Part-Time	Non-Exempt
Transfer Station Manager	Full-time	Non-Exempt
Transfer Station	Perm. Part-Time	Non-Exempt
Transfer Station	Perm. Part-Time	Non-Exempt
Transfer Station	Perm. Part-Time	Non-Exempt
Firefighter 1 & 2/EMS	Full-time	Essential



**CURRENT LANGUAGE....**

**SECTION IV – STATUS AND TYPES OF EMPLOYMENT**

All employees are in a PROBATIONARY status for the first SIX (6) MONTHS of employment unless an individual contract specifies otherwise. The probationary period shall be considered an extension of the selection process.

The following types of appointments may be made to the Town’s service in conformity with the rules established:

A. **FULL-TIME:** A full-time employee generally works forty hours per week and on a continuing basis (indefinitely). He/she is subject to all personnel rules and policies, and receives all Page 2 benefits and rights provided in accordance with those rules and policies established in these guidelines

B. **PERMANENT PART-TIME:** An employee in this category works less than the normal work week (40 hours), but at least 20 hours or more per week on a continuing basis (indefinite). He/she is subject to all personnel rules and regulations. The individual is eligible for certain work related benefits. Limited vacation, sick leave and holidays may apply (see Section VIII)

C. Employees who work on a non-permanent (as needed) basis, usually within a limited time frame, and generally for less than 20 hours per week. Note: Some employees in positions designated as TEMPORARY may work 40 hours or more for limited periods of time. They are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation.

Note: The status of each existing position, i.e., (Full-time, Permanent Part-time, or Temporary) is designated in this document. Should new positions be created this document will be amended to reflect that positions status. See Section XIV.

**SECTION XIV**

**EMPLOYMENT STATUS BY POSITION**

Position	Status
Town Manager	Full-time
Clerk/Tax Collector	Full-time
Deputy Clerk	Full-time
Treasurer	Full-time
Executive Board Secretary/Deputy Clerk	Full-time
Facilities Maintenance and Grounds Supervisor/Sexton	Full-time
Recreation Director	Full-time
Library Director	Permanent Part-time
Library Assistant	Temporary
Transfer Station: Manager	Permanent Part-time
Attendant – Compactor	Temporary
Attendant – Recycling Center	Temporary
Seasonal Cemetery Laborers	Temporary
Firefighter 1 & 2/EMS	Full-time

# Memo

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## Winter Maintenance Bids

Review winter maintenance bids received.

May 17, 2023  
Belgrade, ME

To whom it may concern:

This communication is an invitation or re-invitation to bid for 2024-2027 Winter Maintenance of the Town of Belgrade.

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. Our current contract ends in May of 2024. The present RFP will take on a new contractor (with one potential subcontractor) from winter 2024 through May of 2027.

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.

## **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**

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

by **NO LATER THAN 12:00 Noon, Friday, June 16, 2023**. Bids will be publicly opened and the Bidders may be present at the bid opening if so desired. The Board of Selectpersons will review all proposals at their next scheduled meeting on **Tuesday, June 20, 2023 starting at 6:30 p.m.**

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

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Lorna Dee Nichols, Town Manager

**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**

by **NO LATER THAN 12:00 Noon, Friday, June 16, 2023**. Bids will be publicly opened and the Bidders may be present at the bid opening if so desired. The Board of Selectpersons will review all proposals at their next scheduled meeting on **Tuesday, June 20, 2023 starting at 6:30 p.m.**

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 “**Variances**”. *Failure to document such variances 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 from bid opening 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 (who can have no more than ONE other subcontractor in a joint operation to fulfill this contract and indicate such as a “**VARIANCE**” in the bid proposal) 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 “DISTRICT” 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 & 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 & Turn-around	<u>0.60</u>
		<b>TOTAL</b>	<b>34.65</b>

**NORTH "DISTRICT" 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.** *It is notable that in previous snowplow seasons different outfits serviced each "District", meaning a total of two outfits for one season.*

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 (any deviation that can fulfill the needs of this contract must be detailed in a VARIANCE document for consideration):

- FIVE (5) Trucks at least 7 Yard capacity each and equipped with plow/Wing/Sander,
- ONE (1) four-wheel drive truck (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 yard.

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 Chief or his designee, Maine State Police or Kennebec County Sheriff's Office 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.

**THE TOWN**

1) The **TOWN AGREES** to pay the **CONTRACTOR** pursuant to the payment schedule, which is part of the Contract Agreement (Attachment “A”), and as shown below:

**ATTACHMENT “A”**  
**PAY SCHEDULE**

	Payment date	% & Amount Year 1	Payment date	% & Amount Year 2	Payment date	% & Amount Year 3
	10/11/24	10.0%	10/03/25	10.0%	10/02/26	10.0%
	11/01/24	5.0%	11/14/25	5.0%	11/13/26	5.0%
	12/13/24	5.0%	11/28/25	5.0%	11/27/26	5.0%
	01/03/25	7.5%	12/12/25	7.5%	12/11/26	7.5%
	01/17/25	7.5%	12/26/25	7.5%	12/18/26	7.5%
	02/14/25	10.0%	01/02/26	10.0%	01/15/27	10.0%
	02/28/25	10.0%	01/16/26	10.0%	02/12/27	10.0%
	03/14/25	10.0%	02/13/26	10.0%	03/12/27	10.0%
	03/28/25	10.0%	02/27/26	10.0%	03/26/27	10.0%
	04/11/25	7.5%	03/13/26	7.5%	04/02/27	7.5%
	04/25/25	7.5%	04/03/26	7.5%	04/16/27	7.5%
	05/02/25	10.0%	05/01/26	10.0%	05/14/27	10.0%
		100.0%		100.0%		100%

2) The **TOWN AGREES** to furnish salt or screened and mixed sand and salt to the **CONTRACTOR**. The sand/salt will be mixed at a ratio set by the Select Board by the end of May of each contract year.

3) The **TOWN AGREES** to allow a portion of work in this contract to be sub-contracted. The **TOWN** must approve the use of any sub-contractors. The **CONTRACTOR** will be held responsible for the action of any sub-contractor.

**TOWN AND CONTRACTOR:**

Both the **TOWN** and **CONTRACTOR** confirm that this agreement will be for **THREE YEARS.**



# Memo

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## **Request for Proposals (RFPs)**

With the approval June 13 of entering into multi-year contracts, the following list represents contracts that have expired or are about to expire for Selectboard approval of issuance of request for proposals of these services:

**Tree Services**

**Plumbing/Heating**

**Assessing**

**Banking**

**Investment**

**Sand and Salt**

TOWN OF BELGRADE  
RFP FOR  
TREE SERVICE

This Proposal Application is made for the 2023 fiscal year (January 1-December 31) by and between the Town of Belgrade, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, (hereafter “OWNER”) and

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

All proposals must be in a sealed envelope marked Tree Service Provider Proposal – Attn: Lorna Dee Nichols and be received in the Town Office at 990 Augusta Road, Belgrade, ME 04917, by noon on \_\_\_\_\_, 2023, and will be opened at that time. The Belgrade Select Board will review the proposals at their \_\_\_\_\_, regular meeting starting at 6:30 p.m.

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

Please contact Lorna Dee Nichols, 495-2258 with any questions concerning the RFP.

WITNESSETH:

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

**Proposal Page**

Company	Contact Person
Tax I. D. Number	e-mail address
Business phone	Cell phone

Town Facilities:

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

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

Normal Hours: \$ \_\_\_\_\_ / hour

Overtime Hours: \$ \_\_\_\_\_ / hour

Emergency Call: \$ \_\_\_\_\_ / hour

Holiday Hours: \$ \_\_\_\_\_ / hour

Bucket Truck: \$ \_\_\_\_\_ / hour

Define Overtime Hours: \_\_\_\_\_

Define or attach your Holiday schedule: \_\_\_\_\_

Scope of work:

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

AVAILABILITY

The CONTRACTOR is available 24/7 at cell # \_\_\_\_\_

Contact person ( \_\_\_\_\_ ) or at cell # \_\_\_\_\_

Contact person ( \_\_\_\_\_ ) or work phone

@ \_\_\_\_\_ or by e-mail @ \_\_\_\_\_

CONTRACTORS OBLIGATIONS

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

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

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

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

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

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

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

## AMENDMENTS TO AGREEMENT

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

## RIGHT TO TERMINATE CONTRACT

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

## SIGNING OF AGREEMENT

This agreement supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement runs from January 1, 2023 to December 31, 2023.

DRAFT



**TOWN OF BELGRADE RFP**

FOR

**PLUMBING & HEATING & PROPANE / NATURAL GAS (under 500,000 BTU)**

**SERVICE AGREEMENT PROPOSAL**

This Proposal Application is for the fiscal year(s) \_\_\_\_\_, Jan. 1, 2023, to Dec. 31 by and between the Town of Belgrade, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, (hereafter "OWNER") and

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Owner & business address

\_\_\_\_\_  
Tax ID number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Business phone

\_\_\_\_\_  
Cellphone

All proposals must be in a sealed envelope marked: Plumbing & Heating & Propane / Natural Gas Proposal ATTN: Lorna Dee Nichols, and must be received in the Town Office at 990 Augusta Road, Belgrade, ME 04917, by noon on \_\_\_\_\_, 2023, and will be opened at that time. The Belgrade Selectboard will review the proposals at its \_\_\_\_\_, 2023, regular meeting starting at 6:30 p.m. at the Town Office.

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

Contact Town Manager Lorna Dee Nichols at [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com) with questions concerning the RFP.

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CONTRACTOR agrees as follows:

SCOPE OF SERVICE: BID PAGE

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Tax ID number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Business phone

\_\_\_\_\_  
Cell phone

Town facilities:

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

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

Normal hours: \$ \_\_\_\_\_ / hour

Overtime hours: \$ \_\_\_\_\_ / hour

Emergency call: \$ \_\_\_\_\_ / hour

Holiday hours: \$ \_\_\_\_\_ / hour

% mark-up on materials / parts \_\_\_\_\_ / each

Define overtime hours: \_\_\_\_\_

Define / attach holiday schedule: \_\_\_\_\_

AVAILABILITY:

The CONTRACTOR is available 24/7 at cell # \_\_\_\_\_.

Contact (person) \_\_\_\_\_ at cell # \_\_\_\_\_.

Contact (person) \_\_\_\_\_ at cell # \_\_\_\_\_ or by email at \_\_\_\_\_.

CONTRACTORS OBLIGATIONS:

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

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

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

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

A record log of maintenance performed for the Town shall be maintained by service personnel. This record shall contain only Town sites and be made available for review upon request of the Town Manager, the Facilities Director or their authorized designee.

AMENDMENTS TO AGREEMENT:

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

RIGHT TO TERMINATE CONTRACT:

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

SIGNING OF AGREEMENT:

This agreement supersedes all prior negotiations, representations or agreements, either written or oral. This agreement runs from Jan. 1 to Dec. 31 (\_\_\_\_\_).

**REQUEST FOR PROPOSAL TAX  
ASSESSOR SERVICES**

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

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

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

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

**SECTION I: GENERAL INFORMATION**

**A. Point of Contact**

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

**B. Town Information**

The Town of Belgrade has approximately 3,200 residents, is located in central Maine, has approximately 3,500 parcels with a taxable value of \$562,211,400 and approximately 50 personal property accounts with a taxable value of \$4,491,200. Please see additional information attached as Exhibit A.

**C. Limits of Liability**

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

#### **D. Type of Contract**

Contracted Tax Assessor for a one (1) year period beginning January 1, 2023 and ending December 31, 2023.

#### **E. Questions**

Questions about the RFP shall be submitted electronically via email to Lorna Dee Nichols at [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)

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

#### **F. Solicitation Process**

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

#### **G. Conditions of Award**

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

#### **H. Amendments to this RFP**

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

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

## I. Insurance Certificates

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

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

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

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

A comprehensive automobile insurance policy with the following limits:

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

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

## J. Confidentiality

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

## SECTION II: PROPOSAL SPECIFICATION

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

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

### B. Bid Response Elements

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

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

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

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

### **SECTION III: EVALUATION CRITERIA**

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

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

**Attachment A**

**Town of Belgrade Assessing Profile**

Total number of real estate accounts:

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

Number and type of exemptions/credits:

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

Number of personal property accounts:

Taxable Value:

Number of BETR accounts:

Number of BETE accounts:

Year of last revaluation:

Latest assessment to sale ratio:

Latest COD:

Number of abatements since last  
revaluation: Number of appeals beyond

Assessor:

Number of TIF districts: 0



## **Attachment B**

### **SCOPE OF SERVICES**

#### **Nature of work:**

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

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

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

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

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

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

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

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

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

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

Deed transfers and research.

State and local reports.

Assistance with TIF creation, amendments, and reporting.

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

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

**Requirements of Work:**

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

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

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

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

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

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

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

**Training and Experience Required:**

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

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

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

DRAFT

**Necessary Special Requirements:**

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

DRAFT

**Attachment C**

**REQUEST FOR PROPOSAL TAX  
ASSESSOR SERVICES**

Assessor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

**Rate for Services:**

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

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

C. Total annual cost to perform services: \_\_\_\_\_

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

**Optional Services:**

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

**Other Expenses:**

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

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

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

If I am selected as the winning bidder, I can provide assessing services beginning on January 1, 2023. I will provide written proof of liability and worker's compensation insurance (if applicable) to the town before the start of work.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

DRAFT

Proposals may be submitted on this bid form and must include proof of CMA certification, list of assessing experience, and three business references with contact numbers. **Please return proposals to the Belgrade Town Manager in an envelope marked "Belgrade Tax Assessor Services Proposal" by 12:00 p.m. noon on Monday,**

\_\_\_\_\_ . The winning proposal will be awarded at a later time after evaluation of all proposals received and approval by the Town of Belgrade Board of Selectmen.

DRAFT

# Town of Belgrade, Maine

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## REQUEST FOR PROPOSALS FOR BANKING SERVICES

### **I. INTRODUCTION**

The Town of BELGRADE is seeking competitive proposals for banking services. It is the Town's goal to receive accurate, timely depository and account maintenance services, maximize the utilization of idle funds, minimize risk of loss, receive sound investment and banking service advice, utilize electronic and automated banking options at the lowest reasonable cost.

The Town wishes to examine the marketplace, make improvements where possible, and take advantage of appropriate and applicable technologies. It is the Town's intent to maintain all depository banking services with one financial institution to maximize cash flow and minimize administration fees.

### **II. THE TOWN OF BELGRADE, ME**

The Town of Belgrade was incorporated in 1796 and is located in Kennebec County. The population from the 2020 census lists the Town at 3,250 residents. The Town has a five-member Board of Selectpersons/Town Meeting/Town Manager form of government.

The adopted municipal budget for 2023 is \$4,579,603. This does not include County or RSU 18 appropriations.

A copy of the audit for the years 2020, 2021 and 2022 are available upon request.

### **III. SCOPE OF BANK SERVICES REQUESTED**

#### **A. Account Structure**

The Town makes weekly deposits directly into the General Operating Account at the selected financial institution. Please provide your branch locations and branch business hours so that the Town may determine the most convenient location to make its deposits. If a courier service is available, please provide that information along with the fee for services.

The Town has a number of Capital Reserve and Trust Fund accounts that need sub-accounting with individual monthly reports showing activity and interest allocation for each individual account.

The Town reserves the right to open additional accounts, either zero-balance or regular, and to add sweep accounts as required, during the contract period at the price proposed. Other accounts, either subsidiary to the General Account or stand-alone, may be established according to the needs of the Town's finances.



# Town of Belgrade, Maine

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The Town reserves the right to separately invest excess funds through the depository Bank or other institutions.

Please provide interest rates to be paid for accounts and the Bank's policy for adjusting these (upward or downward) in response to changing market conditions. **It is important for the selected institution to take a pro-active approach to ensuring the Town is made aware of available products or interest rate increases that will enhance these funds.**

## **B. Availability of Funds**

Awarded Bank agrees to credit the Town's **General Account** for selected items according to the following schedule:

1. Incoming Wire Transfers-same day credit regardless of time of receipt during the day. Wires received after the 6:00 p.m. cutoff will be treated as collected funds for that day and will be considered part of the overnight investment program.
2. Incoming Wire Transfers from any bank-initiated repurchase agreement shall be credited to the Town's **General Account** by 9:00 a.m.

All other checks will be based on the awarded bank's "availability schedule". Please attach a copy of your current "availability schedule" to the proposal. Awarded bank agrees to notify the Town, in writing, of any changes to the schedule.

## **C. Account Reporting and Reconciliation**

Monthly account statements reflecting business through the last day of the month will be sent to the Town no later than the 10<sup>th</sup> day of the following month. The monthly statements shall include analysis reports for each account (including sub accounts) showing all activity, deposits, paid items and fee items. Paid checks or facsimile and debit/credit memos or facsimile shall be returned with the statements.

## **D. Other Banking Services and Conditions**

Ongoing, but periodic, advice and consultation concerning the Town's banking needs as requested (Personal Banker).

All checks returned due to insufficient funds will be automatically deposited a second time. Please include your charge (if any) for this. Checks that are still "uncollectible" after this second attempt will be returned to the Town for processing.

The Town validates checks received with self-inking "For Deposit Only" stamps that contain the required information about the Bank. Awarded Bank shall provide two such stamps, upon request.

# Town of Belgrade, Maine

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The Bank shall supply the Town with various supplies, such as coin wrappers, bill bands, coin envelopes and deposit bags, and night deposit bags, if so required, at no cost to the Town.

Duplicate deposit slips will be provided to the Town by the Bank, pre-printed with account name and number(s) at no cost to the Town.

No debit or credit memos required to adjust errors caused by the bank will be charged to the organization. All Bank errors must be corrected within three (3) business days of notification by the organization and be listed separately from any other transactions.

The Town requests that the proposed Bank provide the names of a designated account executive, as well as an alternate. The designated account executives **must** have the authority to make timely decisions in the normal course of business on their own. Resumes must be provided for all key account executives designated to service this account.

Describe your Banks capacity to coordinate the transfer/opening of the accounts the Town needs. Detail the timeline and costs (if any) of the transition.

Please describe other services and benefits your Bank provides that are not mentioned in this RFP and would add value to the Town's relationship with you.

The Town is required to obtain written assurance from the Bank selected stating that the Bank is an Equal Opportunity Employer and Lender.

All proposals received shall become a public record upon their opening.

Please provide at least three (3) references that are reflective of the scope of services proposed.

## **E. Costs to the Town**

The Town currently pays fees for some services through earnings credits on compensating balances maintained. Some fees are "waived". The Town is interested in comparing this method with paying direct fees for services provided as well as what services could be provided without fees.

- What method is used to calculate the compensating balance and earnings credit? Please provide details of the cost of each service, as well as the earnings credit to be applied. What is the minimum balance for an account and the rate of return on the minimum balance?
- Please provide a schedule of all fees, including the basis/method for their charge.
- Please indicate what service fees and charges will be waived.

## **IV. PROPOSAL SUBMISSION: PROCEDURES & REQUIREMENTS**

# Town of Belgrade, Maine

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**Sealed Proposals:** Responses to this Request will be submitted in a sealed envelope, clearly identified, mailed or delivered as follows:

**“Response to RFP for Banking Services” by 10 A.M on :**

Lorna Dee Nichols, Town Manager  
990 Augusta Road  
Belgrade, Maine 04917  
(207) 495-2258

Proposals will be opened on by the Town Manager and will be available for inspection by interested parties.

Proposals will then be reviewed by the Town Manager and Board of Selectpersons and then may be awarded on Tuesday, 2023 at their next regularly scheduled Selectpersons’s meeting at 6:30 p.m.

## V. SUMMARY

The Town, acting through the Town Manager as authorized by the Board of Selectpersons, intends to enter into a formal Banking Services Contract with the awarded bank that will incorporate all provisions of the Request for Proposal. Additional terms and conditions will not be included in the Contract unless mutually agreed upon by both parties.

# Town of Belgrade, Maine

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## - PROPOSAL FOR BANKING SERVICES -

NAME OF BANK SUBMITTING PROPOSAL -----

<u>DEPOSITORY SERVICE</u>	<u>ESTIMATED ANNUAL VOLUME</u>	<u>CHARGE PER ITEM</u>	<u>ANNUAL CHARGE</u>
Account Maintenance	12		
Cash Management Sweep Maintenance	12		
Deposits Processed	300		
Checks Deposited	5000		
Returned Checks Final Presentment	10		
Checks Paid	2300		
ACH Items Originated	410		
ACH Credits-Receiving	140		
ACH File Transmission Webexpress	55		
Online Banking: (please describe available functions)			

**Note: Insert "W" on the Charge per Item line if you propose waiving that particular charge.**

**Additional lines are available, if necessary.**

**Total Proposed Annual Amount for Services**                    \$ \_\_\_\_\_

**Average Monthly Amount for Services (Total/12)**                    \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

# Town of Belgrade, Maine

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\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_



- a. Qualifications of principals and professional staff (specify those individuals who will be directly responsible for the account)
  - b. Number of year(s) of experience in investment management
  - c. Discussion of investment philosophy
  - d. Discussion of your customer service philosophy
- 3) Brief description of the firm's investment services provided to governmental entities.
  - 4) A description of the firm's investment process, including research, governance and portfolio management.
  - 5) A description of the firm's trust and trustee capabilities.
  - 6) Description of how the firm would make its services available to the Town's Board of Selectpersons and its Budget Committee.
  - 7) Investment results (past performance) achieved by the firm. Suggested benchmarks/indexes against which performance measurement will be made.
  - 8) A description of Investment Strategies employed for longer term assets and intermediate cash management accounts in accordance with Title 30-A, Chapter 223, subchapter III-A.
  - 9) Samples of monthly and quarterly statements. Describe customization capabilities that would help the Town and describe your firm's ability to assist in pooling sub-accounts.
  - 10) Provide details concerning the firm's management fee proposal and state the commission rates in brokerage transactions.
  - 11) Provide a list with contact information of three or more public-entity client references.
  - 12) Insurance:
    - a. Provide a listing of applicable insurance coverage maintained with relevant coverage limits.
    - b. Provide the name of your primary insurance carrier and their related AM Best rating.
  - 13) Provide any other information that would be of assistance to the Board of Selectpersons and the Budget Committee in evaluating the firm's responses and its qualifications to serve as the Town's Investment Fund Manager.

Responses to the RFQ will be evaluated by the Budget Committee and the Board of Selectpersons based on:

- 1) The completeness and adequacy of responses to the questions in the RFQ, and any additional information that describes the most benefits to the Town.
- 2) The level of management fees.
- 3) The ability of the Investment Fund Manager to provide a full range of high-quality services as evidenced by demonstrated experience with municipal, governmental and non-profit clientele, the background and qualifications of the officers who will be serving the Town's accounts, and the overall quality of the submission.

The Selectpersons and Budget Committee will review the proposals and will interview finalists prior to making a decision.

For further information regarding this RFQ, contact Town Manager Lorna Dee Nichols at 207-495-2258 or [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com).



# Town of Belgrade

## Request for Proposals

Provide winter sand / mix with salt / place in shed

### Agreement specifications

The Town of Belgrade is accepting proposals to:

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

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

The Town of Belgrade will purchase road salt; the contractor will order salt as needed. Belgrade's sand/salt shed holds up to 5,000 yards of mixed material. Thus, the contractor will have to process and load the sand/salt mixture at least two times during a twelve (12) month period. The contractor must have the agreed upon amount of sand/salt mixture placed into the shed no later than mid-October of 2023.

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

The term of said agreement will be one (1) year. Agreement will be based on a per yard cost to purchase the sand, screen/mix the sand with salt, and load mixture into shed.

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

Payment(s) to contractor will be made within fourteen (14) working days from receipt of invoice.

Any damage done to the sand/salt shed during the processing or loading of the sand/salt material will be the responsibility of the contractor. Proof of commercial insurance, with a rider naming the Town of Belgrade as an additional insured, must accompany the proposal.

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

## Town of Belgrade Proposal Sheet

Proposal must be in a sealed envelope marked "Sand/Salt Proposal" and will be accepted until 4 p.m. on \_\_\_\_\_, 2023. Proposals will be opened at 10:00 a.m. on \_\_\_\_\_, 2023 by the Town Manager. The Selectboard will review the proposals at its regularly scheduled meeting on \_\_\_\_\_, 2023, beginning at 6:30 p.m.

Proposals must include: Agreement specification, proposal sheet and proof of insurance.

I \_\_\_\_\_ agree to supply the sand, screen the sand, mix the sand with salt, and load the mixture into the Belgrade sand/salt shed at a cost of \_\_\_\_\_ per yard for a three-year period.

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

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

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Signature

Date

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Printed name, title & company name

# Memo

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## Appointments/Resignations

### Appointments:

- Tabled from your May 16 meeting, Kelsie Lee to the Board of Appeals (alternate) and Board of Assessment & Review.
- Town Historian appointment – Nancy Mairs as nominated by Mary Vogel, Town Clerk

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

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

Interests and Hobbies walking, parenting, exercising, fishing

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

### References

Name Breana Bissell Phone # \_\_\_\_\_  
 Name BETH Sommers Phone # \_\_\_\_\_

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

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

# memo

Town of Belgrade

To: Belgrade Board of Selectpersons  
From: Mary Vogel, Town Clerk  
CC: Lorna Dee Nichols, Town Manager  
Date: June 15, 2023  
Re: Town Historian

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The position of Town Historian has been vacant for several years. This position has assisted the municipal office in researching historical records, working with historical documents, and making recommendations to the town clerk for future historical documentation. As Town Clerk, I am requesting the Board of Selectpersons appoint Dianne Dowd as the local Town Historian.

Dianne is knowledgeable in local Town of Belgrade history and has an interest in sharing this information with its residents. She has been involved in the Belgrade Historical Society for several years and has been the President of the Belgrade Historical society for more than 7 years now. I have spoken with Dianne, and she is willing to accept this appointment. I have drafted up a job description of duties for the position of Town Historian for the Board's review.

In closing I would also like to recognize Nancy Mairs who has been our long time Town Historian and has had to step away from the position. I would like to make a suggestion to the Board of Selectpersons to consider dedicating our 2023 town report to Nancy Mairs as a thank you for all her service to the Town. Nan used to spend many hours researching and making recommendations to the town clerk.

## **Job Description for Belgrade Municipal Historian**

**The Municipal Historian is appointed by the Belgrade Board of Selectpersons.**

- The Municipal Historian must be a resident of the town and a member of the Belgrade Historical Society. The Town Historian will work cohesively with the Town Clerk, who is the direct link between the residents of the town and local government and is also considered the keeper of town documents for the recorded history of the town.
- The Town Historian's role is to assist in researching official town records related to the history of the town and to educate the public about these records. Access to historic records held by the town must first be obtained through the Town Clerk.
- The first, and primary, responsibility of the Historian is interpretation of the past. This involves research and writing on aspects of your municipality for publishing in books, magazines, and newspapers. Submission of articles for the quarterly newsletter and the annual Town Report.
- The Historian may teach courses in local and regional history, serve as a resource to teachers in RSU #18 history curriculum, serve as speak and lecture to community groups, and participate in radio and TV talk shows to disseminate local history.
- Historians are advocates for historic preservation and a resource to your appointing authority on questions relating to history and preservation. The historian may be asked to prepare a cultural resource survey, identify historic structures, and prepare nominations to the Municipality, State and National Register of Historic Places and to develop and manage historic marker programs.
- Historians are asked to organize and direct the commemoration of historical anniversaries and to participate in other civic or patriotic observations. The Historian may be asked to act as a grant writer for historical programming.
- The appointed Town Historian will receive a stipend of \$500 annually from town appropriated funds.

# Memo

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## Browntail Moth Nuisance Declaration

### [What does a public health nuisance declaration do?](#) +

- A public health nuisance declaration allows a municipality to take actions to address an issue of public health concern affecting the community.
- Where browntail moths are concerned, a declaration can allow the municipality to use public municipal funds on private lands to control for browntail moth populations.
  - More specifically, a municipality may conduct aerial spray operations to target browntail moth infestations pursuant to Maine Statute Title 22, 1444. Other options may be available to control browntail moth populations and should be discussed with Maine Forest Service.
- A declaration can provide a municipality with more options for browntail moth treatment that may not have otherwise been available absent the declaration.

**A declaration does not provide access to additional state funds or services.**

A declaration submitted now and approved would be valid through December 31, 2023. Applications submitted and approved after September 1, 2023 would be in effect through December 31, 2024. This is related to the biology of the insect.

Since this generation of caterpillars is finishing up feeding right now, and we won't know fully where the next generation has landed until after leaf fall, we may want to delay an application until September.

*Note: we recently received notice that our grant application in the amount of \$27,330 was approved, which will address town properties in early spring 2024.*

Subject: Declaration of Public Health Nuisance - Brown Tailed Moth Infestation

Dear ???

I am writing to you in my capacity as the Town Health Officer of Belgrade, Maine, to express my full support for the request made by the Maine Forest Service regarding the townwide infestation of brown tailed moths. Based on our observations, research, and public health concerns, it is evident that this issue poses a significant threat to the health and well-being of our community members.

Over the past few years, the population of brown tailed moths has experienced a rapid growth, resulting in a widespread infestation across Belgrade. These moths are known to cause severe health problems due to their toxic hairs, which can cause dermatitis, respiratory issues, and eye irritations. The increased exposure to these health risks has become a pressing concern for our residents, with a noticeable rise in the number of reported cases related to brown tailed moth infestations.

As the Town Health Officer, I have closely monitored the situation and have received numerous complaints from concerned citizens regarding the health effects caused by these pests. These complaints range from mild skin irritation to severe allergic reactions, particularly among vulnerable populations such as children, the elderly, and individuals with pre-existing respiratory conditions. The impact of the brown tailed moth infestation has been disruptive not only to public health but also to the overall quality of life for our residents.

Furthermore, I have consulted with local healthcare professionals and experts in the field of entomology who have confirmed the potential health risks associated with the brown tailed moth infestation. Their expert opinions align with my assessment that the infestation poses a significant threat to public health and warrants immediate attention and action.

Therefore, I wholeheartedly support the Maine Forest Service's request to declare the brown tailed moth infestation in Belgrade a public health nuisance. Such a declaration would enable us to take necessary measures to mitigate the health risks posed by these moths. This could include the implementation of targeted pest management strategies, public awareness campaigns, and collaborations with relevant agencies to ensure a comprehensive approach to combatting the infestation.

I kindly request the Maine Forest Service to prioritize the allocation of resources, expertise, and technical support to address this pressing issue. By working together, we can protect the health and well-being of our community and mitigate the adverse impacts of the brown tailed moth infestation.

Thank you for your attention to this matter. I am confident that with our collective efforts, we can effectively address this public health concern and ensure the safety and well-being of our residents. Please do not hesitate to contact me if you require any further information or assistance.

Yours sincerely,

Andrew Dallas Town Health Officer Belgrade, Maine



## Request for Declaration of a Browntail Moth Public Health Nuisance

Date:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Municipality of request: \_\_\_\_\_

Brief description of the issue:

How does the municipality intend to use the public health nuisance declaration? (i.e. release of funds, allow for aerial spraying etc.):

Attachments:

Letter from Maine Forest Service

Letter from local health officer

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For Maine CDC use only

Approved

Denied

Signature:

---

Director, Maine CDC

Date

Date of Expiration: December 31, 20\_\_



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
MAINE FOREST SERVICE  
87 AIRPORT ROAD  
OLD TOWN, MAINE 04468

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

June 14, 2023

Lorna Dee Nichols, Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917  
[townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)

Dear Ms. Nichols:

Thank you for requesting information about the browntail moth infestation in Belgrade. A summary of Summer 2022 mapped damage (aerial survey data), and winter 2023 roadside web surveys follows. I'll provide a similar letter if you decide to pursue a public health nuisance declaration request.

The Maine Forest Service conducts two surveys to help monitor the extent and intensity of browntail moth populations. **Aerial survey** is conducted from a fixed-wing aircraft at the end of the spring feeding period and, in some years, during the late-summer feeding period. **The areas mapped underestimate the extent of the area impacted because only moderate to severe defoliation and damage are visible from the air.** Those areas likely also include places free from the pest because the survey is a coarse-grained look to capture the regions damaged vs. detailing all the internal stands with no aerially detectable defoliation. **Roadside surveys** are conducted in winter from a moving vehicle to map the number of overwintering webs in trees and shrubs. **This survey is generally restricted to major roads and, even then, only covers some significant roads in each town.** Data quality may vary due to lighting, traffic, crew experience, and time in the survey (i.e., fatigue will impact the survey). The resulting survey data are [displayed on an ArcGIS dashboard](#).<sup>1</sup>

Both measures provide coarse information for a specific town or region. The Maine Forest Service recommends gathering additional population information if a control program is planned. Some resources for surveys are available on our [management overview website](#).<sup>2</sup>

Many questions about browntail moth are answered on [our main information page](#).<sup>3</sup> Please contact our staff if you have additional questions about the survey, biology and management of browntail moth at [foresthealth@maine.gov](mailto:foresthealth@maine.gov) or (207) 287-2431.

Sincerely,

Allison Kanoti  
State Entomologist  
Maine Forest Service

Enc. Survey Maps and Data

CC: Tom Schmeelk, Brittany Schappach, Maine Forest Service Entomologists, Forest Health and Monitoring

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<sup>1</sup> <https://www.arcgis.com/apps/dashboards/8f2931a691374ac9853636e71cbb1f40>

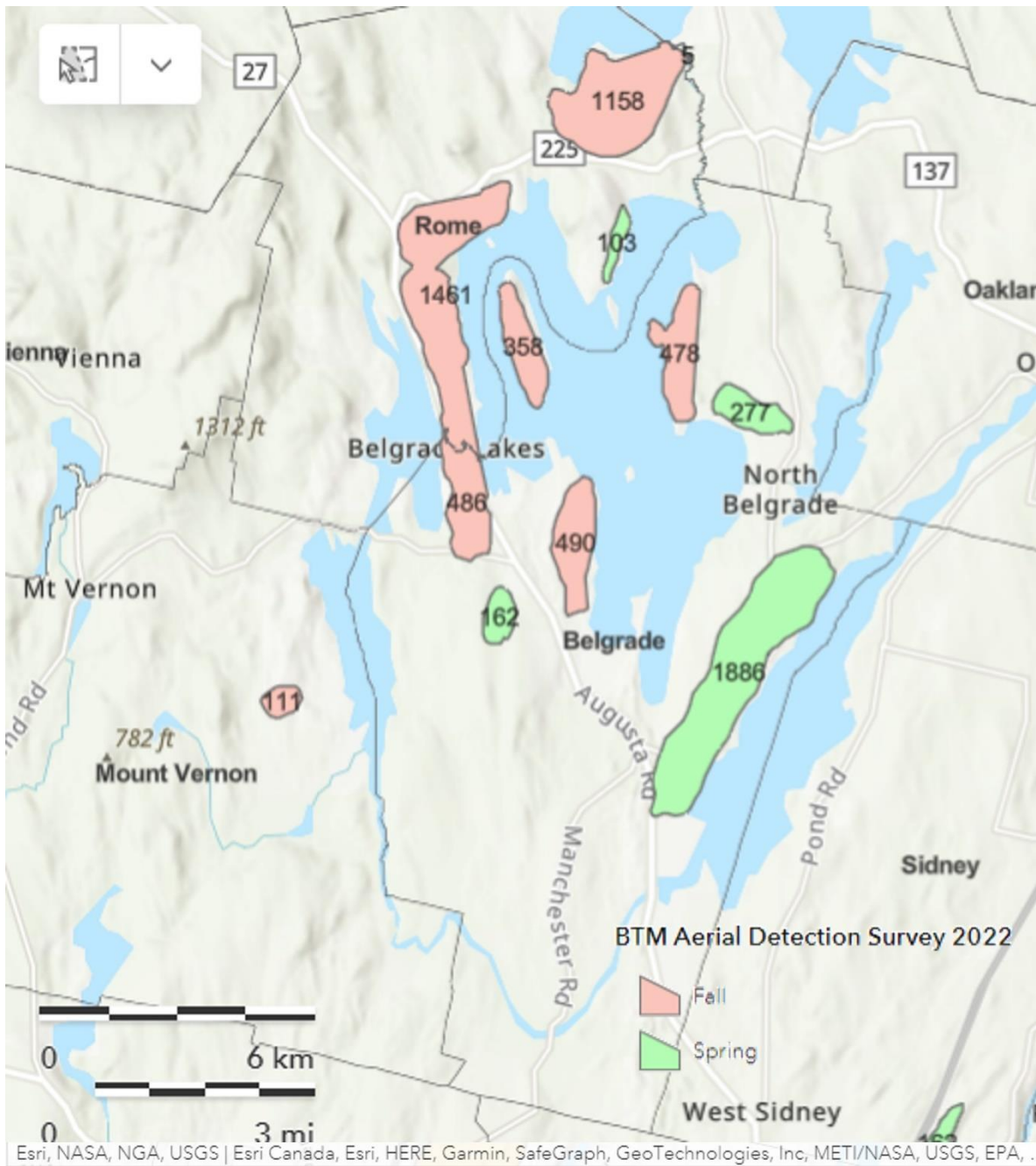
<sup>2</sup> [https://www.maine.gov/dacf/mfs/forest\\_health/invasive\\_threats/browntail\\_moth\\_overview.htm](https://www.maine.gov/dacf/mfs/forest_health/invasive_threats/browntail_moth_overview.htm)

<sup>3</sup> [https://www.maine.gov/dacf/mfs/forest\\_health/invasive\\_threats/browntail\\_moth\\_info.htm](https://www.maine.gov/dacf/mfs/forest_health/invasive_threats/browntail_moth_info.htm)

PATTY CORMIER, DIRECTOR  
MAINE FOREST SERVICE  
18 ELKINS LANE, HARLOW BUILDING  
AUGUSTA, MAINE 04330



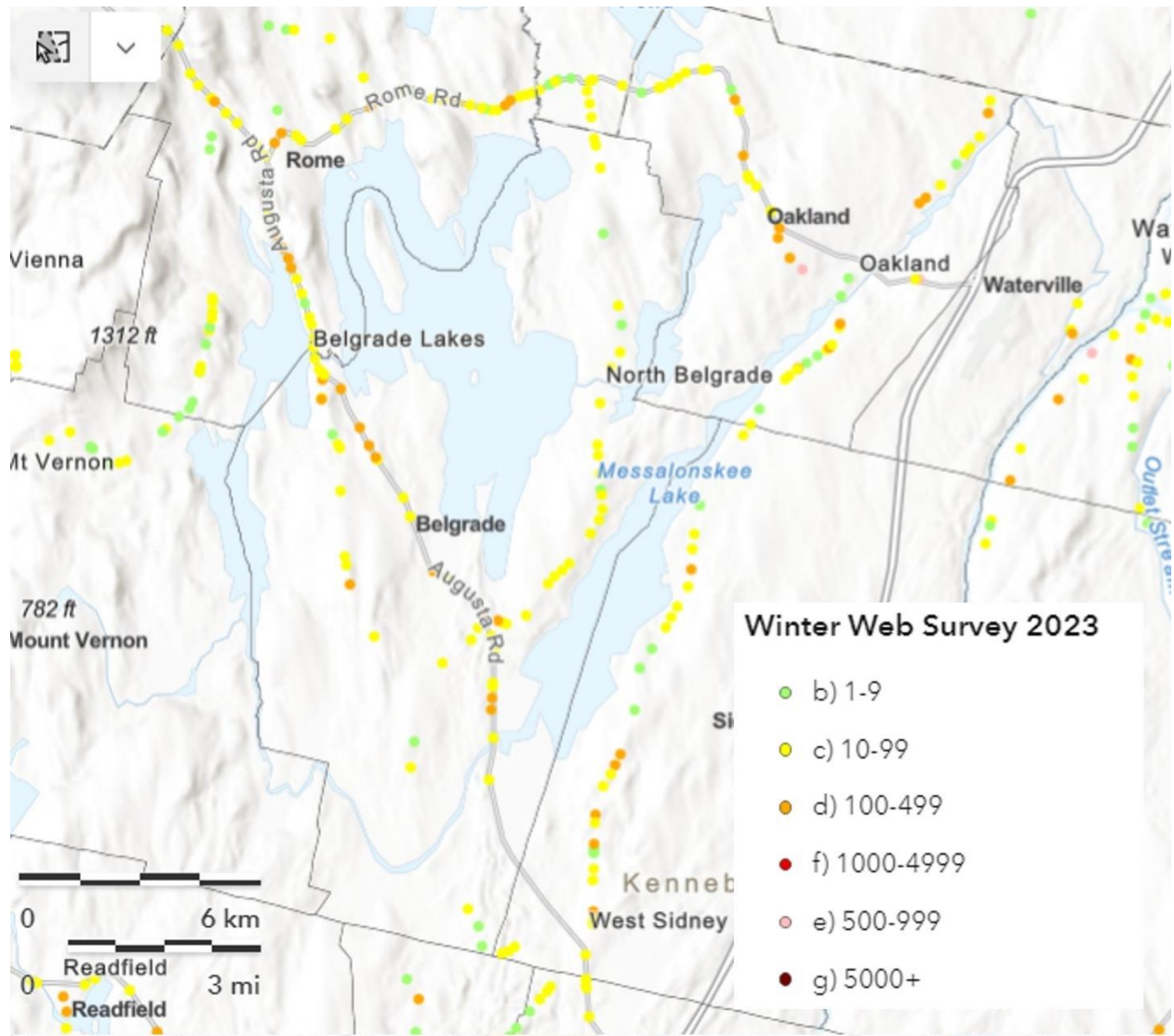
PHONE: (207) 287-2791  
[WWW.MAINEFORESTSERVICE.GOV](http://WWW.MAINEFORESTSERVICE.GOV)  
TTY USERS CALL MAINE RELAY 711



Screen capture of 2022 Maine Forest Service [Browntail Moth Dashboard](#)<sup>1</sup> including Belgrade and vicinity showing damage polygons identified during an aerial survey.

Belgrade Acres Damaged Mapped by Aerial Survey		
June/July Flights	2325 acres	Feeding damage from Caterpillars that hatched in Summer 2021
Aug/Sept Flights	1812 acres	Feeding damage from caterpillars that hatched in Summer 2022

<sup>1</sup> <https://www.arcgis.com/apps/dashboards/8f2931a691374ac9853636e71cbb1f40>



Esri, NASA, NGA, USGS | Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, .  
 Screen capture of **2023** data from roadside survey for winter webs from Maine Forest Service [Browntail Moth Dashboard](#)<sup>1</sup> including Belgrade and surrounding areas.

Infested Tree Pattern and Web Density	Number of Points
Continuous 10-99	1
Continuous 500-999	1
Patchy 100-499	12
Patchy 10-99	47
Patchy 1-9	7

<sup>1</sup> <https://www.arcgis.com/apps/dashboards/8f2931a691374ac9853636e71cbb1f40>

## Winter Web Survey Data Points

**Important Context:** *This survey is generally restricted to major roads and only covers some significant roads in each town.* Between December and April, teams of two drive some of the major roads within and near areas known to have BTM. The passenger collects information on the pattern of web distribution (single tree, patchy, continuous) and the average number of webs per tree. Data quality may vary due to lighting, traffic, crew experience, and time in the survey (i.e., fatigue will impact the survey). Even in surveyed areas, the information can be incomplete. Because these are taken from a moving vehicle, these points are not precise. Finer-scale surveys are required to make location-specific decisions about [management](#) and [activities](#).

Longitude	Latitude	Pattern/Density
-69.8	44.57685	Patchy 10-99
-69.7995	44.57529	Patchy 10-99
-69.798	44.57029	Patchy 10-99
-69.7972	44.55562	Patchy 1-9
-69.7925	44.5395	Patchy 10-99
-69.7915	44.53522	Patchy 1-9
-69.7918	44.5291	Patchy 10-99
-69.7947	44.52569	Patchy 10-99
-69.7981	44.51772	Patchy 10-99
-69.7989	44.50843	Patchy 10-99
-69.7987	44.50603	Patchy 10-99
-69.7976	44.4972	Patchy 10-99
-69.798	44.49844	Patchy 1-9
-69.7983	44.502	Patchy 10-99
-69.7985	44.49166	Patchy 10-99
-69.7975	44.49404	Patchy 10-99
-69.8011	44.48864	Patchy 10-99
-69.8078	44.48194	Patchy 10-99
-69.8124	44.47904	Continuous 10-99
-69.81	44.48041	Patchy 10-99
-69.8144	44.47741	Patchy 10-99
-69.8213	44.47028	Patchy 10-99
-69.8287	44.4687	Patchy 10-99
-69.8275	44.46839	Patchy 10-99
-69.8348	44.47032	Patchy 100-499
-69.8302	44.46912	Patchy 100-499
-69.8366	44.47308	Continuous 500-999
-69.8462	44.47865	Patchy 10-99
-69.8506	44.48024	Patchy 100-499
-69.8577	44.49241	Patchy 10-99
-69.8598	44.49662	Patchy 10-99
-69.8685	44.50564	Patchy 100-499
-69.868	44.50511	Patchy 10-99
-69.8705	44.50825	Patchy 100-499
-69.8735	44.51227	Patchy 100-499
-69.8853	44.52452	Patchy 10-99
-69.8847	44.52411	Patchy 10-99
-69.8794	44.5209	Patchy 100-499
-69.8863	44.52532	Patchy 10-99

Longitude	Latitude	Pattern/Density
-69.888	44.53022	Patchy 10-99
-69.8876	44.52768	Patchy 10-99
-69.8854	44.51884	Patchy 10-99
-69.8852	44.52303	Patchy 100-499
-69.8855	44.51857	Patchy 100-499
-69.8821	44.51077	Patchy 1-9
-69.8804	44.50848	Patchy 10-99
-69.8797	44.50769	Patchy 10-99
-69.8795	44.49808	Patchy 10-99
-69.8782	44.48349	Patchy 10-99
-69.8777	44.48148	Patchy 10-99
-69.8765	44.47722	Patchy 100-499
-69.869	44.4656	Patchy 10-99
-69.8564	44.44207	Patchy 1-9
-69.8575	44.43631	Patchy 10-99
-69.8352	44.39629	Patchy 1-9
-69.8362	44.40072	Patchy 1-9
-69.8396	44.40461	Patchy 10-99
-69.8476	44.45965	Patchy 10-99
-69.8385	44.46483	Patchy 10-99
-69.8363	44.46756	Patchy 10-99
-69.8322	44.46571	Patchy 10-99
-69.8312	44.46264	Patchy 10-99
-69.832	44.45188	Patchy 100-499
-69.8318	44.45436	Patchy 10-99
-69.8318	44.45525	Patchy 10-99
-69.8323	44.44921	Patchy 100-499
-69.8316	44.44289	Patchy 10-99
-69.8329	44.43354	Patchy 10-99

# Memo

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## Warrants

Payroll Warrant 65	\$22,572.71
Payroll Warrant 66	\$ 88.95
BMV Warrant 67	\$16,848.21
Payroll Warrant 68	\$21,507.91
BMV Warrant 69	\$13,784.01
AP Warrant 70	\$56,728.90

WARRANT: 65

Check	D / D	Check	Employee	Gross Pay
202302402 3	377.62	0.00	902 ISAAC W WORCESTER	442.50
202302402 4	315.12	0.00	261 Jeffrey W Worthing	360.83
202302402 5	0.00	15,355.62	D / D 213 ANDROSCOGGIN SAVINGS BANK	
202302402 6	0.00	4,510.09	T & A 4 DEPARTMENT OF TREASURY	
202302402 7	0.00	688.70	T & A 1 TREASURER, STATE OF MAINE	
<b>Total</b>	<b>15,355.62</b>	<b>20,684.74</b>		<b>20,230.98</b>

Put into A/P **7,086.76**  
 Taken out of A/P **(5,198.79)**  
**Total Payroll 22,572.71**

**Count**  
 Checks 35

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

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

WARRANT: 65

Check	D / D	Check	Employee	Gross Pay
23995	0.00	114.29	966 RYAN A LEVESQUE	123.75
23996	0.00	16.04	159 DANIEL J NEWMAN	17.37
202302399 5	910.15	0.00	990 CORY D ALEXANDER	1,150.00
202302399 6	138.52	0.00	451 BARBARA JANE ALLEN	150.00
202302399 7	570.82	0.00	172 DANIELLE M BEDARD	1,194.30
202302399 8	708.48	0.00	20 JARED N BOND	933.60
202302399 9	1,017.70	0.00	113 TRAVIS S BURTON	1,417.71
202302400 0	681.90	0.00	853 EDWARD C CALL	800.00
202302400 1	451.01	0.00	244 ANDREW P DAVIDSON	515.79
202302400 2	581.58	0.00	74 WESLEY M DAY	742.50
202302400 3	369.26	0.00	232 LESLIE R. DIMICK	437.75
202302400 4	69.26	0.00	967 DAWSON J DINGUS	75.00
202302400 5	124.67	0.00	822 LYNDSEY A FISHER	135.00
202302400 6	407.82	0.00	899 MARY C GRANHOLM	482.04
202302400 7	322.00	0.00	844 ALAINA B HOOD	369.82
202302400 8	427.19	0.00	194 CHARLENE G HOULE	534.64
202302400 9	92.35	0.00	27 MELANIE S. JEWELL	100.00
202302401 0	92.35	0.00	857 CAROL JOHNSON	100.00
202302401 1	761.45	0.00	837 DANIEL R MACGLASHING	1,016.00
202302401 2	706.40	0.00	875 KEVIN K MERRILL	903.00
202302401 3	688.53	0.00	845 DEBORAH P NICHOLS	1,097.98
202302401 4	1,222.90	0.00	03 LORNA DEE NICHOLS	1,590.01
202302401 5	486.90	0.00	173 AARON L PELKEY	562.68
202302401 6	73.88	0.00	959 KAITLYN H PHILBRICK	80.00
202302401 7	898.00	0.00	200. NICHOLAS C POOLE	1,277.20
202302401 8	646.25	0.00	979 HANS CHRISTIAN RASMUSSEN	803.40
202302401 9	160.77	0.00	892 KIM E RIDEOUT-DAWES	184.91
202302402 0	92.35	0.00	879 PETER RUSHTON	100.00
202302402 1	880.22	0.00	191 KENNETH J SCHENO	1,071.20
202302402 2	1,080.17	0.00	07 MARY VOGEL	1,462.00





Warrant 67

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00021 STATE OF MAINE, BMV						
0236	23998	06	BMV REPORT 5/26-6/2/2023			
BMV REPORT 5/26-6/2/2023			G 1-214-00		16,848.21	0.00
			GEN'L FUND / BMV			
				Vendor Total-	16,848.21	
				Prepaid Total-	0.00	
				Current Total-	16,848.21	
				EFT Total-	0.00	
				Warrant Total-	16,848.21	

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

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

WARRANT: 68

Check	D / D	Check	Employee	Gross Pay
<b>Total</b>	<b>14,565.84</b>	<b>19,687.06</b>		<b>19,275.68</b>

<b>Put into A/P</b>	<b>6,841.64</b>
<b>Taken out of A/P</b>	<b>(5,020.79)</b>
<b>Total Payroll</b>	<b>21,507.91</b>

<b>Count</b>	
Checks	28

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

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

WARRANT: 68

Check	D / D	Check	Employee	Gross Pay
23999	0.00	100.43	966 RYAN A LEVESQUE	108.75
202302399 9	850.73	0.00	990 CORY D ALEXANDER	1,065.63
202302400 0	536.78	0.00	172 DANIELLE M BEDARD	1,141.22
202302400 1	708.48	0.00	20 JARED N BOND	933.60
202302400 2	952.67	0.00	113 TRAVIS S BURTON	1,318.80
202302400 3	681.90	0.00	853 EDWARD C CALL	800.00
202302400 4	451.01	0.00	244 ANDREW P DAVIDSON	515.79
202302400 5	521.77	0.00	74 WESLEY M DAY	661.50
202302400 6	369.26	0.00	232 LESLIE R. DIMICK	437.75
202302400 7	103.89	0.00	967 DAWSON J DINGUS	112.50
202302400 8	211.25	0.00	822 LYNDESEY A FISHER	228.75
202302400 9	313.29	0.00	899 MARY C GRANHOLM	358.44
202302401 0	399.22	0.00	844 ALAINA B HOOD	470.68
202302401 1	434.95	0.00	194 CHARLENE G HOULE	545.04
202302401 2	761.45	0.00	837 DANIEL R MACGLASHING	1,016.00
202302401 3	667.59	0.00	875 KEVIN K MERRILL	847.88
202302401 4	669.66	0.00	845 DEBORAH P NICHOLS	1,071.20
202302401 5	1,111.97	0.00	03 LORNA DEE NICHOLS	1,440.00
202302401 6	502.86	0.00	173 AARON L PELKEY	583.52
202302401 7	898.00	0.00	200. NICHOLAS C POOLE	1,277.20
202302401 8	953.69	0.00	979 HANS CHRISTIAN RASMUSSEN	1,236.00
202302401 9	176.29	0.00	892 KIM E RIDEOUT-DAWES	201.72
202302402 0	880.22	0.00	191 KENNETH J SCHENO	1,071.21
202302402 1	1,008.32	0.00	07 MARY VOGEL	1,360.00
202302402 2	400.59	0.00	902 ISAAC W WORCESTER	472.50
202302402 3	0.00	14,565.84	D / D 213 ANDROSCOGGIN SAVINGS BANK	
202302402 4	0.00	4,346.75	T & A 4 DEPARTMENT OF TREASURY	
202302402 5	0.00	674.04	T & A 1 TREASURER, STATE OF MAINE	

Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Amount	
00021 STATE OF MAINE, BMV					
0244	24000	06	BMV REPORT	06/02-06/09/23	
BMV REPORT			G 1-214-00	13,784.01	0.00
			GEN'L FUND / BMV		
			Vendor Total-	13,784.01	
			Prepaid Total-	0.00	
			Current Total-	13,784.01	
			EFT Total-	0.00	
			Warrant Total-	13,784.01	

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

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

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00030 A.A.A. PORTABLE TOILETS</b>						
0247	24001	06	TOILETS	A55924		
PENNISULA PARK			E 13-10-20-06		150.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
NB FD			E 13-08-20-06		150.00	0.00
			FACILITIES / FD:NB - SERVICES / RENTALS			
CEMETERY			E 12-01-20-06		175.00	0.00
			CEMETERY / CEMETERY - SERVICES / RENTALS			
DEPOT FD			E 13-07-20-06		150.00	0.00
			FACILITIES / FD:DEPOT - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>625.00</b>	
<b>00544 ADVANCE AUTO PARTS</b>						
0247	24002	06	BREAK CLEANER	8455314236350		
BREAK CLEANER			E 12-01-30-04		31.04	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>31.04</b>	
0247	24002	06	ANTIFREEZE	8455314236349		
ANTIFREEZE			E 12-01-30-04		13.69	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>13.69</b>	
			<b>Vendor Total-</b>		<b>44.73</b>	
<b>00473 ALEXANDER, CORY</b>						
0247	24003	06	MILEAGE 104	MAY 2023		
MILEAGE 104			E 13-01-20-02		45.76	0.00
			FACILITIES / GENERAL - SERVICES / TRANSPORTATI			
			<b>Vendor Total-</b>		<b>45.76</b>	
<b>00000 ALISA R TOMASELLI</b>						
0247	24004	06	EXCISE REIMBURSEMENT			
EXCISE REIMBURSEMENT			R 01-13		18.28	0.00
			GEN'L GOV. - EXCISE - MV			
			<b>Vendor Total-</b>		<b>18.28</b>	
<b>00168 ATLANTIC PARTNERS EMS, INC</b>						
0247	24005	06	CPR INSTRUCTOR	11998		
CPR INSTRUCTOR			E 05-05-13-01		85.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION			
			<b>Vendor Total-</b>		<b>85.00</b>	
<b>00289 AUGUSTA FUEL CORP.</b>						
0247	24006	06	8 DALTON HEATING	6006949		
8 DALTON HEATING			E 13-11-20-05		291.32	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>291.32</b>	
0247	24006	06	GARAGE HEATING	6006950		
GARAGE HEATING			E 13-04-20-05		74.69	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>74.69</b>	
0247	24006	06	CFAS PROPANE	6006948		
CFAS PROPANE			E 13-02-20-05		24.80	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>24.80</b>	
			<b>Vendor Total-</b>		<b>390.81</b>	
<b>00263 BOB THE PLUMBER, INC.</b>						
0247	24007	06	SOLAR SALT	7043		
SOLAR SALT			E 13-01-30-04		75.90	0.00

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FACILITIES / GENERAL - SUPPLIES / OPERATING						
				Invoice Total-	75.90	
0247	24007	06	TURNED WATER ON CEMETERY	6870		
TURNED WATER ON CEMETERY			E 12-01-35-06		288.52	0.00
CEMETERY / CEMETERY - REPAIRS / PLUMBING						
				Invoice Total-	288.52	
0247	24007	06	CFAS POOL REPAIRS	6869		
CFAS POOL REPAIRS			E 25-30-35-15		993.61	0.00
RECREATION / REC PROGRAMS - REPAIRS / POOL						
				Invoice Total-	993.61	
0247	24007	06	SLUDGE BE GONE	7050		
SLUDGE BE GONE			E 13-01-30-04		16.50	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
				Invoice Total-	16.50	
0247	24007	06	CFAS PLUMBING REPAIRS	7046		
CFAS PLUMBING REPAIRS			E 13-02-35-06		672.20	0.00
FACILITIES / CFAS - REPAIRS / PLUMBING						
				Invoice Total-	672.20	
				Vendor Total-	2,046.73	
00000 BRIAN R STACKPOLE						
0247	24008	06	EXCISE REIMBURSEMENT	6/12/2023		
EXCISE REIMBURSEMENT			R 01-13		18.92	0.00
GEN'L GOV. - EXCISE - MV						
				Vendor Total-	18.92	
00116 BROMAR, INC						
0247	24009	06	LETTERHEAD	35273		
LETTERHEAD			E 01-10-30-03		279.00	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
				Vendor Total-	279.00	
00376 CARDMEMBER SERVICES						
0247	24014	06	PADLOCKS	8505		
PADLOCKS			E 13-01-30-04		60.73	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
				Invoice Total-	60.73	
0247	24014	06	ED CALL BOOTS	0105		
ED CALL BOOTS			E 13-01-30-08		126.59	0.00
FACILITIES / GENERAL - SUPPLIES / UNIFORMS						
				Invoice Total-	126.59	
0247	24014	06	WATER	7410		
WATER			E 13-01-30-05		9.95	0.00
FACILITIES / GENERAL - SUPPLIES / FOOD/WATER						
				Invoice Total-	9.95	
0247	24014	06	TIRE TUBES	9290		
TIRE TUBES			E 13-01-35-01		29.98	0.00
FACILITIES / GENERAL - REPAIRS / EQUIPMENT						
				Invoice Total-	29.98	
0247	24014	06	WATER	8379		
WATER			E 13-01-30-05		9.95	0.00
FACILITIES / GENERAL - SUPPLIES / FOOD/WATER						
				Invoice Total-	9.95	
0247	24014	06	FLAGS AND POLES CEM MEMOR	0212		
FLAGS FOR MEMORIAL			E 12-01-30-04		566.64	0.00
CEMETERY / CEMETERY - SUPPLIES / OPERATING						

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
			Invoice Total-		566.64	
0247	24014	06	TRIGGER SNAPS	0356		
TRIGGER SNAPS	E 12-01-30-04				34.32	0.00
	CEMETERY / CEMETERY - SUPPLIES / OPERATING					
			Invoice Total-		34.32	
0247	24014	06	SUPPLIES	3077		
SUPPLIES	E 12-01-30-04				11.98	0.00
	CEMETERY / CEMETERY - SUPPLIES / OPERATING					
			Invoice Total-		11.98	
0247	24014	06	ADOBE LICENSE	8545		
ADOBE LICENSE	E 01-10-20-07				19.99	0.00
	GEN'L GOV. / ADMIN - SERVICES / CONTRACTED					
			Invoice Total-		19.99	
0247	24014	06	RING DOORBELL FD	7604		
RING DOORBELL FD	E 13-06-35-08				97.99	0.00
	FACILITIES / FD:LAKES - REPAIRS / BUILDING					
			Invoice Total-		97.99	
0247	24014	06	POSTAGE	1295		
POSTAGE	E 01-10-30-01				100.00	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE					
			Invoice Total-		100.00	
0247	24014	06	LIBRARY ZOOM	2375		
LIBRARY ZOOM	E 30-01-20-07				16.95	0.00
	LIBRARY / LIBRARY - SERVICES / CONTRACTED					
			Invoice Total-		16.95	
0247	24014	06	RING CHIME FD	3031		
RING CHIME FD	E 13-06-35-08				29.39	0.00
	FACILITIES / FD:LAKES - REPAIRS / BUILDING					
			Invoice Total-		29.39	
0247	24014	06	AMAZON PRIME	8567		
AMAZON PRIME	E 01-10-20-07				499.00	0.00
	GEN'L GOV. / ADMIN - SERVICES / CONTRACTED					
			Invoice Total-		499.00	
0247	24014	06	DESK CALENDAT	2976		
DESK CALENDAT	E 01-20-30-03				17.99	0.00
	GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE					
			Invoice Total-		17.99	
0247	24014	06	FAN FLAG	0727		
FAN FLAG	E 12-01-30-04				25.99	0.00
	CEMETERY / CEMETERY - SUPPLIES / OPERATING					
			Invoice Total-		25.99	
0247	24014	06	CASH DRAWER	6192		
CASH DRAWER	E 25-30-30-04				55.95	0.00
	RECREATION / REC PROGRAMS - SUPPLIES / OPERATING					
			Invoice Total-		55.95	
0247	24014	06	POSTAGE	7783		
POSTAGE	E 01-10-30-01				500.00	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE					
			Invoice Total-		500.00	
0247	24014	06	POSTAGE	7288		
POSTAGE	E 01-10-30-01				500.00	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE					
			Invoice Total-		500.00	
0247	24014	06	HANGING FILE FOLDERS	8076		



Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
HANGING FILE FOLDERS			E 01-10-30-03		76.42	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		76.42	
0247	24014	06	HANING FILE FOLDER	9991		
HANING FILE FOLDER			E 01-10-30-03		46.70	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		46.70	
0247	24014	06	C. ALEXANDER BUSI CARDS	2394		
C. ALEXANDER BUSI CARDS			E 13-01-30-04		33.75	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		33.75	
0247	24014	06	EAR PROTECTION	9437		
EAR PROTECTION			E 13-01-40-04		273.12	0.00
			FACILITIES / GENERAL - PURCHASES / EQUIPMENT			
			Invoice Total-		273.12	
0247	24014	06	SUPPLIES	3688		
SUPPLIES			E 30-01-30-03		97.54	0.00
			LIBRARY / LIBRARY - SUPPLIES / OFFICE			
			Invoice Total-		97.54	
0247	24014	06	BATTERIES	1746		
BATTERIES			E 30-01-30-04		8.43	0.00
			LIBRARY / LIBRARY - SUPPLIES / OPERATING			
			Invoice Total-		8.43	
0247	24014	06	POSTAGE	9549		
POSTAGE			E 30-01-30-01		8.26	0.00
			LIBRARY / LIBRARY - SUPPLIES / POSTAGE			
			Invoice Total-		8.26	
0247	24014	06	BOOK BINGO PRIZES	7013		
BOOK BINGO PRIZES			E 30-01-31-01		60.00	0.00
			LIBRARY / LIBRARY - SPECIAL / EVENTS			
			Invoice Total-		60.00	
0247	24014	06	WATER	7480		
WATER			E 25-30-30-05		22.08	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		22.08	
0247	24014	06	FOOD AND WATER ASEP	3736		
FOOD AND WATER ASEP			E 25-30-30-05		161.59	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		161.59	
0247	24014	06	PICNIC TABLE	2020		
PICNIC TABLE			R 25-09		1,418.16	0.00
			RECREATION - BENCH DONA			
			Invoice Total-		1,418.16	
0247	24014	06	SIGNS, ADVERTISING	4204		
SIGNS, ADVERTISING			E 25-30-20-03		283.75	0.00
			RECREATION / REC PROGRAMS - SERVICES / ADVERTISING			
			Invoice Total-		283.75	
0247	24014	06	POPCORN FOR MACHINE	1042,7201		
POPCORN FOR MACHINE			E 25-30-30-05		71.97	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		71.97	
0247	24014	06	PICKEL BALL EQUIPMENT	6559		
PICKEL BALL EQUIPMENT			E 25-30-30-04		48.84	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	48.84	
0247	24014	06	RING DOORBELL	6079		
RING DOORBELL	E 13-06-35-08				159.99	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
				Invoice Total-	159.99	
0247	24014	06	CHANNEL LOCK	1241		
CHANNEL LOCK	E 05-05-40-04				105.48	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
				Invoice Total-	105.48	
0247	24014	06	RECHARGABLE BATTERY RING	6824		
RECHARGABLE BATTERY RING	E 13-06-35-08				34.99	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
				Invoice Total-	34.99	
0247	24014	06	2 ADOBE SUBSRIPTIONS	6226,7926		
2 ADOBE SUBSRIPTIONS	E 01-10-20-07				29.98	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
				Invoice Total-	29.98	
0247	24014	06	FOOD RSU 18	0879		
FOOD RSU 18	E 01-35-30-05				22.95	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
				Invoice Total-	22.95	
0247	24014	06	CEMETERY WREATH	8097		
CEMETERY WREATH	E 12-01-99-01				91.00	0.00
			CEMETERY / CEMETERY - EXPENSE / FLOWERS			
				Invoice Total-	91.00	
0247	24014	06	PESTICIDE CONTROL MANUAL	6894		
PESTICIDE CONTROL MANUAL	E 13-01-30-04				26.38	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
				Invoice Total-	26.38	
0247	24014	06	AIR HOSE	1434		
AIR HOSE	E 15-05-30-04				134.98	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
				Invoice Total-	134.98	
0247	24014	06	AIR COMP TOOLS	8448		
AIR COMP TOOLS	E 15-05-30-04				28.66	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
				Invoice Total-	28.66	
0247	24014	06	BATTERIES	3215		
BATTERIES	E 15-05-30-04				31.98	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
				Invoice Total-	31.98	
0247	24014	06	AC	7279		
AC	E 15-05-40-04				299.00	0.00
			SOLID WASTE / WASTE - PURCHASES / EQUIPMENT			
				Invoice Total-	299.00	
				Vendor Total-	6,289.39	
0020 CENTRAL MAINE POWER						
0247	24015	06	STREET LIGHTS ELECTRICITY	702001806328		
STREET LIGHTS ELECTRICITY	E 05-25-20-04				123.06	0.00
			PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY			
				Vendor Total-	123.06	
00468 CONSOLIDATED COMMUNICATIONS						
0247	24016	06	TOWN OFFICE FAX LINE			

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
TOWN OFFICE FAX LINE	E 01-10-20-01				53.88	0.00
	GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO					
			Invoice Total-		53.88	
0247	24016	06	FD FAX LINE			
FD FAX LINE	E 05-05-20-01				52.47	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO					
			Invoice Total-		52.47	
			Vendor Total-		106.35	
<b>00148 COOK, CHERYL</b>						
0247	24017	06	JUNE ELECTION 2023			
JUNE ELECTION 2023	E 01-35-20-07				229.50	0.00
	GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED					
			Vendor Total-		229.50	
<b>00788 COPPENS, REGINA</b>						
0247	24018	06	JUNE ELECTION 2023			
JUNE ELECTION 2023	E 01-35-20-07				30.00	0.00
	GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED					
			Vendor Total-		30.00	
<b>00839 DAVINCI SIGNS</b>						
0247	24019	06	NAMEPLATES			
TOWN MANAGER	E 01-10-30-03				16.30	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OFFICE					
SB MEMBER	E 01-01-30-03				16.30	0.00
	GEN'L GOV. / SELECT PRSNS - SUPPLIES / OFFICE					
			Invoice Total-		32.60	
0247	24019	06	PLANNING BOARD NAMEPLATE			
PLANNING BOARD NAMEPLATE	E 01-25-30-03				18.80	0.00
	GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE					
			Invoice Total-		18.80	
			Vendor Total-		51.40	
<b>00840 FLAGS FOR PATRIOTS</b>						
0247	24020	06	MEMORIAL DAY FLAGS	2580		
MEMORIAL DAY FLAGS	E 12-01-53-02				1,658.45	0.00
	CEMETERY / CEMETERY - MEMORIAL DAY / FLAGS					
			Invoice Total-		1,658.45	
0247	24020	06	ELECTRIC POLE HOLDER	2581		
ELECTRIC POLE HOLDER	E 12-01-30-04				37.50	0.00
	CEMETERY / CEMETERY - SUPPLIES / OPERATING					
			Invoice Total-		37.50	
0247	24020	06	POLES AND GOLD BALL	2594		
POLES AND GOLD BALL	E 12-01-30-04				284.50	0.00
	CEMETERY / CEMETERY - SUPPLIES / OPERATING					
			Invoice Total-		284.50	
			Vendor Total-		1,980.45	
<b>00787 HAGGAN, FRANK</b>						
0247	24021	06	JUNE ELECTION 2023			
JUNE ELECTION 2023	E 01-35-20-07				243.00	0.00
	GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED					
			Vendor Total-		243.00	
<b>00009 HAMMOND LUMBER COMPANY</b>						
0247	24022	06	TRASH BAGS	6664608		
TRASH BAGS	E 13-01-30-04				13.99	0.00
	FACILITIES / GENERAL - SUPPLIES / OPERATING					

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	13.99	
0247	24022	06	WOOD HANDLE	6675150		
WOOD HANDLE	E 13-01-30-04				27.98	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING				Invoice Total-	27.98	
0247	24022	06	PRIMER	6682529		
PRIMER	E 13-11-35-08				37.74	0.00
FACILITIES / DALTON - REPAIRS / BUILDING				Invoice Total-	37.74	
0247	24022	06	SUPPLIES	6684101		
SUPPLIES	E 13-01-30-04				35.11	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING				Invoice Total-	35.11	
0247	24022	06	ENAMEL	6684050		
ENAMEL	E 12-01-30-04				8.59	0.00
CEMETERY / CEMETERY - SUPPLIES / OPERATING				Invoice Total-	8.59	
				Vendor Total-	123.41	
<b>00267 IRVING OIL CORPORATION</b>						
0247	24023	06	FD FUEL	35051897		
FD FUEL	E 05-05-30-02				76.77	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL				Invoice Total-	76.77	
0247	24023	06	CEMETERY AND FACILITY FUE	35051901		
FACILITY	E 13-01-30-02				446.10	0.00
FACILITIES / GENERAL - SUPPLIES / FUEL				E 12-01-30-02	440.00	0.00
CEMETERY						
CEMETERY / CEMETERY - SUPPLIES / FUEL				Invoice Total-	886.10	
				Vendor Total-	962.87	
<b>00316 JOHNSON, JUDITH</b>						
0247	24024	06	JUNE ELECTION 2023			
JUNE ELECTION 2023	E 01-35-20-07				15.00	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED				Vendor Total-	15.00	
<b>00000 KIRSTEN HELLSTROM</b>						
0247	24025	06	SUPER SUNDAY FOOD REIMBUR			
SUPER SUNDAY FOOD REIMBUR	E 05-05-30-05				91.61	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FOOD/WATER				Vendor Total-	91.61	
<b>00638 LEAF</b>						
0247	24026	06	COPIER LEASE			
COPIER LEASE	E 01-10-20-07				155.98	0.00
GEN'L GOV. / ADMIN - SERVICES / CONTRACTED				Vendor Total-	155.98	
<b>00325 MACKENZIE, JOAN</b>						
0247	24027	06	JUNE ELECTION 2023			
JUNE ELECTION 2023	E 01-35-20-07				15.00	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED				Vendor Total-	15.00	
<b>00382 MAINE BETTER TRANSPORTATION ASSOC</b>						
0247	24028	06	DUES JASON	2023		

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
DUES JASON			E 01-10-14-02		75.00	0.00
			GEN'L GOV. / ADMIN - MEMBERSHIP / KVCOG			
			<b>Vendor Total-</b>		<b>75.00</b>	
<b>00796 MAINE LOCAL GOVERNMENT HUMAN RESOURCES ASS</b>						
0247	24029	06	MEMBERSHIP LORNA			
MEMBERSHIP LORNA			E 01-15-14-09		35.00	0.00
			GEN'L GOV. / MANAGER - MEMBERSHIP / MTCMA			
			<b>Vendor Total-</b>		<b>35.00</b>	
<b>00001 MAINE MUNICIPAL</b>						
0247	24030	06	BENEFITS			
DENTAL INSURANCE			G 1-226-00		295.49	0.00
			GEN'L FUND / DENTAL INS			
LIFE INSURANCE			G 1-229-00		302.46	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		1,988.02	0.00
			FACILITIES / GENERAL - PERSONNEL / BENEFITS			
HEALTH INSURANCE			G 1-225-00		4,064.16	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 SAFETY / 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: SW			E 15-05-10-13		994.01	0.00
			SOLID WASTE / WASTE - PERSONNEL / BENEFITS			
HEALTH INSURANCE: CEMETER			E 12-01-10-13		994.01	0.00
			CEMETERY / CEMETERY - PERSONNEL / BENEFITS			
			<b>Vendor Total-</b>		<b>15,596.22</b>	
<b>00519 MAINE OXY</b>						
0247	24031	06	SUPPLIES			
SUPPLIES			E 13-01-30-04		3.64	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Vendor Total-</b>		<b>3.64</b>	
<b>00161 MAINE PAPER SOLUTIONS LLC</b>						
0247	24032	06	TRASH LINERS, WINDEX	519000		
TRASH LINERS, WINDEX			E 01-10-30-10		139.35	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / CLEANING			
			<b>Vendor Total-</b>		<b>139.35</b>	
<b>00582 MAINE TECHNOLOGY GROUP</b>						
0247	24033	06	JUNE IT SERVICES	31958		
JUNE IT SERVICES			E 01-10-15-03		1,416.04	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			<b>Vendor Total-</b>		<b>1,416.04</b>	
<b>00742 MB TRACTOR &amp; EQUIPMENT</b>						
0247	24034	06	KUBOTA REPAIRS	11995A		
KUBOTA REPAIRS			E 12-01-35-01		162.35	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
			<b>Vendor Total-</b>		<b>162.35</b>	
<b>00256 MODERN PEST SERVICES</b>						

## Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0247	24035	06	NBCC PEST CONTROL		5859844	
NBCC PEST CONTROL			E 13-03-20-12		91.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
			Vendor Total-		91.00	
00258 MORRELL, PENNY						
0247	24036	06	JUNE ELECTION 2023			
JUNE ELECTION 2023			E 01-35-20-07		15.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			Vendor Total-		15.00	
00570 NAPA AUTO PARTS						
0247	24037	06	SUPPLIES		67514	
SUPPLIES			E 13-01-30-04		15.20	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Vendor Total-		15.20	
00780 PITNEY BOWES INC						
0247	24038	06	INK		1023232796	
INK			E 01-10-30-03		75.48	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Vendor Total-		75.48	
00040 POWER EQUIPMENT PLUS						
0247	24039	06	FILTERS		99227633	
FILTERS			E 13-01-35-01		83.91	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			Invoice Total-		83.91	
0247	24039	06	PARTS		99227902	
PARTS			E 13-01-35-01		24.97	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			Invoice Total-		24.97	
0247	24039	06	SCREWS		99227907	
SCREWS			E 13-01-35-01		2.99	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			Invoice Total-		2.99	
0247	24039	06	TRIMMER LINE		99227995	
TRIMMER LINE			E 12-01-30-04		44.99	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			Invoice Total-		44.99	
			Vendor Total-		156.86	
00775 RASMUSSEN, HANS						
0247	24040	06	MILEAGE REIMBURSEMENT 319	MAY 2023		
MILEAGE REIMBURSEMENT 319			E 01-20-20-02		146.74	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Vendor Total-		146.74	
00003 REGISTRY OF DEEDS						
0247	24041	06	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		19.00	
00385 RJD APPRAISAL						
0247	24042	06	ASSESSING SERVICES	JUNE 2023		
ASSESSING SERVICES			E 01-10-15-04		2,312.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
			Vendor Total-		2,312.50	

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00000 RSU 18 MHS</b>						
0247	24043	06	MEMORIAL DAY SERVICE	2023		
MEMORIAL DAY SERVICE			E 12-01-20-07		50.00	0.00
			CEMETERY / CEMETERY - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>50.00</b>	
<b>00612 SPECTRUM ENTERPRISE</b>						
0247	24044	06	TOWN OFFICE INTERNET	084051401060123		
TOWN OFFICE INTERNET			E 01-10-20-01		152.28	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			<b>Invoice Total-</b>		<b>152.28</b>	
0247	24044	06	PHONE AND INTERNET	144009001060723		
LAKES FD			E 05-05-20-01		187.97	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		129.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		109.81	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
CFAS			E 25-30-20-01		219.97	0.00
			RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO			
DEPOT FD			E 15-05-20-01		86.97	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
DEPOT FD			E 15-05-20-01		59.99	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
			<b>Invoice Total-</b>		<b>794.69</b>	
			<b>Vendor Total-</b>		<b>946.97</b>	
<b>00424 STEVENS, JASON</b>						
0247	24045	06	DITCHING, SHOULDERS	5/7/2023		
1 TON 47 HRS			E 10-01-20-06		3,015.52	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
PICK UP 9 HRS			E 10-01-20-06		290.74	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
MINI EXCAVATOR 38 HRS			E 10-01-20-06		4,306.92	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
18 YD TRUCK			E 10-01-20-06		470.20	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>8,083.38</b>	
<b>00777 TOWN FAIR TIRE CENTERS OF MAINE LLC</b>						
0247	24046	06	REPAIR			
REPAIR			E 13-01-35-01		30.00	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			<b>Vendor Total-</b>		<b>30.00</b>	
<b>00048 TREASURER, STATE OF MAINE</b>						
0247	24047	06	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		225.00	0.00
			GEN'L FUND / PLUMB. PERM.			
			<b>Vendor Total-</b>		<b>225.00</b>	
<b>00379 TREASURER, STATE OF MAINE</b>						
0247	24048	06	FD FUEL	23BG0066819		
FD FUEL			E 05-05-30-02		835.30	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			<b>Vendor Total-</b>		<b>835.30</b>	
<b>00000 UNION CHURCH OF BELGRADE LAKES</b>						
0247	24049	06	UNION CHURCH CHOIR	MEMORIAL DAY 23		
UNION CHURCH CHOIR			E 12-01-20-07		50.00	0.00

Warrant 70

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
CEMETERY / CEMETERY - SERVICES / CONTRACTED						
Vendor Total-					50.00	
00265 UNITED STATES CELLULAR						
0247	24050	06	COMMUNICATIONS	0583287602		
FACILITIES			E 13-01-20-01		67.19	0.00
TOWN MANAGER			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
			E 01-15-20-01		33.90	0.00
FD			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
			E 05-05-20-01		31.40	0.00
CEO			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			E 01-20-20-01		31.40	0.00
TRANSFER STATION			GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNICATIO			
			E 15-05-20-01		31.40	0.00
FACILTIES			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
			E 13-01-20-01		36.19	0.00
FD HOTSPOT			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
			E 05-05-20-01		34.81	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
Vendor Total-					266.29	
00013 WASTE MANAGEMENT OF						
0247	24051	06	DEMO WASTE DISPOSAL	2067583-2080-1		
DEMO WASTE DISPOSAL			E 15-05-20-13		1,313.04	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					1,313.04	
0247	24051	06	MIXED WASTE DISPOSAL	2067582-2080-3		
MIXED WASTE DISPOSAL			E 15-05-20-13		9,448.23	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					9,448.23	
Vendor Total-					10,761.27	
00369 WB MASON CO, INC						
0247	24052	06	INK STAMPS	238768421		
INK STAMPS			E 01-10-30-03		32.56	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Vendor Total-					32.56	
00318 WEBSTER, KELLY						
0247	24053	06	JUNE ELECTION 2023			
JUNE ELECTION 2023			E 01-35-20-07		202.50	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					202.50	
00789 WILSON, CHRISTINA						
0247	24054	06	JUNE ELECTION 2023			
JUNE ELECTION 2023			E 01-35-20-07		15.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					15.00	
00000 ZHANG, JOANNA						
0247	24055	06	2023 SCHOLARSHIP AWARD	2023		
2023 SCHOLARSHIP AWARD			G 4-563-00		1,000.00	0.00
			TRUST FUND / SCHOLARSHIP			
Vendor Total-					1,000.00	





Vendor	Amount	Account
<b>01 GEN'L GOV.</b>		
<b>01-0 GEN'L GOV. / NO DIVISION CONT'D</b>		
00000 - ALISA R TOMASELLI	18.28	R 01-13 GEN'L GOV. - EXCISE - MV
00116 - BROMAR, INC	279.00	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00839 - DAVINCI SIGNS	16.30	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00839 - DAVINCI SIGNS	16.30	E 01-01-30-03 GEN'L GOV. / SELECT PRSNS - SUPPLIES / OFFICE
00839 - DAVINCI SIGNS	18.80	E 01-25-30-03 GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE
00000 - BRIAN R STACKPOLE	18.92	R 01-13 GEN'L GOV. - EXCISE - MV
00468 - CONSOLIDATED COMMUNICATIONS	53.88	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00638 - LEAF	155.98	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00582 - MAINE TECHNOLOGY GROUP	1,416.04	E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT
00001 - MAINE MUNICIPAL	1,988.02	E 01-10-10-13 GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS
00001 - MAINE MUNICIPAL	994.01	E 01-15-10-13 GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS
00780 - PITNEY BOWES INC	75.48	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00161 - MAINE PAPER SOLUTIONS LLC	139.35	E 01-10-30-10 GEN'L GOV. / ADMIN - SUPPLIES / CLEANING
00775 - RASMUSSEN, HANS	146.74	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
00003 - REGISTRY OF DEEDS	19.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00612 - SPECTRUM ENTERPRISE	152.28	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00265 - UNITED STATES CELLULAR	33.90	E 01-15-20-01 GEN'L GOV. / MANAGER - SERVICES / COMMUNICATI
00265 - UNITED STATES CELLULAR	31.40	E 01-20-20-01 GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNI
00369 - WB MASON CO, INC	32.56	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00612 - SPECTRUM ENTERPRISE	109.81	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00376 - CARDMEMBER SERVICES	19.99	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	499.00	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	17.99	E 01-20-30-03 GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	500.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	500.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	76.42	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	46.70	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00787 - HAGGAN, FRANK	243.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00325 - MACKENZIE, JOAN	15.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00789 - WILSON, CHRISTINA	15.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00316 - JOHNSON, JUDITH	15.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00318 - WEBSTER, KELLY	202.50	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00148 - COOK, CHERYL	229.50	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00788 - COPPENS, REGINA	30.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00258 - MORRELL, PENNY	15.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00796 - MAINE LOCAL GOVERNMENT HUMAN	35.00	E 01-15-14-09 GEN'L GOV. / MANAGER - MEMBERSHIP / MTCMA
00382 - MAINE BETTER TRANSPORTATION A	75.00	E 01-10-14-02 GEN'L GOV. / ADMIN - MEMBERSHIP / KVCOG
00376 - CARDMEMBER SERVICES	29.98	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	22.95	E 01-35-30-05 GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER
<b>Division Total-</b>	<b>10,716.58</b>	
<b>Department Total-</b>	<b>10,716.58</b>	

**05 PUBLIC SAFTY**

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

00376 - CARDMEMBER SERVICES	105.48	E 05-05-40-04 PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIP
00000 - KIRSTEN HELLSTROM	91.61	E 05-05-30-05 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FOOD/W.
00612 - SPECTRUM ENTERPRISE	187.97	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00265 - UNITED STATES CELLULAR	34.81	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00265 - UNITED STATES CELLULAR	31.40	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00379 - TREASURER, STATE OF MAINE	835.30	E 05-05-30-02 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL

Vendor	Amount	Account
<b>05 PUBLIC SAFTY CONT'D</b>		
<b>05-0 PUBLIC SAFTY / NO DIVISION CONT'D</b>		
00001 - MAINE MUNICIPAL	1,988.02	E 05-05-10-13 PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEF
00468 - CONSOLIDATED COMMUNICATIONS	52.47	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00020 - CENTRAL MAINE POWER	123.06	E 05-25-20-04 PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRI
00267 - IRVING OIL CORPORATION	76.77	E 05-05-30-02 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL
00168 - ATLANTIC PARTNERS EMS, INC	85.00	E 05-05-13-01 PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUC
<b>Division Total-</b>	<b>3,611.89</b>	
<b>Department Total-</b>	<b>3,611.89</b>	
<b>10 PUBLIC WORKS</b>		
<b>10-0 PUBLIC WORKS / NO DIVISION CONT'D</b>		
00424 - STEVENS, JASON	3,015.52	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	290.74	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	4,306.92	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	470.20	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
<b>Division Total-</b>	<b>8,083.38</b>	
<b>Department Total-</b>	<b>8,083.38</b>	
<b>12 CEMETERY</b>		
<b>12-0 CEMETERY / NO DIVISION CONT'D</b>		
00000 - RSU 18 MHS	50.00	E 12-01-20-07 CEMETERY / CEMETERY - SERVICES / CONTRACTED
00000 - UNION CHURCH OF BELGRADE LAKE!	50.00	E 12-01-20-07 CEMETERY / CEMETERY - SERVICES / CONTRACTED
00001 - MAINE MUNICIPAL	994.01	E 12-01-10-13 CEMETERY / CEMETERY - PERSONNEL / BENEFITS
00040 - POWER EQUIPMENT PLUS	44.99	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00030 - A.A.A. PORTABLE TOILETS	175.00	E 12-01-20-06 CEMETERY / CEMETERY - SERVICES / RENTALS
00263 - BOB THE PLUMBER, INC.	288.52	E 12-01-35-06 CEMETERY / CEMETERY - REPAIRS / PLUMBING
00009 - HAMMOND LUMBER COMPANY	8.59	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00267 - IRVING OIL CORPORATION	440.00	E 12-01-30-02 CEMETERY / CEMETERY - SUPPLIES / FUEL
00840 - FLAGS FOR PATRIOTS	1,658.45	E 12-01-53-02 CEMETERY / CEMETERY - MEMORIAL DAY / FLAGS
00840 - FLAGS FOR PATRIOTS	37.50	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00840 - FLAGS FOR PATRIOTS	284.50	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00544 - ADVANCE AUTO PARTS	31.04	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00544 - ADVANCE AUTO PARTS	13.69	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00742 - MB TRACTOR & EQUIPMENT	162.35	E 12-01-35-01 CEMETERY / CEMETERY - REPAIRS / EQUIPMENT
00376 - CARDMEMBER SERVICES	566.64	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	34.32	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	11.98	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	25.99	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	91.00	E 12-01-99-01 CEMETERY / CEMETERY - EXPENSE / FLOWERS
<b>Division Total-</b>	<b>4,968.57</b>	
<b>Department Total-</b>	<b>4,968.57</b>	
<b>13 FACILITIES</b>		
<b>13-0 FACILITIES / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	159.99	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	126.59	E 13-01-30-08 FACILITIES / GENERAL - SUPPLIES / UNIFORMS
00376 - CARDMEMBER SERVICES	33.75	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	26.38	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	34.99	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00265 - UNITED STATES CELLULAR	36.19	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
00376 - CARDMEMBER SERVICES	29.39	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	97.99	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	273.12	E 13-01-40-04 FACILITIES / GENERAL - PURCHASES / EQUIPMENT
00376 - CARDMEMBER SERVICES	60.73	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	9.95	E 13-01-30-05 FACILITIES / GENERAL - SUPPLIES / FOOD/WATER

Vendor	Amount	Account
<b>13 FACILITIES CONT'D</b>		
<b>13-0 FACILITIES / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	29.98	E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT
00376 - CARDMEMBER SERVICES	9.95	E 13-01-30-05 FACILITIES / GENERAL - SUPPLIES / FOOD/WATER
00519 - MAINE OXY	3.64	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00009 - HAMMOND LUMBER COMPANY	13.99	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00009 - HAMMOND LUMBER COMPANY	27.98	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00009 - HAMMOND LUMBER COMPANY	37.74	E 13-11-35-08 FACILITIES / DALTON - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	35.11	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00267 - IRVING OIL CORPORATION	446.10	E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL
00263 - BOB THE PLUMBER, INC.	16.50	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00263 - BOB THE PLUMBER, INC.	672.20	E 13-02-35-06 FACILITIES / CFAS - REPAIRS / PLUMBING
00263 - BOB THE PLUMBER, INC.	75.90	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00473 - ALEXANDER, CORY	45.76	E 13-01-20-02 FACILITIES / GENERAL - SERVICES / TRANSPORTATI
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-07-20-06 FACILITIES / FD:DEPOT - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-10-20-06 FACILITIES / PARKS - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-08-20-06 FACILITIES / FD:NB - SERVICES / RENTALS
00289 - AUGUSTA FUEL CORP.	291.32	E 13-11-20-05 FACILITIES / DALTON - SERVICES / HEATING
00289 - AUGUSTA FUEL CORP.	74.69	E 13-04-20-05 FACILITIES / GARAGE - SERVICES / HEATING
00289 - AUGUSTA FUEL CORP.	24.80	E 13-02-20-05 FACILITIES / CFAS - SERVICES / HEATING
00256 - MODERN PEST SERVICES	91.00	E 13-03-20-12 FACILITIES / NBCC - SERVICES / PEST CONTROL
00570 - NAPA AUTO PARTS	15.20	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00040 - POWER EQUIPMENT PLUS	83.91	E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT
00040 - POWER EQUIPMENT PLUS	24.97	E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT
00040 - POWER EQUIPMENT PLUS	2.99	E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT
00001 - MAINE MUNICIPAL	1,988.02	E 13-01-10-13 FACILITIES / GENERAL - PERSONNEL / BENEFITS
00265 - UNITED STATES CELLULAR	67.19	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
00777 - TOWN FAIR TIRE CENTERS OF MAINI	30.00	E 13-01-35-01 FACILITIES / GENERAL - REPAIRS / EQUIPMENT
<b>Division Total-</b>	<b>5,448.01</b>	
<b>Department Total-</b>	<b>5,448.01</b>	

**15 SOLID WASTE**

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

00013 - WASTE MANAGEMENT OF	1,313.04	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00013 - WASTE MANAGEMENT OF	9,448.23	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00265 - UNITED STATES CELLULAR	31.40	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO
00001 - MAINE MUNICIPAL	994.01	E 15-05-10-13 SOLID WASTE / WASTE - PERSONNEL / BENEFITS
00612 - SPECTRUM ENTERPRISE	129.98	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO
00612 - SPECTRUM ENTERPRISE	86.97	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO
00612 - SPECTRUM ENTERPRISE	59.99	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO
00376 - CARDMEMBER SERVICES	134.98	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	28.66	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	31.98	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	299.00	E 15-05-40-04 SOLID WASTE / WASTE - PURCHASES / EQUIPMENT
<b>Division Total-</b>	<b>12,558.24</b>	
<b>Department Total-</b>	<b>12,558.24</b>	

**25 RECREATION**

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

00376 - CARDMEMBER SERVICES	22.08	E 25-30-30-05 RECREATION / REC PROGRAMS - SUPPLIES / FOOD/W
00376 - CARDMEMBER SERVICES	161.59	E 25-30-30-05 RECREATION / REC PROGRAMS - SUPPLIES / FOOD/W
00376 - CARDMEMBER SERVICES	1,418.16	R 25-09 RECREATION - BENCH DONA
00376 - CARDMEMBER SERVICES	283.75	E 25-30-20-03 RECREATION / REC PROGRAMS - SERVICES / ADVERT
00376 - CARDMEMBER SERVICES	71.97	E 25-30-30-05 RECREATION / REC PROGRAMS - SUPPLIES / FOOD/W
00376 - CARDMEMBER SERVICES	48.84	E 25-30-30-04 RECREATION / REC PROGRAMS - SUPPLIES / OPERAT

## Department Summary

Vendor	Amount	Account
<b>25 RECREATION CONT'D</b>		
<b>25-0 RECREATION / NO DIVISION CONT'D</b>		
00612 - SPECTRUM ENTERPRISE	219.97	E 25-30-20-01 RECREATION / REC PROGRAMS - SERVICES / COMMU
00376 - CARDMEMBER SERVICES	55.95	E 25-30-30-04 RECREATION / REC PROGRAMS - SUPPLIES / OPERAT
00001 - MAINE MUNICIPAL	994.01	E 25-30-10-13 RECREATION / REC PROGRAMS - PERSONNEL / BENEI
00263 - BOB THE PLUMBER, INC.	993.61	E 25-30-35-15 RECREATION / REC PROGRAMS - REPAIRS / POOL
<b>Division Total-</b>	<b>4,269.93</b>	
<b>Department Total-</b>	<b>4,269.93</b>	

<b>30 LIBRARY</b>		
<b>30-0 LIBRARY / NO DIVISION CONT'D</b>		
00001 - MAINE MUNICIPAL	994.01	E 30-01-10-13 LIBRARY / LIBRARY - PERSONNEL / BENEFITS
00376 - CARDMEMBER SERVICES	16.95	E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	97.54	E 30-01-30-03 LIBRARY / LIBRARY - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	8.43	E 30-01-30-04 LIBRARY / LIBRARY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	8.26	E 30-01-30-01 LIBRARY / LIBRARY - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	60.00	E 30-01-31-01 LIBRARY / LIBRARY - SPECIAL / EVENTS
<b>Division Total-</b>	<b>1,185.19</b>	
<b>G/L Account Total</b>	<b>1,185.19</b>	

**G/L Accounts**

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

00048 - TREASURER, STATE OF MAINE	225.00	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00001 - MAINE MUNICIPAL	4,064.16	G 1-225-00 GEN'L FUND / HEALTH INS.
00001 - MAINE MUNICIPAL	295.49	G 1-226-00 GEN'L FUND / DENTAL INS
00001 - MAINE MUNICIPAL	302.46	G 1-229-00 GEN'L FUND / LIFE INS
00000 - ZHANG, JOANNA	1,000.00	G 4-563-00 TRUST FUND / SCHOLARSHIP
<b>Division Total-</b>	<b>5,887.11</b>	
<b>G/L Account Total</b>	<b>5,887.11</b>	
<b>Final Total-</b>	<b>56,728.90</b>	

## TM Report 06/20/2023

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

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

**Department Head Meeting** – scheduled for June 22.

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

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

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

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

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

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

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

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

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

### **On the radar**

Water Trustee appointments (2 positions open)

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

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

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

LD 2003

Possible Broadband Committee

Strategic Planning/Goals for 2023

PSAP Service – confirm provider to state by end of June

4 Day Work Week / Preferred Employer

Permit/Code Enforcement Modules – updates

Truck for Facilities

CFAS repairs

American Rescue Fund expenditures (finalize)

Tax Commitment, Tax Stabilization Reimbursement (LD290)