

Town of Belgrade
Board of Selectpersons

March 17, 2020 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road, Belgrade, ME 04917

A G E N D A

Call to Order and Pledge of Allegiance
Open Meeting

1. PUBLIC COMMENT

2. OLD BUSINESS

- A. Possible action on Cemetery **mower maintenance contract.**
- B. Board appointment: **Patrick Donahue – Comprehensive Plan Implementation Oversight Committee.**

3. NEW BUSINESS

- A. Possible action on renewal of Fire Department **mutual aid agreement** with Waterville.
- B. Discussion and possible action on **postponing large Town gatherings** because of public health concerns.
- C. Possible action on delegating to the Town Manager authority to sign the **warrant for all state payables.**
- D. Discussion of **fiscal year transition education campaign.**
- E. Possible action on **Spirit of America award** nominees.

4. WARRANT

5. TOWN MANAGER REPORT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Mower maintenance

Hammond Tractor rescinded its maintenance quote after failing to win the bid for the purchase of our new mower.

Belgrade Mechanical Services submitted a quote of \$988.27 for servicing each of the four mowers twice over the coming year. However, the Cemetery Committee advocates awarding the contract to a Walker-certified dealer, owing to the complexity of these fuel-injected mowers.

Union Farm Equipment, from whom we purchased our new Walker mower, is such an outfit. Union Farm submitted a total quote of \$1,062.74. (See attached.)



Union Farm Equipment
 1893 Heald Highway
 Union, ME 04862
 (207) 785-4451
 (800) 935-7999
 Fax: 1-207-785-4267
 www.unionfarmequipment.com



Invoice #	UFE-0	PO#	
Date		Terms	Net 30
Time	14:42	Due Date	4/8/2020

RO#	UFE-15648		
RO Date	3/9/2020		
Miles	In	0.0	Out 0.0
Hours	In	1.0	Out 1.0
Service Writer	Dan Scott		
Stock#	(49938) WLK00482		
Serial#	111429		
Yr Make Model	WALKER MDD52GHS10		
Description	DIESEL 52IN 10CU MOWR		
License			
Fleet#			
In Service Date			

Town of Belgrade (8195)
 990 Augusta Rd
 Belgrade ME 04917
 Contact Dutil, Chris (207) 495-2258

Repair Estimate

Customer

Memo

Customer Service Issue # 1

Com: Annual Service
 Inspect for any issues

Cause:

Fix:

Note:

Mech	Type	Description	Total
23641	Labor	Small Engine Labor	2.0000 81.00 0.00% \$162.00
	Item	K1211-82320 ELEMENT, AIR CLEANER	1.0000 15.31 0.00% \$15.31
	Item	5090-3 SAFETY FILTER INSERT	1.0000 20.24 0.00% \$20.24
	Item	12581-43012 ASSY FILTER, FUEL	1.0000 8.16 0.00% \$8.16
	Item	5020-2 FUEL FILTER, IN TANK	1.0000 8.77 0.00% \$8.77
	Item	HH152-32432 CARTRIDGE, OIL FILTER	1.0000 11.61 0.00% \$11.61
	Item	70000-10033 OIL,325 GAL 15W40 OIL (DROPSHIP) ***	3.0000 4.28 0.00% \$12.84
	Misc.	MSC Shop Charges	1.0000 12.96 0.00% \$12.96
	Misc.	MSC Environmental Fee	1.0000 3.24 0.00% \$3.24

26 service 254.99
 Lub service 199.99
 Trucking 92.50
 Walker mower 255.13
 Walker mower 255.13

 1,062.74 For ALL

Cash	Check	Check #	CC	CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Summary of Charges	
\$0.00	Taxable
\$255.13	Non-Taxable
\$255.13	Subtotal
\$0.00	Sales Tax
\$255.13	PAY THIS AMOUNT
\$0.00	Amount Tendered
\$0.00	Change Due
Exempt Tax Cert #: E80900	
Expiration Date: 12/31/2049	

Customer Signature	Date
--------------------	------

Belgrade Mechanical Services

43 Deer Drive
 Belgrade, ME 04917
 207-592-6086
 remington.cc72@gmail.com

Estimate

Date	Estimate #
2/13/2020	19

Name / Address
Town of Belgrade Chris Dutil/Anthony Wilson 990 Augusta Road,ME 04917

Project

Description	Qty	Rate	Total
Field Service Labor-Servicing of 3 Walker mowers and 1 Kubota ZG222 zero turn	8	90.00	720.00
Parts-engine oil-4		268.27	268.27
oil filter-4			
air filter-4			
fuel filter-4			
grease-1			
engine oil12qts			
<p>This estimate is good for 30 days. Yearly servicing under the maintenance schedule chart is as follows. Change engine oil/filter. Change air filters primary and secondary. Clean vacuator valve. Replace fuel filters. Service and load test batteries. Check/Adjust FSC friction lock. Check/Adjust belts. Grease all fittings and mower deck. Check pto gearbox oil. Check hydrostatic transmission fluid. Check tire pressure. Check functions of instrument panel and warning horn.</p>			
		Total	\$988.27

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other _____

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

Name Patrick Donahue

Address PO Box 289 Belgrade Lakes Ave 04918

Phone # (Home) 730-2331

(Work) _____ Email: FLDCamp@MSU.com

Place of Employment Lake Point Real Estate Belgrade

Education &

Experience BS University of Maine

Retired Capt. US Coast Guard

25 years local Real Estate Broker and Developer

Board Member Belgrade Lakes Assn

Board Member 7 Lakes Alliance

Interests and

Hobbies Hiking, lake activities, fishing & gardening

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

Belgrade is a special place with its mix of lakes

forests and open areas. By working

with the LRPC will help maintain that unique

sense of place this area has.

References

Name Earl Tozzo Phone _____

242-9119

Name Kathi W. Phone _____

465-7352

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Mutual aid agreement

Fire Chief Dan MacKenzie has worked with Waterville's fire chief to update the mutual aid agreement between the two communities. Chief MacKenzie said the substantive changes involve:

- Reimbursement for foam.
- Reimbursement for medical supplies
- Reimbursement if either party is reimbursed for cost for incidents such as, but not limited to, forest fires, vehicle crashes and hazardous material incidents such that division of those funds shall be as billed by each department.

A copy of the updated agreement is attached. Chief MacKenzie will be available at the meeting to answer questions.

MUTUAL AID AGREEMENT

AGREEMENT made this 1st day of February 2020, between the City of Waterville and the Town of Belgrade.

WHEREAS; by virtue of 30-A M.R.S.A Chapter 153 Section 3156, the parties by their municipal officers hereby authorize their Fire / EMS departments to provide Mutual Aid Response in other municipalities.

NOW THEREFORE; the party's agree as follows:

1. In the event that in the judgement of the Fire Chief or Officer in Charge that an emergency incident is occurring or is about to occur that is or may be beyond the first party's resources to control, the Fire Chief or Officer in Charge may request that each party respond with resources as pre-determined or specifically requested. These resources may be used for assisting in mitigating the given incident or providing stand-by coverage to meet the needs of other potential incidents.
2. In the event that a pre-determined incident is occurring or is about to occur, the Regional Dispatch Center may automatically request emergency response from Mutual Aid Fire / EMS departments as pre-determined with-out the request of the department where the incident is or is about to occur. (Automatic Aid).
3. The requested Mutual Aid department may make the determination as to what amount of equipment / manpower is to respond so as to retain enough resources to respond to an emergency incident with-in its own community.
4. The responding Mutual Aid resources shall upon arriving on scene of the incident report to the Commanding Officer and work under his / her supervision or Accountability Officer if established. It is the responding Chief or Officer in Charge's prerogative whether or not to allow his / her personnel to work as part of a company under another department's officer(s) or remain under the control of their own officer(s).
5. If the party providing Mutual Aid response for any EMS related incident provides emergency transport by ambulance of a patient(s) to a hospital or other health care facility, that party is entitled to bill the patient for that service.
6. Each party agrees, if necessary and available, to provide a Paramedic intercept at a pre-determined cost to the requesting party.
7. Each party:
 - Is responsible for damage or loss of its own equipment and apparatus
 - Will provide Worker Compensation to cover all of its personnel for compensable injuries arising out of rendering aid under this agreement.
 - Will maintain sufficient liability insurance consistent with the limits on liability in the Maine Torts Act.
 - Will only use response apparatus that has an up to date fire pump test and current vehicle inspection sticker.

- Will be responsible for all damages and the legal consequences of its own negligence to the extent provided by law; however, it is understood that any liability to third parties caused by the negligence or fault of the Incident Commander or Fire Chief of the community requesting Mutual Aid, shall to that extent be the responsibility of the community requesting aid.
8. Services performed by any party to this agreement shall be rendered without cost or reimbursement except as follows:
 - Use of another's Firefighting Foam, as approved or requested by the receiving departments chief or on scene Incident Commander
 - EMS supplies where the other party received payment or was reimbursed for such supplies
 - EMS emergencies where it is common practice to bill for providing higher level of care in the case of an advanced life support intercept.
 - Where either party was reimbursed for cost for incidents such as but not limited to: Forest Fires, Vehicle Crash or Hazardous Material incidents where such division of those funds shall be as billed by each department. The chief shall be responsible to meet all deadlines for required reports and other documentation requested for reimbursement.
 9. To further enhance this agreement the parties agree to allow their personnel to attend, instruct or assist in instructing any training event(s) scheduled by either party and to provide those personnel and instructors Worker Compensation for compensable injuries arising at said training event(s).
 10. The parties agree that any available Fire Chief / Chief Officer of either party may respond to any emergency event in either party's community without being directly dispatched or requested. (Automatic Aid)
 11. This agreement shall become effective upon date hereof and shall remain in full force and effect until canceled by mutual agreement of the parties hereto, or by 30 day written notice of any party to the others.

IN WITNESS WHEREOF, the parties hereto set their hands and seals the day first written above.

Fire Chief, Waterville

Fire Chief, Belgrade

Dated _____

Dated _____



Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Postponement of large Town gatherings

Selectwoman Wall asked that the Board discuss the possibility of postponing Town Meeting in light of the public health concern posed by the coronavirus. We believe this discussion should also extend to Father-Daughter Date Night.

I asked MMA Legal what the machinations of postponing Town Meeting would be. MMA attorney Breana Gersen replied: "State law does not provide specific procedures for postponing or canceling a town meeting. An open town meeting can generally be postponed or cancelled, which is discussed in MMA's *Town Meeting and Elections Manual*. However, it is generally inadvisable to cancel, postpone or advance the date of a secret ballot election once it has been scheduled because there are no procedures in state law to alter the statutory deadlines pertaining to secret ballot elections, including nomination paper and absentee ballot availability and filing deadlines. There is no clear way for the municipal officers to town's legislative body to change the date of the annual town meeting based on the information you provided. In addition, changing the date of a secret ballot election may adversely affect the rights of candidates and voters."

Afterward, the MMA, which apparently was fielding this question from other towns, issued this directive: "If the warrant for the meeting has not been publicly posted for the requisite seven days, it may, at the direction of the municipal officers (selectmen or councilors), be taken down wherever posted, thus calling off the meeting. If the warrant has been posted for seven or more days, however, there is no procedure under Maine law for cancelling the meeting once it has been legally called. Although the meeting cannot be cancelled, as few as two voters and the clerk can open the meeting, elect and swear in a moderator, and then move to immediately adjourn the meeting without acting on any other business. If the majority of voters present agree, the meeting has effectively been cancelled. Note that there is no guarantee that the voters attending will approve the motion to adjourn."

I have asked MMA to provide guidance regarding under what authority we could spend funds if Town Meeting were postponed. I will forward the response to the Board as soon as we receive it.

Health Officer Christine Merckens plans on attending the Board meeting. She recommends postponing the meeting, as MaineGeneral has its public gatherings. She noted most Town Meeting attendees are in the at-risk category of people 60 and older.

The governor is encouraging the cancellation of indoor public events of more than 250 people. Father-Daughter Date Night draws about 300 attendees. That event can be held at any time of year. As a result, Recreation Director Lily Schubert, Parks & Recreation Committee chair Linda Bacon and I recommend postponing that until later in the year.

Although as of this writing, there is only one presumptive positive case of coronavirus in the state – in Androscoggin County. It is important to note the extraordinary precautionary measures being taken throughout the country are meant not necessarily to prevent the disease, but to prevent its spread, which will disproportionately kill at-risk populations. That's why many college campuses are shutting down; young people are not at risk of dying, but colleges are trying to prevent the spread of disease in their communities. Many other organizations, including billion-dollar enterprises, are also acting prudently to prevent that. Prudence, I believe, is the wisest approach, given the threat to citizens' health, safety and welfare – which must be government's top priority. We must ensure we do not act cavalierly, but with care.

If we must press on with Town Meeting, we need to consider prudent steps we can and should take to protect people. Those might include no hand-shaking, keeping chairs 6 or more feet apart, providing pens to each voter or wiping down pens after each use, sanitizing surfaces throughout the event, etc. We have already purchased abundant cleaning and sanitizing supplies in preparation for a meeting.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Delegation for state payables

Prior Selectboards have delegated to the Town Manager authority to sign weekly payroll and Bureau of Motor Vehicle warrants. The latter is a state payable. We propose extending that delegation to all state payables. Those would be Vital Records, Inland Fisheries & Wildlife, and Animal Welfare. Doing so would ensure that those state monies are turned over to the state in a timely and expeditious manner.

We have encountered a couple of occasions in which we did not get a warrant approved on time. The state has taken notice. We do not want to risk our privilege to issue state permits, licenses and certificates to our citizens; that would necessitate them going to the appropriate state office in Augusta. Obviously, that is an inconvenience.

Attached is the proposed policy.

Town of Belgrade

Policy on the Delegation of Authority to Sign State Payables

The delegation of authority of signing weekly and monthly State Payables is hereby delegated to the Town Manager through the approval of the Belgrade Board of Selectpersons at its regularly scheduled meeting on Tuesday, March 17, 2020. State payables include all monies collected by the Town on behalf of the State of Maine for Vital Records, the Bureau of Motor Vehicles, Inland Fisheries & Wildlife, and Animal Welfare. The Town Manager will review all warrants for accuracy and correctness prior to signing.

Authorized by the Board of Selectpersons:

Michael Barrett, Chair

Ernst Merckens, Vice Chair

Richard Damren

Melanie Jewell

Kathleen Wall

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Fiscal year education campaign

Here is a plan for conducting an educational campaign to inform Belgrade residents about a fiscal year budget calendar and its benefits:

Public forums – I will host a series of public forums on various weekdays, each devoted to discussing a key point about transitioning to a fiscal year. Those topics would include:

- An overview. I hope Doug Mather, Belgrade resident and recently retired Oakland town treasurer, will come and talk about the benefits of a fiscal year. He identified that as Belgrade's greatest budgeting need.
- The benefits. Those include the ability to better control the municipal portion of the mil rate (by knowing our property values), voters having a better idea of what the mil rate will be when approving the budget (which would align with the county and RSU 18 budgets), having a firm idea of what our state revenue will be (by aligning with the state budget), and eliminating the interest costs of a TAN. I will ask our assessor to attend.
- The transition. This would explain the adoption of a six-month budget, then a 12-month budget. I may invite Farmington's town manager to this; he has been through this process and assures it's not terribly onerous. He could also talk about transitioning to a May or June town meeting.
- Payment plans. We will lay out the options for paying taxes under a fiscal year budget. Those could include twice-a-year or quarterly payments. We will still allow folks who want to pay in one lump sum when they receive their bill to do so.

Coffee with the Town Manager – After each forum, I will host one of these gatherings to talk about and answer questions about the above topics (and more). I will also publicize my availability to speak to any community groups/gatherings about this.

Newsletter – We will devote an article about this, based upon the topics in the forum, in each Belgrade Bulletin, which is widely disseminated and read.

Committee meetings – The volunteers who serve on our committees could be important ambassadors for talking to their family, friends and neighbors about the benefits of a fiscal year. So, I will make a presentation to each of our citizen boards, seeking their input and buy-in.

Citizen contacts – I come into contact with lots of citizens. As I have done in encouraging them to vote and attend Town Meeting, I will use those conversations as an opportunity to talk about a fiscal year budget.

Website – We will create a webpage, accessible from the Selectboard, Town Manager, Tax Collector, Treasurer and Town Clerk pages, detailing all of the info we gather on a fiscal year. This will include an accessible FAQ about this notion.

Facebook – Whatever we post on the website, we will promote on Facebook with bitly URLs that send users back to our site for more info.

Marquee – We will promote our gatherings on the electronic sign ... and may include some “did you know” type facts about a fiscal year.

Newspaper – Because fewer people are reading the newspaper and I’m unsure if the Kennebec Journal would be willing to print an article from me explaining why we are interested in this move, this would not be a high-priority outreach effort. Nonetheless, I’ll give it a shot. We might have better luck with this in Summertime in the Belgrades. I feel sure Esther would allow me to submit a piece for publication.

I am also open to your ideas.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Spirit of America award nominees

Three nominations for the Spirit of America award were made prior to the March 1 deadline. They are attached.

2020

The Spirit of America Foundation Award

The Spirit of America Foundation is a public charity that was established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than twenty-six cities and towns in Maine. The Spirit of America Foundation Award historically is presented to honor local Individual(s), organization (s) and /or projects for community service. The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2010

PLEASE SUBMITT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2011

Town of Belgrade

Spirit of America Award
Nomination Form

Nominee Name: LYNN AND PHYLLIS MATSON

Nomination made by: MICHAEL BARRETT

Date: MAY 13, 2019

Reason for the nomination:
THE MATSON'S VERY GENEROUS GIFT OF LAND AND STRUCTURES HAS MADE THE BELGRADE VILLAGE GREEN POSSIBLE. ALTHOUGH THEY ARE NOT RESIDENTS OF BELGRADE THEIR PUBLIC SPIRITED GESTURE SHOULD BE NOTED BY A GRATEFUL TOWN OF BELGRADE

You may drop this form off at the Belgrade Town Office or mail it to 990 Augusta Road, Belgrade, ME 04917

The Spirit of America Foundation Award

The Spirit of America Foundation is a public charity that was established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than twenty-six cities and towns in Maine. The Spirit of America Foundation Award historically is presented to honor local Individual(s), organization (s) and /or projects for community service. The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2019

**PLEASE SUBMITT YOUR NOMINATION TO THE TOWN OFFICE BY
MARCH 1, 2020**

Town of Belgrade

Spirit of America Award Nomination Form

Nominee Name: CAROL JOHNSON

Nomination made by: MICHAEL BORRITT

Date: NOV 5, 2019

Reason for the nomination:

CAROL HAS SPENT MANY HOURS WORKING AS A VOLUNTEER ON BEHALF OF THE TOWN AS A LEADER OF THE GROUP THAT WAS REORGANIZED FOR THE MAIN ST. ENHANCEMENTS, PRESIDENT AND BOARD MEMBER OF L.A. AND (LAWYER) (WIFE OF UNION (MURDER). CAROL IS PLEASED TO SAY THAT BELGRADE IS HER HOME TOWN.

You may drop this form off at the Belgrade Town Office or mail it to 990 Augusta Road, Belgrade, ME 04917

The Spirit of America Foundation Award

The Spirit of America Foundation is a public charity that was established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than twenty-six cities and towns in Maine. The Spirit of America Foundation Award historically is presented to honor local Individual(s), organization (s) and /or projects for community service. The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2019

**PLEASE SUBMIT YOUR NOMINATION TO THE TOWN OFFICE BY
MARCH 1, 2020**

Town of Belgrade

Spirit of America Award Nomination Form

Nominee Name: ELISABETH "BETTY" WELLS

Nomination made by: MICHAEL BORDEN

Date: NOV 5, 2018

Reason for the nomination:

BETTY DOR WELLS KNOWN FOR HER GENEROSITY, HAVING HELPED SEVERAL PEOPLE WITH TAX PAYMENTS (DON'T THINK "US AGAINST IT" - THAWED THE COLLEGE FUNDATION OF A NUMBER OF STUDENTS. IN HER WILL BETTY LEFT A SUBSTANTIAL BEQUEST TO THE F.D. WHICH ALLOWS THEM TO OBTAIN WHAT NEEDED EMERGENCY INTERVENT.

You may drop this form off at the Belgrade Town Office or mail it to 990 Augusta Road, Belgrade, ME 04917

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00289 AUGUSTA FUEL CORP.						
0155	19849	03	35.4 LP BULK		5830084	
35.4 LP BULK			E 13-02-20-05		50.62	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		50.62	
0155	19849	03	43.3 LP BULK		5828851	
43.3 LP BULK			E 13-04-20-05		61.92	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			Invoice Total-		61.92	
0155	19849	03	NB FIRE STATION FUEL		5817869	
NB FIRE STATION FUEL			E 13-08-20-05		285.57	0.00
			FACILITIES / FD:NB - SERVICES / HEATING			
			Invoice Total-		285.57	
0155	19849	03	NB FIRE HEATING FUEL		5827350	
NB FIRE HEATING FUEL			E 13-08-20-05		217.08	0.00
			FACILITIES / FD:NB - SERVICES / HEATING			
			Invoice Total-		217.08	
0155	19849	03	CFAS LP BULK 38.7		5828460	
CFAS LP BULK 38.7			E 13-02-20-05		55.34	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		55.34	
0155	19849	03	CFAS FUEL OIL		5829126	
CFAS FUEL OIL			E 13-02-20-05		663.79	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		663.79	
0155	19849	03	FD LAKES FUEL OIL		5818866	
FD LAKES FUEL OIL			E 13-06-20-05		260.88	0.00
			FACILITIES / FD:LAKES - SERVICES / HEATING			
			Invoice Total-		260.88	
			Vendor Total-		1,595.20	
00191 BARRETT, BARBARA						
0155	19850	03	2020 PRIMARY ELECTION		03/03/2020	
2020 PRIMARY ELECTION			E 01-35-20-07		114.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			Vendor Total-		114.00	
00263 BOB THE PLUMBER, INC.						
0155	19851	03	THERMOSTAT NB FIRE		0003616	
THERMOSTAT			E 13-08-35-07		38.00	0.00
			FACILITIES / FD:NB - REPAIRS / HEATING			
CALEB LABOR			E 13-08-35-07		60.00	0.00
			FACILITIES / FD:NB - REPAIRS / HEATING			
			Vendor Total-		98.00	
00651 BOYCE, VERNICE						
0155	19852	03	ACCOUNTING HELP		5	
ACCOUNTING HELP			E 01-10-15-01		150.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / AUDIT			
			Vendor Total-		150.00	
00097 BUSINESS COMMUNICATIONS OF MAINE						
0155	19853	03	PHONE MAINT. AGREEMENT		11137	
PHONE MAINT. AGREEMENT			E 01-10-20-01		725.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Vendor Total-		725.00	
00376 CARDMEMBER SERVICES						

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0155	19855	03	ELWIN BURTON 2ND LETTER	4602		
ELWIN BURTON 2ND LETTER			E 01-10-30-01		6.95	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		6.95	
0155	19855	03	BITE RESISTANT GLOVES ACO	2689		
BITE RESISTANT GLOVES ACO			E 05-30-30-04		193.49	0.00
			PUBLIC SAFTY / ACO - SUPPLIES / OPERATING			
			Invoice Total-		193.49	
0155	19855	03	LEASHES ACO	7029		
LEASHES ACO			E 05-30-30-04		8.96	0.00
			PUBLIC SAFTY / ACO - SUPPLIES / OPERATING			
			Invoice Total-		8.96	
0155	19855	03	CLIPBOARD ACO	4909		
CLIPBOARD ACO			E 05-30-30-04		23.85	0.00
			PUBLIC SAFTY / ACO - SUPPLIES / OPERATING			
			Invoice Total-		23.85	
0155	19855	03	ADOBE SUBSCRIPTION	7960		
ADOBE SUBSCRIPTION			E 01-10-20-07		15.81	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Invoice Total-		15.81	
0155	19855	03	CERTIFED MAIL BURTON	0017		
CERTIFED MAIL BURTON			E 01-10-30-01		6.95	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		6.95	
0155	19855	03	PHONE REPAIR	0035		
PHONE REPAIR			E 13-01-20-01		73.85	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
			Invoice Total-		73.85	
0155	19855	03	CATCH POLE ACO	0212		
CATCH POLE ACO			E 05-30-30-04		116.47	0.00
			PUBLIC SAFTY / ACO - SUPPLIES / OPERATING			
			Invoice Total-		116.47	
0155	19855	03	WASH BUCKET NB FIRE	3647		
WASH BUCKET NB FIRE			E 05-05-40-04		37.62	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		37.62	
0155	19855	03	COMPRESS AIR LICENSE	3147		
COMPRESS AIR LICENSE			E 05-05-14-07		12.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Invoice Total-		12.00	
0155	19855	03	FD/EMS EQUIPMENT	9229		
FD/EMS EQUIPMENT			E 05-05-40-04		98.59	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		98.59	
			Vendor Total-		594.54	
00020 CENTRAL MAINE POWER						
0155	19856	03	STREET LIGHTS BILL	714000715700		
STREET LIGHTS BILL			E 05-25-20-04		769.36	0.00
			PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY			
			Vendor Total-		769.36	
00395 CHILDS, MAURICE						
0155	19857	03	PICK UP RENTAL	03/01/2020		
PICK UP RENTAL			E 10-01-20-06		70.00	0.00

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
Vendor Total-					70.00	
00000 CHRISTIAN BISHOP						
0155	19858	03	2020 PRIMARY ELECTION	03/03/2020		
2020 PRIMARY ELECTION			E 01-35-20-07		180.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					180.00	
00468 CONSOLIDATED COMMUNICATIONS						
0155	19859	03	FIRE DEPT PHONE LINE	MARCH 2020		
FIRE DEPT PHONE LINE			E 05-05-20-01		43.87	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
Invoice Total-					43.87	
0155	19859	03	FAX LINE BILL MARCH	MARCH 2019		
FAX LINE BILL MARCH			E 01-10-20-01		40.89	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
Invoice Total-					40.89	
Vendor Total-					84.76	
00148 COOK, CHERYL						
0155	19860	03	2020 PRIMARY	03/03/2020		
2020 PRIMARY			E 01-35-20-07		320.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					320.00	
00340 DAMREN, CATHERINE						
0155	19861	03	2020 PRIMARY ELECTION	03/03/2020		
2020 PRIMARY ELECTION			E 01-35-20-07		162.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					162.00	
00000 DOBOS, ANNA						
0155	19862	03	LOST CHECK	35466 3/1/17		
LOST CHECK			G 1-550-00		37.40	0.00
			GEN'L FUND / HOLDING ACCT			
Vendor Total-					37.40	
00641 EATON PEABODY						
0155	19863	03	LEGAL-BRIGHTSIDE	555470		
LEGAL-BRIGHTSIDE			E 01-10-15-02		1,452.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
Vendor Total-					1,452.00	
00051 ES&S ELECTION SYSTEMS & SOFTWARE						
0155	19864	03	TOWN MEETING RENTAL	1123032		
TOWN MEETING RENTAL			E 01-35-30-04		45.00	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING			
Invoice Total-					45.00	
0155	19864	03	TOWN MEETING	1122795		
TOWN MEETING			E 01-35-30-04		480.69	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING			
Invoice Total-					480.69	
Vendor Total-					525.69	
00000 FONTAINE CAMILLE						
0155	19865	03	LOST CHECK	17363 6/20/2018		
LOST CHECK			G 1-550-00		27.70	0.00
			GEN'L FUND / HOLDING ACCT			
Vendor Total-					27.70	

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Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00000 FORTIN LAUREN						
0155	19866	03	LOST CHECK		16295 7/26/17	
LOST CHECK			G 1-550-00		123.00	0.00
			GEN'L FUND / HOLDING ACCT			
				Vendor Total-	123.00	
00147 FRIENDS OF BELGRADE LAKES						
0155	19867	03	INTEREST VILLAGE LIGHTS		VILLAGE LIGHTS	
INTEREST VILLAGE LIGHTS			G 2-200-00		2,174.86	0.00
			SPEC REVENUE / ACCOUNTS PAY			
				Vendor Total-	2,174.86	
00008 FULLER, GARY R.						
0155	19868	03	MILEAGE REIMBURSEMENT		2/24-02/29/2020	
MILEAGE REIMBURSEMENT			E 01-20-20-02		43.12	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
				Invoice Total-	43.12	
0155	19868	03	MILEAGE REIMBURSEMENT		3/2020-3/6/2020	
MILEAGE REIMBURSEMENT			E 01-20-20-02		33.44	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
				Invoice Total-	33.44	
				Vendor Total-	76.56	
00009 HAMMOND LUMBER COMPANY						
0155	19869	03	CFAS CAPITAL PROJECT		2972190	
CFAS CAPITAL PROJECT			E 92-01-99-99		489.78	0.00
			RECREATION / RECREATION - EXPENSE / EXPENSE			
				Invoice Total-	489.78	
0155	19869	03	CFAS CAPTIAL PROJECT		2970172	
CFAS CAPTIAL PROJECT			E 92-01-99-99		18.50	0.00
			RECREATION / RECREATION - EXPENSE / EXPENSE			
				Invoice Total-	18.50	
0155	19869	03	CFAS CAPITAL PROJECT		2953137	
CFAS CAPITAL PROJECT			E 92-01-99-99		1,391.59	0.00
			RECREATION / RECREATION - EXPENSE / EXPENSE			
				Invoice Total-	1,391.59	
0155	19869	03	CFAS CAPITAL PROJECT		2963981	
CFAS CAPITAL PROJECT			E 92-01-99-99		820.80	0.00
			RECREATION / RECREATION - EXPENSE / EXPENSE			
				Invoice Total-	820.80	
				Vendor Total-	2,720.67	
00381 HARTFORD LIFE & ACCIDENT INSURANCE						
0155	19870	03	4/19-4/19/21 BLANKET INSU		4/19-4/19/21	
4/19-4/19/21 BLANKET INSU			E 23-25-99-99		1,292.00	0.00
			INSURANCE / LIABILITY - EXPENSE / EXPENSE			
				Vendor Total-	1,292.00	
00695 IDEAL ELECTRIC INC.						
0155	19871	03	CFAS COMPLETED LITGTING		15802R	
CFAS COMPLETED LITGTING			E 92-01-99-99		11,899.50	0.00
			RECREATION / RECREATION - EXPENSE / EXPENSE			
				Vendor Total-	11,899.50	
00023 INLAND FISHERIES AND WILDLIFE						
0155	19872	03	INLAND FISHERIES MONTHLY		FEBRUARY REPORT	
INLAND FISHERIES MONTHLY			G 1-215-00		3,364.50	0.00
			GEN'L FUND / IF&W			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Vendor Total-	3,364.50	
00267 IRVING OIL CORPORATION						
0155	19873	03	FACILITES TRUCK FUEL		33345491	
FACILITES TRUCK FUEL			E 13-01-30-02		216.23	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
				Invoice Total-	216.23	
0155	19873	03	FACILITIES TRUCK FUEL		33345489	
FACILITIES TRUCK FUEL			E 13-01-30-02		288.34	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
				Invoice Total-	288.34	
0155	19873	03	FD TRUCK FUEL		3334587	
FD TRUCK FUEL			E 05-05-30-02		251.08	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
				Invoice Total-	251.08	
				Vendor Total-	755.65	
00000 JANE MANSON						
0155	19874	03	2020 PRIMARY ELECTION		03/03/2020	
2020 PRIMARY ELECTION			E 01-35-20-07		39.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
				Vendor Total-	39.00	
00615 KOFI FILE TECHNOLOGIES						
0155	19875	03	TOWN RECORDS PRESERVATION		232476	
TOWN RECORDS PRESERVATION			E 01-10-31-01		40.00	0.00
			GEN'L GOV. / ADMIN - SPECIAL / EVENTS			
				Vendor Total-	40.00	
00550 KYOCERA						
0155	19876	03	CONTRACT INVOICE		55L1906636	
CONTRACT INVOICE			E 01-10-20-14		255.55	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
				Vendor Total-	255.55	
00638 LEAF						
0155	19877	03	COPIER SYSTEM		10393164	
COPIER SYSTEM			E 01-10-20-14		127.04	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
				Vendor Total-	127.04	
00325 MACKENZIE, JOAN						
0155	19878	03	2020 PRIMARY		03/03/2020	
2020 PRIMARY			E 01-35-20-07		171.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
				Vendor Total-	171.00	
00382 MAINE BETTER TRANSPORTATION ASSOC						
0155	19879	03	2020 RD COMMISSIONER DUES		3081	
2020 RD COMMISSIONER DUES			E 10-01-14-11		75.00	0.00
			PUBLIC WORKS / ROADS-GM - MEMBERSHIP / MBTA			
				Vendor Total-	75.00	
00002 MAINE MUNICIPAL ASSOCIATION						
0155	19880	03	CHERYL ELECTIONS MANUAL		1000298200	
CHERYL ELECTIONS MANUAL			E 01-10-13-01		40.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
				Vendor Total-	40.00	
00582 MAINE TECHNOLOGY GROUP						
0155	19881	03	IT SERVICE MARCH		23249	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
IT SERVICE MARCH			E 01-10-15-03		992.20	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		992.20	
0155	19881	03	REMOTE SUPPORT	23321		
REMOTE SUPPORT			E 01-10-15-03		280.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		280.00	
			Vendor Total-		1,272.20	
00309 MARK'S PRINTING HOUSE						
0155	19882	03	VOTER REG	3566		
VOTER REG			E 01-35-30-03		37.50	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OFFICE			
			Vendor Total-		37.50	
00256 MODERN PEST SERVICES						
0155	19883	03	CFAS PEST CONTROL	4158040		
CFAS PEST CONTROL			E 13-02-20-12		107.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
			Invoice Total-		107.00	
0155	19883	03	NBCC PEST CONTROL	4158039		
NBCC PEST CONTROL			E 13-03-20-12		93.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
			Invoice Total-		93.00	
			Vendor Total-		200.00	
00533 MR. DREW AND HIS ANIMALS TOO						
0155	19884	03	VISIT TO STUDENTS	04272020BCS		
VISIT TO STUDENTS			E 30-01-20-07		605.00	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			Vendor Total-		605.00	
00174 MTCCA						
0155	19885	03	TITLE 30A TRAINING	1000295559		
TITLE 30A TRAINING			E 01-10-13-01		120.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
			Vendor Total-		120.00	
00081 NEW ENGLAND SALT COMPANY, LLC						
0155	19886	03	ROAD SALT	28087		
ROAD SALT			E 10-10-30-04		3,418.53	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
			Vendor Total-		3,418.53	
00321 PULSIFER, WILLIAM						
0155	19887	03	2020 PRIMARY	03/03/2020		
2020 PRIMARY			E 01-35-20-07		258.78	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			Vendor Total-		258.78	
00428 REDMAN, JULIA						
0155	19888	03	YOGA REIMBURSEMENT	03/12/2020		
YOGA			E 25-30-20-07		97.50	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
GENTLE YOGA			E 25-30-20-07		124.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			Vendor Total-		221.50	
00034 RSU # 18						
0155	19889	03	INSTALLMENT- MARCH 2020	03/18/2020		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
RSU # 18	INSTALLMENT		E 31-01-99-99		530,889.81	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			Vendor Total-		530,889.81	
00000 SARAH THOMSON						
0155	19890	03	CONTRACTED AUTHOR VISIT	03/02/2020		
			E 30-01-20-07		870.72	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			Vendor Total-		870.72	
00636 SCHUBERT, LILY						
0155	19891	03	MILEAGE	03/12/2020		
			E 25-30-20-02		37.97	0.00
			RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI			
			Vendor Total-		37.97	
00478 SEACOAST SECURITY, INC						
0155	19892	03	SERVICE CALL	638950		
			E 13-16-20-10		30.00	0.00
			FACILITIES / LIBRARY - SERVICES / SECURITY			
			Vendor Total-		30.00	
00612 SPECTRUM ENTERPRISE						
0155	19893	03	TOWN OFFICE INTERNET	084051401030120		
			E 01-10-20-01		123.88	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Vendor Total-		123.88	
00424 STEVENS, JASON						
0155	19894	03	3/4 TON AND 1 TON	3/1/2020		
			E 10-01-20-07		198.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			E 10-01-20-07		37.18	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			Invoice Total-		235.18	
0155	19894	03	ROAD WORK	03/01/2020		
			E 10-01-10-12		35.46	0.00
			PUBLIC WORKS / ROADS-GM - PERSONNEL / WAGES			
			Invoice Total-		35.46	
			Vendor Total-		270.64	
00516 SUNSET GRILL						
0155	19895	03	FOOD FOR ELECTION WORKERS	662524		
			E 01-35-30-05		65.50	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
			Vendor Total-		65.50	
00012 THE PRINT SHOP LLC						
0155	19896	03	FATHER DAUGHTER FLYERS	1576		
			E 25-30-31-02		225.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / DANCE			
			Vendor Total-		225.00	
00278 TOWN OF BELGRADE						
0155	19897	03	FATHER DAUGHTER DANCE	CASH 2020		
			G 1-103-03		350.00	0.00
			GEN'L FUND / REC PETTY CA			
			Invoice Total-		350.00	
0155	19897	03	STAMPS/POSTAGE	POSTAGE		
			E 01-10-30-01		51.60	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE						
					Invoice Total-	51.60
					Vendor Total-	401.60
00063 TREASURER, STATE OF MAINE						
0155	19898	03	OFFICE EQUIPMENT	15622SS		
MONITOR			E 13-01-30-04		50.00	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
SPEAKER			E 13-01-30-04		5.00	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
LETTER HOLDER			E 13-01-30-04		1.00	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
3 FLOOR MATTS			E 01-10-30-04		3.00	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OPERATING						
					Vendor Total-	59.00
00349 TREASURER, STATE OF MAINE						
0155	19899	03	VITAL RECORDS REPORT	FEBRUARY 2020		
VITAL RECORDS REPORT			G 1-213-00		2.00	0.00
GEN'L FUND / STATE VITALS						
					Vendor Total-	2.00
00242 TREASURER, STATE OF MAINE						
0155	19900	03	CFAS WATER TESTING	10071046		
CFAS WATER TESTING			E 13-02-20-08		20.00	0.00
FACILITIES / CFAS - SERVICES / WATER QUALTY						
					Vendor Total-	20.00
00024 TREASURER, STATE OF MAINE (A.W.)						
0155	19901	03	LOST CHECK	16207 06/2017		
LOST CHECK			G 1-210-00		18.00	0.00
GEN'L FUND / DOG LICENSES						
					Invoice Total-	18.00
0155	19901	03	ANIMAL REPORT	FEBRUARY 2020		
ANIMAL REPORT			G 1-210-00		48.00	0.00
GEN'L FUND / DOG LICENSES						
					Invoice Total-	48.00
					Vendor Total-	66.00
00265 UNITED STATES CELLULAR						
0155	19902	03	COMMUNICATIONS	0360196564		
TOWN MANAGER			E 01-15-20-01		115.08	0.00
GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO						
TRANSFER STATION			E 15-05-20-01		75.00	0.00
SOLID WASTE / WASTE - SERVICES / COMMUNICATIO						
FIRE AND RESCUE			E 05-05-20-01		75.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
FACILITY MAINTENANCE			E 13-01-20-01		75.00	0.00
FACILITIES / GENERAL - SERVICES / COMMUNICATIO						
FACILITY MAINTENANCE			E 13-01-20-01		75.00	0.00
FACILITIES / GENERAL - SERVICES / COMMUNICATIO						
					Vendor Total-	415.08
00178 WARREN BROTHERS						
0155	19903	03	SNOWFLOW CONTRACT	03/19/2020		
SNOWFLOW CONTRACT			E 10-10-20-07		25,399.67	0.00
PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED						
					Vendor Total-	25,399.67
00013 WASTE MANAGEMENT OF						
0155	19904	03	CFAS DUMPSTER	202449220807		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
CFAS DUMPSTER			E 13-02-20-06		84.87	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
			Invoice Total-		84.87	
0155	19904	03	TS 50 YD COMPACTOR	202504720808		
TS 50 YD COMPACTOR			E 15-05-20-07		4,859.25	0.00
			SOLID WASTE / WASTE - SERVICES / CONTRACTED			
			Invoice Total-		4,859.25	
			Vendor Total-		4,944.12	
00369 WB MASON CO, INC						
0155	19905	03	TRFER STATION RECIEPT INK	208419882		
TRFER STATION RECIEPT INK			E 15-05-30-03		27.99	0.00
			SOLID WASTE / WASTE - SUPPLIES / OFFICE			
			Invoice Total-		27.99	
0155	19905	03	FIRE DEPT OFFICE SUPPLIES	208272519		
FIRE DEPT OFFICE SUPPLIES			E 05-05-30-04		65.05	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			Invoice Total-		65.05	
0155	19905	03	FOOD/SNACKS	208406519		
FOOD/SNACKS			E 25-30-30-05		19.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		19.99	
0155	19905	03	FOOD CFAS	208352836		
FOOD CFAS			E 25-30-30-05		82.96	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		82.96	
0155	19905	03	CFAS SUPPLIES	208470056		
INKART TRI COLOR			E 25-30-30-03		69.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OFFICE			
DISINFECTANT SPRAY			E 25-30-30-04		7.79	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
PENCILS			E 25-30-30-03		10.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OFFICE			
			Invoice Total-		88.77	
			Vendor Total-		284.76	
00401 WHITE, DEREK						
0155	19906	03	FATHER DAUGHTER DJ	03/12/2020		
FATHER DAUGHTER DJ			E 25-30-31-02		200.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / DANCE			
			Vendor Total-		200.00	

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Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
					<hr/>
			Prepaid Total-		0.00
			Current Total-		600,499.24
			EFT Total-		0.00
			Warrant Total-		<hr/> 600,499.24

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

- MICHAEL BARRETT, SELECTPERSON, CHAIRPERSON _____
- RICHARD W. DAMREN, JR., _____
- MELANIE JEWELL, SELECTPERSON _____
- ERNST MERCKENS, SELECTPERSON, V. CHAIR _____
- KATHLEEN WALL, SELECTPERSON _____
- M. ANTHONY WILSON, TOWN MANAGER _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 17, 2020
Re: Town Manager's report

MDOT has tied ribbons on and erected digital signs to alert folks of the **dead trees** that will be cut alongside Route 11 on the Belgrade-Oakland town line.

I updated **job descriptions** for Town Treasurer, Deputy Clerk and Transfer Station Attendant in anticipation of hiring for those positions. I'm attaching those here, and will bring them to you for your consideration at the next meeting.

The Parks & Recreation Committee agreed to allow the **flea market** on the Village Green on July 4, designating a spot along the curb to Route 27 directly across from Hello Good Pie.

Chris Dutil and I go to Union Wednesday to be trained on and retrieve our **digital speed sign**. I plan on placing it first on lower West Road for drivers heading into the Village, then move it to the other side of the road after a week.

Last week, I attended a KVCOG gathering dedicated to the **importance of the census** to our community. In short, our participation translates to money and power. The latter involves our elected representation on state and federal levels; the greater our participation, the smaller our district. The former involves \$4.1 billion in federal dollars Maine receives for 55 programs, including the national school lunch program, Medicaid, Temporary Assistance for Needy Families, and the Children's Health Insurance Program. (The list goes on.) Starting last Thursday, folks can respond to the Census online at census.gov. In an effort to encourage Belgrade residents to participate, the Census is planning on having a table at the March 20 secret-ballot election and at the March 21 Town Meeting. I will be promoting participation in the Census on our various platforms.

Androscoggin Bank informed us last week it is dropping the rate at which we earn interest revenue from 1.75% to 1.25%. This was not unexpected. You may recall that low **interest rates** were one reason why we budgeted bank interest so conservatively this year. We value the excellent customer service Androscoggin provides and until now provided a great return compared to other banks. Nonetheless, we are exploring our options.

TOWN OF BELGRADE

Treasurer/Tax Collector

Job Description

The Town Treasurer is responsible for oversight of the spectrum of the Town's accounting, billing, investment and financial reporting activities. That includes accounting for collection of funds, payment of invoices, administration of accounts payable and receivable, investment of Town monies, and working directly with the Town's auditor on year-end reconciliations.

The Tax Collector is responsible for collecting and recording all incoming funds, including Town taxes, primarily from the general public.

Work is performed with considerable independence under the general supervision of the Town Manager, subject to an annual performance review, and in accordance with applicable laws and generally accepted accounting practices. The Treasurer/Tax Collector is hired by the Town Manager and approved by the Board of Selectpersons.

Essential duties and responsibilities:

- Ability to deal courteously with the public and to establish and maintain effective relationships with other municipal officials and with citizens.
- Receives and processes tax payments by mail, and records and balances all payments. Prepares timely tax receipt deposits and reports, including excise taxes and registrations to the State. Reconciles tax collections to the general ledger. Prepares necessary documentation for end-of-year work/financial audit.
- Reviews daily deposits, posting cash receipts to journals and making needed corrections.
- Assists the Town Manager, department heads, the Budget Committee and the Selectboard in preparing the proposed annual budget. Assists in developing Town Meeting warrant articles.
- Acts as purchasing agent for office supplies and office equipment.
- Maintains Town personnel records, including employee status, records of time worked, payroll and deductions, sick leave and vacation time, wage increases, etc. Administers employee benefits and processes workers compensation and other insurance claims.
- Timely prepares all required reports and payments that are time-sensitive, including but not limited to: federal withholding taxes, W-3 forms, 1099(E) (S) and 1096 IRS forms, and State form 941ME. Processes and distributes W-2 forms to each Town employee by Jan. 31.
- Publicly presents quarterly financial reports to the Selectboard. Attends other public meetings as required.

- Completes financial surveys requested by the Maine Municipal Association and by federal, state and local agencies.

Communication:

Position requires extensive communication with taxpayers and citizens, businesses, financial institutions, municipal officials and other Town employees, ranging from one-on-one collaboration to group presentations. Chooses processes for most effective information flow and sharing. Communication includes considerable written documentation of records, including:

- Quarterly and annual financial reports for municipal officials and taxpayers.
- Monitoring of town funds with and for financial institutions and municipal officials.
- Responses to citizen requests for information.

Knowledge required:

Working knowledge of principles and practices of municipal accounting, cash management, investment and budgeting. Knowledge of the lien process and of excise tax collection laws. Knowledge of methods of receiving, depositing and disbursing large sums of money.

Should possess knowledge of the organization and the Treasurer/Tax Collector's role. Knowledge of statutory requirements of the office, of the tax process, including tax lien requirements, and of banking and investments, with an ability to analyze, maintain and report on cash flow and investment needs. Ability to research and analyze specialized or broad issues.

Leadership/Teamwork:

Position provides leadership and management as well as makes significant individual contribution to the organization. That requires considerable coordination with Town departments, the Town Manager, and the Board of Selectperson. As a director, serves as a member of the Town's management team.

Complexity/Planning:

Employee is responsible for and participates in the full range of financial activities. Work includes the areas of tax collection, cash management, computerized record-keeping and customer service. A significant amount of problem-solving, interpretation and policy development is required. Must be aware of and use judgement regarding legal and social issues. Ability to accurately prepare complex accounting data and produce digestible financial reports. Ability to exercise judgement and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications in

existing financial management procedures. Responsible for executing actions necessary to achieve Town objectives. Responsible for detailed record-keeping necessary for annual budgeting and administration. Shares in developing organizational short- and long-range goals.

Decision-making:

Position requires the ability to develop strategic plans and policies affecting the organization, working within statutory, regulatory and policy guidelines. Decisions may be complex and require cross-departmental or functional problem-solving and analysis.

Recommends investment options based on anticipated cash flow demands. Executes the tax lien process according to legal guidelines. Ability to work independently and set work priorities.

Relationships:

Position requires considerable contact with a wide range of people, and is responsible for establishing and cultivating those relationships. Is visible and accessible to the general public, municipal employees and municipal officials to ensure effective interaction.

Training and experience required:

College degree in finance, business administration, accounting or a related field preferred and/or extensive municipal government experience. High school graduation required, plus experience in the collection and management of monies, knowledge of laws pertaining to property and excise taxes, or any equivalent combination of experience and training.

Candidates must pass required criminal and financial background checks and have a valid driver's license.

TOWN OF BELGRADE

Deputy Clerk

Job Description

The Deputy Clerk is primarily a clerical position that assists the Town Clerk as needed, including in voter registration and during elections. The Deputy Clerk is a primary responder to citizen needs and a deliverer of service at the Town Office's front counter.

In the Town Clerk's absence, the Deputy Clerk may serve in her stead. That includes attending Selectboard meetings, taking minutes, gathering Selectperson signatures on required documents, and preparing any needed follow-up

correspondence. In the absence of the Town Clerk, the Deputy Clerk may prepare State reports on Vital Records, Inland Fisheries and Animal Welfare. The Deputy Clerk may also be assigned a special area of responsibility for report preparation and record-keeping.

Among other duties and responsibilities, the Deputy Clerk:

- Collects payments on taxes and other types of revenue for the Town.
- Processes all types of vehicle registrations, boosters, commodity permits, and all recreational vehicle registrations.
- Issues vital records, licenses and permits, registers voters, and answers questions by telephone and in person on a variety of issues.
- Attends meetings/training to remain up-to-date on law changes.

The Deputy Clerk serves at the will of the Clerk and may perform any of the duties of the office prescribed by the Clerk.

Requirements of work:

- Knowledge of business English, spelling, and commercial arithmetic.
- Some knowledge of computer operations and use, and of modern office procedures, practices and equipment.
- Ability to work with some independence in general work situations, to perform a variety of standard arithmetic computations, and to keep varied records, to assemble and organize data, and to prepare standard reports from such records.
- Ability to establish and maintain working relationships with other employees and with citizens and to deal courteously with the public using tact and resourcefulness in meeting new problems.

Deputy Clerks must be bondable.

Training and experience required:

Graduation from an accredited high school, supplemented by courses in bookkeeping and commercial subjects, and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training.

TOWN OF BELGRADE
Transfer Station Attendant
Job Description

Transfer Station Attendants perform practical work involving the operation of the recycling center, including the operation of equipment to process all recyclables.

Work involves manual labor in the collection, storage and processing of materials to be recycled. Attendants work under the direction of the Recycling Coordinator and the Transfer Station Director.

Duties and responsibilities:

- Collects and processes materials to be recycled. This involves manual labor, including lifting, moving, sorting, cleaning and stacking of materials and/or equipment.
- Directs and assists the public in correctly recycling, and in doing so promotes the reduction of the Town's tipping fee costs.
- Operates machinery for Recycling Center functions, and assists, as directed, in maintenance and minor repair of Transfer Station equipment and tools.
- Performs other work as assigned by the Recycling Coordinator and/or Transfer Station Manager. That may include cleaning the Town Office up to twice per week.

Requirements of work:

- Knowledge of the hazards and applicable safety precautions of the work involved.
- Ability to perform heavy manual labor for an extended period. This requires the physical strength to lift at least 50 pounds and the agility necessary to perform functions of the job while exposed to a variety of climatic conditions.
- Ability to operate power equipment.
- Ability to understand and follow oral and written instructions. Must also have a willingness to learn and an ability to work in all Transfer Station operations. Further, must be able to work independently and with other personnel.
- An ability to interact with the public in a respectful and friendly manner, especially when directing citizens on proper recycling. Additionally, must establish and maintain effective working relationships with other Transfer Station and Town employees.
- Must pass a background check and have a valid driver's license.

Training and experience required:

Must have a high school diploma or a GED. Experience working in a recycling program or a transfer station is desired, as is experience operating a bailer or a skid-steer. State certification as a transfer station operator is desired but not required. Any combination of past work and a willingness to learn will also be considered.