

TOWN OF BELGRADE
Meeting Agenda
BOARD OF SELECTPERSONS
MAY 2, 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.

Public Hearing – June referendum warrant articles

Open Meeting

1. **Public Comment**
2. **Review and approve minutes of April 18, 2023 and April 27, 2023**
3. **Presentation and Discussion – Perkins Leasing**
4. **UNFINISHED BUSINESS**
 - A. Policy Updates
 - B. Comprehensive Plan
5. **NEW BUSINESS**
 - A. Appointments, Resignations
 - B. Acceptable Use Agreement
 - C. Lakes Committee request / letter
 - D. Fuel Bids
 - E. 4th of July Holiday/Meeting date
6. **OTHER BUSINESS**
7. **WARRANTS**
8. **TOWN MANAGER REPORT**
9. **EXECUTIVE SESSION:** pursuant to 1 M.R.S.A. §405(6) – personnel matter, if needed.

Memo

Public Hearing

Public Hearing for Special Town Meeting referendum questions and ordinance vote June 13.

TOWN OF BELGRADE MUNICIPAL REFERENDUM BALLOT
JUNE 13, 2023

Voter Instructions

Make a CROSS (X) or a CHECK MARK (✓) in the square (□) of your selection.

- If you make a mistake, ask for a new ballot.

(ARTICLE 2) Shall the Town vote to authorize the Board of Selectpersons or their designee to negotiate and the Board to enter into multi-year contracts on behalf of the Town and to extend existing contracts found to be in the best interest of the Town of Belgrade?

Selectboard Recommends: 5 For 0 Against

YES NO

(ARTICLE 3) Shall an ordinance entitled 'Town of Belgrade Planning Board Ordinance be enacted?

Selectboard Recommends: 5 For 0 Against

YES NO

(ARTICLE 4) Shall the town appropriate \$10,000 from the undesignated fund to the Cemeteries Capital Reserve Fund?

Selectboard Recommends: 5 For 0 Against

YES NO

TOWN OF BELGRADE PLANNING BOARD ORDINANCE

Enacted by Referendum: _____
(Date)

Certified By: _____
(Signature)

Certified By: _____
(Printed Name)

Title: _____
Town Clerk

Town of Belgrade Planning Board Ordinance

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

A. The board shall elect a chairperson and vice chairperson from among its members. The board may either elect a secretary from among its members or hire a non-board member to serve as secretary. The term of all offices shall be 1 year(s) with eligibility for re-election.

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

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

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

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

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

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

4. Duties; Powers

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

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

TOWN OF BELGRADE PLANNING BOARD ORDINANCE

Enacted by Referendum: _____
(Date)

Certified By: _____
(Signature)

Certified By: _____
(Printed Name)

Title: _____
Town Clerk

Memo

Minutes of April 18 and 27

Review and approve minutes of April 18 and April 27, 2023.

TOWN OF BELGRADE
Meeting Minutes
BOARD OF SELECTPERSONS
APRIL 18, 2023

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

Present: Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Daniel Newman, Selectperson Melanie Jewell, Selectperson Peter Rushton, Town Manager Lorna Dee Nichols, George Seel, Liz Fontaine, Sara Languet, Diane Oliver, Lynn Matson, Bruce Galouch, Anthony Wilson, Cory Alexander, Tom Streznewski, John Hall, Kathy Atkinson, Phyllis Matson, Eric Hooglund, Charlie Baeder, Stuart Cole.

Remote Participants: Travis Burton, Mary Vogel, Lynn Geiger.

Call to Order at 6:31 p.m. by Chair Barbara Allen.

Chair Barbara Allen motioned to move into executive session pursuant to 1 M.R.S.A. §405(6)(c) Real Estate; economic development; Selectperson Daniel Newman seconded the motion, vote 5-0.

Selectperson Daniel Newman motioned to exit executive session at 7 p.m., Vice Chair Carol Johnson seconded the motion, vote 5-0.

No decision or motion was made.

Selectperson Melanie Jewell motioned to enter regular session at 7:01 p.m., Selectperson Daniel Newman seconded the motion, vote 5-0.

Pledge of Allegiance

Establish quorum.

Open Meeting

Public Comment:

Sara Languet reminds the public of the May 18 voting on the RSU 18 budget – 6 p.m. at the high school.

The bridge is open on Castle Island!

Appointments - none

OLD BUSINESS

Review and approve minutes of April 4, 2023

Vice Chair Carol Johnson motioned to approve the minutes of April 4, 2023 as written, Selectperson Peter Rushton seconded the motion, vote 5-0.

American Rescue Plan Funds (ARPA)

Vice Chair Carol Johnson motioned to approve expending up to \$30,000 from American Rescue Funds for 7 Lakes Alliance erosion control, Selectperson Peter Rushton seconded the motion, vote 5-0.

Planning Board Ordinance – finalize and set hearing date.

Vice Chair Carol Johnson motioned to approve the Planning Board Ordinance as presented for voting in June and to set the public hearing date as May 2, Selectperson Daniel Newman seconded the motion, vote 5-0.

Sexton, Cleaning position job descriptions – finalize to post positions.

Vice Chair Carol Johnson motioned to approve the Custodial Maintenance job description as amended, Selectperson Peter Rushton seconded the motion, vote 5-0.

Chair Barbara Allen motion to approve the Assistant Sexton job description as amended, Vice Chair Carol Johnson seconded the motion, vote 5-0.

Warrant articles for June (cemeteries request, PB ordinance, multi-year contracts), approve and sign warrant; set public hearing date

Cemeteries warrant article: Vice Chair Carol Johnson motioned to approve, Selectperson Peter Rushton seconded the motion, vote 5-0.

Multi-year contracts: Selectperson Daniel Newman motioned to reconsider the April 4 warrant article, Chair Barbara Allen seconded the motion, vote 5-0.

Chair Barbara Allen motioned to use new warrant article language, Vice Chair Carol Johnson seconded the motion, vote 5-0.

Planning Board Ordinance: Chair Barbara Allen motion to approve and add to warrant for June voting, Vice Chair Carol Johnson seconded the motion, vote 5-0.

Vice Chair Carol Johnson motioned to put all warrant articles on for a public hearing May 2, Chair Barbara Allen seconded the motion, vote 5-0.

Merit increases for retention increase employees.

Chair Barbara Allen motioned to approve merit increases for retention increase employees retroactive to April 1, Vice Chair Carol Johnson seconded the motion, vote 3-2.

Winter Maintenance RFP

Vice Chair Carol Johnson motioned to approve the RFP for Winter Maintenance as amended, Selectperson Peter Rushton seconded the motion, vote 5-0.

NEW BUSINESS

Tax Anticipation Note (TAN) bids

The town received three bids: Bangor Savings Bank at 4.99%, Camden National Bank at 5.70% and Androscoggin Bank at 5.44%.

Chair Barbara Allen motioned:

VOTED by the Select Board for the Town of Belgrade, Maine as follows:

VOTED: (1) That under and pursuant to Title 30-A, Section 5771 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of \$2,000,000 principal amount of Tax Anticipation Note of the Town in anticipation of the receipt

of taxes for the municipal fiscal year which commenced January 1, 2023 and ends December 31, 2023.

(2) Said Note shall be dated May 2, 2023, shall mature on December 15, 2023, shall be signed by the Treasurer and countersigned by the Chair of the Select Board, shall bear interest at the rate of 4.99% per annum, shall be payable at Bangor Savings Bank in Bangor, Maine, and otherwise be in such form and bear such details as the signers may determine.

(3) That said Note is hereby sold and awarded to Bangor Savings Bank.

(4) Said Note is hereby designated a qualified tax-exempt obligation of the Town for the 2023 calendar year pursuant to the Internal Revenue Code of 1986.

(5) That all things heretofore done and all action heretofore taken by the Town, its municipal officers and agents in the authorization of said Note are hereby ratified, approved and confirmed and the Treasurer and Chair are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Note against payment therefor.

Vice Chair Carol Johnson seconded the motion, vote 5-0.

Rome Local Plumbing Inspector (LPI) coverage

The Board would like a memorandum of understanding between the Town of Belgrade and Rome for reciprocal coverage. The Town Manager will work with the Code Enforcement Officer to have something for review and consideration at a future meeting.

Fire Department vaccine policy

Chair Barbara Allen motioned to approve the Belgrade Fire & Rescue Department vaccine policy as presented, Vice Chair Carol Johnson seconded the motion, vote 5-0.

Friends of the Library - building lease renewal

Selectperson Melanie Jewell motioned to approve the annual library lease, Selectperson Peter Rushton seconded the motion, vote 5-0.

OTHER BUSINESS

Town Manager review. The Board will schedule a 1-hour executive session as part of their May 2 meeting and a 1-hour executive session as part of their May 16 meeting with the Town Manager.

WARRANTS

Warrant 42 \$24,973.11

Chair Barbara Allen motioned to approve warrant 42 in the amount of \$24,973.11, Vice Chair Carol Johnson seconded the motion, vote 5-0.

Warrant 43 \$8,694.25

Chair Barbara Allen motioned to approve warrant 43 in the amount of \$8,694.25, Selectperson Daniel Newman seconded the motion, vote 5-0.

Warrant 44 \$118,155.32

Chair Barbara Allen motioned to approve warrant 44 in the amount of \$118,155.32, Vice Chair Carol Johnson seconded the motion, vote 5-0.

Warrant 45 \$18,532.49

Chair Barbara Allen motioned to approve warrant 45 in the amount of \$18,532.49, Selectperson Melanie Jewell seconded the motion, vote 5-0.

Warrant 46 \$8,574.31

Chair Barbara Allen motioned to approve warrant 46 in the amount of \$8,574.31, Vice Chair Carol Johnson seconded the motion, vote 5-0.

TOWN MANAGER REPORT

Comprehensive Plan, Digital Mapping

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

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

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

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

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

Center for All Seasons

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

Cemetery Committee

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

Acceptable Use Policy

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

Warrant Articles, Public Hearing

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

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

Easter

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

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

Safety Training

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

Public Works Ad Hoc

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

Site Visits

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

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

ACO

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

HR/Policies

I attended HR training last week and came away with a list of policies to cross-check with what we have in place currently. As I identify missing items, I will be bringing these policies to the Selectboard for their consideration. Having said that, the employee guidelines handbook needs some updating as pointed out by an employee recently. This will be a work in progress.

I believe we have a final policy to address vaccination requirements from Maine EMS for Fire & Rescue. I wrote a policy and sent that over to Dan and his crew for review. Once they made their edits,

I sent out for legal review and then back to Fire & Rescue for any final edits. I believe we have a final draft as an agenda item for your consideration.

Safety Grant

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

Brown Tail Moths

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

Annual Evaluations

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

North Belgrade Fire Station Dedication

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

Memorial Bench

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

On the radar

Water Trustee appointments (2 positions open)

Dalton rental agreement(s) – meet with Perkins Leasing

Comprehensive Plan Implementation Oversight Committee

GIS mapping (digitized maps and parcel data)

LD 2003

Possible Broadband Committee

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

Strategic Planning/Goals for 2023

Fuel bids (RSU 18 etc.) – May 2

Lakes Committee request – May 2

Vice Chair Carol Johnson motioned to adjourn the meeting at 10:45 p.m., Chair Barbara Allen seconded the motion, vote 5-0.

TOWN OF BELGRADE
Meeting Minutes
BOARD OF SELECTPERSONS
APRIL 27, 2023 / 6:30 P.M.
BELGRADE TOWN OFFICE

Call to Order and Pledge of Allegiance

Present: Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Melanie Jewell, Selectperson Peter Rushton.

Establish quorum.

Open Meeting

Motion to move into executive session pursuant to 1 M.R.S.A. §405(6) – personnel matter by Selectperson Melanie Jewell at 6:41 p.m., seconded by Chair Barbara Allen, vote 4-0.

Motion to exit executive session at 8:21 p.m. by Selectperson Melanie Jewell, seconded by Chair Barbara Allen, vote 4-0.

Motion to move to regular session at 8:21 p.m. by Selectperson Melanie Jewell, seconded by Vice Chair Carol Johnson, vote 4-0.

Motions or decisions:

The board decided to schedule the 6-month evaluation of the Town Manager at a special meeting in executive session on May 1 at 5:45 p.m.

Motion to adjourn at 8:36 p.m. by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0.

Memo

Presentation and Discussion – Perkins Leasing

Gregg Perkins will attend via Zoom to speak with the Board.



REAL ESTATE LEASING & MANAGEMENT AGREEMENT

This Leasing and Management Agreement is entered in this 19 day of September, 2019 by and between town of Belgrade, "Owner", and Perkins Leasing & Management a division of Carroll Perkins Associates Inc., "Manager". Whereas Owner is desirous of having Manager lease and manage the following Premises: 8 and 18 Belgrade main hereinafter sometimes referred to as "Premises," "Leased Premises" or "Property", and Manager is desirous of leasing and managing said Premises for Owner.

NOW THEREFORE, in consideration of the Premises above and promises below, receipt and sufficiency of which is hereby acknowledged, parties hereto agree as follows:

1. **TERM:** This agreement shall continue in effect until such time as either Owner or Manager gives a 60 day notice in writing of intention to terminate the agreement or upon transfer of title of the Premises to a new owner. Upon termination, Manager shall deliver to Owner a statement outlining in detail any fees due to Manager hereunder, and shall cause all funds held by Manager relating to the Premises to be delivered to Owner. Furthermore, Manager shall deliver to Owner all records and documents relating to the Premises, including without limitation all accounting data and records, rent rolls, originals and copies of leases, service contracts and agreements, and technical data with respect to operation and maintenance of the Premises. Manager may make and retain copies of all such documents, and shall keep such information confidential.
2. **MANAGER'S RESPONSIBILITIES:** Manager will assume these responsibilities:
 - a. Manager will make diligent efforts to obtain suitable tenants for the Premises or any vacancies in the Premises as soon as possible, at a fair monthly rent and under terms acceptable to Owner.
 - b. Manager will provide to Owner on or before the 30th calendar day of each month, for the proceeding month, a report of any income and expenditures for the Premises. Any net income for the Premises above the amount of \$500.00 per managed Property will be forwarded to this owner within the same 30 days unless it is known that the income will be needed for any expenditures in the next month following the then applicable month.
 - c. Manager will make any normal and/or emergency expenditures necessary for the upkeep and protection of said Premises out of Owner's rent account. Except in the event of an emergency, non-routine expenditures exceeding \$350.00 will be made by said Manager only after being authorized to do so by said Owner. If so directed by Owner, up to three bids will be obtained and submitted to Owner for non-routine expenditures in excess of \$350.00.
 - d. With rent monies collected, Manager will, if so instructed by Owner, make disbursements and account to the Owner for the following: any and all repairs and operating bills. Unless otherwise agreed, Owner will have the obligation for payment of any mortgages on the property as well as: for payment of taxes and property insurance.
 - e. Manager will not discriminate because of race, color, religion, national origin, ancestry, sex, sexual orientation, disability or handicap, familial status, or receipt of public assistance.
 - f. Manager will deposit all monies collected for Owner in a trust account separate from Manager's personal or business accounts, provided that Manager shall not be responsible for loss of Owner's monies due to failure of a depository.
 - g. Everything performed by Manager under the provisions of this Agreement shall be done as independent contractor for Owner, and all obligations or expenses properly incurred as contemplated hereunder shall be for the account of, on behalf of and, except as otherwise provided, at the expense of Owner.

h. Manager may place and remove, or to cause to be placed and removed, such signs upon the Property as Manager in the exercise of its reasonable business judgment deems appropriate for promoting the availability of the rental, subject, however, to the right of Owner to reasonably request alternative placement and/or removal of any such signs.

i. It is understood and agreed that from the compensation to be paid to the Manager pursuant to the terms herein, Manager shall be required to pay all expenses of Manager other than direct expenses of operating the Property. Without limiting the generality of the foregoing, Manager shall be required to bear the costs of compensation of Manager's personnel (except the salaries of an on-site manager, if the same is approved by Owner), supervising employees and independent contractors not employed full time at the Property, all of Manager's expenses for travel and miscellaneous business expenses, and all overhead expenses attributable to Manager's main office.

3. OWNER'S COVENANTS: Owner agrees to the following:

a. Owner represents that they are all of the fee simple Owner(s) of the Premises which is to be leased and managed by Manager.

b. Owner hereby grants to said Manager the exclusive right to manage, sign leases as manager (upon approval from Owner of content therein), to collect rent, maintain, and operate said Premises and improvements thereon including the ability to sign and serve notices in the name of the Owner.

c. The Owner agrees to provide public liability insurance on the property. Owner will provide Manager with a copy of the liability policy and with a copy of the fire insurance policy. Owner agrees to indemnify, defend and save the Manager harmless from all liability in connection with the Premises and from liability for damage to the property. Owner and Manager agree that Manager is not a surety or guarantor of rents and other moneys recoverable by Manager from tenants for Owner's account.

"Building Owner shall name Carroll Perkins Associates d/b/a Perkins Leasing & Management as an additional insured on said owners liability insurance policy with respect to the stated Premises managed. Owner shall provide proof of insurance and agrees to maintain a liability limit of no less than \$250,000/\$500,000 or combined single limit of \$500,000."

d. Owner hereby grants, bargains and conveys to Manager and its successors in interest an equitable lien upon the Premises which are to be leased and managed by Manager and upon rents collected by virtue of the leases of the Premises for any and all moneys advanced by Manager for Owner's benefit and for the benefit of the real property and improvements thereon, which constitute the leased Premises. This equitable lien shall arise if money's advanced by Manager are not reimbursed by Owner within (14) days of mailing of written demand therefore. Owner and Manager agree that the world shall have notice of this equitable lien upon recording of this Leasing & Management Agreement among the land records of the city or county in which the Premises are located.

e. All costs associated with collection of outstanding debts will be at Owner's expense. All expenses related to Owner's property must be paid by the Owner; furthermore, the Owner understands that Manager is not obligated to expense with Managers funds.

f. Owner acknowledges that per the requirements of 42 U.S.C 4852d, Manager has informed Owner of his/her obligation to disclose to any tenant and to the Manager the presence of any lead based paint and/or lead based paint hazards and to provide the tenant and Manager any records, reports or information available pertaining to lead based paint or lead based paint hazards in the housing.

g. Owner agrees to pay to Manager upon signing of this agreement the sum of \$500.00 which shall be held in reserve by manager for Owner's benefit and only used in the event of a shortage of cash flow from the Property managed.

4. AGREEMENT BINDING ON SUCCESSOR IN INTEREST: This agreement shall be binding upon successors and assigns of the Manager, and the heirs, administrators, executors and assigns of the Owner.

5. INCORPORATION OF LEASE: The parties agree that the terms off all leases negotiated by Manager for Owner are incorporated into this Leasing & Management Agreement by reference; it being understood by Manager and Owner that

said leases define certain rights and responsibilities to be abided by that are not set forth in this agreement.

6. NO PARTNERSHIP: Nothing contained in this agreement or in the relationship of Owner and Manager shall be deemed to constitute a partnership, joint venture or any other relationship and Manager shall at all times be deemed an independent contractor for purposes of this agreement.

7. ASSIGNMENT: Manager may not assign or in any way voluntarily transfer this agreement without the prior written approval of Owner; provided, however, that Manager may retain one or more independent contractors to perform its obligations hereunder on the express condition that Manager remains responsible for the performance of all of its obligations hereunder.

8. COMPENSATION: Owner agrees to pay to Perkins Leasing & Management:

i. For leasing of residential units – show units, under write and obtain tenants and prepare leases: 1 full month's rent payable at time of lease signing.

ii. For extension or renewal of an existing lease _____ 1/2 of the monthly rent due upon signing of the lease extension.

iii. For Management:

1-4 units: 10% of the Gross Monthly Rents collected or a minimum of \$75.00 per managed property, whichever is higher that month.

5-15 units: 8% of the Gross Monthly Rents collected or a minimum of \$75.00 per managed property, whichever is higher that month.

16+ units: 6% of the Gross Monthly Rents collected or a minimum of \$75.00 per managed property, whichever is higher that month.

iv. If a Single Family or Two Family Property, Management while Premises vacant – \$75.00 per month for checking on the Premises while vacant.

9. OTHER CONDITIONS (if any):

IN WITNESS WHEREOF the parties have affixed or caused to be affixed their respective signatures this 19 day of September, 2019.

OWNER: _____

MANAGER: Perkins Leasing & Management

By: Luis O. Reyes

Personals manager

Its: manager

perkins Leasing & management

OWNER'S forwarding Address: _____

Home Phone _____ Work Phone _____ Cell Phone _____ Soc. Sec. or Tax ID # _____

Email address: _____

207-313-4689
Deb Cloutier's -

Contract book 8 Dalton Lease
+ file:
2019 Lois =

LEASE AGREEMENT

THIS LEASE, made and executed this 27th day of DECEMBER, 2018 by and between TOWN OF BELGRADE with a mailing address of c/o Perkins Leasing & Mgmt., 63 Silver Street, Waterville, Maine 04901 TEL. # (207) 873-0751 hereinafter collectively called "Landlord", and DEBORAH CLOUTIER, with a present mailing address of WATERVILLE, MAINE P4901 TEL. # 458-7398 hereinafter collectively called "Tenant". Landlord has employed as agent to MANAGE this residence the following entity: Perkins Leasing & Management, 63 Silver Street, Waterville, ME 04901 (207) 873-0751

WITNESSETH

1. DESCRIPTION OF PREMISES: The Landlord leases to the Tenant and the Tenant leases from the Landlord the premises known 8 DALTON LAND, BELGRADE (hereinafter "the leased premises" or "premises"). The premises is a house X, apartment , condominium , mobile home (check one).

2. TERM: The lease term commences on JANUARY 1, 2019 and ends at 12:00 PM DECEMBER 31, 2019 unless earlier terminated as provided herein. Nothing prevents the Landlord from terminating this Lease Agreement for breaches of this Lease Agreement by Tenant. If the Premises is not ready to move into at the commencement of the term, Landlord shall have a reasonable time, not to exceed five days, to get the Premises ready to move in to and the first month's rent shall be reduced accordingly based on the # of days the Premises was not ready to move in to. If Landlord does not have the Premises ready to move in to within said five days, the tenant may cancel this lease and all monies paid by Tenant shall be returned to Tenant.

2A. Extended Term Stay. If the Tenant has not moved out of the premises by 12:00 noon on the day the lease ends and has not signed with the Landlord a new lease, then this lease becomes a continuing "tenancy at will" and the Tenant will rent on a month-to-month basis. All the terms of this lease will remain in effect, except for terms that are in conflict with a State law regulating a tenancy at will. Either party can stop this month-to-month tenancy by giving to the other party written notice at least 30 days prior to the day the rent is due. The Landlord can refuse to allow the Tenant to become a month-to-month Tenant at the end of the lease. To do so he must so inform the Tenant at least 30 days before the end of the Term. The Tenant must then leave the residence no later than 12:00 p.m. on the last day of the Term.

3. RENT: The Tenant promises to pay to the Landlord as rent the sum of ELEVEN THOUSAND FOUR HUNDRED DOLLARS (\$11,400.00) for the entire term of the lease which rent shall be paid in the amount of NINE HUNDRED DOLLARS NINE HUNDRED AND FIFTY DOLLARS PER MONTH (\$950.00) per month on the first day of each and every month, with the exception that the first full monthly rental payment due hereunder shall be paid by the Tenant at the time this Lease is executed. In the event of Tenant's default in the payment of the monthly rent, then the unpaid rent reserved for the remaining lease term shall, at once, become due and payable. All payments of rent or any amounts owed Landlord by Tenant shall be without notice, demand or set-off except as otherwise provided by Maine law.

All payments shall be by cash or check or money order made payable to Landlord's Agent Perkins Leasing & Management and shall be made either by United States mail, postage prepaid, or hand delivered to Landlord's Agent. Payments for any amounts due under this Lease shall not be deemed made until actually received by Landlord's Agent.

If the Term of this Lease commences on a day other than the first (1st) of a month, Tenant shall pay a full month's rent at the time this lease is executed. On the first of the following month, Tenant shall pay the prorated rent amount that is due for the initial partial month that Tenant moved in which amount shall be calculated by dividing the monthly rent by the number of days in the month Tenant moved in and multiplied by the actual number of days of Tenants occupancy for the partial month. Said amount due hereunder is \$ NA for said partial month.

3A. Late Payment/ Other Fee's: Landlord, in its sole discretion, may assess a LATE CHARGE of four percent (4%) of one month's rent if the rental payment is not made within fifteen (15) days from the day the rental payment is due. The 15-day period before the late charge may be assessed shall not in any way affect Tenant's obligations to pay the Landlord rent when due, nor shall it affect the Landlord's ability to pursue an eviction for nonpayment of rent. In addition to the monthly rent, the Tenant also agrees to pay the Landlord the following charges (describe the reason for the charge, the amount, and when it should be paid): Tenant will be charged and Tenant agrees to pay a fee of \$50.00 for any check returned for insufficient funds which fee shall be due immediately upon notice of said check being returned for insufficient funds. In the event of Tenant locking themselves out and Landlord has to let Tenant in, Landlord may charge Tenant a fee of \$25.00.

3B. Partial Payments: Tenant shall make all rental payments in full. Payment or receipt of a rental payment of less than the amount stated in the lease shall be deemed to be nothing more than partial payment on that month's account. Any and all partial payments accepted by the Landlord shall be applied to the rent arrearage due which first became due and no partial payment shall

be applied to the current month's rent until all outstanding rent arrearage, late fees or other costs have been paid in full despite any endorsement, stipulation, or other statement on any check. Under no circumstances shall the Landlord's acceptance of a partial payment constitute accord and satisfaction. The Landlord's acceptance of a partial payment will not forfeit the Landlord's right to collect the balance due on the account, despite any endorsement, stipulation, or other statement on any check. Any modification to this lease must be made in writing signed by the Landlord, in which the Landlord states and agrees to the modification. The Landlord may accept any partial payment check with any conditional endorsement without prejudice to its right to recover the balance remaining due, or to pursue any other remedy available under this lease and Maine law.

3C. Payments Pending Litigation: During the pendency of any notice of termination and/or litigation involving Tenant and the Landlord as to which individual or entity is entitled to possession of the premises, including, but not limited to forcible entry and detainer or bankruptcy proceedings, any and all monetary payments in the amount of the rent shall be made by Tenant to the Landlord and shall be for current use and occupation of the premises and shall not act as a renewal of the Tenant's lease or tenancy despite any endorsement stipulation, or other statement on any check or money order, or other writing from the Tenant or Tenant's legal representative.

4. **SECURITY DEPOSIT:** Upon Lease signing, Tenant will pay the sum of NINE HUNDRED DOLLARS (\$900.00) as security deposit and not as a rental payment, final or otherwise, for the full and faithful performance of all terms and conditions of this Lease. In the event of a payment arrangement for the security due, Tenant will pay \$NA towards the deposit on lease signing and the balance will be paid as follows

In the event of a breach or default by the Tenant or any guests of the Tenant with respect to any of the terms, conditions, rules or regulations of this Lease or any other action pursuant to which the Landlord is entitled to retain the security deposit or a portion thereof for any costs, damages, or losses, injuries caused Landlord by such breach, default or other action, Landlord shall withhold said security deposit without in any manner waiving or limiting their rights to further hold Tenant liable for costs, damages, losses or injuries otherwise due. Should the leased premises be leased to others, Landlord DOES NOT waive any rights to costs, damages, including without limitation, injuries caused by Tenant's default, breach, early termination or other action.

Should the Landlord retain the security deposit or any portion thereof, the Landlord shall provide the Tenant with a written statement itemizing the reasons for retaining the security deposit or any portion thereof within thirty (30) days following the later of either the termination of the lease or the time the Tenant gives up possession of the leased premises. The Landlord shall include within such written statement the security deposit or any portion thereof which the Tenant may be entitled to receive. Reasons for Landlord retaining the security deposit (or a portion thereof) may include, but shall not be limited to: to repair damage to the residence and for the actual costs of unpaid rent, storing and disposing of unclaimed property, or for utility charges the Tenant owes to the Landlord. The Security Deposit cannot be used to pay for routine cleaning or painting made necessary by normal wear and tear. The Landlord will return the entire Security Deposit to the Tenant at the end of the lease if the following conditions are met: (1) Tenant gave proper WRITTEN notice to vacate; (2) The Premises is in good condition except for (a) normal wear and tear or (b) damage not caused by the Tenant, the Tenant's family, invitees or guests; (3) The Tenant does not owe any rent, utility or any other charges which the Tenant was required to pay directly to the Landlord pursuant to the terms herein; and (4) The Tenant has not caused the Landlord expenses for storage and disposing of unclaimed property, and (5) The tenant has paid all utility bills. If the Landlord deducts money from the Tenant's Security Deposit, the Landlord will provide the Tenant a list of the items for which the Tenant is being charged and return the balance of the Security Deposit.

5. **ASSIGNMENT AND OCCUPANCY:** Tenant shall not assign this lease, or any interest under it, or sublet the premises or any part thereof during the term of this Lease. Tenant covenants and agrees that only the following persons will occupy the premises: DEBORAH CLOUTIER and any minor dependents of Tenant. If Tenant increases the number of residents in the Premises, the rent herein reserved will increase by the rate of \$100.00 per month for each additional resident. Notwithstanding the same, Tenant must first seek Landlord's permission for such additional residents which Landlord may grant or deny for any reason whatsoever.

6. **USE OF THE PREMISES:** Tenant and their guests will occupy and use the premises solely as a private residence, and for no other purposes, including without limitation, to conduct any trade or business. Tenant and invited guests shall keep the premises in a clean and sanitary condition and shall not commit or permit any use of the premises nor commit any act which, directly or indirectly, is forbidden by law, ordinance or governmental regulation. Tenant and guests shall not commit or permit any use of the premises which, directly or indirectly, is dangerous to life, limb or property, which will or may tend to injure the reputation of the premises, which will be offensive, insulting or obnoxious to any Tenant of the building, guests of any such Tenant, Landlord and Landlord's guests, or residents of the neighborhood, or which may invalidate or increase the premium cost of any policy of insurance carried by Landlord in connection with the leased premises or any other property owned by Landlord. Tenant and their guests shall not operate, or permit to be operated, a radio, stereo equipment, television set or musical instrument in any manner, or permit or allow any such activities which may or tend to disturb other Tenants, guests of such Tenants, Landlord or Landlord's guests or residents of the neighborhood. Neither Tenant nor any guests shall in any manner interfere with the quiet and peaceful

enjoyment of the premises by any other Tenant, guest of such Tenant, Landlord or Landlord's guests and shall not in any manner harass, annoy or otherwise bother the aforesaid.

Tenant agrees to obey all building rules describing tenant conduct and responsibilities which may be in force now or which Landlord may establish at any time during the term. A written copy of these rules shall be given to the tenant when the tenant signs this lease or at the time Landlord establishes them. The landlord may make reasonable additions or changes to these rules, upon adequate notice to the tenant.

7. **UTILITIES AND MAINTENANCE:** The Tenant in addition to paying rent shall pay and be responsible for the following utilities and/or services:

	Landlord	Tenant	Description (if applicable or for clarification)
Electricity	X		
Fuel	X		Tenant to be responsible for oil company deliveries
Snow Shoveling		X	
Sewerage	X		
Hot Water	X		
Cold Water	X		
Telephone		X	
Cable Television		X	
Air Conditioning		X	
Trash Removal		X	
Yard Maintenance		X	
Snow Removal	X		

Fuel oil is / is not to be prorated at the time tenant moves in and will be prorated at the time tenant vacates the premises if prorated at move in. Tenant's failure to pay any such utility charge or to complete any required maintenance when due shall constitute a default hereunder. In the event Landlord inadvertently has a delivery of oil or has to pay for a service or utility Tenant is supposed to pay for, then Tenant will be charged for the same and the amount due therefore shall be treated as rent due by Tenant and due and payable within 10 days of receipt of a bill for the same.

Tenant shall be responsible for the cost of disposing of items such as old TV's, computer monitors, hazardous materials, tires, mattresses, furniture and any other item that may be considered a bulky item, hazardous materials or not routine every day household trash. If Landlord incurs cost for removal of said items, Landlord shall have right to seek reimbursement from the Tenant for payment of the same. Landlord shall have the same recourse against Tenant to collect the same as for non-payment of rent.

To the extent which heat and/or hot water is provided by Landlord, Tenant shall take all reasonable measures to conserve said heat and/or hot water by not opening windows during the heating season, by not excessively heating the Premises, by reporting any dripping faucets or running toilets in a timely fashion, and by not excessively wasting or running the hot water. Tenant's non compliance with this provision shall be cause for termination of this Lease upon a Seven (7) day notice to Tenant.

Tenant shall continuously maintain at their own expense the leased premises during the term of this lease, including any extension thereof, in as good, clean and satisfactory a condition as when the Tenant took possession, reasonable wear and tear excepted. At the expiration of the Lease or the repossession of the leased premises by the Landlord, the premises shall be delivered to Landlord

in such good, clean and satisfactory condition to be determined by Landlord, reasonable wear and tear excepted. Should Landlord, at any time during or after the term of this Lease, restore the leased premises in such good, clean and satisfactory condition, in order to fulfill the Tenant's obligations herein, the Tenant shall be responsible for all costs associated therewith.

Landlord's obligations for utilities or other services are all subject to interruption due to any accident, to the making of repairs, alterations, or improvements, to labor difficulties, to trouble in obtaining fuel, electricity service, or supplies from the sources from which they are usually obtained for the Premises, or to any cause beyond Landlord's control. Landlord shall have no obligation to provide utilities or equipment other than the utilities and equipment within the Premises as of the commencement date of this lease. In the event Tenant requires additional utilities or equipment, the installation and maintenance thereof shall be Tenant's sole obligation, provided that such installation shall be subject to the prior written consent of the Landlord.

8. **DAMAGES:** If created by Tenant or Tenant's invitees and guests, Tenant agrees to pay for any damage to the premises or any other areas of the building of which the Premises are a part that are beyond reasonable wear and tear and occurring during the term of this agreement. This includes damage caused by the intentional or negligent acts or omissions of the Tenant or Tenant's family or guests or invitees of the Tenant. Additionally, Tenant shall be deemed to be in breach of this agreement and the Landlord may pursue any legal remedy, if the Tenant or his/her guests or invitees cause damage to the premises or any common areas.

9. **OUTSTANDING LIENS, MORTGAGES, SUBORDINATION AND MECHANICS LIENS:** This Lease shall be subject and subordinate at all times to the lien of any existing mortgages and of mortgages which may hereafter be made a lien on the premises. The Tenant agrees to execute promptly any instrument evidencing such subordination that the Landlord may request of him. The Tenant further irrevocably appoints the Landlord as his attorney-in-fact to execute any such instrument for him/her and in his/her behalf.

9. **OUTSTANDING LIENS, MORTGAGES, SUBORDINATION AND MECHANICS LIENS:** This Lease shall be subject and subordinate at all times to the lien of any existing mortgages and of mortgages which may hereafter be made a lien on the premises. The Tenant agrees to execute promptly any instrument evidencing such subordination that the Landlord may request of him. The Tenant further irrevocably appoints the Landlord as his attorney-in-fact to execute any such instrument for him/her and in his/her behalf.

Tenant shall not have any work done or material furnished by or on behalf of Tenant in or about the Premises or any part of building of Landlord and will not permit or suffer any lien to attach to the Premises or building of Landlord and Tenant shall have no authority or power, express or implied, to create or cause any lien, charge or encumbrance of any kind against the Premises or all or any part of the building of Landlord. In the event any lien shall at any time be filed against the Premises or against any part of the building of Landlord by reason of work, labor, services or materials alleged to have been performed or furnished by, for or to Tenant or to anyone holding the Premises through or under Tenant, Tenant shall forthwith cause the same to be discharged of record or bonded to satisfaction of Landlord. If Tenant shall fail to cause such lien forthwith to be so discharged or bonded after being notified of the filing thereof, then, in addition to any other right or remedy of Landlord, Landlord may discharge the same by paying the amount claimed to be due, and the amount so paid by Landlord and all costs and expenses, including reasonable attorneys' fees incurred by Landlord in procuring the discharge of such lien, shall be due and payable by Tenant to Landlord as additional rent on the first day of the next following month.

10. **SALE OF PREMISES:** Landlord may elect to list the premises for sale. Tenant will cooperate and allow showings of the premises. Tenant and Landlord agree that this agreement, at the discretion of the Landlord, may be terminated in the event of sale or pending sale of the premises by the Landlord. If Tenant has to vacate due to a sale or pending sale, Landlord agrees to give Tenant at least a 30 days notice to vacate and Tenant shall vacate the premises at or prior to the expiration of the 30 day notice period (which need not run concurrent with the date rent is due).

11. **DESTRUCTION OF PREMISES:** If the leased premises is destroyed substantially by fire or taken by eminent domain, either party may terminate this lease without liability to the other for the remainder of the term.

12. **NOTICES:** Unless otherwise provided for in this lease, any notice required by this lease will be effective if given in writing and mailed or hand delivered to the last known address of the proposed recipient.

13. **ENTRY:** The Tenant agrees that the Landlord or his agent may enter and inspect the leased premises after 24 hours written, verbal or telephonic notice to the Tenant, provided, however, that the Landlord or his agent shall have the right to enter the premises in an emergency without notice to the Tenant.

14. **ALTERATIONS:** The Tenant agrees not to redecorate or alter the interior or exterior of the premises without the Landlord's written consent. Any work undertaken by the Tenant after securing the Landlord's written permission must be done in a good workmanlike manner and meet a professional standard of quality.

15. **TERMS AND CONDITIONS:** Tenant and Landlord agree that all terms in this lease are material terms and that the violation of any one of them constitutes a breach of the entire Lease Agreement. Furthermore it is agreed that non-payment of rent will cause all monthly rental payments remaining in the term to immediately become due unless the Landlord expressly waives this acceleration in writing.

16. RIGHTS OF LANDLORD UPON DEFAULT: If the Tenant fails to pay any installment of rent or any part thereof when due, or if Tenant or their guests shall violate any other term, condition, covenant, rules or regulation of this Lease or if Tenant shall fail promptly to take possession of or shall abandon the premises, Landlord may terminate this Lease in accordance with the terms set forth below. Tenant shall not be relieved of any obligations hereunder, including without limitation, the payment of rent. In the event Landlord shall repossess the premises, Landlord shall not be required to accept any Tenant for the premises offered by the Tenant. The failure on the part of the Landlord to re-enter and repossess the premises, or to exercise any of its rights hereunder upon default, shall not preclude the Landlord from the exercise of any such rights during the continuance of such default or upon any subsequent default. Acceptance of part due rent will in no way act as a waiver of Landlord's right to terminate the Lease for non-payment for rent when due after the Lease has been properly terminated in accordance with this Lease and Maine Law. If Tenant or their guests shall violate, breach or be in default of any term or condition of this Lease, Tenant shall pay all costs and expenses, incurred by Landlord in connection with its exercising any rights or remedies it may have under this Lease because of such violation or breach. The re-letting of Tenant's premises by Landlord shall not terminate or otherwise affect Landlord's rights against the Tenant for damages including, without limitation, loss of rent.

Upon default by the Tenant, the Landlord shall have the following rights to terminate this Lease:

A. Notice of Violation. Serious or repeated violations of the terms of this lease by Tenant can result in termination of the lease and eviction of the Tenant with seven (7) days' notice to Tenant. Except for failure to pay rent (see Paragraph B) or damage, nuisance, illegal acts (see Paragraph C) or dangerous actions by a Tenant (see Paragraph D) or serious or repeated violations as described above, if the Tenant does not abide by the terms of this lease the following will occur:

(1) The Landlord may deliver to the Tenant a written notice describing the violation and demanding that the Tenant cease the lease violation within 5 days of delivery of the notice.

(2) If Tenant does not comply within the 5 day period, Landlord may deliver to Tenant a second written notice that the lease will end within 7 days. On that day, the lease term terminates automatically and the Tenant must leave the residence and return the keys to the Landlord.

B. Eviction for Failure to Pay Rent. If the Tenant is 7 days or more late in paying the rent the Landlord may send a notice that states that the lease will end in 7 days, unless the Tenant pays all overdue rent, fees for service, or late charges, before that 7-day period ends. If the Tenant fails to pay the rent the lease term automatically terminates and the Tenant will leave the residence and return the keys to the Landlord.

C. Eviction For Damage, Nuisance, Illegal Acts. If the Tenant, the Tenant's family or an invitee of the Tenant has caused substantial damage to the demised premises which Tenant has not repaired nor caused to be repaired, has caused a nuisance within the premises, has caused or permitted an invitee to cause the dwelling unit to become unfit for human habitation or has violated or permitted a violation of the law regarding the tenancy/Lease Agreement, the Lease Agreement may be terminated by Landlord by seven (7) days' notice in writing to the Tenant.

D. Eviction for Dangerous Acts. If the Tenant's actions pose an immediate threat to the health or safety of other residents or the Landlord or the Landlord's employees, or to the physical structure of the premises, then the lease can be immediately terminated, without prior warning.

E. Notice of Termination. The Landlord must notify the Tenant in writing when the lease is terminated. This notice must be served on the Tenant by sending a prepaid first class properly addressed letter to the Tenant at the residence or by delivering a copy of the notice to the premises (by leaving a copy attached to the door or slipped under the door or other reasonable means) or to a person of suitable age and discretion residing within the residence or to the Tenant. Any notice sent by mail is effective two (2) days after it is mailed.

F. Attorney's and other Fees. If allowed, the prevailing party shall be entitled to an award of attorney's fees after a contested hearing to enforce the rental agreement in cases of wanton disregard of the terms of the rental agreement in accordance with 14 M.R.S.A. § 6030(3). Additionally, either party shall be entitled to receive all costs for service.

17. WAIVER: Any act or failure to act of the Landlord during the term of this Lease shall not constitute an acceptance by Landlord of Tenant's surrender of the leased premises unless agreed to by Landlord in writing. The acceptance of delivery of the keys to the leased premises by the Landlord shall not constitute termination of this Lease and an acceptance of Tenant's surrender of the premises, except to the extent the Landlord so accepts the surrender of the premises at that time. The failure of the Landlord to insist upon the strict performance of any one or more of the Tenant's obligations under this Lease shall not be construed as a waiver or relinquishment for the actual performance of any such obligation, including, without limitation, the Landlord's acceptance of late rental payments.

18. **CONDITIONS:** This Lease is made upon the following express conditions, each of which Tenant covenants that they and their guests will strictly observe and perform, throughout the term of this Lease and in no way shall modify or otherwise limit any other obligations of the Tenant as set forth in this Lease.
- a. **FLOOR COVERINGS:** Carpets or any other kind of floor covering material which are nailed or cemented to any of the floors shall become the sole property of the Landlord on the expiration of this Lease;
- b. **ALTERATIONS:** No equipment shall be installed that requires alterations of or additions to the physical structure, electrical system or plumbing of the premises without prior written consent of Landlord, which consent may be withheld by Landlord at their sole discretion;
- c. **EXTERIOR ATTACHMENTS:** No radio or television mast or antennae or clothesline shall be erected on the building, nor shall signs or other devices be hung from the exterior of the building;
- d. **DAMAGES, WATER OVERFLOW:** Tenant shall take care of the premises and fixtures and make good any injury thereto done by him, and will reimburse Landlord for any damages caused by the escape or overflow of water resulting from the actions or inactions of the Tenant such as failing to report a leak;
- e. **WALLS, CABINETS, ETC.:** Tenant or their guests shall not drive nails, screws or other similar devices into nor in any manner that deface the windows, cabinets, or woodwork, and in the event of such damage or injury he shall, without demand, have the same repaired at his/her own expense;
- f. **NOTICE OF DAMAGE:** Tenant shall give Landlord or their agents prompt notice of any defects or breakage in the structure, equipment or fixtures of said premises;
- g. **PETS, ANIMALS:** If agreed to in writing by signing of a pet addendum defining the terms and conditions that a pet is allowed, Tenant or their guests shall only be entitled to keep one _____ in the residence. Other animals, including birds and cats, shall only be kept by the Tenant with permission of Landlord in writing only in each instance.
- h. **CLEANING UPON VACATION OF UNIT:** Tenant will, at the termination hereof and prior to surrender of possession, have the premises thoroughly cleaned and, in the event of failure to so clean, they will pay Landlord the cost of having same done;
- i. **SURRENDER:** Tenant upon termination hereof will surrender all keys to door locks and in the event of failure to do so, will pay Landlord the costs of replacing them.
- j. **WASHER/DRYER:** Tenant shall / shall not be permitted to have use of a washer & dryer in the premises.
- k. **MISCELLANEOUS:** Tenant shall maintain the premises in a clean condition and shall not dispose of dirt, waste, or rubbish in any other parts of the building except in proper receptacles. Tenant shall be responsible for keeping drains free and clean. Tenant shall be responsible for keeping entrance ways and stairs clear of ice and snow. The premises is to be maintained in good and clean condition. Tenants will be charged for replacement of broken windows or glass. Garbage and rubbish will be kept clean and picked up by the Tenant and be put out at curbside or properly disposed of in any dumpster if said dumpster is supplied by Landlord.
- l. **TRAILERS, BOATS, MOTORCYCLES, SNOWMOBILES:** No trailers, boats, motorcycles, or snowmobiles may be stored or parked on the premises.
- m. **VEHICLES:** All vehicles must be in running condition and registered. All vehicles must be legally registered within seven (7) days of expiration or they will be towed at Tenant's expense. There is to be no repair work of any kind conducted on the automobiles at or about the Premises.
- n. **SMOKING:** Tenant and their guests may / may not smoke in the premises.
- o. **CHANGE OF LOCKS:** Tenant shall not change the locks to the premises. If the Tenant changes the locks and does not provide the Landlord with a duplicate key, in the case of emergency the Landlord may gain admission through whatever reasonable means necessary and charge the Tenant reasonable costs for any resulting damage. If a Tenant changes the locks and refuses to provide the Landlord with a duplicate key, the Landlord may terminate the Lease and tenancy with a 7-day notice.
- p. **SMOKE & CO2 DETECTORS:** Tenant will be provided with a working smoke and CO2 detector. Landlord or Landlord's

agent can not physically inspect and test the detectors on a monthly basis so therefor Tenant acknowledges it is Tenant's responsibility to test the detectors monthly. If a detector is found not working, Tenant shall promptly notify Landlord or Landlord's agent in writing. Tenant further acknowledges that if Tenant tampers with a detector and interferes with its functioning, Tenant can be charged with a Class D criminal offense punishable by up to a \$1,000.00 fine and up to 6 months incarceration.

9. **HAZARDOUS MATERIALS:** Tenant shall not keep on the Premises or the Property of which the Premises are a part any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion or that might be considered hazardous or extra hazardous by any responsible insurance company.

19. **INDEMNITY:** Tenant shall save Landlord harmless and shall indemnify Landlord from and against all injury caused by Tenant, Tenant's family, guests, or invitees (including death) to any person or loss of or damage to any property arising directly or indirectly out of or in connection with the possession, use, occupation or control of the leased premises, or by any act, neglect, or default of Tenant or Tenant's agents. This hold harmless and indemnity agreement shall include, without limitation, all costs, expenses, and liabilities incurred in connection with any injury, loss or other damage or in defense of any claim or claims on account thereof. The Landlord shall be responsible for his/her own negligence and the negligence of his/her agents and this paragraph in no way absolves the Landlord from liability for his/her negligence or the negligence of his/her agents.

20. **LEAD-BASED PAINT DISCLOSURE:** The Landlord is complying with Landlord's duty to provide disclosure to the Tenant under the Residential Lead-Based Paint Hazard Reduction Act of 1992 and regulations codified in the Federal Code of Regulations adopted by the EPA and HUD by providing Tenant with the Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards form which is attached hereto and incorporated herein as Addendum A and by providing Tenant with the Pamphlet entitled *Protect Your Family From Lead In Your Home*.

21. **PEST INFESTATION:** It shall be cause for the Landlord to terminate the lease if the Tenant causes or allows to be caused the infestation of pests and/or insects within the premises. The Tenant shall be liable for the full amount of the costs incurred by the Landlord in rectifying and ridding the premises of such infestation. Such costs will be billed to the Tenant and if the Tenant does not pay the costs within Ten (10) days of receipt of said statement, the Landlord shall have the option of treating said payment due as rent and shall be able to terminate the Tenant's lease for non-payment of rent as otherwise provided in this lease.

22. **INTERPRETATION:** In interpreting this Lease, all captions and titles shall be disregarded, and when applicable, the singular of any word shall mean or apply to the plural and the masculine for shall mean and apply to the feminine.

23. **COVENANTS AND REPRESENTATIONS:** All covenants and representations herein contained are binding upon and shall inure to the benefit of the heirs, executors, successors, administrators and assigns of Landlord and Tenant. It is further agreed that neither Landlord, nor any agent or representative of the Landlord, has made any statement, promise of agreement, verbally or in writing, in conflict with or enlarging the terms of this Lease.

24. **JOINT RESPONSIBILITY:** The undersigned Tenants shall be jointly and severally liable and responsible for all obligations pursuant to all of the terms of this Lease, including but not limited to, the payment of rent, utilities, late fees or late charges.

25. **PARTIAL INVALIDITY:** If any provision of this Lease is held to be invalid or unenforceable, all other provisions herein shall nevertheless continue in full force and effect.

26. **DEFINITIONS:** The term "guest" as used herein includes the individuals expressly set forth in paragraph 6 of this Lease and their agents, servants, invitees or any other person in or about the premises with the permission or express written or implied consent of the individuals expressly listed in paragraph 5 of this Lease.

27. **TENANT'S PERSONAL PROPERTY/INSURANCE:** All tenant's property on or in the premises shall be at Tenant's own risk and Landlord shall not in any way be responsible therefor. Tenant should obtain a renter's insurance policy to protect their interest in any personal property in the premises. Any personal property not removed by the Tenant following the termination of the lease or any non-renewal thereof shall be deemed abandoned and shall be disposed of in accordance with Maine Law.

28. **MISREPRESENTATION/TERMINATION:** At any time, Landlord may terminate this Lease upon seven (7) days written notice to Tenant if it is determined that Tenant has made material misrepresentations or omissions in the application process. At any other time during the term of the Lease, Landlord shall have the right to terminate the lease for no cause at all by delivery of a 30 day notice to Tenant.

29. **CONDITION OF RESIDENCE AT THE TIME LEASE IS SIGNED:** Prior to signing this lease the Landlord and the Tenant did did not (check one) inspect together the residence. If they did inspect the residence, their findings were as follows:

_____ you agreed upon:

C. **Tenant work or repairs.** The following work or repairs to be done by the Tenant were agreed upon (indicate whether Tenant or Landlord is responsible for the expense):

D. **Conditions which will remain unchanged.** The following residential conditions were agreed would remain unchanged:

30. **ABANDONMENT:** If at any time during the term of this Lease Tenant abandons the Premises or any part thereof, Landlord may, at Landlord's option, obtain possession of the Premises in the manner provided by law, and without becoming liable to Tenant for damages or for any payment of any kind whatever. Landlord may, at Landlord's discretion, as agent for Tenant, relet the Premises, or any part thereof, for the whole or any part thereof, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such reletting, and, at Landlord's option, hold Tenant liable for any difference between the rent that would have been payable under this Lease during the balance of the unexpired term, if this Lease had continued in force, and the net rent for such period realized by Landlord by means of such reletting. If Landlord's right of reentry is exercised following abandonment of the Premises by Tenant, then Landlord shall consider any personal property belonging to Tenant and left on the Premises to also have been abandoned.

IN WITNESS WHEREOF, the Tenant and the Landlord or an agent of the Landlord, have executed this Lease in two (2) copies, each of which shall be considered an original, on the day and year first above written. This Lease shall not be binding upon the Landlord until each copy is countersigned by Landlord or a duly authorized agent of the Landlord, at which time an executed copy of this Lease so countersigned shall be sent the Tenant at the address he shall furnish to the Landlord herewith. Original, electronic, or faxed signatures are legally binding.

1-4-19
DATE

Lucie M. Rejo
LANDLORD or LANDLORD'S AGENT

1-4-19
DATE

Deborah M. Cloutier
TENANT

DATE

TENANT

ADDENDUM A

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive the Federally approved pamphlet on lead poisoning prevention.

Landlord's Disclosure (initial)

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing. (explain)

X Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the Landlord (check one below):

Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

X Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgement (initial)

DC (c) Tenant has received copies of all information listed above.

DC (d) Tenant has received the pamphlet Protect Your Family from Lead in Your Home.

Agent's Acknowledgement (initial)

RE (e) Agent has informed the Landlord of the Landlord's obligation under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy: The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Landlord: [Signature] Date: 1-4-19

Landlord Date

Tenant: Deborah M. Christie Date: 1-4-19

Tenant Date

Agent: [Signature] Date: 1-4-19

Agent Date

Addendum B

MAINE WARNING: LEAD BASED PAINT HAZARDS

Any residence built before 1978 may contain lead sufficient to poison children and sometimes adults. Lead poisoning poses a particular risk if you are pregnant or may become pregnant. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, a reduced intelligence quotient (IQ), impaired memory and behavioral problems such as attention deficit hyperactive disorder and a propensity for violence.

Every tenant or lessee if any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. The landlord or other lessor of any interest in real property is required to provide the tenant or lessee with any information on lead-based paint hazards from risk assessments or inspections in the landlord's or lessor's possession and notify the tenant or lessee of any known lead-based paint hazards.

The only way to know with certainty whether lead-based paint hazards are present on the property is to test the property for the presence of lead.

Acknowledgement of State Disclosure Statement

The signature below acknowledges that the lessor or potential lessor has disclosed to me information about lead-based paint hazards as required by 22 M.R.S.A Section 1328. This acknowledgement does not constitute a waiver of any rights.

Deborah M Cloutier 1-4-19
Tenant Signature Date

Louie McReps 1-4-19
Landlord Signature Date

Tenant Signature Date

Landlord Signature Date

Tenant Name Printed

Landlord Name Printed

Tenant Name Printed

Landlord Name Printed



Fax

To: Team Manager

Fax: 495-2742 Pages: 11

Phone: _____ Date: 1-2-19

Re: _____ CC: _____

Urgent For Review Please Comment Please Reply Please Recycle

From: **Gregg Perkins** **Mark McDonough** **Dick Goodhue** **Lois DeRaps**

• **Comments:**

This message is intended to the party addressed herein only and may not be copied or reproduced by anyone other than the party addressed herein. If you receive this by mistake, please call us or e-mail us at info@affiliatedrealty.com and return the original via US mail. We will gladly reimburse you for the cost of returning this to us.

Memo

Policy Updates

As part of an on-going review of the Employee Guidelines handbook, these are some of the updates for consideration. First, carried from your April 4 meeting is the annual review policy / annual performance evaluations. Checking with MMA on adding fire department personnel in for annual reviews, they do recommend annual reviews for all employees.

In addition, for your review and consideration are updates for employee status/definitions and holidays.

PROPOSED:

SECTION X - JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS

Employees are provided with a written Job Description that outlines their primary duties and responsibilities. The document is maintained on file with the employee's personnel record and should be reviewed annually with the supervisor in conjunction with the annual Performance Evaluation review.

Supervisors (Selectpersons, Town Manager, Town Clerk, Recreation Director, Fire Chief, Facilities Director, Sexton, Transfer Station Director and Library Director) will prepare and submit written annual performance evaluations on each employee for whom they have supervisory responsibility. Annual evaluations will be completed during the month of April unless unusual circumstances dictate.

Evaluations will be recorded and become part of each employee's official personnel file. Each evaluation must be based on fact and be an objective review of the employee's performance. Supervisors will review the evaluation with each employee. The employee may attach a written comment to the evaluation and will sign the form to verify they were provided an opportunity to review.

CURRENT LANGUAGE...

SECTION X - JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS

Employees are provided with a written Job Description that outlines their primary duties and responsibilities. The document is maintained on file with the employee's personnel record and should be reviewed annually with the supervisor in conjunction with the annual Performance Evaluation review.

Supervisors (Selectpersons, Town Manager, Town Clerk, Recreation Director and Librarian) will prepare and submit written annual performance evaluations on each administrative employee for which they have supervisory responsibility. Annual evaluations will be completed on each anniversary date of employment unless unusual circumstances dictate.

Evaluations will be recorded on Belgrade Form 01, and will become a part of each employee's official personnel file. Each evaluation must be based on fact and be an objective review of the employee's performance. Supervisors will review the evaluation with each employee. The employee may attach a written comment to the evaluation and will sign the form to verify they were provided an opportunity to review.

PROPOSED:

HOLIDAYS

All full-time and regular permanent part-time employees, including those on probation who have served at least 30 days, shall be entitled to paid holidays as follows:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When a holiday falls on Saturday, it shall be observed on the preceding Friday. In case a holiday falls on a vacation period, it is not counted as part of annual vacation allowance; an additional day of vacation may be added to the earned vacation time.

Employees, the nature of whose job requires them to work on any of these holidays, shall receive 1.5 times their hourly base rate for all hours worked as holiday pay.

Whenever any conflict or doubt arises as to the date of the holiday observance, the date shall be as determined by the Town Manager.

All full-time and regular permanent part-time employees shall be eligible to receive holiday pay equivalent to the employee's normal workday (total hours) if he/she is normally scheduled to work during the same payroll period in which the holiday falls.

CURRENT LANGUAGE.....

E. Holidays: The Town of Belgrade officially observes eleven holidays. These holidays include NEW YEAR'S DAY, MARTIN LUTHER KING DAY, PRESIDENT'S DAY, PATRIOT'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, VETERANS' DAY, THANKSGIVING (including the Friday following Thanksgiving) and CHRISTMAS. These are paid holidays for all full-time employees. Permanent Part-time employees are paid if the holiday falls on a day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

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 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)

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 leaves or absences of full-time employees. The employee will be paid an hourly wage and is not entitled to 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.

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.

DEPARTMENT HEAD- The Town of Belgrade recognizes the following positions as department heads under the Town Manager: Town Clerk, Sexton, Facilities Maintenance Director, Animal Control Officer, 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.

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

Comprehensive Plan

Attached for your review and consideration is the Kennebec Valley Council of Governments Proposal for an Update.

The current plan will expire March, 2026.



TOWN OF BELGRADE COMPREHENSIVE PLAN

Proposal for an Update
by Kennebec Valley Council of Governments

April 2023



17 Main Street
Fairfield, 04937
(207) 453-4258
jgreenwood@kvcog.org

Executive Summary

Kennebec Valley Council of Governments (KVCOG) is the foremost practitioner of planning in the greater Kennebec Valley region, and as such, is uniquely qualified to complete the Town of Belgrade’s Comprehensive Plan Update.

KVCOG has prepared comprehensive plans for more communities within the Kennebec Valley region than any other organization. As an organization, KVCOG has written comprehensive plans and comprehensive plan updates for over 30 member municipalities and is currently in the process of completing updates for Winslow, Readfield, Rome, Jackman, Winthrop and Skowhegan.

KVCOG’s Planning Staff consists of one full-time Community Planner and a part time Planner led by Planning Director Joel Greenwood. The Planning Staff will shoulder most of the work but will draw on the expertise of other staff members and elicit help when appropriate and necessary.

KVCOG has a commitment to public involvement and has a generous background in successful public engagement and outreach activities.

Upon the commencement of work in a timeline agreed upon with the town, KVCOG will gather and analyze data, generate chapter drafts with the findings, conduct committee meetings, revamp Town maps, and provide community outreach to generate a concise and user-friendly comprehensive plan by an agreed upon date that the Town will find easy to implement.

The estimated total cost for services provided by KVCOG is **\$28,000**

I certify that all of the information contained in these qualifications is true and accurate and that this proposal and price quotation is firm as of April 18, 2023, for the period of ninety (90) days.



Joel Greenwood
Planning Director
Kennebec Valley Council of Governments
17 Main Street, Fairfield, 04937
jgreenwood@kvkog.org
(207) 453-4258 x219

Proposed Operation Plan

KVCOG will guide the process of plan development by combining the respective skills of KVCOG with those of local volunteers. KVCOG will provide their expertise on information gathering through public outreach, meetings, and other methods. Town residents and officials will be instrumental in providing specific town information, as well as offering input, and historic background information.

Data Collection and Analysis

Since the plan consists of a set of predetermined topic areas, KVCOG will use data collection and analysis to prepare chapter drafts of each topic area that will become the bones of the plan. These chapter drafts will be part of the foundation towards the complete document. They will contain data analysis, identify issues stemming from the data and present a series of policy choices for addressing these issues.

Each chapter draft will be presented to the committee for discussion and revision. During these meetings, the committee may correct information, challenge conclusions, identify local issues, and discuss policies and strategies relating to the issues.

The draft chapters will facilitate committee input that KVCOG, along with the committee, can develop into strategies for growth management, regional coordination, capital investment, and future land use.

The following are topics covered in the Comprehensive Plan draft chapters:

1. Demographic Trends

Result: An inventory and analysis of population trends, including projections.

KVCOG Responsibilities: KVCOG will prepare a demographic overview of Belgrade's population. The report will include information on population trends and characteristics, including number of households, household size, median age, and population growth based on the most recent figures available. The report will provide an analysis of reasons for identified trends. It will also provide projections of future growth to 2030 and 2038 based on two separate projections.

2. Historic and Cultural Resources

Result: Chapter containing an evaluation of cultural, archeological and historical assets.

KVCOG Responsibility: KVCOG will provide guidance for a descriptive overview of local resources and provide an analysis of planning issues.

Local Responsibilities: The Committee and/or local residents will review and update information from the 2013 plan and document current efforts towards maintaining and preserving cultural and historical assets. Information from the Maine Historic Preservation Commission and local archives will be used to supplement the existing inventory of local historic structures and sites.

3. Land Use

Result: An inventory and analysis, including both an Existing Land Use Map and a Future Land Use Map. The Existing Land Use chapter will be separate from the Future Land Use Plan and will detail commercial, residential, forestry, and agricultural land and resources. The Existing Land Use Chapter will also summarize the current Land Use Ordinance and established districts and their implications on land use. The Future Land Use Plan will highlight designated growth area, population projections, new building type and location trends and policies and strategies for future land uses.

KVCOG Responsibility: KVCOG will provide guidance to the Town for use in completing an up-to-date inventory of local development. KVCOG will complete an analysis of locally collected data to summarize significant trends in land use (where development is happening now and where it is likely to happen in the future) and identify where incompatible land uses are occurring. KVCOG will produce a map illustrating current land use and zoning.

Local Responsibilities: Town staff will collect information on current land use patterns, including locations of recent development, ordinance provisions and identified problems, and areas of significant land use constraints (conserved property, tree growth, etc.).

4. Housing

Result: An inventory and analysis of residential housing stock, housing conditions generally, age, subdivisions, seasonal housing conversions and the availability of affordable housing for both ownership and renting.

KVCOG Responsibility: KVCOG will compile statistical information and produce an analysis of trends in affordability and availability of housing in Belgrade. Data will include most recent Census numbers on housing units, structure type, tenure, occupancy, unit size, cost, age, and vacancy rates. Data from Maine State Housing Authority on affordability, demand, and programs aimed at addressing these issues will also be included in this chapter. KVCOG will integrate this data with local information for a report on planning issues, including projections of housing needs to 2035.

Local Responsibility: Town staff will provide up-to-date information on building code enforcement, new housing construction, price trends, and other relevant information. The Town will identify specific neighborhoods or areas that would benefit from housing improvements.

5. Public Facilities and Services

Result: An assessment of water, sewer, recreation, and other facilities as well as public services within the Town, and the costs thereof, together with capacity and needs for future growth. Public facilities, fiscal capacity, and outdoor recreation will be separate chapters.

KVCOG Responsibility: KVCOG will review the public facilities and services information provided by the Town and prepare an analysis of planning issues to be addressed. KVCOG will integrate locally produced material into a comprehensive report. KVCOG will generate a map or maps showing the location of water and sewer service areas, recreation areas, and public buildings.

Local Responsibilities: Town staff will review and update the 2013 chapter on municipal public facilities and services and provide information on developing needs. Town staff will update

information on fiscal capacity and recreation facilities and programs. Town staff will meet with the committee to discuss public service issues and needs.

6. Transportation

Result: Chapter on transportation infrastructure and needs within the Town.

KVCOG Responsibility: KVCOG will provide an inventory, maps, and analysis of state-managed, local, and regional transportation infrastructure, including roads, bridges, sidewalks, and transportation enhancements. KVCOG will incorporate local information and identify planning issues.

Local Responsibilities: Town staff will review and update information on Town roads and maintenance practices, including the table on local road conditions.

7. Natural Resources

Result: Chapter, report, and map(s) detailing significant land and water resources, such as soils, lakes, streams, wetlands, significant and unique natural areas, and farm and forest resources.

KVCOG Responsibility: KVCOG will prepare maps illustrating local and regional natural resource assets and constraints, including topography, soils, wetlands, floodplain, surface water resources, ground water resources, wildlife and fisheries habitat, and unique natural areas. KVCOG will prepare a report and analysis of planning issues related to natural resource protection and threats to these resources.

Local Responsibilities: The Town will review and update information in the 2013 natural resources chapter, including local resource values, conserved lands, strategies and organizations supporting conservation in Belgrade, and as well as farm and forest venues.

8. Local Economy

Result: An inventory and analysis of economic data and trends for the Town and surrounding region.

KVCOG Responsibility: KVCOG will collect state and federal econometric data into a statistical profile of the local and regional economy. KVCOG will assess local information and prepare the report, identifying planning issues for the local economy and a projection of job demand to 2030.

Local Responsibilities: The Town will update narrative information in the 2013 plan, to include types of businesses in town, growth prospects, locations and business support strategies. The Town will profile downtown development and identify potential downtown issues.

9. Synthesis and Summary of Data Collection

Result: Issue identification through findings generated by data collection and discussion.

KVCOG Responsibility: KVCOG will collect and relate the conclusions of the separate reports and their relationships to one another. This summary will provide direction for the remainder of the planning process.

Goal, Policy, and Strategy Formulation

Using the findings from the Inventory and Analysis, coupled with the results of the public participation, the Committee, with KVCOG assistance, will develop a vision for Belgrade's future and a set of goals, policies, and strategies (detailed below) designed to guide the Town in that direction over the next five to ten years.

1. Public Involvement Strategy

Result: Community Survey and Visioning Session

KVCOG Responsibility: KVCOG will provide planning and guidance to the committee on opportunities and options of mechanisms to garner maximum public involvement. KVCOG will provide organizational assistance and will participate in a community-wide public visioning session.

Local Responsibilities: The committee will participate in planning and organization of the community visioning session and will actively recruit participants. The Town will be responsible for expenses of promoting and hosting the visioning session.

2. General Goals, Policies, and Implementation Recommendations

Result: Chapter containing the goals, policies and strategies that the Town will adopt as its plan for the future of Belgrade.

KVCOG Responsibility: KVCOG will assist the committee in developing goals and an overall vision for Belgrade. KVCOG will work with the committee to prepare a series of locally appropriate recommendations for actions to achieve these goals. KVCOG will present the committee with experiences and examples from other towns in the region as a means of introducing new and creative solutions to local issues. KVCOG will prepare committee recommendations into a report and table illustrating the timeline and responsibility for implementing each of them.

Local Responsibility: The Town will review and evaluate 2013 policies and strategies to determine implementation and effectiveness. The committee will discuss, formulate and decide upon recommendations for the new plan.

3. Land Use Plan

Result: Land Use Plan Map and Report

KVCOG Responsibility: KVCOG will work with the committee to judge the effectiveness of existing designated growth and rural areas alike, as well as management strategies for both. KVCOG will propose changes (if needed) to designated areas. KVCOG will suggest and organize necessary changes to existing land use regulations, including zoning, subdivision, and building codes, and may suggest new regulations and non-regulatory alternatives. KVCOG will provide a map of the revised land use plan.

Local Responsibility: The Town will provide an evaluation and analysis of strengths and weaknesses in its existing land use regulatory system. The committee will discuss and decide upon recommendations for changes to the regulatory system and to the land use map.

4. Capital Investment Plan (CIP)

Result: Goals, policies, and strategies for public facility management, including a plan for future capital improvement expenditures.

KVCOG Responsibility: KVCOG will work with the committee and Town staff to prepare a set of recommendations for future capital investments in local facilities and services, based on the proposed land use and other plan recommendations. KVCOG will promote a discussion with neighboring towns on joint strategies for efficient delivery of services.

Local Responsibility: Municipal officials will prepare the capital investment plan, incorporating any existing CIPs with plan-related needs, and develop a prioritized list, funding sources, and timetable for inclusion in the plan.

A Note on Public Participation

An important piece of decision-making information that KVCOG cannot provide is local public opinion. It's important to engage residents at a fairly early stage in the process, though not so early that you don't have a good idea of what questions to ask. Towns generally recognize that many residents may be interested in the town's future but may not have time to commit to the process. There are multiple strategies for getting both quantitative and qualitative information. Most towns, however, do not have the resources to pursue them all, and the relative costs vary widely. KVCOG presents this menu of options; our final cost estimate is contingent upon the Town choosing one or more of them:

- **Survey / Questionnaire:** Towns may choose a public opinion survey as an arms-length way of getting answers to specific questions. This can be a combination of traditional paper copies and online versions (using Survey Monkey). This approach provides statistical support for a wide range of issues but does not allow for creative solutions or discussion. A survey, including survey development, printing, mailing, tabulation, and analysis, would cost about \$4,000 for a community the size of Belgrade. This cost could be reduced through the use of local labor; for example, committee members could be utilized to do the labor-intensive tabulation step. Online surveys are also available, but it can be difficult to ensure resident only participation.
- **Community Focus Groups:** This is one of many ways of getting "public opinion" in an unstructured setting. Focus groups are groups with a particular interest, generally already a recognized entity. In Belgrade's case, focus groups could be composed of Town residents, some of the many local committees, or an ad hoc group of landowners. Local institutions and groups and other interested organizations will also be contacted. Our role would be to develop a format and set of discussion points for each focus group. We could also facilitate meetings, though this is usually best left to committee members who already have a connection to the group. For each focus group, we estimate the preparation and follow-up cost at \$600, and the cost for attending and facilitating a meeting at \$500.
- **"Visioning" Meeting:** Going well beyond the traditional public hearing, a visioning session is a mechanism for engaging groups of citizens in hands-on planning. A visioning session permits thoughtful, detailed discussion and solutions, but does not give you the breadth of answers or statistical assurance of a survey. For example, in the 2019, KVCOG

convened citizens in the Town of China for a day-long session, with several separate tables engaged in a structured set of exercises. Notes were compared at the end of the day. An alternative approach is to let the attendees themselves identify what they want to talk about, then separating out to have extended discussion on their chosen topics. This was how the recent Public Event occurred in the town of Rome in 2022. Costs for such a session include planning, publicity, training of table facilitators (committee members), managing the session, and making sense of the results. The estimated cost for one session is \$4,000.

- Web-based Outreach: KVCOG posts documents, including drafts of planning work, on its website or prepares it for Belgrade's website at the request of the client. While this is a good way of getting information out, based on experience, it is seldom successful in receiving feedback. Few people who read documents online post comments. KVCOG will post plan drafts, maps, and other documents online and provide news items for the town's newsletter as part of our regular service. A Facebook page could be created for the comprehensive plan process but can also have issues of outside input, etc. An electronic version of the questionnaire described above can also be made available through the Town's website to increase participation. The estimated cost of this is \$600.

Anticipated Project Schedule

The anticipated project schedule presumes initiation of the contract in June 2023. The duration of the process is highly dependent on the frequency with which the committee meets – but in our experience it takes a minimum of 18 months to complete a plan. Therefore, the timeline presumes monthly meetings and a plan available for adoption in Spring 2025. The committee may choose to have additional meetings or to work in subcommittees; however, due to the cost of consultant time (approximately 3 hours including travel, per meeting), KVCOG may place a limit on the total number of meetings it's staff will attend that can be paid for through membership dues and State Technical Assistance funding.

- 06/23 Introductory meeting, general review, drafts: Population, Demographics
- 07/23 Drafts: Economic Profile, Transportation
- 08/23 Drafts: Historical Profile, Housing
- 09/23 Drafts: Natural Resources, Agriculture and Forestry
- 10/23 Drafts: Recreation / Culture, Public Facilities; development of the Capital Investment Plan, and discussion of publicity for public input meeting
- 11/23 Planning for public Input survey and meeting
- 12/23 Public Input Survey
- 01/24 Public Input Meeting (can be moved as necessary) & review of results
- 03/24 Development of Land Use Plan
- 04/24 Policy Discussion: Housing Discussion, Historic Resources
- 05/24 Policy Discussion: Economy, Transportation
- 06/24 Policy Discussion: Natural Resources, Ag/For
- 07/24 Policy Discussion: Public Facilities, Recreation
- 08/24 Overflow discussion, info compilation and drafting
- 11/24 Draft status update and review
- 12/24 Public review and comment on plan draft

- 01/25 Draft revisions based upon public comment
- 03/25 Plan is to be substantially complete and submitted to State Land Use Team for approval.

Organizational Profile

KVCOG is the foremost practitioner of planning in the Kennebec Valley region.

KVCOG, and its predecessor North Kennebec Regional Planning Commission, has been providing planning and technical assistance services to cities and towns in Kennebec, Somerset, and parts of Waldo Counties since 1967. KVCOG does not offer planning services outside of our service area. This enables us to focus on the issues and dynamics of our member communities over an extended time period.

KVCOG operates with organizational continuity, which means that staff may change, but the organization maintains a diverse skill set and ability to tackle a spectrum of planning activities, utilizing different combinations of staff customized to the project. For example, Belgrade's project will engage both staff planners – Joel Greenwood and Jessica Cobb – for their community planning expertise, but may also utilize Olivia Kunesh for her environmental planning knowledge, or Jessie Cyr, Community and Economic Development Specialist, for her downtown and economic development expertise.

KVCOG's planning experience extends well beyond municipal comprehensive planning. KVCOG's staff are often called upon to assist towns with development review, which involves interaction between private developers and local boards. We are also asked on occasion to facilitate meetings or negotiations. KVCOG routinely provides training to planning boards and boards of appeals on meeting procedures.

KVCOG has engaged in local and region-wide planning efforts to promote water quality, tourism, job development, transportation, and public service delivery. Activities such as those listed below allow us to bring a diversity of perspectives to Belgrade's planning efforts:

- KVCOG has contracts with state and federal agencies for land use technical assistance, regional transportation and economic development planning.
- KVCOG recently completed a project to address watershed wide water quality issues in the North Pond Watershed in conjunction with many other organizations.
- KVCOG has direct experience in bicycle and pedestrian planning, downtown revitalization and Land Use Ordinance development.
- KVCOG recently completed a corridor management planning process for the Route 2 Corridor in Somerset County.

KVCOG has a Proven Track Record in Municipal Comprehensive Planning

KVCOG has prepared comprehensive plans for more communities within the Kennebec Valley region than any other organization. Since the Growth Management Law was enacted in 1988, KVCOG has written comprehensive plans for more than half of the 61 towns in this region and is currently completing updates in Winslow, Readfield, Jackman, Rome, Winthrop, and Skowhegan. At any given time over the past decade, KVCOG has been engaged in between two and six local plan projects.

KVCOG's objective is to write useable, concise, readable, and direct comprehensive plans. KVCOG takes pains to make them user-friendly and easy to transition from planning to action. The plans are written to reflect realistic aspirations of the town, but with awareness of the state rule as well. This results in nearly all the plans KVCOG completes being adopted locally without controversy, and those that were submitted for state review were found to be consistent. KVCOG commits to working with towns for as long as it takes to achieve consistency, even beyond the scope of the contract.

KVCOG's philosophy on local planning is to build a document that reflects the attitudes of the community without attempting to manage the outcome of the process or to push "state-of-the-art" planning concepts. This approach requires "active listening" - starting a conversation but then letting it take its own course. Volunteers often do not realize they are engaging in consensus building until they see the results on paper. Virtually all of the groups KVCOG works with operate by consensus rather than majority vote.

KVCOG has a Commitment to Public Involvement

KVCOG views the public engagement element of a planning process as critical to a useable plan. As a public non-profit, KVCOG must engage in public processes for all of our projects, including our own strategic planning and other initiatives. The following are a few examples:

- The Land Use Team at the Department of Agriculture, Conservation and Forestry contracts with KVCOG to advise towns on public participation requirements and strategies in comprehensive planning, ordinances, and development review.
- KVCOG is under contract with Maine DOT to plan and implement the Department's public participation strategies in this region.
- KVCOG has facilitated regional planning initiatives, for example the FirstPark development, the Kennebec Valley Gas Co. TIF agreement, the Kennebec River Initiative, Regional Transportation Advisory Committees.
- Every comprehensive plan and ordinance with which KVCOG assisted has had an element of public participation. While towns sometimes conduct public opinion surveys and public hearings, KVCOG has also been successful in planning and conducting community "visioning" sessions, the latest being sessions in Rome, Winslow, China and Fayette.

Previous Project Summaries

KVCOG does not offer planning services to towns outside of our geographic area, and as a general rule does not provide services to non-member towns except when subsidized by state or federal agencies. This is in part to demonstrate our commitment and priority in providing services to dues-paying members, and in part because member revenue helps to buffer our services by allowing us to go outside of the strict scope of the contracts, if needed.

Since projects of significant scope require separate contracts, the cost for member towns is subsidized by their membership. As Belgrade is a member of KVCOG, the cost associated with the Comprehensive Plan is reflected in the price.

All of KVCOG's planning takes place in Belgrade's geographic region, but to most accurately mirror Belgrade's character, we would highlight the work we did Belgrade itself with the last Plan in 2013. Also recent work with China and Fayette due to the similar size and nature of the communities. All three of these plans would be considered "successful," not only because they were adopted but because they were actively implemented following adoption.

China Comprehensive Plan Update:

https://www.maine.gov/dacf/municipalplanning/comp_plans/China_2020.pdf

Fayette Comprehensive Plan Update:

https://www.maine.gov/dacf/municipalplanning/comp_plans/Fayette_2021.pdf

Rome Comprehensive Plan Update:

https://www.romemaine.com/sites/g/files/vyhlf6206/f/pages/town_of_rome_cp_final_2-9-23.pdf

Selected References – Ongoing and Recent Comprehensive Plans:

- Readfield Comprehensive Plan Update - Ongoing (Eric Dyer, Town Manager, 685-1818)
- Rome Comprehensive Plan Update – Ongoing – Paul Anderson, Selectman, 397-2137)
- Winslow Comprehensive Plan Update - Ongoing – Erica LaCroix, Town Manager, 872-2776)
- China Comprehensive Plan Update- (Becky Hapgood, Town Manager, 445-2014)
- Fayette Comprehensive Plan Update- (Mark Robinson, Town Manager, 685-4373)

Project Management

Key Staff

The Community Planning team of Joel Greenwood and Jessica Cobb will collaboratively work to ensure that the Town of Belgrade receives a clear, concise, and efficient comprehensive plan.

Planning Director, Joel Greenwood has been with KVCOG since 2011. During that, Mr. Greenwood has worked on well over 10 comprehensive plans in the Kennebec Valley Region and beyond. He was the primary author for Fayette, China, Fairfield and Hartland's recent comprehensive plan updates. He currently serves as the lead on updates for Skowhegan, Rome, and Winslow's Comprehensive Plans. He has also written numerous plans across the region for various transportation, downtown development, and economic development projects. He is the chief point of contact for land use technical assistance and planning advice for multiple communities in the region.

Jessica Cobb joined KVCOG in May of 2022 and has taken the lead on several Comprehensive Plan updates, including Readfield, Jackman, and Winthrop. Ms. Cobb's other responsibilities and projects include reviewing relevant ordinances for towns in the North Pond watershed and writing a report detailing areas for improvement, assisting towns with drafting cannabis ordinances, providing technical assistance to towns and volunteer committee members, and other land use projects in member communities.

Selected Shared Project Experience

Comprehensive Plan Development

- Winslow Comprehensive Plan Update 2020 (ongoing)
- Rome Comprehensive Plan Update 2022 (completed and with State for review)
- Skowhegan Comprehensive Plan Update 2022 (ongoing)
- Readfield Comprehensive Plan Update 2022 (ongoing)
- Winthrop Comprehensive Plan Update 2021 (ongoing)
- Jackman Comprehensive Plan Update 2023 (ongoing)
- China Comprehensive Plan Awarded consistency from the State on 07/27/2021)
- Fayette Comprehensive Plan (Awarded consistency from the State on 10/05/2021)
- Hartland Comprehensive Plan (Awarded consistency from the State on 09/18/2017)
- Fairfield Comprehensive Plan (Awarded consistency from the State on 01/28/2015)
- Pittsfield Comprehensive Plan (Awarded consistency from the State on 04/01/2013)

Ordinance Development

- Fairfield Land Use Ordinance Review and redevelopment (2016)
- Belgrade Commercial Development Ordinance (2016)
- Highland Plantation Land Use Ordinance Development (2015)
- Skowhegan Multiple Ordinance Development projects (Contracted Town Planner - Ongoing)
- Caratunk Energy Systems Ordinance (2019)
- Palmyra Subdivision Ordinance (2019)

- Belgrade Subdivision Ordinance (2020)
- Palmyra Commercial Development Ordinance (2018)

Other Relevant Projects

- North Pond Watershed Ordinance Review (2022)
- Monmouth Downtown Plan (2017)
- Belgrade Strategic Economic Development Plan (2017)
- Palmyra Route 2 Corridor Management Plan (2019)
- Gardiner Parking Study (2019)

Office

KVCOG, located at 17 Main Street in Fairfield, is just 16 or so miles north of Belgrade's Town Office. KVCOG is in close proximity to multiple I-95 access points and has ample parking. KVCOG is fortunate to have an on-premises library containing numerous planning materials, including comprehensive plans and updates from its over 50 years of operation. The office is further equipped with GIS capabilities and a state-of-the-art large format printer for map making.

While the KVCOG office will serve as the home base for most of work to be performed, the Community Planning team is also equipped to work remotely as necessary. Ongoing projects in Belgrade's general area ensure that the team will be in close contact throughout the entire process. Staff will be available at any time within the entire process to work with the town.

Estimating the Cost of Consulting Services for Comprehensive Planning

Similar to private consultants, KVCOG provides a range of contract services for the development of local comprehensive plans. KVCOG only provides its services to communities within our service area, as previously stated.

Like any contractual relationship, KVCOG can do as much or as little as requested by the client. In most cases, towns request assistance through the entire planning process -- the complete development of a plan including committee work, data research and analysis, public involvement, mapping and drafting text.

Updating a plan is somewhat different for each town, in part because each original plan is different. The cost for an update depends on how much of the original information (and plan) is still usable. However, even if the original plan contains useable elements, the rules by which the State reviews plans for consistency have changed significantly, generally requiring a complete reformatting and significant additions to the updated plan.

KVCOG's recent update costs have included China's for \$20,500 in 2019, Winslow's for \$25,000 in 2019, Hartland's, for \$20,000 in 2015, and Fairfield's for \$23,000 in 2014.

The population of a town is usually not the driving force in estimating costs of a plan. While a large town may have more roads and utilities to inventory or more existing ordinances to study, those are not major cost elements. Major cost elements for our services include the extent of research and writing necessary, the type of public participation, the type of mapping, and meeting attendance.

The following points will be considered when estimating the cost of updating a plan.

- **Extent of Data Updating:** The State requires data in a plan to be not more than two years old, but we strive to assemble the most up to date information available. Population, housing, natural resources, and economic data can be obtained and analyzed by the consultant; historic, land use, and public service data is more easily updated by local staff. Under this approach, the consultant's cost of this phase averages \$8,000+.
- **Consultant Meeting Attendance:** Based on the average 2-hour meeting, a staff person attending will cost \$400+ per meeting, including preparation and travel. The number of meetings varies based on how long the process is expected to take, whether there are subcommittees, the frequency of meetings, etc. Over eighteen months, we could attend more than 20 meetings, at a total cost \$6,000+.
- **Mapping:** All plans being developed today are expected to use customized, digitally developed maps, a step up from generic "catch all" maps. The quantity and availability of information in digital form is good, however does not include purely local information, such as tax parcels or public facility locations. The cost of producing a set of digital maps suitable for inclusion in a plan cost on average about \$5,000, depending on how much original work is required. All work is with the latest ESRI GIS software and will be integrated with any town GIS capability as needed. The town will receive all digital data that is created.
- **Public participation/survey:** Historically, towns have used a public opinion survey, although there are less costly alternatives. Costs for a survey include development, printing, mailing, tabulation, and analysis, and could reach \$5,000. Most of these are out-of-pocket costs, so if the Town handled printing, mailing, and tabulation, the cost for a survey would be dramatically less. Alternatives to public surveys include open-format meetings, focus groups, and visioning sessions. These options can cost less than a survey, but fewer people actually participate, and the results are not as "quantifiable." (See A Note on Public Participation, beginning on page 6 for options)
- **Creation of the Plan Report:** Assimilating old text, new text, changes, maps, and all of the editing, formatting and organization for publication is a time-consuming task. The cost of the compilation phase could run from \$6,000 to \$8,000, plus \$500 or so for printing. The cost would be slightly lower if large portions of the old plan were useable and available digitally.

Factors that can Increase or Reduce Consultant Costs:

The duration of the planning process affects the cost. A longer process is always more costly, as meetings stack up and the Town invariably engages in more revisions and additions the longer the process takes. Some plans go on so long that the basic data collected at the start of the process needs to be updated just before it goes to print! On the other hand, some towns choose to go slowly just so they can budget for the cost over multiple fiscal years. If a town requires annual budget approval, KVCOG can use a year-to-year contract with milestones to be achieved in each contract period (in the event that a subsequent budget is not approved).

Public participation approaches are a big factor in cost variations. A questionnaire generally consumes a lot of consultant time (mostly in tabulation), though is the best way to get hard

statistical data. Focus groups and special public events are less expensive, but a lot of volunteer effort is required to get a good turnout. Most of the consultant cost of these approaches is in preparation for a smooth and productive event, and in breaking down the results. The consultant rarely participates in publicity, e.g. website posting or newspaper articles, but those would add costs. (See A Note on Public Participation, for options)

Mapping costs can add up quickly. Most digital data, such as topography, soil types, and wetlands is available for the state or county, and those maps can be prepared in minimal time. Much more time-consuming and expensive is creation of newly mapped data. A parcel map or map of new housing construction has potential to consume half of a planning budget.

Information collection and compilation is also time consuming. The most efficient way we have found is for the consultant to collect information available from state or federal sources, such as economic or watershed data, and the town to collect local information, such as the condition of town roads or location of new construction. Our cost estimate is based on this model; if the consultant is responsible for collecting local data, the costs could rise quickly.

Summary

In all likelihood, the cost of hiring a traditional private consultant for a comprehensive plan update could get close to \$46,000 for a Town like Belgrade. KVCOG is able to offer this service for **\$28,000**. This estimate factors in a major cost savings that KVCOG can uniquely offer. Due to our contracts with both the DACF and DOT we can allocate some of our annual funding to cover several portions of the plan development. Additionally, since Belgrade is a dues-paying member of KVCOG, we can offer subsidies to the costs through its membership dues allocation - our hourly wage rate for member communities is nearly half our non-member wage rate.

Proposed Work Task Plan and Estimated Cost of Services for Belgrade

The normal cost range for KVCOG to update a municipal plan is \$22,000-\$30,000. Our proposal takes into account the fact that Belgrade's last plan was completed and reviewed by the State relatively recently but is a community with significant land use regulation. As has always been the case, the State also requires that any data contained in the plan be the most recent data available. A number of considerations have gone into this estimate, over and above the work requirements.

That being said, KVCOG is able to reduce the average update cost, based on several factors. Chief among these is that we have an existing text in a useable format that may be used as the basis for the revision. Also, we have other Town plans and ordinances to draw from and outside DOT funding to update the transportation section at no cost to the Town. There are other cost-reducing assumptions that will have to be confirmed prior to development of a scope of services and contract for the town.

Taking these assumptions into account, here are the services that we estimate are necessary for the plan update (please note, the first cost for each service is dependent on KVCOG membership):

1. Revise and update inventory and analysis: Update plan information utilizing input from data sources as well as municipal officials, committees and the Belgrade Selectboard. Estimated cost: \$7,500 (non-member (\$10,000)).
2. Analysis of 2013 plan recommendations: Determine the level of success in implementing original recommendations, and where old recommendations need to be

- altered/improved. Includes evaluation of existing land use ordinance and its effectiveness in managing growth. Estimated cost: \$2,000 (non-member \$3,000).
3. Meetings: Over the course of an eighteen-month period, KVCOG will budget for 15 local meetings. This includes monthly meetings with the comprehensive plan committee, and special meetings with Town officials and other groups. Estimated cost: \$6,000 (non-member \$9,000).
 4. Public Involvement: The updated plan must show some evidence of public consultation. In lieu of an opinion survey, which is expensive, KVCOG can organize a public visioning session, plus the required public hearing of the draft plan. The cost would include preparation for the vision session, meeting attendance, and analysis of results. Ordinarily, it requires two KVCOG staff members to run the vision session, but in the interest of economy, we are budgeting just one. Estimated cost: \$4,000 (non-member \$6,000).
 5. Plan preparation: This task includes incorporating updated inventory, maps, photos and new/revised recommendations into a new document, preparing a draft, preparing revisions based on committee/staff/public input, copy editing, and preparation of a print-ready electronic version of the plan. The cost includes printing draft plans for committee and public review but does not include final printing. Estimated cost: \$8,500 (non-member \$14,000).

The above task estimates a total of **\$28,000** for Belgrade as a member of KVCOG.

	Member Price	Approx hours per Task
Inventory update and analysis	\$7,500	85
2013 Plan analysis and associated recommendations	\$2,000	20
Meeting preparation and attendance	\$6,000	65
Public Input	\$4,000	45
Plan preparation	\$8,500	85
Total cost estimate	\$28,000	300

Hours:

The plan as proposed would be designated approximately 300 work hours over the course of the project. These have flexibility between tasks but can be used as a guideline.

We are available to discuss this estimate either in person via interview or by telephone and/or email. Please feel free to contact KVCOG.

Primary Contact: Joel Greenwood (207)453-4258 x219 jgreenwood@kvkog.org

Memo

Appointments / Resignations

Board and committee appointment applications received for consideration by the Board as of Friday, April 28:

Lisa Wells	New	Board of Parks and Recreation
Kelsie Lee	New	Board of Appeals Alternate
Kelsie Lee	New	Board of Assessment and Review
Patrick Donahue	Reappointment	Comprehensive Plan Committee

The following have submitted resignations to the Town:

Mike Harrington – Public Works Ad Hoc Committee, other commitments.
Kaitlyn Thibodeau - Parks and Recreation Committee, other commitments.
Nathaniel - Public Works Ad Hoc Committee, cannot make meetings.

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

Name Lisa Wells
 Address _____
 Phone # (Home) _____ (Work) _____ Email: _____
 Place of Employment self employed
 Education & Experience _____

Interests and Hobbies pickleball - yoga

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

References

Name Jonathan Wells Phone # 11-211-1111
 Name Eliza Sullabarger Phone # _____

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



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

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- | | |
|---|--|
| <input 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 _____ Belgrade, ME 04917
 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 Somers Phone # _____

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

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

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

3 years

Name Patrick Danahue
 Address Belgrade
 Phone # (Home) _____ (Work) _____ Email: _____
 Place of Employment LakePoint Real Estate
 Education & Experience BS University of Maine, Chair of Belgrade's Lake Women's Board member of 7 Lakes Alliance, Board member Belgrade Lakes ASSN.
 Interests and Hobbies outdoor Recreation, Boating

Why do you wish to serve on a municipal board or committee?
I have enjoyed my first 2 years on the Long Plan Review comm. We still have more work to do its an opportunity to help protect Belgrade's Natural Resources and way of life

References
 Name Earl Rizer Phone # _____
 Name Carol Johnson 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)

From: Kaitlyn Thibodeau
Sent: Friday, April 21, 2023 2:01 PM
To: Mary Vogel <townclerk@townofbelgrade.com>
Subject: Re: Resignation

EXTERNAL MESSAGE:

Hi Mary.

I apologize. I emailed Dan back a while ago, but perhaps it didn't go through. If you need a reason, it's just I have my hands full with four kids, a full-time job, and school.

Please see below:

To whom it may concern,

Please accept this as my formal resignation from the Board of Parks and Recreation for the Town of Belgrade.

Thank you,

Kaitlyn Thibodeau

Sent from my iPhone

Memo

Acceptable Use Agreement

As required by Maine Municipal Association (MMA) Property and Casualty pool, the Town needs to confirm the following required cyber security controls are in place by June 1, 2023 so they can continue to endorse Cyber Liability for the Town of Belgrade as a member added benefit as part of the July 1, 2023 Pool renewal.

- An Acceptable Use Policy has been implemented (question 1 on Cyber Assessment) – ***needed.***
- Multi-Factor Authentication (Section III – Technical – Question 1) - ***in place.***

Cyber-attacks continue to be on the rise, and the Town of Belgrade needs to be as protected as possible. There is no additional cost to the Town for this coverage as long as we meet the criteria.

A draft policy is attached for your review and approval.

Town of Belgrade Acceptable Use Agreement

Effective cyber security is a shared responsibility, and a team effort involving the participation and support of every workforce member at Town of Belgrade. It is everyone's responsibility to know, understand and adhere to the guidelines listed in this agreement.

Based on best practices and regulations, we have endeavored to create safe cyber practices which are clear, concise, and easy to understand. If you have any questions about this agreement, please contact the Town Manager at townmanager@townofbelgrade.com.

Thank you in advance for your support as we do our best to maintain a secure environment and fulfill our obligations and our mission.

Acceptable Use Agreement

- I certify that I have read and fully understand this Acceptable Use Agreement. I understand and acknowledge my obligations and responsibilities.
- I understand that Belgrade reserves the right to monitor system activity and usage. My signature on this document means I have consented to this monitoring.
- I agree that I will not purposely engage in activity that may: harass, threaten or abuse others; take actions that will impede or reduce the performance of Information Resources; deprive an authorized Belgrade user access to a Belgrade resource; obtain extra resources beyond those allocated; or in any way circumvent Belgrade security measures.
- I further understand that violation of these policies is subject to disciplinary action up to and including termination without prior warning or notice. Additionally, individuals may be subject to civil liability and criminal prosecution.

Acknowledged & Agreed to by:

User Signature

Date

Printed Name

Distribution

- Workforce members will receive a copy of this agreement upon hire and annually thereafter.

Access Control

Access to Belgrade information will be limited to those persons who are reasonably required to know such information in order to accomplish our legitimate business purposes or as is necessary for compliance with local, state and federal regulations.

Data Classification

- Belgrade data classifications include Protected and Confidential.
 - Protected information is defined as information that requires the highest level of protection; which if modified or disclosed would have legal, regulatory, and financial or negative public perception impact.
 - Confidential information is defined as information that is restricted to Belgrade workforce members, auditors, regulators, vendors, and affiliates on a "need-to-know" basis.

Authentication

Password Requirements

- The password must not include the users first or last name.
- Passwords must be changed at least every 365 days.

Password Protection

- Every user is responsible for any actions performed using their network or application account. Therefore, it is critical that users protect their passwords by not storing them in a text file on their computer in an unencrypted form.
- Passwords must *never be shared* with anyone.
- Users must report all password compromises or attempted compromises to the Town Manager.
- Passwords must be changed if there is any suspicion of compromise.

Email

Email use is subject to the following:

- Belgrade owns the email system and the information transmitted and stored within it. Users will have no expectations of privacy.

- The following activities are prohibited:
 - Sending email that is intimidating or harassing.
 - Using email for purposes of political lobbying or campaigning.
 - Violating copyright laws by inappropriately distributing protected works.
 - Posing as anyone other than oneself when sending or receiving email, except when authorized to send messages for another when serving in an administrative support role.

- The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
 - Sending or forwarding chain letters.
 - Sending unsolicited messages to large groups except as required to conduct Belgrade business.
 - Sending or forwarding email that is likely to contain computer viruses.

- Individuals must not send, forward, receive or store protected or confidential information utilizing non-Belgrade approved devices. Examples of such devices include, but are not limited to, home computers and laptops, smartphones, tablets, etc.

- E-mail messages and Internet sites accessed are not private but are property of Belgrade. Belgrade may review e-mail messages and Internet sites accessed by a user.

- **Think twice before you open attachments or click links in email.**
 - If you don't know the sender, delete the email; if you do know the sender but weren't expecting an attachment, double check using an alternate method of contact that they actually sent the email.
 - If your contact didn't send you the attachment, delete the message. If his or her computer is infected with malicious code, it may automatically send you emails (without their knowledge) with links or attachments in an attempt to infect your computer as well.

Internet Use

In addition to being an excellent resource for information and a revolutionary way to communicate with the world, the Internet is a rapidly changing and volatile place which can introduce threats to Belgrade and its ability to achieve our mission. These policies are intended to provide guidance and protection, while still making available this useful business tool. The following rules apply when using the Internet:

All users must **not**:

- Knowingly visit Internet sites that contain obscene, hateful or other objectionable materials; send or receive any material, whether by email, voice mail, memoranda or oral conversation, that is obscene, defamatory, harassing, intimidating, offensive, discriminatory, or which is intended to annoy, harass, or intimidate another person. Intentional access to such sites, whether or not blocked by Belgrade's content filtering system, is prohibited, and subject to disciplinary action, including termination.

- Solicit non-Belgrade business for personal gain or profit.

- Use the Internet or email for any illegal purpose.

- Use the Internet or email for offensive or vulgar messages such as messages that contain sexual or racial comments or for any messages that do not conform to Belgrade's policies against harassment and discrimination.
- Download or install any software or electronic files without the prior approval of the Town Manager.
- Access the Internet via any means other than an approved connection provided for that purpose.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of Belgrade, or Belgrade itself.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in their use of the network.

Social Media

Social media, such as Facebook, Twitter, and blogs, is largely a personal communication medium. Even LinkedIn, as well as other "professional" social media sites, are used by individuals in their personal capacity. If Belgrade elects to participate in social media, any Belgrade communications will be subject to review and approval by the Town Manager.

Personal use of such media needs to be conducted in compliance with the following:

- Under no circumstances will Protected or Confidential Information be posted on social media sites.
- The personal use of Facebook, Twitter or social networking web sites must not interfere with working time. Personal use of social networking web sites from Belgrade provided equipment is prohibited.
- Any identification of the author, including usernames, pictures/logos, or "profile" web pages, must not use logos, trademarks, or other intellectual property of Belgrade, without approval of Belgrade.
- Written messages are, or can become, public. Use common sense.

Removable Media

To minimize the risk of loss or exposure of sensitive information maintained by Belgrade and to reduce the risk of acquiring malware infections on computers operated by Belgrade, the following restrictions on removable media apply:

- Authorized Belgrade staff may only use Belgrade removable media in their work computers.
- Belgrade removable media may not be connected to or used in computers that are not owned or leased by Belgrade without explicit permission of Belgrade's Town Manager.

- Protected or Confidential information may only be stored on removable media when required in the performance of your assigned duties.

Laptops

Laptops are a great convenience. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications.

In order to protect our valuable information; laptop users must follow these rules of use:

- Only Belgrade approved laptops may be used to access Belgrade information resources.
- Laptops are subject to the same Belgrade controls as workstations, including patch requirements, malware protection, firewall rules, screen saver timeouts, etc.
- Laptops must be full disk encrypted.
- Laptops must be physically secured at all times.
- The theft or loss of a laptop must be reported to the Town Manager immediately.
- Protected and/or Confidential company data cannot be stored on laptops unless specifically authorized by the Town Manager.

Remote Access

Employee remote access is prohibited.

Physical Access

This section applies to all facilities operated by Belgrade and all workforce members and any other person who may come in physical contact with resources that affect Belgrade's information assets on Belgrade's premises.

Physical Security is the process of protecting information and technology from physical threats. Physical access to information processing areas and their supporting infrastructure (communications, power, and environmental) is controlled to prevent, detect, and minimize the effects of unintended access to these areas (i.e., unauthorized information access or disruption of information processing itself). The business of Belgrade requires that facilities have both publicly accessible areas as well as restricted areas.

- When an individual authorized to access a controlled area is separated from Belgrade or has a role change that no longer authorizes access to that area, that person's authorization will be removed from all applicable access lists and immediately removed from controlled areas.
 - When a user is separated from Belgrade, any access tokens or keys will be collected, and the necessary access control personnel will be notified.
- All individuals that enter any of Belgrade's secured areas must be verified as authorized to do so.

- Third parties must not be given access to the Data Center unless authorized by the Town Manager.
- Protected and confidential data and/or information systems containing confidential or protected data must be physically secured when not in use. Files must be stored in controlled areas or locked vaults and access is limited to appropriate users based on job function.
- Individuals are required to notify the Town Manager if they notice improperly identified visitors.

Incidental Use of Information Resources

As a convenience to the user community, incidental use of Information Resources is permitted. Only brief and occasional use is considered to be incidental. The following restrictions on incidental use apply:

- Incidental personal use of electronic mail, Internet access, fax machines, printers, copiers, and so on, is restricted to approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in direct costs to Belgrade.
- Incidental use must not interfere with the normal performance of a user's work duties.
- Incidental use of information resources must not involve solicitation in any form, must not be associated with any outside business or employment activity, and must not potentially injure the reputation of Belgrade, or its workforce members.
- All messages, files and documents – including personal messages, files and documents – located on information resources are considered to be owned by Belgrade and may be subject to open records requests and may be accessed in accordance with this policy.

Termination

The following requirements apply to all users and contractors whose employment or affiliation is terminated either voluntarily or involuntarily.

- The terminated user must immediately surrender the following: all keys, IDs, access codes, badges, business cards and similar items that are used to access Belgrade's premises or records.
- The terminated user's voicemail access, e-mail access, Internet access, passwords, and any other physical or electronic access to personal information will be disabled immediately.
- The terminated user must return all records to Belgrade that contain protected or confidential information, which at the time of termination is in the terminated user's possession. Such records include all personal information stored on laptops or other portable devices or media, and in files, work papers, etc.

Memo

Lakes Committee

The Lakes Committee has submitted a request for the Board's consideration, please see attached.

March 28 , 2023

To: The Belgrade Selectboard

From: Lakes Committee, Pat Donahue, Chair

The Lakes Committee requests time on your agenda to present a potential change to our mission and committee name in an effort to better assist the town.

The last two comprehensive plans (1998/2014) have made strong recommendations that Belgrade form a Conservation Committee. The Lakes Committee would like to propose that we expand our water purview to encompass the entire town, undertaking the responsibilities of a Conservation Committee and fulfilling the mandates of the comprehensive plans. This would allow us to work with both lake and land constituencies, addressing broader environmental issues and concerns. We believe that this would address the needs foreseen by the comprehensive plans without requiring Belgrade to form another committee.

The Lakes Committee has researched what other towns similar in size and demographic to ours are currently doing, and we believe that this approach is the most appropriate one for Belgrade. Currently, the Lakes Committee focuses its time on the lakes and shoreland zone and the issues that fall in that jurisdiction. By morphing into a more-comprehensive Conservation Committee, we will be able to include committee members from land-based organizations such as the local snowmobile club, 7 Lakes Alliance, and building contractors, giving the Committee a much broader perspective and, we believe, benefitting the town in many ways.

The Lakes Committee would like to discuss this idea with the Selectboard, get your thoughts on the concept, and take your direction on how we can best assist the town moving forward.



Patrick Donahue

Chair, Lakes Committee

April 5, 2023

The Belgrade Select board

The Comprehensive Plan Committee strongly supports the Lakes Committee to expand their charter to that of a Conservation Committee.

The 1998 & 2014 Comprehensive Plans have recommended that the Town of Belgrade form a Conservation Committee. Section 7.1 of the Comprehensive Plan lists the establishment of a Conservation Committee as a "Priority Recommendation".

The Lakes Committee is ready to initiate this process, and the Comprehensive Plan Committee, along with other concerned parties, are eager to contribute. We are convinced that establishing a Conservation Committee will bring significant advantages to the town, its residents, and visitors.

We would greatly appreciate your consideration.

Comprehensive Plan Committee

Dee Cooke, Kimberly Dallas, Pat Donahue

The Lakes Committee serves as an advisory body to the Select Board, and its recommendations are brought to the Select Board for discussion and consideration. That role would continue if its scope were enlarged to become a Conservation Committee.

Here is a list of subjects and actions that the Conservation Committee could undertake .

1. Conservation Committee would take the lead on resource protection strategies, including lakes issues and open space protection (1998/2014 Comp.Plan).
2. Conservation Committee would collaborate with conservation partners on lakes and land matters, including 7 Lakes Alliance, Belgrade Lakes Assoc. McGrath Pond-Salmon Lake Assoc. Friends of Messalonskee, and Colby College.
3. With the Town Manager, Planning Board and technical assistance from KVCOG, the Conservation Committee would further explore the scope and feasibility of implementing a GIS-based tool to track the acreage of developed and undeveloped open space over time to assess stormwater run-off to the lakes, including estimates of Phosphorus.
4. The Conservation Committee would continue to participate with the BLA in their Septic System Initiative. The 7 lakes Alliance, Colby College, and Ecological Instincts are conducting research on Septic system problems due to poor soils, which could potentially adversely impact water quality. The initial work is being done on North Pond and will continue this summer.
5. The Conservation Committee would increase outreach and engage with Belgrade's residents on land and lake matters and outdoor recreation possibilities, including the snowmobile clubs and Rec. Committee on establishing hiking and walking trails.
6. The Conservation Committee would look into the Towns acquiring lake access that has a swimming area in North Belgrade.

Memo

Fuel Bids

The current fuel contract ends May 31, 2023. We have pricing through RSU 18 for heating oil, propane and diesel. We also have a bid from Augusta Fuel Company for both heating oil and propane.

A spreadsheet of bids, along with the expiring contracts are included for your review and consideration.

2023 FUEL BIDS

	Heating			
	Oil	Propane	Kerosene	Diesel
AFC	2.9000	1.4500		
Fabian	2.9259	1.4990		
Dead River				3.0792

PRICE PROTECTION



Date: 10/21/2022

www.afccomfort.com * 207-623-3351

AFC of Augusta, ME agrees to sell fuel specified below, to Town of Belgrade
located at 990 Augusta Road / Belgrade, ME 04917 . Acct Number: 30106

AGREEMENT SPECIFICATIONS

FOR OFFICE USE ONLY

Fuel Type: #2 Heating Oil

Monthly Payment Amount: \$ _____

Plan Type: EasyCAP

Number of Months: _____

Contracted Gallons: 7500

Existing Balance: \$ _____

Price Per Gallon: \$3.80

CAP Fee: \$ _____

Start Date of Contract: 10/21/2022

Comfort Agreements: \$ _____

End Date of Contract: 05/31/2023

Total Due: \$ _____

1. Customer shall purchase all reserved fuel exclusively from AFC. Fuel will be delivered automatically to the address(es) given during the Time Period of Agreement specified above. All gallons delivered after contracted gallons are finished will be delivered under your normal account terms & conditions. (i.e. 10 days same as cash/budgets 5 cents off cash.) Contract gallons must be used first once Time Period of Contract begins.

Terms & Condition #2: AFC agrees to waive CAP Fee Charge.

2. CAP Plan customers understand that the CAP fee charged in this agreement provides the ceiling (maximum) price stated as Price Per Gallon above. If the daily cash price is lower than ceiling price on the day you receive a delivery, CAP customers will be invoiced at the lower price. Fixed Price customers, available for propane users only, understand that the retail price may increase or decrease during this contract, but that the customer is still obligated to pay the fixed price set forth in this contract regardless of market conditions.

3. Customer agrees to pay all reasonable collection costs if AFC is not paid all funds due and owing for fuel deliveries or other services provided. AFC at its option may apply credits held on account to any outstanding invoice(s) in arrears in excess of 30 days. AFC shall not be held responsible for any damage or loss to customer resulting from failure or delay in making deliveries which be due to strike, accident, fire, war, insufficient supply of such products, failure or delay in transportation, Act of God or any other cause beyond AFC's control. AFC may refuse to deliver if access is not given and will not be responsible for any damages incurred due to failure of access. Breach of contract will result with Buyer agreeing to pay Seller - Augusta Fuel Company (AFC) all legal and non-legal expenses AFC occurs with its supplier(s) along with any profits anticipated with contract.

4. Reimbursement of credits held on account at the end of this contract will be refunded no later than 30 days post-contract upon written request. Otherwise, credits will remain on customer's account for future purchases.

1 Day

Customer Signature: _____ Date: _____

AFC Representative: Joe J. Adams _____ Date: 10/21/2022

PRICE PROTECTION



Date: 10/21/2022

www.afccomfort.com ° 207-623-3851

AFC of Augusta, ME agrees to sell fuel specified below, to Town of Belgrade
located at 990 Augusta Road / Belgrade, ME 04917 . Acct Number: 30106

AGREEMENT SPECIFICATIONS

FOR OFFICE USE ONLY

Fuel Type: Propane

Monthly Payment Amount: \$ _____

Plan Type: Fixed Price

Number of Months: _____

Contracted Gallons: 3500

Existing Balance: \$ _____

Price Per Gallon: \$1.85

CAP Fee: \$ _____

Start Date of Contract: 10/21/2022

Comfort Agreements: \$ _____

End Date of Contract: 05/31/2023

Total Due: \$ _____

1. Customer shall purchase all reserved fuel exclusively from AFC. Fuel will be delivered automatically to the address(es) given during the Time Period of Agreement specified above. All gallons delivered after contracted gallons are finished will be delivered under your normal account terms & conditions. (i.e. 10 days same as cash/budgets 5 cents off cash.) Contract gallons must be used first once Time Period of Contract begins.

2. CAP Plan customers understand that the CAP fee charged in this agreement provides the ceiling (maximum) price stated as Price Per Gallon above. If the daily cash price is lower than ceiling price on the day you receive a delivery, CAP customers will be invoiced at the lower price. Fixed Price customers, available for propane users only, understand that the retail price may increase or decrease during this contract, but that the customer is still obligated to pay the fixed price set forth in this contract regardless of market conditions.

3. Customer agrees to pay all reasonable collection costs if AFC is not paid all funds due and owing for fuel deliveries or other services provided. AFC at its option may apply credits held on account to any outstanding invoice(s) in arrears in excess of 30 days. AFC shall not be held responsible for any damage or loss to customer resulting from failure or delay in making deliveries which be due to strike, accident, fire, war, insufficient supply of such products, failure or delay in transportation, Act of God or any other cause beyond AFC's control. AFC may refuse to deliver if access is not given and will not be responsible for any damages incurred due to failure of access. Breach of contract will result with Buyer agreeing to pay Seller - Augusta Fuel Company (AFC) all legal and non-legal expenses AFC occurs with its supplier(s) along with any profits anticipated with contract.

4. Reimbursement of credits held on account at the end of this contract will be refunded no later than 30 days post-contract upon written request. Otherwise, credits will remain on customer's account for future purchases.

1 Day

Customer Signature: _____ Date: _____

AFC Representative: *Patricia Adams* Date: 10/21/2022

AFC - Augusta Fuel Company ° 4 Northern Avenue ° P.O.Box 2226 ° Augusta, Maine ° 04338-2226

Memo

4th of July holiday/meeting

With July 4 falling on the first Tuesday of the month and a regularly scheduled meeting of the Selectboard, the Board should consider skipping this meeting and meeting on the 18th only or reschedule to meet the 11th and 18th.

July 4th – Regularly scheduled meeting

July 11th – Reschedule July 4 to this date? Skip?

July 18th – Regularly scheduled meeting

Memo

Warrants

BMV Warrant 47	\$5,105.56
Payroll Warrant 48	\$23,119.38* includes end of month benefit pmts
AP Warrant 49	\$925,701.00
Payroll Warrant 50	
BMV Warrant 51	

Warrant 47

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
00021 STATE OF MAINE, BMV					
0163	23787	04	BMV REPORT 4/14-4/21/23		
	BMV REPORT 4/14-4/21/23	G 1-214-00		5,105.56	0.00
	GEN'L FUND / BMV				
		Vendor Total-		5,105.56	
		Prepaid Total-		0.00	
		Current Total-		5,105.56	
		EFT Total-		0.00	
		Warrant Total-		5,105.56	

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 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00004 AMERICAN LOGGERS FIRE SUPPRESSION L						
0168	23842	05	CFAS FIRE EXTINGUISHERS	8933		
CFAS FIRE EXTINGUISHERS	E 13-02-35-17				63.00	0.00
	FACILITIES / CFAS - REPAIRS / EXTINGUISHER					
			Vendor Total-		63.00	
00767 ANDROSCOGGIN BANK						
0168	23843	05		MAY 2023		
1ST RD BOND PAYMENT	E 29-01-41-01				278,870.30	0.00
	DEBT SERVICE / DEBT SERVICE - PRINCIPAL / 2022 ROAD BO					
1ST RD BOND PAYMENT	E 29-01-42-01				18,190.00	0.00
	DEBT SERVICE / DEBT SERVICE - INTEREST / 2022 ROAD BO					
			Vendor Total-		297,060.30	
00168 ATLANTIC PARTNERS EMS, INC						
0168	23844	05	HEART SAVER CERTIFICATE	17451		
HEART SAVER CERTIFICATE	E 05-05-13-01				330.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION					
			Vendor Total-		330.00	
00000 AUBUCHON HARDWARE						
0168	23845	05	CEMETERY GRUB CONTROL	2023		
CEMETERY GRUB CONTROL	E 12-01-30-04				1,440.00	0.00
	CEMETERY / CEMETERY - SUPPLIES / OPERATING					
			Vendor Total-		1,440.00	
00289 AUGUSTA FUEL CORP.						
0168	23846	05	TS OFF RD DIESEL	6002653		
TS OFF RD DIESEL	E 15-05-30-02				214.02	0.00
	SOLID WASTE / WASTE - SUPPLIES / FUEL					
			Vendor Total-		214.02	
00238 BAKER & TAYLOR BOOKS # 510486						
0168	23847	05	APRIL BOOK ORDER	5018303946		
APRIL BOOK ORDER	E 30-01-30-09				242.23	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		242.23	
0168	23847	05	COMMUNITY READ BOOKS	5018287161		
COMMUNITY READ BOOKS	E 30-01-30-09				144.00	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		144.00	
			Vendor Total-		386.23	
00000 BOLDDUC, STANLEY C						
0168	23848	05	EXCISE REIMBURSEMENT	4/18/2023		
EXCISE REIMBURSEMENT	R 01-13				96.50	0.00
	GEN'L GOV. - EXCISE - MV					
			Vendor Total-		96.50	
00116 BROMAR, INC						
0168	23849	05	BUILDING PERMITS	35200		
BUILDING PERMITS	E 01-25-30-03				293.00	0.00
	GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE					
			Vendor Total-		293.00	
00200 CENTRAL MAINE POWER						
0168	23851	05	10 DALTON ELECTRICITY	70901711599		
CFAS ELECTRICITY	E 13-11-20-04				107.87	0.00
	FACILITIES / DALTON - SERVICES / ELECTRICITY					
			Invoice Total-		107.87	

A / P Warrant

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0168	23851	05	CFAS ELECTRICITY		712001700486	
CFAS ELECTRICITY			E 13-02-20-04		502.65	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		502.65	
0168	23851	05	CFAS OUTBUILDING		703001756349	
CFAS OUTBUILDING			E 13-02-20-04		20.16	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		20.16	
0168	23851	05	LAKES FD ELECTRICITY		715001674808	
LAKES FD ELECTRICITY			E 13-06-20-04		175.00	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		175.00	
0168	23851	05	18 DALTON ELECTRICITY		706001736526	
18 DALTON ELECTRICITY			E 13-02-20-04		20.16	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		20.16	
0168	23851	05	VILLAGE GREEN ELECTRICITY		723001563606	
VILLAGE GREEN ELECTRICITY			E 13-10-20-04		20.16	0.00
			FACILITIES / PARKS - SERVICES / ELECTRICITY			
			Invoice Total-		20.16	
0168	23851	05	8 DALTON ELECTRICITY		702001766827	
8 DALTON ELECTRICITY			E 13-11-20-04		258.67	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		258.67	
0168	23851	05	NBFD ELECTRICITY		712001897277	
NBFD ELECTRICITY			E 13-08-20-04		80.71	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		80.71	
0168	23851	05	NBCC ELECTRICITY		709001709505	
NBCC ELECTRICITY			E 13-03-20-04		190.01	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		190.01	
0168	23851	05	MAIN ST DAM ELECTRICITY		708001734799	
MAIN ST DAM ELECTRICITY			G 3-596-00		36.90	0.00
			CAPITAL PROJ / DAMS			
			Invoice Total-		36.90	
0168	23851	05	TOWN OFFICE ELECTRICITY		711001705723	
TOWN OFFICE ELECTRICITY			E 13-14-20-04		528.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
			Invoice Total-		528.00	
0168	23851	05	OLD TOWN HOUSE ELECTRICIT		720001635941	
OLD TOWN HOUSE ELECTRICIT			E 13-13-20-04		23.36	0.00
			FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY			
			Invoice Total-		23.36	
0168	23851	05	DEPOT FD ELECTRICITY		720001635940	
DEPOT FD ELECTRICITY			E 13-07-20-04		77.52	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			Invoice Total-		77.52	
0168	23851	05	SAND AND SALT ELECTRICITY		725001463784	
SAND AND SALT ELECTRICITY			E 13-05-20-04		67.91	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
			Invoice Total-		67.91	
0168	23851	05	GARAGE ELECTRICITY		705001744163	
GARAGE ELECTRICITY			E 13-04-20-04		51.91	0.00

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
FACILITIES / GARAGE - SERVICES / ELECTRICITY						
Invoice Total-					51.91	
Vendor Total-					2,160.99	
C0328 CITY OF WATERVILLE						
0168	23852	05	DISPATCH FEES	7886		
DISPATCH FEES			E 05-10-99-99		3,529.04	0.00
PUBLIC SAFETY / DISPATCH - EXPENSE / EXPENSE						
Vendor Total-					3,529.04	
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0168	23853	05	CFAS LOAM	1564		
CFAS LOAM			E 13-02-35-08		427.50	0.00
FACILITIES / CFAS - REPAIRS / BUILDING						
Vendor Total-					427.50	
00000 DAVINCI SIGNS LLC						
0168	23854	05	NAMEPLATE PB			
NAMEPLATE PB			E 01-25-30-03		18.80	0.00
GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE						
Vendor Total-					18.80	
00405 EAGLE RENTAL						
0168	23855	05	CHIPPER RENTAL			
CHIPPER RENTAL			E 13-01-20-06		500.00	0.00
FACILITIES / GENERAL - SERVICES / RENTALS						
Vendor Total-					500.00	
00463 FRIENDS OF THE BELGRADE						
0168	23856	05	LIBRARY LEASE	2023		
LIBRARY LEASE			E 30-01-20-07		1.00	0.00
LIBRARY / LIBRARY - SERVICES / CONTRACTED						
Vendor Total-					1.00	
C0434 GROUP DYNAMIC, INC.						
0168	23857	05	MAY 2023 HRA	L2305-016000064		
MAY 2023 HRA			E 23-10-99-99		36.00	0.00
INSURANCE / HRA ADMIN - EXPENSE / EXPENSE						
Vendor Total-					36.00	
00564 HACH COMPANY						
0168	23858	05	CFAS DRINKING WATER TEST			
CFAS DRINKING WATER TEST			E 13-02-20-08		121.28	0.00
FACILITIES / CFAS - SERVICES / WATER QUALTY						
Vendor Total-					121.28	
00009 HAMMOND LUMBER COMPANY						
0168	23859	05	POST	6475116		
POST			E 13-01-30-04		44.17	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
Invoice Total-					44.17	
0168	23859	05	PAINT	6496954		
PAINT			E 13-06-35-08		89.73	0.00
FACILITIES / FD:LAKES - REPAIRS / BUILDING						
Invoice Total-					89.73	
Vendor Total-					133.90	
00285 HUB INTERNATIONAL NEW ENGLAND						
0168	23860	05	VFF ACCIDENT INSURANCE	2023		
VFF ACCIDENT INSURANCE			E 23-30-99-99		1,224.00	0.00
INSURANCE / VOLUNTEER FD - EXPENSE / EXPENSE						

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Vendor Total-	1,224.00	
00727 MAID4U						
0168	23861	05	CFAS CLEANING	APRIL 2023		
CFAS CLEANING	E 13-02-20-09				1,420.00	0.00
			FACILITIES / CFAS - SERVICES / CLEANING			
				Invoice Total-	1,420.00	
0168	23861	05	TOWN OFFICE CLEANING	APRIL 2023		
TOWN OFFICE CLEANING	E 13-14-20-09				700.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / CLEANING			
				Invoice Total-	700.00	
0168	23861	05	NBCC CLEANING	APRIL 2023		
NBCC CLEANING	E 13-03-20-09				400.00	0.00
			FACILITIES / NBCC - SERVICES / CLEANING			
				Invoice Total-	400.00	
0168	23861	05	LAKES FD CLEANING	APRIL 2023		
LAKES FD CLEANING	E 13-06-20-09				400.00	0.00
			FACILITIES / FD:LAKES - SERVICES / CLEANING			
				Invoice Total-	400.00	
				Vendor Total-	2,920.00	
00805 MAINE ACCESSIBILITY CORPORATION						
0168	23862	05	CFAS ACCESABLE DOORS	202300577		
CFAS ACCESABLE DOORS	G 3-592-00				6,222.65	0.00
			CAPITAL PROJ / RECREATION			
				Vendor Total-	6,222.65	
00002 MAINE MUNICIPAL ASSOCIATION						
0168	23863	05	PB TRAINING	1000442552		
PB TRAINING	E 01-25-13-01				70.00	0.00
			GEN'L GOV. / PLANNING BRD - EDUCATION / EDUCATION			
				Invoice Total-	70.00	
0168	23863	05	WORKERS COMP	44540		
WORKERS COMP	E 23-15-99-99				571.25	0.00
			INSURANCE / WORKERS COMP - EXPENSE / EXPENSE			
				Invoice Total-	571.25	
				Vendor Total-	641.25	
00519 MAINE OXY						
0168	23864	05	MAGNETS	3002699747		
MAGNETS	E 13-01-30-04				21.60	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
				Invoice Total-	21.60	
0168	23864	05	FACILITY SUPPLIES	3002699748		
FACILITY SUPPLIES	E 13-01-30-04				74.18	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
				Invoice Total-	74.18	
				Vendor Total-	95.78	
00256 MODERN PEST SERVICES						
0168	23865	05	CFAS PEST CONTROL	5772170		
CFAS PEST CONTROL	E 13-02-20-12				83.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
				Vendor Total-	83.00	
00182 PIKE INDUSTRIES, INC.						
0168	23866	05	CRUSHED STONE	1224351		
CRUSHED STONE	E 10-01-30-13				1,173.56	0.00

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED						
Vendor Total-					1,173.56	
00034 RSU # 18						
0168	23867	05	INSTALLMENT- MAY 2023	MAY 2023		
RSU # 18 INSTALLMENT			E 31-01-99-99		556,617.67	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
Vendor Total-					556,617.67	
00612 SPECTRUM ENTERPRISE						
0168	23868	05	APRIL INTERNET AND PHON	144009001040723		
LAKES FD			E 05-05-20-01		187.97	0.00
TS			PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			E 15-05-20-01		129.98	0.00
TOWN OFFICE			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
			E 01-10-20-01		109.81	0.00
CFAS			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			E 25-30-20-01		219.97	0.00
LIBRARY			RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO			
			E 30-01-20-01		87.84	0.00
DEPOT FD			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
			E 05-05-20-01		59.16	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
Vendor Total-					794.73	
00130 STAPLES CREDIT PLAN						
0168	23869	05	RECEIPT PAPER	3254964561		
RECEIPT PAPER			E 01-10-30-03		43.49	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Vendor Total-					43.49	
00424 STEVENS, JASON						
0168	23870	05	ROAD WORK	4/9/2023		
1 TON 39HRS			E 10-01-20-06		2,502.24	0.00
MINI EXCAVATOR 18HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-06		2,040.12	0.00
LABOR 8HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-07		158.32	0.00
RIPRAP			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			E 10-01-30-04		120.00	0.00
SKID STEER 9.5HRS			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			E 10-01-20-06		673.26	0.00
SWEEPER 9.5HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-06		285.00	0.00
18YD TRUCK 1HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-06		94.07	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
Invoice Total-					5,873.01	
0168	23870	05	ROAD WORK	4/16/2023		
1 TON 18HRS			E 10-01-20-06		1,154.88	0.00
SKID STEER 18HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-06		1,275.66	0.00
SWEEPER 18HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-06		540.00	0.00
MINI EXCAVATOR 8HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			E 10-01-20-06		906.71	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
Invoice Total-					3,877.25	
Vendor Total-					9,750.26	

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0168	23871	05	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		110.00	0.00
			GEN'L FUND / PLUMB. PERM.			
			Vendor Total-		110.00	
00156 TREASURER, STATE OF MAINE						
0168	23872	05	DISPATCH FEES	230406DSP02		
DISPATCH FEES			E 05-10-99-99		7,414.14	0.00
			PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE			
			Vendor Total-		7,414.14	
00242 TREASURER, STATE OF MAINE						
0168	23873	05	CFAS WATER TEST			
CFAS WATER TEST			E 13-02-20-08		25.00	0.00
			FACILITIES / CFAS - SERVICES / WATER QUALITY			
			Vendor Total-		25.00	
00220 TYNDALL, NANCY						
0168	23874	05	ENRICHMENT	4/24/2023		
ENRICHMENT			E 62-01-99-99		1,155.00	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		1,155.00	
00178 WARREN BROTHERS						
0168	23875	05	PLOWING CONTRACT	5/7/2023		
PLOWING CONTRACT			E 10-10-20-07		30,493.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			Vendor Total-		30,493.00	
00369 WB MASON CO, INC						
0168	23876	05	FOLDERS	237614438		
FOLDERS			E 01-10-30-03		65.94	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		65.94	
0168	23876	05	NOTE PADS	237743974		
NOTE PADS			E 01-10-30-03		30.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		30.99	
0168	23876	05	FOLDERS	237534642		
FOLDERS			E 01-10-30-03		28.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		28.98	
			Vendor Total-		125.91	

Vendor	Amount	Account
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01 GEN'L GOV.

01-0 GEN'L GOV. / NO DIVISION CONT'D

00000 - BOLDUC, STANLEY C	96.50	R 01-13 GEN'L GOV. - EXCISE - MV
00116 - BROMAR, INC	293.00	E 01-25-30-03 GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE
00000 - DAVINCI SIGNS LLC	18.80	E 01-25-30-03 GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE
00002 - MAINE MUNICIPAL ASSOCIATION	70.00	E 01-25-13-01 GEN'L GOV. / PLANNING BRD - EDUCATION / EDUCAT
00130 - STAPLES CREDIT PLAN	43.49	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
00369 - WB MASON CO, INC	65.94	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00369 - WB MASON CO, INC	30.99	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00369 - WB MASON CO, INC	28.98	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE

Division Total-	757.51
Department Total-	757.51

05 PUBLIC SAFTY

05-0 PUBLIC SAFTY / NO DIVISION CONT'D

00168 - ATLANTIC PARTNERS EMS, INC	330.00	E 05-05-13-01 PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUC
00612 - SPECTRUM ENTERPRISE	59.16	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00156 - TREASURER, STATE OF MAINE	7,414.14	E 05-10-99-99 PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE
00612 - SPECTRUM ENTERPRISE	187.97	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00328 - CITY OF WATERVERILLE	3,529.04	E 05-10-99-99 PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE

Division Total-	11,520.31
Department Total-	11,520.31

10 PUBLIC WORKS

10-0 PUBLIC WORKS / NO DIVISION CONT'D

00182 - PIKE INDUSTRIES, INC.	1,173.56	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
00424 - STEVENS, JASON	2,502.24	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	2,040.12	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	158.32	E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT
00424 - STEVENS, JASON	120.00	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING
00424 - STEVENS, JASON	673.26	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	285.00	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	94.07	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	1,154.88	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	1,275.66	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	540.00	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	906.71	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00178 - WARREN BROTHERS	30,493.00	E 10-10-20-07 PUBLIC WORKS / PLOW & SAND - SERVICES / CONTR

Division Total-	41,416.82
Department Total-	41,416.82

12 CEMETERY

12-0 CEMETERY / NO DIVISION CONT'D

00000 - AUBUCHON HARDWARE	1,440.00	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
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Division Total-	1,440.00
Department Total-	1,440.00

13 FACILITIES

13-0 FACILITIES / NO DIVISION CONT'D

00242 - TREASURER, STATE OF MAINE	25.00	E 13-02-20-08 FACILITIES / CFAS - SERVICES / WATER QUALTY
00107 - DAVID HALLOWELL CONSTRUCTION	427.50	E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING
00004 - AMERICAN LOGGERS FIRE SUPPRESS	63.00	E 13-02-35-17 FACILITIES / CFAS - REPAIRS / EXTINGUISHER
00405 - EAGLE RENTAL	500.00	E 13-01-20-06 FACILITIES / GENERAL - SERVICES / RENTALS
00009 - HAMMOND LUMBER COMPANY	44.17	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00519 - MAINE OXY	21.60	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING

Vendor Amount Account

3 FACILITIES CONT'D

13-0 FACILITIES / NO DIVISION CONT'D

00519 - MAINE OXY	74.18	E 13-01-30-04	FACILITIES / GENERAL - SUPPLIES / OPERATING
00256 - MODERN PEST SERVICES	83.00	E 13-02-20-12	FACILITIES / CFAS - SERVICES / PEST CONTROL
00009 - HAMMOND LUMBER COMPANY	89.73	E 13-06-35-08	FACILITIES / FD:LAKES - REPAIRS / BUILDING
00564 - HACH COMPANY	121.28	E 13-02-20-08	FACILITIES / CFAS - SERVICES / WATER QUALTY
00727 - MAID4U	1,420.00	E 13-02-20-09	FACILITIES / CFAS - SERVICES / CLEANING
00727 - MAID4U	700.00	E 13-14-20-09	FACILITIES / TOWN OFFICE - SERVICES / CLEANING
00727 - MAID4U	400.00	E 13-03-20-09	FACILITIES / NBCC - SERVICES / CLEANING
00727 - MAID4U	400.00	E 13-06-20-09	FACILITIES / FD:LAKES - SERVICES / CLEANING
00020 - CENTRAL MAINE POWER	107.87	E 13-11-20-04	FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	502.65	E 13-02-20-04	FACILITIES / CFAS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	20.16	E 13-02-20-04	FACILITIES / CFAS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	175.00	E 13-06-20-04	FACILITIES / FD:LAKES - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	20.16	E 13-02-20-04	FACILITIES / CFAS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	20.16	E 13-10-20-04	FACILITIES / PARKS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	258.67	E 13-11-20-04	FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	80.71	E 13-08-20-04	FACILITIES / FD:NB - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	190.01	E 13-03-20-04	FACILITIES / NBCC - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	528.00	E 13-14-20-04	FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	23.36	E 13-13-20-04	FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	77.52	E 13-07-20-04	FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	67.91	E 13-05-20-04	FACILITIES / SALT & SAND - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	51.91	E 13-04-20-04	FACILITIES / GARAGE - SERVICES / ELECTRICITY

Division Total- 6,493.55

Department Total- 6,493.55

15 SOLID WASTE

15-0 SOLID WASTE / NO DIVISION CONT'D

00289 - AUGUSTA FUEL CORP.	214.02	E 15-05-30-02	SOLID WASTE / WASTE - SUPPLIES / FUEL
00612 - SPECTRUM ENTERPRISE	129.98	E 15-05-20-01	SOLID WASTE / WASTE - SERVICES / COMMUNICATIO

Division Total- 344.00

Department Total- 344.00

23 INSURANCE

23-0 INSURANCE / NO DIVISION CONT'D

00002 - MAINE MUNICIPAL ASSOCIATION	571.25	E 23-15-99-99	INSURANCE / WORKERS COMP - EXPENSE / EXPENSE
00285 - HUB INTERNATIONAL NEW ENGLAND	1,224.00	E 23-30-99-99	INSURANCE / VOLUNTEER FD - EXPENSE / EXPENSE
00434 - GROUP DYNAMIC, INC.	36.00	E 23-10-99-99	INSURANCE / HRA ADMIN - EXPENSE / EXPENSE

Division Total- 1,831.25

Department Total- 1,831.25

25 RECREATION

25-0 RECREATION / NO DIVISION CONT'D

00612 - SPECTRUM ENTERPRISE	219.97	E 25-30-20-01	RECREATION / REC PROGRAMS - SERVICES / COMMU
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Division Total- 219.97

Department Total- 219.97

29 DEBT SERVICE

29-0 DEBT SERVICE / NO DIVISION CONT'D

00767 - ANDROSCOGGIN BANK	278,870.30	E 29-01-41-01	DEBT SERVICE / DEBT SERVICE - PRINCIPAL / 2022 R
00767 - ANDROSCOGGIN BANK	18,190.00	E 29-01-42-01	DEBT SERVICE / DEBT SERVICE - INTEREST / 2022 R

Division Total- 297,060.30

Department Total- 297,060.30

30 LIBRARY

30-0 LIBRARY / NO DIVISION CONT'D

Department Summary

Pay Date: 05/03/2023

Vendor

Amount Account

30 LIBRARY CONT'D

30-0 LIBRARY / NO DIVISION CONT'D

00238 - BAKER & TAYLOR BOOKS # 510486	242.23	E 30-01-30-09 LIBRARY / LIBRARY - SUPPLIES / BOOKS
00238 - BAKER & TAYLOR BOOKS # 510486	144.00	E 30-01-30-09 LIBRARY / LIBRARY - SUPPLIES / BOOKS
00612 - SPECTRUM ENTERPRISE	87.84	E 30-01-20-01 LIBRARY / LIBRARY - SERVICES / COMMUNICATIO
00463 - FRIENDS OF THE BELGRADE	1.00	E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED
Division Total-	475.07	
Department Total-	475.07	

31 SCHOOL

31-0 SCHOOL / NO DIVISION CONT'D

00034 - RSU # 18	556,617.67	E 31-01-99-99 SCHOOL / RSU 18 - EXPENSE / EXPENSE
Division Total-	556,617.67	
Department Total-	556,617.67	

62 DC STEVENS

62-0 DC STEVENS / NO DIVISION CONT'D

00220 - TYNDALL, NANCY	1,155.00	E 62-01-99-99 DC STEVENS / DC STEVENS - EXPENSE / EXPENSE
Division Total-	1,155.00	
G/L Account Total	1,155.00	

G/L Accounts

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

00048 - TREASURER, STATE OF MAINE	110.00	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00805 - MAINE ACCESSIBILITY CORPORATIO	6,222.65	G 3-592-00 CAPITAL PROJ / RECREATION
00020 - CENTRAL MAINE POWER	36.90	G 3-596-00 CAPITAL PROJ / DAMS
Division Total-	6,369.55	
G/L Account Total	6,369.55	
Final Total-	925,701.00	

TM Report 05/02/2023

Custodial, Assistant Sexton and Maintenance Interviews

We have interviewed several candidates this week with one more on May 1. We hope to extend offers to two folks next week. Once we have confirmation of their acceptance, the Selectboard will be notified.

I would like to thank Carol Johnson, Cory Alexander and Michial Heino for serving on the interview committee. We have some great candidates to choose from, and difficult decisions to make!

Center for All Seasons

The Union Church has graciously made a donation for a handicap accessible picnic table. The cost was well under \$2,000 and the \$5,000 threshold the Town Manager is able to accept.

Memorial and Dedication at the North Belgrade Fire Station

In honor of Rick Damren will be held at 11 a.m. Saturday, May 6.

First Responders Memorial Dedication

Is scheduled for Sunday, June 4 at 2 p.m.

PSAP

We received notice of the increase from Waterville to provide both our regular dispatch and additional PSAP services. Here is the breakdown for this budget year:

Somerset		ends June 30	paid
Waterville		ends June 30	\$7,058.08
State		ends June 30	\$14,828.28
Waterville	new	begins July 1	\$14,862.90
State		begins July 1	\$16,221.65
		2023 Budget	\$(53,600.00)
		Balance	\$(629.09)

4 Day Work Week

The town office staff have expressed interest in moving to a four-day work week and have asked me to bring the idea to the board's attention. This schedule is becoming

more common in municipalities across Maine. Moving to a four-day work week increases morale, invites more applicants for open positions and is a great retention tool.

Attached for your review is an article which appeared in the January issue of Maine Town and City. What really stuck out to me in the article is the following:

From 1997 to 2021, the number of jobs held by the age group 55-64 in state and local government grew from around 14% to about 26%! The age group 65+ grew from about 4% to 10% during the same time period while ages 19-44 have steadily declined and those aged 18 and under has remained steady at a very low 4%.

I personally see this as a problem on the horizon as many of our veteran employees (those who have served for many years with an amazing amount of knowledge and experience) will be retiring within 10 years.

Below is information from the Town of Oakland who recently went to the 4-day week.

We have been working 4 day work weeks now for about a year. We've staggered days off so that we could remain open 5 days a week. My staff found that a 4 and 3 schedule was great for their homelife and overall wellbeing. This 4 and 3 schedule allowed us to open earlier and close later (10 hour days). We went from an 8:30a – 4:30p schedule to a 7-5 schedule. Our tax payers quickly took advantage of these extended hours. Doctor's appointments could be scheduled without taking days off and sick time almost came to an end.

The issue that developed was vacation time. We are a very busy office and some days we only had two front staff members. With summer approaching and boat and ATV registrations bringing in busier days, we found that this was problematic.

We had a decision to make, go back to our old schedule, or everyone taking the same day off. It was a no-brainer for the crew. With a little research, we were able to convince my Council to support this idea.

It's been proven that a 3 day weekend is great for employee attraction and retention. I placed a large sign outside the town office letting the public know that we will be changing our office hours. The public has been very supportive so far. The sign has been in place for the past month. This week is the last week that we will be open on Fridays.

The staff would welcome the opportunity to begin discussion with the board about the possibility of moving to a four-day work week in Belgrade.

Pickleball Court

Recreation Director Dan MacGlashing has a large group of players that are super enthusiastic. They are starting to show interest in pushing to build an outdoor court at the Center for All Seasons (CFAS). Here is some information from Dan on this:

Dee Cooke, who is a pickleballer over here at the rec is part of a group that made a movie, and it is partially filmed in Belgrade. The film is about an eclipse, she wants to do some sort of fundraiser at the end of July where we would do a

movie showing at the Rec center. She has permission to use the film and I believe that even the director would be able to attend and do a Q and A as well.

How does this relate to pickleball... Our pickleball numbers at the rec have grown and maintained this year. Where we used to have one person show up to play now we have between 10 and 20 on a good Friday. This is wild considering this is in our dead season and we only can accommodate one court at the Center.

This enthusiasm prompted the question, where will we play in the summer? There is pickleball one night a week in the summer on the tennis court at the elementary school. There is also pickleball courts at Messalonskee middle school. People want to see actual pickleball courts in Belgrade. We have enough people showing up to play here to fill three courts. And they want to push to build courts at the center.

I must agree that we need better recreational facilities in this community. An outdoor pickleball court onsite of the Center for All Seasons would be a big bite initially, but it should have a relatively low cost of maintenance over time. This court would also be a multi-use court with basketball hoops. Another big reason I would agree with this idea is that it would get multiple demographics to come to the Center at the same time.

In the end I think it is a group of people who want to see this community grow and are willing to put in the work. Anything that will help increase the amount of activity in our town I am all for. Plus pickle is absolutely booming right now.

Browntail Moth

We received notice of grant funding on Thursday. The submission deadline for all municipal projects is May 16. I have included Dan MacGlashing and Cory Alexander in this so that we can get something put together prior to the deadline.

Congressman Jared Golden

I had a great visit with Barbara Hayslett to discuss ways in which Congressman Golden's office can help Belgrade and some of the things happening here. A great resource for us!

On the radar

Water Trustee appointments (2 positions open)

Dalton rental agreement(s) – meet with Perkins Leasing after site visit

Comprehensive Plan Committee / Plan updates

GIS mapping (digitized maps and parcel data)

LD 2003

Possible Broadband Committee

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

Strategic Planning/Goals for 2023

Talking Sign – waiting for repairs

PSAP Service – confirm provider to state by end of June

Browntail Moth funding – notice received 4/27, application deadline 5/16

Addressing Municipal Workforce Shortages

By Janine Pineo

Flexible schedules, training, and employee support systems are key elements of a successful recruitment and retention strategy.

The fraught months before the November 2022 election took a toll on Exeter's new town manager.

"I was a one-man show for about seven weeks," said Dawn LePage. "Many, many tears were shed during that time."

In the normal course of things, the Penobscot County town would have a clerk in addition to the manager. But the clerk left in late July because of the election, LePage said, and the new hire did not work out and was let go after Labor Day.

"From the beginning of September until October 27th, I was doing it all alone while trying to learn elections as well," she said, adding that office hours were not shortened during that time.

Across Maine, help wanted signs have become a ubiquitous symbol of the state's employment situation. The trends that have hit Maine's private sector hard since the start of the pandemic in early 2020 have not left unscathed its municipalities, which are now scrambling to find ways to compete with rising hourly pay under budgets dictated by taxes levied on residents, even as officials try to maintain services needed and expected in their communities.

"We've been so complacent on wages and benefits," said Jim Gardner, Easton town manager and past president of the Maine Municipal Association Executive Committee. "To compete with the outside, we're just not doing it."

Biddeford City Manager Jim Bennett said municipalities can't compete with the private sector from a financial standpoint by throwing money at the problem because officials can't raise taxes high enough to cover the cost of increased wages.

"We're going to do everything we can to be competitive," he said, adding that a municipality cannot be highest at everything in the marketplace. "Cash is a temporary motivator."

Even before 2020, municipalities were facing empty positions across departments, from code enforcement to assessing to seasonal workers and beyond. Regionalization was a common buzzword as municipalities explored ways to band together to provide services – such as transfer stations – and share not only costs but also

employees.

With Maine continuing to hold its spot as the oldest in the country, the state's aging population is a contributing factor in the entire workforce but is magnified in the public sector. Data from the U.S. Census Bureau show that jobs held in Maine state and local government reflects the aging of the baby boomer generation. In 2021, 36 percent of the jobs in state and local government were held by people 55 and older: 26 percent ages 55 to 64 and 10 percent 65 and older. The percentage in the private sector was markedly lower at 26 percent.

Maine Town & City spoke with a number of municipal officials about approaches they are taking to address wages, benefits and retaining the employees they already have as they navigate the challenging employment landscape.

Four-day weeks

The four-day workweek is now a reality for a number of employees in both Biddeford and Orono.

"We were pretty wedded to the five-day workweek prior to the pandemic," said Sophie Wilson, Orono town manager. For a time, the office was shut down entirely to the public before moving to appointment only. When that ended in May 2021, the town adopted the four-day week.

The move "increased staff morale quite a bit," she said. "It was a no-brainer for the council."

It also has affected recruiting and retention, Wilson said, because people want to work that sort of schedule. She has seen the candidate pool improve, with applicants willing to travel farther for a four-day schedule. The expansion in recruiting was an unexpected effect, she said.

"We don't pay the most," she said, so the town has to try to balance that reality with other things to appeal to prospective employees.

Biddeford has found it, too, has much more interest in its open positions since it began a four-day week for City Hall staff. City Manager Bennett said previously the city would receive 40 to 50 applicants for an open front-counter position. The last job opening attracted 350 applicants.

Bennett said they narrowed it down to 40 well-qualified individuals to consider before hiring a person who would not have taken the job but for the four-day work-week.

Biddeford, which started its new hours in June after the council endorsed the plan in May, is now ironing out details with its Public Works department for a four-day week. The biggest issue, he said, is how to provide service, such as trash.

"Morale is high. Productivity is up," Bennett said. "We've had virtually no pushback from the public."

It is a balancing act, however, because a change in one place can disrupt routines elsewhere. He pointed to childcare as an example, saying, "We don't want the schedule issue to drive people away."

Neither has Orono seen much blowback from residents on the change. "Ultimately, our job is to serve the community," Wilson said, and that means if the need is there to change the hours to something else, they will.

'Floating clerks'

One idea sent up by two clerks in Oxford and Somerset counties addressed the quandary faced in small towns when they lose an employee, be it the town clerk or a deputy.

"I have always thought it would be a great resource if there were a 'floating clerk' service where towns who need temporary office coverage could contact a trained clerk to work as a subcontractor," said Denise Stetkis, Canaan town clerk and vice president of the Somerset County Clerks Association.

"We are a town of about 2,300 people," she said. "Currently we have two full-time office employees and one part-time deputy."

The situation Stetkis outlines is one mirrored across municipalities of all sizes: part-time hours, lack of benefits and flexibility over availability.

"It has always been a struggle to find a part-time deputy who will work the hours we require," she said, "16 hours plus coverage for vacation and sick time. Our selectmen do not agree on having a third full-time employee, and we struggle to convince them to offer at least 20 hours for a part-time position. We usually end up with a less than ideal individual because we have a small pool of applicants that apply due to the lack of hours and no health benefits."

Canaan has had three deputy clerks since 2019, one departing for a job in another municipality offering full-time hours and benefits. "It would be great if there was a resource of part-time counter workers that would like more hours in another town," Stetkis said. "The issue

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that may happen with that is sharing a deputy with another town, you run the risk of losing them to that town."

Lianne Bedard, Hartford town clerk, straight up said she was available to be on call for towns with a staff shortage. Her office is open three and a half days each week, giving her the flexibility to fill in where there's a need.

"The last couple of years have been hard on town clerks," Bedard said. She said there might be some hurdles to address, such as being an agent for a different town with motor vehicle registrations. But she has helped out neighboring towns with motor vehicle registration, and Hartford has an agreement in place since June 2021 with Sumner to share motor vehicle registration services.

Stetkis also said training new hires is a challenge, particularly motor vehicles because the Bureau of Motor Vehicles training doesn't include the TRIO/Harris electronic process.

The part-time dilemma

In Scarborough, one of the longtime trouble spots is part-time employees. Community Services Director Todd Souza describes his department as a "catch-all" that includes not only before- and after- school programs, but also parks and grounds, the town's cable station and U.S. passports.

Souza says while his full-time staff can handle the pressure and is willing to flex when there is a need, it is difficult to cover odd shifts, such as the two to three hours after school daily. There is a definite need for the childcare, he said. "We turn away 100 people a year, easy. We don't have the space and the staff."

Even before 2020, part time was struggling, Souza said. "We found we could not hire part-time, seasonal staff." The same applied to the after-school program. "Part time is still sketchy."

Souza said the town has had to adjust in different ways, such as in hiring 15- to 18-year-olds for summer camp. It also has added incentives, including adding bonuses to the childcare program for number of shifts worked.

Schedule flexibility has had to be adjusted, too, on commitment to number of days and hours. It means you need more employees to cover, Souza said. "It actually costs more."

Bath Parks and Recreation Director Steve Balboni also can't find enough people to staff maintenance for the Parks and Cemeteries division. "We still get the job done, but there is certainly a longer time that it takes," he said.

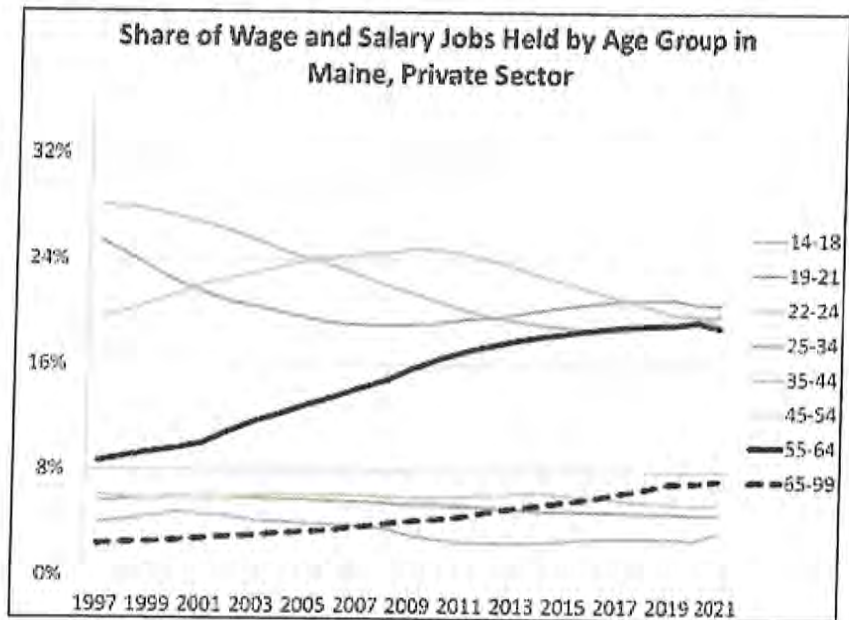
"What I find in the parks and recreation field is that we all do everything we can to keep providing services to our citizens," Balboni said. "Here in Bath, it means current staff take on more than what is in their job description. For example, as we went over a year without an arborist, I had to respond to citizen requests and subcontract out the work that normally would be done in house."

The education pipeline

Finding trained, qualified individuals for critical roles has plagued Lincoln for at least a couple of years, said Town Manager Rick Bronson.

"Like many, our police department remains almost eternally short on staff," he said. "We have not been able to meet what we call full staff for more than two years. Currently we would, if we could, hire as many as six more immediately."

Bronson points to a bottleneck at the Maine Criminal Justice Academy, saying that until it runs at a sufficient scale, "we will never get back to full staff." And he asks these questions: "... Is it too difficult for putting simple primary responders on the street? Are the citizens better off to get a potentially lesser responder but at least



get some response or better off to wait, sometimes for extended periods to get a more trained officer, if in fact any?"

Lincoln also is struggling to have a full staff of EMS professionals. Bronson again points to the need for more schools across the state, as well as whether standards are set too high, which hobbles the ability to have enough staff to make timely responses.

Easton Town Manager Gardner weighed in on education, saying that the University of Maine's Master of Public Administration program was a pipeline. The program was eliminated from the school's offerings in June 2012 due to low enrollment.

The path to municipal employment needs to be in some type of curriculum, Gardner said. "We've got to start branching out."

Included in that discussion must be benefits and not just health insurance. "Try to find the thing that matters to the younger generation," he said.

Attention to retention

"What is meaningful? Is it just the pay?" asked Gardner.

"Employees, they want to feel like they're making a difference," Biddeford's Bennett said. "Rethink the relationship with our employees. It's a different relationship than throwing a bonus at somebody."

He added, "This issue is not going to go away."

Biddeford has focused on mental health, for example, and providing services to all employees, including an app the city pays for that gets an employee a virtual appointment with a specialist in three days or less. "Just recognize that those issues are so much more important," he said.

The city also gave surprise bonuses to non-union employees in December and raises of three percent, although five percent was budgeted. However, Bennett said, he reserved the right to increase wages at a later date if necessary. "Nobody complained," he said.

Orono's Wilson said that staff is dealing with much more now, specifically the way socially acceptable behavior has changed, putting employees in front of aggressive residents.

It takes a toll, she said. "It's changed the dynamic."

When staff asks to change from a less public-facing role, she said that has to be a factor.

It's about "caring about employees," Bennett said, "making an investment in employees."

Meeting Municipal Training & Education Needs – A Series.



RECRUITING



TRAINING



RESEARCH

The future of Maine's municipal workforce represents a set of multi-faceted challenges that command multi-faceted solutions. Maine's towns and cities are collectively grappling with the ongoing pandemic, effects of inflation, and demographic changes in the state, which present questions around recruiting and retaining employees; educating and training their incumbent workforce for the changing nature of municipal government; and staying up-to-date on emerging educational needs.

However, there is a silver lining. Through it all, MMA members are exploring and embracing innovative strategies and resources for workforce development. In 2023, the Association will be highlighting these efforts, as well as new initiatives in development and currently in use by members, partners, and MMA to meet workforce development needs through the publication of six articles throughout the year.

The first installment of the "Meeting Municipal Training & Education Needs" series will be published in the March edition of the magazine and focus on the resources and funds available to support workforce development and training.

Selectboard Report
1/1/2023-5/3/2023
(Roughly 37.5% through the fiscal year)

General Government: 30.94% expended

Public Safety: 31.83% expended

Public Works: 44.30% expended

The plowing contract payment will stop in May and begin again in October.

Cemetery: 6.55% expended

This is so low because we have not hired the Assistant Sexton, which makes up a large portion of this budget.

Facility Maintenance: 23.33% expended.

The facility budget looks good. Expenses will pick up during the summer when it is fully staffed.

Center for All Seasons	30.56%
North Belgrade Comm. Center	29.46%
Garage	24.93%
Salt & Sand	20.35%
Fire Dept. Lakes	23.47%
Fire Dept. Depot	19.80%
Fire Dept. N. Belgrade	27.56%
Transfer Station	28.50%
Parks	0.78%
Dalton	17.80%
Town Office	44.82%
Library	0%

Note that the talking sign repairs will come out of Facilities Maintenance. We should be able to adequately cover the \$2,000-\$2,500 cost.

Solid Waste: 24.34% expended

Social Services: 4.78% expended

General Assistance: 5.4% expended

Special Request: 0% expended

These will go out after we start collecting taxes.

Insurance: 35.39% expended

Recreation: 20.84% expended

Recreation expenses go up during the summer.

Debt Service: 82.07% expended

We only have the Town Office payment left this year and that will come out in September.

Library: 29.01% expended

Additional Information:

The expenses are looking good overall. No budget is over where it should be at this point. As always, many departments will have increased expenses during the summer.

Expense Summary Report
ALL Departments
January to May

Account	YTD Budget Net	- C U R R M O N T H - Debits	Credits	Unexpended Balance	Percent Spent
01 - GENERAL GOVERNMENT	706,120.00	219,419.98	981.71	487,681.73	30.94
01 - SELECT BOARD	14,855.00	2,155.37	0.00	12,699.63	14.51
10 - PERSONNEL	7,105.00	2,045.37	0.00	5,059.63	28.79
11 - SALARIES	6,600.00	1,900.00	0.00	4,700.00	28.79
13 - BENEFITS	505.00	145.37	0.00	359.63	28.79
13 - EDUCATION	250.00	110.00	0.00	140.00	44.00
01 - EDUCATION	250.00	110.00	0.00	140.00	44.00
31 - SPECIAL PROJECTS	7,500.00	0.00	0.00	7,500.00	0.00
01 - SPECIAL PROJECTS	7,500.00	0.00	0.00	7,500.00	0.00
05 - BOARD OF APPEALS	1,350.00	0.00	0.00	1,350.00	0.00
10 - PERSONNEL	500.00	0.00	0.00	500.00	0.00
12 - WAGES	500.00	0.00	0.00	500.00	0.00
13 - EDUCATION	250.00	0.00	0.00	250.00	0.00
01 - EDUCATION	250.00	0.00	0.00	250.00	0.00
20 - SERVICES	600.00	0.00	0.00	600.00	0.00
02 - TRANSPORTATION (MILEAGE)	100.00	0.00	0.00	100.00	0.00
03 - ADVERTISING	500.00	0.00	0.00	500.00	0.00
10 - ADMINISTRATION	504,995.00	161,634.98	964.71	344,324.73	31.82
10 - PERSONNEL	318,200.00	87,625.56	0.00	230,574.44	27.54
12 - WAGES	239,000.00	70,063.64	0.00	168,936.36	29.32
13 - BENEFITS	79,200.00	17,561.92	0.00	61,638.08	22.17
13 - EDUCATION	2,000.00	360.00	0.00	1,640.00	18.00
01 - EDUCATION	2,000.00	360.00	0.00	1,640.00	18.00
14 - MEMBERSHIP/DUES	14,545.00	6,137.00	45.00	8,453.00	41.88
01 - MMA	5,858.00	6,077.00	45.00	-174.00	102.97
02 - KVCOG	8,327.00	0.00	0.00	8,327.00	0.00
03 - MTCCA	120.00	0.00	0.00	120.00	0.00
04 - MTCTA	120.00	60.00	0.00	60.00	50.00
05 - MTCMA	120.00	0.00	0.00	120.00	0.00
15 - PROFESSIONAL SERVICES	90,600.00	29,914.01	290.00	60,975.99	32.70
01 - AUDIT	8,600.00	8,450.00	0.00	150.00	98.26
02 - LEGAL	24,000.00	4,165.00	290.00	20,125.00	16.15
03 - IT SUPPORT	22,000.00	8,049.01	0.00	13,950.99	36.59
04 - ASSESSING	36,000.00	9,250.00	0.00	26,750.00	25.69
20 - SERVICES	16,000.00	4,817.12	578.30	11,761.18	26.49
01 - COMMUNICATIONS	5,000.00	1,288.42	0.00	3,711.58	25.77
02 - TRANSPORTATION (MILEAGE)	700.00	44.44	0.00	655.56	6.35
03 - ADVERTISING	2,000.00	578.30	578.30	2,000.00	0.00
07 - CONTRACTED SERVICES	3,500.00	2,309.81	0.00	1,190.19	65.99
14 - COPIER LEASE	4,500.00	596.15	0.00	3,903.85	13.25
18 - SHREDDING ON SITE	300.00	0.00	0.00	300.00	0.00
25 - PRINTING	10,800.00	7,346.66	0.00	3,453.34	68.02
01 - TAX BILLS	1,500.00	0.00	0.00	1,500.00	0.00
02 - ANNUAL REPORT	6,200.00	6,420.00	0.00	-220.00	103.55
03 - NEWSLETTER	3,000.00	926.66	0.00	2,073.34	30.89
04 - MISC	100.00	0.00	0.00	100.00	0.00
30 - SUPPLIES	17,750.00	5,427.54	51.41	12,373.87	30.29
01 - POSTAGE	9,500.00	3,783.41	51.41	5,768.00	39.28
03 - OFFICE SUPPLIES	6,000.00	1,238.12	0.00	4,761.88	20.64
04 - OPERATING SUPPLIES	2,000.00	406.01	0.00	1,593.99	20.30
10 - CLEANING	250.00	0.00	0.00	250.00	0.00
31 - SPECIAL PROJECTS	3,000.00	0.00	0.00	3,000.00	0.00
01 - SPECIAL PROJECTS	3,000.00	0.00	0.00	3,000.00	0.00
40 - PURCHASES	3,500.00	970.07	0.00	2,529.93	27.72

Expense Summary Report
ALL Departments
January to May

Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
01 - GENERAL GOVERNMENT CONT'D					
04 - EQUIPMENT	3,500.00	970.07	0.00	2,529.93	27.72
46 - LICENSES	24,500.00	18,627.44	0.00	5,872.56	76.03
02 - HARRIS COMPUTER SYSTEMS	22,000.00	18,627.44	0.00	3,372.56	84.67
10 - WESITE	2,500.00	0.00	0.00	2,500.00	0.00
47 - FEES	4,000.00	409.58	0.00	3,590.42	10.24
01 - LIEN DISCHARGE	2,000.00	342.00	0.00	1,658.00	17.10
02 - LIEN FILING	2,000.00	0.00	0.00	2,000.00	0.00
04 - CREDIT CARD INTEREST	0.00	67.58	0.00	-67.58	---
99 - EXPENSE	100.00	0.00	0.00	100.00	0.00
02 - AWARDS	100.00	0.00	0.00	100.00	0.00
15 - TOWN MANAGER	106,220.00	33,611.83	0.00	72,608.17	31.64
10 - PERSONNEL	102,330.00	32,751.81	0.00	69,578.19	32.01
11 - SALARIES	79,830.00	23,538.90	0.00	56,291.10	29.49
13 - BENEFITS	22,500.00	9,212.91	0.00	13,287.09	40.95
13 - EDUCATION	750.00	50.00	0.00	700.00	6.67
01 - EDUCATION	750.00	50.00	0.00	700.00	6.67
14 - MEMBERSHIP/DUES	140.00	0.00	0.00	140.00	0.00
05 - MTCMA	140.00	0.00	0.00	140.00	0.00
20 - SERVICES	3,000.00	810.02	0.00	2,189.98	27.00
01 - COMMUNICATIONS	1,200.00	210.02	0.00	989.98	17.50
02 - TRANSPORTATION (MILEAGE)	1,800.00	600.00	0.00	1,200.00	33.33
20 - CODE ENFORCEMENT	59,000.00	17,770.01	0.00	41,229.99	30.12
10 - PERSONNEL	52,300.00	13,951.46	0.00	38,348.54	26.68
12 - WAGES	48,300.00	12,960.00	0.00	35,340.00	26.83
13 - BENEFITS	4,000.00	991.46	0.00	3,008.54	24.79
20 - SERVICES	3,200.00	318.55	0.00	2,881.45	9.95
01 - COMMUNICATIONS	700.00	94.53	0.00	605.47	13.50
02 - TRANSPORTATION (MILEAGE)	2,500.00	224.02	0.00	2,275.98	8.96
30 - SUPPLIES	500.00	0.00	0.00	500.00	0.00
08 - UNIFORMS	500.00	0.00	0.00	500.00	0.00
46 - LICENSES	3,000.00	3,500.00	0.00	-500.00	116.67
12 - CEO SOFTWARE	3,000.00	3,500.00	0.00	-500.00	116.67
25 - PLANNING BOARD	7,250.00	2,729.98	0.00	4,520.02	37.65
10 - PERSONNEL	2,800.00	1,031.28	0.00	1,768.72	36.83
12 - WAGES	2,500.00	958.00	0.00	1,542.00	38.32
13 - BENEFITS	300.00	73.28	0.00	226.72	24.43
13 - EDUCATION	250.00	890.00	0.00	-640.00	356.00
01 - EDUCATION	250.00	890.00	0.00	-640.00	356.00
20 - SERVICES	1,200.00	0.00	0.00	1,200.00	0.00
02 - TRANSPORTATION (MILEAGE)	200.00	0.00	0.00	200.00	0.00
03 - ADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00
25 - PRINTING	2,500.00	400.00	0.00	2,100.00	16.00
04 - MISC	2,500.00	400.00	0.00	2,100.00	16.00
30 - SUPPLIES	500.00	408.70	0.00	91.30	81.74
03 - OFFICE SUPPLIES	500.00	408.70	0.00	91.30	81.74
35 - HEARINGS AND ELECTIONS	11,950.00	1,517.81	17.00	10,449.19	12.56
13 - EDUCATION	200.00	0.00	0.00	200.00	0.00
01 - EDUCATION	200.00	0.00	0.00	200.00	0.00
20 - SERVICES	6,350.00	1,141.50	17.00	5,225.50	17.71
02 - TRANSPORTATION (MILEAGE)	150.00	0.00	0.00	150.00	0.00
06 - RENTALS	2,000.00	0.00	0.00	2,000.00	0.00
07 - CONTRACTED SERVICES	4,200.00	1,141.50	17.00	3,075.50	26.77

Expense Summary Report

ALL Departments
January to May

Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
01 - GENERAL GOVERNMENT CONT'D					
25 - PRINTING	3,000.00	0.00	0.00	3,000.00	0.00
05 - BALLOTS	3,000.00	0.00	0.00	3,000.00	0.00
30 - SUPPLIES	2,100.00	376.31	0.00	1,723.69	17.92
01 - POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00
03 - OFFICE SUPPLIES	100.00	194.85	0.00	-94.85	194.85
04 - OPERATING SUPPLIES	600.00	0.00	0.00	600.00	0.00
05 - FOOD/WATER	400.00	181.46	0.00	218.54	45.37
40 - PURCHASES	300.00	0.00	0.00	300.00	0.00
04 - EQUIPMENT	300.00	0.00	0.00	300.00	0.00
40 - HISTORIAN	500.00	0.00	0.00	500.00	0.00
20 - SERVICES	500.00	0.00	0.00	500.00	0.00
07 - CONTRACTED SERVICES	500.00	0.00	0.00	500.00	0.00
05 - PUBLIC SAFETY	479,555.00	152,649.28	0.00	326,905.72	31.83
01 - EMERGENCY MANAGEMENT	500.00	0.00	0.00	500.00	0.00
10 - PERSONNEL	500.00	0.00	0.00	500.00	0.00
12 - WAGES	500.00	0.00	0.00	500.00	0.00
05 - FIRE & RESCUE DEPARTMENT	409,405.00	125,894.15	0.00	283,510.85	30.75
10 - PERSONNEL	283,000.00	59,207.67	0.00	223,792.33	20.92
12 - WAGES	87,000.00	944.12	0.00	86,055.88	1.09
13 - BENEFITS	50,000.00	13,472.72	0.00	36,527.28	26.95
14 - FULL TIME	128,000.00	39,484.00	0.00	88,516.00	30.85
15 - PENSION	18,000.00	5,306.83	0.00	12,693.17	29.48
13 - EDUCATION	5,000.00	580.00	0.00	4,420.00	11.60
01 - EDUCATION	5,000.00	580.00	0.00	4,420.00	11.60
14 - MEMBERSHIP/DUES	3,400.00	0.00	0.00	3,400.00	0.00
07 - FIRE DEPARTMENT	3,400.00	0.00	0.00	3,400.00	0.00
15 - PROFESSIONAL SERVICES	9,600.00	3,205.00	0.00	6,395.00	33.39
03 - IT SUPPORT	100.00	0.00	0.00	100.00	0.00
06 - SAFETY	1,300.00	1,300.00	0.00	0.00	100.00
07 - PUMP TESTING	900.00	0.00	0.00	900.00	0.00
08 - HOSE TESTING	4,400.00	0.00	0.00	4,400.00	0.00
10 - FLOW TESTING	1,500.00	0.00	0.00	1,500.00	0.00
11 - FIT TESTING	900.00	1,005.00	0.00	-105.00	111.67
12 - AIR COMPRESS TEST	500.00	900.00	0.00	-400.00	180.00
20 - SERVICES	54,780.00	51,049.99	0.00	3,730.01	93.19
01 - COMMUNICATIONS	3,900.00	1,986.29	0.00	1,913.71	50.93
02 - TRANSPORTATION (MILEAGE)	250.00	0.00	0.00	250.00	0.00
03 - ADVERTISING	500.00	0.00	0.00	500.00	0.00
07 - CONTRACTED SERVICES	0.00	866.70	0.00	-866.70	---
11 - MEDICAL SERVICES	1,500.00	452.00	0.00	1,048.00	30.13
20 - AMBULANCE	48,630.00	47,745.00	0.00	885.00	98.18
25 - PRINTING	300.00	0.00	0.00	300.00	0.00
04 - MISC	300.00	0.00	0.00	300.00	0.00
30 - SUPPLIES	23,850.00	4,748.79	0.00	19,101.21	19.91
01 - POSTAGE	100.00	0.00	0.00	100.00	0.00
02 - FUEL	7,500.00	1,818.78	0.00	5,681.22	24.25
03 - OFFICE SUPPLIES	1,000.00	70.29	0.00	929.71	7.03
04 - OPERATING SUPPLIES	2,000.00	489.35	0.00	1,510.65	24.47
05 - FOOD/WATER	250.00	102.07	0.00	147.93	40.83
06 - MEDICAL	0.00	25.00	0.00	-25.00	---
07 - EMS	10,000.00	1,177.13	0.00	8,822.87	11.77

Expense Summary Report

ALL Departments
January to May

Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
05 - PUBLIC SAFETY CONT'D					
08 - UNIFORMS	3,000.00	1,066.17	0.00	1,933.83	35.54
35 - REPAIRS/MAINTENANCE	17,255.00	5,612.80	0.00	11,642.20	32.53
01 - EQUIPMENT	3,000.00	155.00	0.00	2,845.00	5.17
04 - FIRE TRUCKS	14,000.00	5,457.80	0.00	8,542.20	38.98
17 - EXTINGUISHER	255.00	0.00	0.00	255.00	0.00
40 - PURCHASES	12,000.00	1,431.54	0.00	10,568.46	11.93
03 - CAPITAL EQUIPMENT	4,000.00	0.00	0.00	4,000.00	0.00
04 - EQUIPMENT	8,000.00	1,431.54	0.00	6,568.46	17.89
46 - LICENSES	220.00	0.00	0.00	220.00	0.00
01 - IT	120.00	0.00	0.00	120.00	0.00
06 - FIRE DEPARTMENT/EMS	100.00	0.00	0.00	100.00	0.00
99 - EXPENSE	0.00	58.36	0.00	-58.36	---
02 - AWARDS	0.00	58.36	0.00	-58.36	---
10 - DISPATCH	53,600.00	21,886.36	0.00	31,713.64	40.83
99 - EXPENSE	53,600.00	21,886.36	0.00	31,713.64	40.83
99 - EXPENSE	53,600.00	21,886.36	0.00	31,713.64	40.83
25 - STREET LIGHTING	1,800.00	505.02	0.00	1,294.98	28.06
20 - SERVICES	1,800.00	505.02	0.00	1,294.98	28.06
04 - ELECTRICITY	1,800.00	505.02	0.00	1,294.98	28.06
30 - ANIMAL CONTROL OFFICER	13,700.00	4,363.75	0.00	9,336.25	31.85
10 - PERSONNEL	5,500.00	1,553.72	0.00	3,946.28	28.25
12 - WAGES	5,000.00	1,443.32	0.00	3,556.68	28.87
13 - BENEFITS	500.00	110.40	0.00	389.60	22.08
13 - EDUCATION	150.00	0.00	0.00	150.00	0.00
01 - EDUCATION	150.00	0.00	0.00	150.00	0.00
20 - SERVICES	7,300.00	2,810.03	0.00	4,489.97	38.49
02 - TRANSPORTATION (MILEAGE)	1,800.00	274.79	0.00	1,525.21	15.27
07 - CONTRACTED SERVICES	5,500.00	2,535.24	0.00	2,964.76	46.10
30 - SUPPLIES	750.00	0.00	0.00	750.00	0.00
04 - OPERATING SUPPLIES	250.00	0.00	0.00	250.00	0.00
08 - UNIFORMS	500.00	0.00	0.00	500.00	0.00
35 - HEALTH OFFICER	550.00	0.00	0.00	550.00	0.00
10 - PERSONNEL	500.00	0.00	0.00	500.00	0.00
12 - WAGES	500.00	0.00	0.00	500.00	0.00
20 - SERVICES	50.00	0.00	0.00	50.00	0.00
02 - TRANSPORTATION (MILEAGE)	50.00	0.00	0.00	50.00	0.00
10 - PUBLIC WORKS	638,275.00	283,098.85	337.71	355,513.86	44.30
01 - ROADS, GENERAL MAINTENANCE	172,275.00	32,959.13	337.71	139,653.58	18.94
10 - PERSONNEL	12,100.00	0.00	0.00	12,100.00	0.00
12 - WAGES	11,000.00	0.00	0.00	11,000.00	0.00
13 - BENEFITS	1,100.00	0.00	0.00	1,100.00	0.00
14 - MEMBERSHIP/DUES	75.00	0.00	0.00	75.00	0.00
11 - MBTA	75.00	0.00	0.00	75.00	0.00
20 - SERVICES	130,100.00	30,866.74	337.71	99,570.97	23.47
02 - TRANSPORTATION (MILEAGE)	100.00	0.00	0.00	100.00	0.00
06 - RENTALS	75,000.00	27,434.62	0.00	47,565.38	36.58
07 - CONTRACTED SERVICES	55,000.00	3,432.12	337.71	51,905.59	5.63
30 - SUPPLIES	30,000.00	2,092.39	0.00	27,907.61	6.97
04 - OPERATING SUPPLIES	15,000.00	918.83	0.00	14,081.17	6.13
13 - AGGREGATED	15,000.00	1,173.56	0.00	13,826.44	7.82
10 - ROADS: PLOWING & SANDING	466,000.00	250,139.72	0.00	215,860.28	53.68

Expense Summary Report

ALL Departments

January to May

Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
10 - PUBLIC WORKS CONT'D					
20 - SERVICES	314,000.00	243,945.00	0.00	70,055.00	77.69
07 - CONTRACTED SERVICES	314,000.00	243,945.00	0.00	70,055.00	77.69
30 - SUPPLIES	152,000.00	6,194.72	0.00	145,805.28	4.08
02 - FUEL	12,000.00	3,599.89	0.00	8,400.11	30.00
04 - OPERATING SUPPLIES	140,000.00	2,594.83	0.00	137,405.17	1.85
12 - CEMETERY	72,165.00	4,729.58	0.00	67,435.42	6.55
01 - CEMETERY	72,165.00	4,729.58	0.00	67,435.42	6.55
10 - PERSONNEL	45,240.00	0.00	0.00	45,240.00	0.00
12 - WAGES	33,000.00	0.00	0.00	33,000.00	0.00
13 - BENEFITS	12,240.00	0.00	0.00	12,240.00	0.00
20 - SERVICES	5,800.00	0.00	0.00	5,800.00	0.00
06 - RENTALS	1,800.00	0.00	0.00	1,800.00	0.00
07 - CONTRACTED SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
30 - SUPPLIES	4,875.00	1,440.00	0.00	3,435.00	29.54
01 - POSTAGE	75.00	0.00	0.00	75.00	0.00
02 - FUEL	2,500.00	0.00	0.00	2,500.00	0.00
04 - OPERATING SUPPLIES	2,000.00	1,440.00	0.00	560.00	72.00
05 - FOOD/WATER	300.00	0.00	0.00	300.00	0.00
35 - REPAIRS/MAINTENANCE	9,000.00	2,239.58	0.00	6,760.42	24.88
01 - EQUIPMENT	8,000.00	2,239.58	0.00	5,760.42	27.99
06 - PLUMBING	500.00	0.00	0.00	500.00	0.00
13 - HEADSTONE	500.00	0.00	0.00	500.00	0.00
40 - PURCHASES	1,500.00	0.00	0.00	1,500.00	0.00
03 - CAPITAL EQUIPMENT	1,500.00	0.00	0.00	1,500.00	0.00
46 - LICENSES	2,250.00	1,050.00	0.00	1,200.00	46.67
04 - CEMETERY SOFTWARE	2,250.00	1,050.00	0.00	1,200.00	46.67
53 - MEMORIAL DAY	1,500.00	0.00	0.00	1,500.00	0.00
02 - FLAGS	1,500.00	0.00	0.00	1,500.00	0.00
99 - EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
01 - FLOWERS	2,000.00	0.00	0.00	2,000.00	0.00
13 - FACILITY MAINTENANCE	416,240.00	97,094.32	0.00	319,145.68	23.33
01 - GENERAL	220,100.00	46,879.41	0.00	173,220.59	21.30
10 - PERSONNEL	180,000.00	35,224.84	0.00	144,775.16	19.57
12 - WAGES	140,000.00	27,244.96	0.00	112,755.04	19.46
13 - BENEFITS	40,000.00	7,979.88	0.00	32,020.12	19.95
15 - PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
06 - SAFETY	500.00	0.00	0.00	500.00	0.00
20 - SERVICES	4,400.00	1,213.68	0.00	3,186.32	27.58
01 - COMMUNICATIONS	1,400.00	213.68	0.00	1,186.32	15.26
06 - RENTALS	3,000.00	1,000.00	0.00	2,000.00	33.33
30 - SUPPLIES	13,700.00	6,170.15	0.00	7,529.85	45.04
02 - FUEL	9,000.00	3,147.21	0.00	5,852.79	34.97
04 - OPERATING SUPPLIES	3,500.00	2,961.27	0.00	538.73	84.61
05 - FOOD/WATER	0.00	61.67	0.00	-61.67	---
08 - UNIFORMS	1,200.00	0.00	0.00	1,200.00	0.00
35 - REPAIRS/MAINTENANCE	20,500.00	3,930.75	0.00	16,569.25	19.17
01 - EQUIPMENT	6,500.00	3,572.64	0.00	2,927.36	54.96
02 - FACILITIES TRUCK	7,500.00	116.11	0.00	7,383.89	1.55
03 - FACILITIES ONE-TON	5,000.00	242.00	0.00	4,758.00	4.84
08 - BUILDING	1,500.00	0.00	0.00	1,500.00	0.00
40 - PURCHASES	1,000.00	339.99	0.00	660.01	34.00

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Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
13 - FACILITY MAINTENANCE CONT'D					
04 - EQUIPMENT	1,000.00	339.99	0.00	660.01	34.00
02 - CENTER FOR ALL SEASONS	49,870.00	15,240.24	0.00	34,629.76	30.56
20 - SERVICES	29,280.00	13,863.38	0.00	15,416.62	47.35
04 - ELECTRICITY	8,500.00	2,148.30	0.00	6,351.70	25.27
05 - HEATING	15,000.00	4,249.42	0.00	10,750.58	28.33
06 - RENTALS	1,000.00	0.00	0.00	1,000.00	0.00
07 - CONTRACTED SERVICES	750.00	581.88	0.00	168.12	77.58
08 - WATER QUALITY TESTING	500.00	171.28	0.00	328.72	34.26
09 - CLEANING SERVICES	0.00	6,035.00	0.00	-6,035.00	----
10 - SECURITY SYSTEMS	1,000.00	0.00	0.00	1,000.00	0.00
12 - PEST CONTROL	1,300.00	427.50	0.00	872.50	32.88
14 - COPIER LEASE	500.00	0.00	0.00	500.00	0.00
15 - SOUND ENGINEERING	480.00	0.00	0.00	480.00	0.00
16 - SNOW REMOVAL	0.00	250.00	0.00	-250.00	----
17 - SEPTIC PUMPING	250.00	0.00	0.00	250.00	0.00
35 - REPAIRS/MAINTENANCE	20,590.00	1,376.86	0.00	19,213.14	6.69
05 - ELECTRICAL	250.00	0.00	0.00	250.00	0.00
06 - PLUMBING	2,000.00	60.00	0.00	1,940.00	3.00
07 - HEATING	650.00	339.18	0.00	310.82	52.18
08 - BUILDING	15,000.00	574.68	0.00	14,425.32	3.83
09 - GENERATOR	265.00	340.00	0.00	-75.00	128.30
15 - POOL	2,000.00	0.00	0.00	2,000.00	0.00
17 - EXTINGUISHER	425.00	63.00	0.00	362.00	14.82
03 - NORTH BELGRADE COMMUNITY CENTE	14,840.00	4,371.97	0.00	10,468.03	29.46
20 - SERVICES	10,650.00	4,371.97	0.00	6,278.03	41.05
01 - COMMUNICATIONS	250.00	353.85	0.00	-103.85	141.54
04 - ELECTRICITY	3,000.00	766.23	0.00	2,233.77	25.54
05 - HEATING	3,500.00	1,263.89	0.00	2,236.11	36.11
06 - RENTALS	1,500.00	0.00	0.00	1,500.00	0.00
08 - WATER QUALITY TESTING	100.00	0.00	0.00	100.00	0.00
09 - CLEANING SERVICES	0.00	1,700.00	0.00	-1,700.00	----
10 - SECURITY SYSTEMS	1,000.00	0.00	0.00	1,000.00	0.00
12 - PEST CONTROL	800.00	288.00	0.00	512.00	36.00
16 - SNOW REMOVAL	250.00	0.00	0.00	250.00	0.00
17 - SEPTIC PUMPING	250.00	0.00	0.00	250.00	0.00
35 - REPAIRS/MAINTENANCE	4,190.00	0.00	0.00	4,190.00	0.00
05 - ELECTRICAL	550.00	0.00	0.00	550.00	0.00
06 - PLUMBING	100.00	0.00	0.00	100.00	0.00
07 - HEATING	250.00	0.00	0.00	250.00	0.00
08 - BUILDING	3,000.00	0.00	0.00	3,000.00	0.00
09 - GENERATOR	215.00	0.00	0.00	215.00	0.00
17 - EXTINGUISHER	75.00	0.00	0.00	75.00	0.00
04 - GARAGE	8,400.00	2,093.70	0.00	6,306.30	24.93
20 - SERVICES	5,800.00	1,704.79	0.00	4,095.21	29.39
04 - ELECTRICITY	1,500.00	210.01	0.00	1,289.99	14.00
05 - HEATING	2,500.00	969.78	0.00	1,530.22	38.79
06 - RENTALS	1,800.00	525.00	0.00	1,275.00	29.17
35 - REPAIRS/MAINTENANCE	2,600.00	388.91	0.00	2,211.09	14.96
07 - HEATING	0.00	388.91	0.00	-388.91	----
08 - BUILDING	2,500.00	0.00	0.00	2,500.00	0.00
17 - EXTINGUISHER	100.00	0.00	0.00	100.00	0.00
05 - SALT & SAND SHED	2,600.00	529.12	0.00	2,070.88	20.35

Expense Summary Report

ALL Departments
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Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
13 - FACILITY MAINTENANCE CONT'D					
20 - SERVICES	1,100.00	529.12	0.00	570.88	48.10
04 - ELECTRICITY	1,100.00	529.12	0.00	570.88	48.10
35 - REPAIRS/MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
08 - BUILDING	1,000.00	0.00	0.00	1,000.00	0.00
14 - OVERHEAD DOORS	500.00	0.00	0.00	500.00	0.00
06 - FIRE DEPARTMENT:LAKES	19,945.00	4,680.57	0.00	15,264.43	23.47
20 - SERVICES	17,350.00	4,166.34	0.00	13,183.66	24.01
04 - ELECTRICITY	3,750.00	789.67	0.00	2,960.33	21.06
05 - HEATING	5,250.00	1,426.67	0.00	3,823.33	27.17
08 - WATER QUALITY TESTING	7,600.00	0.00	0.00	7,600.00	0.00
09 - CLEANING SERVICES	0.00	1,700.00	0.00	-1,700.00	---
16 - SNOW REMOVAL	500.00	250.00	0.00	250.00	50.00
17 - SEPTIC PUMPING	250.00	0.00	0.00	250.00	0.00
35 - REPAIRS/MAINTENANCE	2,595.00	514.23	0.00	2,080.77	19.82
05 - ELECTRICAL	250.00	0.00	0.00	250.00	0.00
07 - HEATING	250.00	0.00	0.00	250.00	0.00
08 - BUILDING	1,500.00	89.73	0.00	1,410.27	5.98
09 - GENERATOR	215.00	375.00	0.00	-160.00	174.42
14 - OVERHEAD DOORS	250.00	0.00	0.00	250.00	0.00
17 - EXTINGUISHER	130.00	49.50	0.00	80.50	38.08
07 - FIRE DEPARTMENT:DEPOT	8,705.00	1,723.67	0.00	6,981.33	19.80
20 - SERVICES	6,950.00	1,557.17	0.00	5,392.83	22.41
04 - ELECTRICITY	1,650.00	365.35	0.00	1,284.65	22.14
05 - HEATING	3,500.00	1,191.82	0.00	2,308.18	34.05
06 - RENTALS	1,800.00	0.00	0.00	1,800.00	0.00
35 - REPAIRS/MAINTENANCE	1,755.00	166.50	0.00	1,588.50	9.49
07 - HEATING	250.00	0.00	0.00	250.00	0.00
08 - BUILDING	1,000.00	166.50	0.00	833.50	16.65
14 - OVERHEAD DOORS	250.00	0.00	0.00	250.00	0.00
17 - EXTINGUISHER	255.00	0.00	0.00	255.00	0.00
08 - FIRE DEPARTMENT:NORTH BELGRADE	7,350.00	2,025.80	0.00	5,324.20	27.56
20 - SERVICES	5,250.00	1,577.88	0.00	3,672.12	30.05
04 - ELECTRICITY	1,500.00	695.46	0.00	804.54	46.36
05 - HEATING	2,500.00	882.42	0.00	1,617.58	35.30
06 - RENTALS	1,250.00	0.00	0.00	1,250.00	0.00
35 - REPAIRS/MAINTENANCE	2,100.00	447.92	0.00	1,652.08	21.33
07 - HEATING	250.00	277.92	0.00	-27.92	111.17
08 - BUILDING	1,500.00	0.00	0.00	1,500.00	0.00
14 - OVERHEAD DOORS	250.00	170.00	0.00	80.00	68.00
17 - EXTINGUISHER	100.00	0.00	0.00	100.00	0.00
09 - TRANSFER STATION	24,665.00	7,029.77	0.00	17,635.23	28.50
20 - SERVICES	20,100.00	4,341.27	0.00	15,758.73	21.60
04 - ELECTRICITY	14,000.00	2,546.98	0.00	11,453.02	18.19
05 - HEATING	5,000.00	1,039.39	0.00	3,960.61	20.79
08 - WATER QUALITY TESTING	100.00	0.00	0.00	100.00	0.00
10 - SECURITY SYSTEMS	500.00	754.90	0.00	-254.90	150.98
16 - SNOW REMOVAL	500.00	0.00	0.00	500.00	0.00
35 - REPAIRS/MAINTENANCE	4,565.00	2,688.50	0.00	1,876.50	58.89
05 - ELECTRICAL	1,250.00	0.00	0.00	1,250.00	0.00
06 - PLUMBING	250.00	0.00	0.00	250.00	0.00
07 - HEATING	250.00	120.00	0.00	130.00	48.00
08 - BUILDING	1,750.00	2,142.50	0.00	-392.50	122.43

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Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
13 - FACILITY MAINTENANCE CONT'D					
09 - GENERATOR	215.00	0.00	0.00	215.00	0.00
14 - OVERHEAD DOORS	750.00	426.00	0.00	324.00	56.80
17 - EXTINGUISHER	100.00	0.00	0.00	100.00	0.00
10 - PARKS	11,000.00	85.69	0.00	10,914.31	0.78
20 - SERVICES	10,000.00	85.69	0.00	9,914.31	0.86
04 - ELECTRICITY	1,500.00	85.69	0.00	1,414.31	5.71
06 - RENTALS	5,500.00	0.00	0.00	5,500.00	0.00
07 - CONTRACTED SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
30 - SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
04 - OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
11 - DALTON PROPERTIES	27,550.00	4,903.46	0.00	22,646.54	17.80
20 - SERVICES	9,800.00	2,681.25	0.00	7,118.75	27.36
04 - ELECTRICITY	4,000.00	1,390.22	0.00	2,609.78	34.76
05 - HEATING	5,000.00	1,291.03	0.00	3,708.97	25.82
08 - WATER QUALITY TESTING	600.00	0.00	0.00	600.00	0.00
17 - SEPTIC PUMPING	200.00	0.00	0.00	200.00	0.00
35 - REPAIRS/MAINTENANCE	17,750.00	2,222.21	0.00	15,527.79	12.52
05 - ELECTRICAL	250.00	1,460.00	0.00	-1,210.00	584.00
06 - PLUMBING	3,500.00	342.71	0.00	3,157.29	9.79
07 - HEATING	3,000.00	419.50	0.00	2,580.50	13.98
08 - BUILDING	11,000.00	0.00	0.00	11,000.00	0.00
12 - DAMS	400.00	0.00	0.00	400.00	0.00
20 - SERVICES	400.00	0.00	0.00	400.00	0.00
04 - ELECTRICITY	400.00	0.00	0.00	400.00	0.00
13 - HISTORY HOUSE	3,200.00	83.84	0.00	3,116.16	2.62
20 - SERVICES	3,200.00	83.84	0.00	3,116.16	2.62
04 - ELECTRICITY	0.00	83.84	0.00	-83.84	---
10 - SECURITY SYSTEMS	3,200.00	0.00	0.00	3,200.00	0.00
14 - TOWN OFFICE	16,615.00	7,447.08	0.00	9,167.92	44.82
20 - SERVICES	11,300.00	6,512.42	0.00	4,787.58	57.63
04 - ELECTRICITY	7,000.00	3,076.02	0.00	3,923.98	43.94
05 - HEATING	3,200.00	0.00	0.00	3,200.00	0.00
08 - WATER QUALITY TESTING	100.00	0.00	0.00	100.00	0.00
09 - CLEANING SERVICES	0.00	2,975.00	0.00	-2,975.00	---
10 - SECURITY SYSTEMS	1,000.00	461.40	0.00	538.60	46.14
30 - SUPPLIES	400.00	56.13	0.00	343.87	14.03
04 - OPERATING SUPPLIES	400.00	56.13	0.00	343.87	14.03
35 - REPAIRS/MAINTENANCE	4,915.00	878.53	0.00	4,036.47	17.87
06 - PLUMBING	1,500.00	120.00	0.00	1,380.00	8.00
07 - HEATING	500.00	0.00	0.00	500.00	0.00
08 - BUILDING	2,500.00	418.53	0.00	2,081.47	16.74
09 - GENERATOR	215.00	340.00	0.00	-125.00	158.14
17 - EXTINGUISHER	200.00	0.00	0.00	200.00	0.00
16 - LIBRARY	1,000.00	0.00	0.00	1,000.00	0.00
20 - SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
10 - SECURITY SYSTEMS	1,000.00	0.00	0.00	1,000.00	0.00
5 - SOLID WASTE MANAGEMENT	365,800.00	88,816.50	1,287.50	278,271.00	23.93
01 - HOUSEHOLD HAZAROUS WASTE	2,000.00	0.00	0.00	2,000.00	0.00
99 - EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
99 - EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00

Expense Summary Report

ALL Departments
January to May

Account	YTD Budget Net	- C U R R M O N T H - Debits	Credits	Unexpended Balance	Percent Spent
15 - SOLID WASTE MANAGEMENT CONT'D					
05 - TRANSFER STATION	359,000.00	87,385.79	0.00	271,614.21	24.34
10 - PERSONNEL	168,000.00	50,612.22	0.00	117,387.78	30.13
12 - WAGES	141,000.00	41,836.19	0.00	99,163.81	29.67
13 - BENEFITS	27,000.00	8,776.03	0.00	18,223.97	32.50
13 - EDUCATION	1,000.00	0.00	0.00	1,000.00	0.00
01 - EDUCATION	1,000.00	0.00	0.00	1,000.00	0.00
14 - MEMBERSHIP/DUES	200.00	0.00	0.00	200.00	0.00
10 - MRRA	200.00	0.00	0.00	200.00	0.00
15 - PROFESSIONAL SERVICES	1,300.00	0.00	0.00	1,300.00	0.00
06 - SAFETY	1,300.00	0.00	0.00	1,300.00	0.00
20 - SERVICES	162,000.00	26,832.18	0.00	135,167.82	16.56
01 - COMMUNICATIONS	2,000.00	614.45	0.00	1,385.55	30.72
07 - CONTRACTED SERVICES	0.00	1,449.53	0.00	-1,449.53	---
13 - DISPOSAL FEES	160,000.00	24,768.20	0.00	135,231.80	15.48
25 - PRINTING	2,000.00	0.00	0.00	2,000.00	0.00
04 - MISC	2,000.00	0.00	0.00	2,000.00	0.00
30 - SUPPLIES	7,900.00	1,784.46	0.00	6,115.54	22.59
02 - FUEL	3,500.00	1,328.38	0.00	2,171.62	37.95
03 - OFFICE SUPPLIES	100.00	15.93	0.00	84.07	15.93
04 - OPERATING SUPPLIES	3,000.00	440.15	0.00	2,559.85	14.67
05 - FOOD/WATER	100.00	0.00	0.00	100.00	0.00
08 - UNIFORMS	1,200.00	0.00	0.00	1,200.00	0.00
31 - SPECIAL PROJECTS	10,000.00	2,900.00	0.00	7,100.00	29.00
01 - SPECIAL PROJECTS	10,000.00	2,900.00	0.00	7,100.00	29.00
35 - REPAIRS/MAINTENANCE	5,400.00	4,429.30	0.00	970.70	82.02
10 - HOPPER	2,000.00	1,101.45	0.00	898.55	55.07
11 - SKID STEER	1,500.00	3,327.85	0.00	-1,827.85	221.86
12 - BALERS	1,400.00	0.00	0.00	1,400.00	0.00
20 - SCALES	500.00	0.00	0.00	500.00	0.00
40 - PURCHASES	500.00	230.00	0.00	270.00	46.00
04 - EQUIPMENT	500.00	230.00	0.00	270.00	46.00
46 - LICENSES	700.00	597.63	0.00	102.37	85.38
07 - TRANSFER STATION	700.00	597.63	0.00	102.37	85.38
07 - CHANDLER ROAD	700.00	0.00	0.00	700.00	0.00
99 - EXPENSE	700.00	0.00	0.00	700.00	0.00
99 - EXPENSE	700.00	0.00	0.00	700.00	0.00
08 - DUNN ROAD	4,100.00	1,430.71	1,287.50	3,956.79	3.49
99 - EXPENSE	4,100.00	1,430.71	1,287.50	3,956.79	3.49
99 - EXPENSE	4,100.00	1,430.71	1,287.50	3,956.79	3.49
20 - SOCIAL SERVICES	4,780.00	228.39	0.00	4,551.61	4.78
01 - SOCIAL SERVICES	1,280.00	0.00	0.00	1,280.00	0.00
52 - HOLIDAY STROLL	760.00	0.00	0.00	760.00	0.00
01 - SHERRIFFS	260.00	0.00	0.00	260.00	0.00
03 - WREATHS	500.00	0.00	0.00	500.00	0.00
53 - MEMORIAL DAY	260.00	0.00	0.00	260.00	0.00
01 - SHERRIFFS	260.00	0.00	0.00	260.00	0.00
54 - JULY 4TH	260.00	0.00	0.00	260.00	0.00
01 - SHERIFFS	260.00	0.00	0.00	260.00	0.00
02 - SENIOR RESOURCE	3,500.00	228.39	0.00	3,271.61	6.53
99 - EXPENSE	3,500.00	228.39	0.00	3,271.61	6.53
06 - PROGRAMMING MISC	2,000.00	54.47	0.00	1,945.53	2.72

Expense Summary Report

ALL Departments
January to May

Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
20 - SOCIAL SERVICES CONT'D					
07 - VOLUNTEER WORK	1,500.00	0.00	0.00	1,500.00	0.00
99 - EXPENSE	0.00	173.92	0.00	-173.92	---
21 - GENERAL ASSISTANCE	25,000.00	1,349.80	0.00	23,650.20	5.40
01 - GENERAL ASSISTANCE	5,000.00	0.00	0.00	5,000.00	0.00
13 - EDUCATION	100.00	0.00	0.00	100.00	0.00
01 - EDUCATION	100.00	0.00	0.00	100.00	0.00
99 - EXPENSE	4,900.00	0.00	0.00	4,900.00	0.00
99 - EXPENSE	4,900.00	0.00	0.00	4,900.00	0.00
02 - EMERGENCY FUEL FUND	20,000.00	1,349.80	0.00	18,650.20	6.75
20 - SERVICES	0.00	909.90	0.00	-909.90	---
05 - HEATING	0.00	909.90	0.00	-909.90	---
99 - EXPENSE	20,000.00	439.90	0.00	19,560.10	2.20
99 - EXPENSE	20,000.00	439.90	0.00	19,560.10	2.20
22 - SPECIAL REQUESTS	65,126.00	0.00	0.00	65,126.00	0.00
01 - SPECIAL REQUESTS	65,126.00	0.00	0.00	65,126.00	0.00
51 - SPECIAL REQUESTS	65,126.00	0.00	0.00	65,126.00	0.00
01 - HOSPICE VOLUNTEERS	1,500.00	0.00	0.00	1,500.00	0.00
02 - SPECTRUM GENERATIONS	1,488.00	0.00	0.00	1,488.00	0.00
04 - 7 LAKES ALLIANCE	60,000.00	0.00	0.00	60,000.00	0.00
09 - BELGRADE SCHOLARSHIP	1,000.00	0.00	0.00	1,000.00	0.00
11 - SEXUAL ASSAULT & CRISIS	1,138.00	0.00	0.00	1,138.00	0.00
23 - INSURANCE	94,600.00	33,483.45	0.00	61,116.55	35.39
10 - HRA ADMINISTRATION	1,500.00	180.00	0.00	1,320.00	12.00
99 - EXPENSE	1,500.00	180.00	0.00	1,320.00	12.00
99 - EXPENSE	1,500.00	180.00	0.00	1,320.00	12.00
11 - HRA CLAIM PAID	13,000.00	0.00	0.00	13,000.00	0.00
99 - EXPENSE	13,000.00	0.00	0.00	13,000.00	0.00
99 - EXPENSE	13,000.00	0.00	0.00	13,000.00	0.00
15 - WORKERS COMPENSATION INSURANCE	37,000.00	32,079.45	0.00	4,920.55	86.70
99 - EXPENSE	37,000.00	32,079.45	0.00	4,920.55	86.70
99 - EXPENSE	37,000.00	32,079.45	0.00	4,920.55	86.70
20 - UNEMPLOYMENT INSURANCE	5,000.00	0.00	0.00	5,000.00	0.00
99 - EXPENSE	5,000.00	0.00	0.00	5,000.00	0.00
99 - EXPENSE	5,000.00	0.00	0.00	5,000.00	0.00
25 - GENERAL LIABILITY INSURANCE	35,000.00	0.00	0.00	35,000.00	0.00
99 - EXPENSE	35,000.00	0.00	0.00	35,000.00	0.00
99 - EXPENSE	35,000.00	0.00	0.00	35,000.00	0.00
30 - VOLUNTEER FIREFIGHTERS	1,600.00	1,224.00	0.00	376.00	76.50
99 - EXPENSE	1,600.00	1,224.00	0.00	376.00	76.50
99 - EXPENSE	1,600.00	1,224.00	0.00	376.00	76.50
35 - RECREATION ACTIVITIES	1,500.00	0.00	0.00	1,500.00	0.00
99 - EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
99 - EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
25 - RECREATION	226,045.00	47,100.88	0.00	178,944.12	20.84
30 - REC PROGRAMS	226,045.00	47,100.88	0.00	178,944.12	20.84
10 - PERSONNEL	186,000.00	42,312.72	0.00	143,687.28	22.75
11 - SALARIES	53,000.00	16,593.94	0.00	36,406.06	31.31

Expense Summary Report

ALL Departments
January to May

Account	YTD Budget Net	- C U R R M O N T H - Debits	Credits	Unexpended Balance	Percent Spent
25 - RECREATION CONT'D					
12 - WAGES	105,000.00	17,324.25	0.00	87,675.75	16.50
13 - BENEFITS	28,000.00	8,394.53	0.00	19,605.47	29.98
13 - EDUCATION	750.00	125.00	0.00	625.00	16.67
01 - EDUCATION	750.00	125.00	0.00	625.00	16.67
14 - MEMBERSHIP/DUES	45.00	0.00	0.00	45.00	0.00
08 - RECREATION DEPARTMENT	45.00	0.00	0.00	45.00	0.00
20 - SERVICES	17,000.00	2,624.92	0.00	14,375.08	15.44
01 - COMMUNICATIONS	2,500.00	859.88	0.00	1,640.12	34.40
02 - TRANSPORTATION (MILEAGE)	10,000.00	0.00	0.00	10,000.00	0.00
03 - ADVERTISING	500.00	0.00	0.00	500.00	0.00
06 - RENTALS	0.00	92.74	0.00	-92.74	----
07 - CONTRACTED SERVICES	2,500.00	1,672.30	0.00	827.70	66.89
14 - COPIER LEASE	1,500.00	0.00	0.00	1,500.00	0.00
30 - SUPPLIES	5,050.00	1,359.97	0.00	3,690.03	26.93
01 - POSTAGE	0.00	24.00	0.00	-24.00	----
03 - OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
04 - OPERATING SUPPLIES	1,500.00	1,050.09	0.00	449.91	70.01
05 - FOOD/WATER	1,800.00	285.88	0.00	1,514.12	15.88
08 - UNIFORMS	1,250.00	0.00	0.00	1,250.00	0.00
31 - SPECIAL PROJECTS	8,700.00	150.78	0.00	8,549.22	1.73
02 - DANCE	400.00	0.00	0.00	400.00	0.00
03 - EASTER EGG HUNT	150.00	150.78	0.00	-0.78	100.52
05 - JULY 4TH/ICE CREAM SOCIAL	150.00	0.00	0.00	150.00	0.00
06 - ARTISAN FAIR	300.00	0.00	0.00	300.00	0.00
07 - HARVEST FEST	500.00	0.00	0.00	500.00	0.00
08 - HALLOWEEN	100.00	0.00	0.00	100.00	0.00
10 - SANTA	100.00	0.00	0.00	100.00	0.00
12 - MUSIC PROGRAM	5,500.00	0.00	0.00	5,500.00	0.00
13 - VILLAGE GREEN EVENT	1,500.00	0.00	0.00	1,500.00	0.00
35 - REPAIRS/MAINTENANCE	7,000.00	0.00	0.00	7,000.00	0.00
15 - POOL	7,000.00	0.00	0.00	7,000.00	0.00
40 - PURCHASES	1,500.00	527.49	0.00	972.51	35.17
04 - EQUIPMENT	1,500.00	527.49	0.00	972.51	35.17
29 - DEBT SERVICE	361,955.00	297,060.30	0.00	64,894.70	82.07
01 - DEBT SERVICE	361,955.00	297,060.30	0.00	64,894.70	82.07
41 - PRINCIPAL	318,460.00	278,870.30	0.00	39,589.70	87.57
01 - 2022 ROAD BOND	278,871.00	278,870.30	0.00	0.70	100.00
02 - TOWN OFFICE	39,589.00	0.00	0.00	39,589.00	0.00
42 - DEBT INTEREST	43,495.00	18,190.00	0.00	25,305.00	41.82
01 - 2022 ROAD BOND INTEREST	18,190.00	18,190.00	0.00	0.00	100.00
02 - TOWN OFFICE	10,305.00	0.00	0.00	10,305.00	0.00
04 - TAN	15,000.00	0.00	0.00	15,000.00	0.00
30 - LIBRARY	110,025.00	31,912.85	0.00	78,112.15	29.01
01 - LIBRARY	110,025.00	31,912.85	0.00	78,112.15	29.01
10 - PERSONNEL	98,000.00	30,523.88	0.00	67,476.12	31.15
12 - WAGES	77,000.00	22,020.41	0.00	54,979.59	28.60
13 - BENEFITS	21,000.00	8,503.47	0.00	12,496.53	40.49
13 - EDUCATION	200.00	0.00	0.00	200.00	0.00
01 - EDUCATION	200.00	0.00	0.00	200.00	0.00
14 - MEMBERSHIP/DUES	125.00	0.00	0.00	125.00	0.00
06 - LIBRARY	125.00	0.00	0.00	125.00	0.00

Expense Summary Report

ALL Departments
January to May

Account	YTD Budget Net	- C U R R Debits	M O N T H - Credits	Unexpended Balance	Percent Spent
30 - LIBRARY CONT'D					
20 - SERVICES	2,550.00	645.15	0.00	1,904.85	25.30
01 - COMMUNICATIONS	1,150.00	263.52	0.00	886.48	22.91
07 - CONTRACTED SERVICES	1,400.00	381.63	0.00	1,018.37	27.26
30 - SUPPLIES	6,100.00	743.82	0.00	5,356.18	12.19
01 - POSTAGE	100.00	40.31	0.00	59.69	40.31
03 - OFFICE SUPPLIES	750.00	19.71	0.00	730.29	2.63
04 - OPERATING SUPPLIES	850.00	0.00	0.00	850.00	0.00
05 - FOOD/WATER	200.00	36.87	0.00	163.13	18.44
09 - BOOKS / PERIODICALS	4,200.00	646.93	0.00	3,553.07	15.40
31 - SPECIAL PROJECTS	1,500.00	0.00	0.00	1,500.00	0.00
01 - SPECIAL PROJECTS	1,500.00	0.00	0.00	1,500.00	0.00
40 - PURCHASES	1,200.00	0.00	0.00	1,200.00	0.00
04 - EQUIPMENT	1,200.00	0.00	0.00	1,200.00	0.00
46 - LICENSES	350.00	0.00	0.00	350.00	0.00
05 - LIBRARY	350.00	0.00	0.00	350.00	0.00
31 - SCHOOL	0.00	2,783,088.36	0.00	-2,783,088.36	----
01 - RSU 18	0.00	2,783,088.36	0.00	-2,783,088.36	----
99 - EXPENSE	0.00	2,783,088.36	0.00	-2,783,088.36	----
99 - EXPENSE	0.00	2,783,088.36	0.00	-2,783,088.36	----
34 - DAMS	23,418.00	0.00	0.00	23,418.00	0.00
01 - DAMS	23,418.00	0.00	0.00	23,418.00	0.00
99 - EXPENSE	23,418.00	0.00	0.00	23,418.00	0.00
99 - EXPENSE	23,418.00	0.00	0.00	23,418.00	0.00
35 - TRANSFER TO/FROM RESERVES	990,000.00	0.00	0.00	990,000.00	0.00
01 - TRANSFER TO/FROM RESERVES	990,000.00	0.00	0.00	990,000.00	0.00
60 - TRANSFERS	990,000.00	0.00	0.00	990,000.00	0.00
04 - FIRE/RESCUE EQUIPMENT	75,000.00	0.00	0.00	75,000.00	0.00
09 - FIRE STATION	100,000.00	0.00	0.00	100,000.00	0.00
11 - WELL CONTAMINATION REMEDIATION	200,000.00	0.00	0.00	200,000.00	0.00
17 - PUBLIC WORKS ROADS	500,000.00	0.00	0.00	500,000.00	0.00
19 - GARAGE	15,000.00	0.00	0.00	15,000.00	0.00
20 - FACILITIES	100,000.00	0.00	0.00	100,000.00	0.00
62 - DC STEVENS- UNDESIGNATED	0.00	2,659.82	0.00	-2,659.82	----
01 - DC STEVENS- DESIGNATED	0.00	2,659.82	0.00	-2,659.82	----
99 - EXPENSE	0.00	2,659.82	0.00	-2,659.82	----
99 - EXPENSE	0.00	2,659.82	0.00	-2,659.82	----
96 - DAMS CAPITAL RESERVE	0.00	1,750.00	0.00	-1,750.00	----
01 - DAMS CAPITAL RESERVE	0.00	1,750.00	0.00	-1,750.00	----
99 - EXPENSE	0.00	1,750.00	0.00	-1,750.00	----
99 - EXPENSE	0.00	1,750.00	0.00	-1,750.00	----
Final Totals	4,579,104.00	4,044,442.36	2,606.92	537,268.56	88.27