

TOWN OF BELGRADE  
**Meeting Agenda**  
BOARD OF SELECTPERSONS  
MARCH 19, 2024 / REGULAR MEETING 6:30 P.M.  
BELGRADE TOWN OFFICE

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

**Town Manager Call to Order and Pledge of Allegiance**

**Establish quorum.**

**Election of Selectboard Chair and Vice Chair**

- A. Town Manager call for nominations for Chair
- B. Chair call for nominations for Vice Chair

***Open Meeting***

1. **Public Comment**
2. **Review and approve minutes of March 4, 2024**
3. **UNFINISHED BUSINESS**
  - A. LD 2003 ordinance compliance review (Multi-Family Dwelling, Minimum Lot Size)
4. **NEW BUSINESS**
  - A. Committee and ballot clerk appointments
  - B. Lakes & Natural Resources Committee request / support letter Seven Lakes Alliance
  - C. Fire Station, review engineering proposals
  - D. Waste Management Contract renewal, inter-local per bag fees
  - E. Resident Petition
  - F. CMP Pole Permit request (West Road)
5. **OTHER BUSINESS**
6. **WARRANTS**
7. **TOWN MANAGER REPORT**
8. **EXECUTIVE SESSION 1 M.R.S.A. §405(6)A – personnel matter, if needed.**

# Memo

---

## Minutes

Review and approve minutes of March 4, 2024.

TOWN OF BELGRADE

# Meeting Minutes

BOARD OF SELECTPERSONS

MARCH 4, 2024 / REGULAR MEETING 6:30 P.M.

BELGRADE TOWN OFFICE

*This meeting was conducted in person. The public may also view the meeting*

at <https://youtu.be/Fspxu61Ej1A>

**Present:** Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Daniel Newman, Selectperson Peter Rushton, Town Manager Lorna Dee Nichols, Christian Bishop, Mary Vogel, Pat Donahue, Dan MacKenzie, Danielle Bedard, Bruce Galouch, Travis Burton, Chris Bradley, Tanya Athanus, Ed Ketch Jr.

**Remote participants:** Nicholas Alexander, Kate Damren, Scott Damren, Tim Pearson, Lenny Reich, Richard Bourne.

**Absent:** Selectperson Melanie Jewell

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

**Quorum established.**

**Public Comment** – none.

**Review and approve minutes of February 20, 2024**

**Motion by Chair Barbara Allen to accept minutes as written, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

## UNFINISHED BUSINESS

### *Lakes and Natural Resources Committee Request*

Discussion on the Board's decision to wait until the April 2 meeting to appoint an ad hoc committee to review the Shoreland Zoning ordinance and address short-term rentals. The Lakes and Natural Resources Committee is meeting twice monthly to begin reviewing the ordinance and felt they were a good fit for part of the charge of the ad hoc committee.

**Motion by Chair Barbara Allen to charge the Lakes and Natural Resources Committee to conduct a review of the Shoreland Zoning ordinance, identifying gaps and to recommend ways to strengthen the ordinance; to present to the Planning Board for review and to partner with the Planning Board in this review; and to interface with the Comprehensive Plan Committee, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

## NEW BUSINESS

### *Maine Safety and Health Award for Public Employers (SHAPE) Presentation*

Department of Labor/BLS/Workplace Safety and Health Division Director Steven L. Greeley attended to present the award, which highlights significant and consistent efforts to promote employee safety and health at the Fire and Rescue Department in Belgrade.

The Transfer Station also achieved SHAPE status in the fall of 2023.

SHAPE awardees must meet a list of voluntary requirements in order to qualify, that includes: a complete hazard identification survey through a professional consultant; involving employees in the consultation process; correcting all hazards identified by the consultant; implementing and maintaining a safety and health management system; lowering the company's Lost Workday Injury and Illness Rate (LWDII) and Total Recordable Case Rate (TRCR) below the state average; and agreeing to notify the Workplace Safety and Health Division prior to making any changes in the working conditions or introducing new hazards into the workplace.

Acceptance into SHAPE by the Maine Department of Labor distinguishes an organization as a model for workplace safety and health. Upon receiving SHAPE recognition, the worksite will be exempt from programmed inspections during the period that SHAPE certification is valid.

#### *Appointments, Resignations*

**Motion by Chair Barbara Allen to table the appointment of Andrew McDowall to the Parks and Recreation Board to the next meeting, seconded by Selectperson Peter Rushton, vote 4-0, 1 absent.**

#### *Review Annual Town Meeting Warrant with Moderator Christian Bishop*

The Board met with Christian Bishop to review the warrant for annual town meeting; discuss the timeline, answer questions on any articles, determine time of presentation of awards, break for intermission etc.

#### *Spirit of America Awards*

**Motion by Vice Chair Carol Johnson to recognize Kathy Levasseur and Bob Giroux, Peter Rushton, Bert and Sara Languet with the Spirit of America Award and to expense the awards from the Selectboard's special fund, seconded by Selectperson Peter Rushton, vote 4-0, 1 absent.**

#### *Request for Proposals (RFP) Pest Services*

RFP approved as presented and ready to post.

#### *Abatement 2023-18 to correct the value of the buildings*

**Motion to approve abatement 2023-18 by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 3-0, 1 abstained, 1 absent.**

#### *Animal Control Officer Request*

After a lengthy discussion on providing an additional phone and another email, the Board unanimously agreed that a precedent has been set by Public Safety (Fire and Rescue) for sharing and declined to approve additional items.

### **OTHER BUSINESS**

Set date for Seasonal Residents meeting:

2024: Tuesday, July 23 at 6:30 p.m.

2025: Tuesday, August 12 at 6:30 p.m.

### **WARRANTS**

BMV Warrant 25                      \$2,315.00

**Motion to approve warrant 25 in the amount of \$2,315 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

Payroll Warrant 26                      \$25,082.79

**Motion to approve warrant 26 in the amount of \$25,082.79 by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 4-0, 1 absent.**

AP Warrant 27                      \$625,120.44

**Motion to approve warrant 27 in the amount of \$625,120.44 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

Payroll Warrant 28                    \$21,054.55

**Motion to approve warrant 28 in the amount of \$21,054.55 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

State Payables Warrant 29    \$14,737.69

**Motion to approve warrant 29 in the amount of \$14,737.69 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

## **TOWN MANAGER REPORT**

Sailing program: SailMaine has been running a satellite program at the Center for All Seasons and considering discontinuing. Dan is exploring how to continue the program in the most cost effective and beneficial manner possible. The Yacht Club may pick it up this year, looking to have the Town take it over through the recreation program next year. There is much to work out and plan for in 2025, we will bring additional information to the Board for discussion and consideration at an upcoming regular meeting.

Met with KVCOG, Sara Languet, George Seel, Hans Rasmussen re: DECD Housing Grant (\$50,000) to update ordinances.

McGrath Pond Road and West Road speed studies are being conducted by Maine DOT.

Super Sunday annual training March 10 at the Lakes Fire Station.

Paperwork is all signed for the TAN with Camden National Bank.

The town report was finalized and sent to the printer and should be in the mail soon. A copy is posted to the Town's website.

Map digitization – Axis GIS site is done; we are reviewing and should be able to launch soon for the public.

The New Fire Station request for proposals was sent out to 14 different companies, these are due March 6.

The request for proposals for auditing services went out to 9 different companies, these are due in April.

We had a request for a food sovereignty ordinance, I am including a sample ordinance for your review and consideration at an upcoming regular meeting.

Attended the Comprehensive Plan Committee Meeting February 21.

The trees cut on Location Road were measured 20 feet from the center; this is a 3-rod road, so the width is 49.5 feet. Measuring from the center, the town is responsible for anything within 24.75 feet.

We have had four new computers installed in the front office for all clerks and in our treasurer's office to replace outdated systems.

The Center for All Seasons is now testing and recording chlorine residual amounts twice per week. This is not a new requirement; the State is just ensuring the collection and testing is being done state-wide.

Barbara Allen, Carol Johnson, Hans Rasmussen and I met to prepare for the February 21 Comprehensive Plan meeting.

Our new deputy clerk started Friday, March 1. Please welcome Ian King! We said goodbye to Charlene Houle again on Thursday, February 29 with pizza and whoopie pies.

The trees at the Workman field are down, as well as the tree at the library.

Air Quality Management will be collecting samples at the Dalton property.

**Motion to adjourn at 8:48 p.m. by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0, 1 absent.**

# MEMORANDUM

**TO:** Belgrade Select Board

**FROM:** Sara Languet, Chair, Planning Board

**DATE:** March 14, 2024

**RE:** Proposed amendments to the Belgrade Minimum Lot Size and Multi-Family Dwelling Unit Ordinances to Comply with 2021 State Housing Law

---

Please find attached for your review and consideration draft amendments to Belgrade's existing Minimum Lot Size and Multi-Family Dwelling Unit Ordinances. The attached drafts were unanimously approved by members of the Planning Board at its February 15, 2024 meeting for transmittal to the Select Board and for review by the Town attorney.

The proposed changes are to bring these two ordinances into compliance with Maine's 2021 housing law (so-called LD 2003) and Maine Department of Economic and Community Development's regulations implementing that law. Completion of this work in the short time-frame provided was only possible because of the work of Grainne Shaw of KVCOG and her drafting, guidance and technical assistance to the Planning Board. The Board also wishes to acknowledge the input provided by the Town's CEO, Hans Rasmussen.

MUNICIPAL OFFICE  
BOX 96  
TOWN OF BELGRADE, MAINE 04917

MULTI-FAMILY DWELLING ORDINANCE OF BELGRADE, MAINE

Record of Changes	
Date	Changes made
2/12/2024	Updated to be in compliance with LD2003
2/15/24	Correction of typos/edits agreed upon by PB (G. Seel)
3/14/24	Edited to show new & deleted original language plus edits agreed by Planning Board at March 7 <sup>th</sup> meeting (G.Seel)

1. ~~SECTION I. TITLE~~ This ordinance shall be known and cited as the “Multi-Family Dwelling Ordinance of the Town of Belgrade, Maine”. ~~SECTION II. Purpose~~  
The intent of this Ordinance is to control the density of building, to protect public health and safety and to permit moderate growth according to the established character of the Town of Belgrade.
2. ~~SECTION III Administration~~  
The Planning Board of the Town of Belgrade shall administer these standards.
3. ~~SECTION IV Scope~~  
These provisions shall pertain to all the land proposed for multi-family dwellings as herein defined within the boundaries of the Town of Belgrade.
4. ~~SECTION V Definitions~~

*Accessory Dwelling Unit (ADU): A self-contained dwelling unit located within, attached to, or detached from a single-family dwelling unit located on the same parcel of land. An accessory dwelling unit must be a minimum of 190 square feet unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. §9722, as may be amended, adopts a different minimum standard; if so, that standard applies. An accessory dwelling unit can be no greater than 1,140 square feet in footprint. An accessory dwelling unit must be subordinate to the principal dwelling unit.*

*Accessory Structure or Use: A use or a structure which is incidental and subordinate to the principal use or structure. Accessory uses, when aggregated, shall not subordinate the principal use of a lot. A deck or similar extension of the principal structure or a garage attached to the principal structure by a roof or a common wall is considered part of the principal structure.*

*Affordable housing development:*

1. *For rental housing, a development in which a household whose income does not exceed 80% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs; and*
- b. *For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs.*



c. For purposes of this definition, "majority" means more than half.

d. For purposes of this definition, "housing costs" means:

- i. For a rental unit, the cost of rent and any utilities (electric, heat, water, sewer, and/or trash) that the household pays separately from the rent; and
- ii. For an ownership unit, the cost of mortgage principal and interest, real estate taxes (including assessments), private mortgage insurance, homeowner's insurance, condominium fees, and homeowners' association fees.

Area Median Income (AMI): The midpoint of a region's income distribution calculated on an annual basis by the U.S. Department of Housing & Urban Development.

Attached: Connected by a shared wall to the principal structure or having physically connected finished spaces.

Base Density: The maximum number of units allowed on a lot not used for affordable housing based on dimensional requirements in a local land use or zoning ordinance. This does not include local density bonuses, transferable development rights, or other similar means that could increase the density of lots not used for affordable housing.

~~Building Height: The vertical distance between the highest point of the roof and the average grade of the ground adjoining the building.~~

Centrally Managed Water System: A water system that provides water for human consumption through pipes or other constructed conveyances to at least 15 service connections or serves an average of at least 25 people for at least 60 days a year as regulated by 10-144 C.M.R. Ch. 231, Rules Relating to Drinking Water. This water system may be privately owned.

Commercial Use. The use of lands, buildings, or structures the intent and result of which is the production of income from the bartering or buying and selling of goods and /or services, exclusive of rental of residential buildings and/or dwelling units. Commercial use does not include activities within the meaning of "home occupation". For the purpose of the Ordinance the term "Commercial Use" includes "industrial uses", such as but not necessarily limited to manufacturing, packaging or processing of goods, mineral extraction, etc.

Comparable Sewer System: Any subsurface wastewater disposal system that discharges over 2,000 gallons of wastewater per day as regulated by 10-144 C.M.R. Ch. 241, Subsurface Wastewater Disposal Rules.

Comprehensive Plan: A document or interrelated documents consistent with 30-A M.R.S. §4326(1)-(4), including the strategies for an implementation program which

are consistent with the goals and guidelines established pursuant to Title 30-A Chapter 187 Subchapter II.

*Contiguous Lots:* Lots in single or joint ownership and which adjoin at any line or at any point or which are separated at any point by a body of water less than fifteen (15) feet wide at normal high-water line; or lots on opposite sides of a public road or a privately-owned road established by the owner of land on both sides thereof after September 22, 1971.

*Density Requirements:* The maximum number of dwelling units allowed on a lot, subject to dimensional requirements.

*Designated Growth Area:* An area that is designated in a municipality's or multi-municipal region's comprehensive plan as suitable for orderly residential, commercial, or industrial development, or any combination of those types of development, and into which most development projected over ten (10) years is directed. Designated growth areas may also be referred to as priority development zones or other terms with a similar intent. If a municipality does not have a comprehensive plan, "designated growth area" means an area served by a public sewer system that has the capacity for the growth-related project, an area identified in the latest Federal Decennial Census as a census-designated place or a compact area of an urban compact municipality as defined by 23 M.R.S. §754.

*Dimensional Requirements:* Numerical standards relating to spatial relationships including but not limited to setback, lot area, road frontage, height, shore frontage, and lot depth.

*Driveway:* A road, excluding a road used in common with others, intersecting a public road or a privately-owned road intended to provide for the passage of motorized vehicles to and from the public road or privately-owned road and terminus located on a lot.

*Dwelling Unit:* Any part of a structure which, through sale or lease, is intended for human habitation, including single-family and multifamily housing, condominiums, time-share units, and apartments.

*Existing Dwelling Unit:* A residential unit in existence on a lot at the time of submission of a permit application to build additional units on that lot. If a municipality does not have a permitting process, the dwelling unit on a lot must be in existence at the time construction begins for additional units on a lot.

*Expansion of Structure:* An increase in the floor area or volume of a structure, including all extensions such as, but not limited to, attached decks, garages, porches, greenhouses, etc.

*Expansion of use:* The addition of months to a use's operating season; or use of more

floor area devoted to a particular use.

*Family:* One or more persons occupying a premises and living as a single housekeeping unit, ~~as distinguished from a group occupying a boarding house or hotel.~~ Such unit shall not exceed five persons not related by blood or marriage.

*Height of Structure:* The vertical distance between the mean original grade at the downhill side of the structure and the highest point of the structure, excluding chimneys, steeples, antenna, and similar appurtenances which have no floor area.

*Home Occupation:* An occupation or a profession which is customarily conducted on or in a residential structure or on a residential use property and which is clearly incidental to and compatible with the residential use of the property and surrounding residential uses and which employs no more than two (2) persons other than family members residing in the home.

*Housing:* Any part of a structure which, through sale or lease, is intended for human habitation, including single-family and multi-family housing, condominiums, time-share units, and apartments. For purposes of this rule, this does not include dormitories, boarding houses, or other similar types of housing units. This also does not include transient housing or short-term rentals unless these uses are otherwise allowed in local ordinance.

*Land Use Ordinance:* An ordinance or regulation of general application adopted by the municipal legislative body which controls, directs, or delineates allowable uses of land and the standards for those uses.

*Lot:* An area in land in single or joint ownership, or one leasehold, with ascertainable boundaries established by deed or other instrument of record, or a segment of land ownership defined by boundary lines on a subdivision plan duly approved and recorded in the County Registry of Deeds.

*Lot Area:* The area of land enclosed within the boundary lines of a lot, minus land below the normal high-water line of a water body, land within the upland edge of a wetland, and land beneath roads serving more than two (2) lots.

*Lot Coverage:* That portion of a lot dedicated to the projected area (onto the lot surface) of structures and to non-vegetated usage including, but not limited to, paved areas, stairways, walkways, road (including driveways), parking areas, etc. in relation to lot area. Lot coverage may be expressed in area measure (to be interpreted relative to lot area) or as a percentage of lot area.

*Maintenance and Repair (of a structure):* Perform tasks such as refinishing, cleaning, applying preventative or protective treatments, etc. on the exterior or interior of an existing structure or portion thereof (maintenance); without altering the defining characteristics and dimensions of the structure, to return an existing and deteriorated

interior or exterior feature(s) of a structure to that feature's original functionality and condition by replacement of deteriorated material in kind or by use of a corrective materials and process (repair). The following undertakings are specifically included within the scope of "maintenance and repair": residing; replacement, deletion, or addition of doors and windows; replacement of sills, posts, frost walls, and foundations; screening of roofed decks/porches and breezeways. Note: see definitions of "Reconstruct" and "Replace".

~~Multifamily Dwelling~~ ~~Multi-Unit Housing~~: A structure containing three (3) or more dwelling units. ~~Shall mean a structure or structures located on a single lot, which structures are designed or used to house 3 or more families.~~

Municipality: A city or a town, excluding all unorganized and deorganized townships, plantations, and towns that have delegated administration of land use controls to the Maine Land Use Planning Commission pursuant to 12 M.R.S. § 682(1).

Non-Conforming Lot: A parcel of land in single or joint ownership which does not meet one or more dimensional requirements (e.g. land area shore frontage, road frontage, or width) of the district in which the parcel is located for the land use existing or intended. As determined by the context of usage a "lot" may refer to an individual lot of record or may refer to an aggregation of two or more contiguous lots of record which are required to be or may be considered a single lot or parcel for the purpose of administration of this or other applicable ordinance or law.

Person: An individual corporation, governmental agency, municipality, trust, estate, partnership, association, two (2) or more individuals having a joint or common interest, or other legal entity.

Potable: Safe for drinking as defined by the Maine Department of Health and Human Services' Maximum Exposure Guidelines and Maine's interim drinking water standards for six different perfluoroalkyl and polyfluoroalkyl substances (PFAS), Resolve 2021 Chapter 82, Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Level for Certain Substances and Contaminants.

Principal Structure: A structure other than one which is used for purposes wholly incidental or accessory to the use of another building or use on the same premises.

Privately-owned Road: A road which neither the municipality nor the general public has the right to pass over by foot or vehicle; any and all roads, excepting public roads and driveways, within an approved subdivision; a road, excepting a driveway, which intersects at least one public road or privately-owned road at one or more locations, which is constructed or created on land in private ownership and which is a right-of-way in common for two or more persons.

Public Road: A Federal highway or a State highway or a road which has been

constructed by or accepted by the Town and which is maintained by the Town as a public way, a public easement (also called a private way) as defined by Title 23 M.R.S.A. Section 3021.

*Reconstruct:* Raze a structure in its entirety or in any part such that the structure's dimensions or defining characteristics and functionality are altered for a period of time followed by restoration of the razed structure or razed portion thereof to its original dimensions, defining characteristics, and function at the same locus as the predecessor structure. Note: See definitions of "Maintenance and Repair" and "Replace".

*Recreational Vehicle:* A vehicle or an attachment to a vehicle designed to be towed and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, camp trailer, and motor home. In order to be considered a vehicle and not a structure, the unit must remain with its tires on the ground and must be roadworthy (i.e. possess a current registration sticker from any State Division of Motor Vehicles).

*Replace:* Raze a structure in its entirety or in any part such that the structure's dimensions or defining characteristics and functionality are altered for a period of time followed by construction of a structure of new dimensions, defining characteristics, or functionality at the same or a different locus than that of the predecessor structure. Note: See definitions of "Maintenance and Repair" and "Reconstruct".

*Residential Dwelling Unit:* A residential dwelling unit is a room or group of rooms designed and equipped exclusively for use as permanent, seasonal, or temporary living quarters for only one family. The term shall include mobile homes, but not recreational vehicles.

*Residential Use:* A use permitted in an area by a Belgrade's legislative body to be used for human habitation. Residential uses may include single-family and multifamily housing, condominiums, accessory dwelling units, and apartments.

*Restrictive Covenant:* A provision in a deed, or other covenant conveying real property, restricting the use of the land.

*Right-of-Way:* A grant without any benefit of ownership and established by deed, by easement, or by other legal agreement permitting a person or persons to pass over the land of another person or to use a privately-owned road. Also, that strip of land defined by boundaries onto which a public road has been mapped, or upon which a public road has been constructed, or which is defined by law relative to an existing public road as defining the limits of the public's right-of-way, and, when so used, the term refers to the land itself, not the right of passage over it.

*Road:* A route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material constructed for or created by the repeated passage of

motorized vehicles.

Road Frontage: The straight-line dimension between the inter- sections of two (2) consecutive lot lines with the right-of-way of the public road or privately-owned road which exists in common with the boundary of the lot. When a lot has two or more non-contiguous segments of frontage on the same road, the road frontage shall be the aggregate of the dimensions of the individual segments. When a lot borders on two or more roads, frontage shall be determined for each road independently, defining the intersection of the near limit rights-of-way of any tow roads and the lot as a lot line; the dimension of greatest aggregate on any one (1) public or privately -owned road shall be taken as the road frontage.

Setback Requirements: The minimum horizontal distance from a lot line, shoreline, or road to the nearest part of a structure, or other regulated object or area as defined in local ordinance.

Shoreland Zone: That area of land adjacent to great ponds, rivers, freshwater wetlands, and streams designated as Shoreland Zone in accordance with the Belgrade Shoreland Zoning Ordinance.

Single-family Dwelling Unit: A structure containing one (1) dwelling unit.

Structure: Anything temporarily or permanently located, built, constructed or erected for the support, shelter or enclosure of persons, animals, goods or property of any kind or anything constructed or erected on or in the ground as defined in 38 M.R.S. § 436-A(12). The term includes structures temporarily or permanently located, such as decks, patios, steps, landings, and satellite dishes. Structure does not include fences; poles and wiring and other aerial equipment normally associated with service drops, including guy wires and guy anchors; subsurface waste water disposal systems as defined in 30-A M.R.S. § 4201(5); geothermal heat exchange wells as defined in 32 M.R.S. § 4700-E(3-C); or wells or water wells as defined in 32 M.R.S. § 4700-E(8).

Subdivision: Subdivision has the same meaning as in Maine statute, 30-A M.R.S.A., subsection 4401. For the purpose of this ordinance the term “subdivision” shall include such development as shopping centers, multi-unit housing, planned unit developments, condominiums, and clusters where there are three or more units involved.

Substantial Start: Completion of thirty (30) percent of a permitted structure measured as a percentage of the estimated value of permitted construction, as determined by independent appraisal; actual commencement of a permitted use.

Upland Edge: The boundary between upland and wetland.

Water Body: Any great pond, river, or stream.

Wetland: A freshwater wetland or wetlands associated with a great pond or river. Wetlands contiguous with or adjacent to a great pond or river and which during normal high-water are connected by surface water to the great pond or river. Wetland which are separated from a great pond or river by a berm causeway, or similar feature less than one hundred (100) feet in width and which have a surface elevation at or below the normal high-water line of the great pond or river. Wetland associated with great ponds or rivers are considered to be part of that great pond or river.

Zoning Ordinance: A type of land use ordinance that divides a municipality into districts and that prescribes and reasonably applies different regulations in each district.

## **Section 5 VI. Multi- Family Dwelling Unit Housing**

A. Multi-family dwellings shall meet all the following criteria.

1. Lot area for each residential structure shall be 40,000 square feet, plus 20,000 square feet for each bedroom in the building. ~~shall be one acre for each building, plus one-half acre for each bedroom in the building.~~
2. Each lot shall have a minimum road frontage, public or private, of 300 feet. ~~Lot frontage, roads (public or private) shall exceed by 50% the Belgrade Minimum Lot Size Ordinance requirements for each building.~~
3. No residential structure building shall contain more than eight (8) dwelling units.
4. No residential structure building shall exceed thirty-five (35) feet in height.
5. Minimum of two, off street parking spaces for each dwelling unit.
6. Buildings shall be spaced at least one hundred (100) feet from each other. Buildings shall be set back at least seventy-five (75) feet from roads, and twenty-five (25) feet from any property line.
7. Proposals of 18 or more dwelling units, regardless of the number of structures containing the units, shall provide at least two points of access on to the existing public way.
8. The outermost edge of a subsurface waste disposal system's disposal field may not be closer than 100 linear feet from a private well or 300 linear feet from a public drinking water system well. No variance may be granted.
9. Exterior lighting shall be shielded or hooded and downward facing, and shall not exceed 0.5 foot-candles at a property line;
10. The maximum permissible noise from any regular or frequent source of sound within the development, including vehicle traffic, shall be no more than 60 decibels between the hours of 7AM to 9:30PM, and 45 decibels at other times as measured at the property lines.
11. Vegetative screening standards from public roads and abutting residences found in Article 6, Section 11 of Belgrade's Commercial Development Review ordinance to mitigate noise and aesthetic impacts.
12. Bonding shall be required for all road construction.

13. Documentation of the Town of Belgrade's capability to provide adequate emergency services, if needed, including fire.
14. Requirements of the Belgrade Subdivision Ordinance and other applicable Town ordinances, including but not limited to the Belgrade Minimum Lot Size, Shoreland Zoning and Flood Plain Protection ordinances.

## **Section 6. VII-Municipal Review Procedure**

All proposed multi-family units shall be reviewed by the Planning Board. The person or the agent will request to have their completed application placed on the agenda of the next available Planning Board meeting by contacting the Town's Code Enforcement Officer. This request should be made at least one week prior to a regular Planning Board meeting (first and last Thursdays of each month).

The applicant shall submit the development's application for Planning Board approval under the Belgrade Subdivision Ordinance at the same time as the application under this ordinance. The Planning Board shall review and act on the two applications concurrently.

The Planning Board shall approve, approve with conditions or deny a multi-family dwelling development application based on the ordinance's Guidelines for Review in Section 8, and shall document in writing its findings of fact and law regarding whether the application meets those approval criteria.

## **Section 7. VII-Application**

### **A. General**

1. No person may sell, lease or convey for consideration, or offer or agree to sell, lease or convey for consideration any unit in a proposal within the Town of Belgrade which has not been approved by the Board and recorded in the Kennebec County Registry of Deeds.
2. No public utility, water district, sanitary district, or any utility company of any kind shall install service to any unit in a proposal for which a plan has not been approved by the Board.
3. No land clearing, grading building or work of any kind other than that purely incidental to the proper surveying, marking, or testing the soil or subsoil as required by these regulations shall be performed in any proposal prior to Board approval of the final plan.

### **B. Application**

An application for Planning Board approval of a proposed multi-family dwelling unit subdivision contains at least the following information.

1. The name of the owner and/or developer of the land and a copy of the certified and registered deed.
2. The name of the contractor or builder responsible for construction of the



- multi-family dwelling unit subdivision, including the name and certification number of the Maine Department of Environmental Protection certified excavation contractor.
3. The name (s) of the architect, engineers, licensed soil evaluator and any other professional and technical expertise employed, or planned to be employed during completion of the proposal, including their State professional licensing information.
  4. The proposed water supply. If the water supply of the proposed development will serve 25 or more occupants and meets the definition of public drinking water system well as defined by Chapter 231, State of Maine Rules Relating to Drinking Water, written documentation that the well location and construction have been approved by the Maine Department of Health and Human Service's Drinking Water Program.
  5. Proposed access roads, giving dimensions and type of surface.
  6. A plan accurately drawn to scale, showing the actual shape and dimensions of the lot to be built upon, and the location and dimensions of all structures including but not limited to driveways, roads, and walkways. Detailed profile drawings of dwelling structures showing their maximum structure height. Detailed drawing demonstrating compliance with National Fire Codes and emergency egress for occupants. Detailed drawings of design of the vehicle access points from the development to a public or private road.
  7. The on-site soils survey in accord with the State Plumbing Code and documentation of a wastewater disposal system approved either by the local plumbing inspector, the Maine Department of Health and Human Services, or the Maine Department of Environmental Protection.
  8. The existing and intended use of each building or structure.
  9. Application fee of \$25.00, plus \$5.00 for each dwelling unit, payable to the Town of Belgrade.
  10. Documentation that buildings and structures with dwelling units shall meet applicable National Fire Codes.
  11. Copy of any required State permits, including but not limited to from the Office of the Maine State Fire Marshal, Maine Department of Transportation and the Maine Department of Environmental Protection.
  12. Written documentation from the Belgrade fire chief that emergency vehicle access to all dwelling units is adequate and that the Town of Belgrade has adequate capacity to respond to fire and other emergencies to the development as proposed.
  13. Documentation of providing written notice to all owners of land within 500 feet of the parcel upon which the development is proposed. Such notice shall generally describe the proposed project, its location and that it requires Town Planning Board approval.
  14. The quantity of solid waste to be generated and how it will be handled and where it will be disposed. If solid waste is to be disposed at the Belgrade transfer station, written documentation from Town officials that the transfer station has adequate capacity to handle the increase in waste disposal.

## **Section 8. ~~IX~~ Hearing**

The Planning Board shall hold a public hearing on an application when it finds that there is significant public interest in an application or the potential for significant impacts on the community or neighborhood. In the event that the Planning Board determines to hold a public hearing on an application for multi-family dwelling approval, it shall hold such hearing within 30 days of receipt by it of a completed application, and shall cause notice of the date, time and place of such hearing to be given to the person making the application and to be published in a newspaper of general circulation in the municipality in which the subdivision is proposed to be located, at least 2 times, the date of the first publication to be at least 7 days prior to the hearing.

The Planning Board shall, within 30 days of a public hearing or within 60 days of receiving a completed application, if no hearing is held, or within such other time limit as may be otherwise mutually agreed to, issue an order denying or granting approval of the proposed multi-family dwelling or granting approval upon such terms and conditions as it may deem advisable to satisfy the criteria listed in sections 5 and 7 and to satisfy any other regulations adopted by the Planning Board, and to protect and preserve the public's health, safety and general welfare. In all instances the burden of proof shall be upon the persons proposing the multi-family dwellings. In issuing its decision, the Planning Board shall make findings of fact establishing- that the proposed development does or does not meet the criteria.

## **Section 9. ~~X~~ Guidelines for Review**

When reviewing any multi-family dwelling unit subdivision for approval, the Planning Board shall consider the following criteria and before granting approval shall determine that the proposed multi-family dwelling:

- A. The application is complete, and the applicable review fee has been paid.
- B. Will not result in undue water or air pollution. In making this determination it shall at least consider: The elevation of land and its relation to the flood plains, the nature of soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; and the applicable state and local health and water resources regulations;
- C. Will have sufficient potable water available for the reasonably foreseeable needs of the subdivision;
- D. Will not cause an unreasonable burden on an existing water supply, if one is to be utilized;
- E. Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result.
- F. Will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed;
- G. The proposal provides safe and adequate parking;
- H. Will provide for adequate and safe sewage waste disposal;
- I. Will not cause an unreasonable burden on the ability of a municipality to dispose

- of solid waste and sewage if municipal services are to be utilized;
- J. Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas;
- K. The proposal will not have a significant detrimental effect on adjacent land uses or properties that might be affected by traffic, noise, waste, light or glare, water pollution or their effects;
- L. The proposal conforms with all applicable provisions of this ordinance;
- M. Is in conformance with a duly adopted subdivision regulation or ordinance, all other applicable Belgrade ordinances, comprehensive plan, or land use plan, if any; and
- N. The subdivider has adequate financial and technical capacity to meet the above stated standards.
- O. Whenever situated, in whole or in part, within 250' of any pond, lake, river, shall meet all standards of the Belgrade Shoreland Zoning Ordinance.

### **Section 10. XI-Enforcement**

- A. Nuisance: Any violation of this ordinance shall be deemed to be a nuisance
- B. Code Enforcement Officer: It shall be the duty of the Code Enforcement Officer to enforce the provisions of this ordinance. If the Code Enforcement Officer shall find that any provision of this Ordinance is being violated, he shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering such action as it is necessary to correct it including the discontinuance of illegal use of the land, buildings, structure or work being done, removal of illegal buildings or structure, and abatement of nuisance conditions. A copy of such notices shall be maintained as a permanent record.
- C. Legal Actions: When the above action does not result in the correction or abatement of the violation or nuisance condition, the Municipal Officers, are hereby authorized and directed to institute any and all proceedings, either legal or equitable, that may be appropriate, including seeking injunctions of violations, and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Town.
- D. Fees: Any person who continues to violate any provision of this Ordinance after receiving notice of such violation shall be guilty of a misdemeanor subject to a fine up to \$100.00 for each violation. Each day such a violation is continued is a separate offense.

### **~~SECTION XIII. WAIVERS AND VARIANCES~~**

~~Where the Planning Board finds that extraordinary and unnecessary hardships may result from strict compliance with these standards or where there are special circumstances of a particular plan, it may vary these standards so that substantial justice may be done and the public interest secure; provided that such variations will not have the effect of nullifying the intent and purpose of this Ordinance.~~

### **Section 11. XIII-Appeals**

An appeal may be taken within 30 days from a decision of the Planning Board to Superior Court in accordance with Rule 80-B

**Section 12. ~~XIV~~ Separability and Effective Date**

The invalidity of any provision of these standards shall not invalidate any other part. The effective date of these regulations is March 4, 1978.

**Town of Belgrade**  
**MINIMUM LOT SIZE ORDINANCE**

<b>Record of Changes</b>	
<b>Date</b>	<b>Changes made</b>
<u>March 5, 1993</u>	
<u>November 5, 1993</u>	
<u>June 6, 1995</u>	
<u>March 1, 1996</u>	
<u>March 19, 2010</u>	
<u>February 12, 2024</u>	<u>Updated to be in compliance with LD2003</u>
<u>Feb. 15, 2024</u>	<u>Corrections, typos and edits agreed upon at 2/15/24 PB meeting</u>

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

## 1. PURPOSE:

The intent of this Ordinance is to manage development of land use in order to protect public health, safety, and welfare, and to encourage land use development according to the established character of the Town.

## 2. AUTHORITY:

This ordinance has been prepared in accordance with the provision of Title 30-A M.R.S.A. (Maine revised statutes Annotated) Section 3001. This Ordinance shall be known and may be cited as "Minimum Lot Size Ordinance of the Town of Belgrade" ~~or, in abbreviated form, as "MLSO-Belgrade".~~

## 3. APPLICABILITY:

**A. General:** This Ordinance is applicable to all land area within the Town of Belgrade to be used for any permanent or temporary purposes uses of land, and any change in use, except for:

(1) Multifamily housing in accordance with the *Multi-family Housing Ordinance* of the Town of Belgrade;

(2) Mobile home parks in accordance with *Manufactured Housing and Mobile Home Park Ordinance* of the Town of Belgrade; and,

---

This Ordinance is also applicable to all land areas to be used for individual private campsites, permanent, or temporary commercial purposes, or any other purpose requiring construction or placement of permanent or temporary structures.

**B. Lots Wholly or Partially Within Shoreland Zoning:#:** Furthermore, concurrent applicability or conflict notwithstanding, land use within the Shoreland Zone of the Town of Belgrade shall be permitted only in accordance with the land use standards of the Shoreland Ordinance of the Town of Belgrade. Where a lot or parcel of land is situated partially within and partially outside the Shoreland Zone, this Ordinance and the *Shoreland Zoning Ordinance* shall be applied as follows:

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

(1) Land area situate and dimensions effective outside the Shoreland Zone shall not be considered in determining the conformity of a lot to the area or dimensional requirements of the *Shoreland Zoning Ordinance* or to the determination of findings with respect to any land use to be considered in accordance with the *Shoreland Zoning Ordinance*;

(2) Land area situate and dimensions effective within the Shoreland Zone shall be considered in determining the conformity of a lot to the area or dimensional requirements of this Ordinance and to the determination of findings with respect to any land use to be considered in accordance with this Ordinance, except that any land use or placement of any structure permitted under this Ordinance shall be confined to that area of the lot which is situate outside the Shoreland Zone, i.e. no authorization shall be found and no permit shall be granted under this Ordinance for any construction or land use within the boundary of the Shoreland Zone.

#### 4. NON-CONFORMING LOTS:

**A. -Transfer of Ownership:-** Non-conforming lots may be transferred, and the new owner may continue the existing use of the non-conforming lot, subject to the provisions of this Ordinance. The use of a non-conforming lot existing on the effective date this Ordinance may not be changed to any other use for which the lot would be less conforming under the provisions of this Ordinance.

**B. Ability to Build on:** A non-conforming lot of record as of May 4, 1976, may be built upon without the need for a variance provided that such lot is in separate ownership and not contiguous with any other lot in the same ownership; that all provisions of this Ordinance except lot size and frontage can be met; and, that the State Minimum Lot Size Law and Sub- surface Wastewater Disposal Rules are complied with. Waivers and variances relating to boundary line setback or to requirements not involving lot size or frontage shall be obtained by action of the Board of Appeals, except as this Ordinance specifically authorizes the Code Enforcement Officer to waive such requirements.

**C. Contiguous Lots Built:** If two or more contiguous lots are in a single or joint ownership of record, if all or part of the lots do not meet the dimensional requirements of this Ordinance and if a principal use or structure exists on each lot, the non-conforming lots may be conveyed separately or together, provided that the State Minimum Lot Size Law and Subsurface Wastewater Disposal Rules are complied with for each lot conveyed.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

**D. Single Lot Two or More Existing Principal Structures:** If two or more principal uses or structures exist on a single lot of record, each may be sold on a separate lot provided that the State Minimum Lot Size Law and Subsurface Wastewater Disposal Rules are complied with for each lot conveyed. When a lot is so divided, each lot thus created must be as conforming as possible to the dimensional requirements of this Ordinance.

**E. Contiguous Lots Vacant or Partially Built:** If two or more contiguous lots are in single or joint ownership of record, if any of these lots do not individually meet the dimensional requirements of this Ordinance or subsequent amendments, and if one or more lots are vacant or contain no principal structure, the lots shall be combined to the extent necessary to meet the dimensional requirements of this Ordinance.

**F. Accessory Dwelling Units:** An accessory dwelling unit is allowed on non-conforming lots provided that the accessory dwelling unit does not further increase the non-conformity, meaning that the accessory dwelling unit does not cause further deviation from the dimensional standard(s) creating the nonconformity, excluding lot area.

## 5. LAND USE STANDARDS:

### A. General:

(1) ~~(1) Change of use:~~ An existing land use may be changed to another land use provided that the proposed use has no greater adverse impact on the subject and the adjacent properties and resources than the former use had and provided that the land use standards specified herein for the proposed land use are met.

(2) *Boundary Line Setback Dimensions:* All structures shall be located within the boundaries of the lot on which constructed such that the following setback dimensions are maintained:

\_\_\_\_ (a) ten (10) feet, minimum, horizontal distance between any lot boundary line and the closest point of ~~ana~~ structure; and,

\_\_\_\_ (b) the greater of the following dimensions, 25 feet horizontal distance, between the closest point of any structure and the near limit of the right-of-way of any public road, privately owned road, or right-of-way used in common with others, or two (2) feet of distance from the centerline of the travel way per one (1) foot of structure height.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~



The Code Enforcement Officer may waive setback requirements of this subsection to permit accessory structures of twenty-five (25) square feet footprint, or less, area and two hundred fifty (250) cubic feet, or less, volume to be located closer to a public road when the lesser setback is a functional necessity. The Code Enforcement Officer shall specify the setback applicable to each structure subject to waiver based on consideration of structure function and factors affecting public safety (e.g. interference with sight distances, interference with effectiveness of road and right-of-way maintenance measures, etc.)

(3) *Structure Height*: Structure shall not exceed thirty-five (35) feet in height, except that antenna structures which require height in excess of thirty-five (35) feet in order to achieve effective communications within the terms of a license issued by Federal Communications Commission to a person having standing with respect to use of the land subject to application for permit shall be exempt from the height limitation specified herein for "structures". Antenna structures exempt from the height limitation of this Ordinance shall also be exempt from the setback requirements of Section 5(A)(2)(B)(2) of this Ordinance but shall not be located closer to any lot boundary line or near limit of the right-of-way of any public road, privately-owned road, or right-of-way used in common with others than forty (40) percent of the antenna structure height, unless a variance shall have been obtained from the Board of Appeals. A variance shall be obtained only upon presentation of engineering data sealed by a Registered Professional Engineer attesting to the ability of the proposed antenna structure, including antenna and all appurtenances, to survive the 100-year extreme weather applicable to Belgrade, Maine.

(4) *Lots On Islands*: A lot situated on an island and wholly or partially outside the Shoreland Zone and to be used for any purpose for which a permit is required under this Ordinance shall not be required to meet the road frontage requirements of this Ordinance, but shall be required to have a right-of-way permitting at least travel by foot to/from the lot and normal high-water line of a water body to which public access exists.#

(5) *Multiple Land Uses*: Multiple land uses or more than one occurrence of the same land use shall be permitted on a lot provided that the dimensional characteristics standards of the lot are equal to or exceed the sum of the individual dimensional lot size requirements ~~of~~in Section 5, ~~Subsections (B), (C), (D), and (E), as applicable subsections~~, for each use or recurrence of a single use, except as provided in (a) and (b) following:

(a) A lot, vacant or upon which a single commercial use exists, which is a conforming commercial lot may be granted a permit for one single family residential dwelling unit in addition to a permit for one commercial use providing all

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

other requirements of this Ordinance, ~~excepting~~except for lot coverage, can be met. Application for permit for residential use shall be made separately from application for permit for commercial use.<sup>\*\*</sup>

(b) A lot on which one single family residential dwelling unit exists and which is a conforming commercial lot may be granted a permit for one concurrent commercial use providing all other requirements of this Ordinance for the commercial use can be met. Lot coverage shall not exceed the lot coverage permitted to commercial use.<sup>\*\*</sup>

## B. RESIDENTIAL USE:

(1) Area/Lot area and Dimensions: A lot upon which a residential dwelling unit is to be permitted shall:

- (a) Have a lot area of at least forty-thousand (40,000) sq. ft.; and,
- (b) Have a boundary line form factor within which seventy-five (75) foot radius circle can be inscribed; and,
- (c) Have at least two-hundred (200) feet of road frontage on a public road or on a privately-owned road, ~~except~~. The following exception applies:

- Lots that a lot which meets meet all other requirements of this Ordinance other than (besides road frontage without benefit of variance) may be built on without a variance providing, provided that all:
- All structures, except (not including those structures which may be granted that received a waiver of setback as permitted by requirements in Section 5(A)(2)) - Boundary Line Setback Dimensions of this Ordinance) shall be set back from all public and private roads and privately-owned roads existing on the date of submission of a complete in existence at time of application a distance of submittal, by at least one-hundred (100) feet and (100 feet).

All lots must be configured in such a way that a circle having a radius of radius of seventy-five (75) feet can be inscribed within the lot boundary lines beyond the

- one-hundred (100) foot setback dimension. No new residential dwelling unit shall be permitted which would result in the number of residential
- Residential dwelling units per lot exceeding one (1) per developed under this Ordinance must meet the minimum lot dimensions of forty thousand (40,000) sq. ft. of lot area. Not more than square feet per dwelling unit. For example, one dwelling unit requires a lot of 40,000 square feet; two (2) residential dwelling units shall be permitted in any one (1) structure under provisions of this Ordinance. Furthermore, nothing require a lot with 80,000 square feet.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

Nothing in this Ordinance shall be interpreted or applied so as to limit, modify, or circumvent in any way the applicability or requirements of the Town of Belgrade Subdivision Ordinance or requirements of the Town of Belgrade Multi-family Housing Ordinance to applications for permit which seek to place more than a single dwelling unit on a lot.#.

~~(2) — Accessory Structures: Accessory structures shall be permitted on a lot used for recreational purposes.~~

~~(3)(2) Lot Coverage: Lot coverage shall not exceed twenty - five (25) percent of lot area.~~

**C. Additional Dwellings on One Lot:**

This section applies to multiple dwellings on a lot, regardless of tenure (condominium or rental) or number of individual buildings. Certain forms of multiple dwellings may also be subject to the Belgrade Subdivision Ordinance. These standards apply to residential units for which a permit is sought after July 1, 2024.

(1) Water/Wastewater

The property owner of record must provide written verification that the proposed unit(s) [ADUs, additional housing unit on one lot, affordable housing] can be connected to adequate water and wastewater services prior to the issuance of a building permit. Written verification must include the following:

i. If connected to a public sewer system, or equivalent centralized system, proof of adequate capacity to accommodate the added wastewater created by an additional unit and proof of payment for the connection to the sewer system; Note: If Town does not have a public sewer system: If connected to a comparable sewer system as defined in this Ordinance, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the system;

ii. If connected to a private septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector pursuant to 30-A MRS §4221. Plans for a subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 CMR Ch.241, State of Maine Subsurface Wastewater Disposal Rules, as amended;

iii. If connected to a public water system, or equivalent centralized system, proof of adequate capacity to accommodate the added demand created by an additional unit, and proof of payment for the connection. Note: If Town does not have a public

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

water system: If connected to a centrally managed water system as defined in this Ordinance, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the system;

iv. If proposed to be connected to a well, the applicant must include proof that the water supply is potable, acceptable for domestic use, and can accommodate anticipated demand.

v. For a detached ADU or other structure, the outermost edge of a first time disposal field other than expansions of pre-existing systems may not be located less than 100 feet from an existing private well. No variance shall be granted.

vi. For an attached ADU or ADU located within the principle structure, the outermost edge of a first time disposal field other than expansions of pre-existing systems may not be located less than 300 feet from an existing public well. No variance shall be granted.

(2) Undeveloped Parcels (no existing dwelling unit on property) as of July 1, 2024

i. If the parcel is located in a Designated Growth Area of Belgrade's Comprehensive Plan that has been deemed consistent by the state, not expired, and approved by the Town, the lot owner of record is permitted to have up to four (4) dwelling units. The third and fourth units may be located within a structure or multiple structures. If the third and/or fourth units are built within a five (5) year period, this may be subject to a subdivision process. Belgrade's Subdivision Ordinance requirements still apply.

ii. If Belgrade's Comprehensive Plan is not an up-to-date Comprehensive Plan, this rule would be applicable if the Town has one of the following:

- a. The lot is in an area that is serviced by a public, special district, or other centrally managed water system;
- b. The lot is serviced by a public, special district;
- c. The lot is serviced by some other comparable sewer system.

iii. If the parcel is located outside a Designated Growth Area, as delineated in Belgrade's Comprehensive Plan, the lot owner of record for the property may have up to two (2) dwelling units per lot. The two dwelling units may be within a single structure or two separate structures. Belgrade's Subdivision Ordinance requirements still apply.

(3) Developed Parcels (lots with existing housing units already on the) as of July 1, 2024

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

- i. If the parcel contains one (1) existing dwelling unit, up to two additional dwelling units may be constructed. The additional units may be located within, attached to, or detached from the existing structure. The lot owner may also choose to have one unit detached and one unit attached to the existing structure.
  - ii. If the parcel contains two (2) or more existing dwelling units, no additional units are allowed.
- (4) A lot that had a residential unit on it as of 7/1/2024 that is torn down, or otherwise removed, will be treated as developed.
  - (5) All residential dwelling units must comply with the Shoreland Zoning requirements established by the Department of Environmental Protection under Title 38, chapter 3, and municipal Shoreland Zoning Ordinances.
  - (6) All residential dwelling units permitted after January 1, 2024, may not be construed to interfere with, abrogate or annul the validity or enforceability of any valid and enforceable easement, covenant, deed restriction or other agreement or instrument between private parties that imposes greater restriction than those provided in this section, as long as the agreement does not abrogate rights under the United States Constitution or the Constitution of Maine.
  - (7) Housing units developed under this section must comply with Belgrade's requirements for minimum lot dimensions, minimum lot size, and set back requirement per dwelling unit, as stated in this Ordinance Section 5.
  - (8) Additional dwelling units may not require more land area per dwelling unit than the first unit. For example, this Ordinance requires 40,000 square feet for one dwelling unit, so 80,000 square feet is required for two dwelling units.
  - (9) This Section shall not be construed to exempt a property owner from the applicable provisions of the State subdivision statute, 30-A M.R.S. §4401-4408, or Belgrade's Subdivision Ordinance relating to division of a tract or parcel of land.

#### **D. Accessory Dwelling Units (ADUs):**

For the purposes of this ordinance, Accessory Apartments and Accessory Dwelling Units will be referred to as ADUs.

##### (1) Water/Wastewater

The property owner of record must provide written verification that the proposed unit(s) can be connected to adequate water and wastewater services prior to issuance of a

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

building permit . Written verification must include:

- i. If connected to a public sewer system, or equivalent centralized system, proof of adequate capacity to accommodate the added wastewater created by an additional unit and proof of payment for the connection to the sewer system; NOTE if Town does not have a public sewer system: If connected to a comparable sewer system as defined in this Ordinance, proof of adequate service to support any additional flow created by the unit and proof of payment for the connected to the system.
- ii. If connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector pursuant to 30-A M.R.S. §4221 and if to be connected to an existing system, an inspection report from a Maine Department of Health and Human Services certified inspector finding that the system is not failing shall be submitted to the local plumbing inspector. If the system is failing it may not be approved for use prior to correction of the failure or replacement of the system. Plans for a subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C/M/R CH.241 State of Maine Subsurface Wastewater Disposal Rules, as amended;
- iii. If connected to a public water system, or equivalent centralized system, proof of adequate capacity to accommodate the added demand created by an additional unit, and proof of payment for the connection. NOTE: If the town does not have a public water system: if connected to a centrally managed water system as defined in this Ordinance, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the system;
- iv. If proposed to be connected to a well, the applicant must include proof that the water supply is potable, acceptable for domestic use, and can accommodate anticipated demand.
- v. For a detached ADU or other structure, the outermost edge of a first time disposal field other than expansions of pre-existing systems may not be located less than 100 feet from an existing private well. No variance will be granted.
- vi. For an attached ADU or ADU located within the principle structure, the outermost edge of a first time disposal field other than expansions of pre-existing systems may not be located less than 300 feet from an existing public well. No variance shall be granted.

(2) ADUs are to be permitted wherever single-family dwelling units are allowed.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

(3) A lot where a single family dwelling unit is the primary structure may establish one (1) ADU

(4) Only one (1) ADU shall be exempt from any density requirements or lot area requirements related to the area in which the ADU is constructed.

a. This is not applicable to an ADU proposed in a Shoreland Zone

(5) An ADU may be constructed only:

a. Within an existing dwelling unit

b. Attached to an existing dwelling unit

c. As a new structure on the lot for the primary purpose of creating an ADU.

(6) Any structure containing an ADU must adhere to all setback and dimensional requirements outlined in Section 5 of this Ordinance.

(7) The accessory dwelling unit must be at least 190 square feet, with a maximum of 1,140 square feet footprint area unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. §9722, as may be amended, adopts a different minimum standard; if so, that standard applies.

(8) Only one (1) ADU may be exempt from parking requirements. Additional parking requirements for the ADU beyond those required for the single-family dwelling are not permitted.

(9) An ADU is allowed on a non-conforming lot if the ADU does not further increase the non-conformity, meaning the ADU does not further increase deviation from the dimensional standard(s) creating the non-conformity.

(10) An After-The-Fact permit may be obtained for an ADU that was not built with municipal approval as long as the accessory dwelling unit otherwise meets the requirements set forth in this ordinance, provided proper documentation has been submitted to the CEO.

(11) ADUs that meet the requirements set forth in the Shoreland Zoning Ordinance established by the Department of Environmental Protection, Title 28, Chapter 3, and Belgrade's Shoreland Zoning Ordinance, shall be permitted.

(12) An ADU must be permanently affixed and compliant with subsurface wastewater rules.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

(13) An ADU may not be a recreational vehicle, camping trailer or otherwise designed primarily for recreational purposes.

**E. Affordable Housing Development:**

Affordable housing developments are permitted in all land use zoning districts that permit multi family dwellings and are in a designated Growth Area (as delineated by the Belgrade Comprehensive Plan) and/or public utility district. This does not have to include the Shoreland Zone.

(1) The Belgrade Planning Board shall review all applications for affordable housing developments per the Town of Belgrade Subdivision Ordinance.

(2) Water and Wastewater

The property owner of record must provide written verification that the proposed unit(s) can be connected to adequate water and wastewater services prior to issuance of abuilding permit. Written verification must include:

(a) If connected to public sewer system, or equivalent centralized system, proof of adequate capacity to accommodate the added wastewater created by an additional unit and proof of payment for the connection to the sewer system; **Note:** If town does not have a public sewer system: If connected to a comparable sewer system as defined in this Ordinance, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the system;

(b) If connected to a septic system, proof of adequate disposal for subsurface waster. The septic system must be verified as adequate by a local plumbing inspector pursuant to 30-A M.R.S. §4221 and if to be connected to an existing system, an inspection report from a Maine Department of Health and Human Services certified inspector finding that the system is not failing shall be submitted to the local plumbing inspector. If the system is failing it may not be approved for use prior to correction of the failure or replacement of the system. ~~Plans for a subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. Ch.241, State of Maine Subsurface Wastewater Disposal Rules, as amended;~~

(c) For a detached ADU or other structure, the outermost edge of a first time disposal field other than expansions of pre-existing systems may not be located less than 100 feet from an existing private well. No variance will be granted.

(d) For an attached ADU or ADU within a principle structure, the outermost edge of a first time disposal field other than expansions of pre-existing systems may not be located less than 300 feet from an existing public well. No variance shall be granted.

(e) If connected to a public water system, or equivalent centralized system, proof

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~



of adequate capacity to accommodate the added demand created by an additional unit, and proof of payment for the connection. **Note:** If town does not have a public water system: if connected to a centrally managed water system as defined in this Ordinance, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the system;

(f) If connected to a well, the applicant must include proof that the water supply is potable, acceptable for domestic use, and can accommodate anticipated demand prior to occupation.

(3) Location

(a) The proposal must be in a Designated Growth Area, as delineated in Belgrade's Comprehensive Plan. If the Comprehensive Plan is out of date, then parcels must be serviced by a Comparable Sewer System and a Central Water System.

(b) As of July 1, 2024, the proposed multi-family dwelling must be located in a district in which multi-family dwellings are a permitted land use activity, as determined by the Multi-Family Housing Ordinance.

(4) The owner of the affordable housing development must (1) execute a restrictive covenant enforceable by a party acceptable to the Belgrade Planning Board, (2) record the restrictive covenant in the Kennebec County Registry of Deeds to ensure that for at least 30 years after completion of construction;

(a) For rental housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 80% of the local Area Median Income (AMI) at the time of initial occupancy; and

(b) for owned housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 120% of the local Area Median Income (AMI) at the time of initial occupancy.

(c) Area Median Income will be determined by Maine Housing at the time the application is submitted. Maine housing provides a chart of AMI by county and family size.

(5) The Town shall verify that the proposed development is an affordable housing development by definition (i.e. the majority of the total housing units on the lot are affordable.)

(6) At least two off-street parking spaces for motor vehicles must be provided for every three dwelling units of an affordable housing development.

**F. Individual Private Campsites:**

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

(1) *Area and Dimensions:* A lot upon which ~~aan~~ Individual Private Campsite is to be permitted shall:

(a) Have a lot area of at least thirty-thousand (30,000) sq.ft; and,

(b) Have a boundary line form factor within which a sixty-five (65) foot radius circle can be inscribed; and,

(c) Have at least one-hundred fifty (150) feet of road frontage on a public road or on a privately-owned road, except that a lot which meets all requirements of this Ordinance other than road frontage without benefit of variance may be built on and used as an Individual Private Campsite without variance providing that all structures, except those structures which may be granted waiver of setback as permitted by Section 5(A)(2) of this Ordinance, shall be set back from all public roads and privately-owned roads existing on the date of submission of a complete application a distance of at least one-hundred (100) feet having a radius of sixty-five (65) feet can be inscribed within the lot boundary lines beyond the one-hundred (100) foot setback dimension.~~##~~

(2) *Campsites per Lot:* Not more than one (1) Individual Private Campsite shall be permitted per lot, lot size notwithstanding.

(3) *Foundations and Attached Structures:* Recreational vehicles shall not be located on any type of permanent foundation except for a gravel pad, and no structure(s) except temporary canopies shall be attached to the recreational vehicle.

Tents may be located on tent platforms. No structure(s) except tents and temporary canopies shall be attached to or constructed on a tent platform.

(4) *Accessory Structures:* Not more than two (2) accessory structures shall be permitted on a lot having a principal use as an Individual Private Campsite.

(5) *Lot Coverage:* Lot coverage shall not exceed the lesser of ten (10) percent of lot area or four thousand (4,000) sq. ft.

(6) *Wastewater Disposal:* If wastewater is to be disposed ~~of~~ on-site, a subsurface wastewater disposal system plan shall be provided on Department of Human Services form HHE 200 and a permit issued by the Local Plumbing Inspector (LPI) before the site is occupied. If wastewater disposal is to be accomplished by transferring wastewater from an on-site holding facility to a receiving facility off-site, written authorization from the receiving facility or land owner is required to be on file at the Town of Belgrade Municipal Office before the site is occupied.

**DG. Commercial Use:**

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

(1) *Area and Dimensions:* A lot upon which a commercial use or a structure to be used for commercial purpose is to be permitted shall:

- (a) Have a lot area of at least sixty-thousand (60,000) sq. ft.; and,
- (b) Have a boundary line form factor within which a ninety (90) foot radius circle can be inscribed; and,
- (c) Have at least two-hundred (200) feet of road frontage on a public road or on a privately-owned road.

Nothing in this Ordinance shall be interpreted or applied so as to limit modify, or circumvent in any way the applicability or requirements of the *Town of Belgrade Subdivision Ordinance* to applications for permit which seek to place more than a single commercial structure, unit or use on a lot.

(2) *Structures Accessory Structures to Commercial Use:* Accessory structures shall be permitted on a lot used for commercial purposes.

(3) *Lot Coverage:* Lot coverage shall not exceed fifty (50) percent of lot area.

#### **EH. Other Land Uses:**

(1) *Area and Dimensions:* Minimum lot area and minimum lot dimensions are not established for a lot to be used for a purpose(s) other than specified in Sections 5(B), 5(C), or 5(D), through G above., except that a lot to be subject to any land use requiring State minimum Lot Size Law applies when a subsurface wastewater disposal shall meet the State Minimum Lot Size Law system is required.

(2) *Number of Structures/Uses:* The number of structures or land uses to be permitted on a lot under this subsection is not limited by this Ordinance.

(3) *Lot Coverage:* A lot which meets or exceeds all lot area dimensional requirements for a Residential Lot as specified in Section 5 (B) may be developed providing that lot coverage shall not exceed twenty-five (25) percent. A lot which that does not meet lot area requirements or does not meet one or more lot dimensional requirements for a Residential Lot is as specified in Section 5(B) may be developed providing that lot coverage shall not exceed ten (10) percent.

(4) *Wastewater Disposal:* If wastewater is to be accomplished by transferring wastewater from an on-site holding facility to a receiving facility off-site, written authorization from the

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

receiving facility or land owner is required and is to be on file at the Town of Belgrade Municipal Office before the proposed land use is initiated.

## 6. ADMINISTRATION:

### A. Administering Bodies and Agents:

(1) *Code Enforcement Officer*: A Code Enforcement Officer (CEO) shall be appointed or reappointed annually by July 1st.

(2) *Board of Appeals*: A Board of Appeals shall be created in accordance with the provisions of Title 30-A Section 2691.

**B. Permits Required:** After the effective date of this Ordinance, no person shall erect any structure; initiate any temporary or permanent use of land; expand, change, or replace an existing use or structure; or renew a discontinued use without first obtaining a permit.

### C. Permit Application:

(1) Every applicant for a permit shall submit a written application, including ~~sealed sitto-~~  
scale site plan, on a form prescribed by the municipality, to the CEO.

(2) All applications shall be signed by the applicant, certifying that the information on the application is complete and correct. If the person signing the application is not the owner or lessee of the property, the applicant shall submit evidence of authorization to act on behalf of the owner or lessee.

~~(3) All applications shall be dated and the CEO, shall note upon each application the date and time of its receipt.~~

(a) ~~(4)~~ Except as provided in Section 5(C)(6)F) *Individual Campsites* and Section 5(E)(3)H) *Other Land Uses subsection 4* of this Ordinance, if a property is not served by a public sewer and the proposed structure(s) or change in land use require provision for disposal of wastewater, the applicant shall submit as part of the application for permit a valid plumbing permit issued by the Local Plumbing Inspector (LPI) or a completed application for a plumbing permit, including. The complete application shall include the site evaluation approved by the LPI, which meetsmeeting all the requirements of the State Department of Human Services for

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

the proposed land use; ~~or, if~~. If it is determined by the LPI that a subsurface wastewater disposal system is not required, a written statement from the LPI that no plumbing permit is required shall be included.

(4) To demonstrate the drinking water supply well for an accessory dwelling unit, multiple dwellings on one lot, or affordable housing project approved after July 1, 2024 is potable, submit to the Belgrade Code Enforcement Officer (CEO) laboratory test results from a Maine Department of Health and Human Service accredited laboratory for at minimum the following parameters: coliform and E. coli bacteria, nitrate, nitrite, fluoride, chloride, copper, pH, manganese, uranium, arsenic and magnesium. In addition, for drinking water wells located near possible sources of PFAS as spelled out in this ordinance's definition of potable, submit PFAS laboratory results of water samples taken in accordance with the Maine Department of Environmental Protection's online guidance entitled PFAS Water Sampling for Homeowners and tested for the six (6) perfluoroalkyl and polyfluoroalkyl substances (PFAS) listed in Maine Legislative Resolve 2021 Chapter 82's Maximum Contaminant Levels. In the instance where laboratory test results fail to demonstrate the potability of a proposed drinking water supply well, the applicant shall submit to the CEO a plan to provide adequate water treatment or an alternative drinking water source to meet potability standards. Prior to occupation, water test results must be submitted to the CEO demonstrating that the drinking water supply is potable.

(5) All applications shall be accompanied by any and all application fees established by the municipality which are applicable to the land use or classification of structure(s) for which application for permit is being made. Application fee shall be based on description of proposed land use or development at the time of application submittal; changes requested by applicant to initially proposed land use or development or changes required to render permitted land use or development to be in compliance with applicable laws, ordinances, and regulations may require applicant to make payment of additional fees, as determined by fee schedule, but will in no case be a basis for refund of any fees paid.

Application fees paid on applications which are withdrawn or denied are not refundable. Applications received and for which scheduled applications fee(s) have not been received by the Town of Belgrade shall be considered incomplete and shall not be acted upon until such time as fees due are paid. When the determination is made during application consideration that additional fees are due and payable, consideration and action on the application may be continued. However, CEO or Planning Board approval of application shall not be deemed to have occurred, approval in all other respects notwithstanding, and issuance of permit shall be withheld until all fees due have been paid.

#### **D. Procedure for Administering Permits:**

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

Within thirty-five (35) days of receiving an application for permit, the CEO shall determine that the application is complete or shall notify the applicant in writing that the application is incomplete and shall specify the additional material needed to make the application complete. Within thirty-five (35) days of receiving a complete application for permit the CEO shall *approve, approve with conditions, or deny* an application for permit. Permits shall be approved if the proposed land use or structure(s) is found to be in conformance with the purposes and provisions of this Ordinance as evidenced by a positive finding that the proposed land use or structure(s) will:

- ~~1.~~ Be maintained in a safe and healthful condition;
2. Adequately ~~provide~~provides for the disposal of all wastewater; Adequately protects the potability of private and public drinking water supply wells on the project parcel and those on abutting parcels;
3. Not have an adverse effect on areas of land ~~having status as Critical Areas as designated mapped~~ by the ~~State of Maine Critical Areas Program identifiable as significant wildlife habitat~~Department of Inland Fisheries and Wildlife's Beginning with Habitat program as high value plant and animal habitats., or designated as a *Resource Protection Area*;
4. Conserve visual, as well as actual, points of access to inland waters and to points of local and regional natural or historic significance;
5. Protect archaeological and historic resources as designated in the Comprehensive Plan;
6. ~~Avoid problems associated with floodplain development and use~~Comply with Belgrade's Flood Plain Development Ordinance; and,
- ~~7. Be in conformance with the provisions of Section 5, Land Use Standards.~~

The applicant shall have the burden of proving that the proposed land use and structure(s) are in conformity with the purposes and provision of this Ordinance. If a permit is either *denied or approved with conditions*, the reasons as well as the conditions shall be stated in writing. No approval shall be granted for an application involving a structure or structures if they would be located in an unapproved subdivision, or would violate any other local ordinance, or regulation, or any State law which the municipality is responsible for enforcing.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

**E. Expiration of Permit:**

Following the issuance of a permit, if no substantial start is made in construction or the permitted use of the property is not commenced within one (1) year of the date of issue of a permit, the permit shall lapse and become void.

**F. Appeals:**

(1) *Powers and Duties of the Board of Appeals:*- The Board of Appeals shall have the power to hear and decide Administrative Appeals and Variance Appeals. Administrative Appeals arise where it is alleged that there is an error in any order, requirements, decision, or determination made by, or failure to act by, the CEO in the administration of this Ordinance. The Board of Appeals shall not have the power to hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by the CEO in the enforcement of this Ordinance; enforcement appeals shall be made to Superior Court in accordance with state law. Variance Appeals arise in order to authorize variances upon appeal, within the limitations set forth in this Ordinance, to one or more standards prescribed by this Ordinance.

(2) *Variance Appeals:* variances may be permitted only under the following conditions:

(a) Variances may be granted only from dimensional requirements.

(b) Variances shall not be granted for establishment of any uses otherwise prohibited by this Ordinance.

~~(c)~~

The Board shall not grant a variance unless it finds that:

~~[1](a)~~ The proposed structure(s) or land use would meet the provisions of Section 5 Land Use Standards except for the specific provision which has created the non-conformity and from which relief is sought; and,

~~[2](b)~~ The strict application of terms of this Ordinance would result in undue hardship.

~~(d)~~ The Board of Appeals shall limit any variances granted as strictly as possible in order to ~~insure~~ensure conformance with the purposes and provisions of this Ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. The party receiving the variance shall comply with any conditions imposed.

(3) *Appeal Procedure:*

(a) An Administrative Appeal or a Variance Appeal may be taken to the Board of  
~~Amended March 5, 1993/#Amended November 5, 1993~~  
~~Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~Amended March 19<sup>th</sup>, 2010 Town Meeting~~

Appeals by an aggrieved party from any decision of the CEO within thirty (30) days of the date of the decision appealed from, and not otherwise, except that the Board of Appeals, upon showing of good cause, may waive the thirty (30) day requirement. Appeals shall be made by filing with the Board of Appeals a written notice of appeal setting forth a concise statement indicating what relief is requested and why it should be granted and a sketch drawn to scale showing lot lines, location of existing structures and other physical features of the lot pertinent to the relief sought.

(b) The Board of Appeals shall hold a public hearing on the appeal within forty-five days of its receipt of an appeal request.\*

(c) The Board of Appeals shall decide all appeals within thirty-five (35) days after the close of the public hearing on the appeal and shall issue a written decision on all appeals at that time.

(4) *Appeal to Superior Court:* Any aggrieved party who participated as a part during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State Laws within forty-five (45) days from the date of any decision of the Board of Appeals.\*

(5) *Reconsideration:* The Board of Appeals may reconsider any decision within thirty (30) days of its prior decision. The Board may conduct additional hearings and receive additional evidence and testimony.

#### **H. Enforcement:**

(1) *Nuisances:*- Any violation of this Ordinance shall be considered a nuisance.

(2) *Code Enforcement Officer:* It shall be the duty of the Code Enforcement Officer (CEO) to enforce the provisions of this Ordinance by notifying in writing the person responsible for any violation and ordering the action necessary to correct it, including discontinuance of illegal land use, structures, and abatement of nuisance condition. A copy of notices of violation shall be submitted to the Municipal Officers and be maintained as a permanent record. The CEO shall conduct on-site inspections to insure compliance with all applicable laws and conditions attached to permit approvals. -The CEO shall also investigate all complaints of alleged violations of this Ordinance. The CEO shall keep a complete record of all essential transactions of the office, including applications submitted, permits granted or denied variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found, and fees collected.

(3) *Legal Actions:* When enforcement action by the CEO as prescribed in the above

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~



section does not result in the correction or the abatement of the violation or nuisance condition, the Municipal Officers, upon notice from the CEO, are hereby directed to the institute any and all actions and proceedings either legal or equitable, including seeking injunctions of violations and imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Municipality. The Municipal Officers are hereby authorized to enter into administrative consent agreements for the purpose of eliminating violation of this Ordinance and recovering fines without court action. Such agreements shall not allow an illegal structure(s) or land use to continue unless there is clear and convincing evidence that an illegal structure or land use was constructed or conducted as a direct result of erroneous advice given by an authorized Municipal Official and there is no evidence that the owner acted in bad faith, or unless the removal of the structure(s) or discontinuance of the land use will result in a threat or hazard to public health or safety or will result in substantial environmental damage.

(4) *Fines:* Any person, including but not limited to a landowner, a landowner's agent or a contractor, who orders or conducts any activity in violation of this Ordinance shall be penalized in accordance with Title 30-A, Maine Revised Annotated, Subsection 4452.

#### **7. EFFECTIVITY, AMENDMENTS, AND REPEAL OF FORMERLY ADOPTED ORDINANCE:**

This Ordinance and any amendments to this Ordinance shall be effective upon adoption by a vote of the Town of Belgrade at any regular or Special Meeting of the Voters of the Town of Belgrade called for the purpose of considering this Ordinance or amendments thereto. Upon approval of this Ordinance, the *Minimum Lot Size Ordinance* previously adopted on November 5, 1993, is hereby repealed.  
~~November 5, 1993, is hereby repealed.~~

#### **8. CONFLICTS WITH OTHER ORDINANCES:**

Where this Ordinance applies concurrently with, conflicts with, or is inconsistent with any other Ordinance, regulation, or statute, the more restrictive provision shall control.

#### **9. SEVERABILITY:**

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

## 10. DEFINITIONS:

Accessory Dwelling Unit (ADU): A self-contained dwelling unit located within, attached to, or detached from a single family dwelling unit located on the same parcel of land. An accessory dwelling unit must be a minimum of 190 square feet of floor area unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. §9722, as may be amended, adopts a different minimum standard; if so, that standard applies. An accessory dwelling unit can be no greater than 1,008 square feet of footprint. An accessory dwelling unit must be subordinate to the principal dwelling unit.

*Accessory Structure or Use:* A use or a structure which is incidental and subordinate to the principal use or structure. Accessory uses, when aggregated, shall not subordinate the principal use of a lot. A deck or similar extension of the principal structure or a garage attached to the principal structure by a roof or a common wall is considered part of the principal structure.

Affordable housing development:

a. For rental housing, a development in which a household whose income does not exceed 80% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs; and

b. For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs.

c. For purposes of this definition, "majority" means more than half.

d. For purposes of this definition, "housing costs" means:

i. For a rental unit, the cost of rent and any utilities (electric, heat, water, sewer, and/or trash) that the household pays separately from the rent; and

ii. For an ownership unit, the cost of mortgage principal and interest, real

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

estate taxes (including assessments), private mortgage insurance, homeowner's insurance, condominium fees, and homeowners' association fees.

Area Median Income (AMI): The midpoint of a region's income distribution calculated on an annual basis by the U.S. Department of Housing & Urban Development.

Attached: Connected by a shared wall to the principal structure or having physically connected finished spaces.

Base Density: The maximum number of units allowed on a lot not used for affordable housing based on dimensional requirements in a local land use or zoning ordinance. This does not include local density bonuses, transferable development rights, or other similar means that could increase the density of lots not used for affordable housing.

Centrally Managed Water System: A water system that provides water for human consumption through pipes or other constructed conveyances to at least 15 service connections or serves an average of at least 25 people for at least 60 days a year as regulated by 10-144 C.M.R. Ch. 231, Rules Relating to Drinking Water. This water system may be privately owned.

*Commercial Use.* The use of lands, buildings, or structures the intent and result of which is the production of income from the bartering or buying and selling of goods and /or services, exclusive of rental of residential buildings and/or dwelling units. Commercial use does not include activities within the meaning of "home occupation". For the purpose of the Ordinance the term "Commercial Use" also includes "industrial uses", such as but not necessarily limited to manufacturing, packaging or processing of goods, mineral extraction, etc.

Comparable Sewer System: Any subsurface wastewater disposal system that discharges over 2,000 gallons of wastewater per day as regulated by 10-144 C.M.R. Ch. 241, Subsurface Wastewater Disposal Rules.

Comprehensive Plan: A document or interrelated documents consistent with 30-A M.R.S. §4326(1)-(4), including the strategies for an implementation program which are consistent with the goals and guidelines established pursuant to Title 30-A Chapter 187 Subchapter II.

*Contiguous Lots:* Lots in single or joint ownership and which adjoin at any line or at any point or which are separated at any point by a body of water less than fifteen (15) feet

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

wide at normal high-water line; or lots on opposite sides of a public road or a privately-owned road established by the owner of land on both sides thereof after September 22, 1971.

Density Requirements: The maximum number of dwelling units allowed on a lot, subject to dimensional requirements.

Designated Growth Area: An area that is designated in a municipality's or multi-municipal region's comprehensive plan as suitable for orderly residential, commercial, or industrial development, or any combination of those types of development, and into which most development projected over ten (10) years is directed. Designated growth areas may also be referred to as priority development zones or other terms with a similar intent. If a municipality does not have a comprehensive plan, "designated growth area" means an area served by a public sewer system that has the capacity for the growth-related project, an area identified in the latest Federal Decennial Census as a census-designated place or a compact area of an urban compact municipality as defined by 23 M.R.S. §754.

*Dimensional Requirements:* Numerical standards relating to spatial relationships including but not limited to setback, lot area, road frontage, ~~and height,~~ shore frontage, and lot depth.

*Driveway:* A road, excluding a road used in common with others, intersecting a public road or a privately-owned road intended to provide for the passage of motorized vehicles to and from the public road or privately-owned road and terminus located on a lot.

Dwelling Unit: Any part of a structure which, through sale or lease, is intended for human habitation, including single-family and multifamily housing, condominiums, time-share units, and apartments.

~~Existing Dwelling Unit: A residential unit in existence on a lot at the time of submission of a permit application to build additional units on that lot. If a municipality does not have a permitting process, the dwelling unit on a lot must be in existence at the time construction begins for additional units on a lot.~~

*Expansion of Structure:* An increase in the floor area or volume of a structure, including all extensions such as, but not limited to, attached decks, garages, porches, greenhouses, etc.

*Expansion of use:* The addition of months to a use's operating season; or use of more floor area devoted to a particular use.\*

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

*Family:* One or more persons occupying a premises and living as a single housekeeping unit.

*Height of Structure:* The vertical distance between the mean original grade at the downhill side of the structure and the highest point of the structure, excluding chimneys, steeples, antenna, and similar appurtenances which have no floor area.

*Home Occupation:* An occupation or a profession which is customarily conducted on or in a residential structure or on a residential use property and which is clearly incidental to and compatible with the residential use of the property and surrounding residential uses and which employs no more than two (2) persons other than family members residing in the home.

*Housing:* Any part of a structure which, through sale or lease, is intended for human habitation, including single-family and multi-family housing, condominiums, time-share units, and apartments. For purposes of this rule, this does not include dormitories, boarding houses, or other similar types of housing units. This also does not include transient housing or short-term rentals unless these uses are otherwise allowed in local ordinance.

*Individual Private Campsite:* An area of land which is not associated with a campground, but which is developed for repeated camping by only one group not to exceed ten (10) individuals and which involves site improvements which may include but not limited to gravel pads, parking areas, fireplaces, or tent platforms.

*Land Use Ordinance:* An ordinance or regulation of general application adopted by the municipal legislative body which controls, directs, or delineates allowable uses of land and the standards for those uses.

*Lot:* An area in land in single or joint ownership, or one leasehold, with ascertainable boundaries established by deed or other instrument of record, or a segment of land ownership defined by boundary lines on a subdivision plan duly approved and recorded in the County Registry of Deeds.

*Lot Area:* The area of land enclosed within the boundary lines of a lot, minus land below the normal high-water line of a water body, land within the upland edge of a wetland, and land beneath roads serving more than two (2) lots.

*Lot Coverage:* That portion of a lot dedicated to the projected area (onto the lot surface) of structures and to non-vegetated usage including, but not limited to, paved areas,

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

stairways, walkways, road (including driveways), parking areas, etc. in relation to lot area. Lot coverage may be expressed in area measure (to be interpreted relative to lot area) or as a percentage of lot area.

*Maintenance and Repair (of a structure):* Perform tasks such as refinishing, cleaning, applying preventative or protective treatments, etc. on the exterior or interior of an existing structure or portion thereof (maintenance); without altering the defining characteristics and dimensions of the structure, to return an existing and deteriorated interior or exterior feature(s) of a structure to that feature's original functionality and condition by replacement of deteriorated material in kind or by use of a corrective materials and process (repair). The following undertakings are specifically included within the scope of "maintenance and repair": residing; replacement, deletion, or addition of doors and windows; replacement of sills, posts, frostwalls, and foundations; screening of roofed decks/porches and breezeways. Note: see definitions of "Reconstruct" and "Replace".

*Multifamily Dwelling:* A structure containing three (3) or more dwelling units.

*Municipality:* A city or a town, excluding all unorganized and deorganized townships, plantations, and towns that have delegated administration of land use controls to the Maine Land Use Planning Commission pursuant to 12 M.R.S. § 682(1).

*Non-Conforming Lot:* A parcel of land in single or joint ownership which does not meet one or more dimensional requirements (e.g. land area shore frontage, road frontage, or width) of the district in which the parcel is located for the land use existing or intended. As determined by the context of usage a "lot" may refer to an individual lot of record or may refer to an aggregation of two or more contiguous lots of record which are required to be or may be considered a single lot or parcel for the purpose of administration of this or other applicable ordinance or law.

*Person:* An individual corporation, governmental agency, municipality, trust, estate, partnership, association, two (2) or more individuals having a joint or common interest, or other legal entity.

*Potable:* Safe for drinking as defined by the Maine Department of Health and Human Service's Maximum Exposure Guidelines. In addition for wells located within 300' of an area where municipal or industrial sludge or septage has been spread or municipal solid waste has been landfilled at a waste facility licensed by the Maine Department of Environmental Protection, the definition of potable includes meeting Maine's interim drinking water standards for six different perfluoroalkyl and polyfluoroalkyl substances (PFAS), Resolve 2021 Chapter 82, Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Level for Certain Substances and

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

Contaminants.

*Principal Structure:* ~~A structure other than one in which the main or primary use of the structure is used for conducted. For purposes wholly incidental or accessory to the use of another building or use on the same premises of this Ordinance, principal structure does not include commercial buildings.~~

*Privately-owned Road:* A road which neither the municipality nor the general public has the right to pass over by foot or vehicle; any and all roads, excepting public roads and driveways, within an approved subdivision; a road, excepting a driveway, which intersects at least one public road or privately-owned road at one or more locations, which is constructed or created on land in private ownership and which is a right-of-way in common for two or more persons.

*Public Road:* A Federal highway or a State highway or a road which has been constructed by or accepted by the Town and which is maintained by the Town as a public way, a public easement (also called a private way) as defined by Title 23 M.R.S.A. Section 3021.

*Reconstruct:* Raze a structure in its entirety or in any part such that the structure's dimensions or defining characteristics and functionality are altered for a period of time followed by restoration of the razed structure or razed portion thereof to its original dimensions, defining characteristics, and function at the same locus as the predecessor structure. Note: See definitions of "Maintenance and Repair" and "Replace"~~-.+.~~.

*Recreational Vehicle:* A vehicle or an attachment to a vehicle designed to be towed, and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, camp trailer, and motor home. In order to be considered a vehicle ~~and not a structure,~~ the unit must remain with its tires on the ground and must be roadworthy (i.e. possess a current registration sticker from any State Division of Motor Vehicles). A recreational vehicle shall not be considered a structure.

*Replace:* Raze a structure in its entirety or in any part such that the structure's dimensions or defining characteristics and functionality are altered for a period of time followed by construction of a structure of new dimensions, defining characteristics, or functionality at the same or a different locus than that of the predecessor structure. Note: See definitions of "Maintenance and Repair" and "Reconstruct"~~-.+.~~.

*Residential Dwelling Unit:* A residential dwelling unit is a room or group of rooms designed and equipped exclusively for use as permanent, seasonal, or temporary living quarters for only one family. The term shall include mobile homes, but not recreational vehicles.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

Residential Use: A use permitted in an area by a Belgrade's legislative body to be used for human habitation. Residential uses may include single-family and multifamily housing, condominiums, accessory dwelling units, and apartments.

Restrictive Covenant: A provision in a deed, or other covenant conveying real property, restricting the use of the land.

*Right-of-Way:* A grant without any benefit of ownership and established by deed, by easement, or by other legal agreement permitting a person or persons to pass over the land of another person or to use a privately-owned road. Also, that strip of land defined by boundaries onto which a public road has been mapped, or upon which a public road has been constructed, or which is defined by law relative to an existing public road as defining the limits of the public's right-of-way, and, when so used, the term refers to the land itself, not the right of passage over it.\*.

*Road:* A route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material constructed for or created by the repeated passage of motorized vehicles.

*Road Frontage:* The straight-line dimension between the inter- sections of two (2) consecutive lot lines with the right-of-way of the public road or privately-owned road which exists in common with the boundary of the lot. When a lot has two or more non-contiguous segments of frontage on the same road, the road frontage shall be the aggregate of the dimensions of the individual segments. When a lot borders on two or more roads, frontage shall be determined for each road independently, defining the intersection of the near limit rights-of-way of any tow roads and the lot as a lot line; the dimension of greatest aggregate on any one (1) public or privately -owned road shall be taken as the road frontage.\*

~~Setback: Requirements: The minimum horizontal distance from a boundary lot line of a lot, shoreline, or from the normal high-water line of a water body or from the near limit of a right-of-way road to the nearest part of a structure, road, parking space, or other regulated object or area as defined in local ordinance.~~

*Shoreland Zone:* That area of land adjacent to great ponds, rivers, freshwater wetlands, and streams designated as Shoreland Zone in accordance with the *Belgrade Shoreland Zoning Ordinance*.

Single-family Dwelling Unit: A structure containing one (1) dwelling unit.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~



*Structure:* -Anything temporarily or permanently located, built-, constructed or erected for the support, shelter, or enclosure of persons, animals, goods, or property of any kind, ~~together with~~ or anything constructed or erected ~~with a fixed location~~ on or in the ground, ~~exclusive of fences, as defined in 38 M.R.S. § 436-A(12).~~ The term includes structures temporarily or permanently located, such as decks, patios, steps, landings, and satellite dishes. ~~The term also includes structures or portions thereof~~Structure does not having fixed exterior walls [e.g. pavilions, open porches, breezeways, gazebos, carports, pole barns, etc.] include fences; poles and wiring and other aerial equipment normally associated with service drops, including guy wires and guy anchors; subsurface waste water disposal systems as defined in 30-A M.R.S. § 4201(5); geothermal heat exchange wells as defined in 32 M.R.S. § 4700-E(3-C); or wells or water wells as defined in 32 M.R.S. § 4700-E(8).

*Substantial Start:*- Completion of thirty (30) percent of a permitted structure measured as a percentage of the estimated value of permitted construction, as determined by independent appraisal; actual commencement of a permitted use.

*Tent Platform:*- A temporary permanent surface designed to serve only as a floor for a tent and associated canopy, if any, and which is typically elevated immediately above natural terrain. A railing not exceeding three (3) feet in height may be affixed to a portion or all of the perimeter on the tent platform for the safety of the occupants of the elevated platform.

*Upland Edge:* The boundary between upland and wetland.

*Water Body:* Any great pond, river, or stream.

*Wetland:* A freshwater wetland or wetlands associated with a great pond or river. Wetlands contiguous with or adjacent to a great pond or river and which during normal high-water are connected by surface water to the great pond or river. Wetland which are separated from a great pond or river by a berm causeway, or similar feature less than one hundred (100) feet in width and which have a surface elevation at or below the normal high-water line of the great pond or river. Wetland associated with great ponds or rivers are considered to be part of that great pond or river.

*Zoning Ordinance:* A type of land use ordinance that divides a municipality into districts and that prescribes and reasonably applies different regulations in each district.

~~\*Amended March 5, 1993/#Amended November 5, 1993~~

~~+Amended June 6, 1995/\*\*Amended March 1, 1996~~

~~\*Amended March 19<sup>th</sup>, 2010 Town Meeting~~

---

---

# Memo

---

## Appointments/Resignations

Andrew McDowell – Appointment to Board of Parks & Recreation

Patrick Donahue – Re-appointment to Lakes and Natural Resources Committee

Lenny Reich – Re-appointment to Lakes and Natural Resources Committee

Michael Barrett – Re-appointment to Lakes and Natural Resources Committee

Sydney King – Re-appointment to Library Trustee

Thomas Bennett – Re-appointment to Dams Committee

Michael Belanger – Re-appointment to Dams Committee

Ted Fontaine – Re-appointment to Dams Committee

Ballot Clerks / Election Works (see list)

# 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 Andrew McDowell  
 Address [REDACTED]  
 Phone # (Home) [REDACTED] (Work) \_\_\_\_\_ Email: \_\_\_\_\_  
 Place of Employment Dagwood Town  
 Education & Experience B.S. Education; M.S. Education; M.S. Computer Technology Ed. Maine Guide - Recreation  
 Interests and Hobbies Outdoor Activities & Interests

Why do you wish to serve on a municipal board or committee?  
To help the community and serve the needs of Parks & Recreation

### References

Name Jeff Lovity Phone # [REDACTED]  
 Name Steve Toll Phone # [REDACTED]

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

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

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

Planning Board  
 Board of Appeals  
 Dams Committee  
 Cemetery Committee  
 Library Trustee  
 Long Range Planning Com.  
 Senior Resource Committee

Board of Parks & Recreation  
 Board of Assessment & Review  
 Transfer Station & Recycling Com.  
 Budget Committee  
 Tree Committee  
 Comprehensive Plan Review Committee

Other Lakes and Natural Resources Committee

If this is a re-appointment please state the number of years you have served MARCH 3, 2021 - 3 years

Name Patrick Donahue

Address Belgrade

Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment LittlePoint Real Estate

Education & Experience BS University, Maine, Retired US Coast Guard  
Real Estate Broker, Belgrade Area 30 years

Interests and Hobbies Fishing, Hiking, enjoying the outdoors

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

Do what I can to protect and preserve Belgrade's Natural Resources  
For future generations

### References

Name Dan McCarron 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)

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

If this is a re-appointment please state the number of years you have served <sup>3</sup> (?) \_\_\_\_\_

Name Lenny Reich  
 Address 77 ARCADIA COVE RD  
 Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_  
 Place of Employment retired Colby Professor  
 Education & Experience President McGrath Pond-Salmon Lake Association, Board of Directors 7 Lakes Alliance

Interests and Hobbies reading, writing, lakes and nature, sailing, drones

Why do you wish to serve on a municipal board or committee?  
Concerns about Belgrade's lakes and other natural resources

References

Name Patrick Donihue 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)

# 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 checked="" 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 <1 \_\_\_\_\_

Name Sydney King  
 Address \_\_\_\_\_ Belgrade, Me.  
 Phone # (Home) N/A (Work) N/A Email: \_\_\_\_\_  
 Place of Employment 619-396-8772  
 Education & Experience I'm a current library science student at UMA and am working as a student employee at the Katz Library.  
I was previously sworn into the board of trustees earlier this year to fulfill an expiring term.

Interests and Hobbies I enjoy reading, baking, gardening, hiking, playing video games, and writing in my spare time.

Why do you wish to serve on a municipal board or committee?  
I want to serve my community and gain experience that will be relevant to my future career. I'm also an avid user of the library and want to see it thrive.

### References

Name Diana Demers Phone # \_\_\_\_\_  
 Name \_\_\_\_\_ 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 checked="" 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<sup>8+</sup> \_\_\_\_\_

Name Thomas Bennett  
Belgrade Lakes, ME 04918  
 Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_  
 Place of Employment Maine School Solutions  
 Education & Experience Culinary Arts

Interests and Hobbies Cooking, Fishing

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

### References

Name John Vogt Phone # \_\_\_\_\_  
 Name Anne Marie Bennett 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 type="checkbox"/> Tree Committee                      |
| <input type="checkbox"/> Long Range Planning Com.  | <input type="checkbox"/> Comprehensive Plan Review Committee |
| <input type="checkbox"/> Senior Resource Committee |  |
- Other LAKES & NATURAL RESOURCES

If this is a re-appointment please state the number of years you have served<sup>3</sup> \_\_\_\_\_

Name MICHAEL BARRETT  
 Address \_\_\_\_\_, BELGRADE LAKES  
 Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_  
 Place of Employment RETIRED  
 Education & Experience HAVE SERVED TOWN ON SELECT BOARD AND MANY COMMITTEES. HAVE BE INVOLVED WITH ENVIRONMENTAL AFFAIRS FOR MANY YEARS.

Interests and Hobbies BOATING, FISHING, READING, P T

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

References

Name GARY MAHLER Phone # \_\_\_\_\_  
 Name PAT DONAHUE 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 checked="" 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<sup>2</sup> \_\_\_\_\_

Name Michael Belanger

Address Belgrade ME 04917

Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment Central Maine Power Co

Education & Experience \_\_\_\_\_

MS Structural Engineering. 35 years as engineer working as a consultant for electric utilities or working as an engineer at CMP

Interests and Hobbies Model rocketry, electronics, PC Gaming, Golf

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

Recommendation of a friend now serving on the Dam Committee

### References

Name Garret Luszczi Phone # \_\_\_\_\_

Name \_\_\_\_\_ 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 for Appointment or re-appointment to:

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Board                        | <input type="checkbox"/> Board of Parks and Recreation   |
| <input type="checkbox"/> Board of Appeals                      | <input type="checkbox"/> Board of Assessment and Review  |
| <input checked="" 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"/> Comprehensive Plan Committee    |
| <input type="checkbox"/> Senior Resource Committee             | <input type="checkbox"/> Communications Committee        |
| <input type="checkbox"/> Lakes and Natural Resources Committee | <input type="checkbox"/> Roads Committee                 |
| <input type="checkbox"/> Other                                 |  |

If this is a re-appointment please check the box and state the number of years. (3 years)

Name Fontaine  
Address Belgrade, ME  
Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_  
Place of Employment Retired  
Education & Experience 3 years with dams committee

Interests and Hobbies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References

Name Mary Vogel Phone # \_\_\_\_\_  
Name \_\_\_\_\_ 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, Discrimination and Workplace Bullying Prevention Policy. Please check the box (Required)

**Election workers Appointed by Selectboard  
For 2 year term submitted by Town Clerk, Mary Vogel**

NAME		PARTY AFFIL.	ADDRESS
Cheryl Cook		R	1142 West Road Belgrade, ME 04917
Judy Johnson		R	6 East/West Lane Belgrade, ME 04917
Howard Holinger –		R	20 Lenfestey Lane Belgrade, ME 04917
Frank Haggan		R	296 Point Road, Belgrade 04917 – Email
Christian Bishop		R	70 Ambrose Cove Road Belgrade 04917
Mark Berlinger		R	General Delivery, Belgrade Lakes ME 04918
Nicholas Alexander		R	690 McGrath Pond Road, Belgrade, 04917
Joan Mackenzie -		D	P.O. Box 284 Belgrade Lakes, ME 04918
Becky Seel		D	710 West Road Belgrade, ME 04917
Regina Coppens		D	376 West Road Belgrade, ME 04917
Alexandra Theriault		D	19 Pheasant Run Belgrade, ME 04917
Kathy Drolet		D	PO Box 428, Belgrade, Maine 04917
Jarod McGouldrick		D	71 Meadowbrook Drive, Belgrade, ME
Nicole Morin-Scribner		D	151 Point Road, Belgrade, Maine
Caitlin McGouldrick		D	71 Meadowbrook Drive, Belgrade, ME
Kelly Webster		D	334 West Road, Belgrade, ME 04917
Valerie Hudspath		D	PO Box 276 Belgrade Lakes 04918
Susan Bolduc		U	146 Sahagain Road, Belgrade 04917
Kibler, Maureen		U	P O BOX 565 BELGRADE LAKES 04918
Sara Languet		U	PO Box 355 Belgrade Lakes 04918

## Belgrade GOP

Penny Morrell, Chairman  
864 Manchester Road  
Belgrade, ME 04917

(207) 495-3550  
Pmorrell2@roadrunner.com

March 2, 2024

Ms. Mary Vogel, Town Clerk  
Town of Belgrade  
Belgrade, ME 04917

Dear Mary,

The following people were elected as election clerks to represent the Republican Party in the 2024-2026 election process:

Nicholas Alexander  
690 McGrath Pond Rd  
Belgrade, ME 04917  
[690nicholas@gmail.com](mailto:690nicholas@gmail.com)

Penny Morrell  
864 Manchester Rd  
Belgrade, ME 04917  
(207) 495-3550  
[Pmorrell2@roadrunner.com](mailto:Pmorrell2@roadrunner.com)

Jacqueline Tiner  
840 Oakland Rd  
Belgrade, ME 04917  
[jjtiner@gmail.com](mailto:jjtiner@gmail.com)

Steve Young  
420 Manchester Road  
Belgrade, ME 04917  
[steveyoung0481@yahoo.com](mailto:steveyoung0481@yahoo.com)

(volunteered after caucus ended and accepted)

Denise Hart  
96 Lakeshore Drive  
Belgrade Lakes, ME 04918  
[deniserhart@yahoo.com](mailto:deniserhart@yahoo.com)

Christian Bishop  
70 Ambrose Cove Rd  
Belgrade, ME 04917  
[cbishop2b@yahoo.com](mailto:cbishop2b@yahoo.com)

The members participating in the caucus respectfully request that you use these people as ballot clerks in all elections except when they are candidates on the ballot. Thank you.

Sincerely,

  
Penny Morrell, Chairman

# Memo

---

## **Letter of Support request**

Seven Lakes Alliance has reached out to our Lakes and Natural Resources Committee for a letter of support from the Town of Belgrade to help in their grant proposal to the state Land for Maine's Future Program for a project with significant benefits to the Long Pond and the Town of Belgrade.

The project aims to conserve, through purchase and long-term management, an approximately 170-acre parcel along the east shore of lower Long Pond.

A copy of the request to the Lakes & Natural Resources Committee, along with a draft letter of support is included for your review and consideration.



March 8, 2024

To: Pat Donahue, Chair  
Lakes and Natural Resources Committee  
Town of Belgrade

From: Laura Rose Day  
7 Lakes Alliance

As you know, 7 Lakes Alliance has been selected, based on rigorous pre-application process, to submit a grant proposal to the state Land for Maine's Future Program for a project with significant benefits to the Long Pond and the Town of Belgrade. The project aims to conserve, through purchase and long-term management, an approximately 170-acre parcel along the east shore of lower Long Pond. We request the Town of Belgrade's Lakes and Natural Resources Committee's support for this proposal (sample letter attached). We further ask the committee to recommend that the Town of Belgrade Selectboard support the proposal at its next meeting.

With this project, 7 Lakes seeks to conserve one of the largest remaining undeveloped parcels with lakefront shoreline on Long Pond. This is especially significant for Long Pond because undeveloped land is up to 10 times more protective of water quality than developed land. Key agreements are in place with a final agreement expected imminently. We've also discussed the project with and have support from numerous neighboring landowners. The parcel includes intact, mature forests, at least 27 acres of wetlands, and 1200 feet of pristine shoreline. Intended management will protect habitat including deer wintering areas, water quality and recreational opportunities - primarily a hiking trail that will follow a former logging road.

As you know, healthy lands are critical to lake health, recreation, traditions, quality of life and a robust tax base in Belgrade to support everyone. This project reflects Belgrade's Comprehensive Plan's aim to protect land to protect water quality, as well as town goals to expand outdoor recreational opportunities. The project is also consistent with numerous partnerships between Belgrade, 7 Lakes and Belgrade Lakes Association to prevent algal blooms by stemming erosion on Long Pond. This includes a current Clean Water Act award of \$112,500 to 7 Lakes that will result in about \$225,000 in erosion control projects when matched 1:1 by private investment. Land protection is a key element of watershed management plans for Long Pond.

Thank you for your consideration of this important project for water quality protection, habitat and recreation for the Town of Belgrade. If 7 Lakes can answer any questions or provide further information, please contact me at (207) 931-7710.

Thank you,

A handwritten signature in cursive script that reads "Laura Rose Day".

Laura Rose Day  
Chief Conservation and Special Initiatives Officer

# TOWN OF BELGRADE

[townofbelgrade.com](http://townofbelgrade.com)

[facebook.com/belgrademaine](https://facebook.com/belgrademaine)



Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

[townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)

March 19, 2024

Laura Rose Day  
Chief Conservation Officer  
7 Lakes Alliance  
P.O. Box 250  
Belgrade Lakes, ME 04918

Dear Ms. Rose Day,

The Town of Belgrade is writing to express its enthusiastic support for 7 Lakes Alliance's proposal to the Land for Maine's Future Program for the funds to help acquire and conserve approximately 170 acres of land with over 1200 feet of intact shoreline on the east side of the lower Long Pond watershed in Belgrade.

Lower Long Pond, as part of interconnected lands in the Belgrade Lakes region, supports wildlife habitat, recreational and educational opportunities, traditional uses, water quality, and the regional economy. Belgrade prioritizes these values including through our Comprehensive Plan, Lakes and Natural Resources committee, and collaboration and support for erosion control with 7 Lakes and Belgrade Lakes Association. Belgrade was also an early supporter of the Kennebec Highlands which are nearly adjacent to the proposed lower Long Pond land purchase.

If successful, 7 Lakes' strategic conservation of this unique land on Long Pond will contribute to a healthy, resilient and interconnected landscape for people and wildlife. By conserving an increasingly rare unbroken stretch of over 1200 feet of shoreline with its towering pines and hemlocks, it will protect an aesthetic that helps define our region. The development of a public trail on the property would provide a new and exciting recreational opportunity that would not exist otherwise. If the land is secured, we would work with 7 Lakes to ensure beneficial outcomes for the town and its citizens.

In sum, the Town of Belgrade Selectboard supports 7 Lakes' proposal for LMF funds to help purchase this unique and undeveloped parcel of land.

Sincerely,

Town of Belgrade  
Selectboard



# Memo

---

## RFP Engineering, Architectural Design and Environmental Permitting Services for new central fire station

We received five proposals for services:

Low to high bidders:

A.E. Hodsdon	\$129,500
Sheridan	\$179,270
Nickerson & O'Day	\$360,000
Great Falls	\$368,992
Haley Ward	\$540,900

The committee met and reviewed proposals and chose three to interview on March 20. They include:

A.E. Hodsdon

<https://www.townofbelgrade.com/fire-rescue/news/ae-hodsdon-engineers-fire-station-proposal>

Sheridan

<https://www.townofbelgrade.com/fire-rescue/news/sheridan-construction-fire-station-proposal>

Great Falls

<https://www.townofbelgrade.com/fire-rescue/news/great-falls-construction-fire-station-proposal>

These proposals are online and included in your packet for review and consideration. Members of the committee will be present for discussion with the Board and to answer any questions you may have.

# **“Belgrade Fire Station Preliminary Engineering, Architectural Design & Environmental Permitting Services Proposal”**



**Prepared by**  
Project No. P-2879

0  
**A.E. Hodsdon Engineers**  
10 Common Street, Waterville, ME 04901  
207-873-5164  
[jean@eahodsdon.com](mailto:jean@eahodsdon.com)

*A.E. Hodsdon Engineers*



**A.E. Hodsdon**  
**Consulting Engineers**  
10 Common Street  
Waterville, ME 04901  
(207) 873-5164 Fax: (207) 872-0645

March 6, 2024  
P-2879

Board of Selectmen  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Dear Selectmen:

We are pleased to present the following proposal for preliminary engineering, architectural and environmental permitting services for the New Fire Station for the Town of Belgrade. With our depth of experience in the design of municipal buildings, especially fire stations, we will bring value to this project for the citizens of Belgrade.

We plan on presenting you with a building that is functional and easy to maintain. We will look at all the alternatives for construction and work closely with the Town to provide a building that will satisfy your needs well into the future.

We are excited about the possibility of working with you on this community asset, and we are hopeful that you will select us to help move this important project forward. We will anxiously wait to hear from you and are ready to attend an interview at your convenience.

We also have people experienced in construction management who can help the Town guide the project to a successful completion. Our experience can make your project run very smoothly.

Sincerely,

Benjamin E. Murray, P.E.  
President

Enclosures

**TABLE OF CONTENTS**

Letter of Transmittal ..... i

Company Profile ..... A

Detailed Project Outline ..... B

Relevant Experience/Qualifications ..... C

Project Team ..... D

Cost Proposal ..... E

Workload ..... F

Additional Information ..... G

## **A. COMPANY PROFILE**

Our firm has always taken pride in having capable and well-trained personnel to handle all client requirements. The overall supervision of the firm is now under the direction of Benjamin Murray, who purchased the firm in 2021. Mr. Murray plans to continue this tradition of excellence.

It is a policy at A. E. Hodsdon to first establish the needs of a project then select a project team to meet those needs. The team, depending on the project size, usually consists of a Principal Engineer, a Project Manager and support staff. Project Managers are directly responsible to Mr. Murray. They supervise the support staff and are in constant communication with the Principal Engineer.

We are committed to excellence and quality in practice. The firm considers that its' chief asset is the high quality of services provided by its professional staff. Our staff keeps pace with environmental law changes, state and local code changes, financial funding changes, and other developments in the profession. All of the staff at A.E. Hodsdon Engineers regularly attends seminars, workshops, and professional meetings relating to all services that the firm provides.

The Vision Statement of A.E. Hodsdon Engineers is:

1. To provide high quality professional services which will help to improve the social, economic and physical environment around us.
2. To provide these professional services to all clients, large or small, at a reasonable cost.
3. To improve and expand these services so they may be available to help and guide more clients.
4. To operate in such a manner that will insure that these services will always be available to clients who need them.
5. To continue the quest for high technical, ethical and moral standards in ourselves and in those we work with.

As a multi-faceted engineering firm, we have developed some definite philosophies on the design of public facilities. The four philosophies that we feel are most important are simplicity, reliability, expandability, and cost effectiveness. Each philosophy has been further discussed.

**1. Simplicity:** We take great pride in designing systems of relative simplicity. An example of this is the roughing filter we designed for the Passamaquoddy Water District. The roughing filter is simply a large concrete box with various sizes of filtration media placed in rows. The raw water, which is subject to high turbidity, especially during runoff events, is simply filtered through the media by gravity. This simple system, with no moving parts, reduces raw water turbidity by more than 50% making operation of the downstream filtration plant more efficient.

**2. Reliability:** Our designs include reliable design procedures and sound engineering judgment. It is our philosophy that any infrastructure facility should provide the necessary services, but should be simplistic enough so that the owner can maintain it at a reasonable cost.

**3. Expandability:** It is important to design systems that are flexible and that can be expanded with minimal expense. Future needs are always considered in our designs. Individual components are designed to allow for easier transition up front so that they will not have to be changed later.

**4. Cost Effectiveness:** Our designs are known for their constructability. Contractors routinely give very competitive bids on our projects. We also have a policy of providing exactly what our clients need. We have a reputation for doing the right thing for people in all situations. The result is a good solution for the long term.

In closing, A.E. Hodsdon's experience in engineering design includes many aspects of the industry. The firm's designs incorporate equipment that is readily available in Maine and equipment that can be serviced by technicians who live in Maine. This keeps the initial cost and the long term costs as low as possible. The firm also uses tried and true systems which are simple to install and easy to maintain.

We would like to emphasize that in addition to the advantage of our firm's unique experience, we also offer significant savings in cost. Our firm, while being qualified, is also small, efficient, and located in Maine. We know the people at the various state, local and federal agencies, and we know the regulations and policies of these agencies. We feel that our designs have saved our clients many thousands of dollars. The contractors find them easier to build and the owners find them simpler to operate. Efficient design is a practice that we take pride in.

Regardless of size, each client receives the personalized service commensurate with his needs.

**Structural Designs:** Our firm has provided structural design and evaluation for many buildings and other structures throughout the State. Our experience in the structural designs extends from masonry and concrete construction to wood framed facilities. We have provided these designs for new facilities as well as provided retrofit designs and structural analysis of existing buildings.

**Site Planning and Development:** We have designed many subdivisions and commercial developments in the Central Maine area. These designs included storm water management, water, sewer, road layout and design, and grading. Our designs have been reviewed by many of the planning boards in the area and have been well received. We have a policy of always representing our clients at board meetings to answer concerns and keep the project moving forward.

We have also designed several industrial parks. Special attention is given to the unique needs of a park such as road turning radii, etc. Our experience includes administration of both EDA and CDBG projects.

**Environmental Design and Planning:** The firm has filed numerous Site Location applications, Great Ponds Applications, Stream Alteration Applications, Wetlands Applications, and mining applications for permits from the Department of Environmental Protection. We have also filed land use applications with the Land Use Regulation Commission (LURC), and river crossings of navigable waterways with the US Army Corps of Engineers. Compromise and sound design have always been used. We have usually taken the responsibility of preparing the complete application with all the exhibits. It saves time.

## **B. DETAILED PROJECT OUTLINE**

### **Task 1. Schematic Design**

**A. Geotechnical Evaluation (Subsurface Investigation):** We will work with a geotechnical firm to provide a soils investigation. We will review the geotechnical evaluation of the building site. We will walk the site and visually inspect areas for soil borings. This will help to become familiarized with the site to determine limitations.

**B. Wetlands:** We will work with a soil scientist to locate wetlands on the site. This investigation needs to take place in the schematic design.

**C. Preliminary Site Plan:** The existing site survey will be used as our basis and to define the property. Additional vertical control may be needed, and if so, we will provide it. A site plan will be generated from the survey, wetlands and geotechnical data. All site components such as access roads and stormwater management will be shown on the plan. This basic plan will be used to determine exact location for the building and access roads.

**D. Preliminary Building Design:** We will work with the selectmen and firemen to make decisions on the best approach. A selection of building type, interior layout, location, work plan and schedule will be agreed upon and will function as a guide throughout the project. We will develop an initial floor plan based on input from the Town.

**E. Utility Coordination:** We will meet with the utilities (i.e. water, sewer, power, telephone, internet, etc.) that will be serving the building. A list of various contracts will be shared among the utilities.



## **Task 2. Opinion of Probable Construction Costs**

**A. Design:** We will advance the preliminary plans of the proposed fire station building. These plans will show the basic concepts of the design that have been agreed upon by the selectmen and firemen and will be accompanied by cost estimates for all aspects of construction. We will work with a contractor to provide an initial construction cost of the schematic design. The resulting plans will be used to obtain local and state reviews and approvals.

**B. Public Participation:** We will attend a public hearing(s) to present the concepts to the public and/or committee.

## **Task 3. Permit-Level Engineering Design**

**A. Design Drawings:** Following approval of the schematic design, we will have discussions on the necessary permits for approval. The necessary permits will include the Planning Board, Fire Marshal's office and the MDOT (entrance permit). To try and reduce permit fees and applications, the site layout and design will need to be designed to stay within the Site Location of Development Act. We will bring the design drawings to the stage where they can be submitted for permitting.

## **Task 4. Permitting Services**

**A. Permitting:** Depending on the permits deemed necessary for the approval of the public building, we will submit the design drawings for permitting. Additional permits could include Maine DEP (Stormwater Management), and US Army Corp of Engineer.

## **Task 5. Construction Documents**

**A. Drawings:** Drawings will be advanced to bid ready drawings including structural, mechanical, electrical and plumbing. We will work with trusted engineering firms that we have worked with in the past to provide designs that will meet the Town's needs.

**B. Contract Documents:** We will prepare the contract documents for bidding the project. These documents will include the technical specifications, bid documents, agreement form, bonds, payment application forms, etc. These documents will then be sent for your review before bidding the project.

**C. Bidding:** We propose to provide the services necessary to coordinate in the bidding of the project. This will include addressing technical questions on the project from contractors, attendance at bid opening (if necessary), evaluation and recommendation of low bidder to Town, assist in the selection of the bidder, attend preconstruction conference, and be prepared to assist in any other manner necessary to ensure a smooth transition from the design phase into the construction phase.

#### **Task 6. Construction Administration**

We can provide the following additional services for the construction phase, if required.

**A. Contract Administration:** This phase will include our firm providing the contract administration for the project during construction. This will include attendance at all project meetings, review of shop drawings, address technical questions related to the design and provide general assistance to ensure contractor's compliance with the plans and specifications.

**B. Construction Monitoring:** We will provide the on-site monitoring (inspection) of the construction. It is intended to be part-time. Full-time monitoring is needed only when concrete is being poured. It is critical that only the best concrete be allowed on the site. Otherwise, the foundation will not last in this salt environment.

**C. Record Drawings and Documentation:** The final item of our services will include the development of record drawings for the project. This will include all information deemed beneficial for future record keeping. These record drawings and documents will be completed on the AutoCAD system and a copy will be sent to the Town (pdf or paper copies).

## **C. RELATED EXPERIENCE/SIMILAR PROJECTS**

A.E. Hodsdon Engineers has designed and supervised the construction of several fire stations and town buildings similar to this proposed structure across the State of Maine. Some projects we are working on or have completed include:

### **MUNICIPAL BUILDINGS (NEW, RENOVATIONS AND ADDITIONS)**

1. New Municipal Building & Fire Station for the Town of New Sharon. Budget: \$1,225,000.
2. New Fire Station for the Town of Farmingdale. Budget: \$1,350,000.
3. Municipal Building, Town offices, fire station renovation and expansion for the Town of Eddington. Budget: \$1,000,000.
4. New Town Office for the Town of Belgrade. Budget: \$1,200,000.
5. New Town Office for the Town of Benton. Budget: \$96,000.
6. Addition to Town Office for the Town of Sidney. Budget: \$60,000.
7. New Town Office for the Town of Jackman. Budget: \$400,000.
8. New Town Office for the Town of Beaver Cove. Budget: \$375,000.
9. New Town Office for the Town of Greenville. Budget: \$363,000.
10. Town of Smithfield Town Office and Fire Station Renovations.
11. New Town Office and New Fire Station for the Town of Thorndike. Budget: \$280,000.
12. New Fire Station for the Town of New Portland. Budget: \$380,000.
13. New Fire Station for the Town of Albion. Budget: \$300,000.
14. Town of Limington Maintenance Garage.

During our 50 years of business, we have designed Town Offices, municipal buildings and fire stations in New Sharon, Eddington, Farmingdale, Albion, Thorndike, Smithfield, and New Portland and are experienced with wood framed, steel, and masonry building design and construction. In addition, we have completed dozens of site designs, provided environmental permitting on these projects, and have worked with many towns on many projects.

We pride ourselves on our ability to produce functional, low-maintenance designs. Our projects are completed on-time and within budget because we work closely with the owners and are well aware of project constraints.

**Town of New Sharon Town Office & Fire Station:** This project is an 8,500 s.f. of floor space and includes many amenities such as breakroom, training room, mezzanine storage, etc. The municipal building and fire station was completed in 2021. Contact: Paula Nason (207-778-4046).





**Town of Farmingdale New Fire Station:** The Town of Farmingdale Fire Station was completed in 2019 and it includes three truck bays, training room, sleeping quarters, office and mezzanine storage area. Contact: Dana Mealey, Fire Chief (207-582-2225)



C-3

*A.E. Hodsdon Engineers*



**Eddington Municipal Building.** The project included the renovation of an existing fire station and town office complete with site work, three bay expansion, office wing expansion, ADA compliant access and bathroom, parking and septic system. Contact: Mr. Russell Smith, Retired Town Manager, (207-843-5233).





**Travis Mills Foundation Fitness Center:** Construction of new health and fitness center for disabled veterans, and a central plant. The fitness center includes a therapy pool with hoists to assist veterans in and out of the pool area. Contact: Mr. Chris Roseberry, 207-480-3490.



*A.E. Hodsdon Engineers*

**Town of North New Portland:** This project was completed in 2000 and involved a new fire station next to the recently built Town Office. The building included a three bay garage, meeting room with a kitchen and training room. It is a very functional building.



**Town of Albion:** The fire station included a four bay garage and meeting room. We prepared the design plans and specifications and bid the project.



C-5

*A.E. Hodsdon Engineers*





**Town of Smithfield:** This project involved the complete renovation of a former elementary school into a town office/fire station building. The gymnasium was converted to a two bay fire station and classrooms were converted to municipal offices. The facilities were made completely ADA compliant and brought up to code with a permit from the Fire Marshal’s office. Contact: Ms. Nichole Clark, Town Clerk, (207) 362-4772.



**Town of Thorndike:** This project involved the construction of a new fire station building. The Fire station is an 80' x 60' wood framed building completed in 2002.



**Town of Belgrade:** This project included the design and construction of a 5,360 s.f. Town Office. It included site work, septic system design, concrete and masonry work and utilities.



## D. PROJECT TEAM

A.E. Hodsdon has been a leading consulting design firm for the past 50 years in the State of Maine. We have specialized in the development of all aspects of construction. We have assisted many communities with the development of their public building facilities.

The primary staff members are:

Benjamin Murray	Structural Engineer
Jeffrey Allen	Civil Engineer, Project Management
Seth Reed	Project Engineer
Mark McCluskey	Project Management, Project Inspection, Water Utility Design & Operation, Building Design and Construction
Patrick Smith	CAD Civil Design and Survey
Michael Gale	CAD Civil Design and Survey
Jean Violette	Office Manager, Secretarial

The overall supervision of the firm is under the direction of Benjamin Murray. Mr. Murray is the chief engineer and reviews all projects completed by the firm.

One of the firm's unique qualities is that employees are well versed in different areas – survey, designing, inspecting, CAD, etc. Continuing education is also a requirement for each licensed employee. The firm's goal is to provide the client with the best-qualified personnel possible.

For this project, we have put together a design project team of highly qualified, experienced professionals. This design team would include:

**Benjamin Murray – Principal Professional Engineer:** Mr. Murray will serve as the Principal Professional Engineer in charge. He will coordinate the work with the Town, provide input on the overall structural/technical aspects of the work, provide administrative and technical oversight and support, and ensure the work conforms to company standards and that contractual obligations are met. Mr. Murray prepares or reviews all designs and permitting prepared by the company.

**Jeffrey Allen – Professional Engineer/Project Coordinator:** Mr. Allen will be responsible for the design, permitting and general administration of the project. He will collect existing data, map wetlands, design plans, determine right-of-way limits, and assist in preparing the cost estimates. He will also assist in the design planning and be present at meetings and presentations. He will also be the primary contact person with the Town on this project. He will coordinate work, attend meetings, prepare environmental permits and assist as-needed.

**Mark McCluskey, Project Manager/Inspector:** Mr. McCluskey will provide general design services throughout the project and then the inspection services during construction. His experience is more than 38 years.

**Michael Gale, Civil Designer/AutoCAD Operator:** Mr. Gale will work directly with Mr. Murray on the project. He will provide field verification and data collection for the project. Mr. Gale is our most experienced CAD operator and will prepare drawings for the project.

Mr. Murray is the Principal Professional Structural Engineer at A.E. Hodsdon. He is experienced, competent and is an organized professional engineer with extensive design and management knowledge. He possesses years of earned and trusted relationships with fellow design professionals, owners and contractors along with federal, state and local agencies. He takes pride and enjoyment in providing detailed and successful projects throughout Maine.

**EDUCATION:**

1997 – B.S. Civil Engineering, Clarkson University, Potsdam, NY

**REGISTRATIONS:**

Registered Professional Engineer

1997 State of New York

Intern Engineer Certification #076961

2002 State of Maine

Professional Engineer #10128

2006 State of New Hampshire

Professional Engineer #11957

**PROFESSIONAL AFFILIATIONS:**

Structural Engineer Association of Maine (SEAM)

Maine Building Officials and Inspectors Association (MBOIA)

**BOARD MEMBERSHIP:**

Kennebec Behavioral Health

KMHA Real Estate Board

Board President

Board of Overseers of the Bar

Fee Arbitration Board

Public Member

**WORK EXPERIENCE:**

**E.S. Coffin Engineering & Surveying, Inc., Augusta, ME**

Project Engineer (October 1999 – November 2019)

Specific Job Duties:

- Responsible for structural design of residential and commercial projects ranging in size using various materials including wood, steel, concrete and masonry
- Generate full architectural drawings including floor plans, elevations, schedules, details and sections based on an owner's concept

D-3

- Hire and manage mechanical and electrical professional engineers to provide a full scope of design services
- Supervise CADD draftsman
- Produce plans and details utilizing AutoCAD software
- Create and maintain contract documents and specifications
- Take projects from start to finish including conception, design, bidding, permitting and construction management
- Design and administer state and federally funded projects including Maine State Housing, Rural Development CDBG and HUD projects
- Submit and represent clients at planning board meetings throughout the state
- Participate and oversee project meetings with owners, contractors and design professionals to evaluate designs and problem solve alternatives
- Manage projects throughout construction including reviewing payment requests, scrutinizing change orders, overseeing contractor schedules, issuing revision sketches, facilitating job site meetings, and finalizing punch lists and closeout documents
- Provide space planning design and permitting for existing facilities by providing detailed as-built floor plans, determining the owners' needs for the space, generating proposed floor plans using building space, code and ADA limitations and then permitting the renovation or fit-up through local enforcement and State Fire Marshal's Office.
- Provide visual structural observations and opinions of commercial and residential facilities to determine the cause of a structural and code concerns or needed requirements for a renovation or addition, provide analysis, determine recommendations and provide a detailed summation report
- Provide expert opinion including arbitration and court testimony
- Review and provide design concepts for site design projects including site drainage, grading and ADA compliance
- Perform structural observations and reports of manufactured home slabs for verification with HUD standards
- Detail review of submittals and shop drawings for architectural and structural materials as well as coordination and general review of MEP submittals
- Provide support and design assistance to contractors, local lumber mills and manufacturers for residential and commercial projects

**SMRT, Inc.** Portland, Maine

**Structural E.I.T.** April 1999 – October 1999

**Job Specific Duties:**

- Provide structural analysis of specific structural members and overall structures under a team atmosphere
- Coordinate with a team of CADD drafters to provide drafting
- Review shop drawings

D-4

**SUMMARY OF QUALIFICATIONS:**

- 35+ years' experience in environmental and civil engineering and project management with increasing levels of complexity
- Licensed Professional Engineer, State of Maine

**EDUCATION:**

Bachelor of Science Civil Engineering University of Maine at Orono, 1983

**WORK HISTORY:**

- Project Engineer – Oliver Associates, Inc., Winterport, Maine (3 years)
- Civil Engineer – City of Bangor, Maine (3 years)
- Project Engineer – James W. Sewall Company, Old Town, Maine (11 years)
- Project Engineer – Kleinschmidt Associates, Pittsfield, Maine (4 years)
- Assistant Engineer – Maine Department of Environmental Protection, Augusta, Maine (4 years)

**RELATED EXPERIENCE:**

- Full-time on-site technician of water, sewer and drainage projects.
- Knowledge of State and Federal environmental land use regulations.
- Site and stormwater design using Maine DEP Best Management Practices and other Low Impact Development (LID) techniques.
- Prepares designs, environmental permit applications and managed projects including street, water, sewer and site developments.
- Review development applications as local engineering for communities including technical reviews, meeting with developers and the public.
- Uses AutoCAD, HydroCAD, Word, Excel and PowerPoint.
- Developed electronic index system for archived plans at City of Bangor
- Successfully manages project designs, inspections, meetings, developer and public interaction.
- Experienced public speaker.

Mr. McCluskey has been with the firm since 1986. In his years with the firm, his responsibilities have ranged from construction surveys, design support, inspection and contract administration, and water system(s) operator. Mr. McCluskey has had vast experience in all types of municipal design, construction and operation.

**EDUCATION:**

Civil Engineering Roger Williams College, 1980

Technical drafting, Basic surveying, Waterville Regional Vocational Center, 1978

**SPECIALTY COURSES AND TRAINING SEMINARS:**

January, 1992 to May, 1995 Continuing Education Courses

Microsoft Works (CP117), AutoCAD, Technical Drafting, Trigonometry

Kennebec Valley Technical College

**REGISTRATIONS:**

1997 State of Maine Licensed Water Systems Operator, Class IV

2000 Certified CDBG Grant Administrator

2003 Certified MDOT Local Project Administrator

2010 ASCE Member

**RELATED EXPERIENCE:**

•Design and construction inspection of various new buildings and renovations. These projects include town offices, police department expansion, fire station, airport hangar expansion, library renovation project, and a salt storage facilities.



- Extensive experience in architectural/utility design, inspection during the construction phase, solving construction related problems and administration of projects.

- Design and construction inspection of eight water treatment plant projects in the Towns of Dover-Foxcroft, Eastport, Van Buren, Mexico, Mars Hill, Island Falls, Passamaquoddy Water District, and Patten. These plants, all drinking water facilities, rated in design from slow sand filtration, rapid sand filtration, manganese removal and ground water treatment.

- Design and construction inspection of nine water storage facility projects in the Towns of Rumford, Mexico, Port Clyde, Eastport, North Jay, Dover-Foxcroft, Stockton Springs, Starks and Old Town. The types of storage facilities on these projects ranged from concrete underground tanks, weld steel tanks and glass fused to steel, bolted tanks.

- Design and construction inspection of water mains and sewer mains in a number of different Towns in the State of Maine.

Mr. Gale's responsibilities include drafting and operation of the Computer Assisted Drafting equipment, surveying, inspection, and project management.

**EDUCATION:**

2004 Associated Degree, Eastern Maine Technical College

**RELATED EXPERIENCE:****DESIGNER (A.E. HODSDON)**

Responsible for designing and implementing civil, structural and electrical systems, providing CAD support in various projects.

Responsible for collaborating with other engineering professionals to improve and alter designs to fit the needs of diverse clients.

Responsible for converting edited drafts and hand written blueprints into fine-detailed AutoCAD files.

**SURVEYOR (A.E. HODSDON)**

Responsible for assisting the crew in plotting, measuring and analyzing data regarding land to survey. Insuring blueprints and paperwork is neat and organized for the job site at hand. Recreating blueprints through AutoCAD.

## E. PROPOSED RATE & BUDGET OF COSTS

The proposed design costs for this project are difficult to assemble at this point given that the RFP did not state the proposed size of the building, how many bays the building is to have, or what services will be located within the building. Therefore, we have developed estimated costs based on past fire station projects that we assume will be in similar size to this project. Once the parameters of the building have been established, these numbers will need to be verified with all of the design personnel for the project.

<i>No.</i>	<i>Activity</i>	<i>Amount</i>
Task 1.	Schematic Design	
	a. Geotechnical investigation	\$9,000.00
	b. Wetland investigation	5,000.00
	c. Preliminary Site plan	5,000.00
	d. Preliminary Building design	5,000.00
	e. Utility coordination	1,500.00
Task 2.	Opinion of Probable Construction Costs	
	a. Design and Costing	15,000.00
	b. Public participation	2,000.00
Task 3.	Permit – Level Engineering Design	
	a. Design drawings	\$10,000.00
Task 4.	Permitting Services	
	a. Permitting	\$5,000.00
Task 5.	Construction Documents	
	a. Drawings (mechanical, electrical, plumbing)	\$40,000.00
	b. Contract documents	10,000.00
	c. Bidding	5,000.00
Task 6.	Construction Administration	
	a. Contract administration	\$5,000.00
	b. Construction monitoring	10,000.00
	c. Record drawings and documentation	2,000.00
<b>Total Breakdown</b>		<b>\$129,500.00</b>

# TIME CHARGE SCHEDULE

Effective January 2024

Benjamin Murray	\$140.00/hr.
Jeffrey Allen	\$140.00/hr.
Mark McCluskey	\$95.00/hr.
Mark Deden	\$90.00/hr.
Michael Gale	\$85.00/hr.
Patrick Smith	\$85.00/hr.
Jean Violette	\$75.00/hr.
Seth Reed	\$70.00/hr.
Travel	\$ 0.67/mi.
Expenses	At cost
Outside Services	Cost plus 10%
Overtime Costs (after 40 hours per week)	Regular Rates plus 30%
Interest on Accounts over 30 days	1.0%/mon.

## **F. WORKLOAD CAPACITY**

A.E. Hodsdon Engineers is a small firm located in Waterville, Maine. We have a staff of 8 full-time employees including engineers, scientists, designers and support staff. We are fully computerized and produce all drawings in AutoCAD. Our current workload is such that we feel we could provide an excellent service to the Town. The individuals we have recommended for this project have a combined experience of 50 years with the company. Their many years of experience will provide a stability, which we feel you will find very helpful on this project.

Our workload is about average at this time. We have time available to get right on the project. Winter is the perfect time for us to perform the designs that will be implemented in the next construction season.

## **G. ADDITIONAL INFORMATION**

A.E. Hodsdon Engineers is fully insured in the following amounts:

- General Liability \$1,000,000/\$2,000,000
- Automotive Liability \$1,000,000
- Excess Liability \$2,000,000
- Workers Compensation \$500,000
- Professional Liability \$1,000,000

If selected for this work, we will name the Town of Belgrade as additional insured and provide a Certificate of Insurance.



# Sheridan Construction

## Construction Management Services Proposal

Submission Due: March 06, 2024 @ 4:00pm

Prepared For:



### Belgrade Central Fire Station

Belgrade, ME



# Table of Contents

## Belgrade Central Fire Station

### Design-Builder Services Proposal

#### **Cover Letter**

#### **Company Profile**

- Firm Overview
- The Sheridan Advantage
- Services

#### **Design-Build Approach**

- Understanding of Scope of Work & Project Approach
- Management Systems
- Collaboration
- Construction Safety Program
- Process and Service Overview
- Preliminary Schedule
- References

#### **Design-Build Team**

- Sheridan Team
  - Project Executive: Daniel Wildes
  - Project Engineer: Michael LePage
  - Project Designer: Eric Sobey
  - Pre-Construction Manger: Donald Avery
  - Lead Estimator: Wesley Jordan
  - Project Manager: To Be Determined
  - Site Superintendent: To Be Determined
  - Safety Director: Eric Hoak
- Sitelines PA
  - Kevin Clark, President
  - Bruce Martinson, Vice President
  - Joseph Marden, Engineering Manager

#### **Related Design-Build Experience**

- Similar Project Experience
- Specific Project Experience
- Design-Build Team Project Experience

#### **AIA A305 – Contractor’s Qualification Statement**

#### **Cost Proposal**





March 6, 2024

Ms. Lorna Dee Nichols  
Belgrade Town Manager  
990 Augusta Road,  
Belgrade, ME 04917

**RE: Design-Builder Services Proposal – Belgrade Central Fire Station**

Dear Ms. Nichols:

I am writing on behalf of Sheridan Construction to express our interest in serving as your Design-Build contractor for your new Central Fire Station Project in Belgrade. With a Design-Build legacy spanning back to 1947, Sheridan Construction brings decades of invaluable experience in the construction industry.

At Sheridan Construction, we have built our reputation on delivering high-quality projects while emphasizing collaboration, innovation, and meticulous attention to detail. Our ability to accurately budget projects from schematic design through the development of construction documents allows our clients to make better informed decisions about details affecting the final product. Our experience with a wide array of construction types, and ability to self-perform them, allows Sheridan to assess the most suitable design for your project. We believe that our Design-Build experience will be a great benefit in overseeing the development of the design, budget, construction, and closeout for your new Fire Station.

For your project, we have selected Sitelines PA as our site design partner. We have successfully worked together on Design-Build projects, which we have outlined in this proposal. Sitelines PA will be responsible for all site planning & permitting efforts. All other aspects of the design, solicitation, and construction of your project will be performed by Sheridan Construction's in-house staff.



It is understood that we will need to work with your staff and building committee initially to develop a conceptual design, or possibly multiple approaches for consideration. Once a conceptual approach is agreed upon, our team will provide a design that incorporates cost-effective building strategies, highly efficient building envelope and systems, and thoughtful site planning.

Our Team at Sheridan Construction appreciates the opportunity to provide you with this proposal, and if we are fortunate enough to be selected as your Design-Build contractor, we stand ready to begin preconstruction services immediately.

Sincerely,

A handwritten signature in blue ink that reads 'Wilbur Ferland'.

Wilbur Ferland

*Senior Vice President, Sales*

## SHERIDAN CONSTRUCTION OVERVIEW

Sheridan Construction was **established in 1947** and has continued to grow. Our people are the cornerstone of the company, and are highly motivated, possessing a broad range of skills. The average length of employment exceeds 10 years, and many have been part of the organization for over 20 years. Because of this experience, we have extraordinary control of the quality and schedule of our projects and the ability to expedite the schedules when necessary. We presently maintain approximately 100 permanent positions within the company consisting of office personnel within our sales, accounting, engineering and construction departments, and construction personnel consisting of field crews, fabrication shop, warehouse, and fleet maintenance personnel. Sheridan is centrally headquartered in Fairfield, ME, allowing for manageable travel to all points within our state.

As a design-build capable construction company with over **75 years of experience and a history of over 3,000 projects**, Sheridan Construction has made a significant mark on northern New England's landscape. Our traditional Maine values have helped build a strong employee-oriented organization, with equally strong Client relationships. These enduring values have led us to strive for excellence in everything we do.

Discipline:	Personnel:	Credentials / Notes:
Estimating & Sales	6	LSIT, LEED AP BD+C
Construction, Safety & Procurement	10	OSHA 10, LEED AP BD+C
Engineering & Permitting	4	ME Registered, LEED AP, BIM
Accounting & Cost Control	5	Notary
Administrative Support	3	Notary
Field Personnel	60	OSHA 30, Superintendents, Foremen, Skilled Labor
Fabrication	4	AWS Certified
Warehousing	3	OSHA 10
Fleet Maintenance	2	State of Maine Certified Inspection Station

## THE SHERIDAN ADVANTAGE

- In-House, Full Time Personnel:
  - Estimating
  - Accounting & Cost Control
  - Construction (Administration & Execution)
  - Safety
  - Engineering & Permitting
  - Design (Architectural, Structural & Site)
  - BIM
  - LEED
  - Fabrication, Warehousing & Fleet Maintenance
- More Comprehensive Review of Preliminary Construction Documents
- Advanced Review for Potential Value Engineering and Risk Mitigation
- Ability to Self-Perform Critical Path Items for Accelerated Schedules
- Third-Party Subcontractor Prequalification System
- Exceptional Control of Schedule and Quality

## **SITELINES PA OVERVIEW**

Sitelines PA is a consulting firm specializing in Site & Civil Engineering, Land Surveying and Land Use Planning. Our professional skills provide site evaluation and design, land surveying and permit application services to both private and public sector clients. Founded in 1989, the original focus of the firm was to provide professional comprehensive site design services regionally in the Brunswick area. Since Sitelines PA's founding, we have played a significant role in the economic growth of the Mid-Coast Maine Area, completing numerous commercial and municipal projects in Brunswick, Topsham, and Bath. Our recent growth to statewide projects is attributable to our thoroughness, professionalism, and faithful attention to our client's needs. In 2013, Sitelines PA acquired Brian Smith Surveying, Inc. to enhance our capacity and capabilities.

Our primary services of civil engineering, land surveying and land use planning focus on successfully integrating land development into urban or natural environments. Our staff is experienced in the laws, regulations and policies of state and local agencies regarding site development and environmental protection. We are committed to assisting clients evaluate and implement successful land management and development strategies. To improve our services, we continually assimilate the latest technology in software and hardware, such as Robotic Total Stations, survey grade GPS base & rover units, and survey grade UAV with RTK capabilities.

Kevin Clark, P.L.S., President, is a Professional Land Surveyor with over 30 years of experience in the land use consulting field. Kevin joined Sitelines PA in 1999, becoming a principal owner in 2006 and president in 2009. In addition to daily corporate management responsibilities, Kevin is responsible for project management of surveying and site design projects ranging from residential subdivisions to commercial and industrial site developments.

Bruce Martinson, P.L.S., Vice President, is a Professional Land Surveyor with over 30 years of experience in all facets of land surveying services. In his role as Survey Manager, he is responsible for field survey operations, records and title research, and quality control. His survey services include boundary and topographic surveys, heavy construction layout, record drawings, and ALTA/ACSM Title Surveys.

## SERVICES (Sitelines PA)

### ENGINEERING

Site Selection & Evaluation  
Site Development  
Site, Grading, & Utility Design  
Roadway Design  
Storm Water Management  
Water and Wastewater Systems  
Sediment & Erosion Control Plans  
Environmental Site Assessments (Phase I)  
Spill Prevention & Control Countermeasure Plans (SPCC)  
Stormwater Pollution Prevention Plans  
Low Impact Development  
Feasibility Studies

### PERMITTING AND APPROVALS

Municipal Permitting  
Subdivision Applications  
Site Plan Applications  
Shoreland Zoning Applications  
Special and Conditional Use Applications  
Zoning Ordinance & Map Amendments  
Maine Department of Environmental Protection  
Site Location of Development Act  
Erosion / Sedimentation Control  
Stormwater Law  
Natural Resource Protection Act

- Wetlands (Full & Tier Permits)
- Permits by Rule

Dock Permits  
Army Corps of Engineers

- Natural Resources Protection Act

### SURVEYING

Boundary and Retracement Surveys  
Topographic Surveys  
Roadway & Utility Surveys  
Deed Research  
Land Title Surveys (ALTA/NSPS)  
Mortgage Loan Inspections (MLI)  
Residential Subdivisions  
Condominium and Plats  
Commercial Subdivisions & Business Parks  
Construction Quality Assurance/Quality Control  
Construction Layout and Control  
Record Documentation  
FEMA Letters of Map Amendment  
FEMA Elevation Certificates  
Survey Grade GPS Control  
Survey Grade UAV Services

### CONSTRUCTION SERVICES

Contractor Coordination  
Bidding Services  
Inspection Services  
Building Commissioning  
Construction Observation  
Third Party Inspections

### MUNICIPAL SERVICES

Infrastructure Evaluation & Inventory  
Cost Analysis

### MASTER PLANNING

Land Use & Zoning Analysis  
Concept Plans & Master Plans

## UNDERSTANDING OF SCOPE OF WORK & PROJECT APPROACH

We understand that this project is at the very early stages, with a site selected and funding yet to be secured. Due to the limited project information, there are assumptions made within this proposal that may need to be adjusted as design and permitting progress and additional fees may be necessary. With Sheridan's Design-Build approach, only the necessary resources to develop an opinion of probable cost will be expended prior to voter approval for the project. Sheridan is experienced working within these parameters and, as a self-performing contractor, can provide accurate building budgets utilizing very limited information. The biggest variable for developing an opinion of cost will be the site. Where a site has already been selected, the task will be to understand the permitting and development requirements and to create a priceable set of documents for the project budgeting efforts. For this purpose, Sheridan has selected Sitelines PA as our site design & permitting partner. For previous Design-Build projects that we have partnered on, we have successfully been able to collaboratively produce a conceptual scope of work and plans for budgeting purposes.

### Building Structure

For this proposal, Sheridan has assumed that the building design will be based upon a pre-engineered metal building (PEMB) system. Although Sheridan will review other construction types during Task 1, any deviations from this approach will require a re-evaluation of our proposed structural engineering fees. We have found through past experience that for a facility of this type, the PEMB approach is an economical, energy efficient, and durable approach. We have also assumed typical concrete frost walls, piers & column footings for the sub-structure. It is also anticipated that a portion of the building may have a second-floor system.

### Site

The selected parcel of land is located in the Village District, and within the Route 27 Corridor Overlay District, as identified in the 2013 Comprehensive Plan, and thus requires additional landscaping and screening requirements.

Based on a review of the available documents, it is anticipated that a Commercial Development Review permit will be required from the Town of Belgrade Planning Board.

Since the current project is anticipated to result in over an acre of new impervious area, a Stormwater Management Law permit is anticipated to be required from the Maine Department of Environmental Protection. Although a wetland delineation has not been completed for the property, it can be reasonably assumed that there are wetlands on the property and a Natural Resources Protection Act (NRPA) permit will be required from MDEP. For the purposes of this proposal, it is assumed that only a Tier 1 Wetland Alteration permit will be necessary. Additionally, for the anticipated wetland impacts, it is anticipated that a General Permit from the U.S. Army Corps of Engineers (USACOE) will be required. It should be noted that if more than 5,000 s.f. of wetland impacts are proposed, mitigation and/or compensation will be required as part of the USACOE permitting process. Based on a review of the Town's Ordinances, for a project of this scale, in addition to the stormwater treatment requirements from MDEP, the Town will require a stormwater management plan that includes detention, as required, to maintain peak rates of runoff to pre-development rates.

## MANAGEMENT SYSTEMS

Sheridan’s office and field personnel operate the latest takeoff, estimating and project management software to ensure accuracy from schematic design through construction completion. All our systems work with each other to effectively manage costs and schedule for the duration of the project. The reports we can generate provide a clear indication of where the project stands in relation to the initial established budget and project deadline.

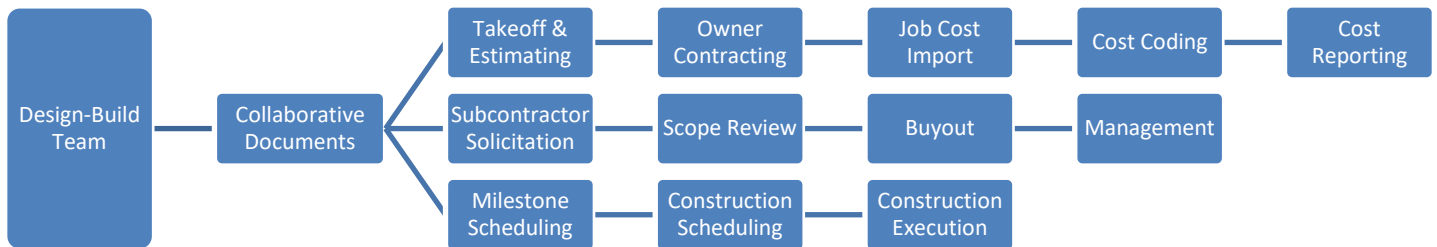
- **PlanSwift Professional On-Screen Takeoff**
  - Increased Takeoff Accuracy & Efficiency
  - Accurate Multi-Takeoff Comparisons
- **Sage Estimating & Accounting**
  - Estimating to Accounting Integration
  - Cost Variance & Spreadsheet Reports
  - Construction Cost Tracking
- **Microsoft Office Project**
  - Critical Path Scheduling
  - Resource Identification
  - Project Baseline Tracking
- **Procore**
  - Complete Project Management Software
  - Instant Access to Documents Anywhere
  - Preconstruction, Project Management, Quality & Safety
  - Financials Integrated with Sage Estimating
- **Autodesk Revit**
  - BIM Technologies
  - Clash Detection Modeling
  - Virtual Review of Equipment & Systems to be Installed



These tools seamlessly integrate project estimation with buyout, construction coordination, communication, cost coding and cost control. Sheridan can identify the critical path items on each project, and we then work backward to establish logical dates for key components to be defined. This software also allows Sheridan to quickly assess any impact to schedule or cost should there be a need to modify the scope of work. Any changes would be clearly identified so that a mutual agreement may be established before proceeding.

## COLLABORATION

With the knowledge and experience gained from 76 years as a commercial construction company, The Sheridan Corporation will excel in providing a full range of Design-Build services for your project. We are competent in identifying the overall project cost, possible value engineering items, schedule/phasing, constructability, and areas of potential issue or risk. Below is a basic flow chart of how a project typically progress as it relates to estimating, scheduling, contracting, construction and cost reporting:



Collaboration and communication are key to any successful project. This approach is maintained from the beginning of preconstruction services through completion and final occupancy by the Owner. Regardless of the project delivery method, Sheridan’s goals are to provide accurate project budgeting and scheduling based upon real-time construction costs and project resource availability, provide constructability and risk mitigation insight, and ultimately deliver the project ahead of schedule and on budget.



## CONSTRUCTION SAFETY PROGRAM

The Sheridan Corporation employs a comprehensive safety program focused on jobsite safety for both people actively involved in the project and the general public. Our safety program was implemented in 1984 and has been continuously developed over the past 39 years. Our approach isolates the root cause of typical construction accidents and injuries so that we may better prepare for and plan each specific task. This proactive method has proven successful and has resulted in a 2024 Experience Modification Rating (EMR) of .58, which we consistently maintain below the industry average for construction companies. Our safety record is especially impressive because it reflects an approximate average of 160,000 man-hours worked per year, with most work performed on site where safety risks are the highest.

Year	EMR
2024	0.58
2023	0.77
2022	0.81

Our Experience Modification Ratings are accurate measurements of our safety performance. As you know, the EMR is a yearly calculation based on claim costs and information set by NCCI. OSHA requires minor incidents such as cuts, bruises and muscle strains be recorded as well as incidents of a more serious nature that can result in lost work- days and costly medical treatment. We are pleased to report that our **EMR for the past 3 years (0.58, 0.77, 0.81) averages 0.72, which is well below the construction industry average of 1.00. Our EMR for each of the past ten years has been below 1.00.** These figures offer evidence that the incidents were generally minor in nature and did not result in great loss to our insurer or the affected employee.

Sheridan also employs a full-time Safety Director who is responsible for day-to-day oversight of active construction projects. The Safety Director works with each jobsite supervisor to ensure that the safety needs of our projects are addressed. In addition, Sheridan employs a safety inspector and trainer who reports directly to our Safety Director. This level of focus and specific task planning provides the safe work environment that we continuously strive to achieve.

Our commitment to safety meets, and often exceeds, OSHA requirements. Site specific safety planning is part of our mission. The Sheridan Corporation develops the following documents for each construction project, regardless of scope or complexity:

- **Site Specific Safety Plan**
- **Specific Task Plan (demolition, steel erection, decking, roofing, hot work, etc.)**
- **Emergency Action Plan**
- **Hazcom Plan**

Sheridan is also a member of ISNetworld and Avetta, which are both national, third-party safety rating programs which monitor the successes of our safety program.

## PROCESS AND SERVICE OVERVIEW

Sheridan's early involvement in the design process has proven to successfully aid in making critical budget decisions. As early as Schematic Design, Sheridan will utilize our 76 years of construction experience and historical data to provide realistic budgeting for one or more design concepts. Initial input on building products and constructability can reduce or eliminate future redesign.

**Task 1 - Schematic Design (SD):** We understand the project is starting at the very early stage of Schematic Design. Sheridan will encourage frequent meetings with the Town staff and Building Committee early in the project development. After fact finding meetings and a thorough review of the selected site, Sheridan Construction will develop concept plans, which will give options for the building's aesthetics, positioning on the site, and general layout of program space.

As understood, a Boundary Survey has been completed for the project by Main-Land Development Consultants, Inc. We will utilize the Boundary Survey and provide an existing conditions and topographic survey of the anticipated development areas on the project. On the portion of the property that is to remain undeveloped, the topographic survey will be supplemented with LiDAR topography, as necessary. As understood, the wetland delineation and vernal pool survey will be contracted directly with the Town of Belgrade and is outside the scope of this proposal. If additional reports are required as part of permitting, it would be outside the scope of this proposal and may require additional fees.

A base site plan will be prepared for the project using conceptual architecture provided by the Town and survey data completed under Task 2. We will meet with the design team to coordinate the site plan with the proposed building, review utility services, parking and access, and stormwater management. We will review the preliminary plan with the Town Zoning and Land Use Ordinances to determine the site's development constraints and the concept's conformance to the Town's design requirements. We will also confirm the extent of any necessary MDEP stormwater and natural resource permitting requirements. Most coordination items should be identified at this time.

**Task 2 – Opinion of Probable Cost:** At the completion of Task 1, Sheridan will assemble an estimate based upon the developed documents. It is a strength of Sheridan to be able to fill in the blanks at the schematic phase and provide accurate budgeting even with a limited amount of project details. Site budgeting will include any site work related to the parking and access drives, utilities, building substructure preparation, and stormwater management.

After the estimate review, value engineering may come into play if there are project budget concerns. This is the phase where there is the most opportunity to make dramatic budgeting adjustments. Sheridan is well adept at providing sound value engineering considerations that will not be a detriment to the overall quality of the project. To simply suggest using cheaper products is often a solution to cost savings but may reduce the longevity of that material and result in higher operational costs in the future. Sheridan can utilize its vast Design-Build experience to dig deeper into what is driving the project budget overage and develop practical solutions for the Owner's review.

**Task 3 – Permit Level Engineering Design (Design Development):** Sheridan’s design team will complete a final building and site design package for the proposed project from the mutually agreed upon concept plans to comply with anticipated permitting requirements.

The building design will be brought to permit level. This package will include building floor plans, exterior & interior elevations, life safety & barrier free accommodations, finish schedules, door & hardware schedules, and material selections. At this point, Sheridan’s approach will be to engage a minimum of three (3) mechanical and electrical design-build contractors to provide proposals for the design and construction of their respective disciplines. These proposals will be reviewed with the Town of Belgrade for selection of these trades.

The final site design will define building location and finished floor elevations, vehicle access, and parking requirements and configuration. Grading will be defined using spot elevations and/or contours to provide proper surface drainage. Utility service connections will be determined and coordinated with the service providers. A Landscape Plan will be prepared in accordance with the Town's ordinances. Similarly, a photometric Lighting Plan will be necessary and is included in our scope. Construction details will be prepared to ensure site construction is completed according to standards and expectations. Finally, the stormwater management plan will be developed, including runoff calculations and erosion control. The product of these services will be drawings suitable for permitting and pricing. In addition, Sheridan will start actively soliciting pricing from subcontractors for the other project disciplines. This is typically not an exhaustive list of all bidders, but trusted subcontractors that can provide Sheridan with accurate budget pricing based upon Design Development level documents. The use of Sage Timberline Estimating’s variance report at this phase is very beneficial. Sheridan can generate a line-item estimate report that will compare the previous Schematic Design estimate with the current Design Development estimate. This useful tool will highlight any major budgeting issues and quickly identify what scopes of work should be further reviewed.

Once a preliminary plan has been completed, and conceptual grading has been generated, a geotechnical investigation will be scheduled to determine that the soils located on the property are suitable for the proposed development. The geotechnical investigation will be able to determine any limitations the existing soils may have on the slope and any potential for excessive settlement. For the purposes of this proposal, an allowance has been included but will be confirmed with a written proposal from the geotechnical engineering firm. We will coordinate with a Licensed Site Evaluator to conduct test pits on the property to determine an adequate location for the wastewater disposal system. For the purposes of this proposal, an allowance has been included but will be confirmed with a written proposal from the licensed site evaluator. If the wastewater disposal system is large enough to require that it be an engineered system, that would be outside the scope of this proposal and would require additional fees.

**Task 4 – Permitting Services (Design Development):** During this task, Sheridan will continue to refine the building design and documentation.

### **Municipal Planning Board Approvals**

This task will include the preparation of applications for development review pursuant to Town regulations. We will meet with Town staff and Planning Board on several occasions to obtain their comments, address their concerns and obtain their approval. We will act as the applicant’s technical representative during their review. We will respond to

peer reviews in a timely manner to resolve design issues as quickly as possible. We will compile and submit application documents to the Planning Board for Commercial Development Review. We will provide any necessary visual aids to present our work.

## **Traffic Study and MaineDOT**

It is anticipated that a Driveway/Entrance permit from Maine Department of Transportation (MaineDOT) will be required as part of the project. Based on a review of the anticipated scale of the development, it is not anticipated that the project will result in greater than 100 vehicle trips during the peak hour and will not trigger a Traffic Movement Permit from the MaineDOT. It is anticipated that a traffic memorandum will be prepared by a traffic engineer that will be included as part of the Town permit application. If a Traffic Movement Permit or in-depth traffic study is required as part of the project, it would be outside the scope of this proposal and would require additional fees.

## **MDEP Permitting Services**

Since the project is anticipated to result in greater than an acre of new impervious surface, it is anticipated that the project will require a Stormwater Management Law permit from the Maine Department of Environmental Protection (MDEP). This permit will require that the stormwater runoff from the new developed areas is collected and treated in accordance with MDEP requirements. We will respond to comments from MDEP review staff in a timely manner to resolved design issues as quickly as possible. If a Site Location of Development Act (SLODA) permit is required from MDEP as part of the project, that would be outside the scope of this proposal and would require additional fees. Although a wetland delineation has not been completed for the property, it can be reasonably assumed that there are wetlands on the property and a Natural Resources Protection Act (NRPA) permit will be required from MDEP. For the purposes of this proposal, it is assumed that only a Tier 1 Wetland Alteration permit will be necessary. If additional NRPA permitting is required from MDEP that would be outside the scope of this proposal and would require additional fees.

## **U.S. Army Corps Permitting Services**

Although a wetland delineation has not been completed for the property, it can be reasonably assumed that there are wetlands on the property a General Permit from the U.S. Army Corps of Engineers (USACOE) will be required. It should be noted that if more than 5,000-sqft of wetland impacts are proposed, mitigation and/or compensation will be required as part of the USACOE permitting process. If additional USACOE permitting is required, such as vernal pool impacts, that would be outside the scope of this proposal and would require additional fees.

**Task 5 - Construction Documents (CD/IFC):** Upon acceptance of the Design Development documents, Sheridan’s design team shall complete the Construction Documents for the construction of the Fire Station. Sheridan will put together a full subcontractor and supplier solicitation package that is managed on Procore, a cloud-based construction management software. Sheridan will manage an RFI process working to resolve all bid questions. Once bid, Sheridan will assemble the GMP or Lump Sum estimate and report. The report will include an updated variance report as well as a narrative on any major pricing fluctuations. This report will also include a bidding summary which will include all bidding subcontractors and their proposal amounts. Sheridan will include their recommendations for subcontractor selections to be verified by the Owner.

**Preliminary Scheduling:** Sheridan is known for our ability to execute projects on schedule. This is accomplished through technology, common sense, and experience. A preliminary schedule and phasing sequence has been developed for your project and is included as part of this submission. This preliminary schedule will be used as a tool to determine the necessary general conditions items and to ensure that the proposed completion timeframe is achievable. This preliminary schedule will be updated throughout the preconstruction services process.

The preliminary schedule will be expanded upon, and further detailed, by the Project Manager immediately following subcontractor procurement. Subcontractor input is vital to establishing a realistic completion timeframe and determining the critical path. Once the construction schedule is established, it will be constantly monitored and assessed through weekly coordination meetings with the Owner.



# Town of Belgrade New Central Fire Station Preliminary Schedule



ID	Task Name	Duration	Start	Finish
1	<b>Preconstruction</b>	<b>214 days</b>	<b>Mon 3/11/24</b>	<b>Mon 1/13/25</b>
2	Interview	5 days	Mon 3/11/24	Fri 3/15/24
3	Selection & Award Process	5 days	Mon 3/18/24	Fri 3/22/24
4	Contract (Primary)	5 days	Mon 3/25/24	Fri 3/29/24
5	Subcontracts (Design Team)	5 days	Mon 4/1/24	Fri 4/5/24
6	Design Kick-Off Meeting	1 day	Mon 4/8/24	Mon 4/8/24
7	<b>Schematic Design (Task 1&amp;2)</b>	<b>58 days</b>	<b>Mon 4/15/24</b>	<b>Fri 7/5/24</b>
8	Development of Conceptual Site & Bldg Plans	20 days	Mon 4/15/24	Fri 5/10/24
9	Select Concept Site & Bldg Plan	5 days	Mon 5/13/24	Fri 5/17/24
10	Development of SD Documents	18 days	Mon 5/20/24	Thu 6/13/24
11	Opinion of Probable Construction Costs Estimate	10 days	Fri 6/14/24	Thu 6/27/24
12	Town / Voter Budget Approval	5 days	Fri 6/28/24	Fri 7/5/24
13	<b>Design Development (Task 3)</b>	<b>49 days</b>	<b>Mon 7/8/24</b>	<b>Fri 9/13/24</b>
14	Topographical Survey	20 days	Mon 7/8/24	Fri 8/2/24
15	Geotechnical Survey	20 days	Mon 7/8/24	Fri 8/2/24
16	Value Engineering (if Required)	5 days	Mon 7/8/24	Fri 7/12/24
17	Development of DD Documents	29 days	Mon 7/15/24	Thu 8/22/24
18	DD Estimate for Review	15 days	Fri 8/23/24	Fri 9/13/24
19	<b>Construction Documents (Task 4)</b>	<b>30 days</b>	<b>Mon 9/16/24</b>	<b>Fri 10/25/24</b>
20	Value Engineering (if Required)	5 days	Mon 9/16/24	Fri 9/20/24
21	Development of CD Documents	20 days	Mon 9/23/24	Fri 10/18/24
22	Permit Documents Submission	1 day	Mon 10/21/24	Mon 10/21/24
23	Procurement of Long Lead Time Items (if Required)	5 days	Mon 10/21/24	Fri 10/25/24
24	<b>Issued For Construction Documents (Task 5)</b>	<b>57 days</b>	<b>Mon 10/21/24</b>	<b>Mon 1/13/25</b>
25	Development of IFC Documents	30 days	Mon 10/21/24	Tue 12/3/24
26	Assemble Guaranteed Maximum Price (GMP) or Lump Sum Proposal	18 days	Wed 12/4/24	Mon 12/30/24
27	Evaluation & Selection of Major Subcontractors	5 days	Tue 12/31/24	Tue 1/7/25
28	Review / Approval of GMP/Lump Sum Proposal	5 days	Tue 12/31/24	Tue 1/7/25
29	Execute Notice to Proceed with Construction	4 days	Wed 1/8/25	Mon 1/13/25
30	<b>Construction</b>	<b>282 days</b>	<b>Wed 1/8/25</b>	<b>Fri 2/13/26</b>
31	Subcontracts (Subcontractors, Vendors, Suppliers)	13 days	Wed 1/8/25	Fri 1/24/25
32	Mobilize Site	1 day	Mon 4/7/25	Mon 4/7/25
33	Erosion Control BMP's	4 days	Tue 4/8/25	Fri 4/11/25
34	Clear & Grub Site	5 days	Mon 4/14/25	Fri 4/18/25
35	Prepare Building Pad	5 days	Mon 4/21/25	Fri 4/25/25
36	Building Foundations	29 days	Mon 4/28/25	Fri 6/6/25
37	Slab-on-Grade Prep & Placement	10 days	Mon 6/9/25	Fri 6/20/25
38	Building Structure	24 days	Mon 6/9/25	Fri 7/11/25
39	Building Envelope	20 days	Mon 7/14/25	Fri 8/8/25
40	Interior Framing & Rough-In	40 days	Mon 8/11/25	Fri 10/3/25
41	Interior Finishes	81 days	Mon 10/6/25	Fri 1/30/26
42	Substantial Completion	0 days	Fri 1/30/26	Fri 1/30/26
43	Punchlist & Occupancy	10 days	Mon 2/2/26	Fri 2/13/26
44	Final Completion	0 days	Fri 2/13/26	Fri 2/13/26

Date Printed: Wed 3/6/24

The Sheridan Corporation

Task: █ Summary █ Project Summary █ Group By Summary

Milestone: ◆ Split ◆ Milestone ◆ Milestone

External Milestone: █ External Milestone █ External Milestone █ External Milestone

Inactive Milestone: █ Inactive Milestone █ Inactive Milestone █ Inactive Milestone

Manual Task: █ Manual Task █ Manual Task █ Manual Task

Manual Summary: █ Manual Summary █ Manual Summary █ Manual Summary

Manual Rollup: █ Manual Rollup █ Manual Rollup █ Manual Rollup

Duration-only: █ Duration-only █ Duration-only █ Duration-only

Start-only: █ Start-only █ Start-only █ Start-only

Finish-only: █ Finish-only █ Finish-only █ Finish-only

Deadline: █ Deadline █ Deadline █ Deadline

Progress: █ Progress █ Progress █ Progress

## REFERENCES

Frank Schofield, President  
BDS Tire Recycling  
2 Ray Sennett Drive  
Fairfield, ME 04937  
E: [frank.schofield@bdstirerecycling.com](mailto:frank.schofield@bdstirerecycling.com)  
P: (207) 278-3833

Mike Roy, Town Manager  
Town of Greenville  
7 Minden Street  
Greenville, ME 04441  
E: [townmanager@greenvilleme.com](mailto:townmanager@greenvilleme.com)  
P: (207) 695-2421

Cass Newell, Town Manager  
Town of Harrison  
P.O. Box 300  
Harrison, ME 04040  
E: [cnewell@harrisonme.org](mailto:cnewell@harrisonme.org)  
P: (207) 583-2241



## SHERIDAN TEAM MEMBERS

The following is Sheridan Construction's team of professionals that will contribute in the design and construction phases. Please note that the Preconstruction Services Team we have assembled has 95 years of combined Sheridan experience.

If we are fortunate enough to be selected as the Design-Build Contractor for your Fabrication Facility Project, Sheridan's support staff will consist of the following individuals:

**Daniel Wildes**, Sheridan's President, will be the **Project Executive** who will coordinate and manage Sheridan's support staff, consisting of a project engineer, project designer, project manager, estimator, superintendent and safety director.

Dan has been with The Sheridan Corporation for 34 years and brings over 36 years of construction experience. Dan oversees many of Sheridan's major projects and is also responsible for internal coordination between our Engineering, Estimating, and Construction departments.

**Michael LePage**, Sheridan's Engineering Manager, will be the **Project Engineer** who will perform structural engineering and oversee the design team. Mike is registered in the State of Maine and has been with Sheridan for 10 years. Mike will have the following responsibilities:

- Coordinate all members of the design team and manage the project documents.
- Review pre-engineered metal building codes and loads.
- Develop structural foundations drawings.
- Stamp/seal Sheridan assembled project documents.

**Eric Sobey** will be the **Project Designer** who will develop Sheridan's design-build project documents. Eric has 11 years of design experience and has been with Sheridan for 8 years. Eric will have the following responsibilities:

- Design and draft project documents with input from all team members.
- Perform code compliance and life safety review.
- Assemble permitting documents for submission and approval.
- Submit to the State Fire Marshal (if applicable).
- Coordinate project documents from the design team.

**Donald Avery** will be the **Preconstruction Manager** who will oversee the preconstruction services. Don is Sheridan's Sales Engineering Manager, maintains a current LEED AP BD+C certification and brings 26 years of experience working for Sheridan. Don will have the following responsibilities:

- Attend preconstruction meetings.
- Oversee estimates and preliminary schedules.
- Assist the design team with constructability options.
- Develop potential value engineering options.
- Final review and report generation for all pricing.
- Coordinate final contract details.



**Wesley Jordan** will be the **Lead Estimator** who will coordinate and manage Sheridan's pricing and scheduling efforts. Wes is a Building Consultant for Sheridan and brings 16 years of experience working for Sheridan. Wes will have the following responsibilities:

- Attend pre-construction meetings.
- Compile historical data and subcontractor input in developing early estimate(s) and reports.
- Solicit proposals and coordinate subcontractors and suppliers during the bidding process (Design Development and Construction Document phases). Wes will develop estimates at these phases along with variance reports itemizing changes from the previous phase.
- Establish and provide the Guaranteed Maximum Price estimate and report.
- Evaluate value engineering options that are developed by the team (if applicable). Wes will work with Sheridan's team to accurately assess potential cost saving items.
- Work with the project manager and superintendent to develop a schedule that meets or exceeds the required dates as set forth by the Owner.

Sheridan will assign a **Project Manager** who will coordinate and manage Sheridan's daily administrative efforts. Sheridan's Project Manager will have the following responsibilities:

- Manage Sheridan's on-site efforts.
- Be the primary contact for day to day correspondence and coordination with the Owner.
- Develop and maintain the Project Information Management software.
- Develop, track and update the project schedule.
- Oversee material purchasing and issuing of subcontracts.
- Prepare and review requisitions with the Owner.
- Work closely with the field superintendent providing support for Sheridan's field operations.

Sheridan will assign a **Site Superintendent** who will coordinate and manage Sheridan's daily site activities and schedule. Sheridan's Site Superintendent will have the following responsibilities:

- Oversee Sheridan's on-site activities.
- Supervise Sheridan's field crews.
- Coordinate subcontractors on the job site.
- Help to develop, implement and enforce the on-site safety plan.
- Maintain quality control.

**Eric Hoak** will be the **Safety Director** who will develop and manage Sheridan's site-specific safety plan and corporate safety policies. Eric brings 6 years of construction experience and possesses both an OSHA 10 and OSHA 30 certification. Eric will have the following responsibilities:

- Develop a Site-Specific Safety Plan (SSSP).
- Review SSSP with project management team.
- Develop Specific Task Plans for key construction tasks and review with crews prior to work being performed.
- Random site safety audits (1 per week minimum).
- Assist superintendent in providing all the necessary PPE and safety equipment on the jobsite.

Resumes for the above-mentioned personnel are attached

## CONSULTING FIRM

The following firm has been selected to perform civil consulting services in addition to Sheridan's in-house engineering:

### **Sitelines PA**

119 Purington Road, Suite A  
Brunswick, ME 04011  
P: (207) 725-1200



- Topographical Survey
- Geotechnical Exploration
- Site Design
- Site Permitting
  
- Personnel:
  - Kevin Clark, President, Professional Land Surveyor (24 years of experience)
  - Bruce Martinson, Vice President, Professional Land Surveyor (30 years of experience)
  - Joseph Marden, P.E., Engineering Manager (15 years of experience)
  - Additional support personnel to be involved as necessary

Resumes for the above-mentioned personnel are attached



**Professional Profile  
The Sheridan Corporation**

**Professional Experience:**

- 2021 - Present**    **The Sheridan Corporation**  
Fairfield, Maine  
President
- 2017 - 2021**    **The Sheridan Corporation**  
Fairfield, Maine  
Senior Vice President/  
Chief Operating Officer
- 1989 - 2017**    **The Sheridan Corporation**  
Fairfield, Maine  
Vice President, Construction  
General Project Manager
- 1987 - 1989**    **Boston Development Assoc.  
Construction Company**  
Westwood, Massachusetts  
Estimator-Asst. Project Supervisor

**Recent Significant Projects:**

- 2022**    **Hitachi -NECEC - HVDC Converter Station**  
Lewiston, Maine  
*Power Converter Station*
- 2023**    **Enercon**  
Gray, Maine  
*Enercon Projects*
- 2023**    **United Construction & Forestry**  
Hermon, Maine  
*Showroom & Service Facility*
- 2023**    **Joint National Guard**  
Saco, Maine  
*Vehicle Maintenance Facility*
- 2022**    **Husson University**  
Bangor, Maine  
*Husson University Academic Building*
- 2019**    **Pleasant Point Passamaquoddy School Committe**  
Perry, Maine  
*Beatrice Rafferty Elementary School*



**Education:**

- 1989**    **B.S. Construction Management**  
Wentworth Institute of Technology  
Boston, Massachusetts
- 1987**    **A.D. Architectural Engineering Technology**  
Wentworth Institute of Technology  
Boston, Massachusetts
- 1985**    **Bridgewater-Raynham Regional High School**  
Diploma  
Bridgewater, Massachusetts



## Professional Profile The Sheridan Corporation

### Professional Experience:

Registered Professional Engineer

Maine = No. 10263

Vermont = No. 7312 (Inactive)

- 2016 - Present The Sheridan Corporation**  
Fairfield, Maine  
Engineering Manager  
Manage the design, detailing and problem solving efforts of Sheridan's Engineering Team.
- 2013 - 2016 The Sheridan Corporation**  
Fairfield, Maine  
Project Engineer
- 2005 - 2013 Stantec Consulting Inc. (Neil & Gunter)**  
**1994 -2003 Scarborough, Maine**  
Project Mgr, Construction Mgr, & Structural Engineering Supervisor  
Experience included design and detail of industrial and commercial building projects. Expertise in these positions included project management, preparing cost estimates, structural analysis, specifications, start-up, commissioning, and construction management.

### Recent Significant Projects:

- 2022 Hitachi -NECEC - HVDC Converter Station**  
Lewiston, Maine  
*Power Converter Station*
- 2020 BDS Waste Disposal**  
Fairfield, Maine  
*BDS-Waste Disposal Processing Building (Design)*
- 2019 Brockway-Smith Company**  
Portland, Maine  
*BROSCO-Phase - Office Building Renovation (Design)*
- 2019 BDS Fairfield Realty Trust, LLC.**  
Fairfield, Maine  
*BDS Tire Waste Disposal-Recycling Facility (Design)*



### Education:

**1990 B.S. Civil Engineering**  
Norwich University, MCV  
Northfield, Vermont

### Professional Development:

- 2015 International Building Code**  
Butler – Builder Products Course
- Certified First Aid & CPR
- Confined Space Training
- Construction Administration for Engineers – ASCE
- Member – American Society of Civil Engineers
- PSMJ/ASCE – Project Management Boot Camp



## Professional Profile The Sheridan Corporation

### Professional Experience:

- 2016 - Present** The Sheridan Corporation  
Fairfield, Maine  
Project Designer
- 2015 - 2017** The Sheridan Corporation  
Fairfield, Maine  
Project Manager
- 2012 - 2015** Sobey Building and Design  
Pittsfield, Maine
- 2011 - 2012** Walpole Woodworkers, Inc.  
Pittsfield, Maine
- 2009 - 2010** Dirigo Engineering  
Shawmut, Maine

### Recent Significant Projects:

- 2023** United Construction & Forestry  
Hermon, Maine  
*Showroom & Service Facility*
- 2023** Greenville Public Safety  
Greenville, Maine  
*New Public Safety Building*
- 2022** Brockway-Smith Company  
Portland, Maine  
*BROSCO- Office Building Renovation (Design)*
- 2020** BDS Waste Disposal  
Fairfield, Maine  
*BDS-Waste Disposal Processing Building (Design)*
- 2019** Brockway-Smith Company  
Portland, Maine  
*BROSCO-Phase 1 Renovation (Design)*



### Education:

- 2006 - 2010** University of Maine at Augusta  
Bachelor of Arts - Architecture  
Augusta, Maine



## Professional Profile The Sheridan Corporation

### Professional Experience:

- 2013 - Present** **The Sheridan Corporation**  
Fairfield, Maine  
Sales Engineering Manager
- 2011 - 2012** **The Sheridan Corporation**  
Fairfield, Maine  
Assistant Sales Engineering Manager
- 2009 - 2010** **The Sheridan Corporation**  
Fairfield, Maine  
Building Consultant
- 1997 - 2008** **The Sheridan Corporation**  
Fairfield, Maine  
Project Manager

### Recent Significant Projects:

- 2023** **Beth Israel Synagogue**  
Waterville, Maine  
*Beth Israel Synagogue Renovation*
- 2023** **Gagne & Son Precast plant & Retail Store**  
Belgrade, Maine  
*New Precast Plant & Fit up of Retail Store*
- 2022** **Husson University**  
Bangor, Maine  
*Husson University College of Business Building*
- 2021** **Sipayik Elementary School**  
Perry, Maine  
*New Elementary School*
- 2017** **Alfond Youth Center**  
Waterville, Maine  
*Alfond Youth Center Renovation & Expansion*
- 2017** **Waldo County General Hospital**  
Belfast, Maine  
*Waldo County General Hospital ED Renovation & Addition*



### Education:

- 1996 B.S. Construction Management**  
University of Maine  
Orono, Maine
- 1996 A.S. Civil Engineering**  
University of Maine  
Orono, Maine
- 1991 Mt. Abraham Regional High School**  
Salem, Maine

### Professional Development:

- 2013 - Present** ABC Maine, Board Member
- Certified First Aid & CPR
- Land Surveyor in Training - License #2347
- U.S. Green Building Council, LEED Accredited  
Professional BD+C



## Professional Profile The Sheridan Corporation

### Professional Experience:

- 2012 - Present** **The Sheridan Corporation**  
Fairfield, Maine  
Building Consultant
- 2010 - 2012** **The Sheridan Corporation**  
Fairfield, Maine  
Safety Director
- 2012 - 2015** **The Sheridan Corporation**  
Fairfield, Maine  
Project Manager
- 2005 - 2007** **S.D. Properties**  
Boston, Massachusetts

### Recent Significant Projects:

- 2023** **Joint National Guard**  
Saco, Maine  
*Vehicle Maintenance Facility*
- 2023** **Greenville Public Safety**  
Greenville, Maine  
*New Public Safety Building*
- 2022** **Thomas College**  
Waterville, Maine  
*Thomas College Athletic Center*
- 2022** **BDS Tire Recycling**  
Fairfield, Maine  
*Office Maintenance & Processing Facilities*
- 2022** **Maine Crisp**  
Winslow, Maine  
*Food Production & Distribution Facility*
- 2019** **Mid-Coast School of Technology**  
Rockland, Maine  
*New Technical Center*



### Education:

- 2007** **B.S. Architectural Engineering**  
Wentworth Institute of Technology  
Boston, Massachusetts
- 2003** **Carrabec Regional High School**  
North Anson, Maine

### Professional Development

- 2011** Forklift Certified
- 2011** OSHA 10 Hour Construction Certification
- 2011** Qualified Forklift Operator
- 2010** Hilti Powder Actuated Tools Authorized Instructor (DX36M)



## Professional Profile The Sheridan Corporation

### Professional Experience:

**2022 - Present** The Sheridan Corporation

Fairfield, Maine  
Safety Manager

**2013 - 2022**

**Huhtamaki**

Waterville, Maine  
Machine Operator

**2011 - 2013**

**Premier Pump & Supply**

Oakland, Maine  
Sales Associate

**2006 - 2011**

**The Sheridan Corporation**

Fairfield, Maine  
Site Clerk

### Recent Significant Projects:

**2023** Joint National Guard

Saco, Maine  
*Vehicle Maintenance Facility*

**2023** Greenville Public Safety

Waterville, Maine  
*New Public Safety Building*

**2023** Duck trap

Belfast, Maine  
*Expansion & Renovation*

**2023** Gagne & Son Precast plant & Retail Store

Belgrade, Maine  
*New Precast Plant & Fit up of Retail Store*

**2022** Harrison Public Safety

Belgrade, Maine  
*New Public Safety Building*

**2022** Thomas College

Waterville, Maine  
*Thomas College Athletic Center*



### Education:

**2011** B.S. Business Management

University of Maine Augusta  
Augusta, Maine

### Professional Development:

**2022-Present**

- OSHA 10
- OSHA 30





## **Kevin P. Clark, PLS President**

Kevin joined SITELINES in 1999 as a technician and has progressively assumed additional responsibility, becoming a principal owner in 2006 and President in 2009. Kevin is a Professional Land Surveyor with over thirty years of experience in the land use consulting field. In addition to daily corporate management responsibilities, he is responsible for project management of surveying and site design projects. Typical projects include single-family residential subdivisions, commercial/industrial subdivisions, commercial/retail site developments ranging from convenience stores and office shells to national “big box” retailers, as well as bulk fuel storage facilities.

Standard efforts include coordination of boundary and topographic surveys with site design criteria, analysis of applicable local and state regulations, site design configuration, coordination with sub-consultants and public utilities, and supervising the preparation of drawings and application materials for submission to local and state agencies for review and permitting. Kevin routinely presents projects at public meetings.

Notable projects include the Topsham Fair Mall 13-lot Retail Expansion, Phase IV of the Brunswick Industrial Park, The Home Depot of Topsham, Casco Bay Pipeline Removal, Mere Point Village residential subdivision, and surveying support for the Veterans Memorial Bridge between Portland and South Portland, MRRRA Airport Survey, surveying and design support for the conveyance of properties to Bowdoin College & Town of Brunswick, surveying support for the Brunswick Landing connector road, and topographic survey & utility inventory Maine Street.

Kevin has extensive experience in all aspects of land surveying as Chief Surveyor at a central Maine surveying firm. He also gained valuable knowledge in the preparation of engineering plans utilizing AutoCAD and related software on a variety of engineering projects for a multi-disciplined engineering firm specializing in petroleum related government projects and an environmental engineering firm specializing in industrial waste, municipal waste, and groundwater remediation.

**EDUCATION:** AA.S. Architectural and Civil Engineering Technology  
Central Maine Technical Institute, 1988

**PROFESSIONAL REGISTRATION:** Professional Land Surveyor, Maine License #2245

**SPECIALIZED TRAINING:** Environmental & Land Use Law  
Continuing Education for Land Surveying Practice  
Autodesk University, 2006  
FEMA Letters of Map Amendment  
Carlson Civil Software  
OSHA 40-hour Hazardous Waste Health & Safety  
Confined Space Entry  
Pipeline Safety

**ASSOCIATIONS:** Maine Society of Land Surveyors (MSLS)  
SMMC, Past Chairman of the Board of Directors

**SITELINES ■ CIVIL ENGINEERS ■ LAND SURVEYORS**  
**119 Purinton Road, Suite A, Brunswick Landing, Brunswick, ME 04011**  
**207-725-1200 ■ [www.sitelinespa.com](http://www.sitelinespa.com)**



## **Bruce W. Martinson, PLS Vice President**

Bruce joined SITELINES in 2008 as the Survey Manager. Bruce has more than 30 years of experience as a Professional Land Surveyor. He is the former president and owner of Dirigo Land Services which merged with Sitelines in 2008. He joined Kevin Clark and Curt Neufeld in ownership of SITELINES in 2009.

Standard efforts include coordination of boundary and topographic surveys with site design criteria, construction layout, analysis of applicable local and state regulations, site design configuration, coordination with sub-consultants and public utilities, and supervising the preparation of drawings and application materials for submission to local and state agencies for review and permitting. Bruce routinely presents projects at public meetings before local agencies and planning boards to obtain approvals.

Notable projects include: Topsham Fair Mall As-built and Subdivision surveys, Quality Control for Bath Iron Works Land Level Expansion (\$225M) project, As-built surveys for Boralex Biomass Power Plant Purchase (\$400M), Town line between Brunswick and Harpswell across mud flat and waters of Casco Bay, and numerous as-built ALTA surveys of commercial sites for commercial lenders.

Bruce has extensive experience in all aspects of surveying as an employee, then owner and operator of his own surveying firm. He also gained valuable knowledge in the preparation of surveying and engineering plans utilizing AutoCAD and related software, while providing data on a wide variety of projects statewide.

**EDUCATION**            B.S., Mathematics with concentration in Professional Preparation  
for Engineering and Architecture  
Worcester State College, Worcester, MA

**PROFESSIONAL  
REGISTRATION**      Professional Land Surveyor, Maine License #2137

**SPECIALIZED  
TRAINING**            Maine State Bar Association Title and Land Use Regulations  
Roads and Water Boundaries  
ALTA Standards Training & Land Title Surveys  
Project Management  
Quality Control  
Boundary Surveys  
Topographic Surveys  
Mortgage Loan Inspections  
AutoCAD Land Development Software  
Total Station, Data Collector, and GPS Proficiency  
FEMA Letters of Map Amendment



## **JOSEPH J. MARDEN, PE Engineering Manager**

Joseph is a Registered Professional Engineer with over 15 years of experience in civil engineering and project management. He joined Sitelines in 2011 and is presently responsible for management of engineering and site design services. He has managed numerous projects covering all components of engineering services: scope development; cost estimation; environmental permitting; grading, utility and drainage design; construction drawings and specifications; bid analysis and contractor selection; and construction observation.

Notable projects include the Kennebec Journal Redevelopment in Augusta, Springworks Farm Greenhouse Expansion in Lisbon, Gowell's Store in Litchfield, and the Valley Beverage Expansion in Lewiston. During the design and approval process Joseph coordinates site design and utility services with the project team including the building and landscape architects, manages the application process with the local and state agencies, and presents the project at local planning boards for approval. Upon approval Joseph often assists the owner with bidding and construction coordination.

Joseph's experience at Sitelines includes residential, commercial, industrial, and municipal projects throughout the State of Maine. These projects range from small residential subdivisions to large multi-phase commercial developments.

**EDUCATION**                      Bachelors, Civil Engineering, University of Maine, Orono

**PROFESSIONAL  
REGISTRATION**                  Maine Professional Engineer License #12828

**SPECIALIZED  
TRAINING**                        Best Management Practices  
AutoCAD  
Graphic Design  
HydroCad Stormwater Modeling  
Public Presentation  
Cost Estimates

### SIMILAR PROJECT EXPERIENCE

- **Town of Southwest Harbor** – Fire Department, Southwest Harbor, ME
- **Town of Newmarket** – Fire Department Addition & Public Works Renovation, Newmarket, NH
- **Town of Springvale** – Fire Department Addition, Springvale, ME
- **Delta Ambulance (Waterville)** – Ambulance Dispatch Facility, Staff Quarters & Corporate Offices, Waterville, ME
- **Delta Ambulance (Augusta)** – Ambulance Dispatch Facility and Staff Quarters, Augusta, ME
- **Med-Care Ambulance** – Ambulance Dispatch Facility and Staff Quarters, Mexico, ME
- **Town of Greene** – Public Works Garage, Greene, ME
- **Town of Orono** – Public Works Garage, Orono, ME
- **Town of Oakland** – Municipal Garage Addition, Oakland, ME
- **Town of Farmington** – Public Works Garage, Farmington, ME
- **Town of Boothbay Harbor** – Public Works Garage, Boothbay Harbor, ME
- **Town of Mount Desert** – Public Works Garage, Northeast Harbor, ME
- **City of Waterville** – Public Works Facility Maintenance Addition, Waterville, ME
- **City of Augusta** – Municipal Garage, Augusta, ME
- **BDS Waste Disposal, Inc** – Office & Tire Processing Facility, Fairfield, ME
- **BDS Waste Disposal, Inc** – Office & Maintenance Facility, Fairfield, ME
- **Maine Turnpike Authority** – Office & Maintenance Facility, Litchfield, ME
- **Waste Management of New Hampshire** – Office & Maintenance Facility, Rochester, NH
- **Maine Drilling & Blasting** – Office & Maintenance Facility, Gardiner ME
- **Aqua Maine Inc.** – Office & Maintenance Facility, Skowhegan, ME
- **Hight Partners** – Vehicle Service Garage, Skowhegan, ME

### SPECIFIC PROJECT EXPERIENCE

- **Town of Greenville** – Public Safety Building, Greenville, ME
  - Scope of Services: Full-Service Design-Build Contractor
  - Project Size: 20,400 SF
  - Completion: December 2023
  - Initial Contract Value: \$5,446,462.00
  - Final Contract Value: \$5,794,154.50
  
- **Town of Harrison** – Public Works, Harrison, ME
  - Scope of Services: Full-Service Design-Build Contractor
  - Project Size: 12,600 SF
  - Completion: Substantial
  - Initial Contract Value: \$3,170,675.00
  - Final Contract Value: \$3,170,675.00
  
- **Town of Greene** – Fire & Rescue Station, Newmarket, NH
  - Scope of Services: Full-Service Design-Build Contractor
  - Project Size: 15,000 SF
  - Completion: April 2019
  - Initial Contract Value: \$1,930,835
  - Final Contract Value: \$1,924,670
  
- **BDS Waste Disposal, Inc.** – Office and Tire Processing Facility, Fairfield, ME
  - Scope of Services: Partial Service Design-Build Contractor (Civil by Owner)
  - Project Size: 16,000 SF with 1,400 Sf Mezzanine and 3,375 SF Open Canopy
  - Completion: April 2021 – December 2021 Completed on Schedule
  - Initial Contract Value: \$3,069,000.00
  - Final Contract Value: \$3,473,000.00



**Sheridan  
Construction**

# Public Safety Facility

Greenville, Maine



**Client Name**

Town of Greenville

**Delivery Method**

Design-Build

**Designer**

Sheridan Construction

**Size**

20,400 sqft

Sheridan Construction is acting as the Design-Builder, in the construction of the new Public Safety Facility in Greenville, Maine.



This new facility features a large apparatus bay, gym, locker rooms, Kitchen, bunk rooms, and an abundance of office space.

Sheridan was also responsible for the site design, permitting, structural design, and architectural design drawings associated with this project.



**Building on our promise.**

[WWW.SHERIDANCORP.COM](http://WWW.SHERIDANCORP.COM)



**Sheridan**  
Construction

# Public Works Garage

Harrison, Maine



**Client Name**

Town of Harrison

**Delivery Method**

Design-Build

**Designer**

Sheridan Construction

**Size**

12,600 sqft

Sheridan Construction is acting as the Design-Builder for the Town of Harrison, Maine for the construction of their new Public Works Garage.



This project features a small office space, storage space, locker room, break room, a large maintenance bay, and indoor truck parking to prolong the life of town vehicles.



**Building on our promise.**

[WWW.SHERIDANCORP.COM](http://WWW.SHERIDANCORP.COM)



**Sheridan**  
Construction

# Public Works Facility

Greene, Maine



**Client Name**

Town Of Greene

**Delivery Method**

Design-Build

**Designer**

Sheridan Construction

**Size**

15,000 sf

Sheridan Construction worked as the Design Builder for the new Public Works building in Greene, Maine.



This new facility features new Office Space, Break Room, Storage and Maintenance Bays, and a Wash Bay.

Sheridan was responsible for, and self performed the concrete foundation work, as well as the erection of the Butler pre-engineered metal Building for this project.



**Building on our promise.**

[WWW.SHERIDANCORP.COM](http://WWW.SHERIDANCORP.COM)





**Sheridan**  
Construction

# Maintenance & Processing Facility

Fairfield, Maine



## Client Name

BDS Tire Recycling, Inc.

## Delivery Method

Design-Build

## Designer

Sheridan Construction

## Project Size

Maintenance Building 12,720 sf

Processing Building 22,400 sf



Sheridan worked as BDS Tire Recycling, Inc. Design Build Contractor on both their Phase 1 Office & Maintenance Facility, and their Phase 2 Processing Facility located in Fairfield.

The Office & Maintenance Facility provided new offices, reception area, locker rooms, conference space, and truck scales.

Before completion of Phase 1, Sheridan was already working with BDS to develop the Processing Facility. Design of this facility took a lot of teamwork with the Owner and their equipment manufacturers to be sure the building could accommodate the new grinding equipment and suspended loads.

The facility also included some large concrete push walls for stockpile material storage and distribution. Completion of both of these facilities allowed for BDS to consolidate operations from Detroit and Norridgewock onto one campus with direct access to I-95.



**Building on our promise.**

[WWW.SHERIDANCORP.COM](http://WWW.SHERIDANCORP.COM)



**Sheridan  
Construction**

# Warehouse Addition

Lewiston, Maine



**Client Name**

Butler Brothers

**Delivery Method**

Design-Build

**Designer**

Designer - Sheridan Construction  
Civil Design - Sitalines PA

**Project Size**

61,000 sf



Butler Brothers partnered with Sheridan Construction and Sitalines on two projects to design and build a new 61,000-square-foot warehouse facility.

Butler Brothers' new building features new and improved warehouse space, in addition to a new showroom and expanded office space.

Additionally, new loading docks were added to better facilitate the transit of their products.

Sheridan Construction self performed the steel erection of the new Butler metal building, which features a double sloped MR-24 roof system. Sitalines PA was responsible for the civil design.



**Building on our promise.**

[WWW.SHERIDANCORP.COM](http://WWW.SHERIDANCORP.COM)



**Sheridan  
Construction**

# Distribution Addition

Lewiston, Maine



**Client Name**  
Valley Beverage

**Delivery Method**  
Pre-Engineered

**Designer**  
Designer - Sheridan Construction  
Site Design - Sitelines PA

**Project Size**  
23,248 sf



Valley Beverage in Lewiston, Maine has partnered with Sheridan Construction, Sitelines and Butler Manufacturing to expand their growing distribution warehouse.

This project consists of expansionary warehouse and distribution space. Sheridan Acted as the Design-Builder on this 23,248-square-foot project.

Sheridan Construction was responsible for the design & construction of this new distribution center. The Site design was prepared for Sheridan by Sitelines PA. Sheridan Self-Performed all foundation work, slab-on-grade preparation, rough carpentry, and pre-engineered metal building steel erection & building envelope.



**Building on our promise.**

[WWW.SHERIDANCORP.COM](http://WWW.SHERIDANCORP.COM)

# Topsham Town Center

Town Hall and Public Safety Building  
Topsham, Maine



**Client:** Town of Topsham, Maine.  
**Sitelines PA** provided full service site engineering and landscape architecture.  
**Services included:** Municipal and State site permitting, site design, construction documents including specification and administrative services.



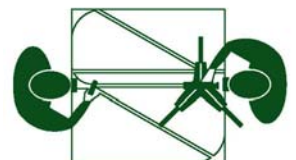
**Site features include:** a multi-use municipal campus integrating a 13,730 sf Town Hall and a 32,850 sf Public Safety Building, parking for 151 vehicles, civic spaces, innovative low impact development features and neighborhood sensitivity.



## SITELINES

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

8 Cumberland Street ▪ Brunswick, ME 04011 ▪ TEL 207 725-1200 ▪ FAX 207-725-1114 ▪  
[www.sitelinespa.com](http://www.sitelinespa.com)



## Related Experience

*Design-Build Request for Qualifications  
Belgrade Central Fire Station – Belgrade, ME*



## Related Experience

*Design-Build Request for Qualifications  
Belgrade Central Fire Station – Belgrade, ME*



## DESIGN-BUILD PRECONSTRUCTION SERVICES COST PROPOSAL

This cost proposal has been developed utilizing historical data from similar construction types and assumptions such as building size, construction type, cost of construction, and existing site conditions. These specific items have been noted within the Design-Build Approach portion of this submission and as follows:

- Project Size: 10,000-sqft building floor space
- Project Construction Cost: \$3,500,000

## COST OF SERVICES

- |                               |                    |
|-------------------------------|--------------------|
| • Task 1:                     | <b>\$16,950.00</b> |
| • Task 2:                     | <b>\$11,500.00</b> |
| • Task 3:                     | <b>\$60,900.00</b> |
| • Task 4:                     | <b>\$58,750.00</b> |
| • Task 5:                     | <b>\$30,200.00</b> |
| • Performance & Payment Bond: | <b>\$970.00</b>    |

## HOURLY BILLING RATES

See Attached



## Schedule of Billable Rates (Own Forces)

Class	Straight	Overtime*	Holiday
Construction Executive	\$ 100.00	N/A	N/A
Project Engineer	\$ 94.00	N/A	N/A
Pre-Construction Manager	\$ 85.00	N/A	N/A
Lead Estimator	\$ 79.00	N/A	N/A
Graduate Engineer	\$ 77.00	N/A	N/A
Project Designer	\$ 70.00	N/A	N/A
CAD/Drafting	\$ 66.00	\$ 84.00	\$ 84.00

\*Overtime rates to be charged after 40 hours or during weekends.

### Labor rates include the following:

- Small tools and consumables (see attached list)
- The employee's base wage rate
- Fringes (vacation, holiday and sick pay)
- Company vehicle for Superintendents
- 401(K) Retirement Plan
- Taxes: FICA, FUI, SUI
- Insurance: Workers' Compensation, General Liability
- Employee Benefits:
  - o Group insurance
  - o Long term/short term disability insurance

### Labor rates exclude the following:

- Fee
- Travel expenses





RATE SCHEDULE 2024

The following charge rates include actual salary paid to the personnel charged directly to the project, indirect payroll fringe benefits, office overhead, and an allowance for profit.

Principal, Professional Land Surveyor (PLS)	175.00 hour
Professional Land Survey, PLS	160.00 hour
Professional Engineer, Manager	160.00 hour
Project Engineer (PE)	125.00 hour
Staff Engineer	120.00 hour
CAD Technician	125.00 hour
Project Administration	100.00 hour
1-Man with Robot	160.00 hour
2-Man with Robot	180.00 hour
Professional Land Surveyor Plus 1-man	275.00 hour
Professional Witness	350.00 hour
Legal Description	350.00 each (min)

Reimbursable expenses include expenses incurred directly in connection with the project and include:

Photo Copies	\$ 0.20 each
Color Copies	1.00 each
Computer Plots, Scans & Copies	10.00 each
Computer Color Plots	10.00 each
Archive Copies (Digital or Paper)	75.00 each (min)
Mileage (Federal Rate)	0.67 per mile
Granite Monuments w/caps	100.00 each
Survey Pins w/caps	25.00 each

Other costs, such as meals & lodging for out-of-town projects, and major reproduction efforts, are billed at cost. Authorized subcontractor costs are billed at cost plus 15%, or directly to the client for payment.

(Effective 1-1-2024)



DESIGN BUILD, CONSTRUCTION MANAGEMENT  
& GENERAL CONTRACTING

[www.greatfallsinc.com](http://www.greatfallsinc.com)

IS PLEASED TO PRESENT THE FOLLOWING  
DESIGN BUILD PROPOSAL FOR



**TOWN OF BELGRADE**

DESIGN BUILD FIRE STATION

3/6/24



## PROJECT LOCATION

1387 AUGUSTA ROAD  
BELGRADE, MAINE

*\*Design Build Public Safety  
Addition for the Town of  
Windham, Completed in 2022*

20 MECHANIC STREET  
GORHAM, ME 04038

(207) 839-2744  
[info@greatfallsinc.com](mailto:info@greatfallsinc.com)





# TABLE OF CONTENTS

- 1. Cover Letter Pg. 3-5
- 2. Task Descriptions & Responsibilities Pg. 6-7
- 3. The Design Build Team Pg. 8-29
- 4. Relevant Projects & Letters of Reference Pg. 30-44





1.

# COVER LETTER

## RE: Design Build Services for the Town of Belgrade's New Central Fire Station

Dear Lorna Dee Nichols, Town Manager, Town of Belgrade,

First, as required per the Request for Proposal from the Town of Belgrade, (1) Karen James, Director of Pre-construction & Estimating Services submits this proposal on behalf of Great Falls Construction and their partnering design build professionals listed herein. (2) This proposal is made without any connection with any other proposer making any proposal for the same services. (3) No person acting for or employed by the Town of Belgrade is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates or in any portion of the profits herefrom.

On behalf of our team at Great Falls Construction, we appreciate the opportunity to submit our proposal and qualifications for the new construction of a Central Fire Station for the Town of Belgrade. Thank you in advance for your time in reviewing our submission and for considering our talented team for the project.

Since our inception in 1988 we have prided ourselves on our core value of "Constructing with a Purpose". We cannot think of a better Purpose than supporting the Town of Belgrade's commitment to providing a proactive response to the future needs of the community. As your Design Build team, we can and will meet the project's requirements with success. Our team has extensive experience working on public safety and municipal construction projects which we will expand upon throughout this proposal. Within our submission we dive deep into some recent, relevant, and diverse construction experiences to highlight our ability to be nimble no matter what the facility's programming and construction entails.

Great Falls Construction has successfully demonstrated our qualifications through our extensive experience as design builders, construction managers, and general contractors for projects of similar size and scope. In this design build scenario, Great Falls Construction leads the team through pre-construction and design. Our team is uniquely qualified to come to the table with constructability solutions to any design challenges that are uncovered throughout the pre-construction and construction process. Our Great Falls team includes 66 talented full-time employees that have proven experience in serving as meticulous design builders, construction managers, leaders, and craftsmen and women on all types of projects throughout Maine. The ability to dedicate resources to this project and self-perform complex carpentry and labor items uniquely sets our team apart. In addition, given our team's experience working with municipalities and in instances as municipal officers for our own towns, we understand the responsibility that municipalities have to their communities in a project such as this one. That is why we understand each project is distinct, and we work with the municipality to ensure the deliverables are appropriate given the stage of the project and where it lies within the public process. Our unique experience and skillset supports the specific needs of each municipality for each project to ensure the goals are achieved in an order that works best for each project and each municipality.

In order to best support the municipality, we've assembled an exceptional design build team to assist us in their respective specialties. This team, led by Great Falls Construction, is comprised of **Sebago Technics**, a South Portland, Maine based firm, who will provide site and civil design services and **Grant Hays Associates** of Falmouth, Maine as the building designer and architect, who has extensive experience in designing similar municipal buildings. Together with the Town of Belgrade, this team will deliver an exceptional design and streamline the process in order to help the Town narrow in on exact needs to achieve a successful project that will serve the community well for years to come. Throughout the submission we look forward to demonstrating our team's experience working together on similar facilities, reputation, and ability to form a highly skilled design build team and successfully execute this project for Belgrade.

## Our Approach: Design Build

The Design Build approach is an extremely favorable construction procurement method throughout the construction industry due to its collaborative process with all key constituents and its 'one stop shop' nature for the client. We understand that building a facility for public use is not a task a client regularly does. As such our team is equipped to assist and guide the municipality through the process in a clear and concise manner that is best suited for the specific municipality. Additionally, where the current project lies within the public process is of extreme importance as we assist and lead the team to achieve the strongest end result in budget and on time. The value of a design build project procurement method is that the entire project team is involved from the initial meeting to project completion which allows for all voices to be heard early and often - achieving a team environment that has proven to provide value in the process, budget, and overall result for the end users. We propose to the Town of Belgrade the design build approach as a proven method for successful and efficient project delivery of many similar municipal and public projects.

As Design Builder, Great Falls Construction leads the design professional team comprised of Sebago Technics and Grant Hays Associates and serves as the main point of contact for the client. Great Falls will participate in all required preconstruction meetings and includes the team as the content and stage of the project development requires. Great Falls would be responsible for ensuring all of the Town's needs are met in this preconstruction process. This includes, for example, assisting in the public process and project buy in as required, sharing critical project deliverables from the design build team throughout preconstruction, applying a constructability approach on design to ensure efficiency and enjoyable end user experience, providing value engineering suggestions to meet budget intent and restrictions and ultimately being the contractor once the building is shovel ready. The detailed steps and duration of these steps are outlined in the proposed timeline and progress milestones table within this submission.

The strength and success of our preconstruction services in a design build project is a direct reflection of our team's knowledge, experience, and strong relationships within the industry. In my position of Director of Pre-construction & Estimating, I will lead the pre-construction team who collectively has a breadth of experience in municipal processes, estimating and preconstruction services, and schedule management in all industries and on all fronts. Our proposal for pre-construction services includes what was requested in the Request for Proposal and is defined further in this submission.

It is our understanding that the intent is to select a team to work directly with Town staff and the members of the Belgrade Fire Department Building Committee through the planning, design, and construction of a new central fire station. We understand that a large part of the process is ensuring that all relevant information is collected and conveyed in advance of seeking voter approval for final design and construction of the new Fire Station. Our team recently worked with the Town of Limerick, Sebago, and Windham on Public Safety facilities in order to achieve voter approval for construction. We are currently working through this same process with the Town of Sabattus, Hollis, and Naples for municipal facilities. As aforementioned, as a municipal officer for my own rural town, I am confident in our ability to navigate and ensure the design is meeting the public intent for this new public safety facility. Our schedule and task breakdown within this submission seeks to clearly define steps we propose to take in order to achieve the results the Town of Belgrade is seeking for this project. In addition to budget and task definition, the schedule management as your Design Builder is imperative for most efficient project delivery. As the design builder and constructor of the project, we drive project timelines in order to best suit the municipalities needs for use. This schedule management has inherent value over a traditional design bid build delivery method. We look forward to further discussion on our approach and the design build project delivery method.

The talented assigned team included herein looks forward to starting right away. We know that our passion for managing the details in this team-orientated environment will meet and exceed your needs throughout this process. We look forward to bringing your project to life and ensuring the comfort, productivity, and happiness of the Public Safety staff and community utilizing your facility for years to come.

Karen James, Director of Pre-Construction & Estimating Services, Great Falls Construction





*Lewiston Fire Substation, Lewiston*

# 2.

## TASK DESCRIPTIONS & RESPONSIBILITIES

## Cost Proposal with Detailed Breakdown by Task

### Belgrade New Central Fire Station

March 6, 2024

<b>Task: Description</b>	<b>Budget</b>	<b>Anticipated Duration of Task</b>
Task 1: Schematic Design	\$23,976	6 weeks
Task 2: Opinion of Probable Construction Cost & Stormwater Design and Engineering Fees	\$117,828	4 weeks
Task 3: Permit-level Engineering Design	\$47,952	6 weeks
Task 4: Permitting Services	\$32,950	4 weeks
Task 5: Construction Documents	\$109,566	12 weeks
Task 6: Construction Administration	\$36,720	Duration based on Construction Schedule
Total Pre-Construction Budget Value	\$368,992	

### Assumptions and Clarifications

- The above budgets are based on the assumption that Engine 61, 62, 63, Tanker 64, 65, Forestry 66, ATV, Boat, Rescue 6 will all be housed at the new central location. Therefore, it is assumed this will be a 5-6 bay facility.
- Assumes sleep quarters for 4-8 total staff
- Assumes support spaces necessary for function/staff count
- No State or Local permit fees included
- No State or Local Planning/Development fees included
- No Utility or Well Drilling fees included
- Local Building Permit Fees are assumed to be waived by the Town
- It is currently assumed that a pre-engineered metal building will be utilized for the structure if more conventional approach is desired, the structural design budget will alter to accommodate
- Performance and Payment Bonds and Builder's Risk Insurance will be included in Construction Costs at owner's request
- Review and approval times by local and state entities vary therefore are not contemplated in our duration schedule





# 3.

## THE DESIGN BUILD TEAM

# ABOUT GREAT FALLS CONSTRUCTION



## CONTACT INFO

20 Mechanic Street, Gorham ME 04038  
(207) 839-2744  
info@greatfallsinc.com

## ESTABLISHED

Design Builder, General Contractor, and  
Construction Manager for 35 years

## ORGANIZATIONAL STRUCTURE

Family Owned and Operated Single Source  
Corporation with 65 employees

## OWNERS

Jon Smith, President and Secretary  
Cindy Smith, Vice President and Treasurer

Great Falls Construction has been “Constructing with a Purpose” since 1988 as a premier Design Build, Construction Management, and General Contracting firm respected throughout Maine and New Hampshire for meticulous craftsmanship and committed customer service.



Great Falls has extensive experience working with clients on specialized projects. Projects types are

extremely diverse and range from new construction, additions, and renovations of facilities including, but not limited to: Municipal public safety facilities, Municipal public works facilities, Federal Government renovation projects, medical facilities, K-12 and Higher Education schools, libraries, community centers and town offices, to private mixed use facilities, publicly funded multi-unit residential apartment projects and high end private residential homes. Regardless of the project type and contracted delivery method, we work closely with the project team to determine the scope of work, budget, and schedule that works best for the client and project at hand. Our strengths lie in our abilities, constructability knowledge, experience, and the relationships we maintain with design, engineering and subcontractor professionals, that will assist in bringing your project to a successful completion, on time, and on budget. We look forward to demonstrating these strengths throughout this proposal. On the following pages of our submission you will find more information about Great Falls Construction’s commitment to safety, quality, and providing constructability solutions.

# SAFETY

Providing a safe workplace and jobsite for workers, clients, staff, and the public is of the utmost importance to our entire firm. We understand the need for site specific safety plans for each project and, when awarded, we develop a specialized job specific safety plan to ensure safety for all during construction. Our team is fully trained on all safety guidelines/regulations and maintains an impeccable safety record by striving for zero work place injuries and applying the following methods at all projects:



- Conducting job specific safety inspections and meetings daily through all phases of the project
- Conducting weekly safety meetings with all staff and workers on site
- Conducting monthly certified safety trainings for project leaders and staff
- Having proper PPE training and extra PPE equipment on hand
- Conducting regular company vehicle, equipment, and tool inspections
- Keeping all required safety paperwork on site and in a highly visible location
- Creating and following site specific safety manuals
- Being consistent with safety practices with all existing and new staff and subcontractors
- All employees and subs are trained in and legally bound to adhere to the Great Falls safety policies



# GREAT FALLS CONSTRUCTION PREMIER SAFETY PROGRAM

Great Falls Construction has a clear understanding company wide that safety is the most important part of our job. We understand the weight of protecting the safety of each individual on our team to the highest extent. Each project, jobsite, and task that any of our team members or trade partners perform is looked at from a perspective of safety first and foremost. As a corporation we hold monthly company wide safety meetings, weekly site safety meetings and conduct scheduled and impromptu construction site inspections. In addition to these regular meetings and inspections, all employees are required to attend mandatory safety trainings conducted by our established safety committee. Great Falls' corporate health and safety plan is a comprehensive document that discusses at length all aspects and processes required to safely complete a project. Below we have included the table of contents from our Corporate Health and Safety Plan. Our continuous training in these areas yields the safety results required to deliver a high quality project that will serve the Town of Belgrade well for years to come. Should you be interested in seeing our Corporate Health and Safety Plan or discussing our approach to safety we would be happy to discuss in greater detail at your convenience.

1. CORPORATE HEALTH AND SAFETY POLICY
2. SAFETY PROGRAM RESPONSIBILITY
3. SAFETY VIOLATION & DISCIPLINARY ACTION
4. ACCIDENT REPORTING, INVESTIGATION & RECORD KEEPING
5. DRUG FREE WORKPLACE POLICY
6. RETURN TO WORK POLICY
7. SAFETY COMMITTEES
8. WORK AREA HAZARD ASSESMENT
9. SAFETY TRAINING
10. HAZARD COMMUNICATION
11. EMERGENCY ACTION PLAN
12. LOCKOUT / TAGOUT
13. RESPIRATORY PROTECTION
14. FALL PROTECTION
15. CONFINED SPACE PROGRAM
16. FORKLIFT SAFETY
17. HEARING CONSERVATION
18. BLOODBORNE PATHOGENS
19. ASBESTOS PROCEDURE
20. LEAD PROTECTION
21. PERSONAL PROTECTIVE EQUIPMENT
22. MATERIAL STORAGE & HANDLING
23. HOUSEKEEPING & SANITATION
24. POWDER ACCUATED TOOLS
25. POWER & HAND TOOLS
26. SCAFFOLD SAFETY
27. MOBILE CRANES
28. VEHICLE SAFETY
29. AERIAL MANLIFT SAFETY
30. LADDER SAFETY
31. GENERAL FIRST AID
32. FIRE PROTECTION
33. WELDING AND CUTTING
34. ROPE, CABLE & SLING INSPECTION
35. EXCAVATING & TRENCHING
36. ELECTRICAL SAFETY
37. SUBCONTRACTOR SAFETY REQUIREMENTS
38. SAFETY INSPECTIONS
39. FLAMMABLE LIQUID & COMPRESSED GAS STORAGE
40. INFECTIOUS DISEASE POLICY



# OUR TRADE PARTNERS

The key to our success as Design Builders is relentless communication with the team and creative solutions to challenges that arise. We attribute this success to our experience and tenured relationships with many subcontractors in the industry and community. These relationships allow us the ability to find the subcontractor’s best fit for the project so as to bring the best end result and value. Finding the capacity in our best fit subcontractors schedules inherently makes their costs most competitive. Our preconstruction and estimating team discusses at length with the subcontractor community the various proposed systems and expected performance, weighing the pros and cons, value added/ deducted so that the right and informed decision(s) can be made by the ownership team. We realize that occasionally it is necessary to sacrifice an optional product in the short term to meet a long term goal, and we will work to find the best products to meet that goal through informed and thoughtful team discussions and decisions. We always listen to the client’s needs and help to categorize priorities for the facility to help us best present the cost/benefit options. We are successful because we communicate that information to both sides of the project team resulting in an exceptional end product.



# SELF-PERFORMANCE

One of the reasons Great Falls is so adept at providing value as your Design Builder is as a team we self-perform on many aspects of the project, when it provides value to the client and fits within the project’s availability and schedule needs. Our Great Falls team is equipped to self-perform overall demolition, concrete prep, framing, rough carpentry, siding, finish carpentry, exterior trim, doors, frames and hardware, window installation, roofing, painting, miscellaneous building specialties, cabinetry installation, small scale site development, and landscaping. We have dedicated resources on staff with intricate knowledge of the afore mentioned tasks. We understand the importance of remaining nimble when the project and schedule requires and as such, we’ve invested in our team to be able to provide critical scope items when or as the project warrants.

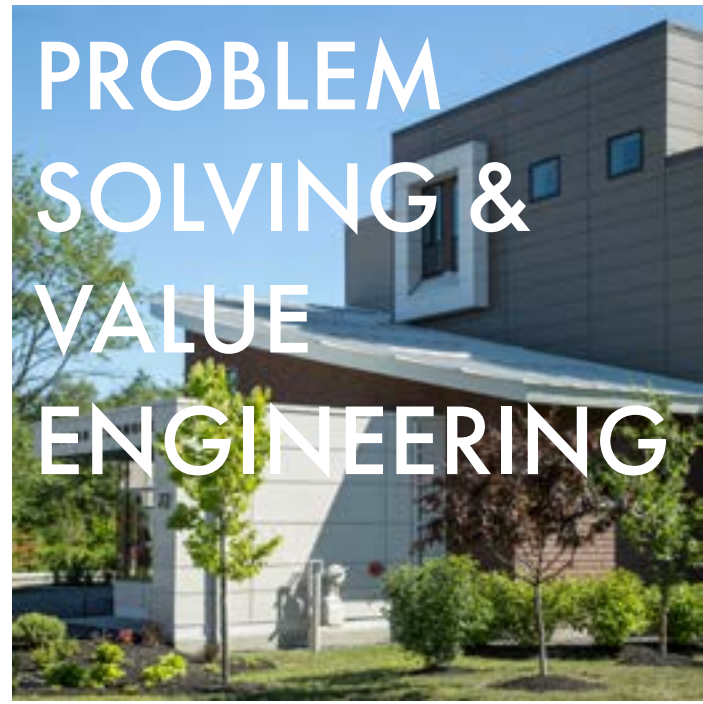
At Great Falls, “problems” are really seen as opportunities for solutions which is where our value as your Design Builder really shines. Throughout construction there will be inevitable challenges and how we, as a team, navigate those challenges is what makes us a successful and sought after Design Builder.

Our approach to problem solving is best represented by examples of how we’ve offered solutions in the past. Please see below for a couple examples of recent projects where we’ve saved the client money without changing any design intent, improved the project, and successfully implemented value engineering options for the Owner’s benefit.

*Peaks Island Library and Community Center* is owned and partially funded by the City of Portland but also received stipulated private funding for the project. The initial bid was significantly over budget and by working with the City, Architect and staff, we were able to save the project by cutting 15% without sacrificing the project intent and needs.

*Windham Public Works* was a publicly funded design build project that was designed as a pre-engineered metal building. The project was ready for procurement just as the steel tariff was passed by the former administration. The impact was cost prohibitive. In order to keep the project on track and on budget, we worked with the team and suggested a swift re-design to alternative material which allowed for the project to continue on budget.

While we understand at the onset you’re looking to hire a Design Builder for this project, many times on publicly bid projects we have been the low bidder where the bid has originally exceeded the project budget. In these instances, the owner has allowed us to offer cost savings suggestions rather than go to re-design or put the project back out to bid. On several occasions we have performed Pre-Construction services with excellent results by saving our clients from 3% to as much as 15% off the project cost while maintaining the original design intent. These suggestions did not represent project sacrifices but rather they allowed the projects to meet the budget and original design criteria and intent including number of units, total square footage, required community designated spaces, sophisticated site storm water management systems, LEED design standards and energy efficient systems to name a few.



*Windham Public Works*



# THE DESIGN-BUILD TEAM

Our proposed and talented team consists of the following firms:

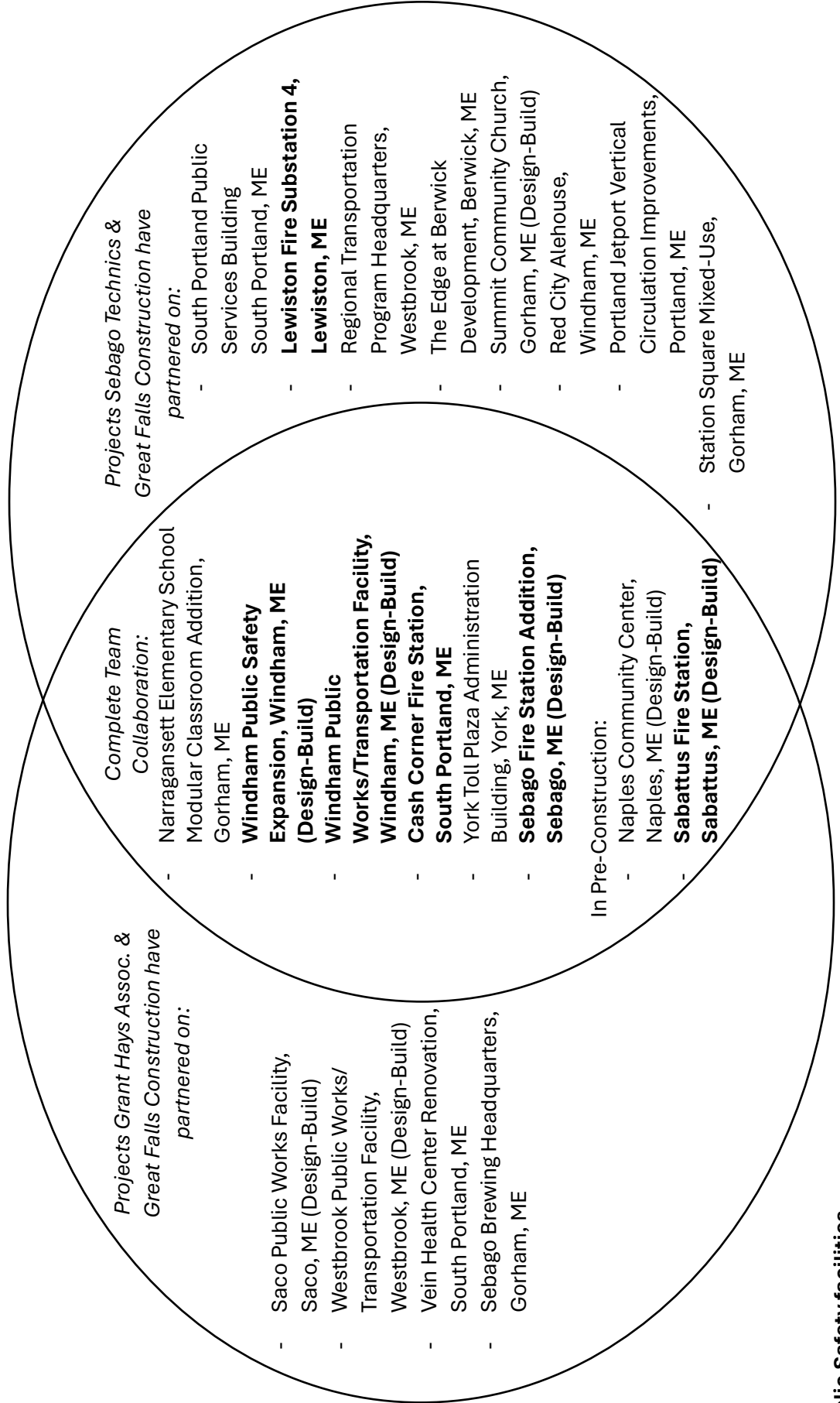
1. Great Falls Construction (GFC) as the Design Builder.
2. Sebago Technics as the Civil Engineer.
3. Grant Hays Associates (GHA) as the Architect.
4. MEP system baseline narratives will be developed by professional engineer(s). The project-specific design will be developed and executed by qualified Subcontractors meeting the baseline intent.

Together, the value of this team is extremely strong and well experienced in similar sized and scope projects. Great Falls Construction and our Design Build team partners have a valuable approach to each project and have a proven successful management style on Public Safety Facilities, as demonstrated in the following pages. We seek to demonstrate our strong reputation for managing every detail in this team environment from the very start through project warranty, and beyond.

Together this strong team has executed many facilities throughout the State. Included herein are resumes for key personnel as well as more information about the design consultant firms and their relevant experiences.



Major Projects Great Falls Construction, Grant Hays Associates & Sebago Technics have partnered on in recent years:



\*Public Safety facilities



# THE DESIGN-BUILD LEADERSHIP TEAM

Design Builder: GREAT FALLS CONSTRUCTION



JON SMITH  
PRESIDENT



KAREN JAMES  
DIRECTOR OF PRECONSTRUCTION  
& ESTIMATING



DARREN SHIERS  
DIRECTOR OF OPERATIONS

Civil Engineer: SEBAGO TECHNICS



KYLIE MASON  
CHIEF OPERATIONS OFFICER



AARON HUNTER, PE  
PROJECT ENGINEER



THARYN NEIN-LARGE  
LANDSCAPE ARCHITECT

Architect: GRANT HAYS ASSOCIATES



MICHAEL HAYS  
PRINCIPAL IN CHARGE

DESIGN-BUILD TEAM COMPANY OVERVIEWS &  
RESUMES ON FOLLOWING PAGES



# JON SMITH

## PRESIDENT

(207) 329-5825  
jon@greatfallsinc.com

### Executive Summary:

Jon Smith has 36 years of leadership experience in the construction industry. His experience ranges from the construction of period style homes to multi-million dollar modern commercial facilities and everything in between. Jon's breadth of experience in the industry gives him invaluable insight on how to best manage all of Great Falls Construction's project. Jon is the overall executive project manager for all of Great Falls' work and he enjoys remaining close and connected to all of the firm's projects. Jon excels at strategic construction management and works hard to always think creatively for the client. He's a dynamic leader who offers invaluable insight to the team through his intent attention to detail, commitment to integrity and overall leadership practices. Jon is passionate about promoting community and economic development and his drive for constructing with a purpose permeates the organization. His passion and solid leadership is what successfully propels the Great Falls Construction team forward.

### Affiliations and Certifications:

Past President, Associated General Contractors, January 2017—January 2019  
Board of Trustee, Cheverus High School 2017—Present  
Gorham's Business Person of the Year—May 2012  
Holder of the State of Massachusetts Construction Supervisor License (CSL)  
OSHA 10 certification

### Notable Recent Project Executive Oversight Experiences:

Naples Town Hall & Community Center—Naples, Maine  
Sebago Fire Station—Sebago, Maine  
Limerick Fire Station—Limerick, Maine  
South Portland Public Works Facility—South Portland, Maine  
Windham Shared Vehicle Maintenance Facility—Windham, Maine  
Westbrook Consolidated Public Services Facility—Westbrook, Maine  
International Marine Terminal Maintenance Facility (MDOT)—Portland, Maine  
Portland Jetport Circulation Upgrades/Renovation—Portland, Maine  
Station Square Mixed Use Facility—Gorham, Maine  
Infinity Credit Union Various Projects—Throughout Southern Maine  
RSU16 Addition and Renovation—Poland, Maine

### Education:

Associates Degree in Building Construction, Southern Maine Vocational and Technical Institute, South Portland, Maine



# KAREN JAMES

## DIRECTOR OF PRECONSTRUCTION & ESTIMATING

(207) 615-9132  
kjames@greatfallsinc.com

### Professional Experience:

Karen has 36 years of experience in the construction industry where she has worked on a wide range of projects in all industries. She has a thorough understanding of the entire construction process. Karen has been providing Preconstruction Services for several years as an extension of her former Project Manager duties, she now serves as the Director of Preconstruction and Estimating Services. Karen is a master at preconstruction planning and serves as a critical team member in the early stages of project development given her longstanding experience and constructability knowledge. She manages and guides the team in the overall preconstruction phase of the project, making sure projects gear up with the best foot forward and working alongside the estimators and project manager to smoothly transition the project to groundbreaking. All the while staying plugged into the project behind the scenes. She is a dynamic leader given her in-depth knowledge of construction administration and execution, excellent in client and subcontractor relations, has a strong ability to coordinate with funding sources, building committees, owner representatives, clerks, subs, suppliers, or manufacturers. Karen also serves as a vital team mentor for our newer team members helping to impart industry knowledge for the entire team.

From her many years as a Project Manager, she is familiar with a wide variety of funding sources such as State, Municipal, Housing Authorities, HUD, Local, City and Grant as well as special requirements they require. She's performed on LEED projects that attained Platinum and Bronze statuses. Karen's been Project lead on projects ranging in value from \$250,000 to \$22.5M.

### Education and Certifications:

Estimating Course for Contractors  
Project Management Course for Contractors

OSHA 30 Certification  
First Aid/CPR Certified  
Currently serving as Municipal Officer for the Town of Hiram

### Notable Recent Project Executive Oversight Experiences:

Stacy Symbol Apartments, Westbrook Housing  
Vein Healthcare Center Renovation  
Crooked River Elementary School Add & Reno  
Saco Public Works  
York Toll Plaza Administration Facility  
Memorial Hospital, North Conway, NH  
Avesta Housing, Various Locations

Sabattus Fire Station, Sabattus  
Sebago Fire Station, Sebago  
Summit Church new location, Gorham  
Bowdoin College various projects  
Sebago Brewing new brewery  
Casco Federal Credit Union , Various Locations



# DARREN SHIERS

## DIRECTOR OF OPERATIONS

---

(207) 831-5362  
darren@greatfallsinc.com

### Professional Experience:

Darren has over 36 years experience working in the Construction industry and has held multiple positions during his career. He was promoted to Business Operations Manager eight years ago.

Darren's involvement in this project would be executive oversight, helping on the Pre-Construction process helping to avoid project pitfalls, regular site visits during construction to oversee project operations from both a business and safety perspective. He helps to organize and fill project staffing and equipment needs when required for our site operations. Darren is a great resource to our team members as he has vast experience in all types of vertical and site construction across all sectors. Darren's top priorities are to make sure all our projects are executed efficiently and effectively by supporting our project managers and site superintendents.

Darren has extensive experience working with government agencies including but not limited to MDOT, Maine Turnpike Authority, BGS, DEP as well as cities and towns across Maine and New Hampshire. He has worked with several large corporations including Unum, National Semiconductor, LL Bean and Sappi Fine Paper attaining a thorough knowledge of Pre-Construction, planning, procurement procedures, scheduling, construction administration and execution. Darren also has experience working with clients in occupied spaces as well as establishments that are operational 24 hours a day and are unable to be shut down.

### Education & Certifications:

University of Maine-Orono: Business Administration attend 1979-1980

University of Maine-Farmington: Business Admin/Economics-graduated 1983

OSHA 10 & OSHA 30 Certification

### Major Projects:

Darren is involved in all of Great Falls Construction's projects as the overall Operations Manager helping all on site teams manage required resources to get projects completed on time and on budget. Darren oversees all Project Managers and Site Superintendents and is in daily communication with each team member to ensure proactive planning of project resources.

# KYLIE S. MASON, RLA, LEED-AP

Chief Operations Officer



Kylie Mason, RLA, LEED-AP, is a Maine licensed landscape architect and Chief Operations Officer for Sebago Technics. In this role, she is responsible for the overall operations of one of Maine's largest and most successful land development firms.

In addition, Kylie oversees large-scale, complex projects serving a range of clients from Public & Private Schools to Medical Provider Campuses to Corporate Campuses. She excels in her listening and communication skills, which form the foundation of her strong design ability and understanding of clients' goals and objectives.

## EXPERIENCE



- **Sanford School District:** Site Selection Study, Site Engineering and Permitting for a New 350,000 s.f. High School and Regional Technical Center in the City of Sanford.
- **Cross Street Extension, Freeport, Maine:** Masterplanning, Design and Permitting for new extension of Cross Street, redirecting retail traffic from Main Street into a new cooperative public parking area shared by multiple land owners. Pedestrian circulation and streetscape enhancements provide direct connectivity with retailers and Main Street. Traffic recirculation planning included the elimination of one-way streets.
- **Riverwalk North, Westbrook, Maine:** Evaluation of Site, Masterplanning, Design and Permitting for new Riverwalk, Park and Brown Street realignment and streetscape along the Presumpscot River in Westbrook between Bridge Street and Cumberland Street.
- **The City's representative, project manager and lead designer for the Gardiner Waterfront Park Project** working side-by-side with numerous stakeholders to ensure timely delivery of the park. Significant collaboration with the Savings Bank of Maine, having committed \$1 million to the project.
- **Campus Master Plan for the L.L. Bean Flagship Store & Retail Campus** featuring: innovative bioretention/rain gardens considered the first of its kind in Maine and received a LEED Silver Certification; multiple pedestrian plazas, retail vignette opportunities and Route One Streetscape Enhancements in Freeport, Maine.
- **Bowdoin College Land Acquisition Feasibility and Site Suitability Study:** Evaluation and Recommendation for strategic acquisition of 250 acres as part of the Brunswick Naval Air Station decommissioning.
- **Bowdoin College Campus Masterplanning:** Development of Masterplan, including programmatic uses for expansion as well as vehicular and pedestrian circulation between the existing campus and the campus expansion.
- **Maine Medical Center Long-Range Planning and Parcel Evaluation:** Portland and Scarborough Campus.
- **Martin's Point Healthcare Long-Range Planning and Site Development:** Site Selection, Site Engineering and Permitting for innovative new Medical Office Facilities throughout Maine.
- **Animal Refuge League of Greater Portland:** A new 25,000 s.f. facility with associated site improvements. The project required many partnerships to support and provide for an enriching sanctuary for Maine's future companions.
- **L.L. Bean Outdoor Discovery Center at Lower Flying Point,** a new waterfront facility serving thousands of visitors annually. Including; multi-purpose space, visitor orientation space and wrap-around porch with direct access to Casco Bay. This is the flagship for the premiere Maine retailer's Outdoor Discovery Programs.
- **Camp Susan Curtis** Recreation and Activity area Masterplan.

## REGISTRATIONS



Registered Landscape Architect  
Maine #3335

LEED Accredited Professional

CLARB Certified

LPA Certification, NHDOT

## ASSOCIATIONS

American Society of Landscape  
Architects

Council of Landscape Architects  
Registration Board

USGBC (LEED)

## PUBLIC SPEAKING

**2013 USGBC - New Hampshire Chapter:** Sustainable and Functional Aesthetics in the Landscape

**2013 Maine Medical Association:** Accommodating your levels of care - LEED Healthcare, Healing Spaces & Exterior considerations for your practice

**2014 Maine Society of Landscape Architects:** Sustainable Strategies for Stormwater in Maine



# AARON C. HUNTER, PE

Project Engineer / Project Manager



Mr. Hunter joined Sebago Technics in 2014. Aaron is a Licensed Civil Engineer with nearly a decade of project experience in the private and municipal sectors in Maine. He is involved in all aspects of project management, roadway and site design, permitting, plan preparation, stormwater analyses, and construction administration.

In 2023, Aaron was promoted to the Project Manager position, where he is responsible for the overall development, budget, schedule, and approval of projects while maintaining strong relationships and communications with clients and regulators.

## EXPERIENCE



**Sebago Public Safety Building Expansion – Sebago, ME:** Served as a project manager for the addition of a 5,000 square-foot building to be located next to the existing Public Safety facility and occupied by the Town of Sebago Fire and EMS departments. Led the site civil engineering team and completed local permitting.

**South Portland Municipal Services Facility – South Portland, ME:** Completed engineering and permitting for a new combined Municipal Public Works Facility, Solid Waste Transfer Facility, Public Bus Transportation, and Parks and Recreation Facility. Permitting included local and state applications. Regularly coordinated with City Staff to accomplish project requirements and gain approvals.

**Westbrook Public Services Facility – Westbrook, ME:** Engineering and permitting for a new combined services facility for the City of Westbrook. Permitting included local and state applications. Regularly coordinated with City Staff to meet project needs and gain approvals.

**Central Maine Health Care Cancer Center – Lewiston, ME:** Lead site engineer for a new 52,000 square foot Cancer Care Center that houses the Central Maine Cancer Institute. Permitting efforts included local and state applications. Extensive research and understanding of past permitting at the campus were involved to obtain permit approvals.

**Lewiston High School Expansion – Lewiston, ME:** Led site engineering and permitting to support an approximately 20,000 square foot building expansion to accommodate an additional classroom wing to be added to Lewiston High School. Permits obtained for the project involved local approval. Permitting strategies allowed for an exemption from amending the existing Maine DEP Site Location of Development permit.

**Paul J. Schupf Art Center – Waterville, ME:** Served as project manager for the 32,000 square-foot art center that will serve as a new beacon for the arts in downtown Waterville on Main Street. Led site civil engineering team and assisted project team with local permitting. Corresponded with Maine DOT to ensure coordination between site design and reconstruction of Main Street.

## EDUCATION



B.S., Civil Engineering,  
University of Maine, Orono

## REGISTRATIONS

Professional Engineer: Maine #16326

## CERTIFICATIONS

Maintenance and Inspection of  
Stormwater Best Management  
Practices No#: 100

## MEMBERSHIPS

American Society of Civil Engineers



# THARYN S. NEIN-LARGE, RLA

Maine Licensed Landscape Architect



Tharyn joined Sebago Technics in 2023 as a Landscape Architect. A graduate of the University of Massachusetts with a Master's Degree in Landscape Architecture, Tharyn has an impressive professional background spanning both Massachusetts and Maine. Proficient in 3D renderings, permitting processes, and construction oversight, he is a valuable asset to our multi-disciplinary team.

Tharyn is a licensed landscape architect in both Maine and Vermont, showcasing his commitment to maintaining the highest standards in his field. He is an active member of the Portland-South Portland Waterfront Alliance, further illustrating his dedication to community engagement and professional collaboration. Tharyn's passion for creating sustainable and aesthetically pleasing landscapes aligns seamlessly with Sebago Technics' vision.

## EXPERIENCE



*Prior to his employment at Sebago Technics, Tharyn's professional experience includes:*

**Bourne Police Station – Bourne, MA:** Led conceptual site design and layout for a new facility. Advanced project through Town permitting and on through to construction phase.

**Mendon Police – Mendon MA:** Led conceptual site design and layout for a new facility. Advanced project through Town permitting and on through to construction phase.

**Sandwich Public Safety Complex – Sandwich MA:** Led conceptual site design and layout for a new 5 apparatus bay fire station with police station. Advanced project through Town permitting and on through to construction phase.

**SEMRECC (South Eastern Massachusetts Regional Emergency Communication Center) – Foxboro MA:** Led the conceptual site design and layout for a hardened/secure facility. Advanced project through permitting and development of construction documents.

**Needham Public Safety Headquarters – Needham, MA:** Led conceptual site design and layout for a new 8 apparatus (4 double 'drive thru') bays with an additional 5 bay EMS fire station with police headquarters. Advanced project through Town permitting and on through to construction documents.

**Harwich Fire Station – Harwich MA:** Led conceptual site design and layout for a new 6 apparatus (3 double 'drive thru') bays. Advanced project through Town permitting and on through to construction phase.

**Sudbury Fire Department – Sudbury, MA:** Led conceptual site design, layout and due diligence for a new 6 apparatus (3 double 'drive thru') bays with additional bay for Ladder Truck.

**Boston Office of Emergency Management – Boston, MA:** Led conceptual site design, layout and due diligence for a new facility.

**Pembroke Police Station – Pembroke, MA:** Led conceptual site design, layout and due diligence for a new facility. Researched and studied 3 sites.

**Plainville Public Safety Campus – Plainville, MA:** Led conceptual site design and layout for a new 10 apparatus (5 double 'drive thru') bays fire station and Police Headquarters. Sited New Town Hall. Advanced project through Town permitting and on through to construction phase.

**Winthrop Police Headquarters – Winthrop, MA:** Led concept site design and due diligence research to either renovate existing Headquarters or relocate.

22 of 44

## EDUCATION



Univ. of Massachusetts, Amherst Master's Degree, Landscape Architecture, 2015

Univ. of Massachusetts, Amherst Graduate Certificate Cultural Landscape Management, 2015

Univ. of Massachusetts, Amherst Associate of Science in Turfgrass Management, 2001

Univ. of Southern Maine, Portland Bachelor of Arts, History, 1998

## REGISTRATIONS

Landscape Architect  
ME: LAR5267; VT: 125.0133779

## MEMBERSHIPS

Waterfront Alliance Portland & South Portland Maine - Portland, ME (2023)

Waterfront Edge Design Guidelines Associate (WEDG) - New York, NY (2022)

Town of Palmer Conservation Commission, Chair - Pamer, MA (2015-16)





## Maine's Creative Engineering Collective

### EVERYTHING WE DO IS SHAPING

Sebago Technics is a creative engineering collective comprising 110+ design professionals and technical staff, with four offices across Southern and Western Maine. Our comprehensive services encompass all aspects of projects, from initial site assessment and design to navigating permitting and overseeing construction.

### THE WAY WE WORK

One of the defining features that set us apart is our structure as a 100% employee-owned company. The commitment and collaboration of our employees drive our success, and our team-based approach ensures that each client benefits from the expertise and insights of multiple specialties. Our diverse team of engineers, surveyors, landscape architects, and environmental scientists work together to deliver exceptional results on every project.

We welcome your vision and ideas. Beginning with a profound respect for people and processes, we actively listen to understand your goals. Leveraging our extensive experience and expertise, we work in tandem with you to uncover unseen opportunities and bring your vision to life.

#### FOUNDED

1981

#### TEAM MEMBERS

100+

#### STRUCTURE

100% EMPLOYEE-OWNED

#### SPECIALTIES

CIVIL ENGINEERING  
SURVEY/GEOMATICS  
LANDSCAPE ARCHITECTURE  
TRANSPORTATION/TRAFFIC ENGINEERING  
ENVIRONMENTAL SERVICES  
PLANNING & PERMITTING  
GIS & CAD

#### SECTORS

MUNICIPALITIES  
INSTITUTIONS  
HEALTHCARE  
RESIDENTIAL  
COMMERCIAL

### LET'S MEET TOGETHER

207.200.2100

75 John Roberts Road, Suite 4A  
South Portland, Maine 04106





109 Capitol Street Office Complex  
FDS State of Maine, LLC (FD Stonewater)  
Augusta, ME

383 Commercial St. - Hobson's Landing  
Portland, ME

Bigelow Laboratory for Ocean Studies  
East Boothbay, ME

Bill & Joan Alfond Main Street Commons  
Colby College - Waterville, ME

Central Maine Medical Center  
Lewiston, ME

Coastal Enterprises Corporate Offices  
Brunswick, ME

Edward T. Gignoux Federal Courthouse  
Portland, ME

FedEx Distribution Center  
Lewiston, ME

Gendron Distribution Center  
Auburn, ME

IDEXX Laboratories  
Westbrook, ME

Jackson Laboratories - Dining Commons  
Bar Harbor, ME

L.L. Bean Retail Campus, Flying Point,  
Data Center & Distribution Center  
Freeport, ME

Maine Department of Corrections  
Windham & Machiasport, ME

Maine Medical Center - Bramhall  
Portland, ME

Margaret Chase Smith School  
Sanford, ME

Martin's Point  
Biddeford, ME

Mill Creek Transit Hub  
South Portland, ME

Morse High School  
Bath, ME

Northeast Air Expansion Portland Jetport  
Portland, ME

Orono Public Works  
Orono, ME

Portland Schools Study  
Portland, ME

Portland Public Services  
Portland, ME

Portsmouth Public Library  
Portsmouth, NH

Raymond Public Safety Building  
Raymond, ME

Sanford High School &  
Regional Technical Center  
Sanford, ME

Scarborough Public Safety  
Scarborough, ME

Schooner Memory Care Facility  
Auburn, ME

South Portland Municipal Services  
South Portland, ME

U.S. Postal Service - Southern Maine  
Processing and Distribution Center  
Scarborough, ME

Town Office Planning Study  
Raymond, ME

UNUM Provident Home Office III  
Portland, ME

Westbrook Public Safety Building  
Westbrook, ME

Westbrook Public Services  
Westbrook, ME

Westin Hotel and Residences  
Portland, ME



**BILL & JOAN ALFOND  
MAIN ST. COMMONS**  
Waterville, ME



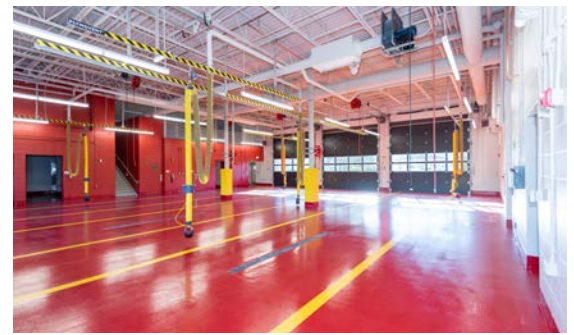
**UNUM PROVIDENT  
HOME OFFICE III**  
Portland, ME



**AUGUSTA STATE  
OFFICE BUILDING**  
Augusta, ME

# LEWISTON FIRE SUBSTATION

Lewiston, Maine



The City of Lewiston constructed a new fire response substation along the Sabattus Street neighborhood to better service the community. A site was selected along North Temple Street developed with a 9,100 square-foot structure with the capacity for a minimum of three pieces of response apparatus. Working in coordination with Great Falls Construction, Sebago Technics provided surveying, civil design, landscape design, and permitting services for the project.

Survey services included a boundary survey and existing conditions, utility, and topographic survey. Civil and landscape design services consisted of developing a concept that would provide an emergency response vehicle circulation that was separate from visitor access to avoid delaying emergency response vehicles from exiting the site. Grading for the site considered the existing topography which wouldn't require excessive site excavations or fills, while providing stormwater quality and quantity treatment.

North Temple Street contains public utilities with designed connections from these public utilities to serve the proposed development. Permitting services provided by Sebago Technics entailed a Site Plan Review application through the City of Lewiston as well as a Stormwater Management Permit through MaineDEP, which was administered by the City under their delegated capacity through the Maine DEP.

This new station, which was completed in 2021, provides the department and the community with a modern, state-of-the-art facility that has been built to last for 50-plus years.

# SCARBOROUGH PUBLIC SAFETY BUILDING

Scarborough, Maine



The Town of Scarborough has seen tremendous growth over the last two-three decades, resulting in outgrowing its existing Public Safety building where police, fire and rescue are based for the Town. The existing municipal campus contained the municipal offices, Scarborough High School, Scarborough Middle School, and the Wentworth School. A new site was chosen diagonal to the existing building and adjacent to Town Hall in a central part of Scarborough. The campus had an existing Site Location of Development Permit which required an amendment for the new development.

The new 53,000 s.f. facility consists of a three-story structure which accommodates the Scarborough Fire Department, Scarborough Police Department, and an emergency dispatch center. Fire Department vehicles are garaged in the basement level which have pull through accessibility from the circulation road which connects Durant Drive to Sawyer Road. The first floor and second floor contain offices for public safety personnel, dispatch center, training facilities, and other support and ancillary facilities. There is an access road which is approximately 1,350 linear feet in length and connects the upper section of Durant Drive with Sawyer Road and exits onto Sawyer Road opposite Maine Health Professional Park (Orion Center).

Sebago Technics' role in the project included taking the architectural sketch of the site plan and producing final design and engineering documents. This included grading and drainage design, traffic circulation and parking improvements, and site aesthetic elements including planting design and screening for infrastructure elements.

The new facility was completed and fully operational in Spring of 2020. The space is bright, functional, and will serve the needs of the Town for decades to come.

# MICHAEL F. HAYS, R.A.

## PRINCIPAL IN CHARGE

mike@granthays.com



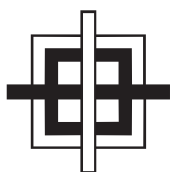
Michael F. Hays, R.A. is one of the founding partners of Grant Hays Associates and oversees all architectural projects acting as the partner-in-charge. His experience includes renovations and new construction of offices, schools, retail shops, churches, congregational care, industrial manufacturing, residences, municipal facilities, and military facilities. Mr. Hays' responsibilities include coordinating overall marketing efforts and client development, architectural design, and quality control management.

### Education, Registration & Affiliation

Wentworth Institute, Boston, MA – B.S. Architectural Engineering – 1981  
Certified Construction Specifier (CCS) – Construction Specifications Institute – 1987  
Registered Architect – Maine #AR1724 – 1989  
Recipient – Maine Energy Efficient Design Award – 1985  
Member – American Institute of Architects (AIA) – 1990  
Member – Maine Chapter Construction Specifications Institute (CSI) – 1984  
Past President Maine Construction Specifications Institute (CSI) – 1992-93  
Board of Directors – Maine State Ballet – 501(c)3 Charitable service  
Executive Board – Maine State Ballet – 501(c)3 Charitable service

### Employment History

1994 – Present Grant Hays Associates – Principal in Charge  
1987 – 1993 Gawron Associates – Project Architect  
1982 – 1987 Portland Design Team – Intern Architect  
1979 – 1982 CBT/Childs Bertman Tseckares & Casendino, Inc. – Intern Architect



Grant Hays Associates, Inc  
ARCHITECTURE & INTERIOR DESIGN  
P.O. BOX 6179 FALMOUTH MAINE 04105 207.871.5900

# GRANT HAYS ASSOCIATES

ARCHITECTURE ✚ INTERIOR DESIGN

## PROFESSIONAL CAPABILITIES

The founding partners of Grant Hays Associates have over seventy-five years of combined experience in architectural practice, and have worked together since 1987. Our Firm's primary goal is to offer our Client's the best creative problem-solving capabilities at a reasonable value, and superior personal service. Our design team works efficiently, effectively, and acts as a total project advocate from start to finish. We offer professional services in the following disciplines:

Architecture ✚ Interior Design ✚ Space Planning ✚ Feasibility Study ✚ Code Analysis

The professionals at Grant Hays Associates hold registrations in the State of Maine for Architect and Interior Designer. Additionally, national registrations are held as Certified Construction Specifier and National Council of Interior Design Qualification. We work closely with a select group of engineering consultants offering services in the disciplines required for each individual project. Through long-term association with these consulting firms, Grant Hays Associates has fostered a cohesive professional environment in which projects are produced by an efficient, well-communicated team of managers, designers and technicians.

Currently, projects are produced via computer-drafted AutoCad or REVIT drawings, depending on project complexity and schedule. Narrative documents, such as reports, studies, and project manuals, are produced in Microsoft Word, while schedules and budgets are produced in Microsoft Excel. We utilize electronic mail to efficiently transfer critical project data amongst the project team members and the Client's project representatives.

Construction and overall project budgets are developed in-house at critical phases of each project. These budgets are formulated based on our own local historical cost data, construction experience, and a strong network of General Contractors, Subcontractors, Suppliers, and Product Representatives, who are an integral part of our estimating process.

We also have a close professional relationship with the major commercial furniture system manufacturers and their local vendors. Grant Hays Associates has successfully developed a unique system for assisting Clients with the complicated process of bidding furniture, fixtures, and equipment. Our services include design and specification, monitoring of purchase orders and delivery schedule, as well as site installation coordination.

Construction Administration services include routinely documented site observations, evaluation of submittals and tests, processing contract modifications, and review of progress payment requisitions. We also assist the Client with project closure documentation and initial occupancy.

## DESIGN-BUILD PROJECT EXPERIENCE WITH GREAT FALLS CONSTRUCTION

Wells Municipal Offices Renovations & Expansion

Wells, Maine

Amatos Sandwich Shops

Biddeford, Scarborough & Portland, Maine

Sebago Brewing Company – Main Brewing Facility

Gorham, Maine

Windham Public Works facility

Windham, Maine

Windham Public Safety Building

Windham, Maine

Saco Public Works Facility

Saco, Maine

The Vein Healthcare Facility

South Portland, Maine

Cash Corner Fire Station

South Portland, Maine

Sebago Fire & Rescue Addition & Alterations

Sebago, Maine

Narragansett Elementary School Classroom Addition

Gorham, Maine

North Bridge School New Facility

Bridgton, Maine

METRO Pulse Bus Station Renovations

Portland, Maine

PWM Portland International Jetport Parking Garage Repairs

Portland, Maine



# 4.

## Relevant Experiences & Letters of Reference



## DESIGN BUILD EXPERIENCE

Great Falls Construction has design-build experience on many similar facilities throughout Maine, including two recent fire stations, a public safety project and community center project; South Portland's Cash Corner, Lewiston's Fire substation, Windham's Public Safety building and Summit Community Church in Gorham. Currently under construction is the Town of Limerick's Public Safety design build project. We have also recently completed three brand new construction design-build projects for Public Works facilities (Windham, Westbrook and Saco) and served as the construction manager for the renovations at the Buxton Police Department and a new facility for South Portland Public Works.

It is through our experience, subcontractor, supplier, and client connections that we have gained a vast amount of knowledge on best practices, equipment, usages, and layouts for similar municipal facilities. We are prepared to take the lessons we have learned from our many conversations, and past projects to appropriately apply them to the design-build project for the Town of Belgrade.

For this project in particular we understand the importance of analyzing our approach, to maximize the efficiencies to meet the needs of the facility and schedule. That is why our design build approach for this project will encompass proven strategies that allow for continued, efficient operations and proven subcontractor relationship and management to meet the scheduling and project needs.

We are very familiar working with and guiding town and cities through the municipal process and understand what it takes to be an excellent partner. We are committed to working together as a team to make this project the most streamlined, efficient, and quality project it can be. We feel confident in our abilities to satisfy your request and are excited to dive in and get started on a new Emergency Services Building for the Town of Belgrade.



# RELEVANT EXPERIENCES & REFERENCES

Included within is a list of relevant experiences and references followed by the project sheet and testimonial for relevant and/or recent projects.

## 1. **Windham Public Safety**, 375 Gray Road, Windham, Maine

Barry Tibbetts, Town Manager, Windham, Maine

batibbetts@windhammaine.us | 207-892-1907

Great Falls was the Design Builder on both the Windham Public Works Facility and the renovation and addition of the Town's Central Public Safety Facility.

## 2. **Cash Corner Fire Station**, 360 Main Street, South Portland

Christopher Copp, Deputy Fire Chief, South Portland Fire Department

ccopp@southportland.org | 207-329-3188

Great Falls demolished the old and constructed the new South Portland Fire Department's Cash Corner Fire Station.

## 3. **Lewiston Fire Sub Station**, 55 North Temple Street, Lewiston, Maine

Mark Caron, Fire Chief, Lewiston Fire Department

mcaron@lewistonmaine.gov | 207-513-3002

Great Falls constructed the new Lewiston Fire Department's North Temple Street Fire Sub Station.



# WINDHAM PUBLIC SAFETY ADDITION & RENOVATION

375 GRAY ROAD  
WINDHAM, ME, 04062

## DESIGN TEAM:

SEBAGO TECHNICS, ALLIED ENGINEERING, & GRANT HAYS

## SQ. FT.

~15,250 SQ. FT.

## TOTAL PROJECT VALUE

\$4,984,482

## CLIENT REFERENCE:

BARRY TIBBETTS,  
TOWN MANAGER , WINDHAM  
(207) 892-1907

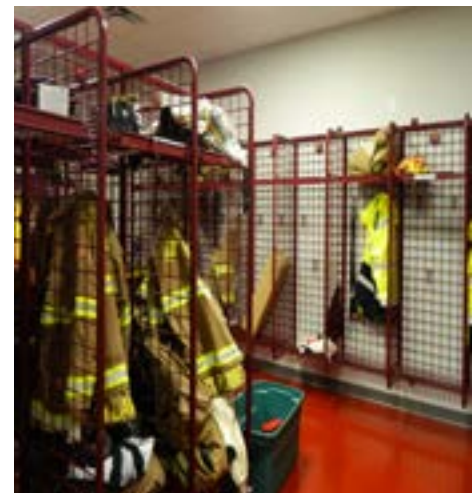
## PROJECT COMPLETED:

JULY 2022

Great Falls Construction was hired as the design-builder for the addition and occupied renovation of the Windham Public Safety Facility.

The Great Falls Construction team, subcontractors, and suppliers had to extensively coordinate on acquiring project materials and securing installation teams, due to widespread raw material shortages, product production delays, and labor shortages in the national pandemic. For example, bar joists were on backorder for over a year, which would have resulted in a significant delay in completion of the project. With the quick thinking of the design-build team, the project was redesigned to accommodate for steel beams, a more readily available product at the time. This resulted in significant impacts on other areas of the building, due to changes in the weight load, all of which were addressed timely and within the towns means.

The additions include a three apparatus bay garage and a detached 1,392 SF evidence garage. The entire existing building was renovated with extensive client coordination on the phasing of the work, to relocate the active police, fire and administrative departments was necessary to ensure there are no interruptions in daily operations and emergency communications during the project.





## Town of Windham

Office of the Town Manager  
8 School Road  
Windham, ME 04062

Barry A. Tibbetts, Town Manager  
batibbetts@windhammaine.us

207.892.1907 voice  
207.892.1910 fax

September 27, 2022

Great Falls Construction  
20 Mechanic Street  
Gorham, ME 04038

To Whom it May Concern,

Windham had a 30+ year old building that no longer met the needs of the Police and Fire Departments. The location was still appropriate, but the space needs were no longer relevant, the layout created inefficiencies in operation and a lack of effectiveness. Staff was overcrowded and public's ability to interact with our departments was hindered (non-ADA compliance).

We have always had a cooperative relationship between the Fire and Police Department, so we pursued a design in which that joint sharing and cooperative atmosphere would be able to continue. We wanted one well laid out building that allowed for growth and functionality that fostered a positive center. Through our selection process Great Falls "rose" to the top of the construction companies to deliver what Windham needed.

Great Falls Construction was wonderful to work with. They were cooperative, attentive to even the smallest details, and consistently worked with town employees to ensure we could keep the critical operations of Public Safety up and running without error. Throughout the process there were no injuries or incidents and ultimately the project was completed on time and within budget.

Great Falls provided us, in the town of Windham, an extremely valuable experience. They delivered top-of-the-line service driven by an exceptional team, and we are very happy with the result. We are excited to recommend working with Great Falls Construction.

Sincerely,

Barry Tibbetts  
Town Manager, Windham  
(207) 892-1907  
batibbetts@windhammaine.us

[www.windhammaine.us](http://www.windhammaine.us)



# SOUTH PORTLAND FIRE STATION CASH CORNER

360 MAIN STREET  
SOUTH PORTLAND, ME, 04106

## DESIGN TEAM:

SEBAGO TECHNICS, ALLIED ENGINEERING, & GRANT HAYS

## SQ. FT.

~17,000 SQ. FT.

## TOTAL PROJECT VALUE

\$5,795,000

## CLIENT REFERENCE:

Christopher Copp,  
Deputy Fire Chief

207-329-3188

## PROJECT COMPLETED:

APRIL 2021

Cash corner fire station is a brand new state of the art fire station, replacing an antiquated 1970's station. The new station is made of steel and brick and is home to up to 10 trucks. The structure is steel framed with wood sheathing and red brick veneer with decorative elements. The front high bay is 1 story 50' tall and the rear is 2 level around 60' tall. The large garage spaces all receive radiant floors and trench drains. The high garage bay has aluminum curtain walls and glass doors to display the trucks.

Advanced stormwater management system to dewater site adequately. The facility consist of offices, storage, decontamination space, residential quarters for the staff, fitness room, a large commercial kitchen, and outdoor grill. The project was completed on time and on budget during a national pandemic.





**FIRE DEPARTMENT**  
OUR JOB IS OUR LIFE, AND YOURS

**CHRISTOPHER COPP**

Deputy Fire Chief

September 20, 2021

Jon Smith  
President  
Great Falls Construction  
20 Mechanic Street  
Gorham, ME 04038

Dear Jon Smith :

We are so thankful to have the opportunity to work with Great Falls Construction on the new construction of the Cash Corner Fire Station project. Your team provided excellent customer service throughout the entire duration of the project and continues to do so, following project completion.

Working with Mike, Aaron and Quentin was very enjoyable. Throughout the duration of the project, we knew that we could reach out to them at any time, and we would work through and develop reasonable solutions together as a team. They were extremely accommodating and the few minor hiccups that we hit along the way, were handled with ease. This was one of the largest construction projects I have been a part of, and it also had the smallest punch list at completion. That says a lot about the quality of work that your team provided throughout the project.

Their dedication, persistence and tight relationships with the subcontractors allowed us to stay on schedule and on budget, despite challenges given the tight labor market and material delays during the national pandemic. They ensured that all safety measures were followed throughout the project, and scheduled subcontractors accordingly to ensure that we followed all COVID safety protocols.

We are loving our new Cash Corner fire station, and I would highly recommend Great Falls Construction for future projects. If you need any further information about my experience with Great Falls Construction, please reach out to me anytime at (207) 329-3188.

Sincerely,

A handwritten signature in cursive script that reads "Christopher Copp".

Christopher Copp  
Deputy Fire Chief  
South Portland Fire Department

684 BROADWAY, SOUTH PORTLAND, ME 04106



# LEWISTON FIRE DEPARTMENT SUB STATION

55 NORTH TEMPLE STREET  
LEWISTON, ME 04240

## DESIGN TEAM:

Context Architecture, Sebago Technics, Bennett Engineering

## SQ. FT.

~10,700 SQ. FT.

## TOTAL PROJECT VALUE

\$3,670,000

## CLIENT REFERENCE:

MARK CARON

CITY OF LEWISTON FIRE CHIEF

(207) 513-3002

## PROJECT COMPLETION:

MAY 2021

The Lewiston Fire Sub Station structural framework consists of steel, brick, and wood. This fire station replaced the dated station on Sabattus Street from the 1940s in Lewiston. The new structure has three large drive-thru bays for modern and future fire apparatuses. The bay doors have glass to display the trucks and equipment stored inside. There is also six living spaces, offices, study space, and storage space above the mezzanine level. The fire station also has a full scale commercial kitchen and fitness room for comfortable down-time for firefighters. Convenient amenities include a vehicle exhaust system to allow users to work on equipment indoors and also areas for turnout gear and a decontamination room.



\*conceptual rendering



# TOWN OF LIMERICK FIRE STATION - *UNDER CONSTRUCTION*

23 SCHOOL STREET  
LIMERICK, ME 04048

## DESIGN TEAM:

Colby Company Engineering & Design

## SQ. FT.

~12,700 SQ. FT.

## TOTAL PROJECT VALUE

\$4,750,000

## CLIENT:

VINCENT PELLETIER

TOWN OF LIMERICK FIRE CHIEF

(207) 205-0097

## PROJECT ESTIMATED COMPLETION:

WINTER 2024

The new Limerick Fire Station is a 12,700 SF pre-engineered metal building that sits on a lot directly across the street from the old fire station. This site posed a challenge as it has been used by the Town of Limerick as a fill site for many years. The building includes an apparatus bay with 4 garage doors, parking for 8 emergency vehicles, and radiant floor heat. On the administrative side of the building, there are 5 sleeping rooms, a kitchen, lounge, conference rooms, and 4 restrooms. The building is built into a hill and has a 15 foot tall retaining wall that separates the apparatus bay from the administrative side of the building. This beautiful new building is the result of a collaborative design-build effort between the Town of Limerick, Great Falls Construction, and Colby Company Engineering & Design.



February 2024



# SEBAGO FIRE/EMS EQUIPEMENT GARAGE - *UNDER CONSTRUCTION*

7 PIT ROAD  
SEBAGO, ME 04029

## DESIGN TEAM:

SEBAGO TECHNICS & GRANT HAYS ASSOCIATES

## SQ. FT.

~4,900 SQ. FT.

## TOTAL PROJECT VALUE

\$1,055,000

## CLIENT:

PHILLIP STRIKE

TOWN OF SEBAGO FIRE CHIEF

(207) 671-6209

## PROJECT ESTIMATED COMPLETION:

FALL 2024

In early 2022, the Design Build Team lead by Great Falls Construction was selected in response to the Request for Proposal published by the Town of Sebago. The building comes after years of planning and collaboration between the town, fire department and the design build team to find the best solution that will serve the town well now and into the future. The stand-alone metal framed building will be roughly 4,900 (four-thousand nine-hundred) square feet and will have 3 (three) bays for emergency engines and 1 (one) additional bay for utility emergency response equipment use and storage. The building also features a modern decontamination room for personnel to clean equipment regularly and mezzanine area for storage.



February 2024



# ADDITIONAL MUNICIPAL/QUASI-MUNICIPAL REFERENCE LETTERS



February 14, 2022

Great Falls Construction  
20 Mechanic Street  
Gorham, ME 04038

To Whom it May Concern,

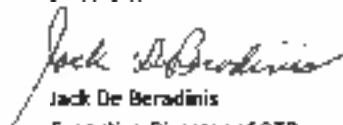
Since 1976, Regional Transportation Program (RTP) has provided transportation for disabled, elderly, low income and general public riders of Cumberland County. During most of this time, RTP was a tenant of the Metro in Portland. With the expansion of the Metro and plans for future expansion of RTP's services, RTP's Board of Directors determined that the agency needed its own space to best serve the needs of its ridership. Accordingly, RTP purchased 5 1/2 acres at 1 Ledgeview Drive in Westbrook; engaged Gawron Turgeon Architects to design and help administer the project and, in turn, selected Great Falls Construction (GFC) through a competitive bid process.

The total facility is comprised of two buildings including a 9,200 sq. ft. administrative/vehicle maintenance structure and an enclosed parking shelter of 12,760 sq. ft. Throughout the project, commencing with the site preparation in December 2020 to near completion in February 2022, GFC has effectively managed a large network of skilled sub-contractors that were flexible to our changes and special requests throughout the construction phase. Likewise, GFC's project manager, Ben Wallace, was consistent with a positive 'can do' approach and rallied his workforce to meet professional standards and project deadlines.

I especially appreciated the accuracy and timeliness of GFC's submissions for billing and keeping everyone appropriately informed on their progress and any issues to be addressed. All of this was accomplished during the COVID pandemic that impacted the availability of both supplies and personnel nationwide.

On behalf of RTP's Board of Directors, staff and, most importantly, our current and future riders, I would like to say 'thank you' to Great Falls Construction for a job well done.

Sincerely,

  
Jack De Beradinis  
Executive Director of RTP

# ADDITIONAL MUNICIPAL/QUASI-MUNICIPAL REFERENCE LETTERS



## City of Westbrook, Maine

Eric Dudley, P.E.  
Director, Engineering & Public Services

Public Services Department  
371 Saco Street  
Westbrook, ME 04092  
(207) 854-0660  
(207) 854-0672 FAX

January 8, 2018

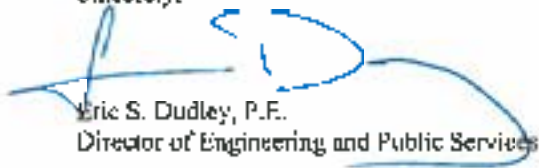
To Whom It May Concern:

I am writing to recommend the excellent work of Great Falls Construction, Inc. based on the experience we have had with them on three successful projects, the most recent being a \$9 million Combined Fleet Facility for Public Services and School Transportation. All projects have been completed on time and under budget.

The Combined Fleet Facility was a design-build project where Great Falls was selected due to the combined innovative approach to the building and HVAC design as well as value for the price. Throughout the course of the project, Great Falls' ownership, management and on-site personnel worked in a collaborative approach with the City to achieve high quality construction and long-term durability while keeping costs down. They were always willing to listen to our needs and would also proactively check on our satisfaction of the project throughout the course of construction and after completion. Great Falls' can-do attitude has made working with them a pleasure and it would be easy for us to contract with them again in the future.

I am pleased to offer the highest recommendation for Great Falls Construction, Inc. as a general contractor that the City of Westbrook views as a valuable team member. Please feel free to contact me at 207-854-0660 ext. 3001 if you have any questions or would like any additional information.

Sincerely,



Eric S. Dudley, P.E.  
Director of Engineering and Public Services

# ADDITIONAL MUNICIPAL/QUASI-MUNICIPAL REFERENCE LETTERS

## *Public Works*

---



Doug Howard  
Director of Public Works  
Phone: 207-767-7635  
Fax: 207-767-7636

To: Jon Smith, Owner Great Falls Construction  
From: Doug Howard, Director of Public Works  
Subject: Great Falls Construction Letter of Recommendation  
Date: January 4, 2018

The City of South Portland funded an \$11.5 million project to construct a new Municipal Services Facility. The facility would house the Public Works Department, Parks Department and Transportation Department. The project was approximately 70,000 square feet and consisted of administration offices, seven bay vehicle maintenance area, fabrication bay, sign shop, carpentry shop, parts room, locker and shower rooms, undercover vehicle storage, salt shed, cold storage building, mezzanine, and automated truck and vehicle wash system.

The City of South Portland prequalified four General Contractors that were able to submit bids for this project. Great Fall Construction was one of the four that were prequalified.

Great Falls Construction was low bidder meeting all specifications, and the City awarded the contract to Great Falls Construction.

Great Falls worked closely with the City on the project. They found ways to save the City money and always had the best interest of the City in mind when making decisions. They always listened to the City's needs and wants and addressed them in a timely manner. There was a consistent open line of communication throughout the entire construction phase. The Great Falls team worked diligently to bring the project in on time and on budget.

The South Portland Municipal Services Facility was completed in the fall of 2017. The project did come in on time and on budget thanks to efforts of Great Falls Construction. The quality of work is exceptional and I would highly recommend Great Falls Construction for any future projects. I would also welcome anyone that would like to come see our new facility and the quality of work

Respectfully,

A handwritten signature in black ink that reads "Doug Howard".

Doug Howard  
Director of Public Works

---

42 O'Neil Street, South Portland, ME 04106

Phone (207) 767-7635

Fax (207) 767-7636

# ADDITIONAL MUNICIPAL/QUASI-MUNICIPAL REFERENCE LETTERS



## Community Development Economic Development Division

Thomas M. Poirier, *Director of Community Development*

[tpoirier@gorham.me.us](mailto:tpoirier@gorham.me.us)

Kevin Jensen, *Director of Economic Development*

[kjensen@gorham.me.us](mailto:kjensen@gorham.me.us)

---

GORHAM MUNICIPAL CENTER, 75 South Street, Gorham, ME 04038 Tel: 207-222-1620 / Fax: 207-839-4793

February 13, 2023

To whom it may concern:

Great Falls Construction (GFC) is an active local developer, design builder, construction manager, general contractor, and member of the business community in the Town of Gorham, Maine. Headquartered in Gorham's Village center, Great Falls Construction has constructed and developed many buildings for both their own development portfolio and for clients around town. Well-versed in the local development project approval and construction process, they have developed and built many projects in and throughout the Town of Gorham from concept through to occupancy.

Some of the projects Great Falls has developed and constructed in Gorham have been instrumental in the redevelopment of the Gorham Village. Notable examples includes:

- Station Square: An award-winning 70,000 SF mixed-use development located at 7 Railroad Avenue, which houses community contributor staples such as Junction Bowl, Chalmers Insurance, and Sidecar Pub as well as 65 residential units;
- 109 Main Street: Redeveloping a dilapidated former gas station on Main Street into a vibrant multi-unit commercial property;

GFC has demonstrated experience and capability in establishing improved market-responsible residential communities in Gorham and has provided critical reinvestment in iconic historic building assets around town.

Should you have any further questions regarding Great Falls Construction's experience working with and in the Town of Gorham, please do not hesitate to be in touch.

Regards,

Kevin Jensen  
Economic Development Director  
Town of Gorham  
[kjensen@gorham.me.us](mailto:kjensen@gorham.me.us)  
(207) 222-1628



THANK YOU FOR THE  
OPPORTUNITY!

WE LOOK FORWARD TO ANSWERING ANY  
QUESTIONS YOU MAY HAVE  
BEST REGARDS,



20 MECHANIC STREET | (207) 839-2744  
GORHAM, ME 04038 | [info@greatfallsinc.com](mailto:info@greatfallsinc.com)

# Memo

---

## **Waste Management contract renewal**

Transfer Station Director Ken Scheno and I met with Waste Management to discuss the current contract which expires the end of June 2024. Waste Management proposed a 5-year contract with a 5% increase each year. The current contract terms are: 5 year, 3% increase each year.

The Transfer Station Committee has reviewed the proposal and recommends it for review, consideration and approval from the Board of Selectpersons.

In addition, the committee recommends increasing the per bag fee for both Rome and Mt. Vernon from \$2 to \$4 as there has never been an increase on these. This will also help to offset the increase in pricing from Waste Management.

Transfer Station Director Ken Scheno will be present to discuss and answer questions from the Board of Selectpersons.

**AGREEMENT**  
**TRANSPORTATION AND DISPOSAL OF MUNICIPAL SOLID WASTE, &**  
**CONSTRUCTION AND DEMOLITION DEBRIS**  
**TOWN OF BELGRADE, MAINE**

This Agreement is effective July 1, 2024 (“Effective Date”) by and between the Town of Belgrade, organized under the laws of the State of Maine (hereinafter referred to as the “Town”) and Waste Management Disposal Service of Maine, Inc., a corporation organized under the laws of the State of Maine and having a place of business at 357 Mercer Road, Norridgewock, Maine 04957, (hereinafter referred to as the “Contractor”).

**WHEREAS** the Town owns certain real property and equipment necessary to operate and manage a solid waste transfer station (“Transfer Station”);

**WHEREAS**, the Contractor owns and operates a sanitary landfill, separation facility, and/or material recovery facility in accordance with applicable laws of the State of Maine;

**WHEREAS**, the Town desires to engage Contractor to transfer municipal solid waste at the Transfer Station for transportation and disposal to designated disposal facilities;

**WHEREAS**, the Board of Selectmen are authorized to execute this Agreement pursuant to local and state regulations.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the Town and the Contractor hereby agree as follows:

**1. DEFINITIONS.**

- A. Transfer Station:** A facility operated by the Town, developed for the receipt and processing of solid waste (including, but not limited to: Municipal Solid Waste, and Construction and Demolition Debris).
- B. Disposal Facility:** Shall mean a permitted solid waste disposal facility selected by Contractor that will receive, process and dispose of all Municipal Solid Waste and Construction and Demolition Debris from the Town.
- C. Municipal Solid Waste ("MSW"):** Non-baled solid waste normally generated and disposed of households and small businesses within the Town, and not containing any Special Waste or Hazardous Waste as defined and set forth on Exhibit A attached hereto.
- D. Construction and Demolition Debris (Demo Debris):** Shall be defined consistent with applicable statute and regulation and shall include the following items: wood, siding, shingles, concrete, and bricks. Demo Debris shall, in no event include Municipal Solid Waste, Special Waste, Hazardous Waste or appliances that may contain or have contained Chlorofluorocarbons, or “CFC’s” as commonly understood.
- E. Hazardous Waste:** Shall be defined under Exhibit A.

F. **Special Waste:** Shall mean any waste material, as defined in Exhibit A, that Contractor agrees to accept, which is generated within the Town and that is classified as a special waste by Contractor, or the State where the Disposal Site is located ("Special Waste"). Special Waste must be profiled by the generator by completing a Waste Profile Sheet, to be supplied by Contractor, and such waste may be subject to testing and analysis by a laboratory approved by Contractor as a condition of acceptance. The results of the laboratory analysis will be reviewed by the Contractor and if required, by the appropriate state agencies, before any decision can be made regarding its transportation, disposal or pricing. Loads hauled by Contractor from the Transfer Station to the Disposal Site will be inspected periodically to ensure compliance with Contractor's Special Waste handling procedures and the requirements of the Waste Profile Sheet completed by the Generator and approved by Contractor.

G. **Unacceptable Waste;** Shall be defined under Exhibit A.

2. **TERM.**

The term of this Agreement shall be for a period of five (5) years, commencing July 1, 2024, through and including June 30, 2029. Upon mutual consent of the parties, this Agreement may be extended for one additional period of five (5) years subject to mutually agreeable pricing terms. Annual renewals are contingent upon approved funding at the Town Meeting.

3. **SCOPE OF SERVICES.**

**Collection and Transportation of Municipal Solid Waste:**

The Contractor shall provide the expertise, labor and equipment (unless Town owned) to haul the loaded roll-off containers from the Town's Transfer Station to the Disposal Facility on an on-call or scheduled basis as requested by the Town.

**Waste Disposal:**

Subject to the Disposal Facility's permitted and operational capacity, Contractor shall transport MSW from the Transfer Station for disposal at the Disposal Facility. Contractor may at any time refuse to accept for disposal any Hazardous Waste, Special Waste or Unacceptable Waste, as defined in Exhibit A. Title to and liability for any Hazardous, Special Waste or Unacceptable Waste shall remain with the Town.

4. **PAYMENT.**

The Contractor shall bill the Town for the services rendered at the rates listed in Exhibit 1 within ten (10) days following the end of the month during which services were rendered. Town shall pay for the services by the Contractor in accordance with the aforementioned charges within 30 days from the date of



Contractor's invoice. Town shall pay a service charge on all past due amounts at a rate of 18% per annum.

**Non- Appropriation:**

In the event that funding is not approved at the Annual Town Meeting, this Agreement would become void upon notice to the Contractor by the Town and Town shall be obligated to pay for all services rendered prior to Contractor's receipt of notice to terminate services.

**5. COLLECTION EQUIPMENT.**

The Contractor's equipment shall be in good repair and designed for the collection and transportation of materials collected at the Town Transfer Station. Each vehicle shall have clearly visible on each side, the name and phone number of the Contractor. Any Town supplied equipment including but not limited to compactors and containers shall be in good repair, compatible with Contractor's transportation vehicles and will have all safety features operable rendering equipment capable of being safely transported along public and private roadways.

**6. PERMITS AND LICENSES.**

The Contractor, at its sole cost and expense, shall maintain throughout the term of this Agreement, all permits, licenses and approvals necessary or required for the Contractor to perform the work and services described herein, including but not limited to the operation of the Disposal Facility.

**7 COMPLIANCE WITH LAWS AND REGULATIONS.**

The Contractor agrees that in the performance of work and services under this Agreement, the Contractor will comply with any and all federal, state and local laws and regulations now in effect, or hereafter enacted during the term of this Agreement, which are applicable to the Contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.

**8. INDEPENDENT CONTRACTOR.**

The Contractor shall perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of the Town. The Contractor shall have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and nothing herein shall be construed as creating a partnership or joint venture between the Town and the Contractor. No person performing any of the work or services described herein shall be considered an officer, agent, servant or employee of the Town, and no such person shall be entitled to any of the benefits available or granted to employees of the Town.

**9. INDEMNIFICATION.**

The Contractor agrees to indemnify, save harmless, and defend the Town from and against any and all liabilities, claims, penalties, forfeiture, suits, and the costs and expenses incident thereto (including costs of defense, settlement, and reasonable attorneys' fees), which it may hereafter incur, become responsible for, or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of governmental laws, regulations, or orders to the extent caused by Contractor's employees, or its subcontractors breach of any term of or provision of this Agreement, or any negligent act or omission, or act of willful misconduct by the Contractor's or its employees, or its subcontractors in the performance of this Agreement

The Town agrees to indemnify, save harmless, and defend the Contractor from and against any and all liabilities, claims, penalties, forfeiture, suits, and the costs and expenses incident thereto (including costs of defense, settlement, and reasonable attorneys' fees), which it may hereafter incur, become responsible for, or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of governmental laws, regulations, or orders to the extent caused by Town's breach of any term of or provision of this Agreement, or any negligent act or omission, or act of willful misconduct by the Town or its employees in the performance of this Agreement.

In no event, whether in contract, tort or otherwise shall either party be liable to the other for any special, indirect, incidental or consequential damages.

**10. NON-ASSIGNMENT.**

Neither Contractor nor Town shall assign, transfer, convey, or otherwise hypothecate this Agreement of their rights, duties, or obligations hereunder or any part thereof without the prior written consent of the other, which consent shall not be unreasonably withheld, provided that Contractor shall have the right to assign this Agreement, without consent of the Town, in the event of a corporate reorganization, transfer to an affiliate, merger or transfer of substantially all of Contractor's assets.

**11. INSURANCE.**

Contractor shall obtain and maintain insurance throughout the term of this Agreement, at Contractor's sole cost and expense, not less than the insurance coverage set forth below. Town of Belgrade will be named as additional insured on the insurance policy.

<u>Coverage</u>	<u>Limits of Liability</u>	
Worker's Compensation	Statutory	
Employer's Liability	\$1,000,000	
Personal/Bodily Injury Liability	\$2,000,000	Combined Single Limit
Property Damage Liability	\$2,000,000	Combined Single Limit
Automobile Bodily Injury	\$5,000,000	Combined Single Limit
Automobile Property Damage	\$5,000,000	Combined Single Limit

**12. TERMINATION.**

(a) In the event that either party materially defaults in the performance of any of the material covenants or agreements to be kept, done or performed by it under the terms of this Agreement, the non-defaulting party shall notify the party in default in writing of the nature of such default. Within twenty (20) days following such notice:

- (1) The defaulting party shall correct the default; or
- (2) In the event of a default not capable of being corrected within twenty (20) days, the defaulting party shall commence correcting the default within twenty (20) days of non-defaulting party's notification thereof, and thereafter correct the default with due diligence.

(b) If the defaulting party fails to correct the default as provided above, non-defaulting party, without further notice, shall have all of the following rights and remedies which non-defaulting party may exercise:

- (1) The right to declare that this Agreement together with all rights granted the defaulting party hereunder are terminated, effective upon such date and the non-defaulting party shall designate. The non-defaulting party shall have payment of all monies due through the termination date; and
- (2) If the default is by Contractor, the Town shall have the right to license others to perform the services otherwise to be performed by the Contractor, by mutual consent of the parties, or to perform such services itself.

**13. EXCUSE FOR PERFORMANCE.**

Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats of events beyond its reasonable control ("Force Majeure Event"), whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, changes in applicable laws or regulations and interpretations thereof, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, epidemic, pandemic, and the inability to obtain equipment, the

affected party shall be excused from performance during the occurrence of such events. Contractor shall be entitled to an equitable adjustment in price in the event of the occurrence of a Force Majeure Event that increases the cost of performing its obligations under this Agreement, provided that if the Force Majeure Event delays performance for longer than thirty (30) days, the Town shall be entitled to seek replacement service from another hauler for the term of the Force Majeure.

**14. NOTICES.**

All notices required or contemplated by this Agreement shall be personally served or mailed, postage prepaid and return receipt requested, addressed to the parties as follows:

To the Town:

Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917  
Attn: Town Manager

To the Contractor:

Waste Management Disposal Services  
of Maine, Inc.  
26 Patriot Place, Suite 300  
Foxborough, MA 02035  
Attn: President

or to such other address as the parties may designate in writing. The Public-Sector Representative at the time of this Agreement is Pete Lachapelle, whose office is located at 14 Taylor Avenue, Rochester, NH 03839.

**15. AMENDMENT.**

This Agreement may be modified or amended only by a written consent duly executed by the parties hereto or their representatives.

**16. SEVERABILITY.**

The invalidity of one or more of the phrases, sentences, clauses or Sections contained in this Agreement shall not affect the validity of the remaining portion of the Agreement so long as the material purposes of this Agreement can be determined and effectuated.

**17. SUCCESSORS AND ASSIGNS.**

No assignment of the Agreement or any right occurring under this Agreement shall be made in whole or in part by the Contractor without the express written consent of the Town; in the event of any assignment, the assignee shall assume the liability of the Contractor.

**18. ENTIRETY.**

This Agreement and any Exhibits attached hereto contain the entire Agreement between the parties as to the matters contained herein. Any oral representations or modifications concerning this Agreement shall be of no force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first here in above written.

Town of Belgrade, a municipal corporation  
Town Manager

\_\_\_\_\_  
Town Manager, Duly Authorized

\_\_\_\_\_  
Date

Waste Management Disposal Services of Maine, Inc.

\_\_\_\_\_  
By: Chris Lucarelle, Duly Authorized  
President

\_\_\_\_\_  
Date

**EXHIBIT 1  
SERVICE AND RATES**

<b>Year</b>	<b>Waste Equipment Type, Size and Quantity</b>	<b>Ownership</b>	<b>Transportation Per Haul to Norridgewock</b>	<b>Disposal Per Ton</b>	<b>Rental Fee Per Month</b>
<b>Municipal Solid Waste</b>					
7/1/2024 – 6/30/2025	Qty (1) one 2-yard compactor and Qty (1) one 45-yard receiver box Qty (1) one 50-yard receiver box	Town Owned	\$345.00	\$75.00 plus State of Maine Fee	\$0.00
7/1/2025 – 6/30/2026	Qty (1) one 2-yard compactor and Qty (1) one 45-yard receiver box Qty (1) one 50-yard receiver box	Town Owned	\$362.25	\$78.75 plus State of Maine Fee	\$0.00
7/1/2026 – 6/30/2027	Qty (1) one 2-yard compactor and Qty (1) one 45-yard receiver box Qty (1) one 50-yard receiver box	Town Owned	\$380.36	\$82.69 plus State of Maine Fee	\$0.00
7/1/2027 – 6/30/2028	Qty (1) one 2-yard compactor and Qty (1) one 45-yard receiver box Qty (1) one 50-yard receiver box	Town Owned	\$399.38	\$86.82 plus State of Maine Fee	\$0.00
7/1/2028 – 6/30/2029	Qty (1) one 2-yard compactor and Qty (1) one 45-yard receiver box Qty (1) one 50-yard receiver box	Town Owned	\$419.35	\$91.16 plus State of Maine Fee	\$0.00

Year	Waste Equipment Type, Size and Quantity	Ownership	Transportation Per Haul to Norridgewock	Disposal Per Ton	Rental Fee Per Month
<b>Construction and Demolition Debris</b>					
7/1/2024 – 6/30/2025	Qty (2) two 40-yard open top container	Town Owned	\$345.00	\$75.00 plus State of Maine Fee	\$0.00
7/1/2025 – 6/30/2026	Qty (2) two 40-yard open top container	Town Owned	\$362.25	\$78.75 plus State of Maine Fee	\$0.00
7/1/2026 – 6/30/2027	Qty (2) two 40-yard open top container	Town Owned	\$380.36	\$82.69 plus State of Maine Fee	\$0.00
7/1/2027 – 6/30/2028	Qty (2) two 40-yard open top container	Town Owned	\$399.38	\$86.82 plus State of Maine Fee	\$0.00
7/1/2028 – 6/30/2029	Qty (2) two 40-yard open top container	Town Owned	\$419.35	\$91.16 plus State of Maine Fee	\$0.00

Year	Waste Equipment Type, Size and Quantity	Ownership	Cost Per Month	Extra Lift Charge	
<b>Center for All Seasons – Serviced Bi-Weekly</b>					
7/1/2024 – 6/30/2025	Qty (1) one 4-yard container	WM Owned	\$110.00	\$160.00	
7/1/2025 – 6/30/2026	Qty (1) one 4-yard container	WM Owned	\$115.50	\$160.00	
7/1/2026 – 6/30/2027	Qty (1) one 4-yard container	WM Owned	\$121.28	\$160.00	
7/1/2027 – 6/30/2028	Qty (1) one 4-yard container	WM Owned	\$127.34	\$160.00	
7/1/2028 – 6/30/2029	Qty (1) one 4-yard container	WM Owned	\$133.71	\$160.00	

**Trip Fee Charge** (if applicable) \$185.00 per trip

Trip charges commonly occur when either (1) a driver is dispatched to service a container and it is blocked, (2) container is overweight and must be off-loaded, or (3) an event caused by the Town that prohibits Contractor from servicing container(s).

**Minimum Tonnage Charge** (if applicable) 4 Ton Minimum

The Minimum Tonnage Charge applies to MSW and Demo/Bulky roll-off services. This is a per haul charge activated by incurring a below minimum weight threshold and the charge will be equal to the cost difference between the actual ticketed weight of the container and minimum threshold. For example, if a container weight is 3.9 tons the Town would be charged the then current MSW per ton rate multiplied by 3.9 tons plus 0.1 tons (4-ton minimum less 3.9 tons) multiplied by current per ton rate.

**Other Increases** Contractor may increase rates to reflect increased costs resulting due to the occurrence of uncontrollable circumstances which are documented by Contractor, including, without limitation acts of God (such as fire and floods), changes in local, state or federal laws or regulations, imposition of taxes and fees and surcharges. Contractor may also, on an annual basis, propose increases in the charges to account for any increase in disposal, environmental or transportation (excluding fuel increases) costs. Unless otherwise noted, all fees shall increase by 5% each July 1<sup>st</sup>.



## EXHIBIT A

### A. "Hazardous Waste" means:

1. Any material or substance or hazardous substance, which, by reason of its composition or characteristics, is;
  - (a) Toxic or hazardous waste or hazardous substance as defined in either the Solid Waste Disposal Act, 42 U.S.C. 6900 et seq., as replaced, amended, expanded or supplemented the Resource Conservation and Recovery Act, 42 U.S.C. 6903, as replaced amended, expanded or supplemented, or any laws of similar purpose or effect, and such policies or regulations thereunder, or any laws of similar purpose or effect, and any rules, regulations or policies thereunder, or;
  - (b) Special nuclear or by-product materials within the meaning of Atomic Energy Act of 1954;
2. Other materials which any governmental agency or unit having appropriate jurisdiction shall determine from time to time is harmful, toxic or dangerous, or otherwise ineligible for disposal in the landfill; and
3. Any material, which would result in Process Residue being Hazardous Waste under (1) or (2) above.

### B. "Unacceptable Waste" means a regulated quantity of any of the following except as authorized by applicable law and regulations and approved for disposal via the Transfer Station at a Disposal Facility pursuant to Contractor's policies and procedures regarding such waste streams:

1. A containerized waste (i.e., drum, barrel, portable tank, box, pail, etc.) listed in 3-8 below.
2. A waste transported in bulk tanker.
3. A liquid waste.
4. A sludge waste.
5. A waste from an industrial process.
6. A waste from a pollution control process.
7. Residue and debris from a cleanup of a spill or release of chemical substances, commercial products or waste listed in 1 - 6 or item 8, including without limitation, such materials from a site designated for remediation under federal or state "Superfund" authorities.

8. Contaminated soil, water, residue, debris and articles from the cleanup of a site or facility formerly used for the generation, storage, treatment, recycling, reclamation or disposal of wastes listed in 1 –7, including without limitation, such materials from a site designated for remediation under federal or state “Superfund” authorities.
9. An uncharacterized waste.
10. Chemical waste from a laboratory.
11. Articles, equipment and clothing containing or contaminated with polychlorinated byphenyls (PCBs).
12. PCB drainings and flushings removed from PCB articles and placed directly into transport containers.
13. "Empty" containers of waste commercial products or chemicals (this applies to a portable container which has been emptied, but which may hold residuals of the product or chemical. Examples of containers are: portable tanks, drums, barrels, cans, bags, liners, etc.)
14. Asbestos contained in or from waste from building demolition or cleaning.
15. Commercial products or chemicals whether off-specification, outdated, contaminated or banned.
16. Residue and debris from cleanup of spills or releases of a single chemical substance or commercial product or a single waste, which would otherwise qualify as a miscellaneous special waste.
17. Infectious waste. (Any waste from a hospital, medical clinic, nursing home, medical practitioner, mortuary, taxidermist, veterinarian, veterinary hospital, animal testing laboratory, university medical laboratory, etc., that is contaminated with or may be contaminated with an infectious agent that has the potential of inducing infection. These wastes are wastes if they are untreated, autoclaved or otherwise heat-treated.)
18. Animal waste and parts from slaughterhouses or rendering plants, including wastes from fur or leather products manufacturing.
19. Waste produced by mechanical processing of fruit, vegetables or grain, rinds, hulls, husks, pods, shells, and chaff, food processing wastes which are aqueous or sludges, or which have been contaminated with dyes, additives or preservatives.
20. Pumpings from septic tanks used any size exclusively by dwelling units.

21. Sludges from a publicly owned sewerage treatment plant serving primarily domestic users.
22. Grease trap wastes from residences, restaurants, or cafeterias not located at industrial facilities.
23. Washwater wastes from commercial laundries or laundromats including waste from dry cleaning facility or waste from a commercial laundry used by an industry to wash chemical-contaminated clothing from its workers.
24. Washwater wastes from commercial car washes.
25. Chemical-containing equipment removed from service such as cathode ray tubes, batteries, fluorescent light tubes, etc.
26. Wastes produced from the demolition or dismantle of industrial process equipment or facilities contaminated with chemicals from the process or chemicals or wastes removed or drained from such equipment.
27. Closed cartridge filters from dry cleaning establishments.
28. Explosives, white goods (specifically such goods containing regulated refrigerants or coolants) as sold wastes, human or animal, motor vehicle parts, automobile transmissions, springs and fenders, agricultural and farm machinery, other large machinery or equipment, etc.
29. Materials subject to waste "bans" as defined by law applicable to the material, the Transfer Station or the Disposal Facility, including without limitation, all waste subject to disposal restrictions under DEP solid waste management regulations.
30. Universal Wastes as listed by the State of Maine Hazardous Waste Management Regulations, Chapters 850 through 857. Universal wastes are: Cathode Ray Tubes; Florescent Lamps; Mercury Containing thermostats; totally enclosed, non-leaking polychlorinated biphenyl (PCB) ballasts.

Waste Management Disposal Services of Maine, Inc.

**WM**  
**WASTE MANAGEMENT**

357 Mercer Road  
PO Box 629  
Norridgewock, ME 04957  
Tel: (207) 634-2714  
Fax: (207) 634-4519

June 6, 2022

Dennis Keschl  
Interim Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Dear Dennis,

Per our Solid Waste Collection and Disposal Agreement, dated the 1<sup>st</sup> day of July 2019 by and between Waste Management Disposal Services of Maine, Inc and the Town of Belgrade, ME, the 2021 annual increase will be fixed at 3%. The new rates are as follows:

**New Rates:**

MSW	\$69.26 per ton	\$284.11 per haul
C&D	\$69.26 per ton	\$284.11 per haul
Center for All Seasons	\$92.74 per month	

New rates will be effective July 1, 2022. If you have any questions, feel free to contact me directly.

Sincerely,



Peter A. Lachapelle  
Public Sector Representative  
603-396-9602 (cell)  
plachape@wm.com

Contract Book



357 Mercer Road  
PO Box 629  
Norridgewock, ME 04957  
Tel: (207) 634-2714  
Fax: (207) 634-4519

March 9, 2020

Anthony Wilson  
Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Dear Anthony,

Per our Solid Waste Collection and Disposal Agreement, dated the 1<sup>st</sup> day of July 2019 by and between Waste Management Disposal Services of Maine, Inc and the Town of Belgrade, ME, the 2020 annual increase will be fixed at 3%. The new rates are as follows:

**New Rates:**

MSW	\$65.28 per ton	\$267.80 per haul
C&D	\$65.28 per ton	\$267.80 per haul
Center for All Seasons	\$87.42 per month	

New rates will be effective July 1, 2020. If you have any questions, feel free to contact me directly.

Sincerely,

Peter A. Lachapelle  
Public Sector Representative  
603-396-9602 (cell)  
plachape@wm.com



357 Mercer Road  
PO Box 629  
Norridgewock, ME 04957  
Tel: (207) 634-2714  
Fax: (207) 634-4519

July 9, 2019

Board of Selectmen  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

**RE: Solid Waste Collection and Disposal Agreement**

Dear Board of Selectmen:

Please find attached the fully executed Agreement for the Collection and Disposal of Municipal Solid Waste and Construction and Demolition Debris/Bulky Waste by and between Waste Management Disposal Services of Maine, Inc. and the Town of Belgrade, ME.

Please feel free to contact me directly should you have further questions regarding this or any other matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Lachapelle', written in a cursive style.

Peter A. Lachapelle  
Public Sector Representative  
603-330-2104

# SOLID WASTE COLLECTION AND DISPOSAL AGREEMENT

This Agreement entered into the 1<sup>ST</sup> day of July, 2019, by and between the **Town of Belgrade**, 990 Augusta Road, Belgrade, Maine 04917 (referred to as "Town"), organized under the laws of the State of Maine, and **Waste Management Disposal Services of Maine, Inc.**, a Maine Corporation, (referred to as "Contractor"), whose principal place of business is 357 Mercer Road, Norridgewock, ME 04957.

When this Agreement refers to the "Contractor" it includes the Contractor's employees and agents. The subject of this Agreement is the collection and disposal of solid waste from the Town of Belgrade, ME.

**WHEREAS**, the Town owns certain real property and equipment necessary to operate and manage a solid waste transfer station ("Transfer Station"); and

**WHEREAS**, the Contractor owns and operates a sanitary landfill, separation facility, and/or material recovery facility in accordance with applicable laws of the State of Maine; and

**WHEREAS**, the Contractor is in the business of collecting and transporting solid waste for ultimate disposal or processing; and

**WHEREAS**, the Town desires to engage Contractor to collect solid waste at the Transfer Station for disposal at designated processing facilities; and

**WHEREAS**, the Board of Selectmen are authorized to execute this Agreement pursuant to local and state regulations.

**NOW THEREFORE**, in consideration of the mutual covenants, undertakings and promises of the Town and Contractor as set forth herein, the Town and Contractor do hereby covenant, promise and agree as follows:

## 1. DEFINITIONS

**1.1 Transfer Station.** Shall mean the solid waste and recycling facility duly authorized by the State of Maine to operate said facility located within the Town boundaries of Belgrade, Maine.

**1.2 Disposal Facility.** Shall mean Waste Management Disposal Services of Maine, Inc. located in Norridgewock, Maine to receive MSW and Construction and Demolition Debris, and Approved Special Waste.

**1.3 Municipal Solid Waste ("MSW"):** Non-baled solid waste normally disposed of by households in the State of Maine, that is allowed by applicable law and permit to be accepted by Contractor at the Disposal Facility not including Construction and Demolition Debris, Special Waste as defined herein, and not containing Hazardous Waste as defined and set forth on Exhibit A attached hereto.

**1.4 Construction and Demolition Debris (Demo Debris):** Shall have the meaning provided for in 38 M.R.S.A § 1303-C, as amended from time to time. “Demo Debris” shall include, but not be limited to the following items: wood, siding, shingles, concrete, bricks, furniture (to include couches, sofa-beds, stuffed chairs, and other bulky waste, etc.), et al. Demo Debris shall not include MSW or special waste or appliances that may contain or have contained Chlorofluorocarbons or CFC’s, as commonly understood.

**1.5 Special Waste:** Shall have the meaning provided for in 38 M.R.S.A. § 1303-C, as amended from time to time. Special waste or miscellaneous special waste must be subjected to analysis by a laboratory analysis will be reviewed by the Contractor and by the appropriate state agencies, before any decision can be made regarding its transportation or disposal. Loads hauled by Contractor from the Transfer Station to the Disposal Site will be inspected periodically to ensure compliance with Contractor’s “special waste” handling procedures.

**2. TERM.**

The term of this Agreement shall be five (5) years effective on July 1, 2019 through June 30, 2024, unless sooner terminated as provided herein. Additionally, the Town shall have the option, with the consent of the Contractor, to extend the term of this Agreement for an additional five (5) years, by notifying the Contractor of its intent to exercise this right not later than (30) days prior to the end of the then current performance period. Annual renewals are contingent upon approved funding at the Town Meeting.

**3. COMPENSATION:**

The Town agrees to pay Contractor as compensation hereunder:

**Pricing for First Year of Agreement July 1, 2019 – June 30, 2020**

<b>MSW:</b>	<b>\$63.38 per ton</b>	<b>\$260.00 per haul</b>
<b>Demo/Bulky:</b>	<b>\$63.38 per ton</b>	<b>\$260.00 per haul</b>
<b>Center for All Seasons:</b>	<b>\$84.87 per month – Front-load container 4-Yard Bi-weekly service</b>	

Trip Fee Charge (if applicable) \$185.00 per trip

Trip charges commonly occur when either (1) a driver is dispatched to service a container and it is blocked, (2) container is overweight and must be off-loaded, or (3) an event caused by the Town that prohibits Contractor from servicing container(s).

Town shall have the option, upon request, to retain the services of Contractor to repair Town owned equipment at a mutually agreed upon hourly rate plus parts and materials.

**Annual increase for all items:**

Charges after the first year shall be increased annually at a rate of 3% on each anniversary date. The first increase to be effective on July 1, 2020.

Said fees shall be subject to change to reflect any increase in costs associated with the occurrence of a Force Majeure Event (as described under Section 16 below) that increases the cost of



providing service hereunder, increases in cost of disposal, or increases in cost of providing service as a result of changes in applicable laws, regulations or interpretations thereof and/or the imposition or levying of any fee on or against the waste being managed under this Agreement or the operation of the Disposal Site.

**4. CHARGES, PAYMENTS, ADJUSTMENTS.**

Town shall pay for the services by the Contractor in accordance with the aforementioned charges within 30 days of the date of Contractors invoice. Town shall pay a service charge on all past due accounts at a rate of 18% per annum. The Contractor may increase the charges to account for the following circumstances outside the control of the Contractor, changes in local, state or federal laws or regulation, imposition of taxes or fees and act of God such as floods, fires, war, or acts of terrorism, etc.

**5. COLLECTION EQUIPMENT:**

Contractor is authorized by the Town to store Town owned containers on Contractor property. Contractor shall ensure that Town Containers will be stored only for authorized Town use and at no time shall Town containers be used for any other purpose.

**6. COMPLIANCE WITH LAWS AND REGULATIONS:**

Contractor will comply with any and all federal, state, and local laws and regulations now in effect or hereafter enacted during the term of this Agreement, which are applicable to Contractor, its employees, agents, or subcontractors, if any, with respect to the work and services described herein.

**7. SERVICE:**

The Contractor shall provide service for the Town within 48 hours from the time of request. Service will be provided on a Monday through Friday basis, during normal business hours. The Contractor shall not be responsible to provide timely services should there be significant delays due to acts of God, or major highway reconstruction, or holidays.

**8. OPERATION:**

The Contractor shall accept the Town's MSW, approved Special Waste, and Construction and Demolition Debris from the Town's Transfer Station subject to the Disposal Site's permitted and operational availability. The Contractor may at any time refuse to accept any Hazardous Waste, and Unacceptable Waste, (as each of those terms is defined in the attached Exhibit A) or any materials, substance, or property which in the reasonable judgment of Contractor will be harmful, unhealthy, unsafe, or in violation of any federal, State, or local statute or regulation applicable to the Disposal Facility.

**10. PERMITS AND LICENSES:**

Contractor, at its sole cost and expense, shall maintain throughout the term of this Agreement all permits, licenses, and approvals necessary or required for Contractor to perform the work and services described herein.

**11. INDEMNIFICATION:**

The Contractor shall indemnify and hold harmless the Town and its agents and employees from and against all claims, damages, losses and expenses including reasonable attorney’s fees to the extent arising out of or resulting from the performance of the work, provided and to the extent that such claim, damage, loss or expense is caused by the negligent or wrongful acts or omission of the Contractor or any of its officers, agents, employees, representatives, any one directly or indirectly employed by any of them or anyone for whose who acts for them may be liable. The Town shall indemnify and hold harmless the Contractor and its agents and employees from and against all claims, damages, losses and expenses including reasonable attorney’s fees to the extent arising out of or resulting from the performance of the work, provided and to the extent that such claim, damage, loss or expense is caused by negligent or wrongful acts or omissions of the Town, or any of its officers, agents, employees, representatives, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable. In no event whether in contract, tort or otherwise shall either party be liable to the other for any special, incidental, consequential, or indirect damages.

**12. INDEPENDENT CONTRACTOR:**

Contractor shall perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of the Town. Contractor shall have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and nothing herein shall be construed as creating a partnership or joint venture between Town and Contractor. No person performing any of the work or services described hereunder shall be considered an officer, agent, servant, or employee of Town, and no such person shall be entitled to any of the benefits available or granted to employees of Town.

**13. NON-ASSIGNMENT:**

Neither Contractor nor Town shall assign, transfer, convey, or otherwise hypothecate this Agreement of their rights, duties, or obligations hereunder or any part thereof without the prior written consent of the other, which consent shall not be unreasonably withheld provided that the Contractor shall have the right to assign this Agreement, without consent of the Town in the event of a corporate reorganization, merger or transfer of substantially all of Contractor’s assets.

**14. INSURANCE:**

Contractor shall obtain and maintain insurance throughout the term of this Agreement, at Contractor’s sole cost and expense, not less than the insurance coverage set forth below.

<u>Coverage’s</u>	<u>Limits of Liability</u>	
Worker’s Compensation	Statutory	
Employer’s Liability	\$1,000,000.00	
Personal/Bodily Injury Liability	\$5,000,000.00	Combined Single Limit
Property Damage Liability	\$5,000,000.00	Combined Single Limit
Automobile Bodily Injury	\$5,000,000.00	Combined Single Limit
Automobile Property Damage	\$5,000,000.00	Combined Single Limit
Excess Umbrella Liability	\$2,000,000.00	Each Occurrence

**15. TERMINATION:**

- A. In the event either party materially defaults in the performance of any of the material covenants or agreements to be kept, done or performed by it under the terms of this Agreement, the non-defaulting party shall notify the party in default in writing of the nature of such default. Within twenty (20) days following such notice:
  - 1. The defaulting party shall correct the default; or
  - 2. In the event of a default not capable of being corrected within twenty (20) days, the defaulting party shall commence correcting the default within twenty (20) days of the non-defaulting party's notification thereof, and thereafter correct the default with due diligence.
- B. If the party in default fails to correct the default as provided above, the non-defaulting party, without further notice, shall have all of the following rights and remedies which the non-defaulting party may exercise singly or in combination:
  - 1. The right to declare that this Agreement, together with all rights granted the defaulting party, hereunder are terminated, effective upon such date as the non-defaulting party shall designate; and
  - 2. If the party in default is the Contractor, the Town shall have the right to license others to perform the services otherwise to be performed by Contractor, or to perform such services itself.

**16. FORCE MAJEURE:**

Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats of events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, changes in applicable laws or regulations and interpretations thereof, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, and the inability to obtain equipment, the affected party shall be excused from performance during the occurrence of such events. Contractor shall be entitled to an equitable adjustment in price in the event of the occurrence of a Force Majeure Event that increases the cost of performing its obligations under this Agreement.

**17. NOTICES**

All notices required or contemplated by this Agreement shall be personally served or mailed, postage prepaid and return receipt requested, addressed to the parties as follows:

**To The Town:**

Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917  
Attn: Board of Selectmen

**To The Contractor:**

Waste Management Disposal Services of Maine, Inc.  
357 Mercer Road  
Norridgewock, ME 04957  
Attn: Pete Lachapelle

Or to such other address as the parties may designate in writing.

**18. WAIVER:**

A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other breach of such provision or of any other provisions, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or any other provision.

**19. LAW TO GOVERN:**

Town and Contractor agree that the laws of the State of Maine shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and shall govern the interpretation of this Agreement.

**20. TITLE OF SECTIONS**

Section headings inserted herein are for convenience only and are not intended to aid interpretation and are not binding on the parties.

**21. AMENDMENT:**

This Agreement may be modified or amended only by a written consent duly executed by the parties hereto or their representatives.

**22. SEVERABILITY:**

The invalidity of one or more of the phrases, sentences, clauses or Sections contained in this Agreement shall not affect the validity of the remaining portion of the Agreement so long as the material purposes of this Agreement can be determined and effectuated.

**23. SUCCESSORS AND ASSIGNS:**

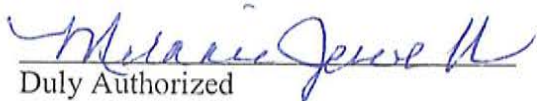
This Agreement shall be binding upon the parties hereto, their successors, and permitted assigns.

**24. ENTIRETY:**

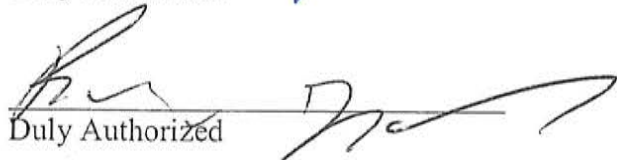
This Agreement and any Exhibits attached hereto contain the entire Agreement between the parties as to the matters contained herein. Any oral representations or modifications concerning this Agreement shall be of no force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the date first hereinabove written.

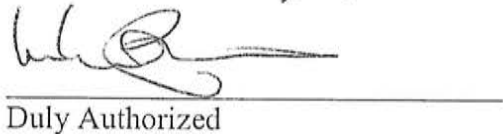
Town of Belgrade, a municipal corporation  
Board of Selectmen

  
Duly Authorized

7-2-19  
Date

  
Duly Authorized

7/2/19  
Date

  
Duly Authorized

7-2-19  
Date

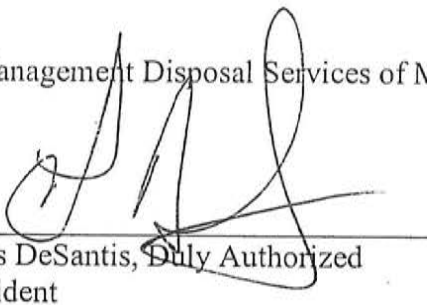
  
Duly Authorized

7-2-19  
Date

  
Duly Authorized

7/2/19  
Date

Waste Management Disposal Services of Maine, Inc.

  
By: Chris DeSantis, Duly Authorized  
President

7/8/19  
Date

---

## EXHIBIT A

A. "Hazardous Waste" means:

1. Any material or substance or hazardous substance, which, by reason of its composition or characteristics, is;
  - (a) Toxic or hazardous waste or hazardous substance as defined in either the Solid Waste Disposal Act, 42 U.S.C. 6900 et seq., as replaced, amended, expanded or supplemented the Resource Conservation and Recovery Act, 42 U.S.C. 6903, as replaced amended, expanded or supplemented, or any laws of similar purpose or effect, and such policies or regulations thereunder, or any laws of similar purpose or effect, and any rules, regulations or policies thereunder, or;
  - (b) Special nuclear or by-product materials within the meaning of Atomic Energy Act of 1954;
2. Other materials which any governmental agency or unit having appropriate jurisdiction shall determine from time to time is harmful, toxic or dangerous, or otherwise ineligible for disposal in the landfill; and
3. Any material, which would result in Process Residue being Hazardous Waste under (1) or (2) above.

B. "Unacceptable Waste" means a regulated quantity of any of the following except as authorized by applicable law and regulations and approved for disposal via the Transfer Station at a Disposal Facility pursuant to Contractor's policies and procedures regarding such waste streams:

1. A containerized waste (i.e., drum, barrel, portable tank, box, pail, etc.) listed in 3-8 below.
2. A waste transported in bulk tanker.
3. A liquid waste.
4. A sludge waste.
5. A waste from an industrial process.
6. A waste from a pollution control process.
7. Residue and debris from a cleanup of a spill or release of chemical substances, commercial products or waste listed in 1 - 6 or item 8, including without limitation, such materials from a site designated for remediation under federal or state "Superfund" authorities.

8. Contaminated soil, water, residue, debris and articles from the cleanup of a site or facility formerly used for the generation, storage, treatment, recycling, reclamation or disposal of wastes listed in 1 –7, including without limitation, such materials from a site designated for remediation under federal or state “Superfund” authorities.
9. An uncharacterized waste.
10. Chemical waste from a laboratory.
11. Articles, equipment and clothing containing or contaminated with polychlorinated byphenyls (PCBs).
12. PCB drainings and flushings removed from PCB articles and placed directly into transport containers.
13. "Empty" containers of waste commercial products or chemicals (this applies to a portable container which has been emptied, but which may hold residuals of the product or chemical. Examples of containers are: portable tanks, drums, barrels, cans, bags, liners, etc.)
14. Asbestos contained in or from waste from building demolition or cleaning.
15. Commercial products or chemicals whether off-specification, outdated, contaminated or banned.
16. Residue and debris from cleanup of spills or releases of a single chemical substance or commercial product or a single waste, which would otherwise qualify as a miscellaneous special waste.
17. Infectious waste. (Any waste from a hospital, medical clinic, nursing home, medical practitioner, mortuary, taxidermist, veterinarian, veterinary hospital, animal testing laboratory, university medical laboratory, etc., that is contaminated with or may be contaminated with an infectious agent that has the potential of inducing infection. These wastes are wastes if they are untreated, autoclaved or otherwise heat-treated.)
18. Animal waste and parts from slaughterhouses or rendering plants, including wastes from fur or leather products manufacturing.
19. Waste produced by mechanical processing of fruit, vegetables or grain, rinds, hulls, husks, pods, shells, and chaff, food processing wastes which are aqueous or sludges, or which have been contaminated with dyes, additives or preservatives.
20. Pumpings from septic tanks used any size exclusively by dwelling units.
21. Sludges from a publicly owned sewerage treatment plant serving primarily domestic users.
22. Grease trap wastes from residences, restaurants, or cafeterias not located at industrial facilities.

23. Wastewater wastes from commercial laundries or laundromats including waste from dry cleaning facility or waste from a commercial laundry used by an industry to wash chemical-contaminated clothing from its workers.
24. Wastewater wastes from commercial car washes.
25. Chemical-containing equipment removed from service such as cathode ray tubes, batteries, fluorescent light tubes, etc.
26. Wastes produced from the demolition or dismantle of industrial process equipment or facilities contaminated with chemicals from the process or chemicals or wastes removed or drained from such equipment.
27. Closed cartridge filters from dry cleaning establishments.
28. Explosives, white goods (specifically such goods containing regulated refrigerants or coolants) as sold wastes, human or animal, motor vehicle parts, automobile transmissions, springs and fenders, agricultural and farm machinery, other large machinery or equipment, etc.
29. Materials subject to waste "bans" as defined by law applicable to the material, the Transfer Station or the Disposal Facility, including without limitation, all waste subject to disposal restrictions under DEP solid waste management regulations.
30. Universal Wastes as listed by the State of Maine Hazardous Waste Management Regulations, Chapters 850 through 857. Universal wastes are: Cathode Ray Tubes; Florescent Lamps; Mercury Containing thermostats; totally enclosed, non-leaking polychlorinated biphenyl (PCB) ballasts.

Waste Management Disposal Services of Maine, Inc.





## TOWN OF BELGRADE

[townofbelgrade.com](http://townofbelgrade.com)  
[facebook.com/belgrademaine](https://facebook.com/belgrademaine)

Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Phone: 207-495-2258  
Fax: 207-495-2742  
[townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)

### **TOWN OF BELGRADE INTER-LOCAL WASTE MANAGEMENT PROGRAM WITH THE TOWN OF ROME**

The Town of Belgrade, Maine, hereby enters into a waste management program with the Town of Rome, Maine, for the period beginning July 1, 2021, and shall automatically renew annually unless modifications are requested by either party and agreed to by both parties. This program is voluntary and in no way mandates that Rome residents must use the Belgrade Transfer Station and Recycling Center. The Town of Belgrade reserves the right to terminate the waste management program with the Town of Rome.


The terms of the agreement are as follows:

- Household waste will be handled on a "pay-per-bag" basis, as is used by many Maine communities with the following requirements.
- A Town of Rome sticker must be displayed on a vehicle to use the Belgrade Transfer Station.
- Up to a 30-gallon bag can be used for household waste disposal. No exceptions.
- All items must be in a bag. No loose items will be accepted.
- Special stickers are available at the Belgrade Town Office and are sold in lots of 10 for the sum of \$20 per lot. Stickers should be affixed to trash bags at the point of closure (at the knot). Bags should be transparent or semi-transparent.
- No construction debris, furniture, tires, televisions, or items with freon will be accepted. This program is for household waste only.
- NO contract waste haulers will be permitted use of the Belgrade Transfer Station under this program, which is reserved for residential use only.
- To keep Rome residents' cost of household waste as low as possible, recycling is mandatory. No fees apply to the following items being recycled:
  - Corrugated cardboard (flattened), cereal boxes, egg cartons, etc.
  - Newspapers and inserts
  - Magazines, catalogs, and phone books
  - Office paper (copy paper of all colors; envelopes (no windows); junk mail; bills
  - Post-it notes; greeting, business and index cards; file folders; lined paper and shredded paper)
  - Metals (iron, tin, aluminum, etc.)

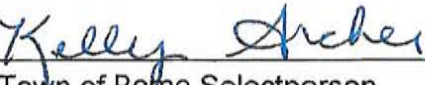
- o Steel and aluminum cans
- o Glass (all colors)
- o Plastics: #1 clear plastics (no clamshells), #2s and #5s
- o Rechargeable batteries and fluorescent bulbs

This waste management program is hereby agreed to by the following parties representing the Town of Belgrade, Maine, and the Town of Rome, Maine.

Signed:  Date: 4/21/21  
Belgrade Town Manager

Signed:  Date: 4/5/2021  
Town of Rome Selectperson

Signed:  Date: 4/5/21  
Town of Rome Selectperson

Signed:  Date: 4/5/2021  
Town of Rome Selectperson



## TOWN OF BELGRADE

[townofbelgrade.com](http://townofbelgrade.com)  
[facebook.com/belgrademaine](https://facebook.com/belgrademaine)

Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Phone: 207-495-2258

Fax: 207-495-2742

[townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)

### **TOWN OF BELGRADE INTER-LOCAL WASTE MANAGEMENT PROGRAM WITH THE TOWN OF MOUNT VERNON**

The Town of Belgrade, Maine, hereby enters into a waste management program with the Town of Mount Vernon, Maine, for the period beginning July 1, 2021, and shall automatically renew annually unless modifications are requested by either party and agreed to by both parties. This program is voluntary and in no way mandates that Mount Vernon residents must use the Belgrade Transfer Station and Recycling Center. The Town of Belgrade reserves the right to terminate the waste management program with the Town of Mount Vernon.

The terms of the agreement are as follows:

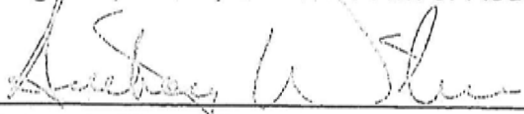
- Household waste will be handled on a "pay-per-bag" basis, as is used by many Maine communities with the following requirements.
- A Town of Mount Vernon sticker must be displayed on a vehicle to use the Belgrade Transfer Station.
- Up to a 30-gallon bag can be used for household waste disposal. No exceptions.
- All items must be in a bag. No loose items will be accepted.
- Special stickers are available at the Belgrade Town Office and are sold in lots of 10 for the sum of \$20 per lot. Stickers should be affixed to trash bags at the point of closure (at the knot). Bags should be transparent or semi-transparent.
- No construction debris, furniture, tires, televisions or items with freon will be accepted. This program is for household waste only.
- NO contract waste haulers will be permitted use of the Belgrade Transfer Station under this program, which is reserved for residential use only.
- To keep Mount Vernon residents' cost of household waste as low as possible, recycling is mandatory. No fees apply to the following items being recycled:
  - Corrugated cardboard (flattened), cereal boxes, egg cartons, etc.
  - Newspapers and inserts
  - Magazines, catalogs and phone books
  - Office paper (copy paper of all colors; envelopes (no windows); junk mail; bills
  - Post-it notes; greeting, business and index cards; file folders; lined paper and shredded paper)
  - Metals (iron, tin, aluminum, etc.)


9d

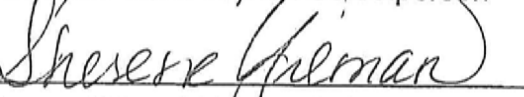
3/15/21

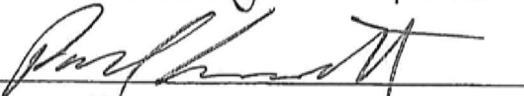
- o Steel and aluminum cans
- o Glass (all colors)
- o Plastics: #1 clear plastics (no clamshells), #2s and #5s
- o Rechargeable batteries and fluorescent bulbs

This waste management program is hereby agreed to by the following parties representing the Town of Belgrade, Maine, and the Town of Mount Vernon, Maine.

Signed:  Date: 3/3/21  
Belgrade Town Manager

Signed:  Date: 3/15/21  
Town of Mount Vernon Selectperson

Signed:  Date: 3/15/21  
Town of Mount Vernon Selectperson

Signed:  Date: 3/15/21  
Town of Mount Vernon Selectperson

# Memo

---

## **Petition re: Town of Belgrade Maine Ordinance Property Taxes**

A copy of the petition re: Property Taxes Ordinance was received March 7 in the Town Office. The process is to confirm signatures, there were 227 valid signatures as presented; the requirement is 225.

Included in your packet is some information provided by Maine Municipal Association and a copy of the petition as submitted to the Town Office.

March 7, 2024

Dear Selectpersons, Town of Belgrade Maine:

We the undersigned voters of the Town of Belgrade, Maine, entitled to vote in town affairs, hereby request that the article on the attached petitions be placed on either the June 11, 2024 or the November 5, 2024 ballot to see if the town will adopt this ordinance.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Carol Carothers".

Carol Carothers  
22 Clark Lane, Belgrade, Maine  
P.O. Box 241  
Belgrade Lakes, Maine 04918  
[car1@roadrunner.com](mailto:car1@roadrunner.com)  
207-691-0231

Total: 227

TOWN OF BELGRADE MAINE ORDINANCE PROPERTY TAXES

The purpose of this ordinance is to establish requirements for property taxes on Belgrade resident homeowners.

Section 1. Information to all property owners. At least 90 days prior to any election where spending proposals will be included, the town must inform all residents about their impact on property taxes. This information must detail the impact of each item as follows: (1) the percentage increase in property taxes for homeowners caused by the ballot measure, (2) the specific reasons for which the town needs this new spending, (3) the amount of unrestricted revenue currently in the town's budget and why this revenue cannot cover the new costs, and (4) if the increase will increase property taxes beyond the federal rate of inflation and by how much.

Section 2. Property Tax limits. No Belgrade property tax, on any primary residence, shall exceed 12% of the owners' annual gross income. Property tax amounts will be capped at that percentage once it is reached. To qualify for this tax cap: (1) the property must be the taxpayers' primary residence, (2) the property owner(s) must apply for the tax cap and document annual gross income, (3) the property owner(s) must apply annually and no later than June 30.

Section 3. Repeal. This ordinance may be repealed only through an election of all of the eligible voters of the town of Belgrade and by an affirmative vote of at least 51% of those voting.

Name printed	Street address	Town	Signature	Date
1. Scott Cullins	18 Scissors Lane	BELGRADE	Mr. C.	03/05/2024
2. RONALD LINDHOLM	216 GUYTON	BELGRADE	Ronald Lindholm	3/5
3. William McKee	14 Country Lane	Belgrade	William McKee	
4. Peter Pow	360 Dunn Rd	Belgrade	Peter Pow	3/5
5. Brandon Pow	710 Dunn Rd	Belgrade	Brandon Pow	3/5
6. Judith L. Hjort	1030 Smithfield Rd	Belgrade	Judith L. Hjort	3/5
7. ROBERT L. POY	153 OAKLAND RD	BELGRADE	Robert L. Poy	
8. Ronald N. Haught	721 Oakland Rd	Belgrade	Ronald N. Haught	3/5
9. RICHARD G. ELISEN	539 SMITHFIELD RD	BELGRADE	Richard Elisen	3/5
10. Patricia L. Krikorian	690 Oakland Rd	Belgrade	Patricia L. Krikorian	3/5
11. Fernando Saiz	184 Castle Island Rd	Belgrade	Fernando Saiz	3/5
12. Cynthia Cull	279 Dunn Rd	Belgrade	Cynthia Cull	3/5
13. Douglas R. Swyer	313 Manchester Rd	Belgrade	Douglas R. Swyer	3/5
14. Edward N. Bobrean	701 Warington Rd	Belgrade	Edward N. Bobrean	
15. Pamela Dickey	522 Horse Point Rd	Belgrade	Pamela Dickey	03/05/24
16. James E. Clancy JR	176 Oakland Rd	Belgrade	James E. Clancy JR	3/5/24
17. EARL H SMITH	66 Abena Shore	BELGRADE	Earl H Smith	3/5/24
18. Kathryn D. Berardino	139 Lakeshore Dr	Belgrade	Kathryn D. Berardino	3/5/24
19. Paul Balsano	20 Snapper Cove	Belgrade	Paul Balsano	3/5
20. Tammy Kinney	79 Mount Hill Rd	Belgrade	Tammy Kinney	3/5
21. Kathy A. Levasseur	296 Augusta Rd	Belgrade	Kathy A. Levasseur	3/5
22. Denise V. Lord	38 Location Rd	Belgrade	Denise V. Lord	3/5
23. Joan Blethen	152 Blethen Rd	Belgrade	Joan Blethen	3/5
24. Dale Blethen	152 Blethen Rd	Belgrade	Dale Blethen	3/5
25. Keith McCoy	483 Dunn Rd	Belgrade	Keith McCoy	3/5



## Property Tax Relief for Maine Residents

### Maine Town & City - July, 2018

The following are current State laws providing property tax relief for eligible Maine residents. (This list does not include veterans' exemptions, programs for businesses, or "current use" programs for farmland, open space, tree growth, and working waterfront.)

**Homestead exemption (36 M.R.S. §§ 681-689).** A partial property tax exemption for Maine residents owning a permanent homestead in Maine for at least 12 months preceding application. Application must be made to the assessor before April 1st of the year first eligible; annual reapplication is not required provided the taxpayer remains eligible. For details, see MMA's "Information Packet" on this subject, available at [www.memun.org](http://www.memun.org).

**Property tax fairness credit (36 M.R.S. § 5219-KK).** A personal income tax credit for homeowner and renters who were Maine residents during any part of the tax year, who owned or rented a primary residence in Maine during any part of the tax year and paid property tax or rent on that residence, who meet certain income and property tax and/or rent paid limitations, and who are not married filing separately. For details, see the Maine Revenue Services website at <http://www.maine.gov/revenue/>.

**Poverty abatement (36 M.R.S. § 841(2)).** A full or partial abatement of property taxes on the primary residence of any taxpayer who, in the judgment of the municipal officers (selectmen or councilors), is unable, by reason of hardship or poverty, to contribute to the public charges. For details, see MMA's "Information Packet" on this subject, available at [www.memun.org](http://www.memun.org).

The following are additional local options for providing property tax relief:

**Tax clubs (36 M.R.S. § 505).** A municipality may establish a "tax club" by authorizing eligible taxpayers to pay in installments during the tax year without accruing interest charges. Tax clubs must be authorized by the municipal legislative body (town meeting or town or city council).

**Local homestead tax benefits (36 M.R.S. § 6232).** A municipality may, by ordinance, adopt a program to provide benefits to persons with homesteads in the municipality. The program may be restricted to persons who are at least 62 years of age, and must require that the claimant has a homestead in the municipality, must provide benefits to both owners and renters, and must calculate benefits in a way that provides greater benefits proportionally to claimants with lower incomes in relation to their property taxes accrued or rent constituting property taxes accrued.

**Senior volunteer tax credits (36 M.R.S. § 6232(1-A)).** A municipality may, by ordinance, adopt a program to permit claimants who are at least 60 years of age to earn credits against their property taxes up to a maximum of \$750 by volunteering to provide services to the municipality. Additional procedures and eligibility standards may be established by ordinance.



Senior tax deferral (36 M.R.S. § 6271). A municipality may, by ordinance, adopt a program to allow deferral of property taxes on eligible homesteads owned by taxpayers who are at least 70 years of age, who have resided there for at least 10 years prior to application, and whose household income does not exceed 300% of the federal poverty level. The law includes additional provisions addressing accrual of interest, liens to secure the municipality's claim for taxes, annual notices to claimants, and events terminating the deferral.

We should note that apart from these four local options, State law does not authorize any other form of local property tax relief, and municipalities have no "home rule" authority to offer any because the Maine Constitution preempts the field of taxation (see Me. Const. art. IX, § 9).

Also noteworthy is that there is no State funding available for any of these local options, so any funds required would have to be raised locally (presumably from other taxpayers who are ineligible for the relief provided). This probably accounts for the fact that, apart from tax clubs, only a relative handful of municipalities have adopted any of these local options. (By R.P.F.)

---

## **Return**

*This information is intended for general information purposes only and is not meant as legal advice. This information should not take the place of a thorough review of pertinent statutes, consultation with legal counsel, or other specific guidance on the subject.*



## Voter Petitions: A Primer

### Maine Town & City - February, 2010

The general right of the people to petition their government is rooted in both the Maine and U.S. Constitutions (see Me. Const. art. I, § 15 and U.S. Const. amend. I, respectively). But at the local level this right is given definition by three important Maine statutes, all in Title 30-A.

Open town meeting petitions. Title 30-A M.R.S.A. § 2522 states, “On the written petition of a number of voters equal to at least 10% of the number of votes cast in the town at the last gubernatorial election, but in no case less than 10, the municipal officers [selectmen or councilors] shall either insert a particular article in the next warrant issued or shall within 60 days call a special town meeting for its consideration.”

In other words, under § 2522 the municipal officers have the choice of when the petition article will be voted on – either at a special town meeting called within 60 days for this purpose or at the next town meeting called for any purpose (which may be the next annual town meeting). This is so even if the petition demands a special meeting, unless the municipal officers’ refusal to call one is “unreasonable” (see below).

Secret ballot referendum petitions. Title 30-A M.R.S.A. § 2528(5) states, “[O]n the written petition of a number of voters equal to at least 10% of the number of votes cast in the town at the last gubernatorial election, but in no case less than 10, the municipal officers shall have a particular article placed on the next ballot printed or shall call a special town meeting for its consideration.”

Again, under § 2528(5) the municipal officers have the choice of when the petition article will be voted on – either at a special election called for this purpose or at the next election called for any purpose. And again, this is so even if the petition demands a special election, unless the municipal officers’ refusal to call one is “unreasonable.” Absent, though, is any requirement that a special election be called within 60 days. This is perhaps an acknowledgment that referendum elections entail considerably more preparation and expense than open town meetings.

Also noteworthy is that in most cases a referendum election is possible only if a town has accepted the secret ballot method of voting under § 2528. A referendum petition is subject to the same 45-day filing requirement as nomination papers.

Petitions to a notary public (“unreasonable refusal”). Title 30-A M.R.S.A. § 2521(4) states, “If the selectmen unreasonably refuse to call a town meeting, a notary public may call the meeting on the written petition of a number of voters equal to at least 10% of the number of votes cast in the town at the last gubernatorial election, but in no case less than 10.”

Under § 2521(4) if petitioners believe the selectmen have unreasonably refused to call a meeting, they may petition a notary public to call the meeting. The notary has no discretion not to as long as the petition is directed to the notary and bears the requisite number of

signatures.

The legality of a notary-called meeting, and the legal effect of any action taken, depend on whether the selectmen were first petitioned to call a meeting and whether their refusal to do so was “unreasonable.” The concept of “unreasonable refusal” is defined by case law rather than statute and will be discussed here in greater detail next month.

Here are some other fundamentals of voter petitions under Title 30-A:

No particular form or wording is required, although a petition must include a proposed article or articles. A petition is not required to cite a statute or specify the method of voting. A petition may be freely circulated. Any registered Maine voter may circulate a petition, but only the signatures of local voters may be counted. A circulator is not required to witness signatures or sign any statement. A petition may be submitted to either the municipal officers or the clerk. Once submitted, a petition is a public record, and neither the petition nor any signatures may be withdrawn.

Voters in municipalities with charters should know that a charter may contain different provisions than those discussed above, including significant limitations on the right to petition.

For more on voter petitions, see MMA’s Town Meetings & Elections Manual, available to members online at [www.memun.org](http://www.memun.org). (By R.P.F.)

---

## **Return**

*This information is intended for general information purposes only and is not meant as legal advice. This information should not take the place of a thorough review of pertinent statutes, consultation with legal counsel, or other specific guidance on the subject.*



## Voter Petitions: What's A 'Reasonable' Refusal?

### Maine Town & City - March, 2010

As we noted here last month, if petitioners believe the selectmen have unreasonably refused to call a town meeting, they may petition a notary public to call the meeting (see "Voter Petitions: A Primer," Maine Townsman, "Legal Notes," February 2010). The legality of that meeting and any action taken there will depend, however, on whether the selectmen's refusal was, in fact, unreasonable. Here are some illustrations of what would constitute a "reasonable" refusal to call a meeting:

Petition is incomplete. Where a petition lacks the requisite number of signatures or fails to request a meeting or include a proposed warrant article, it is incomplete and may be refused. (But otherwise, no particular form or wording is required, nor is a circulator required to witness signatures or sign any statement, unless by charter.)

Petition is unintelligible. Where the warrant article on its face is unintelligible – that is, where it is impossible, due to vagueness, ambiguity or other drafting defect, to determine with any reasonable certainty what question is being proposed – the petition may be refused.

Petition calls for illegal action. Where a petition proposes an article that is beyond the power of the voters ("ultra vires") or which conflicts with other law, it may be refused. Among many examples of this would be an article to enact an ordinance only the selectmen may adopt, an article to spend public funds for illegal purposes (such as plowing private driveways), and an article to grant a tax exemption or tax abatement.

Petition calls for reconsideration. Where a petition proposes to revisit or rescind a prior vote and a third party has acquired vested rights, for example, under a contract or bond, the original vote cannot be reconsidered, and the petition may be refused. Even if no vested rights have attached, absent evidence of fraud or irregularity in the original vote, the petition may still be refused.

Petition can wait. Where a petition demands a special meeting or a special election but the proposed article is not an emergency and the petitioners' objectives would not be completely frustrated by waiting until the next warrant or ballot, the demand for an immediate vote may be refused.

Because the legal issues in this field are often nuanced, and the decision to either honor or refuse a petition can have substantial repercussions, we encourage local officials to consult with legal counsel before acting.

For more on voter petitions, see MMA's Town Meetings & Elections Manual, available to members online at [www.memun.org](http://www.memun.org). (By R.P.F.)

*This information is intended for general information purposes only and is not meant as legal advice. This information should not take the place of a thorough review of pertinent statutes, consultation with legal counsel, or other specific guidance on the subject.*

# Memo

---

## **Pole Permit**

CMP has submitted the attached pole permit application for a location on the West Road, just south of the Castle Island Road intersection (see attached).

Auto Fill Form for:  
4501 - 4502 - 4503

<b>Notification:</b> <input type="text" value="10104089827"/>	<input checked="" type="checkbox"/> <b>Not Published</b>
<b>Work Order:</b> <input type="text" value="801000583357"/>	<input type="checkbox"/> <b>Public Notice of this application has beengiven by publishing the text of the same</b>
<b>Field Planner Name:</b> <input type="text" value="Atheer Oufi"/>	<b>In:</b> <input type="text"/>
<b>Field Planner Phone #:</b> <input type="text" value="207-707-2500"/>	<b>On:</b> <input type="text"/>
<b>Date:</b> <input type="text" value="Mar 7, 2024"/>	

<b>City / Town</b> <input type="text" value="Belgrade"/>
<b>To the:</b> <input checked="" type="checkbox"/> <b>City</b>
<input type="checkbox"/> <b>Town</b>
<input type="checkbox"/> <b>County of:</b> <input type="text"/> , <b>Maine</b>

<b>CMP applying for:</b> <input checked="" type="checkbox"/> <b>Overhead</b> <input type="checkbox"/> <b>URD</b>
--

<b>1. Starting Point:</b> <input type="text" value="(44.507228, -69.879263) OR 160ft South of Castle Island Rd Intersection"/>
<b>2. Road (State &amp; CMP):</b> <input type="text" value="West Rd"/>
<b>3. Direction:</b> <input type="text"/>
<b>4. Distance:</b> <input type="text"/> <b>feet</b>
<b>5. Number of Poles:</b> <input type="text" value="1"/>

<b>TELCO:</b> Consolidated Communications of Maine Company	Refer To Field Planner Web Page for selecting the appropriate Tel Co., Home Page > Field Planner Resources > Telco Information
---	--

Print Button No longer supported, please use File Menu -> Print

Notification: 10104089827

Work Order: 801000583357

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Belgrade, Maine

- To the:  City
- Town

County of: \_\_\_\_\_, Maine

Central Maine Power hereby applies for permission to:

- Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
- Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Communications of Maine Company

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

1. Starting Point: (44.507228, -69.879263) OR 160ft South of Castle Island Rd Intersection

2. Road (State & CMP): West Rd

3. Direction: \_\_\_\_\_

4. Distance: \_\_\_\_\_ feet

5. Number of Poles: 1

- Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

- Public Notice of this application has been given by publishing the text of the same
- Not Published

In: \_\_\_\_\_

On: \_\_\_\_\_

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Maine Company

By: Atheer Oufi Date: Mar 7, 2024 By: \_\_\_\_\_ Date: \_\_\_\_\_





LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Maine Company dated Mar 7, 2024, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Belgrade,

approximately located as follows:

- 1. Starting Point: (44.507228, -69.879263) OR 160ft South of Castle Island Rd Intersection
2. Road (State & CMP): West Rd
3. Direction:
4. Distance: feet
5. Number of Poles: 1

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

By:
By:
By:
By:
By:
Municipal Officers

Office of the

Received and Recorded in Book, Page

Attest:
Clerk



**JOB TITLE:**  
UPGRADE  
3PH 330 THREEWIRE  
TO 3PH 330 SINGLEWIRE  
FROM 61415 WEST RD  
TO NEWP8 ON WEST SIDE  
OF LONG POND

**CAP ID:**  
MULTIPLE

**WORK ORDER:**  
MULTIPLE

**NOTIFICATION:**  
MULTIPLE

**SUBSTATION:**  
COUNTY ROAD

**CIRCUIT:**  
67301

**PRIMARY CLASS:**  
12.5 / 7.2 KV

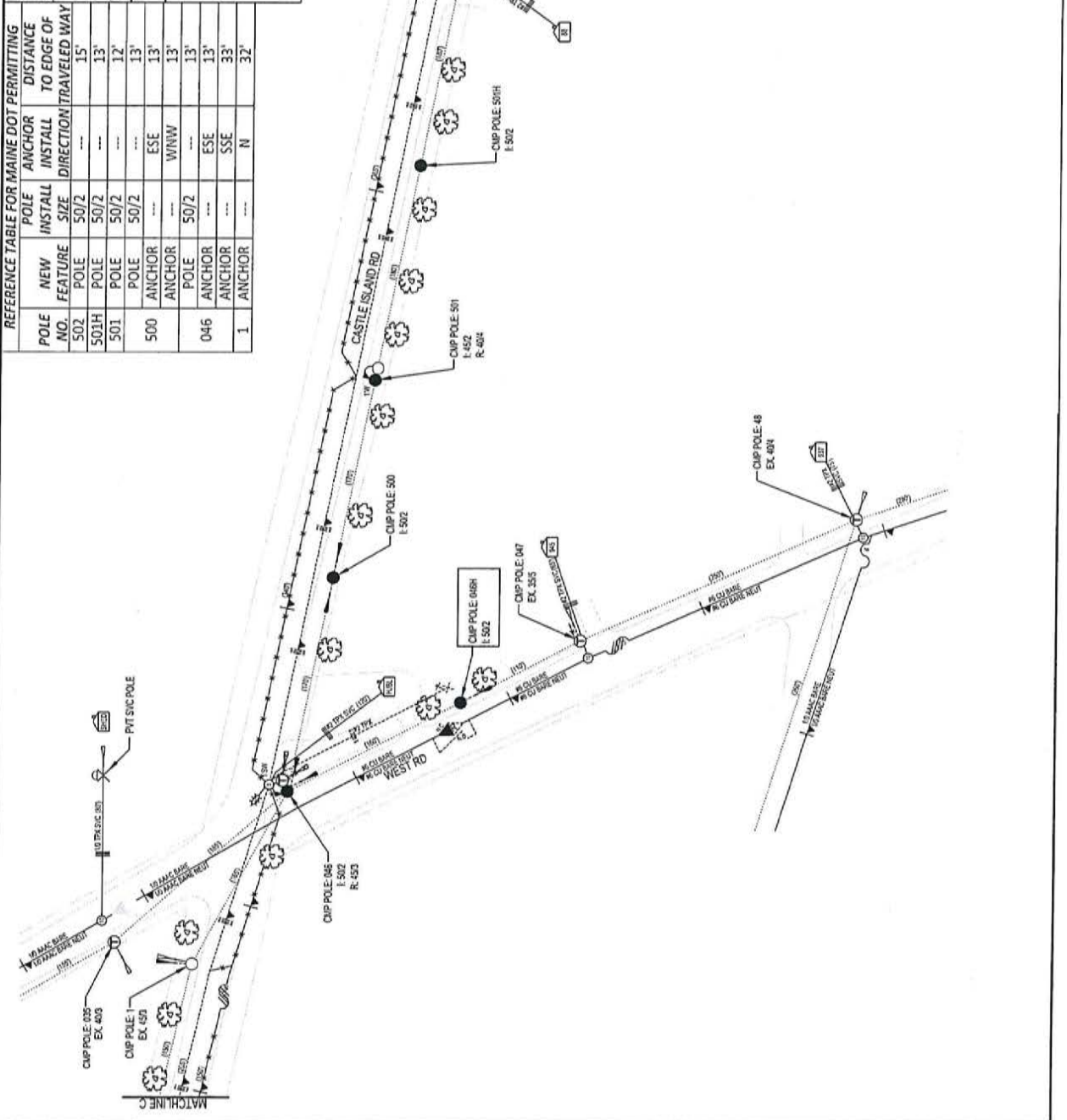
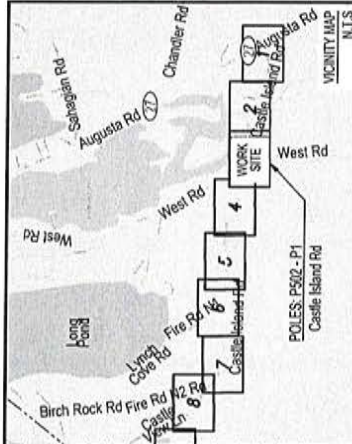
**FUNCTIONAL LOCATION:**  
9310-10475-0440-011E-ED00011  
TO  
8310-10475-0440-0331-ED00026

**ROAD AND TOWN:**  
CASTLE ISLAND RD  
BELLEFLEGE ME

**Designed By:** Drawn By:  
JH CHK TEAM  
**Issue Date:** Checked By:  
JH R.2016  
**PROJECT NO:** Scale:  
27033 N.T.S.  
**SHEET #:**  
**3 OF 11**

**REFERENCE TABLE FOR MAINE DOT PERMITTING**

POLE NO.	NEW FEATURE	ANCHOR	INSTALL SIZE	DIRECTION	ANCHOR DISTANCE TO EDGE OF TRAVELED WAY
502	POLE		50/2		15'
501H	POLE		50/2		13'
501	POLE		50/2		12'
500	ANCHOR			ESE	13'
	ANCHOR			WNW	13'
046	ANCHOR			ESE	13'
1	ANCHOR			SSE	33'
	ANCHOR			N	32'



A / P Warrant

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00021 STATE OF MAINE, BMV						
0081	518	03	BMV REPORT 3/1-3/8/2024			
BMV REPORT 3/1-3/8/2024			G 1-214-00		12,409.71	0.00
			GEN'L FUND / BMV			
				Vendor Total-	12,409.71	
00014 YANKEE TROPHY						
0081	519	03	SPIRIT OF AMERICA AWARDS	24-0230		
SPIRIT OF AMERICA AWARDS			E 01-01-31-01		311.00	0.00
			GEN'L GOV. / SELECT PRSNS - SPECIAL / EVENTS			
				Vendor Total-	311.00	
				Prepaid Total-	0.00	
				Current Total-	12,720.71	
				EFT Total-	0.00	
				Warrant Total-	12,720.71	

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

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

# Memo

---

## Warrants

2023 AP 157	\$12,103.00
-------------	-------------

AP 30	\$12,720.71
-------	-------------

Payroll 31	\$20,894.27
------------	-------------

AP 32	\$84,306.82
-------	-------------

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
00002 MAINE MUNICIPAL ASSOCIATION					
0577	520	12	2023 WORKER COMP	62948	
2023 WORKER COMP	E 23-15-99-99			12,103.00	0.00
	INSURANCE / WORKERS COMP - EXPENSE / EXPENSE				
		Vendor Total-		12,103.00	
		Prepaid Total-		0.00	
		Current Total-		12,103.00	
		EFT Total-		0.00	
		Warrant Total-		12,103.00	

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

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

WARRANT: 31

Check	D / D	Check	Employee	Gross Pay
2024520	800.29	0.00	990 CORY D ALEXANDER	1,009.38
2024521	595.41	0.00	817 VICTORIA A ALEXANDER	672.00
2024522	493.46	0.00	172 DANIELLE M BEDARD	1,093.60
2024523	708.48	0.00	20 JARED N BOND	933.60
2024524	1,000.00	0.00	113 TRAVIS S BURTON	1,383.87
2024525	659.12	0.00	853 EDWARD C CALL	770.00
2024526	362.30	0.00	818 CHRISTOPHER ALLEN COGSWELL	405.00
2024527	486.90	0.00	244 ANDREW P DAVIDSON	562.68
2024528	333.90	0.00	74 WESLEY M DAY	409.50
2024529	221.87	0.00	822 LYNDSEY A FISHER	240.25
2024530	47.10	0.00	899 MARY C GRANHOLM	51.00
2024531	347.74	0.00	844 ALAINA B HALL	403.44
2024532	103.89	0.00	991 Erin E Kalback	112.50
2024533	759.65	0.00	262 IAN M KING	921.25
2024534	743.78	0.00	589 KELSEY L LIBOLD	830.00
2024535	761.45	0.00	837 DANIEL R MACGLASHING	1,016.00
2024536	662.03	0.00	875 KEVIN K MERRILL	840.00
2024537	1,111.98	0.00	03 LORNA DEE NICHOLS	1,440.01
2024538	423.10	0.00	173 AARON L PELKEY	479.32
2024539	898.00	0.00	200. NICHOLAS C POOLE	1,277.20
2024540	759.96	0.00	979 HANS CHRISTIAN RASMUSSEN	957.90
2024541	83.15	0.00	892 KIM E RIDEOUT-DAWES	100.86
2024542	880.22	0.00	191 KENNETH J SCHENO	1,071.20
2024543	1,293.24	0.00	07 MARY VOGEL	1,768.00
2024544	0.00	14,537.02	D / D 213 ANDROSCOGGIN SAVINGS BANK	
2024545	0.00	3,956.47	T & A 4 DEPARTMENT OF TREASURY	
2024546	0.00	556.95	T & A 1 TREASURER, STATE OF MAINE	
<b>Total</b>	<b>14,537.02</b>	<b>19,050.44</b>		<b>18,748.56</b>

Put into A/P **6,357.25**  
 Taken out of A/P **(4,513.42)**  
**total Payroll 20,894.27**

**Count**  
 Checks 27

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

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

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00000 AIR QUALITY MANAGEMENT SERVICES, INC</b>						
0087	554	03	BLACK MOLD INSPECTION DAL	24-158		
BLACK MOLD INSPECTION DAL			E 13-11-35-08		925.00	0.00
			FACILITIES / DALTON - REPAIRS / BUILDING			
<b>Vendor Total-</b>					<b>925.00</b>	
<b>00664 ALL SEASONS TREE SERVICE</b>						
0087	555	03	TREE REMOVAL	627		
TREE REMOVAL			E 10-01-20-07		400.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
<b>Invoice Total-</b>					<b>400.00</b>	
0087	555	03	VILLAGE GREEN&PARKING LOT	626		
VILLAGE GREEN&PARKING LOT			E 13-10-20-07		6,400.00	0.00
			FACILITIES / PARKS - SERVICES / CONTRACTED			
<b>Invoice Total-</b>					<b>6,400.00</b>	
<b>Vendor Total-</b>					<b>6,800.00</b>	
<b>00682 ALLEN UNIFORM SALES, INC.</b>						
0087	556	03	FD AWARDS	10822		
FD AWARDS			E 05-05-30-08		57.91	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORMS			
<b>Vendor Total-</b>					<b>57.91</b>	
<b>00289 AUGUSTA FUEL CORP.</b>						
0087	557	03	10 DALTON HEATING	6034065		
10 DALTON HEATING			E 13-11-20-05		461.84	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
<b>Invoice Total-</b>					<b>461.84</b>	
0087	557	03	GARAGE HEATING	6045751		
GARAGE HEATING			E 13-04-20-05		56.57	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
<b>Invoice Total-</b>					<b>56.57</b>	
0087	557	03	TRANSFER STATION HEATING	6046266		
TRANSFER STATION HEATING			E 13-09-20-05		156.76	0.00
			FACILITIES / TRANSFER STA - SERVICES / HEATING			
<b>Invoice Total-</b>					<b>156.76</b>	
0087	557	03	GARAGE HEATING	6043359		
GARAGE HEATING			E 13-04-20-05		123.56	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
<b>Invoice Total-</b>					<b>123.56</b>	
<b>Vendor Total-</b>					<b>798.73</b>	
<b>00271 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0087	558	03	TAN LEGAL SERVICES			
TAN LEGAL SERVICES			E 01-10-15-02		3,050.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
<b>Vendor Total-</b>					<b>3,050.00</b>	
<b>00786 BISHOP, CHRISTIAN</b>						
0087	559	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		288.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
<b>Vendor Total-</b>					<b>288.00</b>	
<b>00263 BOB THE PLUMBER, INC.</b>						
0087	560	03	TOWN OFFICE FILTRATION	7531		
TOWN OFFICE FILTRATION			E 13-14-35-06		644.97	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / PLUMBING			



Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				<b>Invoice Total-</b>	<b>644.97</b>	
0087	560	03	CFAS FURNACE REPAIRS	7665		
CFAS FURNACE REPAIRS	E 13-02-35-07				341.50	0.00
			FACILITIES / CFAS - REPAIRS / HEATING			
				<b>Invoice Total-</b>	<b>341.50</b>	
				<b>Vendor Total-</b>	<b>986.47</b>	
<b>0000 BRIAN PLAISTED</b>						
0087	561	03	EXCISE TAX REFUND	3/11/2023		
EXCISE TAX REFUND	R 01-13				93.98	0.00
			GEN'L GOV. - EXCISE - MV			
				<b>Vendor Total-</b>	<b>93.98</b>	
<b>00116 BROMAR, INC</b>						
0087	562	03	ANNUAL REPORT	37880		
ANNUAL REPORT PRINTING	E 01-10-25-02				5,765.00	0.00
			GEN'L GOV. / ADMIN - PRINTING / ANNUAL REPOR			
ANNUAL REPORT POSTAGE	E 01-10-30-01				1,961.90	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
ANNUAL REPORT ADDRESS FIX	E 01-10-20-07				600.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
				<b>Vendor Total-</b>	<b>8,326.90</b>	
<b>00830 CAI TECHNOLOGIES</b>						
0087	563	03	DOCUMENT UPLOAD FEAT	19114		
DOCUMENT UPLOAD FEAT	G 2-563-00				400.00	0.00
			SPEC REVENUE / ARPA FUNDS			
				<b>Vendor Total-</b>	<b>400.00</b>	
<b>00376 CARDMEMBER SERVICES</b>						
0087	567	03	SENIOR RESOURCE TV NBCC	3279		
SENIOR RESOURCE TV NBCC	E 20-02-99-99				400.89	0.00
			SOCIAL SRVS / SENIOR RESOU - EXPENSE / EXPENSE			
				<b>Invoice Total-</b>	<b>400.89</b>	
0087	567	03	CORDLESS PHONE NBCC	1989		
CORDLESS PHONE NBCC	E 25-30-30-04				18.45	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>18.45</b>	
0087	567	03	ADOBE SUBSCRIPTION	2273		
ADOBE SUBSCRIPTION	E 01-10-20-07				19.99	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
				<b>Invoice Total-</b>	<b>19.99</b>	
0087	567	03	LABELS	0827		
LABELS	E 01-10-30-03				107.91	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				<b>Invoice Total-</b>	<b>107.91</b>	
0087	567	03	LIBRARY ZOOM	0144		
LIBRARY ZOOM	E 30-01-20-07				16.95	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
				<b>Invoice Total-</b>	<b>16.95</b>	
0087	567	03	SOUND BAR NBCC	5277		
SOUND BAR NBCC	E 13-03-20-15				221.69	0.00
			FACILITIES / NBCC - SERVICES / SOUND			
				<b>Invoice Total-</b>	<b>221.69</b>	
0087	567	03	SPEAKER MOUNT NBCC	6430		
SPEAKER MOUNT NBCC	E 13-03-20-15				19.39	0.00
			FACILITIES / NBCC - SERVICES / SOUND			

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				<b>Invoice Total-</b>	<b>19.39</b>	
0087	567	03	RECEIPT PRINTER	8151		
RECEIPT PRINTER			E 25-30-30-04		219.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>219.99</b>	
0087	567	03	BULLETIN BOARD	3503		
BULLETIN BOARD			E 01-20-30-03		10.74	0.00
			GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE			
				<b>Invoice Total-</b>	<b>10.74</b>	
0087	567	03	POSTAGE	2409		
POSTAGE			E 01-10-30-01		100.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
				<b>Invoice Total-</b>	<b>100.00</b>	
0087	567	03	STORAGE AND SIGNAGE	7013,0429		
STORAGE AND SIGNAGE			E 01-35-30-04		59.97	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>59.97</b>	
0087	567	03	INTERNET ROUTER	0487		
INTERNET ROUTER			E 12-01-30-04		74.99	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>74.99</b>	
0087	567	03	STAMPS	2414		
STAMPS			E 01-10-30-03		19.88	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				<b>Invoice Total-</b>	<b>19.88</b>	
0087	567	03	AUDIO CORD	4252		
AUDIO CORD			E 13-01-30-04		36.83	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>36.83</b>	
0087	567	03	RUBBER STAMP	2541		
RUBBER STAMP			E 01-10-30-03		15.13	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				<b>Invoice Total-</b>	<b>15.13</b>	
0087	567	03	PAPER POSTCARDS	8148		
PAPER POSTCARDS			E 05-30-30-04		43.98	0.00
			PUBLIC SAFTY / ACO - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>43.98</b>	
0087	567	03	DOG STAMP	1100		
DOG STAMP			E 05-30-30-04		9.78	0.00
			PUBLIC SAFTY / ACO - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>9.78</b>	
0087	567	03	TV MOUNT AND HOSE	7713,0493		
TV MOUNT AND HOSE			E 13-03-35-08		148.85	0.00
			FACILITIES / NBCC - REPAIRS / BUILDING			
				<b>Invoice Total-</b>	<b>148.85</b>	
0087	567	03	LAKES FD COMPRESSOR.	2725		
LAKES FD COMPRESSOR			E 13-06-35-08		499.99	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
				<b>Invoice Total-</b>	<b>499.99</b>	
0087	567	03	SHOVELS	1917		
SHOVELS			E 13-01-30-04		116.03	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>116.03</b>	
0087	567	03	SPORT EQUIPMENT	5983		

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SPORT EQUIPMENT			E 25-30-20-06		150.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / RENTALS			
			<b>Invoice Total-</b>		<b>150.00</b>	
0087	567	03	FOOD AND DRINKS	3679		
FOOD AND DRINKS			E 25-30-30-05		275.92	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			<b>Invoice Total-</b>		<b>275.92</b>	
0087	567	03	POSTAGE	9268,8391		
POSTAGE			E 30-01-30-01		21.00	0.00
			LIBRARY / LIBRARY - SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>21.00</b>	
0087	567	03	ADOBE SUBSCRIPTIONS	2627,5773		
ADOBE SUBSCRIPTIONS			E 01-10-20-07		39.98	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>39.98</b>	
0087	567	03	SAMS CLUB RENEWAL	4208		
SAMS CLUB RENEWAL			E 01-10-20-07		50.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>50.00</b>	
0087	567	03	TOILET PAPER	0850		
TOILET PAPER			E 05-05-30-03		56.31	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>56.31</b>	
0087	567	03	FIT TEST MACHINE	0390		
FIT TEST MACHINE			E 05-05-15-11		960.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / FIT TESTING			
			<b>Invoice Total-</b>		<b>960.00</b>	
0087	567	03	AIR COMPRESSOR ASSESSORY	2167		
AIR COMPRESSOR ASSESSORY			E 05-05-30-03		41.48	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>41.48</b>	
0087	567	03	HAND PUMP	9107		
HAND PUMP			E 15-05-40-04		249.99	0.00
			SOLID WASTE / WASTE - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>249.99</b>	
0087	567	03	HANGING FILE FOLDER ORGAN	6382		
HANGING FILE FOLDER ORGAN			E 15-05-30-03		47.94	0.00
			SOLID WASTE / WASTE - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>47.94</b>	
0087	567	03	FACILITY SUPPLIES	5155		
FACILITY SUPPLIES			E 13-01-30-04		95.91	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>95.91</b>	
0087	567	03	FACILITY SUPPLIES	7193		
FACILITY SUPPLIES			E 13-01-30-04		87.48	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>87.48</b>	
			<b>Vendor Total-</b>		<b>4,237.44</b>	
<b>00468 CONSOLIDATED COMMUNICATIONS</b>						
0087	568	03	TOWN OFFICE FAX LINE			
TOWN OFFICE FAX LINE			E 01-10-20-01		57.45	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			<b>Vendor Total-</b>		<b>57.45</b>	
<b>00148 COOK, CHERYL</b>						

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0087	569	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		244.80	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>244.80</b>	
<b>00788 COPPENS, REGINA</b>						
0087	570	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		210.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>210.00</b>	
<b>00839 DAVINCI SIGNS</b>						
0087	571	03	DEPUTY CLERK NAMEPLATE	302675		
DEPUTY CLERK NAMEPLATE			E 01-10-30-04		22.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			<b>Vendor Total-</b>		<b>22.00</b>	
<b>00053 DEAD RIVER COMPANY</b>						
0087	572	03	EMERGENCY FUEL FUND 437	CASE#437		
EMERGENCY FUEL FUND 437			E 21-02-99-99		404.90	0.00
			GEN'L ASSIST / EMRGNCY FUEL - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>404.90</b>	
<b>00403 FIRE SERVICE COMPLIANCE ASSOCIATES</b>						
0087	573	03	TRANSFER STATION SAFETY	2024		
TRANSFER STATION SAFETY			E 15-05-15-06		1,300.00	0.00
			SOLID WASTE / WASTE - PROFESSIONAL / SAFETY			
			<b>Vendor Total-</b>		<b>1,300.00</b>	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0087	574	03	FD CYLYNDERS	GRANT		
FD CYLYNDERS			G 3-588-00		3,150.00	0.00
			CAPITAL PROJ / FD TRUCK			
			<b>Vendor Total-</b>		<b>3,150.00</b>	
<b>00066 GENERATORS OF MAINE, INC</b>						
0087	575	03	CFAS ELECTRICAL REPAIRS	5360		
CFAS ELECTRICAL REPAIRS			E 13-02-35-05		201.96	0.00
			FACILITIES / CFAS - REPAIRS / ELECTRICAL			
			<b>Invoice Total-</b>		<b>201.96</b>	
0087	575	03	LAKES FD GENERATOR	5301		
LAKES FD GENERATOR			E 13-06-35-09		215.00	0.00
			FACILITIES / FD:LAKES - REPAIRS / GENERATOR			
			<b>Invoice Total-</b>		<b>215.00</b>	
0087	575	03	FD TRUCK OIL	4772		
FD TRUCK OIL			E 05-05-35-04		88.71	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
			<b>Invoice Total-</b>		<b>88.71</b>	
0087	575	03	TOWN OFFICE GENERATOR	5272		
TOWN OFFICE GENERATOR			E 13-14-35-09		340.00	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / GENERATOR			
			<b>Invoice Total-</b>		<b>340.00</b>	
			<b>Vendor Total-</b>		<b>845.67</b>	
<b>00787 HAGGAN, FRANK</b>						
0087	576	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		165.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>165.00</b>	

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00009 HAMMOND LUMBER COMPANY</b>						
0087	577	03	FOAM BRUSHES	7498170		
FOAM BRUSHES			E 13-01-30-04		8.34	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>8.34</b>	
0087	577	03	PAINT	7491878		
PAINT			E 12-01-30-04		60.74	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>60.74</b>	
0087	577	03	LUMBER TRANSFER STATION	7480708		
LUMBER TRANSFER STATION			E 13-09-35-08		188.70	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>188.70</b>	
			<b>Vendor Total-</b>		<b>257.78</b>	
<b>00301 HOULE, CHARLENE R</b>						
0087	578	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		306.59	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>306.59</b>	
<b>00267 IRVING OIL CORPORATION</b>						
0087	579	03	FACILITY FUEL	35451692		
FACILITY FUEL			E 13-01-30-02		382.30	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>382.30</b>	
0087	579	03	FACILITY FUEL	35451690		
FACILITY FUEL			E 13-01-30-02		214.86	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>214.86</b>	
			<b>Vendor Total-</b>		<b>597.16</b>	
<b>00316 JOHNSON, JUDITH</b>						
0087	580	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		217.50	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>217.50</b>	
<b>00000 KING, IAN</b>						
0087	581	03	BMV TRAINING MILEAGE 88			
BMV TRAINING MILEAGE 88			E 01-10-20-02		44.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
			<b>Vendor Total-</b>		<b>44.00</b>	
<b>00638 LEAF</b>						
0087	582	03	TOWN OFFICE COPIER			
TOWN OFFICE COPIER			E 01-10-20-07		13.56	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>13.56</b>	
<b>00325 MACKENZIE, JOAN</b>						
0087	583	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		216.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>216.00</b>	
<b>00582 MAINE TECHNOLOGY GROUP</b>						
0087	584	03	MARCH IT SERVICES	34703		
MARCH IT SERVICES			E 01-10-15-03		1,488.74	0.00

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT						
				Invoice Total-	1,488.74	
0087	584	03	PARKS REC LAPTOP	34852		
PARKS REC LAPTOP			E 25-30-20-07		43.20	0.00
RECREATION / REC PROGRAMS - SERVICES / CONTRACTED						
				Invoice Total-	43.20	
				Vendor Total-	1,531.94	
00869 MAINE TRUST						
0087	585	03	PLANNING BOARD NOTICE	512613		
PLANNING BOARD NOTICE			E 01-25-20-03		144.90	0.00
GEN'L GOV. / PLANNING BRD - SERVICES / ADVERTISING						
				Vendor Total-	144.90	
00000 NICOLE COVELLI						
0087	586	03	REFUND ABATEMENT	3/4/2024		
REFUND ABATEMENT			E 33-01-99-99		240.76	0.00
OVERLAY / OVERLAY - EXPENSE / EXPENSE						
				Vendor Total-	240.76	
00775 RASMUSSEN, HANS						
0087	587	03	FEB MILEAGE REIMBURSMENT	125		
FEB MILEAGE REIMBURSMENT			E 01-20-20-02		62.50	0.00
GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI						
				Vendor Total-	62.50	
00003 REGISTRY OF DEEDS						
0087	588	03	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
GEN'L GOV. / ADMIN - FEES / DISCHARGE						
				Invoice Total-	19.00	
0087	588	03	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
GEN'L GOV. / ADMIN - FEES / DISCHARGE						
				Invoice Total-	19.00	
				Vendor Total-	38.00	
00385 RJD APPRAISAL						
0087	589	03	MARCH ASSESSING SERVICES	2024		
MARCH ASSESSING SERVICES			E 01-10-15-04		2,291.66	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING						
				Vendor Total-	2,291.66	
00034 RSU # 18						
0087	590	03	TRANSPORTATION REC CEN	24-78		
TRANSPORTATION REC CEN			E 25-30-20-02		218.54	0.00
RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI						
				Vendor Total-	218.54	
00693 RUNYON KERSTEEN OUELLETTE						
0087	591	03	2023 AUDIT SERVICES	46863		
2023 AUDIT SERVICES			E 01-10-15-01		10,000.00	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / AUDIT						
				Vendor Total-	10,000.00	
00478 SEACOAST SECURITY, INC						
0087	592	03	OLD TOWN HOUSE SECURITY	893477		
OLD TOWN HOUSE SECURITY			E 13-13-20-10		756.00	0.00
FACILITIES / HISTRY HOUSE - SERVICES / SECURITY						
				Invoice Total-	756.00	

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0087	592	03	TOWN OFFICE ADD NAME	893404		
TOWN OFFICE ADD NAME			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			Invoice Total-		30.00	
			Vendor Total-		786.00	
00000 SECRETARY OF STATE						
0087	593	03	IAN KING NOTARY			
IAN KING NOTARY			E 01-10-20-07		50.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Vendor Total-		50.00	
00612 SPECTRUM ENTERPRISE						
0087	594	03	INTERNET	144009001		
INTERNET			E 01-10-20-01		2.06	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Invoice Total-		2.06	
0087	594	03	TOWN OFFICE INTERNET	084051401		
TOWN OFFICE INTERNET			E 01-10-20-01		153.96	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Invoice Total-		153.96	
			Vendor Total-		156.02	
00048 TREASURER, STATE OF MAINE						
0087	595	03	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		137.50	0.00
			GEN'L FUND / PLUMB. PERM.			
			Vendor Total-		137.50	
00155 TREASURER, STATE OF MAINE						
0087	596	03	ANNUAL REPORTING FEES			
ANNUAL REPORTING FEES			E 15-05-20-07		196.00	0.00
			SOLID WASTE / WASTE - SERVICES / CONTRACTED			
			Vendor Total-		196.00	
00379 TREASURER, STATE OF MAINE						
0087	597	03	FD FUEL	24BG00036967		
FD FUEL			E 05-05-30-02		463.28	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			Vendor Total-		463.28	
00595 UNITED RENTALS, INC						
0087	598	03	SCISSOR LIFT	229174942		
SCISSOR LIFT			E 13-09-35-08		1,328.00	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Vendor Total-		1,328.00	
C 265 UNITED STATES CELLULAR						
0087	599	03	COMMUNICATIONS	638422131		
TOWN MANAGER			E 01-15-20-01		72.39	0.00
			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
ACO			E 05-30-20-01		55.80	0.00
			PUBLIC SAFTY / ACO - SERVICES / COMMUNICATIO			
FD			E 05-05-20-01		26.93	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
CEO			E 01-20-20-01		26.93	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		64.89	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
FACILITY			E 13-01-20-01		36.83	0.00

Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FD HOT SPOT			FACILITIES / GENERAL - SERVICES / COMMUNICATIO E 05-05-20-01		34.81	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			<b>Vendor Total-</b>		<b>318.58</b>	
<b>00000 VALERIE HUDSPATH</b>						
0087	600	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		135.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>135.00</b>	
<b>00178 WARREN BROTHERS</b>						
0087	601	03	PLOWING CONTRACT	3/21/2024		
PLOWING CONTRACT			E 10-10-20-07		31,409.30	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>31,409.30</b>	
<b>00013 WASTE MANAGEMENT OF</b>						
0087	602	03	CFAS DUMPSTER	207761220806		
CFAS DUMPSTER			E 25-30-20-06		95.72	0.00
			RECREATION / REC PROGRAMS - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>95.72</b>	
<b>00369 WB MASON CO, INC</b>						
0087	603	03	TAPE	244909198		
TAPE			E 01-10-30-03		33.78	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Vendor Total-</b>		<b>33.78</b>	
<b>00318 WEBSTER, KELLY</b>						
0087	604	03	PRIMARY ELECTION	2024		
PRIMARY ELECTION			E 01-35-20-07		30.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>30.00</b>	
<b>00206 WORKPLACE HEALTH</b>						
0087	605	03	QUESTIONNAIRE & EVALUATIO	344115		
QUESTIONNAIRE & EVALUATIO			E 05-05-20-11		227.75	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL			
			<b>Invoice Total-</b>		<b>227.75</b>	
0087	605	03	QUESTIONNAIRE	344568		
QUESTIONNAIRE			E 05-05-20-11		25.75	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL			
			<b>Invoice Total-</b>		<b>25.75</b>	
			<b>Vendor Total-</b>		<b>253.50</b>	
<b>00125 ZOLL MEDICAL CORPORATION</b>						
0087	606	03	EMS SUPPLIES	3917849		
EMS SUPPLIES			E 05-05-30-07		369.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Vendor Total-</b>		<b>369.00</b>	



Warrant 32

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
				Prepaid Total-	0.00
				Current Total-	84,306.82
				EFT Total-	0.00
				<b>Warrant Total-</b>	<b>84,306.82</b>

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

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

Vendor	Amount	Account
<b>01 GEN'L GOV.</b>		
<b>01-0 GEN'L GOV. / NO DIVISION CONT'D</b>		
00003 - REGISTRY OF DEEDS	19.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00468 - CONSOLIDATED COMMUNICATIONS	57.45	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00693 - RUNYON KERSTEEN OUELLETTE	10,000.00	E 01-10-15-01 GEN'L GOV. / ADMIN - PROFESSIONAL / AUDIT
00000 - BRIAN PLAISTED	93.98	R 01-13 GEN'L GOV. - EXCISE - MV
00839 - DAVINCI SIGNS	22.00	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00265 - UNITED STATES CELLULAR	72.39	E 01-15-20-01 GEN'L GOV. / MANAGER - SERVICES / COMMUNICATI
00265 - UNITED STATES CELLULAR	26.93	E 01-20-20-01 GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNI
00612 - SPECTRUM ENTERPRISE	2.06	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00000 - KING, IAN	44.00	E 01-10-20-02 GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI
00775 - RASMUSSEN, HANS	62.50	E 01-20-20-02 GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSP
00000 - SECRETARY OF STATE	50.00	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00869 - MAINE TRUST	144.90	E 01-25-20-03 GEN'L GOV. / PLANNING BRD - SERVICES / ADVERTIS
00582 - MAINE TECHNOLOGY GROUP	1,488.74	E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT
00116 - BROMAR, INC	5,765.00	E 01-10-25-02 GEN'L GOV. / ADMIN - PRINTING / ANNUAL REPOR
00116 - BROMAR, INC	1,961.90	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00116 - BROMAR, INC	600.00	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00385 - RJD APPRAISAL	2,291.66	E 01-10-15-04 GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING
00369 - WB MASON CO, INC	33.78	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00003 - REGISTRY OF DEEDS	19.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00612 - SPECTRUM ENTERPRISE	153.96	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00638 - LEAF	13.56	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00271 - BERNSTEIN, SHUR, SAWYER & NELS	3,050.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00318 - WEBSTER, KELLY	30.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00786 - BISHOP, CHRISTIAN	288.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00301 - HOULE, CHARLENE R	306.59	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00787 - HAGGAN, FRANK	165.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00148 - COOK, CHERYL	244.80	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00316 - JOHNSON, JUDITH	217.50	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00000 - VALERIE HUDSPATH	135.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00325 - MACKENZIE, JOAN	216.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00788 - COPPENS, REGINA	210.00	E 01-35-20-07 GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	19.99	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	107.91	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	10.74	E 01-20-30-03 GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	59.97	E 01-35-30-04 GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	15.13	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	39.98	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	50.00	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	19.88	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
<b>Division Total-</b>	<b>28,209.30</b>	
<b>Department Total-</b>	<b>28,209.30</b>	

**05 PUBLIC SAFTY**

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

00376 - CARDMEMBER SERVICES	56.31	E 05-05-30-03 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	960.00	E 05-05-15-11 PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / FIT
00376 - CARDMEMBER SERVICES	41.48	E 05-05-30-03 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	43.98	E 05-30-30-04 PUBLIC SAFTY / ACO - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	9.78	E 05-30-30-04 PUBLIC SAFTY / ACO - SUPPLIES / OPERATING
00125 - ZOLL MEDICAL CORPORATION	369.00	E 05-05-30-07 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS
00206 - WORKPLACE HEALTH	227.75	E 05-05-20-11 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL

## Department Summary

Vendor	Amount	Account
<b>05 PUBLIC SAFTY CONT'D</b>		
<b>05-0 PUBLIC SAFTY / NO DIVISION CONT'D</b>		
00682 - ALLEN UNIFORM SALES, INC.	57.91	E 05-05-30-08 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORM
00206 - WORKPLACE HEALTH	25.75	E 05-05-20-11 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL
00379 - TREASURER, STATE OF MAINE	463.28	E 05-05-30-02 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL
00265 - UNITED STATES CELLULAR	34.81	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00265 - UNITED STATES CELLULAR	55.80	E 05-30-20-01 PUBLIC SAFTY / ACO - SERVICES / COMMUNICATIO
00265 - UNITED STATES CELLULAR	26.93	E 05-05-20-01 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUN
00066 - GENERATORS OF MAINE, INC	88.71	E 05-05-35-04 PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRU
<b>Division Total-</b>	<b>2,461.49</b>	
<b>Department Total-</b>	<b>2,461.49</b>	
<b>10 PUBLIC WORKS</b>		
<b>10-0 PUBLIC WORKS / NO DIVISION CONT'D</b>		
00178 - WARREN BROTHERS	31,409.30	E 10-10-20-07 PUBLIC WORKS / PLOW & SAND - SERVICES / CONTR
00664 - ALL SEASONS TREE SERVICE	400.00	E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT
<b>Division Total-</b>	<b>31,809.30</b>	
<b>Department Total-</b>	<b>31,809.30</b>	
<b>12 CEMETERY</b>		
<b>12-0 CEMETERY / NO DIVISION CONT'D</b>		
00009 - HAMMOND LUMBER COMPANY	60.74	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	74.99	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
<b>Division Total-</b>	<b>135.73</b>	
<b>Department Total-</b>	<b>135.73</b>	
<b>13 FACILITIES</b>		
<b>13-0 FACILITIES / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	221.69	E 13-03-20-15 FACILITIES / NBCC - SERVICES / SOUND
00376 - CARDMEMBER SERVICES	19.39	E 13-03-20-15 FACILITIES / NBCC - SERVICES / SOUND
00066 - GENERATORS OF MAINE, INC	340.00	E 13-14-35-09 FACILITIES / TOWN OFFICE - REPAIRS / GENERATOR
00009 - HAMMOND LUMBER COMPANY	188.70	E 13-09-35-08 FACILITIES / TRANSFER STA - REPAIRS / BUILDING
00267 - IRVING OIL CORPORATION	214.86	E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL
00289 - AUGUSTA FUEL CORP.	123.56	E 13-04-20-05 FACILITIES / GARAGE - SERVICES / HEATING
00265 - UNITED STATES CELLULAR	36.83	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
00289 - AUGUSTA FUEL CORP.	156.76	E 13-09-20-05 FACILITIES / TRANSFER STA - SERVICES / HEATING
00478 - SEACOAST SECURITY, INC	756.00	E 13-13-20-10 FACILITIES / HISTRY HOUSE - SERVICES / SECURITY
00595 - UNITED RENTALS, INC	1,328.00	E 13-09-35-08 FACILITIES / TRANSFER STA - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	8.34	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00267 - IRVING OIL CORPORATION	382.30	E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL
00478 - SEACOAST SECURITY, INC	30.00	E 13-14-20-10 FACILITIES / TOWN OFFICE - SERVICES / SECURITY
00289 - AUGUSTA FUEL CORP.	56.57	E 13-04-20-05 FACILITIES / GARAGE - SERVICES / HEATING
00289 - AUGUSTA FUEL CORP.	461.84	E 13-11-20-05 FACILITIES / DALTON - SERVICES / HEATING
00066 - GENERATORS OF MAINE, INC	201.96	E 13-02-35-05 FACILITIES / CFAS - REPAIRS / ELECTRICAL
00066 - GENERATORS OF MAINE, INC	215.00	E 13-06-35-09 FACILITIES / FD:LAKES - REPAIRS / GENERATOR
00000 - AIR QUALITY MANAGEMENT SERVICE	925.00	E 13-11-35-08 FACILITIES / DALTON - REPAIRS / BUILDING
00263 - BOB THE PLUMBER, INC.	644.97	E 13-14-35-06 FACILITIES / TOWN OFFICE - REPAIRS / PLUMBING
00263 - BOB THE PLUMBER, INC.	341.50	E 13-02-35-07 FACILITIES / CFAS - REPAIRS / HEATING
00664 - ALL SEASONS TREE SERVICE	6,400.00	E 13-10-20-07 FACILITIES / PARKS - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	148.85	E 13-03-35-08 FACILITIES / NBCC - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	499.99	E 13-06-35-08 FACILITIES / FD:LAKES - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	116.03	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	36.83	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	95.91	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	87.48	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING

Vendor	Amount	Account
<b>Division Total-</b>	<b>14,038.36</b>	
<b>Department Total-</b>	<b>14,038.36</b>	
<b>15 SOLID WASTE</b>		
<b>15-0 SOLID WASTE / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	249.99	E 15-05-40-04 SOLID WASTE / WASTE - PURCHASES / EQUIPMENT
00376 - CARDMEMBER SERVICES	47.94	E 15-05-30-03 SOLID WASTE / WASTE - SUPPLIES / OFFICE
00403 - FIRE SERVICE COMPLIANCE ASSOCIA	1,300.00	E 15-05-15-06 SOLID WASTE / WASTE - PROFESSIONAL / SAFETY
00155 - TREASURER, STATE OF MAINE	196.00	E 15-05-20-07 SOLID WASTE / WASTE - SERVICES / CONTRACTED
00265 - UNITED STATES CELLULAR	64.89	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO
<b>Division Total-</b>	<b>1,858.82</b>	
<b>Department Total-</b>	<b>1,858.82</b>	
<b>20 SOCIAL SRVS</b>		
<b>20-0 SOCIAL SRVS / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	400.89	E 20-02-99-99 SOCIAL SRVS / SENIOR RESOU - EXPENSE / EXPENSE
<b>Division Total-</b>	<b>400.89</b>	
<b>Department Total-</b>	<b>400.89</b>	
<b>21 GEN'L ASSIST</b>		
<b>21-0 GEN'L ASSIST / NO DIVISION CONT'D</b>		
00053 - DEAD RIVER COMPANY	404.90	E 21-02-99-99 GEN'L ASSIST / EMRGNCY FUEL - EXPENSE / EXPENSE
<b>Division Total-</b>	<b>404.90</b>	
<b>Department Total-</b>	<b>404.90</b>	
<b>25 RECREATION</b>		
<b>25-0 RECREATION / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	150.00	E 25-30-20-06 RECREATION / REC PROGRAMS - SERVICES / RENTAL
00376 - CARDMEMBER SERVICES	275.92	E 25-30-30-05 RECREATION / REC PROGRAMS - SUPPLIES / FOOD/M
00376 - CARDMEMBER SERVICES	18.45	E 25-30-30-04 RECREATION / REC PROGRAMS - SUPPLIES / OPERAT
00376 - CARDMEMBER SERVICES	219.99	E 25-30-30-04 RECREATION / REC PROGRAMS - SUPPLIES / OPERAT
00034 - RSU # 18	218.54	E 25-30-20-02 RECREATION / REC PROGRAMS - SERVICES / TRANSP
00582 - MAINE TECHNOLOGY GROUP	43.20	E 25-30-20-07 RECREATION / REC PROGRAMS - SERVICES / CONTRA
00013 - WASTE MANAGEMENT OF	95.72	E 25-30-20-06 RECREATION / REC PROGRAMS - SERVICES / RENTAL
<b>Division Total-</b>	<b>1,021.82</b>	
<b>Department Total-</b>	<b>1,021.82</b>	
<b>30 LIBRARY</b>		
<b>30-0 LIBRARY / NO DIVISION CONT'D</b>		
00376 - CARDMEMBER SERVICES	16.95	E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	21.00	E 30-01-30-01 LIBRARY / LIBRARY - SUPPLIES / POSTAGE
<b>Division Total-</b>	<b>37.95</b>	
<b>Department Total-</b>	<b>37.95</b>	
<b>33 OVERLAY</b>		
<b>33-0 OVERLAY / NO DIVISION CONT'D</b>		
00000 - NICOLE COVELLI	240.76	E 33-01-99-99 OVERLAY / OVERLAY - EXPENSE / EXPENSE
<b>Division Total-</b>	<b>240.76</b>	
<b>G/L Account Total</b>	<b>240.76</b>	
<b>G/L Accounts</b>		
<b>G/L Accounts-0 / NO DIVISION CONT'D</b>		
00048 - TREASURER, STATE OF MAINE	137.50	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00830 - CAI TECHNOLOGIES	400.00	G 2-563-00 SPEC REVENUE / ARPA FUNDS
00139 - FIRE TECH & SAFETY	3,150.00	G 3-588-00 CAPITAL PROJ / FD TRUCK
<b>Division Total-</b>	<b>3,687.50</b>	
<b>G/L Account Total</b>	<b>3,687.50</b>	
<b>Final Total-</b>	<b>84,306.82</b>	

## TM Report / March 19, 2024

Air Quality Management submitted its reports for 8 Dalton, attached for your review. Personnel have been restricted from entering the building unless they have the proper protective gear on.

Attended building committee meeting for the new fire station March 11 and visited the Lakes and Natural Resources Committee meeting March 12. A request for a support letter for Seven Lakes Alliance is on your agenda for March 19 from the L&NR committee.

Received an animal complaint on the Hulin Road, working with our on-call ACO and KCFSO to come up with a solution for dogs at large, an on-going situation. Also assisted ACO Tracy Malloy in determining the process for submitting summonses to the court system.

Received a complaint about junk at 22 Horse Point Road. The complaint was forwarded to CEO Hans Rasmussen who has addressed and replied to the complainant with follow-up as well as issuing a notice of violation.

We have a meeting with building committee members scheduled to sign papers with property owners for the purchase of land for a new fire station on March 18.

Met with building committee members for Fire & Rescue to review proposals received, this item is on your agenda for March 19. Interviews with selected companies are scheduled for March 20 at the Lakes Fire Station.

Will be attending a Women Leading Government Symposium on April 24 through Maine Municipal Association along with Planning Board Chair Sara Languet.

We received the final audit for 2023, a copy is included in your Board packet for review. Thank you to our Treasurer, Nicholas (Nick) Poole, for a tremendous amount of work on this!

The Comprehensive Plan Committee will meet March 20 to discuss our natural resources (lakes and the land that surrounds them).

Met with several residents with concern of a mandated low-income housing for new construction as part of LD 2003. There is some confusion between low-income housing vs. affordable housing.

Working on fuel pricing for the upcoming year with RSU 18 and Augusta Fuel.

Pest Management RFP as approved at the March 2 meeting is out and due March 28.

The office has been busy preparing for elections and the Annual Town Meeting.

Updated both animal control officers on the request for additional email addresses and phone from the March 2 Selectboard meeting and shared the following. I have been assured this is the current practice:

Good hand-off practices ensure consistency, continuity, and coordination of services to residents of the Town of Belgrade.

At the end of the officer's on-call status, the mobile device (phone) provided by the Town should be given to the in-coming on-call officer, along with any pertinent information for the duration of the previous on-call officer.

Pertinent information should include any calls or in-person follow-ups; reports that need to be followed up on; phone calls to be made; in-process documents; court cases etc.

Calls or requests for assistance or information should be handled by the on-call officer only. If an off-duty officer is contacted by the public, the request should be re-directed to the on-call officer as soon as possible.

Attended Super Sunday annual training put on by our Fire and Rescue Department for all town personnel on March 10. Great training! Thank you to Dan MacKenzie, Travis Burton and Jeremy Damren and all who worked to put this together.

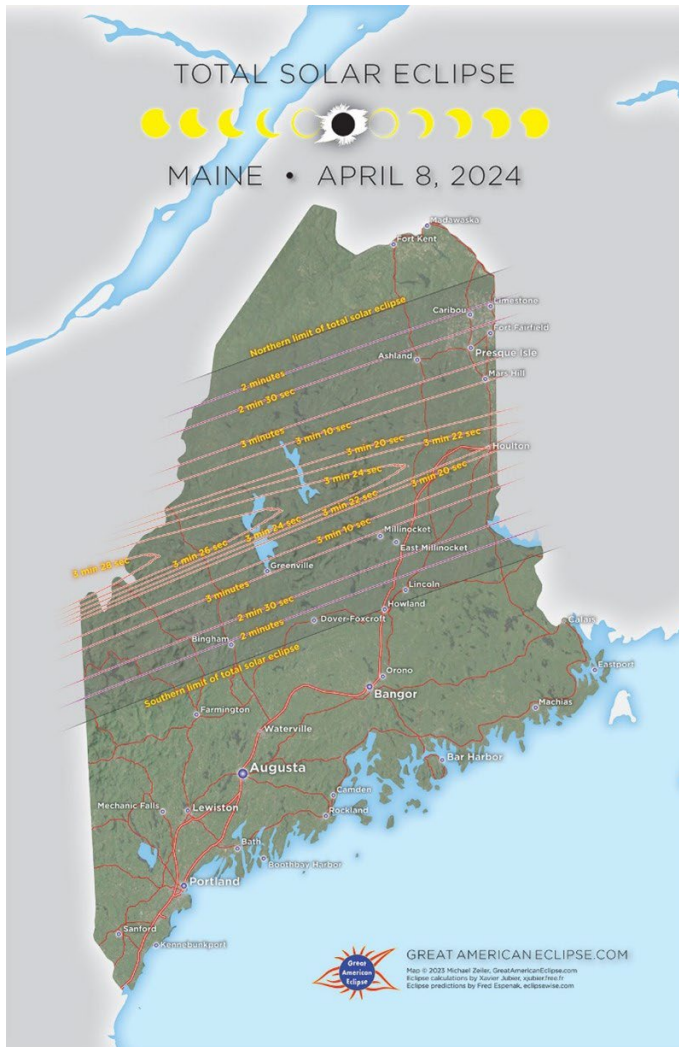
Maine tourism has been promoting the upcoming total solar eclipse. Although we will not see it here in Belgrade, we will likely see an increase in traffic as we approach the April 8 event date. I've attached some information for your review.

KWYSP is working with Facilities Maintenance and Parks and Recreation for getting the dugouts painted, along with plans to put in a couple of benches. The painting will be done prior to the spring games and the request for benches will come to you sometime in April.

Caselli's Custom Painting has offered to donate the labor if KWYSP buys the materials to paint the dugouts. We appreciate the generosity, so both the school and Workman field dugouts will match, along with the storage building on the Workman field. Cory Alexander will be coordinating with Kayla of KWYSP.

# MaineDOT Traffic Operations Plan 2024 Solar Eclipse

## Intro and Traffic Expectations



On April 8<sup>th</sup>, 2024 a Total Solar Eclipse will be viewable throughout the United States. Much of Maine will fall within the path of totality for the event. Maine will be the last location in the United States to see the event, which will be most apparent between 3:28 PM and 3:35 PM. MaineDOT is expecting that the Solar Eclipse will have traffic impacts for the State of Maine from 04/05/2024 through 04/09/2024.

Visitation estimates have been completed by [greatamericaneclipse.com](https://greatamericaneclipse.com) that include Maine. The group estimates that between .5% and 2% of the population within the United States will go to the closest point to them in the path of totality if they live within 200 miles. The estimated percentages then drop in half for each additional 200 miles of separation. Based on this methodology, greatamericaneclipse.com estimates that between 5,000 and 20,000 people will visit Maine for the eclipse. In these estimates, Maine had the second lowest visitation numbers, with only New Hampshire falling lower. MaineDOT believes that this estimate is lower than the visitation Maine will experience due to normal tourist travel

patterns and personal connections to the state, especially in southern New England States.

Due to the uncertainty of traffic levels and weather that could either push people into or out of Maine, a method was used to project possible focus areas and congested corridors that did not strictly consider population sizes or normal traffic demand.

MaineDOT considered possible origins and destinations for travel into and within the state and plotted suggested primary and secondary routes recommended by popular mapping applications on one map to see where trips would most likely overlap or intersect. The selected origins were major entry points into the southern and western borders of Maine and Portland, Augusta, Bangor, Lewiston, Concord, Manchester, Boston, and Lowell. The selected destinations were Jackman, Rangeley, Greenville,

Carrabassett Valley, Millinocket, and Houlton. The analysis considered routes from each origin point to each destination point. The selected destination points were selected to be representative of trip distribution on the map and are not a full list of recommended viewing areas.

The *MaineDOT – Eclipse Planning* map shows routes that had the highest levels over overlaps in the analysis. The thickness of the routes corresponds to the estimated number of overlapping trips. Only routes that are overlapped by 10 or more trips have been included.

Intersections of interest have been identified where extra attention will be spent by MaineDOT ahead of the Eclipse. The focus intersections are at points where there is a higher likelihood that multiple overlapping trips could meet. The *MaineDOT – Eclipse Focus Intersections* map shows those areas. Intersections in green have traffic signals. Intersections in purple are unsignalized.

### **Agency Communication and Coordination**

MaineDOT has worked with partners from municipalities, counties, and other state agencies through the planning process. Partners have included The Governor’s Office, Maine Emergency Management Agency, Maine Department of Inland Fisheries and Wildlife, Maine Department of Public Safety, county Emergency Management Agencies, and first responders in many of the municipalities that are expected to be impacted by greater-than-normal traffic levels. MaineDOT will continue to work with agencies around the state to assist with planning efforts, travel preparation, real-time transportation operations, and incident management.

### **Traffic and Incident Management**

Travel for this event will likely cause impacts to travel efficiency and reliability around the state between 04/05/2024 and 04/09/2024. MaineDOT is intending to take the following steps to manage traffic during the event:

#### *Maintenance Crew Stand-down and Support*

MaineDOT maintenance crews will be on stand-down in areas of the state that are expected to have high traffic volumes. Crews will also support operations during the eclipse. MaineDOT will be stationing incident response vehicles that are manned by crews and crew personnel will be ready to safely flag high-impact intersections if needed.

MaineDOT will clear turnouts and rest areas within the eclipse viewing area of snow and seasonal rest rooms will be opened to the public, if possible, and cleaned. Depending on crew availability and ground conditions, MaineDOT may also open lots for visitors to park in to view the eclipse. If these are opened, information will be made available on Maine Eclipse websites.

#### *Limiting Construction*

MaineDOT will limit construction-related lane closures on 04/08/2024 to ease traffic congestion through the state. New projects may be delayed or existing projects may not be active at that time. Some road changes will remain in place, such as the lane shifts for the I-295 and I-95 bridge projects, so travelers are encouraged to use extra caution in those areas.



### *Restricting Oversize Load Permits*

MaineDOT will restrict the issuance of oversize load permits on 04/08/2024 due to the expected volume increases. This will be especially impactful on high volume roads and roads with narrow lanes.

### *Outreach to the MMCA*

MaineDOT is not intending to limit or restrict normal-sized truck traffic during the eclipse. Instead, MaineDOT will discuss the traffic forecasting and increased incident risk with the Maine Motor Carrier Association prior to the eclipse. MaineDOT is hoping that this will result in optimized truck scheduling and safer travel in congested areas for commuters, event travelers, and truckers alike.

### *Outreach to utilities*

MaineDOT will be reaching out to utilities and recommending that they perform only emergency work or work that does not require traffic control.

### *Evaluating Focus Intersections*

MaineDOT will work internally and with local agencies to address the potential for added traffic volumes at the focus intersections identified above. Steps will be taken to improve performance and safety through actions like temporary signal retiming, sign evaluation, increased observation during high traffic periods, crew staging for quick support, or flagging.

### *Safety Patrol Operations*

MaineDOT offers a Safety Patrol on I-295 between Freeport and South Portland and on I-95/I-395 through Brewer and Bangor. These Safety Patrol trucks drive the corridor during high-traffic times and stop to help stranded motorists. The operators can provide scene protection, tire change assistance, enough gas to get off the interstate, or debris removal. During the Eclipse, the Safety Patrol trucks will be operating longer hours. MaineDOT will also have the backup truck active and operating in Franklin County.

### *Detour Planning*

MaineDOT will use the maps above to identify areas that may require long or complicated detours in the case of a closure due to a crash. Based on this analysis, MaineDOT will be pre-preparing detour routes that can be more-quickly activated if-needed. MaineDOT will also be exercising the emergency detour routes on the interstate corridor in the case that the interstate closes at any point.

### *Real-time Operations*

MaineDOT has a 24//7 centralized operations center called the Transportation Management Center (TMC). TMC Operators document and respond to reported incidents or issues on the roadways. They monitor traffic, dispatch crews, communicate with first responders, and send messages out to the public through message boards or [newengland511.org](http://newengland511.org). During the Eclipse, the TMC will be staffed to full capacity during the days of 04/07/2024 and 04/08/2024 and to normal daytime staffing levels overnight.

During events that result in large-scale traffic impacts, MaineDOT activates an Emergency Operations Center (EOC) that acts as a central decision-making location and as a conduit for direct communications with maintenance crews and other responding agencies. MaineDOT's EOC will be open on 04/08/2024 and will be prepared to be open on 04/07/2024. Traffic-monitoring systems will be available for those in the EOC to keep track of what's happening on the roads and to either address issues or communicate with those best equipped to.

### *Dynamic Message Signs*

Dynamic Message boards on the interstate highway will have safety-related eclipse messages activated from 04/07/2024 until 04/09/2024. These messages will coincide with the focus areas in the messaging section below. Dynamic Message Signs will also be placed in locations around the state that are expected to have high levels of traffic. These portable message boards will have targeted messages for the locations where they are placed.

### *Local Agency Partnership*

MaineDOT has encouraged municipalities and counties around the state to take the lead on detailed traffic planning. MaineDOT is offering to help with plan review, traffic engineering, equipment recommendations, real-time operations support, and incident management support. MaineDOT will continue local outreach efforts, but local agencies are encouraged to reach out with any questions or requests for assistance.

MaineDOT will be taking steps to maximize reliability, efficiency, and subsequent safety for travelers during these periods; however, even with the proposed operational steps, it is likely that routes and intersections around the state – especially those identified in the map above – will be above capacity that they can serve. The best thing that drivers can do is arrive early, stay late, and be alert and patient while driving.

### **Post-Event Traffic Analysis**

MaineDOT will be counting traffic volumes to estimate the number of travelers moving into and around the state for the eclipse. A mix of permanent and temporary counters will be deployed. This information will help MaineDOT identify patterns in real-time and will allow MaineDOT to plan for future events and learn about limits of existing infrastructure and traffic management strategies.

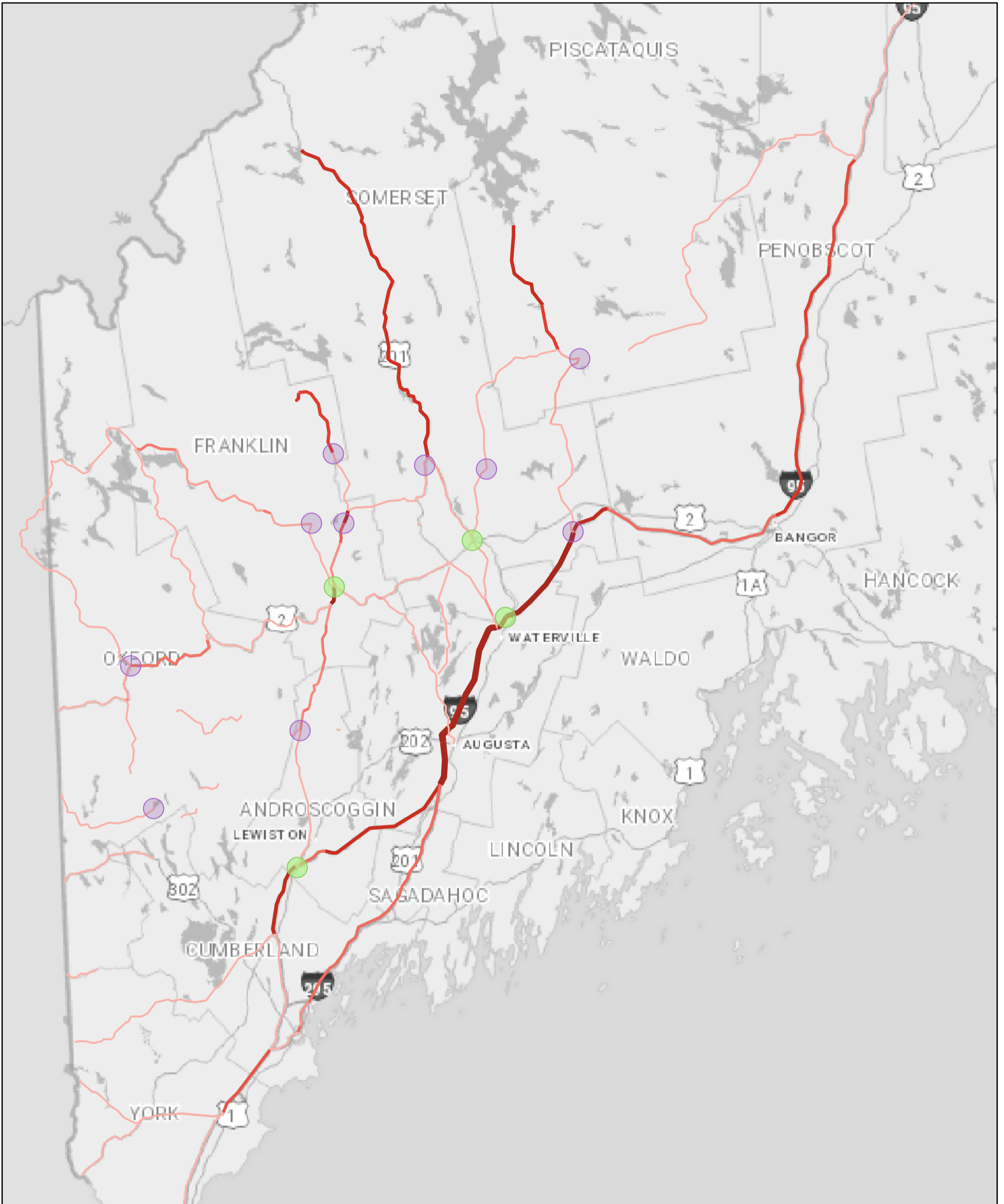
## **Pre-Event Communications and Recommendations from MaineDOT**

Primary communication for the Eclipse will come from The Maine Office of Tourism within the Department of Economic and Community Development. The best place to find that information is on <https://visitmaine.com/things-to-do/in-the-sky/solar-eclipse-2024> and through social media from the Office of Tourism. MaineDOT will work with those providing information and will be sharing the most important information through those channels.

Starting in March, MaineDOT will also begin a messaging campaign to encourage safe travel during the eclipse. Messaging will primarily be through social media and will be targeted at travelers that are in the state now or that may come into the state for the event. Safety messaging will focus on the following recommendations from MaineDOT:

- Come early, go to events, stay longer.
- Have your headlights on during the eclipse if you are in a public way.
- Make sure to wear reflective or lit clothing. Some areas will be extra dark during the eclipse.
- Prepare yourself to get stuck or to have limited options for food and gas when traveling. Have extra food and gas ready. If you have an electric vehicle, come to the state fully charged and plan out your charges.
- Animals may be confused during the eclipse and wander into the road. Use extra caution when driving just prior to or just after the eclipse.
- Do not park on the interstate.
- Do not park on the mud – Not in the muddy grass and especially not on a muddy shoulder.
- Workzones are not parking lots.
- Prepare your primary and backup routes for the way up and the way back before leaving. There are many areas of the state with poor cellphone reception, and it is possible that the towers will be overloaded in busy areas.
- Stick to the major highways when possible.
- Watch your speed, be patient in traffic, and drive safely. We want everyone to have fun make it home safely.

# MaineDOT - Eclipse Focus Intersections



3/4/2024

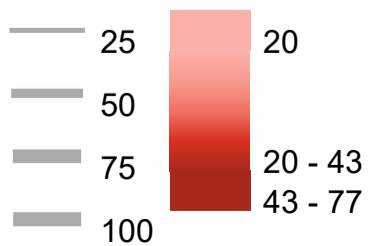
## Focus Intersection Points

● Traffic Signal

● No Traffic Signal

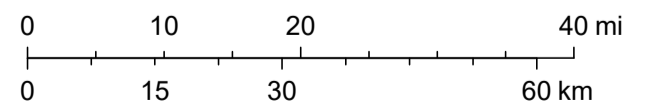
## Major Eclipse Routes by Overlap Count

— 10



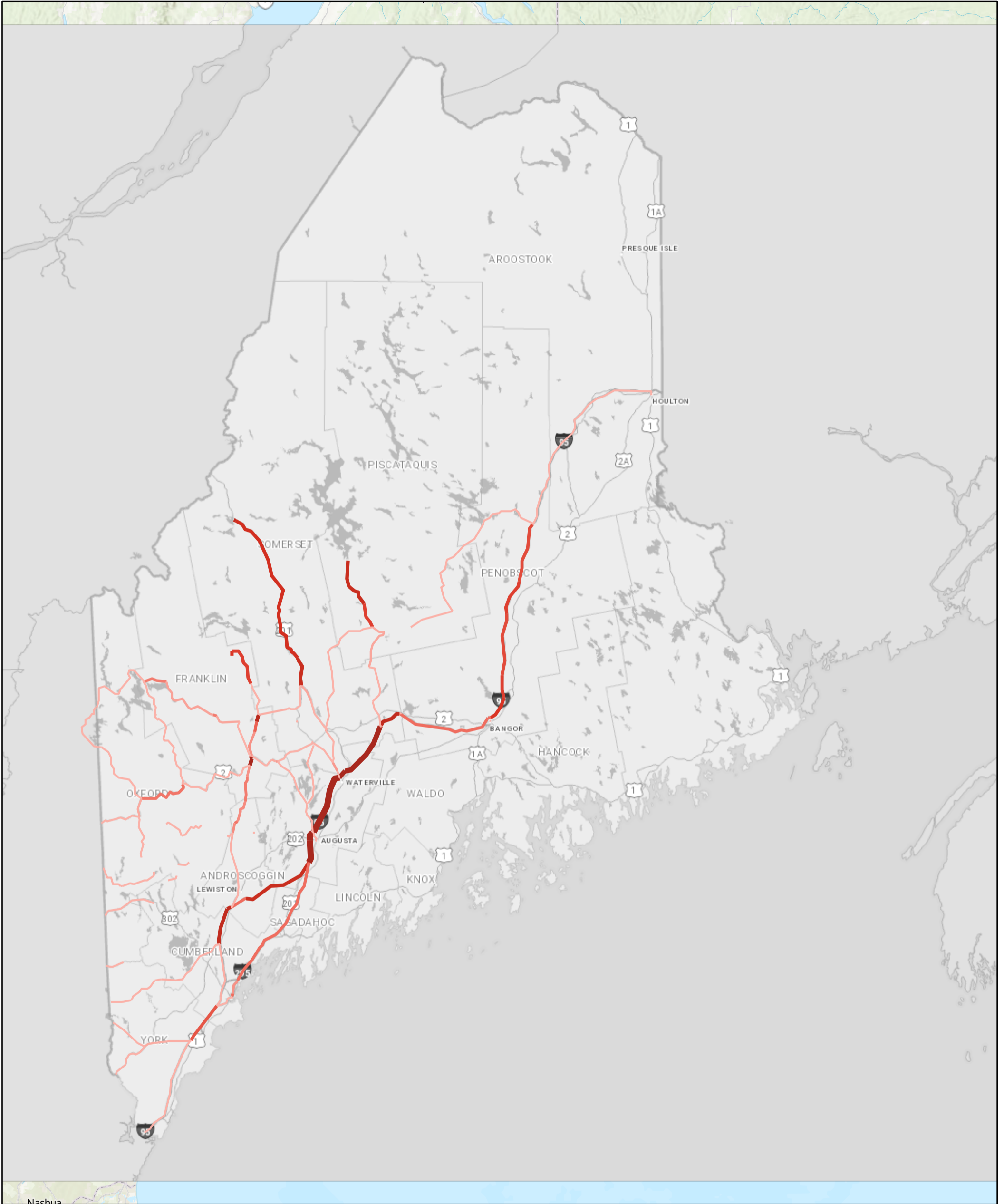
World Hillshade

1:1,250,000



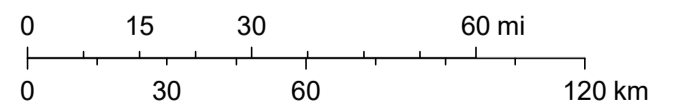
Esri, CGIAR, USGS, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, NPS, USFWS

# MaineDOT - Eclipse Planning Map



3/4/2024

1:2,311,162



Province of New Brunswick, Esri Canada, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, NPS, USFWS, NRCan, Parks Canada, Esri, USGS

**TOWN OF BELGRADE, MAINE**

**Annual Financial Report**

**For the Year Ended December 31, 2023**

**TOWN OF BELGRADE, MAINE**  
**Annual Financial Report**  
**For the Year Ended December 31, 2023**

---

Table of Contents

	<u>Statement</u>	<u>Page(s)</u>
Independent Auditor's Report		1-3
Basic Financial Statements:		
Government-wide Financial Statements:		
Statement of Net Position	1	5
Statement of Activities	2	6
Fund Financial Statements:		
Balance Sheet - Governmental Funds	3	7
Statement of Revenues, Expenditures, and Changes in Fund		
Balances - Governmental Funds	4	8
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund		
Balances of Governmental Funds to the Statement of Activities	5	9
Statement of Revenues, Expenditures, and Changes in Fund Balance -		
Budget and Actual - Budgetary Basis - General Fund	6	10
Notes to Basic Financial Statements		11-27
Required Supplementary Information		28-30
Combining and Individual Fund Financial Statements:	<u>Exhibit</u>	
General Fund:		
Balance Sheet	A-1	31
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and		
Actual - Budgetary Basis	A-2	32-34
Capital Projects Fund:		
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	B	35
Permanent Fund:		
Combining Balance Sheet	C-1	36
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	C-2	37
Special Revenue Fund:		
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	D	38

## Independent Auditor's Report

Selectboard  
Town of Belgrade, Maine

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Belgrade, Maine, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Town of Belgrade, Maine's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund, of the Town of Belgrade, Maine, as of December 31, 2023, the respective changes in financial position, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Belgrade, Maine and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Belgrade, Maine's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Belgrade, Maine's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Belgrade, Maine's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the schedules related to the OPEB and net pension liability, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Belgrade, Maine's basic financial statements. The combining and individual fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2024, on our consideration of the Town of Belgrade, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Belgrade, Maine's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Belgrade, Maine's internal control over financial reporting and compliance.



March 13, 2024  
South Portland, Maine

**TOWN OF BELGRADE, MAINE**  
**Statement of Net Position**  
**December 31, 2023**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 6,275,297
Investments	1,350,806
Receivables:	
Taxes	428,432
Tax liens	64,255
Due from the State	90,598
Inventory	63,929
Prepaid expenses	4,563
Nondepreciable capital assets	880,257
Depreciable capital assets, net	7,440,465
<b>Total assets</b>	<b>16,598,602</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources related to net pension liability	49,290
<b>Total deferred outflows of resources</b>	<b>49,290</b>
<b>LIABILITIES</b>	
Accounts payable	169,043
Accrued wages and benefits	30,928
Taxes paid in advance	12,814
Unearned revenues	128,420
Accrued interest	7,974
Noncurrent liabilities:	
Due within one year	328,709
Due in more than one year	367,087
<b>Total liabilities</b>	<b>1,044,975</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources related to OPEB	21,574
Deferred inflows of resources related to net pension liability	9,075
<b>Total deferred inflows of resources</b>	<b>30,649</b>
<b>NET POSITION</b>	
Net investment in capital assets	7,766,783
Restricted - donations and grants	478,664
Restricted - Nonexpendable permanent fund principal	275,710
Restricted - Expendable permanent fund earnings	1,193,802
Unrestricted	5,857,309
<b>Total net position</b>	<b>\$ 15,572,268</b>

*See accompanying notes to the basic financial statements.*

**TOWN OF BELGRADE, MAINE**  
**Statement of Activities**  
**For the year ended December 31, 2023**

Functions/programs	Expenses	Program Revenues			Net (expense) revenue and changes in net position
		Charges for services	Operating grants and contributions	Capital grants and contributions	Primary Government Governmental activities
Primary government:					
Governmental activities:					
General government	\$ 1,685,328	77,132	-	-	(1,608,196)
Public safety	559,496	45,394	5,000	-	(509,102)
Public works	1,436,770	95,785	80,986	313,262	(946,737)
Solid waste	352,134	48,479	-	-	(303,655)
Public services	72,355	-	50	-	(72,305)
Recreation and culture	338,752	102,836	17,240	-	(218,676)
Other town programs	1,146	-	-	-	(1,146)
Education	6,767,585	-	-	-	(6,767,585)
Interest on debt	24,781	-	-	-	(24,781)
Total governmental activities	11,238,347	369,626	103,276	313,262	(10,452,183)
<b>Total primary government</b>	<b>\$ 11,238,347</b>	<b>369,626</b>	<b>103,276</b>	<b>313,262</b>	<b>(10,452,183)</b>

## General revenues:

Property taxes	9,382,108
Excise taxes	1,161,103
Interest and costs of taxes	12,447
Grants and contributions not restricted to specific programs:	
State Revenue Sharing	393,818
Homestead and BETE exemption	251,386
Other	21,028
Unrestricted investment earnings (loss)	331,294
Cable franchise fees	51,488
<b>Total general revenues and contributions</b>	<b>11,604,672</b>
Change in net position	1,152,489
Net position - beginning, restated	14,419,779
<b>Net position - ending</b>	<b>\$ 15,572,268</b>

*See accompanying notes to the basic financial statements.*

**TOWN OF BELGRADE, MAINE**  
**Balance Sheet**  
**Governmental Funds**  
**December 31, 2023**

	General Fund	Capital Projects Fund	Permanent Fund	Special Revenue Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 6,133,447	192	141,658	-	6,275,297
Investments	-	-	1,350,806	-	1,350,806
Receivables:					
Taxes	428,432	-	-	-	428,432
Tax liens	64,255	-	-	-	64,255
Due from the State	90,598	-	-	-	90,598
Inventory	63,929	-	-	-	63,929
Prepaid expenditures	4,563	-	-	-	4,563
Interfund loan receivable	-	2,203,149	29,418	669,448	2,902,015
<b>Total assets</b>	<b>6,785,224</b>	<b>2,203,341</b>	<b>1,521,882</b>	<b>669,448</b>	<b>11,179,895</b>
<b>LIABILITIES</b>					
Accounts payable and other liabilities	145,295	22,800	948	-	169,043
Accrued wages and benefits	30,928	-	-	-	30,928
Taxes paid in advance	12,814	-	-	-	12,814
Unearned revenue	-	-	-	128,420	128,420
Interfund loan payable	2,850,301	-	51,714	-	2,902,015
<b>Total liabilities</b>	<b>3,039,338</b>	<b>22,800</b>	<b>52,662</b>	<b>128,420</b>	<b>3,243,220</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Unavailable revenue - property taxes	377,000	-	-	-	377,000
<b>Total deferred inflows of resources</b>	<b>377,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>377,000</b>
<b>FUND BALANCES</b>					
Nonspendable	68,492	-	275,710	-	344,202
Restricted	-	-	1,193,802	478,664	1,672,466
Committed	-	2,202,618	-	62,364	2,264,982
Assigned	950,500	-	-	-	950,500
Unassigned	2,349,894	(22,077)	(292)	-	2,327,525
<b>Total fund balances</b>	<b>3,368,886</b>	<b>2,180,541</b>	<b>1,469,220</b>	<b>541,028</b>	<b>7,559,675</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>6,785,224</b>	<b>2,203,341</b>	<b>1,521,882</b>	<b>669,448</b>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	8,320,722
Other long-term assets are not available to pay for current period expenditures and, therefore, are unavailable in the funds.	377,000
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore, are not reported in the funds.	
Notes payable	(553,939)
OPEB liability with deferred inflows and outflows of resources	(40,868)
Net pension liability with deferred inflows and outflows of resources	(13,269)
Accrued compensated absences	(69,079)
Accrued interest	(7,974)

<b>Net position of governmental activities</b>	<b>\$ 15,572,268</b>
--	----------------------

*See accompanying notes to the basic financial statements.*

**TOWN OF BELGRADE, MAINE**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended December 31, 2023**

	General Fund	Capital Projects Fund	Permanent Fund	Special Revenue Fund	Total Governmental Funds
Revenues:					
Taxes	\$ 10,448,658	-	-	-	10,448,658
Intergovernmental revenues	740,268	104,905	-	204,357	1,049,530
Charges for services	227,527	84,590	6,950	4,585	323,652
Rental income	-	-	-	11,195	11,195
Donations	-	-	5,000	17,290	22,290
Other revenues	92,948	4,000	-	269	97,217
Investment income (loss)	166,053	-	165,241	-	331,294
<b>Total revenues</b>	<b>11,675,454</b>	<b>193,495</b>	<b>177,191</b>	<b>237,696</b>	<b>12,283,836</b>
Expenditures:					
Current:					
General government	736,247	10,767	-	-	747,014
Public safety	472,758	1,331	-	910	474,999
Public works	961,349	214,470	6,885	2,274	1,184,978
Solid waste	341,887	-	-	-	341,887
Public services	72,355	-	-	-	72,355
Recreation and culture	317,237	11,209	-	100	328,546
Other town programs	-	-	-	1,146	1,146
Education	6,753,234	-	14,351	-	6,767,585
County tax	846,767	-	-	-	846,767
Unclassified	18,736	-	-	-	18,736
Capital outlay	-	174,743	-	126,357	301,100
Debt service	349,803	-	-	-	349,803
<b>Total expenditures</b>	<b>10,870,373</b>	<b>412,520</b>	<b>21,236</b>	<b>130,787</b>	<b>11,434,916</b>
Excess (deficiency) of revenues over (under) expenditures	805,081	(219,025)	155,955	106,909	848,920
Other financing sources (uses):					
Transfers from other funds	38,524	1,033,684	-	219,250	1,291,458
Transfers to other funds	(1,193,739)	(8,524)	-	(89,195)	(1,291,458)
<b>Total other financing sources (uses)</b>	<b>(1,155,215)</b>	<b>1,025,160</b>	<b>-</b>	<b>130,055</b>	<b>-</b>
<b>Net change in fund balance</b>	<b>(350,134)</b>	<b>806,135</b>	<b>155,955</b>	<b>236,964</b>	<b>848,920</b>
Fund balance, beginning of year, restated	3,719,020	1,374,406	1,313,265	304,064	6,710,755
<b>Fund balance, end of year</b>	<b>\$ 3,368,886</b>	<b>2,180,541</b>	<b>1,469,220</b>	<b>541,028</b>	<b>7,559,675</b>

*See accompanying notes to the basic financial statements.*

**TOWN OF BELGRADE, MAINE**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statement of Activities**  
**For the year ended December 31, 2023**

---

Net change in fund balances - total governmental funds (from Statement 4)	\$	848,920
---	----	---------

Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

These are the changes related to capital assets:

Capital outlay	411,313	
Depreciation expense	(507,675)	(96,362)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the change in unavailable revenue - property tax.

107,000

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

These are the changes in the other liability-related amounts:

Accrued interest	5,778	
Accrued compensated absences	(18,285)	
OPEB liability, including related deferred inflows and outflows	(537)	
Net pension liability, including related deferred inflows and outflows	(13,269)	(26,313)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

These are the changes in long-term debt and related amounts:

Principal payments on notes payable	319,244	319,244
-------------------------------------	---------	---------

---

<b>Change in net position of governmental activities (see Statement 2)</b>	<b>\$</b>	<b>1,152,489</b>
--	-----------	------------------

*See accompanying notes to the basic financial statements.*

**TOWN OF BELGRADE, MAINE**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance -**  
**Budget and Actual - Budgetary Basis - General Fund**  
**For the year ended December 31, 2023**

	Original Budget	Final Budget	Actual	Variance with final budget positive (negative)
<b>Revenues:</b>				
Taxes	\$ 10,395,648	10,395,648	10,448,658	53,010
Intergovernmental revenues	577,825	577,825	740,268	162,443
Charges for services	115,200	115,200	227,527	112,327
Other revenues	94,430	94,430	92,948	(1,482)
Interest	20,000	20,000	166,053	146,053
Total revenues	11,203,103	11,203,103	11,675,454	472,351
<b>Expenditures:</b>				
Current:				
General government	800,720	800,720	736,247	64,473
Public safety	479,555	479,555	472,758	6,797
Public works	1,126,680	1,126,680	961,349	165,331
Solid waste	365,800	365,800	341,887	23,913
Public services	95,406	95,406	72,355	23,051
Recreation and culture	336,070	336,070	317,237	18,833
Education	6,753,234	6,753,234	6,753,234	-
County tax	846,767	846,767	846,767	-
Unclassified	68,522	68,522	18,736	49,786
Debt service	361,955	361,955	349,803	12,152
Total expenditures	11,234,709	11,234,709	10,870,373	364,336
Excess (deficiency) of revenues over (under) expenditures	(31,606)	(31,606)	805,081	836,687
<b>Other financing sources (uses):</b>				
Budgeted use of carryforward balance	1,012,500	1,012,500	-	(1,012,500)
Transfers from other funds	32,524	32,524	38,524	6,000
Transfers to other funds	(1,013,418)	(1,013,418)	(1,193,739)	(180,321)
Total other financing sources (uses)	31,606	31,606	(1,155,215)	(1,186,821)
Net change in fund balance	-	-	(350,134)	
Fund balance, beginning of year, restated			3,719,020	
<b>Fund balance, end of year</b>			<b>\$ 3,368,886</b>	

*See accompanying notes to the basic financial statements.*



**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements**

---

---

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

---

The accounting policies of the Town of Belgrade, Maine conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant policies.

**A. Reporting Entity**

In evaluating how to define the reporting entity, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit is made by applying the criteria set forth in GAAP which defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Based upon the application of these criteria, there were no potential component units required to be included in this report.

**B. Description of Government-wide Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. All fiduciary activities are reported only in the fund financial statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are typically reported separately from business-type activities, which rely to a significant extent on fees and charges to external customers for support. The Town currently does not have any business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Town has elected not to allocate indirect costs among the programs, functions, and segments. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

**C. Basis of Presentation – Financial Statements**

While separate government-wide and fund financial statements are represented, they are interrelated. The governmental activities column incorporates data from governmental funds. For the most part, the effect of interfund activity has been removed from these statements.

**D. Basis of Presentation – Fund Financial Statements**

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

---

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

---

The Town reports the following major governmental funds:

The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Capital Projects Fund is used to account for debt proceeds and other sources used in significant capital projects or used to acquire capital assets and the related expenditures.

The Permanent Fund is used to account for amounts donated to the Town for which a portion of the balance is nonspendable or restricted for specific purposes.

The Special Revenue Fund is used to account for amounts contributed to the Town through grants and special programs and the related expenditures.

**E. Measurement Focus and Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as certain compensated absences and claims and judgments, are recorded only when the payment is due.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the Town and are recognized as revenue at that time. Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Amounts reported as program revenues on the Statement of Activities include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

**F. Cash and Investments**

The Town considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents. Investments are reported at their market value.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

---

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

---

**G. Inventory**

Inventory is valued at cost, which approximates market value, using the first in/first out method. The cost of inventory is generally recorded as expenditures when consumed rather than when purchased.

**H. Interfund Receivables and Payables**

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund loans or as interfund advances (i.e., the noncurrent portion of interfund loans).

**I. Capital Assets**

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition cost at the date of donation.

The costs of normal repairs and maintenance that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the primary government are depreciated using the straight-line method over the assets' estimated useful lives ranging from 5 to 50 years.

**J. Deferred Outflows and Inflows of Resources**

In addition to assets and liabilities, the statement of net position and balance sheet will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time. The governmental funds report one deferred inflow of resources: unavailable revenue from property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amounts become available. The governmental activities have deferred outflows and inflows of resources that relate to the total OPEB liability and net pension liability, changes in assumptions and differences between expected and actual experience, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plan. Deferred outflows also include the Town's proportionate share of contributions subsequent to the measurement date, which reduce the liability in the subsequent year. They also include the net difference between projected and actual earnings on pension plan investments, which is deferred and amortized over a five-year period.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

---

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

---

**K. Long-term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**L. Net Pension Liability**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to the liability, and pension expense, information about the fiduciary net position of the Maine Public Employees Retirement System Consolidated Plan for Participating Local Districts (PLD) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**M. Use of Estimates**

Preparation of the Town's financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent items at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

**N. Accrued Compensated Absences**

Under the terms of personnel policies, vacation and sick leave are granted in varying amounts according to length of service. The Town accrues accumulated vacation leave and vested sick leave. Accumulated vacation and sick time has been recorded in the Statement of Net Position for the governmental activities. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**O. Comparative Data/Reclassifications**

Comparative data for the prior year have been presented only for certain funds in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

---

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

---

**P. Fund Balance/Net Position**

Governmental Fund fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which those funds can be spent. The five classifications of fund balance for the Governmental Funds are as follows:

- *Nonspendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or; b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes on itself at its highest level of decision making authority, and that remain binding unless removed in the same manner.
- *Assigned* – resources that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed. The Town Manager has authority to assign fund balance.
- *Unassigned* – resources which have not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The voters have the responsibility for committing fund balance amounts and likewise would be required to modify or rescind those commitments. The Town does not have a formal fund balance policy.

When both restricted and unrestricted resources are available for use, it is the Town’s policy to use restricted resources first, then unrestricted resources as they are needed. When committed, assigned, and unassigned resources are available for use, it is the Town’s policy to use committed or assigned resources first, and then unassigned resources as they are needed.

---

**STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

---

**Budget**

The Town utilizes a formal budgetary accounting system to control operations accounted for in the General Fund. This budget is established through the passage of a Town warrant at the annual Town meeting. It is prepared on a basis consistent with generally accepted accounting principles (GAAP). The level of control (level at which expenditures may not exceed appropriations) is the warrant article. Generally, all unexpended budgetary accounts lapse at the close of the fiscal year with the exception of some non-lapsing accounts and ongoing projects which are carried forward to the next fiscal year.

**Deficit Fund Balances**

The following funds had deficit balances as of December 31, 2023:

Capital projects fund - Dams	\$ 22,077
Permanent fund - Don C. Stevens School Scholarship	292

These deficits will be covered by future revenues or transfers from the General Fund.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**DEPOSITS**

*Custodial Credit Risk-Town Deposits:* Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk. As of December 31, 2023, the Town's bank balances of \$6,371,531, none was exposed to custodial credit risk as it was covered by FDIC or additional insurance.

**INVESTMENTS**

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the Town's investments are valued using level 1 inputs, as applicable.

At December 31, 2023, the Town had the following investments and maturities:

	Fair <u>value</u>	Less than <u>1 year</u>	<u>1-5 years</u>	More than <u>5 years</u>
Corporate bonds	\$ 362,656	29,583	231,330	101,743
U.S. Treasury	48,252	-	48,252	-
Corporate stock	926,181	N/A	N/A	N/A
Mutual funds (1)	13,717	N/A	N/A	N/A
<b>Total investments</b>	<b>\$ 1,350,806</b>	<b>29,583</b>	<b>279,582</b>	<b>101,743</b>

(1) Mutual funds are not considered securities and are exempt from credit risk disclosure noted below.

*Interest Rate Risk:* The Town does not have a policy related to interest rate risk.

*Credit Risk:* Maine statutes authorize the Town to invest in obligations of the U.S. Treasury and U.S. agencies, repurchase agreements and certain corporate stocks and bonds. The Town does not have a formal policy related to credit risk.

The Town's investment policy requires investment portfolios to be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity or security type. Corporate bonds are rated BBB- to A by Standard and Poor's.

**PROPERTY TAX**

Property taxes for the current year were committed on July 11, 2023 on the assessed value listed as of the prior April 1 for all real and personal property located in the Town. Assessed values are periodically established by the Town's Assessor at 100% of assumed market value. The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$68,522 for the year ended December 31, 2023.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

---

**PROPERTY TAX, CONTINUED**

---

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if the tax liens and associated costs remain unpaid. Property taxes levied during the year were recorded as receivables at the time the levy was made. The receivables collected during the year and in the first sixty days following the end of the fiscal year have been recorded as revenues. The remaining receivables have been recorded as deferred revenues.

The following summarizes the levy:

	<u>2023</u>	<u>2022</u>
Assessed value	\$ 1,047,558,900	566,702,600
Tax rate (per \$1,000)	8.95	15.38
Commitment	9,375,652	8,715,886
Supplemental taxes assessed	14,216	12,066
	9,389,868	8,727,952
Less:		
Collections and abatements	8,955,973	8,419,205
<b>Current year taxes receivable at end of year</b>	<b>\$ 433,895</b>	<b>308,747</b>
Due date	September 1, 2023	September 2, 2022
Interest rate on delinquent taxes	3.90%	2.05%
Collection rate	95.38%	96.46%

---

**CAPITAL ASSETS**

---

Capital asset activity for the year ended December 31, 2023 was as follows:

	Balance December 31, <u>2022</u>	<u>Increases</u>	<u>Decreases</u>	Balance December 31, <u>2023</u>
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Construction progress	\$ 72,389	19,868	-	92,257
Land	788,000	-	-	788,000
Total capital assets not being depreciated	860,389	19,868	-	880,257
Capital assets, being depreciated:				
Artwork	23,796	-	-	23,796
Land improvements	116,999	5,557	-	122,556
Buildings and building improvements	2,126,241	6,223	-	2,132,464
Equipment	346,935	154,632	-	501,567
Vehicles	1,274,895	28,433	-	1,303,328
Infrastructure	17,745,863	196,600	-	17,942,463
Total capital assets being depreciated	21,634,729	391,445	-	22,026,174

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**CAPITAL ASSETS, CONTINUED**

Less accumulated depreciation for:				
Artwork	\$ 595	595	-	1,190
Land improvements	28,855	7,212	-	36,067
Buildings and building improvements	915,920	58,934	-	974,854
Equipment	218,766	37,905	-	256,671
Vehicles	809,416	82,985	-	892,401
Infrastructure	12,104,482	320,044	-	12,424,526
<b>Total accumulated depreciation</b>	<b>14,078,034</b>	<b>507,675</b>	<b>-</b>	<b>14,585,709</b>
<b>Total capital assets being depreciated, net</b>	<b>7,556,695</b>	<b>(116,230)</b>	<b>-</b>	<b>7,440,465</b>
<b><u>Governmental activities capital assets, net</u></b>	<b><u>\$ 8,417,084</u></b>	<b><u>(96,362)</u></b>	<b><u>-</u></b>	<b><u>8,320,722</u></b>

Depreciation expense was charged to functions/programs of the primary government as follows:

General government	\$ 53,989
Solid waste	10,247
Recreation and culture	10,206
Public safety	71,228
<u>Public works, including depreciation of infrastructure assets</u>	<u>362,005</u>

**Total depreciation expense – governmental activities** **\$ 507,675**

**CHANGES IN LONG-TERM LIABILITIES**

Long-term liability activity for the year ended December 31, 2023 was as follows:

	Beginning <u>balance</u>	<u>Additions</u>	<u>Reductions</u>	Ending <u>balance</u>	Due within <u>one year</u>
<b>Governmental activities:</b>					
Notes from direct borrowings	\$ 873,183	-	319,244	553,939	328,709
Accrued compensated absences	50,794	69,079	50,794	69,079	-
Net pension liability	-	53,484	-	53,484	-
<u>Other postemployment liability</u>	<u>16,585</u>	<u>2,709</u>	<u>-</u>	<u>19,294</u>	<u>-</u>
<b>Governmental activity long-term liabilities</b>	<b><u>\$ 940,562</u></b>	<b><u>125,272</u></b>	<b><u>370,038</u></b>	<b><u>695,796</u></b>	<b><u>328,709</u></b>

**STATUTORY DEBT LIMIT**

In accordance with Maine law, no municipality shall incur debt for specified purposes in excess of certain percentages of state valuation of such municipality. At December 31, 2023, the Town was in compliance with these limitations.



**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**LONG-TERM DEBT**

Notes payable at December 31, 2023 are comprised of the following:

<u>Notes from Direct Borrowings</u>	<u>Amount originally issued</u>	<u>Interest rate</u>	<u>Final maturity date</u>	<u>Balance</u>
2015 Town office	\$ 550,000	3.36%	2029	266,142
2022 Road paving	566,667	3.21%	2024	287,797
<b>Total</b>				<b>\$ 553,939</b>

The annual requirements to amortize these notes are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 328,709	18,244	346,953
2025	42,299	7,594	49,893
2026	43,714	6,178	49,892
2027	45,183	4,709	49,892
2028	46,699	3,193	49,892
2029	47,335	1,621	48,956
<b>Totals</b>	<b>\$ 553,939</b>	<b>41,539</b>	<b>595,478</b>

Long-term liabilities are liquidated by the General Fund.

**OVERLAPPING DEBT**

The Town's proportionate share of Regional School Unit No. 18's debt of \$13,211,854 is \$3,533,464 (26.74%) as of June 30, 2023, which is the most readily available information. This debt service is included in the annual assessments to the Town.

**INTERFUND BALANCES**

Individual interfund receivable and payables at December 31, 2023 were as follows:

<u>Fund</u>	<u>Interfund receivables</u>	<u>Interfund payables</u>
General Fund	\$ -	2,850,301
Capital Projects Fund	2,203,149	-
Permanent Fund	29,418	51,714
Special Revenue Fund	669,448	-
<b>Total</b>	<b>\$ 2,902,015</b>	<b>2,902,015</b>

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**INTERFUND TRANSFERS**

During 2023, the Town reported the following interfund transfers:

	General Fund	Town Capital Reserves	Town Special Revenues	Total
\$	(974,489)	974,489	-	-
	8,524	(8,524)	-	-
	(219,250)	-	219,250	-
	30,000	59,195	(89,195)	-
<b>\$</b>	<b>(1,155,215)</b>	<b>1,025,160</b>	<b>130,055</b>	<b>-</b>

Most of the transfers were annual budgeted transfers to fund reserves, budgeted use of balances in other funds, or amounts determined by “forever” articles, which dictate that certain unexpended balances or excess revenues be transferred to reserves.

**FUND BALANCES (DEFICITS)**

As of December 31, 2023, the General Fund had unassigned fund balance of \$2,349,894 that carried forward to the next year to be used for any purpose. In addition, the permanent fund reported unassigned fund deficit of \$292 related to the Stevens Scholarship Fund, and the capital project fund reported unassigned fund deficit of \$22,077 related to the dams’ reserve.

As of December 31, 2023, fund balance components consisted of the following:

	Nonspendable	Restricted	Committed	Assigned
<b>General Fund:</b>				
Inventory	\$ 63,929	-	-	-
Prepaid expenditures	4,563	-	-	-
MEPERS buyback	-	-	-	162,000
Reserves	-	-	-	638,500
Recreational property	-	-	-	150,000
<b>Capital Projects Fund:</b>				
Capital projects	-	-	2,202,618	-
<b>Permanent Fund:</b>				
Fund principal	275,710	-	-	-
Cumulative earnings	-	1,193,802	-	-
<b>Special Revenue Fund:</b>				
Grants and donations	-	478,664	-	-
Town special programs	-	-	62,364	-
<b>Total</b>	<b>\$ 344,202</b>	<b>1,672,466</b>	<b>2,264,982</b>	<b>950,500</b>

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

---

NET POSITION

---

Net position represents the difference between assets, deferred outflows of resources, and liabilities and deferred inflows of resources. The net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of notes payable and adding back any unspent debt proceeds. The Town's net investment in capital assets was calculated as follows at December 31, 2023:

Capital assets	\$ 22,906,431
Accumulated depreciation	(14,585,709)
Notes payable	(553,939)
<b>Total invested in capital assets net of related debt</b>	<b>\$ 7,766,783</b>

---

RISK MANAGEMENT

---

The Town is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters, for which the Town either carries commercial insurance or participates in a public entity risk pool. Currently, the Town participates in several public entity and self-insured pools sponsored by the Maine Municipal Association. Based on the coverage provided by the pools, as well as coverage provided by commercial insurance purchased, the Town is not aware of any material actual or potential claim liabilities which should be recorded at December 31, 2023.

---

NET PENSION LIABILITY

---

**General Information about the Pension Plans**

**Plan Descriptions** - The Town's full-time public safety employees have the option of joining the pension plan through the Maine Public Employees Retirement System Consolidated Plan for Participating Local Districts (PLD Plan). The plan is a cost-sharing multiple-employer defined benefit pension plan, administered by the Maine Public Employees Retirement System (MPERS). The option to join the plan was made available effective July 1, 2022.

**Benefits Provided** - The PLD Plan provides defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (i.e. eligibility for benefits upon reaching qualification) occurs upon the earning of five years of service credit. In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. For PLD members, normal retirement age is 60 (65 for new members to the PLD Plan on or after July 1, 2014). The normal retirement age is determined by whether a member had met certain creditable service requirements on specific dates, as established by statute. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement. MPERS also provides disability and death benefits, which are established by contract under applicable statutory provisions (PLD Plan).

**Contributions** - Employee contribution rates are defined by law or Board rule and depend on the terms of the plan under which an employee is covered. Employer contributions are determined by actuarial valuations. The contractually required contribution rates are actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**NET PENSION LIABILITY, CONTINUED**

**Consolidated PLD Plan** - Employees are required to contribute 9.70% (7/1/22-6/30/23) and 9.30% (7/1/23-6/30/24) of their annual pay. The Town’s contractually required contribution rate for was 13.40% (7/1/22-6/30/23) and 12.80% (7/1/23-6/30/24) of annual pay for the Special Plan 3C. Contributions to the pension plan from the Town were \$15,484 for the year ended December 31, 2023.

***Pension Liability, Pension Expense, and Deferred Outflows and Deferred Inflows of Resources Related to Pensions***

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town’s proportion of the net pension liability for the consolidated PLD plan was based on projections of the Town’s long-term share of contributions to the pension plan relative to the projected contributions of all participating local districts (PLD Plan), actuarially determined.

**Consolidated PLD Plan** - At December 31, 2023, the Town reported a liability of \$53,484 for its proportionate share of the net pension liability. At June 30, 2023, the Town’s proportion of the PLD Plan liability was 0.01676%.

For the year ended December 31, 2023, the Town recognized pension expense of \$28,753 for the Consolidated PLD Plan. At June 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to the Consolidated PLD plan from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 9,930	-
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	9,075
Changes in proportion and differences between Town contributions and proportionate share of contributions	30,622	-
Town contributions subsequent to the measurement date	8,738	-
<b>Total</b>	<b>\$ 49,290</b>	<b>9,075</b>

The amounts of \$8,738 is reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024.

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**NET PENSION LIABILITY, CONTINUED**

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:

2024	\$ 14,653
2025	7,195
2026	9,205
2027	424

**Actuarial Assumptions** - The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases, per year	2.75%-11.48%
Investment return, per annum, compounded annually	6.50%
Cost of living benefit increases, per annum	1.91%

Mortality rates were based on the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table projected generationally using RPEC\_2020 model.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study for the period June 30, 2015 through June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023 are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>
Public Equities	6.0%
US government	2.6%
Private equity	7.6%
Real assets:	
Real estate	5.2%
Infrastructure	5.3%
Natural resources	5.0%
Traditional credit	3.2%
Alternative credit	7.4%
Diversifiers	5.0%

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**NET PENSION LIABILITY, CONTINUED**

**Discount Rate** - The discount rate used to measure the total pension liability was 6.50% for the Consolidated PLD plan. The projection of cash flows used to determine the discount rates assumed that employee contributions will be made at the current contribution rate and that contributions from participating local districts will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liabilities.

**Sensitivity of the Town's proportionate Share of the Net Pension Liabilities to Changes in the Discount Rate** - The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.50% the plan, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.50%) or 1 percentage-point higher (7.50%) than the current rate:

	1% Decrease <u>(5.50%)</u>	Current Discount Rate <u>(6.50%)</u>	1% Increase <u>(7.50%)</u>
Net pension liability	\$146,549	53,484	(23,288)

**Payables to the Pension Plan** - None as of December 31, 2023.

**OTHER POST EMPLOYMENT BENEFITS (OPEB)**

**General Information about the OPEB Plan**

**Plan Description** - The Town sponsors a post-retirement benefit plan providing health insurance to retiring employees (hereafter referred to as the Town Health Plan). The plan is a single-employer defined benefit OPEB plan administered by the Maine Municipal Employees Health Trust (MMEHT). The Town Select Board has the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

**Benefits Provided** - Retirees with a minimum of age 55 and 5 years of service at retirement are eligible for postretirement health insurance benefits. Eligible retirees are required to pay 100% of health insurance premiums to receive health benefit coverage and therefore, the Town makes no actual contributions.

*Employees Covered by Benefit Terms* – At January 1, 2023, the following employees were covered by the Health Plan benefit terms:

Inactive employees or beneficiaries currently receiving benefits	-
Inactive employee entitled to but not yet receiving benefits	-
Active employees	<u>7</u>
Total	<u><u>7</u></u>

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

OTHER POST EMPLOYMENT BENEFITS (OPEB), CONTINUED

***OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB***

The Town's total Health Plan OPEB liability of \$19,294 was measured as of January 1, 2023, and was determined by an actuarial valuation as of that date.

*Changes in the Total Health Plan OPEB Liability*

		<b>Total OPEB Liability</b>
Balance at December 31, 2022	\$	16,585
Changes for the year:		
Service cost		4,853
Interest		442
Changes of benefit terms		-
Differences between expected and actual experience		-
Changes in assumptions or other inputs		(2,586)
Benefit payments		-
Net changes		<u>2,709</u>
Balance at December 31, 2023	\$	<u><u>19,294</u></u>

Change in assumptions reflects a change in the discount rate to 3.72% from 2.06%.

For the year ended December 31, 2023, the Town recognized an OPEB gain of \$537 related to the Town Health Plan. At December 31, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to the Health Plan from the following sources:

		Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$	-	20,153
Changes of assumption or other inputs		-	1,421
Total	\$	<u>-</u>	<u>21,574</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to the Health Plan OPEB will be recognized in OPEB expense as follows:

Year ended December 31:	
2024	\$(4,758)
2025	(4,758)
2026	(4,761)
2027	(1,433)
2028	(1,310)
Thereafter	(4,554)

**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**OTHER POST EMPLOYMENT BENEFITS (OPEB), CONTINUED**

**Actuarial Assumptions and Other Inputs**

The total OPEB liability in the January 1, 2022 actuarial valuation, rolled forward, for the Town Health Plan was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.00% per year
Salary increases	2.75% per year
Discount rate	3.72%
Healthcare cost trend rates	Non-Medicare 7.95% for 2022, grading to 4.55% in 2043 Medicare 7.26% for 2022, grading to 4.55% in 2043
Retirees' share of the benefit related costs	100%

Mortality rates for the Health Plan were based on the 2010 Public Plan General Benefits-Weighted Employee Mortality Table, for males and females.

The actuarial assumptions used in the January 1, 2023 valuation for the Health Plan were based on the results of an actuarial experience study for the period June 30, 2016 through June 30, 2020.

**Discount Rate** - The rate used to measure the total OPEB liability for the Town Health Plan was 3.72%. The discount rate was based upon high quality AA/Aa or higher bond yields in effect for 20 years, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index.

**Sensitivity of the Total Health Plan OPEB Liability to Changes in the Discount Rate** - The following presents the Town's total OPEB liability related to the Town Health Plan calculated using the discount rate of 3.72%, as well as what the Town's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	1% Decrease (2.72%)	Discount Rate (3.72%)	1% Increase (4.72%)
Total OPEB liability \$	24,040	19,294	15,607

**Sensitivity of the Total Health Plan OPEB Liability to Changes in the Healthcare Cost Trend Rates** - The following presents the Town's total OPEB liability related to the Health Plan calculated using the healthcare cost trend rates, as well as what the Town's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage-point lower or 1 percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Total OPEB liability \$	14,679	19,294	25,740



**TOWN OF BELGRADE, MAINE**  
**Notes to Basic Financial Statements, Continued**

**PRIOR PERIOD ADJUSTMENT**

In 2023, the Town discovered that a payroll related to semi-annual firefighter pay and that certain accounts payable were posted back to 2022 but that were not reflected in the 2022 financial statements. The beginning fund balance for the General Fund has therefore been restated on Exhibit A-1, and Statements 6 and 4. In addition, beginning net position for governmental activities have been restated on Statement 2. The restatements were as follows:

	Governmental Activities <u>Net Position</u>	General Fund <u>Fund Balance</u>
Balances as originally reported December 31, 2022	\$ 14,475,863	3,775,104
Firefighter payroll	(33,971)	(33,971)
Accounts payable	(22,113)	(22,113)
<b><u>December 31, 2022 balances, as restated</u></b>	<b><u>\$ 14,419,779</u></b>	<b><u>3,719,020</u></b>

**TOWN OF BELGRADE, MAINE**  
**Required Supplementary Information**

**Schedule of Changes in the Town's Total MMEHT Health Plan OPEB Liability and Related Ratios**  
Last 10 Fiscal Years\*

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Total OPEB Liability</b>						
Service cost	\$ 4,853	8,122	7,201	2,779	3,085	2,779
Interest	442	600	498	434	298	1,395
Changes of benefit terms	-	-	-	(211)	-	-
Differences between expected and actual experience	-	(10,665)	-	(2,369)	-	(30,915)
Changes of assumptions or other inputs	(2,586)	(1,632)	1,493	2,526	(1,160)	996
Benefit payments	-	-	-	-	-	(5,551)
Net change in total OPEB Liability	<u>2,709</u>	<u>(3,575)</u>	<u>9,192</u>	<u>3,159</u>	<u>2,223</u>	<u>(31,296)</u>
Total OPEB liability - beginning	<u>16,585</u>	<u>20,160</u>	<u>10,968</u>	<u>7,809</u>	<u>5,586</u>	<u>36,882</u>
<b>Total OPEB liability - ending</b>	<b>\$ <u>19,294</u></b>	<b><u>16,585</u></b>	<b><u>20,160</u></b>	<b><u>10,968</u></b>	<b><u>7,809</u></b>	<b><u>5,586</u></b>
Covered-employee payroll	\$ 322,568	322,568	363,638	363,638	215,987	215,987
Total OPEB liability as a percent of covered-employee payroll	5.98%	5.14%	5.54%	3.02%	3.62%	2.59%

\*Only six years of information available.

**TOWN OF BELGRADE, MAINE**  
**Required Supplementary Information**

**Schedule of Town's Proportionate Share of the Net Pension Liability  
and Schedule of Town Contributions  
Maine Public Employees Retirement System Consolidated Plan (PLD)**

		<u><b>2023</b></u>
Town's proportion of the net pension liability	\$	0.01676%
Town's proportionate share of the net pension liability		53,484
Town's covered payroll		132,244
Town's proportionate share of the net pension liability as a percentage of its covered payroll		40.44%
Plan fiduciary net position as a percentage of the total pension liability		92.34%
		<u><b>2023</b></u>
Contractually required contribution	\$	15,484
Contributions in relation to the contractually required contribution		(15,484)
<b>Contribution deficiency (excess)</b>	<b>\$</b>	<b>-</b>
Town's covered payroll	\$	136,983
Contributions as a percentage of covered payroll		11.30%

*\* The amounts presented for each year were determined as of the prior June 30th.*

*\*\*Only one year of information available.*

**TOWN OF BELGRADE, MAINE**  
**Notes to Required Supplementary Information**

---

**Total OPEB Liabilities - Health Insurance**

**MMEHT Health Plan**

**Changes of Benefit Terms** - None

**Changes of Assumptions** - The following are changes in actuarial assumptions used in the most recent valuations:

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Discount rate	3.72%	2.06%	2.12%	2.74%	4.10%	3.44%	3.78%

From 2017 - 2021, mortality rates were based on the RP2014 Total Dataset Healthy Annuitant Mortality Table, for males and females. In 2022 and going forward, the mortality rates were based on the 2010 Public Plan General Benefits - Weighted Employee Mortality Table, for males and females.

**Net Pension Liability**

Changes of Benefit Terms (Pension) - None

Changes of Assumptions (Pension) - None

*\* This schedule is intended to show information for ten years, but only the years in which changes occurred have been displayed. Additional years' information will be displayed as it becomes available.*

**TOWN OF BELGRADE, MAINE**  
**General Fund**  
**Balance Sheet**  
**December 31, 2023**  
**(with comparative totals for the year ended December 31, 2022)**

	2023	Restated 2022
<b>ASSETS</b>		
Cash and cash equivalents	\$ 6,133,447	5,903,613
Receivables:		
Taxes	428,432	307,886
Tax liens	64,255	54,301
Due from the State	90,598	-
Inventory	63,929	-
Prepaid expenditures	4,563	-
<b>Total assets</b>	<b>6,785,224</b>	<b>6,265,800</b>
<b>LIABILITIES</b>		
Accounts payable and other liabilities	145,295	192,106
Accrued wages and benefits	30,928	33,971
Taxes paid in advance	12,814	13,723
Unearned revenue	-	22,388
Interfund loan payable	2,850,301	2,014,592
<b>Total liabilities</b>	<b>3,039,338</b>	<b>2,276,780</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable revenue - property tax	377,000	270,000
<b>Total deferred inflows of resources</b>	<b>377,000</b>	<b>270,000</b>
<b>FUND BALANCE</b>		
Nonspendable	68,492	-
Assigned	950,500	-
Unassigned	2,349,894	3,719,020
<b>Total fund balances</b>	<b>3,368,886</b>	<b>3,719,020</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 6,785,224</b>	<b>6,265,800</b>

**TOWN OF BELGRADE, MAINE**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual - Budgetary Basis**  
**For the year ended December 31, 2023**

	2023		Variance positive (negative)	2022 Actual
	budget	Actual		
Revenues:				
Taxes:				
Property taxes	\$ 9,375,652	9,367,892	(7,760)	8,715,886
Supplemental taxes	-	14,216	14,216	12,066
Change in unavailable taxes	-	(107,000)	(107,000)	(28,000)
Excise taxes	1,009,996	1,161,103	151,107	1,118,089
Interest on taxes	10,000	12,447	2,447	10,556
Total taxes	10,395,648	10,448,658	53,010	9,828,597
Intergovernmental revenue:				
State Revenue Sharing	350,000	393,818	43,818	418,672
Local road assistance	45,756	74,036	28,280	46,756
Homestead exemption	158,962	232,867	73,905	216,007
BETE	23,107	18,519	(4,588)	27,269
Other	-	21,028	21,028	27,229
Total intergovernmental revenue	577,825	740,268	162,443	735,933
Charges for services:				
Licenses and fees	16,200	12,821	(3,379)	10,916
Town fees	-	64,311	64,311	99,828
Solid waste management	30,000	48,479	18,479	58,548
Recreation program fees	69,000	101,916	32,916	79,912
Total charges for services	115,200	227,527	112,327	249,204
Other revenues:				
Fire department revenues	43,771	41,460	(2,311)	45,391
Cable franchise fees	49,000	51,488	2,488	49,717
Miscellaneous income	1,659	-	(1,659)	5,785
Total other revenues	94,430	92,948	(1,482)	100,893
Interest:				
Interest income	20,000	166,053	146,053	15,794
Total interest	20,000	166,053	146,053	15,794
Total revenues	11,203,103	11,675,454	472,351	10,930,421

**TOWN OF BELGRADE, MAINE**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual - Budgetary Basis, Continued**

	2023		Variance positive (negative)	2022 Actual
	Original budget	Actual		
Expenditures:				
Current:				
General government:				
Selectpersons	\$ 14,855	7,387	7,468	18,513
Appeals board	1,350	15	1,335	280
Administration	504,995	453,473	51,522	385,232
Town Manager	106,220	102,964	3,256	103,056
Code Enforcement	59,000	57,847	1,153	41,332
Planning board	7,250	4,268	2,982	817
Elections	11,950	9,937	2,013	9,207
Historian	500	500	-	-
Insurance	94,600	99,856	(5,256)	85,909
Total general government	800,720	736,247	64,473	644,346
Public safety:				
EMA	500	-	500	-
Fire/rescue departments	409,405	403,059	6,346	266,690
Dispatch services	53,600	52,971	629	50,644
Street lights	1,800	2,228	(428)	1,382
Animal control	13,700	14,500	(800)	10,869
Health officer	550	-	550	-
Total public safety	479,555	472,758	6,797	329,585
Public works:				
Roads	172,275	141,374	30,901	157,210
Plowing and sanding	466,000	388,374	77,626	386,978
Cemetery	72,165	61,961	10,204	23,626
Facilities and grounds	416,240	369,640	46,600	311,484
Total public works	1,126,680	961,349	165,331	879,298

**TOWN OF BELGRADE, MAINE**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual - Budgetary Basis, Continued**

	2023			Restated 2022 Actual
	Original budget	Actual	Variance positive (negative)	
Expenditures, continued:				
Current, continued:				
Solid waste	\$ 365,800	341,887	23,913	282,157
Public services:				
Social services	6,280	4,582	1,698	2,181
General assistance	25,000	5,135	19,865	2,132
Other agencies (special requests)	64,126	62,638	1,488	45,061
Total public services	95,406	72,355	23,051	49,374
Recreation and culture:				
Recreation	226,045	212,685	13,360	178,758
Library	110,025	104,552	5,473	93,118
Snowmobile	-	-	-	-
Total recreation and culture	336,070	317,237	18,833	271,876
Education	6,753,234	6,753,234	-	6,639,957
County tax	846,767	846,767	-	817,777
Unclassified:				
Overlay/abatements	68,522	18,736	49,786	14,186
Total unclassified	68,522	18,736	49,786	14,186
Capital outlay	-	-	-	57,828
Debt service	361,955	349,803	12,152	53,432
Total expenditures	11,234,709	10,870,373	364,336	10,039,816
Excess (deficiency) of revenues over (under) expenditures	(31,606)	805,081	836,687	890,605
Other financing sources (uses):				
Use of fund balance/carry forwards	1,012,500	-	(1,012,500)	-
Transfers from capital reserves	32,524	38,524	6,000	58,524
Transfer from permanent funds	-	-	-	9,938
Transfers from special revenue funds	-	-	-	30,461
Transfers to other funds	(1,013,418)	(1,193,739)	(180,321)	(866,965)
Total other financing sources (uses)	31,606	(1,155,215)	(1,186,821)	(768,042)
Net change in fund balance	-	(350,134)	(350,134)	122,563
Fund balance, beginning of year		3,719,020		3,652,541
Restatement		-		(56,084)
<b>Fund balance, end of year, restated</b>	<b>\$</b>	<b>3,368,886</b>		<b>3,719,020</b>



**TOWN OF BELGRADE, MAINE**  
**Capital Projects Fund**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Year Ended December 31, 2023**

	Fund balances beginning of year	Revenues		Expenditures		Transfers In	Transfers out	Fund balances end of year
		Charges for services	Other	Capital outlay	Other			
01 Maintenance garage	\$ 29,580	-	-	19,868	-	15,000	-	24,712
02 Senior ordinance	-	-	-	-	-	1,455	-	1,455
06 Tower fund	9,885	-	-	7,664	-	-	-	2,221
07 Planning board reserve	10,799	-	-	-	10,767	-	-	32
08 Public works reserve	-	-	-	-	-	500,000	-	500,000
62 Village lights escrow	8,487	-	-	-	-	-	-	8,487
85 Facilities truck	35,656	-	-	28,433	-	-	-	7,223
86 Cemetery equipment	14,705	-	-	-	-	10,000	-	24,705
87 Cemetery water line	28,423	-	-	-	-	-	-	28,423
88 Fire department equipment	330,749	-	104,905	112,555	-	81,846	-	404,945
89 Library	23,429	-	-	-	1,209	5,472	(8,524)	19,168
90 Fire department facility	330,000	-	-	-	1,331	100,000	-	428,669
91 Road maintenance	273,339	-	4,000	-	-	108,189	-	385,528
92 Recreation	125,113	-	-	6,223	10,000	12,920	-	121,810
93 Sidewalks	75	-	-	-	-	-	-	75
94 Water quality	24,215	6,987	-	-	-	11,189	-	42,391
95 Facilities	4,108	-	-	-	34,019	111,195	-	81,284
96 Dams	9,353	77,603	-	-	180,451	71,418	-	(22,077)
97 Cemetery expansion (plan 5)	6,330	-	-	-	-	-	-	6,330
98 Old town meeting house	1,000	-	-	-	-	-	-	1,000
99 Solid waste	109,160	-	-	-	-	5,000	-	114,160
<b>Total</b>	<b>\$ 1,374,406</b>	<b>84,590</b>	<b>108,905</b>	<b>174,743</b>	<b>237,777</b>	<b>1,033,684</b>	<b>(8,524)</b>	<b>2,180,541</b>

**TOWN OF BELGRADE, MAINE**  
**Combining Balance Sheet**  
**Permanent Fund**  
**December 31, 2023**

	Cemetery Portfolio	Don C. Stevens School Enrichment	Don C. Stevens School Scholarship	Guy A. Yeaton Cemetery	Lacroix Cemetery	Robert A. Guptil Historical	Cemetery Perpetual	Alice Cram	Fire Department Memorial	Total Permanent Funds
<b>ASSETS</b>										
Cash	\$ 51,988	80,336	-	494	1,778	1,752	4,644	564	102	141,658
Investments	511,900	771,285	2,551	4,550	16,377	15,657	15,238	5,293	7,955	1,350,806
Interfund loan receivable	-	-	-	79	287	766	28,286	-	-	29,418
<b>Total assets</b>	<b>563,888</b>	<b>851,621</b>	<b>2,551</b>	<b>5,123</b>	<b>18,442</b>	<b>18,175</b>	<b>48,168</b>	<b>5,857</b>	<b>8,057</b>	<b>1,521,882</b>
<b>LIABILITIES</b>										
Accounts payable	-	-	948	-	-	-	-	-	-	948
Interfund loan payable	24,398	18,411	1,895	-	-	-	-	8	7,002	51,714
<b>Total liabilities</b>	<b>24,398</b>	<b>18,411</b>	<b>2,843</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>7,002</b>	<b>52,662</b>
<b>FUND BALANCES</b>										
Nonspendable	196,863	53,108	-	1,009	10,031	11,199	3,500	-	-	275,710
Restricted	342,627	780,102	-	4,114	8,411	6,976	44,668	5,849	1,055	1,193,802
Unassigned	-	-	(292)	-	-	-	-	-	-	(292)
<b>Total fund balances</b>	<b>539,490</b>	<b>833,210</b>	<b>(292)</b>	<b>5,123</b>	<b>18,442</b>	<b>18,175</b>	<b>48,168</b>	<b>5,849</b>	<b>1,055</b>	<b>1,469,220</b>
<b>Total liabilities and fund balances</b>	<b>\$ 563,888</b>	<b>851,621</b>	<b>2,551</b>	<b>5,123</b>	<b>18,442</b>	<b>18,175</b>	<b>48,168</b>	<b>5,857</b>	<b>8,057</b>	<b>1,521,882</b>

**TOWN OF BELGRADE, MAINE**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Permanent Fund**  
**For the year ended December 31, 2023**

	<b>Cemetery Portfolio</b>	<b>Don C. Stevens School Enrichment</b>	<b>Don C. Stevens School Scholarship</b>	<b>Guy A. Yeaton Cemetery</b>	<b>Lacroix Cemetery</b>	<b>Robert A. Guptil Historical</b>	<b>Cemetery Perpetual</b>	<b>Alice Cram</b>	<b>Fire Department Memorial</b>	<b>Total Permanent Funds</b>
Revenues:										
Interest	62,759	94,129	282	561	2,021	1,938	2,213	647	691	165,241
Other	-	-	-	-	-	-	6,950	-	5,000	11,950
<b>Total revenues</b>	<b>\$ 62,759</b>	<b>94,129</b>	<b>282</b>	<b>561</b>	<b>2,021</b>	<b>1,938</b>	<b>9,163</b>	<b>647</b>	<b>5,691</b>	<b>177,191</b>
Expenditures:										
Current:										
Public works	-	-	-	-	-	-	-	-	6,885	6,885
Education	-	13,074	1,000	-	-	277	-	-	-	14,351
<b>Total expenditures</b>	<b>-</b>	<b>13,074</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>277</b>	<b>-</b>	<b>-</b>	<b>6,885</b>	<b>21,236</b>
<b>Net change in fund balances</b>	<b>62,759</b>	<b>81,055</b>	<b>(718)</b>	<b>561</b>	<b>2,021</b>	<b>1,661</b>	<b>9,163</b>	<b>647</b>	<b>(1,194)</b>	<b>155,955</b>
<b>Fund balance, beginning of year</b>	<b>476,731</b>	<b>752,155</b>	<b>426</b>	<b>4,562</b>	<b>16,421</b>	<b>16,514</b>	<b>39,005</b>	<b>5,202</b>	<b>2,249</b>	<b>1,313,265</b>
<b>Fund balance, end of year</b>	<b>\$ 539,490</b>	<b>833,210</b>	<b>(292)</b>	<b>5,123</b>	<b>18,442</b>	<b>18,175</b>	<b>48,168</b>	<b>5,849</b>	<b>1,055</b>	<b>1,469,220</b>

**TOWN OF BELGRADE, MAINE**  
**Special Revenue Funds**  
**Special Grants and Programs**  
**Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Year Ended December 31, 2023**

	Fund balances beginning of year	Revenues		Expenditures	Transfers	Fund balances end of year
		Other	Donations			
01 Sandra Fowler	\$ 424	-	-	16	-	408
42 Library donations	5,306	-	1,215	-	-	6,521
43 Library trustees	960	269	-	100	-	1,129
44 Maggie Schneider	4,653	-	-	240	-	4,413
45 Library carryforward	987	-	-	-	-	987
46 Library fees	8,136	651	-	-	-	8,787
47 Labun estate	8,223	-	-	810	-	7,413
49 FD grant	6,000	-	-	-	-	6,000
50 Bottle redemption	15,902	-	3,569	-	-	19,471
51 Dalton property	921	11,195	-	609	(11,195)	312
52 Emergency fuel	12,125	-	50	-	19,250	31,425
53 United way	32	-	-	-	-	32
54 Tree committee	5,009	-	-	-	-	5,009
55 CFAS donations	6,359	-	-	-	-	6,359
56 Animal control officer	16,779	3,934	-	910	-	19,803
58 Town office beautification	80	-	-	80	-	-
59 Audio books	2,421	-	-	-	-	2,421
60 Weinberg adult nonfiction	120	-	-	-	-	120
61 Well contamination remediation	209,627	-	-	1,665	200,000	407,962
63 ARPA	-	204,357	-	126,357	(78,000)	-
65 Pickleball	-	-	5,600	-	-	5,600
66 DILTS	-	-	6,365	-	-	6,365
67 Senior resources	-	-	491	-	-	491
<b>Total</b>	<b>\$ 304,064</b>	<b>220,406</b>	<b>17,290</b>	<b>130,787</b>	<b>130,055</b>	<b>541,028</b>



# Air Quality Management Services, Inc.

“Discovering Solutions for Healthier Living”

March 5<sup>th</sup>, 2024

Town of Belgrade  
Cory Alexander  
990 Augusta Road  
Belgrade, Maine 04917



Re: Mold Assessment at 8 Dalton Road property in Belgrade, Maine.

AQM Project #: 24-158

Air Quality Management Services, Inc. (AQM) conducted a mold assessment at your request on March 1<sup>st</sup>, 2024 at the above location, to characterize airborne and surface mold levels as well as mold / moisture issues in the Home.

## I. Background

Assessment requested due to concern for exposure to mold in the Home. The Home is in the process of renovations for occupancy. Client reported the Home has been vacant for some time (approximately 2 years), and roof has leaked, mostly over the Bathroom, with recent installation of roof shingles. Also, Client mentioned mold growth found on Bathroom wall after removal of wall paneling, likely a result of prior roof leak(s).

## II. Testing

**Air samples:** Air samples were collected using a high-volume sampling pump and Air-O-Cell media (Spore-Trap) cassettes. Samples were collected in representative locations to determine airborne particle and fungal burdens. Samples were collected at 15 liters per minute flow rate for either 5 or 10 minutes. An ambient outdoor sample was collected as a comparative reference.

**Surface samples:** Tape lift samples were collected from representative surfaces to evaluate mold growth and/or settled spores / dust. Samples were collected using special microscope slides fitted with clear tape tabs.

Samples for mold analysis were submitted to Micro Diagnostic Services in Lewiston, Maine.

**Temperature / Relative Humidity:** Area temperature and relative humidity were determined using an EXTECH RH300 combination meter.

**Moisture Readings:** Moisture content of building materials (if applicable) was measured using a Delmhorst “MoistureCheck” meter in either scanning or penetration mode.

**III. Observations** (see photos for examples and more details)

- Mold growth observed on Kitchen Cabinets and Surface of Door (door to Basement). Location and pattern of this mold is consistent condensation and humidity issues.
- Water damage and mold growth observed on wall behind and under the Kitchen sink. This is likely due to water leaking from counter top or plumbing in this area.
- Mold growth observed on wall / ceiling / and sub-floor in the Bathroom. This is consistent with reported roof leak.
- Condensation and mold growth observed on windows. Source of this moisture can be from condensation and humidity issues or from recent painting activities (moisture released from drying paint) or a combination of the two.
- Mold growth observed in the Basement, on most surfaces. Client mentioned ground water has flooded the Basement in the past.
- Mold growth observed on roof sheathing, mostly over the area of the Access Hatch and Bathroom. In general, moisture condensation on cold surfaces in Attics is typically a long-term condition and is due to inadequate air sealing between the conditioned (living) space and the Attic, and may be exacerbated by inefficient or lacking Attic ventilation as well as occupant activities that affect moisture generation within the home. Moisture issues in Attics are generally caused by an imbalance between the amount of humidity in a Home, the amount of humidity (moisture) that can pass into the Attic, and the ability of the Attic's ventilation to remove the moisture.
  - In this case, there is no exhaust fan in the Bathroom. Moisture generated from showering has likely promoted mold growth in the Attic. Another moisture contributor for mold in the Attic can be moisture issues in the Basement from ground water intrusion, stack effect, air rising upwards in a Home.
- Typically, humidity issues in a Home is related to lack of adequate dehumidifier use in the Basement, general foundation dampness, and general humidity issues (from environmental humidity and lack of use). Other possible issues are inadequate (use of) or lacking exhaust fans in Bathroom and above Stove.
  - In this case there are outlets (to the exterior) for the exhaust fan over the Stove and the Dryer.
- Foundation dampness – most basement humidity issues are due to lack of adequate dehumidification and general foundation dampness caused by chronically wet soil surrounding the foundation. Conditions that promote wet soil close to the foundation are: lack of gutters or gutters with downspouts that do not carry water well-away from the foundation, land that slopes downward toward the foundation and shielding from sunlight by trees and other vegetation.
  - In this case gutters most roof lines do not have gutters and where present gutter downspouts deposit water close or along foundation.
- Picture window frame is degraded (See Photos).

**IV. Results**

**Temperature and Relative Humidity**

Area	Temp (°F)	%RH	GPP Moisture
ND	ND	ND	ND
ND	ND	ND	ND

Temp = Temperature; %RH = Relative Humidity (%); GPP Moisture = Grains per Pound moisture content of air (higher values indicate greater amounts of water in the air); ND = Not Determined

**Moisture Readings** (not applicable / not determined if no entry below; usually only elevated readings are listed)

Area	Location	Material	Moisture Elevated
---	---	---	---

**Airborne Mold Sampling (refer to lab report for full details)**

Air sample results are summarized as follows:

Sample #	Location	Overall Airborne Mold Level (1)	Mold Type(s) of Concern / Amplified Mold (2)
A1	Outdoors (3)	Very Low	Not Applicable
A2	1 <sup>st</sup> floor	High	Aspergillus/Penicillium-like, High
A3	Basement	Very High	Aspergillus/Penicillium-like, High Chaetomium, Trace Graphium-like, Moderate Other Colorless, Moderate

- (1) All spores from all origins (indoor and outdoor), with levels based on AQM experience
- (2) Spores at atypical levels and/or significantly elevated indoors, based on industry consensus and AQM experience. Note that for Aspergillus/Penicillium-like spores, a common outdoor spore that is also commonly involved in air quality issues, the typical outdoor level in Maine through much of the warmer months is 200 to 300 counts per cubic meter of air (though wide variations can occur).
- (3) Comparative Reference Sample

Result for each indoor air sample A2 (1<sup>st</sup> floor) and A3 (Basement) identified elevated levels of mold spores of concern as compared to the outdoor control (A1). This is likely related to mold growth on contents and surfaces (See Next Chart).

**IV. Results (Continued)**

**Surface Mold Sampling (refer to lab report for full details)**

Surface sample results are summarized as follows:

<b>Sample #</b>	<b>Location</b>	<b>Comments</b>	<b>Mold Type(s) Present at Excess Level (1) or Mold Type(s) of Concern (2)</b>
T1	Walls in Basement	Visible / Suspected Mold	Acremonium species, High Aspergillus/Penicillium-like, Moderate Stachybotrys species, High
T2	Basement Ceiling	Visible / Suspected Mold	Arthrospore-former species, High Aspergillus species, High
T3	Kitchen Cabinets	Visible / Suspected Mold	Aspergillus species, High
T4	Bathroom Walls	Visible / Suspected Mold	Aspergillus species, High Stachybotrys species, High
T5	Roof Sheathing	Visible / Suspected Mold	Cladosporium species, High

(1) Based on AQM experience and/or industry consensus; represents mold growth unless stated otherwise

(2) Spore types strongly correlated with water damage and/or air quality concerns, based on scientific literature and/or industry consensus

Results for these surface samples confirmed levels and types of mold growth of concern.

**V. Recommendations**

**Remedial Recommendations**

- Enlist the services of an IICRC-certified mold remediation company.
- Isolate the Remediation Areas (See Below) from other areas of the Home, using plastic / polyethylene barrier and negative-air pressure, if applicable. See Definition for Containment parameters. This may not be necessary as ALL areas of the Home require some level of cleaning.
- Remove materials as specified in the attached CAD drawing. In addition to the materials outlined on the CAD;
  - Kitchen:
    - Remove all toe-kick plates to inspect cavities under Cabinets for mold growth and to affect cleaning actions. Detail Clean (see Definitions) all surfaces inside these cavities.
    - Remove water damaged base of sink cabinet and wall (sheetrock) inside the Sink Cabinet.
  - Bathroom:
    - Remove Vanity to affect wall and floor system removal. Evaluate underlying surfaces (wall behind vanity) for damages and expand removal if these surfaces are found to be damaged.



**V. Recommendations (Continued)**

- Attic:
  - Clean / Treat (see Definitions) roof surfaces in areas of mold growth.
- Basement:
  - Remove all insulation / contents / items (any items cleaned in-place should be at the approval / discretion of the Remediation Contractor and Owner).
  - Remove all attachments on the ceiling and walls (i.e. duct work and fiberboard / pegboard, if present) to affect cleaning of ceiling / wall surfaces that are blocked by these attachments. Duct work may remain if all ceiling surfaces can be cleaned.
  - Remove all non-loadbearing wall framing to affect cleaning.
  - Remove wood enclosures around metal load posts.
  - Remove raised floor fragments.
  - Remove door, door to bulk-head.
  - Clean / Treat (see Definitions) all remaining, exposed surfaces.
- Detail Clean, Clean / Treat (see Definitions) all surfaces exposed through remedial actions (e.g. removal of wall / ceiling / floor systems), if applicable.
  - This level of cleaning should be used to remove mold from window sashes.
- Detail Clean (see Definitions) all surfaces / contents in All Areas of the Home, because of the observed surface-mold growth, elevated levels of airborne fungi and/or probability of settled spores, and dusty conditions.
- Remove and replace Picture Window frame, in area of degradation, See Photos.
- **IMPORTANT:** With any recommendations for material removal (e.g. wall or ceiling systems), expand area of removal if damages and/or mold growth are found to extend beyond the boundaries initially specified (the Remediation Contractor should ensure that areas / surfaces are carefully inspected in order to make any such determination). Note that in general, building systems / materials should always be removed 2-feet beyond the visible extent of mold growth or water damage / staining.
- Replace building materials / Release Remediation area ONLY after a successful post remedial evaluation.
- Note on chemical methods: use of concentrated bleach / hypochlorite solutions (e.g. RMR, MMR, etc.) has become increasing popular for mold remediation, particularly in attics. This method is acceptable as long as the goal is mold removal and not mold killing. There should be no remaining orange / brown / black residues or stains. This generally requires multiple applications with scrubbing / cleaning in between applications, otherwise mold growth is only partially digested and even faint residues will still give positive mold results during post-remediation verification (PRV) testing. Note that this cleaning method is generally ineffective with rough-texture lumber.

**V. Recommendations (Continued)**

**Preventative Recommendations (some or all may or may not pertain in this case)**

- Ensure to control humidity in the Home. Ensure that the bathroom ceiling exhaust fan(s), dryer exhaust, Kitchen stove exhaust and/or any other appliance exhaust are installed, properly sealed and operated and vent directly outdoors to prevent humidity issues indoors that can lead to structural impact / mold growth in the Attic and/or other indoor locations. Control humidity in the Basement (if applicable) by use of dehumidifier adequate for the space and/or amount of dampness and humidity present (Santa Fe or equivalent dehumidifier). Keep Basement humidity at 40% or less (30% is a better target, as there is no specific level that will work in all homes). Monitor humidity to ensure proper levels.
- Consult a Professional Engineer or a competent qualified contractor to control groundwater intrusion into the Basement and/or prevent saturated soil surrounding the foundation by: installing exterior foundation perimeter drainage, sloping the ground away from the foundation 5% (6" for every 10'), installing gutters (If gutters are to be installed ensure they are kept free of debris and the downspouts direct water well-away from the foundation), and water proofing the foundation walls or utilizing other like systems. May consider installation of sump (fitted with pump) in the Basement.
- Maintain foliage around the house to keep moisture away from the siding / foundation; ensure adequate sunlight exposure to prevent saturated soil.
- Ensure to correct any plumbing issues and/or water intrusion issues to prevent future damages and mold growth.
- Ensure that Attic / roof system has adequate ventilation; prevent humidity from impacting roof surfaces via installation of proper vapor / air barrier and/or air-seal the roof assembly against living-space air infiltration. Consult an engineer or weatherization contractor for assistance.

## VI. Definitions

- **Finished System** includes the underlying wall / ceiling insulations and appropriate vapor barriers.
- **Detail Cleaning** involves HEPA vacuuming and/or damp wiping with a mild detergent (including hard-to-reach areas / inside / underside / behind furniture and other objects). Following cleaning, there should be no visible debris or dust. All mold growth must be removed from surfaces. HEPA air-scrubbing units of appropriate size and airflow should be operated during cleaning to capture airborne debris and mold spores / fragments.
- **Clean / Treat** involves the application of an appropriate cleaning / treatment system. Surfaces should be thoroughly cleaned including damp / wet cleaning and wiping of surfaces; use cleaning / scrubbing method with appropriate abrasiveness based on characteristics of the material surfaces as well as types and extent of mold growth. All mold growth must be removed from surfaces. Application of any coating must be light; encapsulation is unacceptable unless done after post-remediation testing. **There should never be any visible mold, demolition debris, sheetrock dust, paper or insulation fragments, general dust, etc. remaining on surfaces after Clean / Treatment actions.**
- **Containment:** engineering controls used to minimize cross-contamination from affected to unaffected areas by airborne contaminants, foot traffic, or material handling. Containment systems normally consist of 6-mil polyethylene sheeting, often in combination with air pressure differentials (negative-air pressure), to prevent cross-contamination.

AQM appreciates this opportunity to have aided in this project. In the event you have questions or require further assistance, please do not hesitate to contact us.

Sincerely,



Industrial Hygienist  
Randy Geoffroy, CMI

## **ASSESSMENT LIMITATIONS**

## ASSESSMENT LIMITATIONS

The observations, conclusions and recommendations described in this assessment report were made under the conditions stated herein, taking into account any information / concerns provided or reported to AQM, and were arrived at in accordance with generally accepted standards related to indoor air quality investigations and good industrial hygiene practice. The conclusions presented in the report were based solely upon the services described herein, and not on scientific tasks or procedures beyond the scope of described services, time and / or any budgetary constraints. Assessments were made at the request of the Client based on information provided at the time of authorization to proceed with the evaluation. This report is prepared for the Client's use only and in accordance with scope of services requested, and should not be distributed to other parties for review and reliance.

The findings relating to this assessment were not intended to be exhaustive in nature, nor do they attempt to identify all possible sources of indoor contaminants, chemicals or even mold throughout the entire structure. Building materials may contain asbestos. In the event that asbestos building materials are suspected, further evaluation should be made prior to renovations in accordance with Federal, State, and Local regulations – as applicable. **Note:** Effective April 22<sup>nd</sup>, 2010 Environmental Protection Agency's (EPA) Renovation, Repair, and Painting (RRP) rule is in effect. This means that any renovation, repair and painting activities on **target housing** or **child-occupied facility** built before 1978 performed for compensation after April 22<sup>nd</sup>, 2010 falls under this rule. It is mandatory that any renovation impacting painted surfaces in a facility built before 1978 be tested for presence of lead-based paints. A Contractor (or Firm) trained and certified under this rule shall perform removal of lead-base painted surfaces, **ONLY** if lead-based paints are present and renovation / remediation of the structure falls under the definition of EPA's new rule. You can find EPA's RRP rule and definitions at their website: <http://www.epa.gov/lead/pubs/renovation.htm>. The chosen contractor to perform activities disturbing lead-based painted surfaces will comply with all State, Federal, Local Health and Safety Regulatory Requirements (which ever is more stringent).

Any measured results, analysis data, and / or physical conditions observed are only valid for the period in which this inspection / testing was conducted. Certain assumptions can be made based on information provided to AQM on or before the time of the assessment coupled with analytical data and observations made at the time of the inspection / testing.

Where such quantitative laboratory analyses have been conducted by an outside laboratory, AQM has relied upon the data provided, and has not conducted an independent evaluation of the reliability of the data. This data have been reviewed and interpretations made as presented in the report.

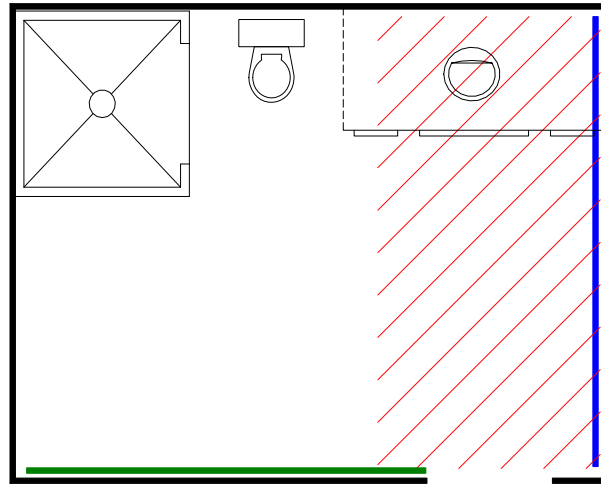
Historical events or ambient air conditions that may have existed prior to this assessment cannot be correlated in any way with the enclosed data. No warranty, real or implied, is made as to what was or is the exact cause or source that may have adversely affected the indoor air quality prior to the date of this assessment.

The report is based on AQM's professional opinion and on our experience in conjunction with information gathered during the assessment and laboratory data provided. Information and recommendations set forth in this report are intended to characterize current conditions based on the reported concerns and discoveries made at the time of the inspection and testing period. Information is being provided to aid in the development of corrective actions or remediation that may improve overall conditions identified and/or to improve the overall air quality.

**CAD DRAWING(S)**

**AQM**

## Bathroom



Remove Ceiling and Floor Systems 4' Away from Wall. Evaluate Backside of Kitchen Wall after Removal of Bathroom Wall and Expand Removal if Mold Growth is Observed on Kitchen Wall

### Refer to Summary Report for Additional Details and Recommendations

<p> Sample Location (T# - Tape, A# - Air)</p>			<b>Air Quality Management Services, Inc.</b> PO Box 2491, Lewiston, ME 04241 Phone (207)657-7360 Fax (207)657-7361
<p> Remove Wall System Floor to Ceiling. Dry, HEPA Vac, Treat Exposed Surfaces with Clean/Treatment System</p>	<p><b>Note:</b> After removal of the materials as outlined above, an evaluation of the exposed surfaces should be performed. Damages may extend further than noted and these surfaces may warrant removal.</p>	<p><b>Clean/Treatment System</b> - Any System of High Surfactant Cleaner That Has The Ability To Remove Fungal Growth From Building Materials</p>	<p>Client: <b>Town of Belgrade</b> <b>Cory Alexander</b></p>
<p> Remove Wall System 4' up From Floor. Dry, HEPA Vac, Treat Exposed Surfaces with Clean/Treatment System</p>		<p><b>Wall/Ceiling/Floor System</b> - Defined As The Finish Layer, Substrate And Any Associated Insulation &amp; Vapor Barrier</p>	<p>Project: <b>Bioremediation</b></p> <p>Address: <b>8 Dalton Road</b> <b>Belgrade, Maine</b></p>
<p> Remove Floor System (to joists) &amp; Ceiling System. Dry, HEPA Vac, Treat Exposed Surfaces With Clean/Treatment System</p>	<p><b>1) All Cleaning &amp; Restoration Activities Should be Completed In Accordance With IICRC S520 &amp; S500 Standards.</b></p> <p><b>2) Prior To Application Of Any Cleaners, All Wood Surfaces Should Be Dried To Below 15%.</b></p>	<p>AQM Project: <b>24-158</b></p> <p>Inspection Date: <b>1/22/24</b></p>	<p>Claim/File:</p> <p>Scale: <b>None</b></p>

**PHOTO DOCUMENTATION**

**AQM**



**Photo Oder – top to bottom left, top to bottom right**



No gutter on this roof line



No gutter on this roof line



Sump pump discharge



No gutter on this roof line



Dryer exhaust outlet



Gutters on these roof lines



Gutter downspouts deposit water along foundation



Stove exhaust fan outlet



Example of condensation on windows and mold on window sashes



View of Picture Window



View of Kitchen Cabinets



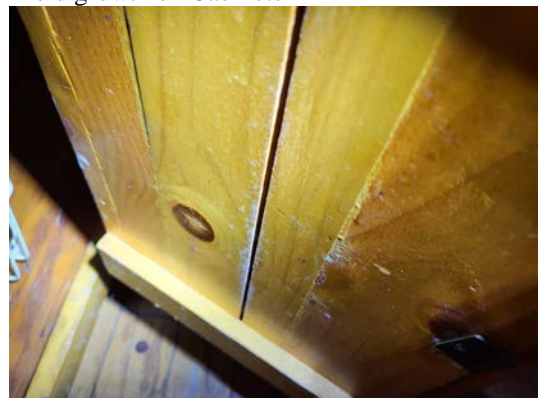
Picture Window frame is degraded



Mold growth on Cabinets



View of soffit vents



Mold growth on Cabinets



Mold growth on Cabinets



Mold growth on Cabinets



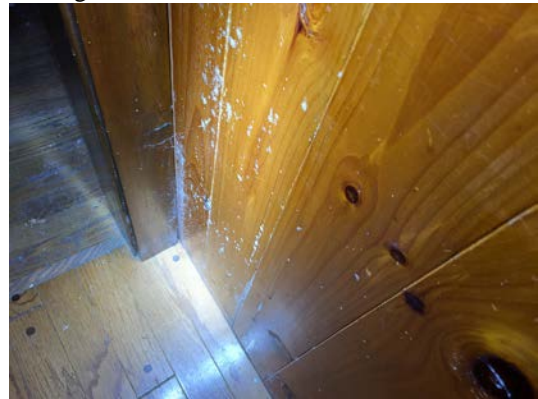
Water damage inside Kitchen sink cabinet



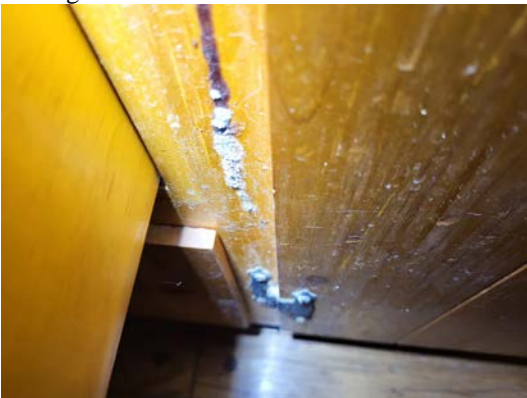
Mold growth on Cabinets



Mold growth on wall in Kitchen sink cabinet



Mold growth on Cabinets



Mold growth on Cabinets



View of door to Basement



Mold growth on door to Basement



Mold growth appears to extend onto sub-floor in Bathroom



View of Bathroom



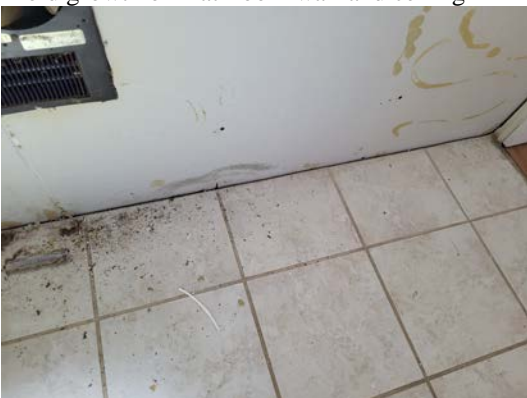
View of door to Bulk-head



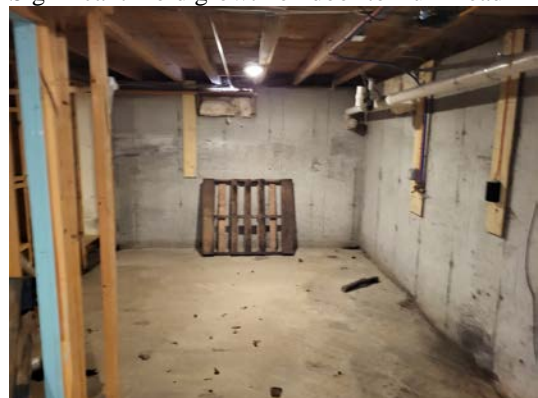
Mold growth on Bathroom wall and ceiling



Significant mold growth on door to Bulk-head



Mold growth on Bathroom wall



General view of Basement



Mold growth on Basement Ceiling insulation



Mold growth on Basement Ceiling



General view of Basement



Mold growth on wall framing and sheetrock in Basement



General view of Basement



Mold growth on sheetrock in Basement



General view of Basement



Mold growth on sheetrock fragments in Basement



Mold growth on sheetrock fragments in Basement



Mold growth on sheetrock in Basement



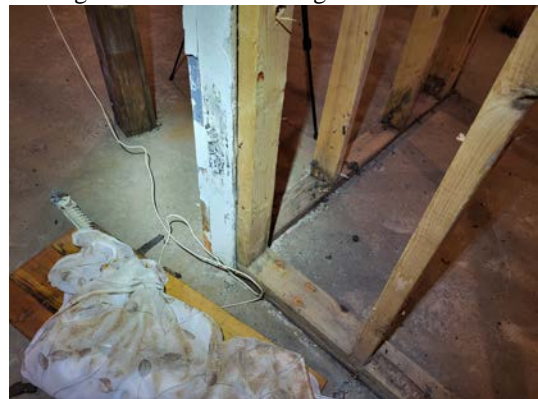
Mold growth on sheetrock in Basement



Mold growth on wall framing in Basement



Mold growth on pallets in Basement



Mold growth on sheetrock in Basement



Raised floor fragment remain in Basement



Mold growth on Ceiling in Stairwell to Basement



Mold growth on roof sheathing in Attic



Mold growth on roof sheathing in Attic



General view of Attic



Mold growth on roof sheathing in Attic



General view of Attic



Mold growth on roof sheathing in Attic



Mold growth on roof sheathing in Attic



Mold growth on roof sheathing in Attic

**SUPPORTING DOCUMENTATION**

**AQM**



# Micro Diagnostic Services, LLC

# Service Request Record

349 Randall Rd, Unit 5  
Lewiston, Maine 04240  
www.microdiagnostic.net

Please do not write in this space

Assigned WO No: 24076

Customer: Air Quality Management Services, Inc.  
Address: P.O. Box 2491  
City, State, Zip: Lewiston, ME 04241  
Authorized Contact: Randy Geoffroy  
Phone: 207-657-7360 FAX: 207-657-7361

Email: randy@aqmservices.com  
Project Number / Name: 24-158 - Belgrade  
P.O. Number: 24-158

Sampled by: Randy Geoffroy  
Billing: Connie@aqmservices.com

Turnaround Time:  Standard (2-day)  Next Day  Same Day  3-5 Day

Sampled by (signature): 

### Sample Information

Sample Identification	Sample Type	Date / Time Sampled	Sample Volume / Area	Analysis Code	MDS Use Only
A1 - Outdoors	Air	3/1/24	75L	A01	24076-1
A2 - 1st Floor	Air	↓	75L	A01	-2
A3 - Basement	Air		75L	A01	-3
T1 - Walls in Basement	Tape		N/A	S01	-4
T2 - Basement Ceiling	Tape		S01	-5	
T3 - Kitchen Cabinets	Tape		S01	-6	
T4 - Bath Walls	Tape		S01	-7	
T5 - Roof Sheathing	Tape		S01	-8	
			↓		

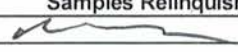
Sample Types: A = Air, T = Tape, S = Swab, B = Bulk, O = Other

### Analysis Codes:

A01 = Air-O-Cell Fungi	S01 = Direct Exam Fungi
A02 = Air-O-Cell Expanded	S02 = Direct Exam Fungi Quant
A03 = Burkhard Fungi	S03 = Direct Exam Expanded
A04 = Burkhard Expanded	

### Supplementary Information, Testing or Reporting Instructions, Payment Information:

### Custody Record - Please complete the first 3 boxes of the first line, below.

Date	Time	Samples Relinquished By	Samples Accepted at MDS
3/1/24	1630		3-1-24 500PM MP



Micro Diagnostic Services, LLC  
 349 Randall Rd, Unit 5  
 Lewiston, ME 04240  
[info@microdiagnostic.net](mailto:info@microdiagnostic.net)

Client: Air Quality Management, Inc.  
 Project: 24-158 Belgrade  
 WO: 24076  
 Medium: Air-O-Cell

Received: 3/1/2024  
 Reported: 3/3/2024  
 Method: ASTM D7391

### Airborne Fungal Spore Analysis by Direct Optical Microscopy

Lab Number:	24076 -1			24076 -2			24076 -3					
	Sample Description:			A2			A3					
Air Volume Sampled (L):	75			75			75					
Detection Limit (Ct./m3):	50			50			50					
Background (0-5):	2			3+			3					
Spore Genus/Category	Raw Ct	Ct./m <sup>3</sup>	%	Raw Ct	Ct./m <sup>3</sup>	%	Raw Ct	Ct./m <sup>3</sup>	%	Raw Ct	Ct./m <sup>3</sup>	%
Alternaria												
Ascospores	2	100	10									
Aspergillus/Penicillium-like	2	100	10	501	25,180	97	430	21,610	57			
Basidiospores	16	800	80	5	250	1	10	500	1			
Bipolarus++												
Ganoderma												
Chaetomium*							4	50	0			
Cladosporium				3	150	1	5	250	1			
Curvularia												
Epicoccum												
Fusarium												
Memnoniella*												
Pithomyces												
Graphium-like							176	8,850	23			
Rusts												
Myxomycetes++												
Stachybotrys*												
Stemphilium												
Torula												
Trichoderma												
Ulocladium												
Other Colorless							130	6,530	17			
Hyphal Fragments				6	300	1	7	350	1			
<b>Total Fungi</b>	<b>20</b>	<b>1,000</b>	<b>100</b>	<b>515</b>	<b>25,880</b>	<b>100</b>	<b>762</b>	<b>38,140</b>	<b>100</b>			

Comment:


Note: Values may not appear to be additive due to rounding; detection limit may be reduced in some samples by background interference.

Bipolaris++ = Bipolarus/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

\*Denotes spores counted over 100% of the sample trace; Minimum detection limit / multiplier may vary from overall detection limit / multiplier.

Debris Rating Scale: 0 = No trace visible; 5 = Contiguous debris. Background debris levels greater than 3 indicate poor visibility for the analyst reading the slide, which can result in under-counting of some types of spores, particularly smaller spores such as Aspergillus/Penicillium-like.

**Disclaimer:** Micro Diagnostic Services (MDS) is not responsible for limitations of sampling or analytical methodologies. Client is responsible for all sample collection activities including labeling of samples and proper submission of sample information on the Service Request Record form. Interpretation of data contained in this report is the responsibility of the Client. This report relates only to the samples contained herein and may not be reproduced, except in full, without written approval by MDS. In all cases, MDS maintains liability limited to the analytical fees charged by MDS for analysis. Use of this report or data contained herein by any party implies acceptance of these terms.

Analyst:   
 Nick Ferrala, Microbiologist, BA, CIEC



Micro Diagnostic Services, LLC  
 349 Randall Rd, Unit 5  
 Lewiston, ME 04240

[info@microdiagnostic.net](mailto:info@microdiagnostic.net)

Client: Air Quality Management, Inc.  
 Project: 24-158 Belgrade  
 WO: 24076  
 Medium: Tape Lift

Received: 3/1/2024  
 Reported: 3/3/2024  
 Method: IH-S01

### Microscopic Examination Report - Fungi Semi-Quantitative Analysis


Lab Number:	24076 -4	24076 -5	24076 -6	24076 -7
Sample Description:	T1 - Walls in Basement	T2 - Basement Ceiling	T3 - Kitchen Cabinets	T4 - Bath Walls
Spore Genus/Category	Abundance Rating	Abundance Rating	Abundance Rating	Abundance Rating
Acremonium	*High*	---	---	---
Aspergillus	---	*High*	*High*	*High*
Aspergillus/Penicillium-like	Moderate	---	---	---
Basidiospores	---	---	---	---
Bipolarus++	---	---	---	---
Bispora	---	---	---	---
Chaetomium	---	---	---	---
Cladosporium	---	---	---	---
Curvularia	---	---	---	---
Epicoccum	---	---	---	---
Fusarium	---	---	---	---
Memnoniella	---	---	---	---
Pithomyces	---	---	---	---
Arthrospore-former	---	*High*	---	---
Rusts	---	---	---	---
Myxomycetes++	---	---	---	---
Stachybotrys	*High*	---	---	*High*
Stemphillium	---	---	---	---
Torula	---	---	---	---
Trichoderma	---	---	---	---
Ulocladium	---	---	---	---
Other Colorless	---	---	---	---
Hyphal Fragments	---	---	---	---

Comment:

Bipolaris++ = Bipolarus/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

Relative Abundance Rating, per area analyzed:  
 "---" = None; no occurrence within the area analyzed.  
 Trace = 1 to 10 spores / particles within the area analyzed.  
 Low = 11 to 100 spores / particles within the area analyzed.  
 Moderate = 101 to 1000 spores / particles within the area analyzed.  
 High = greater than 1000 spores / particles within the area analyzed.  
 Note that high spore and background levels may obscure other spore types / particles present at lower levels.  
 \* \* = Sample contains vegetative / spore-producing structures in association with spores.

**Disclaimer:** Micro Diagnostic Services (MDS) is not responsible for limitations of sampling or analytical methodologies. Client is responsible for all sample collection activities including labeling of samples and proper submission of sample information on the Service Request Record form. Interpretation of data contained in this report is the responsibility of the Client. This report relates only to the samples contained herein and may not be reproduced, except in full, without written approval by MDS. In all cases, MDS maintains liability limited to the analytical fees charged by MDS for analysis. Use of this report or data contained herein by any party implies acceptance of these terms.

Analyst:   
 Nick Ferrala, Microbiologist, BA, CIEC



Micro Diagnostic Services, LLC  
 349 Randall Rd, Unit 5  
 Lewiston, ME 04240

[info@microdiagnostic.net](mailto:info@microdiagnostic.net)

Client: Air Quality Management, Inc.  
 Project: 24-158 Belgrade  
 WO: 24076  
 Medium: Tape Lift

Received: 3/1/2024  
 Reported: 3/3/2024  
 Method: IH-S01

### Microscopic Examination Report - Fungi Semi-Quantitative Analysis


Lab Number:	24076 -8			
Sample Description:	T5 - Roof Sheathing			
Spore Genus/Category	Abundance Rating	Abundance Rating	Abundance Rating	Abundance Rating
Alternaria	---	---	---	---
Aspergillus	---	---	---	---
Aspergillus/Penicillium-like	---	---	---	---
Basidiospores	---	---	---	---
Bipolarus++	---	---	---	---
Bispora	---	---	---	---
Chaetomium	---	---	---	---
Cladosporium	*High*	---	---	---
Curvularia	---	---	---	---
Epicoccum	---	---	---	---
Fusarium	---	---	---	---
Memnoniella	---	---	---	---
Pithomyces	---	---	---	---
Rhizopus	---	---	---	---
Rusts	---	---	---	---
Myxomycetes++	---	---	---	---
Stachybotrys	---	---	---	---
Stemphillium	---	---	---	---
Torula	---	---	---	---
Trichoderma	---	---	---	---
Ulocladium	---	---	---	---
Other Colorless	---	---	---	---
Hyphal Fragments	---	---	---	---

Comment:

Bipolaris++ = Bipolarus/Dreschlera/Exserohilium; Myxomycetes++ = Smuts/Myxomycetes/Periconia

Relative Abundance Rating, per area analyzed:  
 "---" = None; no occurrence within the area analyzed.  
 Trace = 1 to 10 spores / particles within the area analyzed.  
 Low = 11 to 100 spores / particles within the area analyzed.  
 Moderate = 101 to 1000 spores / particles within the area analyzed.  
 High = greater than 1000 spores / particles within the area analyzed.  
 Note that high spore and background levels may obscure other spore types / particles present at lower levels.  
 \* \* = Sample contains vegetative / spore-producing structures in association with spores.

**Disclaimer:** Micro Diagnostic Services (MDS) is not responsible for limitations of sampling or analytical methodologies. Client is responsible for all sample collection activities including labeling of samples and proper submission of sample information on the Service Request Record form. Interpretation of data contained in this report is the responsibility of the Client. This report relates only to the samples contained herein and may not be reproduced, except in full, without written approval by MDS. In all cases, MDS maintains liability limited to the analytical fees charged by MDS for analysis. Use of this report or data contained herein by any party implies acceptance of these terms.

Analyst:   
 Nick Ferrala, Microbiologist, BA, CIEC