

TOWN OF BELGRADE
Meeting Agenda
BOARD OF SELECTPERSONS
MAY 16, 2023 / 6:30 P.M.
BELGRADE TOWN OFFICE

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

Call to Order and Pledge of Allegiance

Establish quorum.

Open Meeting

1. Public Comment
2. Review and approve minutes of May 1 and May 2, 2023
3. **UNFINISHED BUSINESS**
 - A. Policy Updates
 - B. Comprehensive Plan, Map Digitization / American Rescue Plan funding
 - C. Dalton Lease Agreements
4. **NEW BUSINESS**
 - A. Appointments, Resignations
 - B. Belgrade/Rome Memorandum of Understanding re: LPI
 - C. Cemeteries/Municipal Office Grub Control
5. **OTHER BUSINESS**
6. **WARRANTS**
7. **TOWN MANAGER REPORT**
8. **EXECUTIVE SESSION:** pursuant to 1 M.R.S.A. §405(6) – personnel matter, if needed.

Memo

Minutes

Review and approve minutes of May 1 and May 2, 2023.

TOWN OF BELGRADE
Meeting Minutes
BOARD OF SELECTPERSONS
MAY 2, 2023 / 6:30 P.M.
BELGRADE TOWN OFFICE

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

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

Established quorum.

Public Hearing – June referendum warrant articles

Chair Barbara Allen motioned to open the public hearing, seconded by Vice Chair Carol Johnson, vote 3-0.

No comments or questions.

Motion to close the public hearing by Selectperson Daniel Newman, seconded by Selectperson Melanie Jewell, vote 5-0.

Open Meeting

Chair Barbara Allen motioned to open the regular meeting, seconded by Selectperson Melanie Jewell, vote 5-0.

Public Comment

Linda Bacon of the Parks and Recreation committee spoke about pickle ball and the popularity they are experiencing at the Center for All Seasons. The committee would like to do some fundraising to put in a court. Cost estimates run \$135,000 - \$150,000. This could also double as an ice skating rink in the winter months. Lighting should be included for nighttime use. The Board would like to add this to the May 16 agenda for further discussion.

Phil Sprague spoke about the grub issue at the cemetery and the cost to have someone come in and professionally apply chemical treatment.

Tom Burnell spoke in support of pickleball courts, having played for many years.

Sara Languet spoke about the Winter Maintenance RFP and the idea of sending out personally via email to all contractors the Public Works Ad Hoc committee has contacted.

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

Motion to approve minutes as amended for April 18 by Chair Barbara Allen, seconded by Selectperson Melanie Jewell, vote 5-0.

Motion to approve minutes of April 27 by Selectperson Melanie Jewell, seconded by Selectperson Peter Rushton, vote 5-0.

Presentation and Discussion – Perkins Leasing

Inspected 8 and 10 Dalton Monday, May 1. Minor things to do, flooded basement, remove some of the sheetrock in the basement; boiler needs to be fixed; living room lights needed; landscaping.

10 Dalton – current tenant is a ‘tenant at will’ and has a tremendous amount of personal items. There is concern structurally for the second floor. The tenant will need to clean some items out.

Lease agreements: the Board made some requests for changes to both the management contract and lease agreements. Gregg will prepare a draft of each and send over for the Board’s review.

He feels the town can charge \$1,600-\$1,800 plus additional charges for heat at 8 Dalton and \$1,100-\$1,200 for 10 Dalton plus additional charges for heat.

UNFINISHED BUSINESS

Policy Updates

Annual Review Policy

Motion to approve policy as amended by Vice Chair Carol Johnson, seconded by Selectperson Melanie Jewell, vote 5-0.

Holidays

Motion to table by Selectperson Melanie Jewell, seconded by Vice Chair Carol Johnson, vote 5-0.

Employee Status and Definitions

Motion to table by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 5-0.

Comprehensive Plan

Discussion on what KVCOG offers, CAI enhanced mapping features to work with permits, iWorq vs. CivicPlus’s permit module, costs for each. If we remove mapping from KVCOG does this reduce the proposed cost? If we update the to do and done lists of the current comprehensive plan – would that reduce what needs to be updated and then reduce the cost through KVCOG? Updating this plan and adding the map digitization would fall under the qualifications for American Rescue Plan funding (ARPA).

Motion to table by Selectperson Melanie Jewell, seconded by Chair Barbara Allen, vote 5-0.

NEW BUSINESS

Appointments, Resignations

Motion to table appointment of Kelsi Lee as she was not available in person or via Zoom at the meeting, seconded by Chair Barbara Allen, vote 5-0.

Motion to approve renewal of Pat Donahue to the Comprehensive Plan committee by Selectperson Melanie Jewell, seconded by Vice Chair Carol Johnson, vote 5-0.

Motion to accept with regret the resignation of Mike Harrington from the Public Works Ad Hoc committee due to other commitments, seconded by Vice Chair Carol Johnson, vote 5-0.

Motion by Chair Barbara Allen to accept with regret the resignation of Kaitlyn Thibodeau from the Parks and Recreation committee due to other commitments, seconded by Vice Chair Carol Johnson, vote 5-0.

Motion to accept with regret the resignation of Nathaniel Boehmer from the Public Works Ad Hoc committee due to not being able to attend meetings, seconded by Chair Barbara Allen, vote 5-0.

Motion to move Lakes Committee out of turn on the agenda Vice Chair Carol Johnson, seconded by Selectperson Melanie Jewell, vote 5-0.

Lakes Committee request/letter

Pat Donahue gave a presentation on the desire of the committee to move forward with the Comprehensive Plan, expanding the duties of the committee to include all natural resources. The Board agreed and suggested they work on adding additional information to the current bylaws to expand and include this additional information. The committee will work on this and bring something to the Board for their review and consideration at a future meeting.

Acceptable Use Agreement

Motion to accept the policy as presented and amended by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 5-0.

Fuel Bids

Motion to accept Augusta Fuel's bids for heating oil at 1.45 and propane at 1.49 by Selectperson Melanie Jewell, seconded by Chair Barbara Allen, vote 5-0.

Motion to accept Dead River's bid for diesel fuel at 3.0792 by Selectperson Melanie Jewell, seconded by Chair Barbara Allen, vote 5-0.

4th of July Holiday/Meeting date

Motion to move the regularly scheduled Selectboard meeting date of July 4 to July 11, seconded by Vice Chair Carol Johnson, vote 5-0.

OTHER BUSINESS

The Town Manager mentioned a request from 7 Lakes Alliance for a letter of support re: grant application for soil erosion. The Board agreed to have the Town Manager send a letter of support as has been done in the past.

WARRANTS

BMV Warrant 47

Motion to approve warrant 47 in the amount of \$5,105.56 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 5-0.

Payroll Warrant 48

Motion to approve warrant 48 in the amount of \$23,119.38 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 5-0.

AP Warrant 49

Motion to approve warrant 49 in the amount of \$925,701.00 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson.

No vote taken.

Motion to amend original vote to approve warrant 49 in the amount of \$924,261.00 (removing check #23845 to Aubuchon in the amount of \$1440.00), seconded by Selectperson Melanie Jewell, vote 5-0.

Motion to approve warrant 49 as amended by Chair Barbara Allen, seconded by Selectperson Melanie Jewell, vote 5-0.

BMV Warrant 50

Motion to approve warrant 50 in the amount of \$8,760.96 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 5-0.

Payroll Warrant 51

Motion by Chair Barbara Allen to approve warrant 51 in the amount of \$19,886.94, seconded by Selectperson Peter Rushton, vote 5-0.

TOWN MANAGER REPORT

Custodial, Assistant Sexton and Maintenance Interviews

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

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

Center for All Seasons

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

Memorial and Dedication at the North Belgrade Fire Station

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

First Responders Memorial Dedication

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

PSAP

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

Somerset		ends June 30	paid
Waterville		ends June 30	\$7,058.08
State		ends June 30	\$14,828.28
Waterville	new	begins July 1	\$14,862.90
State		begins July 1	\$16,221.65

2023 Budget	\$(53,600.00)
Balance	\$(629.09)

4 Day Work Week

The town office staff have expressed interest in moving to a four-day work week and have asked me to bring the idea to the board's attention. This schedule is becoming more common in municipalities across Maine. Moving to a four-day work week increases morale, invites more applicants for open positions and is a great retention tool.

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

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

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

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

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

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

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

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

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

Pickleball Court

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

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

permission to use the film and I believe that even the director would be able to attend and do a Q and A as well.

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

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

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

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

Browntail Moth

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

Congressman Jared Golden

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

On the radar

Water Trustee appointments (2 positions open)

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

Comprehensive Plan Committee / Plan updates

GIS mapping (digitized maps and parcel data)

LD 2003

Possible Broadband Committee

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

Strategic Planning/Goals for 2023

Talking Sign – waiting for repairs

PSAP Service – confirm provider to state by end of June

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

Motion to exit regular session and enter executive session pursuant to 1 M.R.S.A. §405(6) – personnel matter at 9:26 p.m. by Selectperson Melanie Jewell, seconded by Selectperson Peter Rushton, vote 5-0.

Motion to exit executive session and enter regular session at 9:41 p.m. by Selectperson Melanie Jewell, seconded by Daniel Newman, vote 5-0.

No motions or decisions made.

Motion to adjourn at 9:42 p.m. by Selectperson Melanie Jewell, seconded by Daniel Newman, vote 5-0.

Tabled items: holidays policy updates; employee status and definitions policy updates; comprehensive plan; Kelsi Lee appointment.

Memo

Policy Updates

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

As requested, there are three options for holidays and updates from May 2 have been incorporated into the employee status/definitions.

PROPOSED: Polling Department Heads, the majority prefer to keep the list as is; second choice would be to remove Patriots Day and add in Juneteenth.

HOLIDAYS

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

<u>OPTION 1</u>	<u>OPTION 2</u>	<u>OPTION 3</u>
New Year's Day	New Year's Day	New Year's Day
Martin Luther King Day	Martin Luther King Day	Martin Luther King Day
Presidents Day	Presidents Day	Presidents Day
Patriots Day	Memorial Day	Patriots Day
Memorial Day	Juneteenth	Memorial Day
Independence Day	Independence Day	Juneteenth
Labor Day	Labor Day	Independence Day
Indigenous Peoples Day	Indigenous Peoples Day	Labor Day
Veterans Day	Veterans Day	Indigenous Peoples Day
Thanksgiving Day	Thanksgiving Day	Veterans Day
Day after Thanksgiving Day	Day after Thanksgiving Day	Thanksgiving Day
Christmas Day	Christmas Day	Day after Thanksgiving
		Christmas Day

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

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

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

All full-time and regular permanent part-time employees shall be eligible to receive holiday pay equivalent to the employee's normal workday (total hours) if the holiday falls on a day they are normally scheduled to work.

CURRENT LANGUAGE.....

E. Holidays: The Town of Belgrade officially observes eleven holidays. These holidays include

NEW YEAR'S DAY,
MARTIN LUTHER KING DAY,
PRESIDENT'S DAY,
PATRIOT'S DAY,
MEMORIAL DAY,
INDEPENDENCE DAY,
LABOR DAY,
~~COLUMBUS DAY~~, INDIGENOUS PEOPLES DAY
VETERANS' DAY,
THANKSGIVING (including the Friday following Thanksgiving) and
CHRISTMAS

These are paid holidays for all full-time employees. Permanent Part-time employees are paid if the holiday falls on a day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

PROPOSED:

EMPLOYEE STATUS and DEFINITIONS

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

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

DEFINITIONS:

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

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

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

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

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

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

SALARIED EMPLOYEE- A salaried employee is one for whom the wages are fixed from one pay period to the next. The number of hours a salaried employee works may fluctuate from week to week; however, the employee would be required to work as many hours as it takes to satisfactorily meet the needs and demands of that position. A salaried employee shall be

considered exempt from overtime and is not eligible for compensatory time.

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

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

Must be paid on a salary basis.

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

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

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

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

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

EMPLOYMENT STATUS BY POSITION

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

CURRENT LANGUAGE....

SECTION IV – STATUS AND TYPES OF EMPLOYMENT

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

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

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

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

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

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

SECTION XIV

EMPLOYMENT STATUS BY POSITION

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

State of Maine Holiday Schedule

HOLIDAY	DAY, DATE OBSERVED
New Year's Day	<i>Monday, January 2, 2023*</i>
Martin Luther King, Jr. Day	<i>Monday, January 16, 2023</i>
Washington's Birthday/President's Day	<i>Monday, February 20, 2023</i>
Patriot's Day	<i>Monday, April 17, 2023</i>
Memorial Day	<i>Monday, May 29, 2023</i>
Juneteenth	<i>Monday, June 19, 2023</i>
Independence Day	<i>Tuesday, July 4, 2023</i>
Labor Day	<i>Monday, September 4, 2023</i>
Indigenous Peoples Day	<i>Monday, October 9, 2023</i>
Veterans Day	<i>Friday, November 10, 2023*</i>
Thanksgiving Day	<i>Thursday, November 23, 2023</i>
Thanksgiving Friday	<i>Friday, November 24, 2023</i>
Christmas Day	<i>Monday, December 25, 2023</i>

*For Maine State Government, holidays that fall on Saturday are observed on the preceding Friday; holidays that fall on Sunday are observed on the following Monday.

Memo

Comprehensive Plan Update, Map Digitization / Rescue Plan Funding

Carried from your May 2 meeting, you will see a proposal for the comprehensive plan update and separate proposal from CAI to do tax map/parcel digitization. KVCOG cannot commit to doing the digitization work, the maps they have currently are not the same as what CAI proposes to do (see email from Joel Greenwood / KVCOG dated May 10).

American Rescue Funds could cover the cost of:

KVCOG Plan Updates	\$28,000.00
CAI Map Digitization	\$29,900.00
CAI AxisGIS service set up fee	\$ 3,000.00
CAI AxisGIS 1 st year fee	\$ 3,000.00
Total	\$63,900.00
Rescue Plan Funds Balance	\$254,777.37
Comp Plan/Mapping/GIS site	<u>\$ -63,900.00</u>
Balance	\$190,877.37

Lorna Dee Nichols

From: Joel Greenwood <jgreenwood@kvcog.org>
Sent: Wednesday, May 10, 2023 12:33 PM
To: Lorna Dee Nichols
Subject: Fw: Belgrade Comp Plan Proposal (final with maps)
Attachments: Belgrade Comprehensive Plan Proposal April 2023.pdf

EXTERNAL MESSAGE:

Hi Lorna,

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

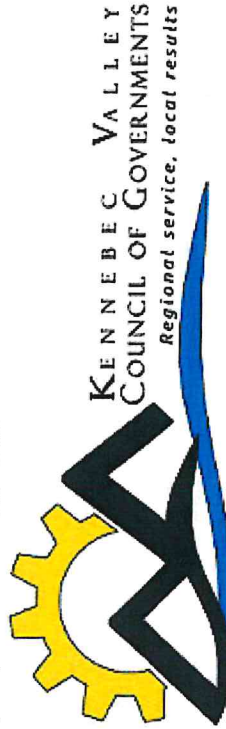
Regarding that future project, I am glad that Aaron at CAI has reviewed the existing parcel layer and concluded that it is not technically feasible to use this for any project going forward and certainly defer to his determination on that. At this stage I do not think I can commit to doing any tax map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

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

Joel

Joel Greenwood

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



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

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

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

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

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

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

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

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

EXTRAS....

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

Secure Staff Site Service - One time \$950

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

Individual Document Upload Tool - \$700 annually

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

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

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

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

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

Batch Document Uploaders - Fee To Be Determined (TBD)

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

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

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

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

Dynamic Layer Creation - One time set up fee TBD

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

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

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

I look forward to hearing from you.

Sincerely,

Aaron

Aaron Weston

Business Development Manager



800.322.4540 x28
direct 603.761.6241





TOWN OF BELGRADE COMPREHENSIVE PLAN

Proposal for an Update
by Kennebec Valley Council of Governments

April 2023



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

Executive Summary

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

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

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

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

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

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

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



Joel Greenwood

Planning Director

Kennebec Valley Council of Governments

17 Main Street, Fairfield, 04937

jgreenwood@kvkog.org

(207) 453-4258 x219

Proposed Operation Plan

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

Data Collection and Analysis

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

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

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

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

1. Demographic Trends

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

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

2. Historic and Cultural Resources

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

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

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

3. Land Use

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

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

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

4. Housing

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

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

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

5. Public Facilities and Services

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

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

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

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

6. Transportation

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

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

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

7. Natural Resources

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

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

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

8. Local Economy

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

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

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

9. Synthesis and Summary of Data Collection

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

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

Goal, Policy, and Strategy Formulation

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

1. Public Involvement Strategy

Result: Community Survey and Visioning Session

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

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

2. General Goals, Policies, and Implementation Recommendations

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

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

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

3. Land Use Plan

Result: Land Use Plan Map and Report

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

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

4. Capital Investment Plan (CIP)

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

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

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

A Note on Public Participation

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

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

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

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

Anticipated Project Schedule

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

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

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

Organizational Profile

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

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

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

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

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

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

KVCOG has a Proven Track Record in Municipal Comprehensive Planning

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

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

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

KVCOG has a Commitment to Public Involvement

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

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

Previous Project Summaries

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

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

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

China Comprehensive Plan Update:

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

Fayette Comprehensive Plan Update:

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

Rome Comprehensive Plan Update:

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

Selected References – Ongoing and Recent Comprehensive Plans:

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

Project Management

Key Staff

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

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

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

Selected Shared Project Experience

Comprehensive Plan Development

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

Ordinance Development

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

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

Other Relevant Projects

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

Office

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

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

Estimating the Cost of Consulting Services for Comprehensive Planning

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

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

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

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

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

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

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

Factors that can Increase or Reduce Consultant Costs:

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

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

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

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

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

Summary

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

Proposed Work Task Plan and Estimated Cost of Services for Belgrade

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

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

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

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

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

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

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

Hours:

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

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

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

Memo

Dalton Lease Agreements

Gregg Perkins sent over blank agreements for both the Dalton lease(s) and management contract. He has asked the Board to review these documents and come up with your list of concerns or proposed changes and then he and I would meet to go over these.

Please see attached email communication from Gregg, along with the blank agreements.

Lorna Dee Nichols

Attachments: Blank Lease Belgrade.doc; blank short form.doc

From: Gregg Perkins <commercialre@affiliatedrly.com>
Sent: Tuesday, May 9, 2023 2:47 PM
To: Lorna Dee Nichols <townmanager@townofbelgrade.com>
Subject: RE: Draft Agreements

EXTERNAL MESSAGE:

Hi Lorna,

I started editing the lease that could be used for 8 Dalton Lane and the same is attached. I highlighted the changes I made. I can think of some other potential edits to make as well but truly think it would be best if the board took the time to review the agreement on their own and come up with their list of concerns or proposed changes and then bring those back to you. You and I could then meet, review the concerns, edits, etc. and I am pretty sure I can turn around a lease the board would be happy with for each unit. As to fair market rents, who pays utilities, etc. I can certainly give guidance to you and the board. I personally think all utilities at 8 Dalton should be included as running a dehumidifier and or a sump pump in the basement etc. drives up costs. With the heat, I like the idea of the town paying it so as to avoid potential freeze ups if a tenant lets the oil run out. Certainly some language could be incorporated into the lease that puts a cap on how much the town has to pay for heat and lights and any cost exceeding that can be pass through to the tenant as additional rent.

Anyways, I think the same attached lease can be edited for use with 10 Dalton Lane as well although there are probably less concerns with the apartment in 10 Dalton that have to be addressed in the Lease as compared to the 8 Dalton Lane lease.

I have also attached a blank management contract. We have been in process of increasing the fee we charge for a lease renewal so this blank agreement reflects that. Again I would say the same thing which is let the board review, bring to you any proposed edits and then we can meet to make the changes and get it in final form for the boards review.

I would be more than happy once you have proposed changes to come out to the town office to go over them with you.

Gregg Perkins
Affiliated Realty/Perkins Leasing & Mgmt.
63 Silver Street
Waterville, ME 04901
(207) 873-0751 (cell) 207-861-1120 (fax) 207-873-0799
www.mid-mainecommercialre.com
www.perkinsmanagement.net

Please note: The information contained in and transmitted with this electronic message is intended only for the recipients designated above, it is protected by law and it may contain information which is privileged and confidential. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, copying or use of this message is unauthorized and strictly prohibited. If you received this message in error, please notify Gregg Perkins of Affiliated Realty immediately by contacting at commercialre@affiliatedrly.com or by telephone at (207) 873-0751. Thank you!

LEASE AGREEMENT

THIS LEASE, made and executed this ____ day of _____, 202__ by and between The Inhabitants of the Town of Belgrade with a mailing address in care of Perkins Leasing & Mgmt., 63 SILVER ST, WATERVILLE, MAINE 04901 TEL. # (207) 873-0751 hereinafter collectively called "Landlord" and _____, with a present mailing address of _____, _____ TEL. _____ hereinafter collectively called "Tenant". Landlord has employed as agent to MANAGE this residence the following entity: Perkins Leasing & Management, 63 Silver Street, Waterville, ME 04901 (207) 873-0751

WITNESSETH

1. DESCRIPTION OF PREMISES: The Landlord has leased to Tenant and Tenant leases from the Landlord the premises known as 8 Dalton Lane, Belgrade, ME 04917 (hereinafter "the leased premises" or "premises"). The premises is a house X apartment _____, condominium _____, mobile home _____ (check one). The following appliances are included with the rental of the premises: ELECTRIC STOVE, REFRIGERATOR, DISHWASHER. If the premises is a condo, Tenant agrees to abide by all condo association bylaws, declarations, and rules and regulations that may be in effect now or put in effect during the term of this lease. If available, Tenant shall be provided with a written copy of any such rules and regulations. Tenant shall / shall not have rights in common with others for use of the waterfront which is part of the property where the Premises are located. If said use is permitted, Tenant will defend and, except to the extent caused solely by the negligence or willful conduct of Landlord, will indemnify Landlord and its employees, agents and management company, and save them harmless from any and all injury, loss, claim, damage, liability and expense (including reasonable attorney's fees) in connection with the loss of life, personal injury or damage to property arising from, related to, or in connection with the occupancy or use by Tenant of the waterfront or any part of Landlord's property providing access thereto. Landlord may further condition its approval by requiring Tenant to carry a renters insurance policy with liability limits of no less than \$ _____ with said policy naming the Landlord as an additional insured. Tenant shall /shall not have access to and use of the basement area of the Premises. If Tenant is allowed use, Tenant shall do so at its own risk as said basement may leak resulting in water in said basement.

Furthermore, Tenant acknowledges it has been informed that there is a point of use water filter at the kitchen sink and Tenant shall use for drinking water.

2. TERM: The lease term commences on _____ and ends at 12:00 PM on _____ unless earlier terminated as provided herein. Nothing prevents the Landlord from terminating this Lease Agreement for breaches of this Lease Agreement by Tenant. Provided Tenant does not receive Section 8 or rental assistance which requires termination for cause only, then Landlord shall have the right to terminate the lease at any time for no cause with the delivery of a 30 day notice of termination to Tenant which notice shall run concurrent with the date rent is due.

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

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

All payments shall be by cash or check or money order made payable to Landlord and shall be made either by United States mail, postage prepaid, or hand delivered to Landlord. Payments for any amounts due under this Lease shall not be deemed made until actually received by Landlord. Payments shall be sent to Perkins Leasing & Management, 63 Silver Street, Waterville, ME 04901.

In the event the term commenced on a day other than the first of a month, then on the first day of the following month, Tenant

shall pay the prorated rent amount due for the number of days of the first partial month Tenant took occupancy. Said amount due, if applicable, is \$ _____.

In the event Tenant is allowed to take occupancy of the Premises prior to the commencement of the lease term, all terms and conditions of this lease shall apply (including the obligation to pay utilities and other operating costs as denoted in par. #7 hereunder) and tenant shall pay a prorated rent amount due for the number of days for occupancy prior to the commencement of the Term. Said payment shall be due and payable at the time tenant takes occupancy.

3A. Late Payment/ Other Fee's: Landlord, in its sole discretion, may assess a LATE CHARGE of four percent (4%) of one month's rent if the rental payment is not made within fourteen (14) days from the day the rental payment is due. The 14 day period before the late charge may be assessed shall not in any way affect Tenant's obligations to pay the Landlord rent when due, nor shall it affect the Landlord's ability to pursue an eviction for nonpayment of rent. In addition to the monthly rent, the Tenant also agrees to pay the Landlord the following charges (describe the reason for the charge, the amount, and when it should be paid): Tenant will be charged and Tenant agrees to pay a fee of \$50.00 for any check returned for insufficient funds which fee shall be due immediately upon notice of said check being returned for insufficient funds. In the event of Tenant locking themselves out and Landlord has to let Tenant in, Landlord may charge Tenant a fee of \$50.00.

3B. Partial Payments: Tenant shall make all rental payments in full. Payment or receipt of a rental payment of less than the amount stated in the lease shall be deemed to be nothing more than partial payment on that month's account. Any and all partial payments accepted by the Landlord shall be applied to the rent arrearage due which first became due and no partial payment shall be applied to the current month's rent until all outstanding rent arrearage, late fees or other costs have been paid in full despite any endorsement, stipulation, or other statement on any check. Under no circumstances shall the Landlord's acceptance of a partial payment constitute accord and satisfaction. The Landlord's acceptance of a partial payment will not forfeit the Landlord's right to collect the balance due on the account, despite any endorsement, stipulation, or other statement on any check. Any modification to this lease must be made in writing signed by the Landlord, in which the Landlord states and agrees to the modification. The Landlord may accept any partial payment check with any conditional endorsement without prejudice to its right to recover the balance remaining due, or to pursue any other remedy available under this lease and Maine law.

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

4. SECURITY DEPOSIT: Upon Lease signing, Tenant will pay the sum of _____ DOLLARS (\$ ___) which shall be held by Landlord as security for Tenant's performance under the terms of this Lease. In the event of a breach or default by the Tenant or any guests of the Tenant with respect to any of the terms, conditions rules or regulations of this Lease or any other action pursuant to which the Landlord is entitled to retain the security deposit or a portion thereof for any costs, damages, or losses, injuries caused Landlord by such breach, default or other action, Landlord shall withhold said security deposit without in any manner waiving or limiting their rights to further hold Tenant liable for costs, damages, losses or injuries otherwise due. Should the leased premises be leased to others, Landlord DOES NOT waive any rights to costs, damages, including without limitation, injuries caused by Tenant's default, breach, early termination or other action. Additionally, Landlord may further elect at the time of any breach or default to immediately apply all or some of the deposit to cure said breach or default. If Landlord does so apply the deposit in this manner, Landlord shall notify Tenant of the same and Tenant shall have 7 days to repay the deposit amount so applied. Failure to repay the deposit shall also be a default of this Lease and Landlord shall have the same rights for non-payment thereof as for non-payment of rent.

Should the Landlord retain the security deposit or any portion thereof, the Landlord shall provide the Tenant with a written statement itemizing the reasons for retaining the security deposit or any portion thereof within thirty (30) days following the later of either the termination of the lease or the time the Tenant gives up possession of the leased premises. In the event of Tenant being a tenant at will, said notice shall be provided within 21 days. The Landlord shall include within such written statement the security deposit or any portion thereof which the Tenant may be entitled to receive. Reasons for Landlord retaining the security deposit (or a portion thereof) may include, but shall not be limited to: to repair damage to the residence and for the actual costs of unpaid rent, storing and disposing of unclaimed property, costs incurred by Landlord in re-renting of the Premises in the case of Tenant default prior to the expiration of the lease term including but not limited to any rental fees Landlord pays, or for utility

charges the Tenant owes to the Landlord. The Security Deposit cannot be used to pay for routine cleaning or painting made necessary by normal wear and tear. The Landlord will return the entire Security Deposit to the Tenant at the end of the lease if the following conditions are met: (1) Tenant gave proper WRITTEN notice to vacate if a tenant at will; (2) The Premises is in good condition except for (a) normal wear and tear or (b) damage not caused by the Tenant, the Tenant’s family, invitees or guests; (3) The Tenant does not owe any rent, utility or any other charges which the Tenant was required to pay directly to the Landlord pursuant to the terms herein; and (4) The Tenant has not caused the Landlord expenses for storage and disposing of unclaimed property, and (5) The tenant has paid all utility bills. If the Landlord deducts money from the Tenant’s Security Deposit, the Landlord will provide the Tenant a list of the items for which the Tenant is being charged and return the balance of the Security Deposit.

5. ASSIGNMENT AND OCCUPANCY: Tenant shall not assign this lease, nor any interest under it, nor sublet the premises nor any part thereof during the term of this Lease. Tenant covenants and agrees that only the following persons of legal age will occupy the premises: _____. If Tenant increases the number of residents in the Premises, the rent herein reserved will increase by the rate of \$100.00 per month for each additional resident. Notwithstanding the same, Tenant must first seek Landlord’s permission for such additional residents which Landlord may grant or deny for any reason whatsoever.

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

7. UTILITIES AND MAINTENANCE: Tenant and Landlord hereby agree that each party shall be responsible for the following utilities and/or services as indicated.

	Landlord	Tenant	Description (if applicable or for clarification)
Electricity			
Fuel/Heat			
Snow Shoveling Walks & Entry Areas		X	Tenant is responsible for any snow in front of their door way and stairs
Sewerage			
Hot Water			
Cold Water			
Telephone		X	
Cable Television		X	
Air Conditioning		X	If Tenant installs an air conditioner, the rent herein shall

	Landlord	Tenant	Description (if applicable or for clarification)
			increase by \$25/Month during the time said a/c is installed. Any a/c unit shall be removed by Nov. 15.
Trash Removal			
Yard Maintenance			
Snow Removal From Driveway			

If the Premises is a unit where Tenant pays its own fuel costs, the fuel is to be prorated at the time tenant moves in and will be prorated at the time tenant vacates the premises (provided Tenant is not in default of any obligations herein in which case there shall be no fuel proration). At the time Tenant takes occupancy and at the time Tenant vacates the Premises, the proration shall be based on the last bill for fuel delivery to the premises and the price per gallon paid for such delivery. Tenant's failure to pay any such utility charge or to complete any required maintenance when due shall constitute a default hereunder. In the event Landlord inadvertently has a delivery of fuel or has to pay for a service or utility Tenant is supposed to pay for, then Tenant will be charged for the same and the amount due therefore shall be treated as rent due by Tenant.

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

Tenant shall continuously maintain at their own expense the leased premises during the term of this lease, including any extension thereof, in as good, clean and satisfactory a condition as when the Tenant took possession, reasonable wear and tear only excepted. At the expiration of the Lease or the repossession of the leased premises by the Landlord, the premises shall then be delivered to Landlord in such good, clean and satisfactory condition, reasonable wear and tear excepted. Should Landlord, at any time during or after the term of this Lease, have to restore the leased premises to such good, clean and satisfactory condition, in order to fulfill the Tenant's obligations herein, the Tenant shall be responsible for all costs associated therewith.

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

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

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

Tenant shall not have any work done or material furnished by or on behalf of Tenant in or about the Premises or any part of building of Landlord and will not permit or suffer any lien to attach to the Premises or building of Landlord and Tenant shall have no authority or power, express or implied, to create or cause any lien, charge or encumbrance of any kind against the Premises or

all or any part of the building of Landlord. In the event any lien shall at any time be filed against the Premises or against any part of the building of Landlord by reason of work, labor, services or materials alleged to have been performed or furnished by, for or to Tenant or to anyone holding the Premises through or under Tenant, Tenant shall forthwith cause the same to be discharged of record or bonded to satisfaction of Landlord. If Tenant shall fail to cause such lien forthwith to be so discharged or bonded after being notified of the filing thereof, then, in addition to any other right or remedy of Landlord, Landlord may discharge the same by paying the amount claimed to be due, and the amount so paid by Landlord and all costs and expenses, including reasonable attorneys' fees incurred by Landlord in procuring the discharge of such lien, shall be due and payable by Tenant to Landlord as additional rent on the first day of the next following month.

10. SALE OF PREMISES: Landlord may elect to list the premises for sale. Tenant will cooperate and allow showings of the premises with proper notice from Landlord or Landlord's agent. Other than for Section 8 type tenants whose initial lease can not be terminated in its initial term without cause, Tenant and Landlord agree that this agreement, at the discretion of the Landlord, may be terminated in the event of sale or pending sale of the premises by the Landlord. If Tenant has to vacate due to a sale or pending sale, Landlord agrees to give Tenant at least a 30 day notice to vacate and Tenant shall vacate the premises at or prior to the expiration of the 30 day notice period (which need not run concurrent with the date rent is due).

11. DESTRUCTION OF PREMISES: If the leased premises is destroyed substantially by fire or other casualty or is taken by eminent domain, either party may terminate this lease without liability for the remainder of the term and the rent herein reserved shall be abated and justly proportioned to the date of said fire, casualty, or taking.

12. NOTICES: Unless otherwise provided for in this lease, any notice required by this lease will only be effective if given in writing and in case of notice to Tenant, hand delivered to the Tenant at their last known address. If three attempts are made to hand deliver, then on the third attempt the notice may be posted and a copy will then be mailed. Notices to Landlord may be delivered to Landlord via hand or mail delivery to Landlord at Perkins leasing & Mgmt., 63 Silver Street, Waterville, ME 04901. Mailed notices shall be sent postage prepaid.

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

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

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

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

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

A. Notice of Violation. Serious or repeated violations of the terms of this lease by Tenant can result in termination of the lease

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

(1) The Landlord may deliver to the Tenant a written notice describing the violation and demanding that the Tenant cease the lease violation within 3 days of delivery of the notice.

(2) If Tenant does not comply within the 3 day period or if Tenant repeats the same violation later in the term, Landlord may deliver to Tenant a second written notice that the lease will end within 7 days. On that day, the lease term terminates automatically and the Tenant must leave the residence and return the keys to the Landlord.

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

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

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

E. Notice of Termination. The Landlord must notify the Tenant in writing when the lease is terminated. This notice must be served on the Tenant by delivering a copy of the notice to Tenant in hand at the premises and/or delivered to a person of suitable age and discretion residing within the residence. If three good faith attempts are made to serve in hand, then service can be made by posting said notice on Tenants door and then sending a prepaid first class properly addressed letter to the Tenant at the residence or their last known address.

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

G. In Addition to the preceding, the Landlord may terminate this lease by seven (7) days notice as permitted by 14 MRSA Chapter 709.

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

18. CONDITIONS: This Lease is made upon the following express conditions, each of which Tenant covenants that they and their guests will strictly observe and perform, throughout the term of this Lease and in no way shall modify or otherwise limit any other obligations of the Tenant as set forth in this Lease.

a. FLOOR COVERINGS: Carpets or any other kind of floor covering material which are nailed or cemented to any of the floors shall become the sole property of the Landlord on the expiration of this Lease;

b. ALTERATIONS: No equipment shall be installed that requires alterations of or additions to the physical structure, electrical

system or plumbing of the premises without prior written consent of Landlord, which consent may be withheld by Landlord at their sole discretion;

c. EXTERIOR ATTACHMENTS: No radio or television mast or antennae or clothesline shall be erected on the building, nor shall signs or other devices be hung from the exterior of the building;

d. DAMAGES, WATER OVERFLOW: Tenant shall take care of the premises and fixtures therein and make good any injury thereto done by him or others Tenant is responsible for, and will reimburse Landlord for any damages caused to the building or the premises by the escape or overflow of water resulting from the actions or inactions of the Tenant such as failing to report a leak, a toilet overflowing, and other similar circumstances;

e. WALLS, CABINETS, ETC.: Tenant may use small screws and nails to hang things but Tenant or their guests shall not drive large nails, screws or other similar devices into nor in any manner that deface the walls, windows, cabinets, or woodwork, and in the event of such damage or injury they shall, without demand, have the same repaired at his/her own expense;

f. NOTICE OF DAMAGE: Tenant shall give Landlord or their agents prompt notice of any defects or breakage in the structure, equipment or fixtures of said premises or in the Building of which the premises are a part to help prevent further damages;

g. PETS, ANIMALS: If agreed to in writing by signing of a pet addendum defining the terms and conditions that a pet is allowed, Tenant or their guests shall only be entitled to keep one ___ in the residence. Other animals, including birds and fish, shall be kept by the Tenant with permission of Landlord in writing only in each instance.

h. CLEANING UPON VACATION OF UNIT: Tenant will, at the termination hereof and prior to surrender of possession, have the premises thoroughly cleaned and, in the event of failure to so clean, they will pay Landlord the cost of having the same done;

i. SURRENDER: Tenant upon termination hereof will surrender all keys to door locks and in the event of failure to do so, Tenant will pay Landlord the costs of replacing said door locks. Surrender of the premises shall be deemed to have been made at the time Tenant turns in said keys and/or at the time Tenant turns off any utilities for which Tenant is responsible for. Tenant may be charged rent through the date that the keys are returned or when utilities are switched off by Tenant, whichever comes first.

j. WASHER/DRYER: Tenant shall / shall not be permitted to have use of a washer & dryer in the premises.

k. MISCELLANEOUS: Tenant shall maintain the premises in a clean condition and shall not dispose of dirt, waste, or rubbish in any other parts of the building except in proper receptacles. Tenant shall be responsible for keeping plumbing drains free and clean. Tenant shall be responsible for keeping entrance ways and stairs to the premises clear of ice and snow. Tenant will be charged for replacement of any broken windows or glass. Garbage and rubbish will be kept clean and picked up by the Tenant and be put out at curbside on the scheduled day of pick up or properly disposed of in any trash cans or dumpster if said trash cans or dumpster are supplied by Landlord.

l. TRAILERS, BOATS, MOTORCYCLES, and SNOWMOBILES: No trailers, boats, motorcycles, or snowmobiles may be stored or parked on the premises without Landlord's prior written consent.

m. VEHICLES/HAZARDOUS MATERIALS: All Tenant vehicles must be in running condition and registered. All vehicles must be legally registered within seven (7) days of expiration or they will be towed at Tenant's expense. There is to be no repair work of any kind conducted on any type of moving vehicle at or about the Premises. Furthermore, Tenant shall not keep on the Premises or the Property of which the Premises are a part any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion or that might be considered hazardous or extra hazardous by any responsible insurance company or public official.

n. SMOKING/NO SMOKING: Tenant and their guests may not smoke in the premises. If smoking inside is prohibited in the premises, Tenant may smoke outside on the common grounds provided that such smoking is not done within 10' of any other tenant entry areas or open windows.

o. CHANGE OF LOCKS: Tenant shall not change the locks to the premises. If the Tenant changes the locks and does not provide the Landlord with a duplicate key, in the case of emergency the Landlord may gain admission through whatever reasonable means necessary and charge the Tenant reasonable costs for any resulting damage. If a Tenant changes the locks and refuses to provide

the Landlord with a duplicate key, the Landlord may terminate the Lease and tenancy with a 7-day notice.

p. SMOKE, EXPLOSIVE GAS, & CO2 DETECTORS: Tenant will be provided with a working smoke, explosive gas (if applicable) and CO2 detector. Landlord or Landlord's agent can not physically inspect and test the detectors on a monthly basis so therefore Tenant acknowledges it is Tenant's responsibility to test the detectors monthly. If a detector is found not working, Tenant shall promptly notify Landlord or Landlord's agent *in writing*. Tenant further acknowledges that if Tenant tampers with a detector and interferes with its functioning, Tenant can be charged with a Class D criminal offense punishable by up to a \$1,000.00 fine and up to 6 months incarceration.

q. RADON TEST RESULTS: Tenant acknowledges receipt of the attached Radon Disclosure form and shall sign the same.

r. WINDOWS/DOORS OPENED DURING HEATING SEASON/USE OF HEAT AND WATER: In the event the Premises is a property where the Landlord pays the heat, Tenant shall keep all doors and windows closed when the exterior temperature is less than 50 degrees to minimize costs Landlord incurs for providing said heat. If Tenant is found violating this lease condition, Landlord shall first give Tenant a warning to keep said windows and doors closed. If a second or future violations are found, Landlord may assess tenant a fee of \$25.00 for each time a violation is found. Furthermore, Tenant shall take all reasonable measures to conserve use of water (hot or cold) by reporting any dripping faucets, shower heads, or running toilets in a timely fashion, and by not excessively wasting or running the water. If Tenant does not notify Landlord of a leaking fixture, then any additional costs Landlord incurs as a result of said leak may be billed to Tenant and Tenant agrees to pay all costs therefor. Tenant further agrees to not excessively heat the Premises.

s. ENERGY EFFICIENCY DISCLOSURE: Tenant acknowledges receipt of the Residential Energy Efficiency Disclosure attached here to.

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

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

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

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

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

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

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

26. DEFINITIONS: The term "guest" as used herein includes the individuals expressly set forth in paragraph 6 of this Lease and their agents, servants, invitees or any other person in or about the premises with or without the permission or express written or implied consent of the individuals expressly listed in paragraph 5 of this Lease.

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

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

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

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

A. *Residence defects*. The following substantial defects were observed: _____

B. *Landlord work or repairs*. The following work or repairs to be done by the Landlord were agreed upon: _____

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

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

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

DATE

LANDLORD or LANDLORD'S AGENT

DATE

TENANT

DATE

TENANT

(Rev. 12-2022)

ADDENDUM A

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

Lead Warning Statement

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

Landlord's Disclosure (initial)

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

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

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

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

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

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

Tenant's Acknowledgement (initial)

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

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

Agent's Acknowledgement (initial)

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

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

Landlord Date

Landlord Date

Tenant Date

Tenant Date

Agent Date

Agent Date

A Serious Hidden Danger to Family Health

Renting a home with high radon levels is a major risk for lung cancer. Radon is the 2nd leading cause of lung cancer. Any home, including rental housing, can have a radon problem. It doesn't matter if it's old or new, or where it's located. High levels of radon gas occur naturally in Maine soil and water, and can move up into a house from the ground. The house then traps the radon in the air inside. The only way to know if a home has a problem is to test. Landlords in Maine are required to test their rental properties for radon by March 1, 2014. This tip sheet can help you understand how radon testing in rental housing works.

About Radon Testing in Rental Housing: Maine requires radon testing in all residential rental properties by March 1, 2014, and unless a mitigation system is installed, a tenant can request a re-test every 10 years. Simple air tests can show whether radon levels are safe. Radon tests can be done by the landlord, the tenant occupying the unit, or a Maine registered radon tester. All radon tests must be done according to approved protocols which require the radon test devices to be placed in the basement or in ground floor units, and in some upper floor units.

What Tenants Need to Do

- Do not touch, move, cover or otherwise interfere with the testing devices.
- For 12 hours before, and all during the test, keep windows and doors closed, except for normal entry and exit.
- **IMPORTANT:** If the test is not done the right way it must be done again, costing time and money for the landlord and tenant.
- Your landlord must show you the results for your residence. If your residence was not tested, you will get the results from the basement or the highest result found in your building.

About High Radon Levels

A radon concentration of 4 pCi/l (picocuries per liter) or above is a high radon level. If there is a high radon level in your building, fixing this problem is recommended but not required. If the radon problem isn't fixed, the landlord or tenant can end the lease with at least 30 days notice.

If the radon problem will be fixed, the work must be done by a registered radon reduction contractor, called a radon mitigator. Radon mitigators can install the proper system to make sure that your home and all the others in your building have safe radon levels.

Radon treatment systems work well to bring the level down to safer levels, no matter how high the levels are to start.

Follow-Up Testing

Once your building has a radon mitigation system, there will be another radon test and there may be periodic re-tests to make sure the system is working.

Protect your family. Learn. Test. Treat if needed.

- Check this website: www.MaineRadiationControl.org
- For advice: 1-800-232-0842 • radon.dhhs@maine.gov • TTY: Call Maine Relay 711

PET AGREEMENT LEASE ADDENDUM

Date: _____

This agreement is attached to and forms part of the Lease Agreement between _____ (Landlord) and _____ (Tenant).

Whereas Tenant desire to keep _____ named _____ in the dwelling they occupy under the Lease Agreement referred to above;

Now therefore, Tenant agrees to the following terms and conditions in exchange for this permission:

1. Tenant agrees to keep their pets under control at all times.
2. Tenant agrees to keep their pets restrained when in any common areas or outside the Premises.
3. Tenant agrees to adhere to local ordinances, including leash and licensing requirements.
4. Tenant agrees not to leave their pets unattended for any unreasonable periods.
5. Tenant agrees to clean up after their pets and to dispose of their pet’s waste properly and quickly.
6. Tenant agrees to keep their pets from being unnecessarily noisy or aggressive and causing any annoyance or discomfort to others and will remedy immediately any complaints made through the Owners or Manager.
7. Tenant agrees to provide their pets with regular health care, to include inoculations as recommended.
8. Tenant agrees to provide their pets with an identification tag.
9. Tenant agrees to get rid of their pet’s offspring within eight weeks of birth.
10. Tenant agrees to pay immediately for any damage, loss, or expense caused by their pet.
11. Tenant agrees that this Agreement applies only to the specific pets described above and that no other pet may be substituted (unless the replacement is another therapy animal).
12. Tenant agrees to be fully liable to landlord for all damages or expenses arising out of the actions of the pets. Tenant shall hold landlord and his agents harmless from all liability or loss arising out of any actions of the pets. Tenant will, if possessing a dog, carry during the entire term of staying in the residence a renter’s insurance policy which will have a minimum limit of \$500,000 of personal liability coverage. Tenant shall provide Landlord with an insurance certificate showing that they have coverage for the initial term of the lease.
13. After Tenant vacate the leased premises, they shall reimburse landlord for the cost of any necessary de-fleeing, deodorizing, and carpet shampooing to protect future Tenants from possible health hazards.
14. Tenant agrees that Owners reserve the right to revoke permission to keep the pet should Tenant break this agreement and if Landlord revokes said permission, then Tenant shall promptly and permanently remove said pets from the leased premises within 14 days of receipt of said notice.
15. Tenant acknowledges upon any breach or default by Tenant of this agreement or of the Lease agreement signed by Tenant, pursuant to Maine Law Landlord may retain all or a portion of the security deposit depending on the nature of the breach or default committed by Tenant.

Tenant _____

Tenant _____

Landlord _____

Landlord _____

Energy Efficiency Disclosure Form for Rental Units in Maine

Address of Rental Unit: _____

This rental unit ___ meets/ ___ does not meet/ ___ partially meets (check one) the minimum energy efficiency guidelines suggested below for rental units in Maine.

You can expect your energy bills to be lower if your dwelling is insulated and has efficient appliances. There are several factors that affect energy costs. The areas below are the most important ones and indicate where this dwelling exceeds, meets, or falls below minimum efficiency guidelines suggested for Maine. The bold items below are suggested minimum guidelines.

Heating Systems

Space Heat

Tested heating system efficiency (minimum: 82%) ___ % ___ unknown

Test date: _____

Exposed pipes or ducts in unheated crawl space insulated? ___ yes ___ no

Heating fuels: ___ oil ___ natural gas ___ propane ___ kerosene ___ wood ___ electric ___ other

Water Heat Accessible domestic hot water pipes insulated? ___ yes ___ no

Fuels: ___ oil ___ natural gas ___ propane ___ solar ___ electric ___ other

Insulation

Walls Insulated? (minimum: cavity filled) ___ filled ___ partially filled

___ no insulation ___ unknown

Insulation thickness: ___ less than 3" ___ 3-6" ___ more than 6"

Ceiling Insulated? (minimum: R-38 or cavity filled) ___ filled ___ partially filled ___ no insulation ___ unknown

Insulation thickness: ___ inches or R-___

Floors over unheated areas

Insulated? (minimum: R-21 or cavity filled) ___ filled ___ partially filled

___ no insulation ___ unknown

Basement wall

Insulated? (minimum: 2' below grade) ___ yes ___ no ___ unknown

Windows and Doors

Windows (minimum: 2 panes of glass) ___ single pane ___ single + storm ___ double (DG) ___ DG + low-e ___ (DG + low-e + argon gas) triple or better

Doors (minimum: insulated or with storm) ___ insulated ___ storm ___ insulated + storm ___ neither

Appliances

Refrigerator (minimum: post-1995) ___ yes ___ no ___ unknown ___ Energy Star rated

Gas stove (suggested electronic ignition) ___ electronic ignition ___ pilot light ___ no gas stove

You have the right to obtain a 12-month history of electricity used by this rental unit by calling your local electric company. If this unit uses natural gas, you have the right to obtain a 12-month history of natural gas used by the unit by calling your local natural gas company.

For further information about energy efficiency, contact Efficiency Maine, 1-866-376-2463

Signatures: Landlord: _____ Landlord: _____ Date: _____

Tenant: _____ Tenant: _____ Date: _____

This information is accurate to the best of the landlord's knowledge.

Other comments about the unit's efficiency: _____

Available on the Maine Public Utilities Commission or Maine State Housing Authority web pages (www.maine.gov/mpuc or www.mainehousing.org) May 12, 2006

Guidelines and Explanation of Terms

Tested heating system efficiency (minimum 82%): This is the combustion efficiency test typically performed by a heating technician when servicing and cleaning the burner.

Floors over unheated areas: Examples are an enclosed porch or a crawlspace. Doesn't refer to a basement.

Basement wall: Basements in many new buildings are insulated all the way to the floor or footings (full height). Older buildings may have poor soil drainage, e.g. a wet basement. To avoid potential foundation damage from damp soils freezing and expanding, it is generally considered safe to insulate to 1'-2' below ground level. This still saves considerable energy.

Windows: Sealed double glazing sometimes has gas fill such as argon or krypton. Low-e storm windows are also available. Either exceeds the basic single glass + storm.

Doors: A solid wood door is only a bit more insulating than a single pane of glass. Adding a storm door cuts heat loss in half. An insulated door can equal almost 10 panes of glass.

Refrigerator: Refrigerators made before 1995 have the make and model information on a metal plate inside, usually on the door. From 1995 on, the information is on a sheet of metal foil.

Gas stove: According to the U.S. Department of Energy, piloted gas burners can use more than twice the energy used by electric ignition gas burners.

LEASING & MANAGEMENT AGREEMENT

This Leasing and Management Agreement is entered in this ____ day of _____, 200__ by and between _____, "Owner", and Perkins Leasing & Management a division of Carroll Perkins Associates Inc., "Manager". Whereas Owner is desirous of having Manager lease and manage premises known as _____, _____, ME (hereinafter sometimes referred to as "premises," or "leased premises", and Manager is desirous of leasing and managing said premises for Owner.

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

1. TERM: This agreement shall continue in effect until such time as either Owner or Manager gives a 60 day notice in writing of intention to terminate the agreement or upon transfer of title of the Premises to a new owner. Upon termination, Manager shall deliver to Owner a statement outlining in detail any fees due to Manager hereunder, and shall cause all funds held by Manager relating to the premises to be delivered to Owner. Furthermore, Manager shall deliver to Owner all records and documents relating to the premises, including without limitation all accounting data and records, rent rolls, originals and copies of leases, service contracts and agreements, and technical data with respect to operation and maintenance of the premises. Manager may make and retain copies of all such documents, and shall keep such information confidential.

2. MANAGER'S RESPONSIBILITIES: Manager will assume these responsibilities:

a. Manager will make diligent efforts to obtain a suitable tenant for the premises or any vacancies in the premises as soon as possible, at a fair monthly rent and under terms acceptable to Owner. Initially, owner authorizes Manager to offer the property for rent at the rate of \$ _____/month with the understanding that the tenant will be required to pay for heat, lights, water, sewer, yard care, snow removal, phone, and cable.

b. Manager will provide to Owner on or before the 30th calendar day of each month, for the proceeding month, a report of any income and expenditures for the premises. Any net income for the premises will be forwarded to the owner within the same 30 days unless it is known that the income will be needed for any expenditures in the next month following the then applicable month.

c. Manager will make any emergency and/or normal expenditures necessary for the upkeep and protection of said premises out of Owner's rent account. Except in the event of an emergency, expenditures exceeding \$350.00 will be made by said Manager only after being authorized to do so by said Owner. If so directed by Owner, up to three bids will be obtained and submitted to Owner for expenditures in excess of \$350.00.

d. With rent monies collected, Manager will, if so instructed by Owner, make disbursements and account to the Owner for the following: any and all repairs and operating bills. Owner will have the obligation for payment of any mortgages on the property as well as for payment of taxes and property insurance..

e. Manager will not discriminate because of race, color, religion, sex, handicap, familial status, or national origin.

f. Manager will deposit all monies collected for Owner in a trust account separate from Manager's personal or business accounts, provided that Manager shall not be responsible for loss of Owner's monies due to failure of a depository.

g. Everything performed by Manager under the provisions of this Agreement shall be done as independent contractor for Owner, and all obligations or expenses properly incurred as contemplated hereunder shall be for the account of, on behalf of and, except as otherwise provided, at the expense of Owner.

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

i. It is understood and agreed that from the compensation to be paid to the Manager pursuant to the terms herein, Manager shall be required to pay all expenses of Manager other than direct expenses of operating the Property. Without limiting the generality of the foregoing, Manager shall be required to bear the costs of all salaries of Manager's executive

personnel (except the salaries of an on-site manager, if the same is approved by Owner), supervising employees not employed full time at the Property, all of Manager's expenses for travel and miscellaneous business expenses, and all overhead expenses attributable to Manager's main office.

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

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

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

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

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

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

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

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

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

5. INCORPORATION OF LEASE: The parties agree that the terms off all leases negotiated by Manager for Owner are incorporated into this Leasing & Management Agreement by reference; it being understood by Manager and Owner that said leases define certain rights and responsibilities to be abided by that are not set forth in this agreement.

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

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

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

- i. For leasing of residential units - obtain tenant and prepare leases:
1-12 month lease term ----- 1 full month's rent. Payment for leasing services shall be due upon receipt of first month's rent.
- ii. For extension or renewal of an existing lease which was generated by Manager ----- \$300.00.
- iii. For Management -- 10% of the Gross Monthly Income or a minimum of \$75.00, whichever is higher.
- iv. Management while premises vacant -- \$100.00 per month.

9. OTHER CONDITIONS (if any):

IN WITNESS WHEREOF the parties have affixed or caused to be affixed their respective signatures this ____ day of _____, 200__.

OWNER: _____

MANAGER: Perkins Leasing & Management

By: _____

Its: _____

SS# OR FID# _____

OWNER'S forwarding Address:

Home Phone _____

Work Phone _____

Email address _____

Memo

Appointments/Resignations

Appointments:

Tabled from your May 2 meeting, Kelsie Lee to the Board of Appeals (alternate) and Board of Assessment & Review.

Resignations:

Resignation from Rhaeto Pfister, re: Transfer Station Committee due to health.

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

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

Interests and Hobbies walking, parenting, exercising, fishing

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

References

Name Breana Bissell Phone # _____
 Name BETH Sommers Phone # _____

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

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

63 Bay View Drive
Belgrade ME 04917

Town of Belgrade
ATT Mary Vogel

Regrettably I must resign from
the Transfer Committee, due to my health
situation. I have enjoyed my time on
the committee and my fellow members.

Hopefully my health will allow
me time to visit some of the
meetings.

Keep up the good work
Sincerely,
Dwight Spitz

Expires
3/25

Memo

Belgrade/Rome Memorandum of Understanding LPI

For review, discussion, consideration: draft memorandum of understanding for Belgrade and Rome to have reciprocal coverage for local plumbing inspector duties when one is away due to vacation or simply unavailable.

**MEMORANDUM of UNDERSTANDING Between
The Town of Belgrade and the Town of Rome**

The town of Belgrade and the town of Rome acknowledge that the two organizations want to maximize service to the residents of Belgrade and Rome.

Both organizations acknowledge that there are benefits to having reciprocal coverage of Local Plumbing Inspector (LPI) services when one LPI is away from his/her duties such as vacations or simply unavailable.

To better serve residents in both towns, the Town of Belgrade and Town of Rome agree to provide services on an as-needed basis as a courtesy between the towns.

Town of Belgrade: _____ Date: _____

Town of Rome: _____ Date: _____

Memo

Cemeteries/Municipal Office Grub Control

The Town recently learned that application of a substance to target the grubs in Pine Grove Cemetery and the municipal office must be done by a licensed person in the State of Maine. Turf Doctor Lawn & Pest Services out of Augusta visited both properties and provided estimates (attached):

Pine Gove Cemetery	\$7,995.00
Municipal Office	<u>\$1,695.00</u>
Total	\$9,690.00

Reviewing options on where to pull funds from to cover this unplanned or budgeted for expense, the Facilities Reserve (balance \$100,000+) would cover with the plan of getting one of our Facilities staff licensed so that going forward, we'll be able to do the application in-house for much less (2024 and beyond).

Your Customized Proposal

Turf Doctor Lawn & Pest Services

P.O. Box 918
Augusta, ME 04332
(207) 622-6600
<http://www.theturfdoctor.com>

Estimate Given: 05/08/2023
Estimated By: Aaron Dostie
License: CMA 5552 3A,3B,6B,7E
Email: a.dostie@theturfdoctor.com

Thank you for choosing The Turf Doctor Lawn & Pest Services!

PINE GROVE CEMETARY
OAKLAND RD
BELGRADE, ME 04917
sexton@townofbelgrade.com

Account Number: 166461

Estimate Expires in 30 Days

Estimate provided reflects current availability. Proposed services are scheduled based on seasonal timing, weather conditions, and route location.

Your Customized Program

Service	Price
GRUB PROTECTION White grubs are the larval stage of several species of beetles and chafers. The application works by targeting these insects at their earliest life stage, breaking the life cycle.	\$7,995.00
Subtotal \$7,995.00	

Individual Services

GRUB PROTECTION	
1-YEAR GRUB PROTECTION White grubs are the larval stage of several species of beetles and chafers. The application works by targeting these insects at their earliest life stage, breaking the life cycle.	\$7,995.00
Subtotal \$7,995.00	

Estimate Total

#166461 PINE GROVE CEMETARY OAKLAND BELGRADE ME 04917

Offer expires in 30 days

Service year total \$7,995.00

Offer valid for 30 days

Subtotal **\$7,995.00**

Sales Tax **\$0.00**

Total Service **\$7,995.00**

We accept:



VISA



DISCOVER

To begin services, contact our office at 207.622.6600 or sign up online at www.theturfdactor.com

Your Customized Proposal

Turf Doctor Lawn & Pest Services

P.O. Box 918
Augusta, ME 04332
(207) 622-6600
<http://www.theturfdoctor.com>

Estimate Given: 05/08/2023
Estimated By: Aaron Dostie
License: CMA 5552 3A,3B,6B,7E
Email: a.dostie@theturfdoctor.com

Thank you for choosing The Turf Doctor Lawn & Pest Services!

BELGRADE TOWN OFFICE
990 AUGUSTA RD
BELGRADE, ME 04917
sexton@townofbelgrade.com

Account Number: 166460

Estimate Expires in 30 Days

Estimate provided reflects current availability. Proposed services are scheduled based on seasonal timing, weather conditions, and route location.

Your Customized Program

Service	Price
GRUB PROTECTION White grubs are the larval stage of several species of beetles and chafers. The application works by targeting these insects at their earliest life stage, breaking the life cycle.	\$1,695.00
Subtotal \$1,695.00	

Individual Services

GRUB PROTECTION	
1-YEAR GRUB PROTECTION White grubs are the larval stage of several species of beetles and chafers. The application works by targeting these insects at their earliest life stage, breaking the life cycle.	\$1,695.00
Subtotal \$1,695.00	

Estimate Total

#166460 BELGRADE TOWN OFFICE 990 AUGUSTA BELGRADE ME 04917

Offer expires in 30 days

Service year total \$1,695.00

Offer valid for 30 days

Subtotal **\$1,695.00**

Sales Tax **\$0.00**

Total Service **\$1,695.00**

We accept:



VISA



DISCOVER

To begin services, contact our office at 207.622.6600 or sign up online at www.theturfdactor.com

Certification (Testing) and Recertification (Continuing Education) Requirements

The type and number of exams required to obtain certification varies depending on the type of license needed. All licensees are required to pass a core exam, which is a written test covering general pesticide information.

Private applicators must also pass a commodity exam which measures knowledge of pest management practices for a given crop or crop family. Private commodities include animal, vegetables, forestry, cranberry, blueberry, forage, greenhouse, orchard fruit, nursery, potatoes, small fruit and turf. A licensed grower can use pesticides to grow any commodity.

Commercial licensees must pass one or more category exam. Each category exam tests knowledge of pest management practices pertinent to the specific profession where pesticides are used, such as in forestry, lawn care or structural pest control. To obtain a *commercial master* license it is necessary to also pass a written regulation exam and a master exam.

Pesticide use is a rapidly changing technology. New products, new pests, application methods, safety standards and regulations are introduced every year. To be recertified, the BPC requires applicators to receive approved continuing education training, which is offered by BPC, University of Maine Cooperative Extension (UMCE), and industry and trade organizations. Credit is also accepted for attending out-of-state sessions. Recertification requirements are outlined below.

Type of License	Exams Required	Exam Fees	License Information	License Cost	Recertification Requirements
Agricultural Basic	<ul style="list-style-type: none"> Core 	None	Expires 10/31 of third year	\$15	3 hours in 3 years
Private	<ul style="list-style-type: none"> Core Commodity 	None	Expires 10/31 of third year	\$15	6 hours in 3 years
Commercial Master	<ul style="list-style-type: none"> Core Category Regulation exam Master exam 	\$10 for the core, each category exam and the regulation exam. \$40 for the master oral exam*	Expires 12/31 of third year	\$105	9 hours in 3 years
Commercial Operator	<ul style="list-style-type: none"> Core Category 	\$10 for the core and each category exam*	Expires 12/31 of third year	\$105	6 hours in 3 years

*Commercial exam and license fees are waived for government employees.

Testing Process

Agricultural Basic and Private License Exams

Exams are offered through county offices of UMCE. Applicants should call the BPC at 207-287-2731, to confirm licensing needs and testing locations. Exams may also be scheduled using the BPC online portal at www.maine.gov/bpc. Once exams are passed, the candidate is certified for three years and is eligible for a license.

Commercial Exams

Exams may be scheduled using the BPC online portal at www.maine.gov/bpc or by submitting an exam application form, available at www.thinkfirstspraylast.org, along with payment if required (see chart). Once exams are passed, the candidate is certified for three years and is eligible for a license.

Study Materials

The BPC strongly urges use of self-study materials available for purchase through UMCE's Pest Management Office, 491 College Ave, Orono, Maine 04473; telephone 207-581-3880 or 800-287-0279 or on their website: www.umaine.edu/ipm/pesticide-safety/



Maine Board of
Pesticides Control

Licensing Requirements for Pesticide Applicators in the State of Maine

Maine Board of Pesticides Control
www.thinkfirstspraylast.org
207-287-2731
pesticides@maine.gov



Applicator Licensing

Pesticides are important tools which, in the hands of skilled applicators, offer numerous benefits. Increased crop yields, reduced crop losses, safer highways, enhanced landscapes and infestation-free structures are just a few. As with any powerful tool, proper and effective use of pesticides depends upon the judgment of the trained applicator. . . especially when considering products which could potentially affect public health and natural resources.

The pesticide applicator *license* represents recognition of an individual's qualifications to use pesticides properly.

In order to become licensed in Maine, individuals must first earn *certification*, which shows proficiency in pest management, pesticide use and safety. This competence is demonstrated through successful completion of examinations offered by the **Board of Pesticides Control (BPC)**. This state agency then issues licenses to certified individuals once fees are paid and, if needed, insurance requirements are met.



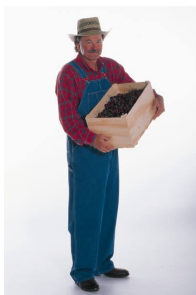
Types of Licenses

The need for a pesticide applicator license depends upon the type of pesticide used and the circumstances in which the pesticide is applied. In Maine, pesticide applicator licenses fall into three major categories:

1) AGRICULTURAL BASIC

The *Agricultural Basic* pesticide applicator license is for growers who annually sell more than \$1,000 of plants or plant products intended for human consumption and who use only general-use (over-the-counter) pesticides on property owned or leased by them. These include:

- Growers of fruits, vegetables, herbs and grains for human consumption;
- Growers of the above crops who make bread, jam, french fries, wine, cider, juice, etc., or who sell produce to be processed into these products; and
- Greenhouse growers selling fruit, vegetable and herb seedlings.



2) PRIVATE

The *Private* applicator license is for those wishing to purchase and use restricted-use, as well as general-use, pesticides in the production of agricultural commodities on property owned or leased by them. These typically include:

- Farmers
- Greenhouse and nursery operators
- Orchardists
- Christmas tree growers
- Foresters

3) COMMERCIAL

The *Commercial* applicator license is for professionals using any pesticide in a variety of occupations. A commercial license is required in all of the following situations:

- Application of *any* restricted-use pesticide for purposes other than producing an agricultural commodity;
- Use of *any* pesticide as a service for which compensation is received. Examples include lawn and landscape care; tree and shrub care; and home pest control;

COMMERCIAL CONT.

- Use of *any* pesticide in a licensed food or eating establishment;
- Use of *any* pesticide in connection with duties as an official or employee of federal, state or local government, including municipal agencies, schools, universities and housing authorities; and
- Use of *any* pesticide on non-agricultural sites *open to public use*. Property is considered open to use by the public when the owner permits routine access by the public, even if a fee is charged for such use. Examples include office and apartment buildings and grounds; golf courses, campgrounds and other outdoor recreation facilities; hospitals and nursing homes; retail and commercial spaces.

Levels of Commercial Applicator Licensing:

- **Operator**—the minimum requirement for individuals employed as technicians under the supervision of a *licensed master applicator*. The operator license is in effect only if the employing company or organization has at least one licensed master applicator;
- **Master**—required for one individual within each company, organization, branch office or agency. This license is for the person responsible for major pest management decisions, for establishing policies related to proper pesticide use and for employee training and overall work practices, generally the owner, supervisor or manager.

What is a Pesticide?

The term pesticide covers a wide range of products. By definition, a pesticide is any substance used to kill, control or repel undesired insects, weeds fungi, bacteria, rodents or other organisms. Pesticides may be made from natural, biologic, or synthetic ingredients and some are approved for organic use. Pesticides include insecticides (bug killers); herbicides, (weed killers, including 'weed & feed' products); fungicides (disease controls); rodenticides; defoliants; growth regulators; and disinfectants (including mold controls).

Pesticides registered by the U.S. Environmental Protection Agency (EPA) are tested for human and environmental effects and registered for use—these products display an EPA registration number on the label. Some pesticide products are exempt from testing and registration by the EPA but are not exempt from registration by the BPC—these products do not have an EPA registration number on the label and have not been tested. General-use pesticides are available for use by homeowners and gardeners; however in some cases an applicator license is required to use general-use pesticides. Restricted-use pesticides are so designated by the EPA and always require an applicator license for use.

Memo

Warrants

State Payables Warrant 52	9,866.00
Payroll Warrant 53	19,954.16
BMV Warrant 54	11,398.25
AP Warrant 55	167,136.94
BMV Warrant 56	
Payroll Warrant 57	

Please note on AP Warrant 55 the \$112,555.00 for Fire Department Air Packs is mostly covered under a grant received in the amount \$104,904.76, the rest is coming out of reserve.

A / P Warrant

Warrant 52

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
00023 INLAND FISHERIES AND WILDLIFE					
0186	23880	05	April monthly IF&W	4/1/-4/30/2023	
IF&W			G 1-215-00	9,636.00	0.00
	GEN'L FUND / IF&W				
			Vendor Total-	9,636.00	
00349 TREASURER, STATE OF MAINE					
0186	23881	05	Monthly Vitals report	4/1/23-4/30/23	
Vitals Monthly report			G 1-213-00	24.00	0.00
	GEN'L FUND / STATE VITALS				
			Vendor Total-	24.00	
00024 TREASURER, STATE OF MAINE (A.W.)					
0186	23882	05	April Monthly dog report	4/1/23-4/30/23	
ANIMAL REPORT			G 1-210-00	206.00	0.00
	GEN'L FUND / DOG LICENSES				
			Vendor Total-	206.00	
			Prepaid Total-	0.00	
			Current Total-	9,866.00	
			EFT Total-	0.00	
			Warrant Total-	9,866.00	

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

WARRANT: 53

Check	D / D	Check	Employee	Gross Pay
23883	0.00	103.89	966 RYAN A LEVESQUE	112.50
202323883	877.15	0.00	990 CORY D ALEXANDER	1,103.13
202323884	485.74	0.00	172 DANIELLE M BEDARD	1,061.60
202323885	799.60	0.00	20 JARED N BOND	1,069.60
202323886	977.05	0.00	113 TRAVIS S BURTON	1,355.89
202323887	451.01	0.00	244 ANDREW P DAVIDSON	515.79
202323888	525.12	0.00	74 WESLEY M DAY	666.00
202323889	377.36	0.00	232 LESLIE R. DIMICK	446.51
202323890	76.18	0.00	967 DAWSON J DINGUS	82.50
202323891	214.71	0.00	822 LYNDSEY A FISHER	232.50
202323892	530.05	0.00	899 MARY C GRANHOLM	646.00
202323893	430.61	0.00	844 ALAINA B HOOD	512.60
202323894	434.95	0.00	194 CHARLENE G HOULE	545.04
202323895	740.86	0.00	837 DANIEL R MACGLASHING	986.40
202323896	669.66	0.00	845 DEBORAH P NICHOLS	1,071.20
202323897	1,275.58	0.00	03 LORNA DEE NICHOLS	1,661.57
202323898	470.96	0.00	173 AARON L PELKEY	541.84
202323899	1,009.41	0.00	200. NICHOLAS C POOLE	1,463.20
202323900	691.73	0.00	979 HANS CHRISTIAN RASMUSSEN	865.20
202323901	336.13	0.00	892 KIM E RIDEOUT-DAWES	374.80
202323902	973.25	0.00	191 KENNETH J SCHENO	1,196.00
202323903	1,008.32	0.00	07 MARY VOGEL	1,360.00
202323904	0.00	13,355.43	D / D 213 ANDROSCOGGIN SAVINGS BANK	
202323905	0.00	4,093.77	T & A 4 DEPARTMENT OF TREASURY	
202323906	0.00	659.46	T & A 1 TREASURER, STATE OF MAINE	
Total	13,355.43	18,212.55		17,869.87

Put into A/P 6,494.84
Taken out of A/P (4,753.23)
Total Payroll 19,954.16

Count
 Checks 25

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

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

A / P Warrant

Warrant 54

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Amount	
00021 STATE OF MAINE, BMV					
0191	23884	05	BMV REPORT 4/28-5/5/2023		
BMV REPORT 4/28-5/5/2023			G 1-214-00	11,398.25	0.00
			GEN'L FUND / BMV		
			Vendor Total-	11,398.25	
			Prepaid Total-	0.00	
			Current Total-	11,398.25	
			EFT Total-	0.00	
			Warrant Total-	11,398.25	

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

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

Warrant 55

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00030 A.A.A. PORTABLE TOILETS						
0194	23885	05	TOILETS		A55517	
PENNISULA PARK			E 13-10-20-06		150.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
NBFD			E 13-08-20-06		150.00	0.00
			FACILITIES / FD:NB - SERVICES / RENTALS			
CEMETERY			E 12-01-20-06		175.00	0.00
			CEMETERY / CEMETERY - SERVICES / RENTALS			
DEPT FD			E 13-07-20-06		150.00	0.00
			FACILITIES / FD:DEPOT - SERVICES / RENTALS			
			Vendor Total-		625.00	
00193 ARBORMORE TREE SERVICE						
0194	23886	05	CEMETERY TREE PRUNING			
CEMETERY TREE PRUNING			E 12-01-20-07		500.00	0.00
			CEMETERY / CEMETERY - SERVICES / CONTRACTED			
			Vendor Total-		500.00	
00289 AUGUSTA FUEL CORP.						
0194	23887	05	CFAS HEATING		6004388	
CFAS HEATING			E 13-02-20-05		1,320.50	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		1,320.50	
0194	23887	05	TOWN OFFICE HEATING		6004718	
TOWN OFFICE HEATING			E 13-14-20-05		440.34	0.00
			FACILITIES / TOWN OFFICE - SERVICES / HEATING			
			Invoice Total-		440.34	
			Vendor Total-		1,760.84	
00338 B.D.S WASTE DISPOSAL INC						
0194	23888	05	TIRE DISPOSAL		27402	
TIRE DISPOSAL			E 15-05-20-13		336.00	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Vendor Total-		336.00	
00271 BERNSTEIN, SHUR, SAWYER & NELSON						
0194	23889	05	APRIL MONTHLY RETAINER		2023	
APRIL MONTHLY RETAINER			E 01-10-15-02		1,100.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Vendor Total-		1,100.00	
00263 BOB THE PLUMBER, INC.						
0194	23890	05	8 DALTON SUMP PUMP		6888	
8 DALTON SUMP PUMP			E 13-11-35-06		60.00	0.00
			FACILITIES / DALTON - REPAIRS / PLUMBING			
			Invoice Total-		60.00	
0194	23890	05	NBFD WATERLINE		6932	
NBFD WATERLINE			E 13-08-35-08		85.40	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		85.40	
			Vendor Total-		145.40	
00376 CARDMEMBER SERVICES						
0194	23894	05	POSTAGE		6600	
POSTAGE			E 01-10-30-01		100.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		100.00	
0194	23894	05	POSTAGE		7006	
POSTAGE			E 01-10-30-01		100.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		100.00	
0194	23894	05	DOMAIN RENEWAL	6055		
DOMAIN RENEWAL			E 01-10-46-09		12.50	0.00
			GEN'L GOV. / ADMIN - LICENSES / DOMAIN			
			Invoice Total-		12.50	
0194	23894	05	LAMINATING SHEETS	0679		
LAMINATING SHEETS			E 01-10-30-03		65.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		65.00	
0194	23894	05	LIBRARY ZOOM	9612		
LIBRARY ZOOM			E 30-01-20-07		16.95	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			Invoice Total-		16.95	
0194	23894	05	POSTAGE	4430		
POSTAGE			E 01-10-30-01		100.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		100.00	
0194	23894	05	HANGING FILE FOLDERS	6497		
HANGING FILE FOLDERS			E 01-10-30-03		82.30	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		82.30	
0194	23894	05	COLORED COPY PAPER	3368		
COLORED COPY PAPER			E 01-10-30-03		65.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		65.98	
0194	23894	05	YELLOW COPY PAPER	0789		
YELLOW COPY PAPER			E 01-10-30-03		15.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		15.99	
0194	23894	05	FOOD	3284		
FOOD			E 25-30-30-05		176.48	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		176.48	
0194	23894	05	EASTER SUPPLIES	0012		
EASTER SUPPLIES			E 25-30-31-03		109.18	0.00
			RECREATION / REC PROGRAMS - SPECIAL / EASTER			
			Invoice Total-		109.18	
0194	23894	05	SUPPLIES	6814		
SUPPLIES			E 25-30-30-04		91.83	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		91.83	
0194	23894	05	SEA DOGS GAME TICKETS	9747		
SEA DOGS GAME TICKETS			E 25-30-31-01		335.50	0.00
			RECREATION / REC PROGRAMS - SPECIAL / EVENTS			
			Invoice Total-		335.50	
0194	23894	05	GIFT CARD	2196		
GIFT CARD			G 2-543-00		100.00	0.00
			SPEC REVENUE / LIBRARY TRUS			
			Invoice Total-		100.00	
0194	23894	05	POSTAGE	5878		
POSTAGE			E 30-01-30-01		11.65	0.00
			LIBRARY / LIBRARY - SUPPLIES / POSTAGE			
			Invoice Total-		11.65	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0194	23894	05	CLIPS FOR FLAGS		4974	
CLIPS FOR FLAGS			E 13-01-30-04		84.90	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		84.90	
0194	23894	05	SWEEPER		0042	
SWEEPER			E 13-01-20-06		153.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			Invoice Total-		153.00	
0194	23894	05	KEYS		6031	
KEYS			E 13-01-30-04		26.96	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		26.96	
0194	23894	05	F250 MAINTENANCE		9103	
F250 MAINTENANCE			E 13-01-35-02		144.17	0.00
			FACILITIES / GENERAL - REPAIRS / FM TRUCK			
			Invoice Total-		144.17	
0194	23894	05	FACILITY SUPPLIES		2707	
FACILITY SUPPLIES			E 13-01-30-04		188.34	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		188.34	
0194	23894	05	NBFD PAINT		8761	
NBFD PAINT			E 13-08-35-08		50.71	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		50.71	
0194	23894	05	NBFD PAINT		7144	
NBFD PAINT			E 13-08-35-08		55.74	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		55.74	
0194	23894	05	AIR COMPRESSOR LICENSING		4809	
AIR COMPRESSOR LICENSING			E 05-05-14-07		37.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Invoice Total-		37.00	
0194	23894	05	SHELVES		5977	
SHELVES			E 05-05-40-04		219.98	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		219.98	
0194	23894	05	NBFD SCANNER		5678	
NBFD SCANNER			E 05-05-40-04		97.09	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		97.09	
0194	23894	05	BRACKETS, WHITE BOARD		3250	
BRACKETS, WHITE BOARD			E 05-05-30-03		112.73	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			Invoice Total-		112.73	
0194	23894	05	ORGANIZERS NBFD		4653	
ORGANIZERS NBFD			E 05-05-30-03		41.26	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			Invoice Total-		41.26	
0194	23894	05	EXIT SIGN		6409	
EXIT SIGN			E 13-09-35-08		23.97	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Invoice Total-		23.97	
0194	23894	05	TOOL ORGANIZER		0542	
TOOL ORGANIZER			E 15-05-30-04		40.98	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	40.98	
0194	23894	05	RADIOS AND EAR MUFFS	6409		
RADIOS AND EAR MUFFS			E 15-05-30-04		105.97	0.00
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	105.97	
0194	23894	05	WATER	9215		
WATER			E 15-05-30-04		21.96	0.00
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
				Invoice Total-	21.96	
0194	23894	05	OPERATING SUPPLIES	9786		
OPERATING SUPPLIES			E 13-01-30-04		16.48	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
				Invoice Total-	16.48	
				Vendor Total-	2,804.60	
00020 CENTRAL MAINE POWER						
0194	23895	05	STREET LIGHT ELECTRICITY	710001721286		
STREET LIGHT ELECTRICITY			E 05-25-20-04		149.50	0.00
PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY						
				Invoice Total-	149.50	
0194	23895	05	TS ELECTRICITY	723001570795		
TS ELECTRICITY			E 13-09-20-04		755.46	0.00
FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY						
				Invoice Total-	755.46	
				Vendor Total-	904.96	
00099 CHARTER COMMUNICATIONS						
0194	23896	05	NBCC INTERNET	0010732042523		
NBCC INTERNET			E 13-03-20-01		118.00	0.00
FACILITIES / NBCC - SERVICES / COMMUNICATIO						
				Vendor Total-	118.00	
00663 CIVICPLUS						
0194	23897	05	WEBSITE 2023	262094		
WEBSITE 2023			E 01-10-46-10		2,025.84	0.00
GEN'L GOV. / ADMIN - LICENSES / WEBSITE						
				Vendor Total-	2,025.84	
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0194	23898	05	KUBOTA TRACTOR WITH RAKE	1583		
KUBOTA TRACTOR WITH RAKE			E 12-01-20-07		150.00	0.00
CEMETERY / CEMETERY - SERVICES / CONTRACTED						
				Invoice Total-	150.00	
0194	23898	05	NBFD WORK	1579		
NBFD WORK			E 13-08-35-08		634.00	0.00
FACILITIES / FD:NB - REPAIRS / BUILDING						
				Invoice Total-	634.00	
				Vendor Total-	784.00	
00139 FIRE TECH & SAFETY						
0194	23899	05	FD AIR PACKS	212297		
FD AIR PACKS			G 3-588-00		112,555.00	0.00
CAPITAL PROJ / FD TRUCK						
				Vendor Total-	112,555.00	
00066 GENERATORS OF MAINE, INC						
0194	23900	05	NBFD HORN SYSTEM	3074		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
NBFD HORN SYSTEM			E 13-08-35-08		140.00	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Vendor Total-		140.00	
00000 GENNESS, CLAY M						
0194	23901	05	EXCISE REIMBURSEMENT			
EXCISE REIMBURSEMENT			R 01-13		10.60	0.00
			GEN'L GOV. - EXCISE - MV			
			Vendor Total-		10.60	
00009 HAMMOND LUMBER COMPANY						
0194	23902	05	NBFD PAINT	6547629		
NBFD PAINT			E 13-08-35-08		63.74	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		63.74	
0194	23902	05	NBFD PAINT AND ROLLER	6555243		
NBFD PAINT AND ROLLER			E 13-08-35-08		141.46	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		141.46	
0194	23902	05	GLOSS NBFD	6518659		
GLOSS NBFD			E 13-08-35-08		175.28	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		175.28	
0194	23902	05	PAINT, VARNISH	6506983		
PAINT, VARNISH			E 13-08-35-08		97.71	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		97.71	
0194	23902	05	NBFD PAINT	6524545		
NBFD PAINT			E 13-08-35-08		60.74	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		60.74	
0194	23902	05	NBFD PAINT	6529791		
NBFD PAINT			E 13-08-35-08		26.33	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		26.33	
			Vendor Total-		565.26	
00077 HARRIS COMPUTER SYSTEMS						
0194	23903	05	TRIO SKETCH INSTALL	00001619		
TRIO SKETCH INSTALL			E 01-10-46-02		466.79	0.00
			GEN'L GOV. / ADMIN - LICENSES / HARRIS			
			Invoice Total-		466.79	
0194	23903	05	TRIO SKETCH SOFTWARE	0001869		
TRIO SKETCH SOFTWARE			E 01-10-46-02		2,829.50	0.00
			GEN'L GOV. / ADMIN - LICENSES / HARRIS			
			Invoice Total-		2,829.50	
			Vendor Total-		3,296.29	
00435 IMAGE TREND, INC						
0194	23904	05	EMS SOFTWARE	141740		
EMS SOFTWARE			E 05-05-14-07		175.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Vendor Total-		175.00	
00267 IRVING OIL CORPORATION						
0194	23905	05	FACILITY FUEL	35008732		
FACILITY FUEL			E 13-01-30-02		576.29	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	576.29	
0194	23905	05	FD FUEL	35008730		
FD FUEL			E 05-05-30-02		50.94	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL				Invoice Total-	50.94	
				Vendor Total-	627.23	
00189 KENNEBEC VALLEY COUNCIL OF						
0194	23906	05	2023 MEMBERSHIP			
2023 MEMBERSHIP			E 01-10-14-02		8,237.00	0.00
GEN'L GOV. / ADMIN - MEMBERSHIP / KVCOG				Vendor Total-	8,237.00	
00615 KOFILE TECHNOLOGIES						
0194	23907	05	RECORD PRESERVATION	10908		
RECORD PRESERVATION			E 01-10-31-01		3,110.00	0.00
GEN'L GOV. / ADMIN - SPECIAL / EVENTS				Vendor Total-	3,110.00	
00638 LEAF						
0194	23908	05	CFAS COPIER	14666012		
CFAS COPIER			E 25-30-20-07		43.94	0.00
RECREATION / REC PROGRAMS - SERVICES / CONTRACTED				Invoice Total-	43.94	
0194	23908	05	TOWN OFFICE COPIER	14708502		
TOWN OFFICE COPIER			E 01-10-20-07		155.98	0.00
GEN'L GOV. / ADMIN - SERVICES / CONTRACTED				Invoice Total-	155.98	
				Vendor Total-	199.92	
00002 MAINE MUNICIPAL ASSOCIATION						
0194	23909	05	UNEMPLOYMENT	44749		
UNEMPLOYMENT			E 23-20-99-99		571.25	0.00
INSURANCE / UNEMPLOYMENT - EXPENSE / EXPENSE				Vendor Total-	571.25	
00582 MAINE TECHNOLOGY GROUP						
0194	23910	05	MAY IT SERVICES	31680		
MAY IT SERVICES			E 01-10-15-03		1,960.85	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT				Vendor Total-	1,960.85	
00057 MAINEGENERAL MEDICAL CENTER						
0194	23911	05	PHARMACY CHARGES	CI0007663		
PHARMACY CHARGES			E 05-05-30-07		158.95	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS				Vendor Total-	158.95	
00256 MODERN PEST SERVICES						
0194	23912	05	NBCC PEST CONTROL	5772169		
NBCC PEST CONTROL			E 13-03-20-12		66.00	0.00
FACILITIES / NBCC - SERVICES / PEST CONTROL				Vendor Total-	66.00	
00000 NATIVE NOTIONS						
0194	23913	05	BECK BENCH INSTALLATION			
BECK BENCH INSTALLATION			R 25-09		960.00	0.00
RECREATION - BENCH DONA				Vendor Total-	960.00	
00387 OVERHEAD DOOR COMPANY						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0194	23914	05	NBFD GARAGE DOORS			
NBFD GARAGE DOORS			E 13-08-35-14		825.65	0.00
			FACILITIES / FD:NB - REPAIRS / DOORS			
			Vendor Total-		825.65	
00182 PIKE INDUSTRIES, INC.						
0194	23915	05	CRUSHED STONE	1226152		
CRUSHED STONE			E 10-01-30-13		296.46	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED			
			Invoice Total-		296.46	
0194	23915	05	CRUSH STONE	1224478		
CRUSH STONE			E 10-01-30-13		1,742.06	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED			
			Invoice Total-		1,742.06	
0194	23915	05	CRUSHED STONE	1226587		
CRUSHED STONE			E 10-01-30-13		605.35	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED			
			Invoice Total-		605.35	
			Vendor Total-		2,643.87	
00040 POWER EQUIPMENT PLUS						
0194	23916	05	RESCUE PUMP	990030536		
RESCUE PUMP			E 05-05-35-01		344.48	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			Invoice Total-		344.48	
0194	23916	05	BLADES	99227328		
BLADES			E 13-01-30-04		87.98	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		87.98	
0194	23916	05	OIL FILTER	99227545		
OIL FILTER			E 13-01-30-04		44.85	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		44.85	
0194	23916	05	AIR FILTER	23751		
AIR FILTER			E 13-01-30-04		83.91	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		83.91	
			Vendor Total-		561.22	
00000 R&S MARINE REPAIRS						
0194	23917	05	BOAT EXCISE REIMBURSMNT			
BOAT EXCISE REIMBURSMNT			R 01-14		71.20	0.00
			GEN'L GOV. - EXCISE -BOAT			
			Vendor Total-		71.20	
00775 RASMUSSEN, HANS						
0194	23918	05	MILEAGE REIMBURSMNT 235	APRIL 2023		
MILEAGE REIMBURSMNT 235			E 01-20-20-02		108.10	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Vendor Total-		108.10	
00003 REGISTRY OF DEEDS						
0194	23919	05	5 LIEN DISCHARGES			
5 LIEN DISCHARGES			E 01-10-47-01		95.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		95.00	
00385 RJD APPRAISAL						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0194	23920	05	MAY ASSESSING SERVICES	2023		
MAY ASSESSING SERVICES	E 01-10-15-04				2,312.50	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING					
			Vendor Total-		2,312.50	
00612 SPECTRUM ENTERPRISE						
0194	23921	05	TOWN OFFICE INTERNET	084051401050123		
TOWN OFFICE INTERNET	E 01-10-20-01				152.28	0.00
	GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO					
			Vendor Total-		152.28	
00424 STEVENS, JASON						
0194	23922	05	GRADE, ADD GRAVEL	4/30/2023		
GRADER 9HRS	E 10-01-20-06				972.00	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
ROLLER 6 HRS	E 10-01-20-06				566.88	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
18 YD TRUCK 9HRS	E 10-01-20-06				846.63	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
			Invoice Total-		2,385.51	
0194	23922	05	SWEEPING ROAD	4/23/2023		
1 TON 29 HRS	E 10-01-20-06				1,860.64	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
SKID STEER 29HRS	E 10-01-20-06				2,054.94	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
SWEeper 29HRS	E 10-01-20-06				870.00	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
18 YS TRUCK 6HRS	E 10-01-20-06				564.42	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
			Invoice Total-		5,350.00	
			Vendor Total-		7,735.51	
00048 TREASURER, STATE OF MAINE						
0194	23923	05	PLUMBING PERMITS			
PLUMBING PERMITS	G 1-211-00				137.50	0.00
	GEN'L FUND / PLUMB. PERM.					
			Vendor Total-		137.50	
00379 TREASURER, STATE OF MAINE						
0194	23924	05	FD FUEL	23BG0056704		
FD FUEL	E 05-05-30-02				845.40	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL					
			Vendor Total-		845.40	
00265 UNITED STATES CELLULAR						
0194	23925	05	COMMUNICATIONS	0577246039		
FACILITIES	E 13-01-20-01				67.19	0.00
	FACILITIES / GENERAL - SERVICES / COMMUNICATIO					
TOWN MANAGER	E 01-15-20-01				31.40	0.00
	GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO					
FIRE RESCUE	E 05-05-20-01				31.40	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO					
CEO	E 01-20-20-01				31.40	0.00
	GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNICATIO					
TRANSFER STATION	E 15-05-20-01				31.40	0.00
	SOLID WASTE / WASTE - SERVICES / COMMUNICATIO					
FACILITIES	E 13-01-20-01				65.54	0.00
	FACILITIES / GENERAL - SERVICES / COMMUNICATIO					
FD HOT SPOT	E 05-05-20-01				40.31	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO					

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Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount	Encumbrance	
			Vendor Total-	298.64	
00013 WASTE MANAGEMENT OF					
0194	23926	05	CFAS DUMPSTER	2065951-2080-2	
CFAS DUMPSTER	E 25-30-20-06			92.74	0.00
			RECREATION / REC PROGRAMS - SERVICES / RENTALS		
			Invoice Total-	92.74	
0194	23926	05	MIXED WASTE DISPOSAL	2066516-2080-2	
MIXED WASTE DISPOSAL	E 15-05-20-13			6,474.57	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL		
			Invoice Total-	6,474.57	
0194	23926	05	DEMO WASTE DISPOSAL	2066517-2080-0	
DEMO WASTE DISPOSAL	E 15-05-20-13			714.81	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL		
			Invoice Total-	714.81	
			Vendor Total-	7,282.12	
00369 WB MASON CO, INC					
0194	23927	05	NOTEPADS	238176104	
NOTEPADS	E 01-10-30-03			49.96	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE		
			Vendor Total-	49.96	
00125 ZOLL MEDICAL CORPORATION					
0194	23928	05	MAINTENANCE	90074111	
MAINTENANCE	E 05-05-14-07			280.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD		
			Vendor Total-	280.00	
			Prepaid Total-	0.00	
			Current Total-	167,136.94	
			EFT Total-	0.00	
			Warrant Total-	167,136.94	

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
01 GEN'L GOV.		
01-0 GEN'L GOV. / NO DIVISION CONT'D		
00271 - BERNSTEIN, SHUR, SAWYER & NELS	1,100.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00000 - GENNESS, CLAY M	10.60	R 01-13 GEN'L GOV. - EXCISE - MV
00077 - HARRIS COMPUTER SYSTEMS	466.79	E 01-10-46-02 GEN'L GOV. / ADMIN - LICENSES / HARRIS
00077 - HARRIS COMPUTER SYSTEMS	2,829.50	E 01-10-46-02 GEN'L GOV. / ADMIN - LICENSES / HARRIS
00189 - KENNEBEC VALLEY COUNCIL OF	8,237.00	E 01-10-14-02 GEN'L GOV. / ADMIN - MEMBERSHIP / KVCOG
00582 - MAINE TECHNOLOGY GROUP	1,960.85	E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT
00612 - SPECTRUM ENTERPRISE	152.28	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00385 - RJD APPRAISAL	2,312.50	E 01-10-15-04 GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING
00000 - R&S MARINE REPAIRS	71.20	R 01-14 GEN'L GOV. - EXCISE -BOAT
00775 - RASMUSSEN, HANS	108.10	E 01-20-20-02 GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPOR
00003 - REGISTRY OF DEEDS	95.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00265 - UNITED STATES CELLULAR	31.40	E 01-15-20-01 GEN'L GOV. / MANAGER - SERVICES / COMMUNICATI
00265 - UNITED STATES CELLULAR	31.40	E 01-20-20-01 GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUN
00638 - LEAF	155.98	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	65.98	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	15.99	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00615 - KOFIELD TECHNOLOGIES	3,110.00	E 01-10-31-01 GEN'L GOV. / ADMIN - SPECIAL / EVENTS
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	100.00	E 01-10-30-01 GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE
00376 - CARDMEMBER SERVICES	12.50	E 01-10-46-09 GEN'L GOV. / ADMIN - LICENSES / DOMAIN
00376 - CARDMEMBER SERVICES	65.00	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00663 - CIVICPLUS	2,025.84	E 01-10-46-10 GEN'L GOV. / ADMIN - LICENSES / WEBSITE
00376 - CARDMEMBER SERVICES	82.30	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00369 - WB MASON CO, INC	49.96	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
Division Total-	23,290.17	
Department Total-	23,290.17	

05 PUBLIC SAFETY

05-0 PUBLIC SAFETY / NO DIVISION CONT'D

00376 - CARDMEMBER SERVICES	219.98	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00435 - IMAGE TREND, INC	175.00	E 05-05-14-07 PUBLIC SAFETY / FD/ RSC DEPT - MEMBERSHIP / FD
00125 - ZOLL MEDICAL CORPORATION	280.00	E 05-05-14-07 PUBLIC SAFETY / FD/ RSC DEPT - MEMBERSHIP / FD
00057 - MAINEGENERAL MEDICAL CENTER	158.95	E 05-05-30-07 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / EMS
00376 - CARDMEMBER SERVICES	37.00	E 05-05-14-07 PUBLIC SAFETY / FD/ RSC DEPT - MEMBERSHIP / FD
00376 - CARDMEMBER SERVICES	97.09	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00376 - CARDMEMBER SERVICES	112.73	E 05-05-30-03 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OFFICE
00376 - CARDMEMBER SERVICES	41.26	E 05-05-30-03 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OFFICE
00265 - UNITED STATES CELLULAR	40.31	E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN
00265 - UNITED STATES CELLULAR	31.40	E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN
00379 - TREASURER, STATE OF MAINE	845.40	E 05-05-30-02 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / FUEL
00040 - POWER EQUIPMENT PLUS	344.48	E 05-05-35-01 PUBLIC SAFETY / FD/ RSC DEPT - REPAIRS / EQUIPMEI
00267 - IRVING OIL CORPORATION	50.94	E 05-05-30-02 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / FUEL
00020 - CENTRAL MAINE POWER	149.50	E 05-25-20-04 PUBLIC SAFETY / STREET LIGHT - SERVICES / ELECTRI
Division Total-	2,584.04	
Department Total-	2,584.04	

10 PUBLIC WORKS

10-0 PUBLIC WORKS / NO DIVISION CONT'D

00182 - PIKE INDUSTRIES, INC.	296.46	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
00182 - PIKE INDUSTRIES, INC.	1,742.06	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
00424 - STEVENS, JASON	972.00	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	566.88	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS

Department Summary

Vendor	Amount	Account
10 PUBLIC WORKS CONT'D		
10-0 PUBLIC WORKS / NO DIVISION CONT'D		
00424 - STEVENS, JASON	846.63	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	1,860.64	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	2,054.94	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	870.00	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	564.42	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00182 - PIKE INDUSTRIES, INC.	605.35	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
Division Total-	10,379.38	
Department Total-	10,379.38	
12 CEMETERY		
12-0 CEMETERY / NO DIVISION CONT'D		
00107 - DAVID HALLOWELL CONSTRUCTION	150.00	E 12-01-20-07 CEMETERY / CEMETERY - SERVICES / CONTRACTED
00193 - ARBORMORE TREE SERVICE	500.00	E 12-01-20-07 CEMETERY / CEMETERY - SERVICES / CONTRACTED
00030 - A.A.A. PORTABLE TOILETS	175.00	E 12-01-20-06 CEMETERY / CEMETERY - SERVICES / RENTALS
Division Total-	825.00	
Department Total-	825.00	
13 FACILITIES		
13-0 FACILITIES / NO DIVISION CONT'D		
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-07-20-06 FACILITIES / FD:DEPOT - SERVICES / RENTALS
00289 - AUGUSTA FUEL CORP.	1,320.50	E 13-02-20-05 FACILITIES / CFAS - SERVICES / HEATING
00263 - BOB THE PLUMBER, INC.	60.00	E 13-11-35-06 FACILITIES / DALTON - REPAIRS / PLUMBING
00263 - BOB THE PLUMBER, INC.	85.40	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-10-20-06 FACILITIES / PARKS - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-08-20-06 FACILITIES / FD:NB - SERVICES / RENTALS
00066 - GENERATORS OF MAINE, INC	140.00	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	63.74	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	141.46	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	175.28	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	97.71	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	60.74	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00009 - HAMMOND LUMBER COMPANY	26.33	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00256 - MODERN PEST SERVICES	66.00	E 13-03-20-12 FACILITIES / NBCC - SERVICES / PEST CONTROL
00040 - POWER EQUIPMENT PLUS	87.98	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00040 - POWER EQUIPMENT PLUS	44.85	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00040 - POWER EQUIPMENT PLUS	83.91	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00387 - OVERHEAD DOOR COMPANY	825.65	E 13-08-35-14 FACILITIES / FD:NB - REPAIRS / DOORS
00020 - CENTRAL MAINE POWER	755.46	E 13-09-20-04 FACILITIES / TRANSFER STA - SERVICES / ELECTRICI
00107 - DAVID HALLOWELL CONSTRUCTION	634.00	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00267 - IRVING OIL CORPORATION	576.29	E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL
00265 - UNITED STATES CELLULAR	67.19	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
00099 - CHARTER COMMUNICATIONS	118.00	E 13-03-20-01 FACILITIES / NBCC - SERVICES / COMMUNICATIO
00265 - UNITED STATES CELLULAR	65.54	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
00289 - AUGUSTA FUEL CORP.	440.34	E 13-14-20-05 FACILITIES / TOWN OFFICE - SERVICES / HEATING
00376 - CARDMEMBER SERVICES	84.90	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	153.00	E 13-01-20-06 FACILITIES / GENERAL - SERVICES / RENTALS
00376 - CARDMEMBER SERVICES	26.96	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	144.17	E 13-01-35-02 FACILITIES / GENERAL - REPAIRS / FM TRUCK
00376 - CARDMEMBER SERVICES	188.34	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	50.71	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	55.74	E 13-08-35-08 FACILITIES / FD:NB - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	23.97	E 13-09-35-08 FACILITIES / TRANSFER STA - REPAIRS / BUILDING
00376 - CARDMEMBER SERVICES	16.48	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING

Department Summary

Vendor	Amount	Account
Division Total-	7,130.64	
Department Total-	7,130.64	
15 SOLID WASTE		
15-0 SOLID WASTE / NO DIVISION CONT'D		
00376 - CARDMEMBER SERVICES	40.98	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	105.97	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00376 - CARDMEMBER SERVICES	21.96	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
00013 - WASTE MANAGEMENT OF	6,474.57	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00013 - WASTE MANAGEMENT OF	714.81	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00265 - UNITED STATES CELLULAR	31.40	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATIO
00338 - B.D.S WASTE DISPOSAL INC	336.00	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
Division Total-	7,725.69	
Department Total-	7,725.69	
23 INSURANCE		
23-0 INSURANCE / NO DIVISION CONT'D		
00002 - MAINE MUNICIPAL ASSOCIATION	571.25	E 23-20-99-99 INSURANCE / UNEMPLOYMENT - EXPENSE / EXPENSE
Division Total-	571.25	
Department Total-	571.25	
25 RECREATION		
25-0 RECREATION / NO DIVISION CONT'D		
00638 - LEAF	43.94	E 25-30-20-07 RECREATION / REC PROGRAMS - SERVICES / CONTRA
00013 - WASTE MANAGEMENT OF	92.74	E 25-30-20-06 RECREATION / REC PROGRAMS - SERVICES / RENTAL
00376 - CARDMEMBER SERVICES	176.48	E 25-30-30-05 RECREATION / REC PROGRAMS - SUPPLIES / FOOD/M
00376 - CARDMEMBER SERVICES	109.18	E 25-30-31-03 RECREATION / REC PROGRAMS - SPECIAL / EASTER
00376 - CARDMEMBER SERVICES	91.83	E 25-30-30-04 RECREATION / REC PROGRAMS - SUPPLIES / OPERAT
00376 - CARDMEMBER SERVICES	335.50	E 25-30-31-01 RECREATION / REC PROGRAMS - SPECIAL / EVENTS
00000 - NATIVE NOTIONS	960.00	R 25-09 RECREATION - BENCH DONA
Division Total-	1,809.67	
Department Total-	1,809.67	
30 LIBRARY		
30-0 LIBRARY / NO DIVISION CONT'D		
00376 - CARDMEMBER SERVICES	16.95	E 30-01-20-07 LIBRARY / LIBRARY - SERVICES / CONTRACTED
00376 - CARDMEMBER SERVICES	11.65	E 30-01-30-01 LIBRARY / LIBRARY - SUPPLIES / POSTAGE
Division Total-	28.60	
G/L Account Total	28.60	
G/L Accounts		
G/L Accounts-0 / NO DIVISION CONT'D		
00048 - TREASURER, STATE OF MAINE	137.50	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00376 - CARDMEMBER SERVICES	100.00	G 2-543-00 SPEC REVENUE / LIBRARY TRUS
00139 - FIRE TECH & SAFETY	112,555.00	G 3-588-00 CAPITAL PROJ / FD TRUCK
Division Total-	112,792.50	
G/L Account Total	112,792.50	
Final Total-	167,136.94	

TM Report 05/16/2023

RSU 18 Budget Meeting – Will be held May 18 at 6 p.m., Messalonskee High School Performing Arts Center, 131 Messalonskee High Drive, Oakland for the purpose of determining the Budget Meeting Articles.

Memorial Day planting – Volunteers will meet May 25 at 9 a.m. at the Old Town House to plant flowers at the cemeteries for Memorial Day. In the event of inclement weather, the planting will be done May 26. Contact Mary Vogel for more information.

Village Green Craft Fair Series – May 28 from 9 a.m. to 2 p.m. Contact Dan MacGlashing for more information. Additional dates: June 25, July 30, August 27, September 24, October 7.

Book Signing – the Belgrade Historical Society will hold a book signing by author Eric Hooglund for the newly released photo history of Belgrade on June 3 from 10 a.m. – 12 noon. Books are available for purchase (\$22.00). Contact Diane Dowd for more information.

Plant Swap – The Senior Resources Committee is holding a plant swap (indoor/outdoor plants and seedlings) on June 3 from 10 a.m. to 12 noon at the North Belgrade Community Center. Contact Mary Vogel for more information.

First Responders Memorial Dedication - scheduled for Sunday, June 4 at 2 p.m. Contact Mac Stucco for more information.

Browntail Moth - A grant application will be finalized and submitted by the due date of May 16 for all municipal properties in the Town of Belgrade.

Dams Committee - Attended the May 8 meeting of the Dams Committee. After so much rain and the issues caused, it looks like things are finally getting back to normal. Dick Greenan, Chair of the Committee will be doing a dams tour in a couple of weeks – I will be attending to learn more about how they are all connected and better understand how each affects our lakes and ponds.

Department Head Meeting - Held May 4, we discussed items from the May 2 Selectboard meeting; their preference for holidays as discussed at the May 2 meeting; an employee appreciation / summer kick-off lunch for employees.

North Belgrade Fire Station Dedication – Attended Saturday, May 6. Well planned and attended by friends, family and community leaders; incredibly beautiful. A great tribute in honor of Rick Damren.

CivicPlus permit and code enforcement module demo – Hans and I were able to see a demo of the CivicPlus modules. The current iWorq system has limited capabilities, our website provider offers an upgraded system that works with our site and future GIS map data to help populate the modules as well. The first year set-up costs and fees could be covered under Rescue Plan funds in the amount of \$16,400 and then budgeted going forward for the annual fee. We currently spend \$3,500 annually for the iWorq system. I have a request in to see if any of the annual fee for iWorq can be refunded if the Board chose to go with CivicPlus. I hope to bring this to the Board at a future meeting for consideration.

Information building – information / updates were provided to the Board this week. The Town does not own the land or building, the historical society may have some interest in it.

Railroad – I had several calls about the washed-out tracks and emergency repair work done. DEP is involved and we have provided additional concerns and photos from our residents to them.

Lakes station – paving was done May 10.

Facilities – we have two new employees who started this week. We currently run two vehicles, with four employees – a third vehicle would help tremendously. A 2-ton truck could also be used in the winter with a plow and sander. I have Cory checking on pricing and availability for a new F550 which could also fall under Rescue Plan Funds if the Board approves.

Volunteer Flower Group – They are planning to be a private group and accept donations for materials to put some planters around town, recruit volunteers. Once they are ready, we will schedule them for a future Selectboard agenda for discussion, consideration, and approval from the Board to proceed.

Water District – we have one trustee appointed, I reached out to a resident to see if there is any interest in serving and am waiting to hear back. If they would like to be appointed, we will need one more to fill the three positions. I touched base with the State on the design plans – they are in the contractual process with the design engineering firm now and hope to have the paperwork finalized soon. On a parallel front, they met with a driller at 19 Depot Road to locate the new well site and should be drilling in the near term. They have also collected a sample from the Pinkham Cove (new possible contamination) property and will notify us when they have the results.

On the radar

Water Trustee appointments (2 positions open)

Dalton management and lease agreements

Comprehensive Plan Committee / Plan updates

GIS mapping (digitized maps and parcel data)

LD 2003

Possible Broadband Committee

Strategic Planning/Goals for 2023

Talking Sign – waiting for repairs

PSAP Service – confirm provider to state by end of June

4 Day Work Week / Preferred Employer

Permit/Code Enforcement Modules – updates

F550 Truck for Facilities



code enforcement,
permitting, and licensing

Permitting & Code Enforcement

Belgrade, Maine

PRESENTED BY:

David Hall, Account Executive

May 11, 2023



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



Contact

David Hall
Account Executive
david.hall@civicplus.com
410.903.3845



Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

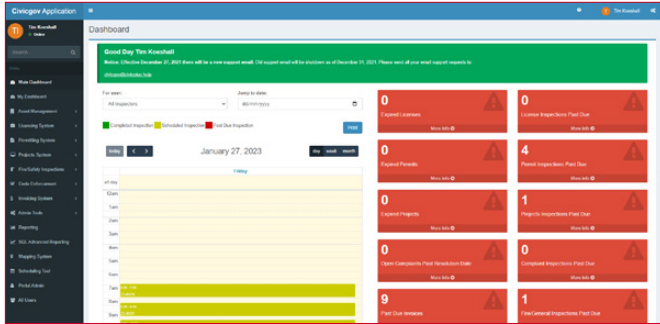
Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

The CivicPlus Code Enforcement, Permitting, and Licensing solution streamlines the zoning, building, and inspection process enabling departments to collaborate and providing resident and business digital self-service functionality.



A MODULAR SOLUTION DESIGNED TO SCALE

Whether your organization's requirements are simple and straight forward or more complex and far-reaching, our integrated yet independently modular offering allows us to tailor a solution that fits your needs. Key features that are available as **either stand-alone modules or an integrated suite** include:



Permitting

A complete solution to submit, review, approve, and issue permits.



Planning & Zoning

Robust functionality to manage the intricacies of new subdivisions, plats, site plans, and other projects.



Code Enforcement

Process complaints and track violations end to end from initial inspection and notice of violation through citation processing, court proceedings, and resolution.



Business License

Create and manage license applications, renewals, payments, inspections, and contractor credentials.



Fire & Life Safety Inspections

Conduct and schedule one-time and cyclical reoccurring inspections across your organization. Generate inspection failure notices and track court appearances.



Value-Added Features

Premium features and integrations are available for ESRI-based GIS systems, digital plan review software, local/state/federal codes, payment providers, and other third-party, back-office systems.



Proposed Modules

Permitting

Create Unlimited Permit Applications

- Customize types and sub-types (commercial, residential, etc.)
- Upload and track application documents and photos
- Track standard fields and/or customer-defined additional fields

Manage Properties, Buildings, & Occupants

- Populate system with tax parcels, buildings, and suites
- Track permits related to properties, property owners, contractors, business owners, and occupants

Allow Online Submission of Permit Applications

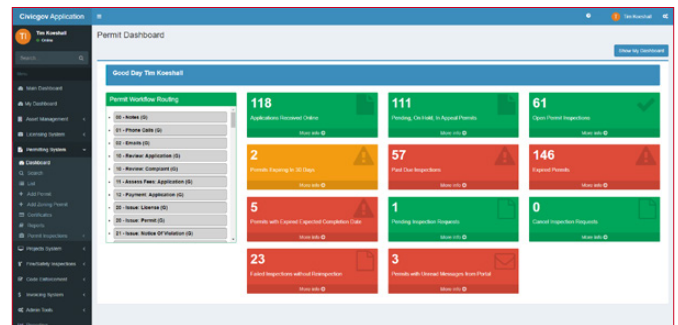
- Enable/disable online submittal on a per-permit basis
- Standardized online template and document upload capability

Enable End-to-End Review & Approval (Case Management)

- Application reviews for one or more departments
- Inspections, financial reviews, and board reviews
- Override routing and final approval authority

Schedule & Conduct Inspections

- Select inspection type, track status, and assign inspectors
- Take and store photos of inspection results
- Attach codes (local municipal codes, state, federal)
- Personalized “Today’s Inspections” area for each inspector



Create Digital Checklists

- Customize checklists based on type and sub-type

Collect Permit Fees

- Assign fees, generate invoices, complete transactions, issue receipts
- Complete credit card transactions using a CivicPlus Pay authorized payment gateway
- Export transaction details to be imported to financial software

Generate Permits & Certificates

- Permits, temporary certificates, certificates of occupancy and inspection reports

Track Contractors, Insurance Requirements, & Contacts

- Ensure contractor insurance requirements are met for a given permit application
- Track multiple permit-related points of contact

Track Related Projects

Generate Reports (CSV, PDF, HTML)

Integrates with Our Planning & Zoning and Code Enforcement Modules



Code Enforcement

Track Detailed Complaint & Violation Records

- Customize complaint/violation types and sub-types
- Upload and track application documents and photos
- Track complaints/violations via standard data fields or customer-defined additional fields

Manage Properties, Buildings, & Occupants

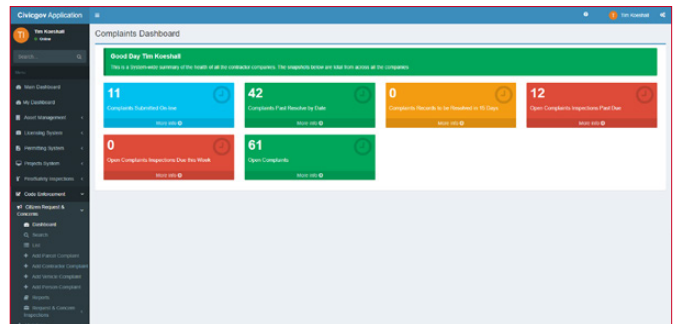
- Populate system with tax parcels, buildings, and suites
- Track complaints and violations related to properties, property owners, contractors, business owners, and occupants

Submit Online or Manual Complaints & Violations

- Online public submission
- Manual staff submission (walk-ins, phone, email requests)

Schedule & Conduct Inspections

- Select inspection type, track status, and assign inspectors
- Take and store photos of inspection results
- Attach codes (local municipal codes, state, federal)
- Personalized “Today’s Inspections” area for each inspector

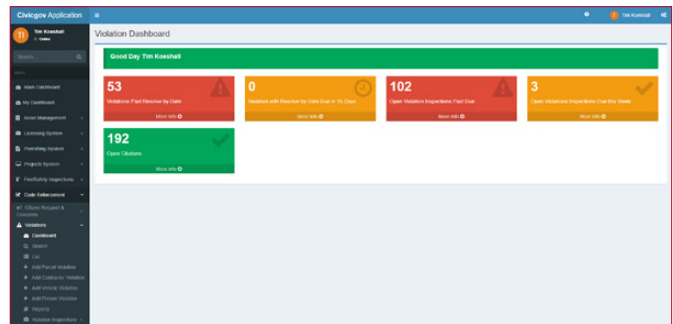


Track Court Hearings

- Hearing date/time, ticket/docket number, judge, notes

Issue Fines & Collect Payment

- Assign fees, generate invoice, complete transaction, issue receipt
- Complete credit card transactions using a CivicPlus Pay authorized payment gateway
- Export transaction details to be imported to financial software



Enable End-to-End Review & Approval (Case Management)

- Track from initial inspection, notice of violation, re-inspection, citation processing, court proceedings, and final resolution

Generate Citation Notices of Violation/Citation Letters

- Send via email or certified mail

Generate Reports (CSV, PDF, HTML)

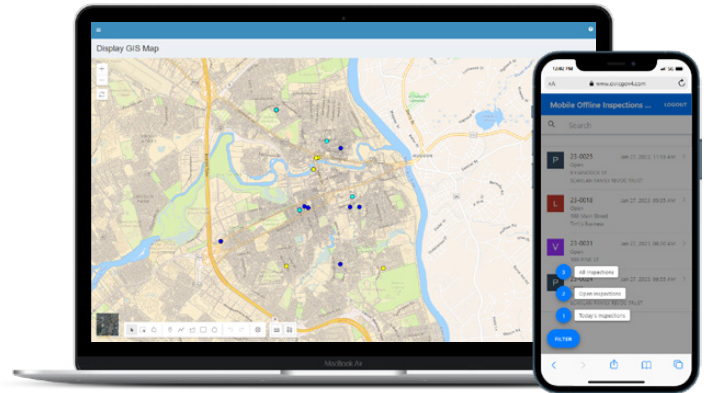
Integrates with Our Business License Module



Value-Added Features

CivicPlus has various features and services that Belgrade can leverage to streamline your system. Below is a complete list of all the features available to you that will amplify your experience. A list of features we have included in your proposed project are on page 11. Please reach out for additional information.

- CivicPlus/Municode Code Repository Integration
- SeeClickFix 311 CRM to Code Enforcement module integration
- ICC Code Repository Integration
- CivicPlus Pay Integration – Credit Card Processing
- Premium GIS (ESRI) Mapping Integration
- Mobile App - Offline Inspections
- Bluebeam REVU integration
- Third-party API integrations
- Additional Department/Groups



Additional Professional Services

CivicPlus offers the following enhancements to streamline your implementation experience. A list of services we have included in our proposed project are on page 11. Please reach out for additional information.

- Data Imports (historical records, contractor data, third-party codes, etc.)
- Additional Training
- Additional Configuration Items (Additional custom checklists, certificates, online fillable forms, etc.)
- Custom Development

Implementation

Permitting

PROJECT TIMELINE ESTIMATE

A typical Permitting project takes 8-16 weeks. Please note that actual timelines vary based on size of organization and final scope of services.

Phases	Timeframe
Requirements	1 Week
Configuration & Data Import	4-12 Weeks
Testing	1 Week
Training	1-2 Weeks
Go-Live	1 Week

INCLUDED PROJECT TASKS/MILESTONES

- Tax parcel setup via GIS (ESRI) endpoint or customer-provided import files
- CivicPlus Code of Ordinances integration
- Permit directory setup (permit types and use/sub-types)
- One department setup included per module
- Inspection setup
- Digital checklist setup (five included)
- Certificates and letters setup (five included)
- Review and approval process setup
- Public permit directory setup
- One standardized building application form
- One standardized electrical application form
- One standardized mechanical application form
- One standardized plumbing application form
- Payments and fees setup
- Testing
- Training
- Go-Live



Code Enforcement

PROJECT TIMELINE ESTIMATE

A typical Code Enforcement project takes 8-16 weeks. Please note that actual timelines vary based on size of organization and final scope of services.

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- Inspection setup
- Digital checklist setup (five included)
- Certificates and letters setup (five included)
- Review and approval process setup
- Payments and fees setup
- One online public complaint form setup
- Testing
- Training
- Go-Live



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available via email and phone 8 a.m. – 5 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your solution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.



AWARD-WINNING

CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center includes release notes to inform your staff of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your system is live. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system, resulting in consistently positive digital experiences for both your staff and residents.

Support at a Glance

- Technical support engineers available 8 a.m. – 5 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)



Hosting & Security

DATA CENTER

CivicPlus hosts our CivicPlus Code Enforcement, Permitting, and Licensing solution in a secure data center. The data center is staffed 24×7×365.

SITE MONITORING, SITE RECOVERY, AND GUARANTEED UPTIME

CivicPlus leverages auto-monitoring tools to proactively detect and identify server performance and alert us of potential issues. In the unlikely event we encounter a critical issue, our engineering team will act promptly and provides regular status updates via our Help Center's online status page. CivicPlus guarantees a web server uptime of 99.9%.

SECURITY

CivicPlus leverages third-party experts to conduct security and penetration tests on a periodic basis to proactively validate product security against the latest attack vectors and implement corrective actions as needed. The CivicPlus Code Enforcement, Permitting, and Licensing system conducted its most recent tests in 2021 and included automated and manual tests for both unauthenticated (i.e., without login) and authenticated users. Our solution is SSL encrypted to secure data transmission. In addition, it restricts user access via role-based permissions. The application requires users to log in with a unique user ID and password. We also support two-factor authentication using Google Authenticator and Microsoft Authenticator.



Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from May 11, 2023. Information on additional modules and enhancements can be found beginning on page 13.

Core Modules

- Permitting
- Code Enforcement

Value-Added Features

- CivicPlus Pay Integration - Forte
- Premium GIS (ESRI) Mapping Integration
- ICC Code Integration (unlimited users - up to 9 titles)

Annual Recurring Services

- Hosting & Security
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager

Belgrade's Investment	
Year 1 List Price	\$20,500.00
Year 1 Total Discount	(\$4,100.00)
Total Year 1 Investment (includes one-time fees and Year 1 annual services)	\$16,400.00
Year 2 (includes 5% uplift)	\$10,972.50



CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CIVICPLUS OFFERS:

Standard Invoicing

- 50% of Year 1 fees due at contract signing; remaining 50% due at the earlier of completed implementation or six months from signing
- First-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

Customized Billing/Invoicing

- Other billing options can be discussed before contract signing and, if feasible, a plan developed that works for all parties
- Not available with all CivicPlus products—please reach out for more details

Third-Party

- Customer is responsible for licenses to third-party products; CivicPlus is not responsible for changes to third-party product terms and conditions
- Custom third-party integrations require additional scoping meeting and custom quote

Payment Gateway Account

- Your chosen payment gateway will collect and disburse all credit card monies
- If selected, any of our partner payment gateway vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate
- CivicPlus Pay integrates with several payment gateways to provide maximum flexibility to our customers' needs

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Belgrade.



Additional Modules & Enhancements

We are confident in the ability of our proposed project to meet the needs and requirements set forth by Belgrade. However, the following are additional enhancements that may be beneficial to you.

Options	One-Time	Annual
Core Modules		
Planning & Zoning	\$2,000.00	\$4,000.00
Business Licensing	\$2,000.00	\$4,000.00
Fire & Life Safety Inspections	\$2,000.00	\$4,000.00
Value-Added Features		
Additional Departments/Groups (per module)	\$1,000.00	\$2,000.00
Mobile App (offline inspections)	\$500.00	\$1,000.00
Bluebeam Digital Plan Review Integration	\$500.00	\$1,000.00
Pre-built Third-party API Integrations	\$1,000.00	\$2,000.00
Custom Third-party API Integration	TBD	TBD
Professional Services		
Additional Data Import (per record type)	\$2,000.00	n/a
Additional Training	\$200.00	n/a
Custom Checklists, Letters, Certificates, or Online Fillable Forms	\$200.00	n/a



Planning & Zoning Module

Included Features

Create Unlimited Master or Sub Projects

- Customize project types and sub-types (city council, planning commission, stormwater, subdivision, ZBA, etc.)
- Upload and track project documents and photos
- Track standard fields or customer-defined additional fields

Manage Properties, Buildings, & Occupants

- Populate system with tax parcels, buildings, and suites
- Track projects related to the properties, property owners, contractors, business owners, and occupants

Create Notification Letters for Adjacent Properties

- Adjacent/proximity parcel search (requires GIS integration)

Issue & Track Variances

Track Numerous Documents & Processes

- Affidavits, bonds, and escrow accounts
- Project meetings
- Project questions and answers
- Related projects

Create Customizable Digital Checklists Based on Type & Sub-type

Enable End-to-End Review & Approval (Case Management)

- Application reviews – one or more departments
- Inspections, checklists, financial reviews, board reviews
- Override routing and final approval authority

Schedule & Conduct Inspections

- Select inspection type, track status, and assign inspectors
- Take and store photos of inspection results
- Attach codes (local municipal codes, state codes, federal)
- Personalized “Today’s Inspections” area for each inspector

Collect Project Fees

- Assign fees, generate invoices, and process payments (requires CivicPlus Pay authorized payment gateway)

Generate Certificates & Letters

- Certificates of Occupancy/Use and other templates

Track Contractors, Insurance Requirements, & Contacts

- Ensure permit application insurance requirements are met
- Track multiple permit-related points of contact

Generate Reports (CSV, PDF, HTML)

Integrates with Our Other Available Modules:

- Permitting, Business License, Code Enforcement, and Fire & Life Safety Inspections



Business Licensing Module

Included Features

Track Detailed Business License Records

- Customize business types and sub-types
- Upload and track business license documents and photos
- Track business license data via standard fields and customer-defined additional fields
- Track insurance requirements and expirations
- Identify annual vs. temporary licenses

Integrates with Property Management System

- Optionally populate system with tax parcels, buildings, and suites to track business licenses related to each property

Allow Online Submission of Business License Applications

- Enable new business license applications and renewals

Automatically Generate License Renewal Notifications

- Customer-defined time intervals

Enable End-to-End Review & Approval (Case Management)

- Application reviews for one or more departments
- Financial review and payment
- Override routing
- Final approval authority

Collect License Fees

- Assign fees, generate invoice, complete transaction, issue receipt
- Complete credit card transactions using a CivicPlus Pay authorized payment gateway
- Export transaction details to be imported to financial software

Schedule One-time & Re-occurring Inspections

Generate Business Certificates & Letters

Generate Reports (CSV, PDF, HTML)

Integrates with Our Permitting, Planning & Zoning, and Code Enforcement Modules



Fire & Life Safety Inspections Module

Included Features

Schedule & Conduct Fire & Safety Inspections

- Select inspection type, track status, and assign inspectors
- Take and store photos of inspection results
- Attach codes (local municipal codes, state codes, federal) to inspection records
- Personalized “Today’s Inspections” area for each inspector

Manage Properties, Buildings, Suites, & Equipment

- Populate system with tax parcels, buildings, and suites
- Track inspections related to the properties, property owners, contractors, business owners, and occupants
- Track equipment assets operational status

Create Digital Checklists

- Customize checklists based on inspection type and sub-type

Schedule One-time & Recurring Inspections

Collect Inspection Fees

- Assign fees, generate invoices, and process payments (requires CivicPlus Pay authorized payment gateway)

Enable End-to-End Review & Approval (Case Management)

- Inspection for one or more departments
- Override routing

Generate Certificates & Letters

- Standardized templates provided

Generate Reports (CSV, PDF, HTML)

