

**Town of Belgrade**  
**Board of Selectpersons**  
March 16, 2021 / 6:30 p.m.

This meeting will be conducted online at  
<https://us02web.zoom.us/j/81131427984>

**A G E N D A**

**Call to Order and Pledge of Allegiance**  
***Open Meeting***

**1. PUBLIC COMMENT**

**2. OLD BUSINESS**

A. Approval of March 2, 2021, **Selectboard minutes.**

**3. NEW BUSINESS**

A. **Appointments:**

1. Dan MacKenzie – Fire Chief.
2. George Seel – Comprehensive Plan Implementation Oversight Committee (reappointment).
3. Mary Vogel – Comprehensive Plan Implementation Oversight Committee (reappointment).
4. Kathleen Wall – Comprehensive Plan Implementation Oversight Committee (reappointment).
5. Ted Fontaine – Dams Committee.

B. Discussion and consideration of update to **Unified Investment Trust investment policy.**

C. Discussion and consideration of Transfer Station Committee recommendations regarding:

1. **Cement pad bids** and funding.
2. Update to **Transfer Station punch card policy.**
3. **Expansion of recycling program** to include TerraCycle.

D. Consideration of awarding the **Tax Anticipation Note bid.**

E. Discussion and consideration of participating in Maine Municipal Association's **Workers Compensation Safety Incentive Program.**

F. Discussion and consideration of **Spirit of America Award nominees.**

**4. WARRANT**

**5. TOWN MANAGER REPORT**

**6. EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(E) – Consultation with attorney

**Town of Belgrade**  
**Board of Selectpersons**  
March 2, 2021 / 6:30 p.m.

This meeting was conducted online via Zoom and can be watched at  
<https://youtu.be/B8jwa-7dx2g>

**MINUTES**

**Selectboard members present:** Melanie Jewell, Ernst Merckens, Kathleen Wall, Dan Newman, Rick Damren

**In attendance:** Town Manager Anthony Wilson, Carol Johnson, Bruce Galouch, Barbara Allen, Jack Sutton, Dick Bourne, Fred Perkins, Lenny Reich, Cory Alexander, Phil Sprague, Nicholas Alexander, Kate Damren, Transfer Station Director Ken Scheno, Town Clerk Mary Vogel, Recreation Director Lily Schubert, George Seel, Rhaeto Pfister, Norma Blazer, Linda Bacon, Mike Heino, Jay Bradshaw and Mac Stocco.

Ms. Jewell called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Mr. Damren moved to open the meeting. Mr. Merckens seconded. Motion approved 5-0.

**1. PUBLIC COMMENT.** Mrs. Wall delivered a statement about her three years of Selectboard service. Mr. Galouch suggested exploring a net energy billing agreement with a hydropower provider. The town manager will research that option.

**2. OLD BUSINESS**

A. Approval of Feb. 16, 2021, **Selectboard minutes.** Mrs. Wall moved approval as presented. Mr. Damren seconded. Motion approved 5-0.

B. Discussion and consideration of Center for All Seasons **water filtration system.** Mr. Newman moved to install an R-O system under the kitchen sink and place a water cooler near the disabled drinking fountain. The water will be retested for uranium in a month and six months. Ms. Jewell seconded. Motion approved 5-0.

**3. NEW BUSINESS**

A. Discussion and consideration of:

1. Recommendation from **first-responders memorial working group.** Mr. Merckens moved to accept the recommendation to hang in the Town Office photos of Belgrade residents who volunteer as first-responders. Mr. Damren seconded. Motion approved 5-0. The group will begin work on a concept and details of a permanent memorial honoring first-responders past and present.

2. Proposed **flag policy.** Ms. Jewell moved approval of the policy as presented. Mr. Merckens seconded. Motion approved 3-2, with Mr. Newman and Mr. Damren opposed.

B. Discussion of possible changes to **planning ordinance appeals.** The town manager explained a proposal to streamline Planning Board appeals would have yielded an unintended consequence of disenfranchising appellants who could not afford legal counsel to represent them in Superior Court. Neither were any of the

alternatives he conceived allowed under state law. He suggested as the Planning Board is rewriting the subdivision ordinance, it may want to require subdivision appeals be filed with the Board of Appeals; currently, the ordinance requires appeals be filed in Superior Court, again raising disenfranchisement concerns. The town manager will consult with the Maine Municipal Association about the legality of subdivision appeals being first heard by the Appeals Board.

- C. Discussion and consideration of interlocal agreements for **Rome and Mount Vernon residents' use of the Transfer Station**. Mr. Damren moved approval of a Transfer Station Committee recommendation to sell stickers for trash bags rather than special stamped bags to Rome and Mount Vernon residents who wish to use the facility. The move will save costs and staff time. Ms. Jewell seconded. Motion approved 5-0.
- D. Consideration of 2021 **Town Meeting warrant**. Mr. Damren moved approval. Ms. Jewell seconded. Motion approved 4-0. Mrs. Wall was absent.
- E. Annual review of **delegated authority** to Town Manager to sign the **weekly payroll**. Mr. Damren moved approval. Mrs. Wall seconded. Motion approved 5-0.
- 4. **WARRANT**. Mr. Newman moved approval of warrant 22 in the amount of \$605,740.58. Mrs. Wall seconded. Motion approved 5-0.
- 5. **TOWN MANAGER REPORT**. The Selectboard instructed the town manager to begin preparations for the Memorial Day ceremony on May 31.
- 6. **EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(E) – Consultation with attorney  
The Town attorney was unavailable. The consultation will be rescheduled for March 16.

Mr. Merckens moved to adjourn. Mr. Newman seconded. Motion approved 5-0. The meeting was adjourned at 7:38 p.m.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Fire chief appointment

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Fire Chief Dan MacKenzie's five-year term ends this month. He is willing to serve another five-year term, but he asked that I solicit nominations from the Fire & Rescue Department's membership in case someone else wished to serve. I received multiple nominations – all for Chief MacKenzie, and many of which contained effusive praise (including one that sought to make him chief for life).

Under the attached policy, the town manager appoints the fire chief, to be confirmed by the Board of Selectpersons. Like his colleagues in the Fire Department, I enthusiastically endorse Dan MacKenzie's continued service as Belgrade's fire chief and ask that you confirm his reappointment.

1.4.9 "Town Manager" shall mean the chief executive officer of the Town, as appointed by the Selectpersons.

## **ARTICLE 2. DEPARTMENT COMPOSITION**

The Department is currently composed of three separate fire stations, with each directly administered by an Assistant Fire Chief, and such other officers as shall be defined and designated by the Fire Chief.

## **ARTICLE 3. ADMINISTRATION**

### **3.1 Appointments**

The Department shall be headed by a fire Chief, who shall be a member in good standing of the Department and shall be appointed by the Town Manager for a term of five (5) years, subject to confirmation by the Board of Selectpersons. The Department may recommend candidates for consideration for appointment to the position of Fire Chief. The Deputy Fire Chief shall be appointed by the Chief and serve for a term of three (3) years. The chief shall appoint all Assistant Fire Chiefs and other officers within the organization in accordance with the Department's Standard Operating Procedures.

### **3.2 Appointment Policy & Term of Office**

To be appointed as an officer of the Department, a person must be a member in good standing. Terms of office for all appointed officers shall be for three (3) years subject to satisfactory performance of duty. The Deputy Chief and Assistant Chiefs shall be appointed by the chief at the annual February meeting concurrent with the expiration of their respective terms. In case of vacancy, interim appointments shall be made.

Appointments are conducted annually on a rotation basis, one Assistant Chief being appointed each calendar year.

### **3.3 Department Membership**

To qualify for membership in the Department, individuals must be at least eighteen (18)

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other Comprehensive Plan Implementation Oversight.

If this is a reappointment, please state the number of years you have served 5

Name George Seel

Address Belgrade ME 04917

Phone # (Home) [REDACTED] (Work) NA Email: [REDACTED]

Place of Employment Retired

Education & Experience BS - Wildlife Management

MS - Natural Resource Mgmt

35+ years - Mgr. Dept of Environ. Protection

Interests and Hobbies Fly fishing, hunting, snow shoeing, gardening

wood carving

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

Feel it important to be engaged in the community and contribute to the betterment of Belgrade.

### References

Name Rich Baker Phone # [REDACTED]

Name Peter Kuchton Phone # [REDACTED]

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

Email Address: [REDACTED]

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other \_\_\_\_\_

If this is a re-appointment please state the number of years you have served 6

Name Mary J. Voas

Address [Redacted] Belgrade

Phone # (Home) [Redacted] (Work) [Redacted] Email: \_\_\_\_\_

Place of Employment Town of Belgrade

Education & Experience Eight years involved in the Camp Com.

Coordinator of the Steering Committee for the

2014 Camp plan.

Interests and Hobbies Antiques, Vegetable & flower gardening

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

I enjoy living & volunteering in Belgrade & in

the community as I care about the future of

Belgrade

References

Name Charlene Hule Phone # [Redacted]

Name Kathy Wall Phone # [Redacted]

Please Return to:

Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Email Address: [Redacted]

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

Other \_\_\_\_\_

If this is a re-appointment please state the number of years you have served SINCE INCEPTION (2017?)

Name KATHLEEN B. WALL

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Place of Employment Augusta Colonial Theater

Education & Experience R.N. Bachelor Degree in Sociology - Nurse - 36 years.  
Non-profit management/administration - 25 years

Interests and Hobbies art - sewing - knitting - gardening - outdoors - family

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

To continue my civic duty to the Town of Belgrade

References

Name Rick Damren

Phone # \_\_\_\_\_

Name George Seel

Phone # \_\_\_\_\_

Please Return to:

Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

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



# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other \_\_\_\_\_

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

Name Ted Fontaine

Address [Redacted] Belgrade, ME. 04917

Phone # (Home) [Redacted] (Work) - Email [Redacted]

Place of Employment Retired

Education & Experience Winslow HS Graduate 1983

EMCC Graduate 1985 Associate Degree

31 years as a Machinist

Interests and Hobbies

Fishing, Boating, Snowmobiling, Sports - Small Engine Repair.

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

Being familiar with the Water Level Management of the Salmon Lake Dam. I was asked by a dams committee person if I was interested in the position.

References

Name Gary Fuller Phone # [Redacted]

Name Judy Hallawell Phone # \_\_\_\_\_

Please Return to: Town Manager  
Town of Belgrade  
6 Manchester Road  
Belgrade, Me. 04917

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

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Unified Investment Trust investment policy

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The Budget Committee agreed to recommend to the Selectboard that it adopt the attached policy to guide the management of the Unified Investment Trust, the portfolio that financially supports Belgrade Central School and the Town's cemeteries. The updated policy was crafted by Budget Committee member Tom Dowd, who borrowed bits of investment policies from other communities and organizations. Tom will be at the Selectboard meeting to explain more.

Tom believes the Town's current investment policy (see attached) works well for the investment of the Town's operating accounts. However, he said a more robust policy that gives the portfolio manager greater direction in how the funds are to be invested is needed if the Town is to increase the return on its investments. The policy allows for discretion on the manager's part, but notes a preferred mix of 65 percent equities (stocks) and 35 percent fixed income (bonds). As previously discussed, this proposed policy also allows for the Town to employ a private management firm to manage the Town's investments.

If the Selectboard approves this investment policy, we will craft a Request for Proposals for the Town's investments management for presentation to the Budget Committee and then the Selectboard.

# TOWN OF BELGRADE

## Unified Investment Trust (UIT) Investment Policy

### PURPOSE:

The Town of Belgrade's Unified Investment Trust (UIT) is the Town's investment vehicle for funds that have been, or may in the future be, accepted by the Town for dedicated Town purposes. Examples of uses might include education, cemeteries, history, library, memorials, recreation, parks, lakes, open space, trails, etc. New additions to the UIT must be for defined purposes and accepted by a vote of the Town. A general sub-account may be added to receive funds for unnamed Town improvement purposes as determined by the Board of Selectpersons (Selectboard).

### RESPONSIBILITIES:

The Town retains a professional registered Investment Advisor to manage the Unified Investment Trust assets in accordance with this policy statement. The Investment Advisor shall issue written monthly reports and written quarterly performance benchmark reports to the Selectboard; those reports will be shared with the Town's Budget Committee. The Investment Advisor meets with the Selectboard at least annually to discuss investment returns, outlook and strategy.

The Investment Advisor shall be registered, and in good standing, with the U.S. Securities and Exchange Commission (SEC).

The Town will maintain an up-to-date list of authorized recipients for UIT fund distributions. During the first month of each fiscal year, the Selectboard will advise such recipients of the maximum amounts available for distribution based on 90 percent of each recipient's UIT proportional results for the prior year, according to the custodian's report of Dec. 31 for that year.

### INVESTMENT GUIDELINES:

The UIT is to be invested in accordance with a Trustee's standard of care and performance as contained in the Maine Uniform Prudent Management of Institutional Funds Act. To meet the stated objectives, a portion of the UIT portfolio should be dedicated to common stocks in order to produce long-term appreciation of the UIT's principal. The remaining portion should be committed to fixed income in order to provide liquidity and reduce total portfolio volatility.

Unified Investment Trust funds shall be invested on a total return basis; that is, the aggregate return from capital appreciation and dividend and interest income. The primary investment objectives of the UIT are:

1. To preserve the real (inflation-adjusted) value of the assets; and
2. To pay a reasonable and stable current income to the various owners of the Endowment assets, which increases over time at least with the rate of inflation.

Operating within the parameters set forth below, the UIT Investment Advisor shall have the discretion to allocate funds to stocks, bonds, or cash reserves with an eye to managing both risk and return.

# TOWN OF BELGRADE

## Unified Investment Trust (UIT) Investment Policy

Asset Allocation Guidelines. Investment management of the Fund shall be in accordance with the following broad asset allocation guidelines at market value:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Preferred</u>
Equities	55%	70%	65%
Fixed Income	30%	45%	35%

- A. The portfolio may hold common stocks publicly traded on U.S. Exchanges, NASDAQ listed stocks and securities convertible into such stocks. Stock investments will be in companies with revenues of at least \$500 million. Individual stocks will be limited to 5% of total stocks at cost and 10% at market. Industry exposure will be limited to 10% at cost and 20% at market.
- B. International stock mutual funds may be held to the extent they do not exceed 20% of the equity portfolio at market value.
- C. Bonds will be rated Investment Grade (BAA or BBB) or better by the major credit rating firms. Bond maturities will be limited to within 10 years. Individual bonds that are not backed by the full faith and credit of the U.S. government will be limited to 10% of total bonds at market value. Maximum exposure to a single industry will be 25%. Maximum maturities in any one year will be 20% of total bonds at market value.
- D. Prohibited assets and transactions include commodities, private placements, option contracts, derivative securities, selling short and use of margin credit.
- E. Investments in cash equivalents shall be limited to U.S. Treasury Bills, U.S. Government agency notes, commercial paper, repurchase agreements, or money market mutual funds whose investments are limited to the aforementioned cash equivalents.

### SPENDING POLICY:

Annual fund earnings (dividends plus interest minus custodial charges) will be transferred to the Town or retained in the UIT as follows during the first quarter of each fiscal year, based on prior year's proportional results and distributed as follows:

- Up to 90% of earnings or less as requested by each authorized sub-account recipient.
- Retain 10% or more of earnings permanently within the UIT.
- Earnings are not transferrable between sub-accounts.

### EVALUATION AND MONITORING OF INVESTMENT ADVISOR:

Performance benchmarks will be used to evaluate overall performance in each area of the portfolio allocation. The benchmark for Equities will be the S&P 500 Composite Index's largest 500 companies, weighted by capitalization. The benchmark for Fixed Income will be the BofA/Merrill Lynch U.S. Corporate and Government 1-10 year, A-rated Bond Index. The total portfolio benchmark will be a 65% Equity-35% Fixed Income weighted average of these two components. The portfolio manager(s) will issue monthly results, quarterly written performance reports to the Selectboard, and respond to requests for further information via a

**TOWN OF BELGRADE**

**Unified Investment Trust (UIT) Investment Policy**

personal meeting, videoconferencing or further written communication. The UIT Investment Advisor will meet with the Selectboard at least annually to discuss investment returns, outlook and strategy.

The Town Manager, Budget Committee and Treasurer shall establish a process of reviewing the entire portfolio and the selected institution(s) that is managing the portfolio on a regular basis, but not less than annually. Further, the Town shall request an annual audit of performance, as well as policies and procedures, by an independent external auditor.

**UNIFIED INVESTMENT TRUST INVESTMENT POLICY ADOPTION:**

The Town’s Unified Investment Trust investment policy shall be adopted by a vote of the Board of Selectpersons. This policy shall be reviewed annually by the Town Manager, the Budget Committee and Treasurer, and any modifications made thereto must be approved by the Board of Selectpersons.

Adopted by the Board of Selectpersons at their regular Selectpersons’ meeting on March 16, 2021.

\_\_\_\_\_  
Melanie Jewell, Chair

\_\_\_\_\_  
Rick Damren, Vice Chair

\_\_\_\_\_  
Ernst Merckens

\_\_\_\_\_  
Kathleen Wall

\_\_\_\_\_  
Daniel Newman

# **TOWN OF BELGRADE**

## **Investment Policy**

### **Purpose**

It is the purpose of this policy to ensure that public funds are invested in a way that will provide an acceptable investment return and reasonable security while meeting the daily cash flow demands of the Town and conforming to all state and local statutes governing the investment of public funds.

### **Scope**

This investment policy applies to all financial assets of the Town. These funds are accounted for in the Town budget and audited financial statements and include:

- ◆ General fund
- ◆ Special revenue fund
- ◆ Capital project fund
- ◆ Permanent fund

#### **Fiduciary Accounts**

This investment policy applies to all transactions involving the financial assets and related activities of all the foregoing funds.

### **Objective**

The primary objectives, in priority order, of the Town's investment activities shall be:

- ◆ **Safety**: Safety of principal is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- ◆ **Liquidity**: Maintain sufficient liquidity of the Town's investment portfolio so that the Town can meet all operating requirements that might be reasonably anticipated.

### **Prudence**

The standard of prudence to be applied by the management shall be the "Prudent Standard Rule." Under circumstances then prevailing, investments shall be made with judgment and care that persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived. The investment decision should be consistent with the written investment policy of the Town.

### **Delegation of authority**

Authority to manage the Town's investment program is derived from 30-A MRSA § 5706 et seq. Management responsibility for the investment program is hereby delegated to the financial institution and its holding company selected by the Board of Selectmen of the Town of Belgrade.

## **Ethics and conflicts of interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Employees, investment officials and the individual members of Board of Selectmen shall disclose to the Board of Selectmen any material financial interests, greater than \$100,000.00 (one hundred thousand dollars) in financial institutions that conduct business within this jurisdiction. They shall further disclose any large personal financial/investment positions, greater than \$50,000.00 (fifty thousand dollars) that could be related to the performance of the Town's portfolio, particularly with regard to the time of purchase and sales.

## **Prohibited interest**

No town employee shall accept any gift, free service, or payment of any kind for performing their duties under this policy, excluding normal compensation.

## **General Description of Investment Strategy:**

The Town of Belgrade shall formally place any trust funds and/or reserve funds in the "safe-keeping" of a financial institution with full trust powers that is authorized to do business in the State of Maine and that has a financial institution holding company, which is authorized to do business in the State of Maine.

We further expect and require that the financial institution and its investment managers be governed by two rules of prudence: 1) the management of funds shall be accomplished with prudence, discretion and intelligence, along with the appropriate application of advertised skills and 2) the foremost consideration in all investments decisions must be safety, maintenance of liquidity and the derivation of income.

## **Diversification**

The Town shall require diversification in its investment portfolios. Assets shall be diversified to limit the risk of loss resulting from over-concentration of assets in a specific maturity or security type.

## **Safekeeping and custody**

To protect against potential fraud and embezzlement, the assets of the Town shall be secured through third party custody and safekeeping procedures. Bearer instruments shall be held only through third party institutions. The Town Manager and Treasurer shall be bonded to protect the public against possible embezzlement and malfeasance. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership shall be protected through third party custodial safekeeping. Safekeeping procedures shall be reviewed annually by the independent auditor.

## **Internal controls**

The Town Manager, Budget Committee and Treasurer shall establish a process of reviewing the entire portfolio and the selected institution(s) that is managing the portfolio on a regular basis, but not less than annually. Further, the Town shall request an annual audit of performance as well as policies and procedures by an independent external auditor.

**Investment policy adoption**

The Town's investment policy shall be adopted by a vote of the Board of Selectmen. This policy shall be reviewed annually by the Town Manager, the Budget Committee and Treasurer, and any modifications made thereto must be approved by the Board of Selectmen.

Adopted by the Board of Selectmen at their regular Selectpersons' meeting on July 3, 2012.

Amended by the Board of Selectmen on \_\_\_\_\_, 2016\_

\_\_\_\_\_  
Michael Barrett, Chairman

\_\_\_\_\_  
Rick Damren, Vice Chairman

\_\_\_\_\_  
Ernest Rice

\_\_\_\_\_  
Cheryl Cook

\_\_\_\_\_  
Gary Mahler



# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Transfer Station Committee recommendations

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We received two bids for the Transfer Station **cement pad**. (See attached.) The low bid was nearly \$24,915 submitted by Bonneau & Son Excavation, which will perform the paving at the facility this summer. We do not currently have adequate funding in the Solid Waste capital reserve to pay for that project, but we do have two options:

- We could call a special town meeting on June 8 (to coincide with the school budget election) to approve funds from the undesignated fund. This is the option the Transfer Station Committee recommends.
- We could use the \$10K budgeted to replace the office at the Transfer Station; that project would have to wait another year.

If you wish to call a special election, we would need to approve an article prior to April 8. You could do that at your next meeting April 6 or tonight. Proposed language for the article would read: "To see if the Town will appropriate \$25,000 from the undesignated fund to construct a cement pad for storage containers at the Transfer Station, with any unexpended balance lapsing into the Solid Waste capital reserve. The balance of the undesignated fund on Dec. 31, 2020, was \$3,530,027."

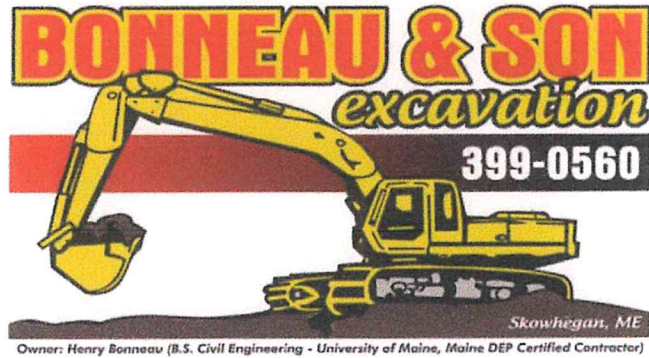
The committee further recommends:

- Adopting the attached update to the Transfer Station **punch card policy**. The current policy mandates numbers on punch cards, used for inventorying, be matched to a number on a vehicle sticker. This requires users to replace their sticker every two years, prevents someone from using their card if they are not in the vehicle with the corresponding sticker number, and is impractical for the attendants. This update would end an unnecessarily complicated policy.
- Adopting a cost-free expansion of the Town's **recycling program**. TerraCycle, a private company, pays for the collection of post-consumption products and packaging for recycling; that keeps them out of the landfill. TerraCycle partners with corporate brands to do this, specifically:

- Colgate for oral care products of any brand (ex. toothpaste tubes and empty dental floss containers).
- Gillette for used disposable razors, blades and packaging.
- PopSocket for cell phone cases and accessories.
- Burt's Bees for its product packaging.

TerraCycle would provide some collection boxes. When they're full, we would print a label and mail those to TerraCycle at the company's expense.

If the Selectboard approves of this, the Transfer Station Committee would like to have the authority to expand the products accepted moving forward. I would be sure to inform the Selectboard of any such expansion.



# Town of Belgrade Transfer Station Concrete Pad Bid:

Prepared by: **Bonneau & Son Excavation**

P.O. Box 232

Skowhegan, ME 04976

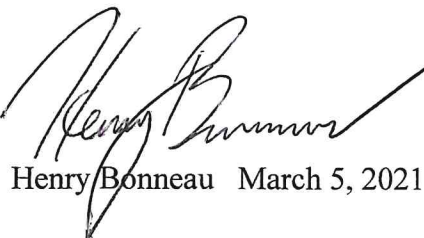
Tel: (207)399-0560

Email: [henry.bonneau@gmail.com](mailto:henry.bonneau@gmail.com)

2/5/21

This proposal has been prepared by Henry Bonneau, owner of Bonneau & Son Excavation of Skowhegan, ME, for the Town of Belgrade, ME. The owner, Henry Bonneau, is submitting this bid with the best intentions to provide quality work without any connection with any other proposer for making a proposal of the same services, and that no person acting, for or employed by the town, is directly or indirectly interested in this proposal or any agreement which may be entered into which the proposal relates to or in any portion of the profits herefrom.

This proposal is being submitted with the understanding that the bid price includes all labor, equipment, and materials included in the project specifications while also taking into account extra labor and materials that will most likely be needed to complete this job to the town's full satisfaction. These 'extra' labor and material items specifically account for resetting and re-aligning parts of the existing concrete-block retaining wall that have pushed out or settled. In order to do this, parts of the block wall will need to be disassembled, the base material regraded and compacted, followed by resetting the precast blocks. It is my belief that resetting the block wall, or at-least re-aligning parts of it (specifically two sides of it), is imperative to complete this job correctly and at a degree that is fully satisfactory to the town. This consideration has been made and implemented into the attached bid price. Thank you.



Henry Bonneau March 5, 2021

**Equipment that will be used for this project:**

- 2018 Link Belt 145 X4 Excavator with 60” ditching bucket (48” digging bucket and thumb if needed) and possibly the use of a 2019 John Deere 50 excavator with rubber tracks, hydraulic thumb, and ditching bucket.
- 2007 Peterbilt triaxle dump truck with a 550 hp Caterpillar motor and a 1990 Peterbilt tandem axle dump truck with a 425 Cat motor (in great condition).
- 2012 Caterpillar 289C Tracked Skidsteer (for fine grading and spreading of gravel)
- Bomag 3-ton Roller as well as a walk-behind plate compactor for compacting backfill material in areas where a trench is to be dug for a perimeter drain to be installed.
- 2018 GMC Sierra 2500HD, 2014 Dodge 5500 cummins dump truck, and/or 2005 Chevrolet Silverado 2500HD to transport crew back and forth to job, as well as to haul materials (such as pipe, fabric, etc.)
- Top-con laser level system and smart-level to assist with grading the gravel base of the cement slab, resetting and alignment of cement blocks on the retaining wall, as well as to correctly pitch the perimeter drain pipe in a way that allows for any groundwater to quickly be moved out from under the slab.

**Other Equipment and Crew:**

Cement-work for this project will be completed by Dan Fitzgerald and his experienced crew of Fitzgerald Custom Concrete from Skowhegan, ME. Dan is a second generation business owner who employs a crew that is fast, efficient, and most importantly, does top notch work (especially flat-work such as slabs and floors). All earthwork will be completed by crew of Bonneau & Son which includes 1 of 2 skilled operators, or by owner/operator Henry Bonneau (having nearly 10years of experience as an owner/operator as well as having a 4 year - bachelors degree in Civil Engineering with a minor in Construction Management), as well as 1 of 2 truck drivers also yielding 40+ years of experience between the two. Additional crew used on this project would be one of our laborers, newly hired this year, and ambitious to apply his great mentality and good work ethic to a construction setting. Throughout the project, owner/operator, Henry Bonneau, will be on-site to facilitate the work amongst his crew and to make sure things are done correctly and efficiently.

**References:**

1). Town of Skowhegan - Greg Dore (Road Commissioner) (207)431-5021

-Have completed two larger projects involving foundation work and three road work projects in the past two years totaling a sum of around \$400,000.00

2). MDOT - Timothy Andrews (207) 441-9381 or Regional Manager Mark Hume (207) 557-2609

-Completed a slip-line project under Rt. 2 in Skowhegan with EJP including excavation, concrete, pipe slip-lining, rip-rap work, traffic control, and erosion control within one week at a total contract cost of \$33,000.00

3). Maranacook School District - Wayne Elementary and Wayne Town Office - Shaun Drinkwater (207)931-8389

-Completed the installation of a large, 96-unit Eljin In-drain Septic System with large pumping station and 4000gal tank capacity at the Wayne Elementary School and Town Office in August 2019.

4). Express Electrical Commercial and Industrial Contractors - Jay Mitchell (207)474-4390

-Have completed several projects for Express Electric including foundation work, a large gravel parking area, ditching of a private road and next to a long driveway, as well as the installation of a large septic system with a stone-bed leach-field, 2000gal tank, and incidental cut and fill to change the grade of entire parking area and lawn.

5). Parking Lot Paving of the Skowhegan Plaza Shopping Center including the demolition of a box culvert, cleanup of storm debris, installation and compaction of gravel, fine grading of new gravel across the parking lot, and nearly \$26,000.00 worth of paving completed by Fine Line Paving and Grading.

\*More references can be produced upon request\*

# Appendix A: Specifications

Job: Town of Belgrade - Transfer Station & Recycling Center Project No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Description: Concrete Pad Estimate Computed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL	NOTES & ASSUMPTIONS
Mobilization	1	LS	\$ 1,210.00	\$ 1,210.00	
<b>SITE WORK</b>					
Move and Re-set three trailers	1	LS	\$ 1,355.00	\$ 1,355.00	Move trailers off work area. Place on finished slab once curing is complete
Common Excavation	50	CY	\$ 50.00	\$ 2,500.00	Excavate and haul off top 12" of existing gravel
Perimeter Foundation Drains	120	LF	\$ 26.50	\$ 3,180.00	Includes 4" perf. pipe and stone backfill
Woven Geotextile	150	SY	\$ 5.00	\$ 750.00	Separation fabric between existing gravel and new gravel
6-inches new gravel	50	CY	\$ 75.30	\$ 3,765.00	2"-minus spec gravel
6-inch Concrete Slab	1350	SF	\$ 7.33	\$ 9,890.00	4,000 psi w/ air admixture, 6x6 WW mesh reinforcing in upper 3rd
<b>SUBTOTAL</b>			<b>\$ 22,650.00</b>	<b>\$ 22,650.00</b>	
Contingency (10%)				\$ 2,265.00	
<b>TOTAL</b>				<b>\$ 24,915.00</b>	

Notes:  
 \* Existing gravel pad is approximately 32' wide by 42' long - 1,344 square



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/5/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> United Insurance - Farmington 166 Main Street Farmington, ME 04938	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(207) 778-5282</b> FAX (A/C, No): <b>(207) 778-9453</b> E-MAIL ADDRESS:													
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width:20%;">NAIC #</th> </tr> <tr> <td>INSURER A : <b>Patriot Insurance Company</b></td> <td style="text-align: center;"><b>32069</b></td> </tr> <tr> <td>INSURER B : <b>Maine Employers Mutual Insurance Co</b></td> <td style="text-align: center;"><b>11149</b></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>Patriot Insurance Company</b>	<b>32069</b>	INSURER B : <b>Maine Employers Mutual Insurance Co</b>	<b>11149</b>	INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : <b>Patriot Insurance Company</b>	<b>32069</b>													
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INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b>  Bonneau & Son Excavation PO Box 232 Skowhegan, ME 04976														

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <b>General Aggregate</b>			6624414	5/1/2020	5/1/2021	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ <b>500,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>A</b>	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			6624413	5/1/2020	5/1/2021	COMBINED SINGLE LIMIT (Ea. accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below			1810113565	6/10/2020	6/10/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

**Town of Belgrade**  
 990 Augusta Rd.  
 Belgrade, ME 04917

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# MAINE HIGHLANDS CONTRACTING

795 Lily Bay Road Unit 301, Beaver Cove, Maine 04441

12074789248

BID PROPOSAL

*Town of Belgrade  
990 Augusta Road  
Belgrade, Maine 04917  
March 7, 2021*

Project: Transfer Station & Recycling Center Concrete Pad

Project Scope:

- *Mobilize to site and set up safety barriers*
- *Move and re-set three trailers: Move trailers off work area, Place on finished slab once curing is complete.*
- *Common excavation: Excavate and haul off top 12 inches of existing gravel (50 CY)*
- *Perimeter foundation drains: Includes 4 inch perforated pipe and stone backfill (120 LF)*
- *Woven geotextile: Separation fabric between existing gravel and new gravel (150 SY)*
- *6 inches new gravel: 2inch minus spec gravel (50 CY)*
- *6 inch concrete slab: 4000 psi w/air admixture/ 6x6 ww mesh reinforcing in upper 3 rd (1350 SF 32x42)*

*Total project bid: \$46,757.00*

Thank you for the opportunity to be your contractor!

Brock Starbird  
MHC Owner/ Project Manager  
Maine Highlands Contracting  
12074789248  
[www.contractingmaine.com](http://www.contractingmaine.com)  
[bstarbird@contractingmaine.com](mailto:bstarbird@contractingmaine.com)

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# MAINE HIGHLANDS CONTRACTING

795 Lily Boy Rd Unit 301, Beaver Cove, Maine 04441

2074789248

## **Qualification Statement**

*Maine Highlands Contracting is proud to be a full service Maine based General Contractor. We specialize in federal, state, and local government contracts as well as commercial and industrial construction. We strive to exceed the expectations of our clients in every aspect, creating a personal trust, professional respect, and long term relationships. Maine Highlands Contracting is built upon a foundation of character, integrity, and quality workmanship. Our roots reach back to 1999 when Brock Starbird first began in the construction industry building cedar log homes. From those humble beginnings, Brock has created a team of skilled builders and craftsmen that have left their mark of quality throughout New England in both residential and industrial contracting. Our team has a wide variety of skillsets with in the field experience ranging from 5 to 65 years, we are well prepared to handle all construction scopes. Over the years we have grown to successfully complete single projects exceeding values of over \$3,000,000. We are thankful for the larger opportunities, but continue to stay humble and make sure we serve our clients smaller project needs as well.*

*Project management team for this project:*

*Owner/ Project manager Brock Starbird - Has 20 + years of experience. Mr. Starbird has completed hundreds of projects of all scopes in the commercial, industrial, municipal, and residential markets. He is lead certified, Osha 30 certified, boom lift certified, cpr certified.*

*Site Supervisor Patrick Keeran – Has 40 + years of experience in the construction industries. He has worked on and has been in charge of hundreds of projects throughout Maine ranging in all scopes of work. Mr. Keeran is Osha 30 certified, boom lift certified, staging certified, cpr certified.*

*Business manager Kari Starbird – Has 20 + years of experience managing a company and keeping the books on our projects. She assures our crews are background checked and drug tested to assure a safe and productive company.*

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*The following is a list of properties and clients served, we have hundreds so we only listed 20.*

- 1) Belfast, ME USPS building- interior and exterior renovations*
  - 2) Rockland, ME USPS building – interior and exterior renovations*
  - 3) Hampden, ME USPS main packing facility – interior and exterior renovations*
  - 4) US Coast Guard Base Boston- interior and exterior renovations*
  - 5) Portsmouth Naval Base – interior and exterior renovations*
  - 6) Dorothea Dix Psychiatric Center - interior and exterior renovations*
  - 7) National Guard - interior and exterior renovations*
  - 8) Deadriver Company – interior and exterior renovations*
  - 9) Dennis Paper - interior and exterior renovations*
  - 10) Bass Harbor Memorial Library - interior and exterior renovations*
  - 11) JSI Fixtures - interior and exterior renovations*
  - 12) Simon Properties - interior and exterior renovations*
  - 13) School Union #69 - interior and exterior renovations*
  - 14) Passamaquoddy Tribe - interior and exterior renovations*
  - 15) Maine Fire and Protection Services – interior and exterior renovations*
  - 16) Waterville Public Library – interior and exterior renovations*
  - 17) Bangor Airport – interior and exterior renovations*
  - 18) TM Storage – interior and exterior renovations*
  - 19) Hope Elementary School – interior and exterior renovations*
  - 20) University of Maine - interior and exterior renovations*
-

*The following are some names and contact information of clients for whom similar projects have been conducted:*

- 1) *Dorothea and Dix Psychiatric Center Bangor, Maine – over 50 multiple scoped projects*  
*Contact- Director: Mark Faulkner*  
*email – [Mark.Faulkner@maine.gov](mailto:Mark.Faulkner@maine.gov) telephone -12079414246*
- 2) *Maine Fire Protection Systems – 4,000 sq. ft. full turnkey office addition with 10,000 sq. ft. office and warehouse renovation. Drainage and parking lot expansion*  
*Contact – Manard Pelletier*  
*Email - [mlo@mefirepro.com](mailto:mlo@mefirepro.com) telephone - 12079428809*
- 3) *USCG Base Boston CCI – Over 700 Skylight replacements and roofing systems* *Contact – Robert Buckley* *Email- [rbuckley@cci-alliance.com](mailto:rbuckley@cci-alliance.com) telephone - 18604627613*
- 4) *Bangor Mall – 15 years + over 45 multiple scope projects*  
*Contact Philip Miholivitz* *Email- [philip@bangormall.com](mailto:philip@bangormall.com) telephone - 12079070636*
- 5) *Bangor State Hospital – Multiple projects and scopes*  
*Contact – Dale Burke* *Email- [dale.burke@maine.gov](mailto:dale.burke@maine.gov) telephone 12077450966*
- 6) *Bass Harbor Public Library – Multiple scoped projects* *Mei Atherton 207 266 1916*  
*[melath48@gmail.com](mailto:melath48@gmail.com)*

*Thank you for the opportunity to be your contractor!*

*Sincerely,*

**Brock Starbird**  
**MHC Owner/ Project Manager**  
**Maine Highlands Contracting**  
**12074789248**  
**[www.contractingmaine.com](http://www.contractingmaine.com)**  
**[bstarbird@contractingmaine.com](mailto:bstarbird@contractingmaine.com)**

# Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <b>Brock J Starbird</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above  <b>Maine Highlands Contracting, LLC</b></p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> <b>Limited liability company.</b> Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <small>Notes: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.  <b>400 West Etna Road</b></p> <p><b>6</b> City, state, and ZIP code  <b>Etna, Maine 04434</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
8	2	-	3	8	9	9	4	7	7

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ▶    Date ▶ March 1, 2019

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Quirk Insurance CQ Insurance Agency, LLC 377 Hogan Road Bangor ME 04401		<b>CONTACT NAME:</b> Cyndi Rolins <b>PHONE (A/C No, Ext):</b> (207) 947-1800 <b>FAX (A/C No):</b> (207) 947-1801 <b>E-MAIL ADDRESS:</b> cyndi@quirkinsurance.com	
<b>INSURED</b> Maine Highlands Contracting, LLC 400 West Etna Rd. Etna ME 04434		<b>INSURER(S) AFFORDING COVERAGE</b>	
		INSURER A:	Western World Ins Co NAIC # 13198
		INSURER B:	United Ohio 13072
		INSURER C:	Nauticus Ins Co 17370
		INSURER D:	Maine Employers Mutual Insurance Co 11148
		INSURER E:	Acadia Insurance Company
		INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL2091803018

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

YEAR LTR	TYPE OF INSURANCE	ADDL SUBR INSD (WVR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	NPP1539984	01/08/2020	01/08/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CPP0028428	05/02/2020	05/02/2021	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Premier Auto \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$		AN079565	01/08/2020	01/08/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	1810114877	01/08/2020	01/08/2021	PER STATUTE OTHER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	<b>Builders Risk</b>		BUILDERS RISK**	09/19/2020	09/19/2021	Property \$124,900 Flood and Earthquake \$124,900

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Cyndi Rolins*

**REQUEST FOR PROPOSALS FOR  
TRANSFER STATION CONCRETE PAD**

**I. INTRODUCTION**

The Town of Belgrade, Maine (hereinafter, the “Town”) is seeking sealed Proposals for pouring a concrete pad to support steel storage containers at its Transfer Station.

All Proposals are to be submitted in a sealed envelope clearly marked on the outside “Belgrade Transfer Station Paving.”

Completed proposals must be received at the Town Office, at the following address: 990 Augusta Road, Belgrade, Maine 04917, by noon on Monday, March 8, 2021.

Any proposal received after the deadline stated above shall not be considered. The proposal must be signed by the proposer with its full name and address and enclosed in a sealed envelope.

Bids will be publicly opened on Monday, March 8, 2020, in the conference room at the Town Office at 12:30 p.m.

Questions regarding this Request for Proposals should be directed to Anthony Wilson, Town Manager, at the address above or by email at [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com). All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the proposals. Any questions which, in the opinion of the Town Manager, request interpretation, will be addressed by a written interpretation in the form of a numbered addendum, sent by registered mail to each person or firm who has taken out a Request for Proposals not later than three (3) days prior to the scheduled opening of the proposals. Addenda issued later than three (3) days prior to the scheduled opening of the proposals may be by telephone. Proposers shall acknowledge receipt of all addenda in the space provided therefor in the proposal form, whether the addenda are in response to questions or otherwise issued by the Town and whether the addenda are received by mail or telephone.

Each proposer is required to state in its proposal: (1) the proposer’s name and place of business, and the names of persons or parties interested as principals with it; (2) that the proposal is made without any connection with any other proposer making any proposal for the same services; and (3) that no person acting for or employed by the Town is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates or in any portion of the profits herefrom.

The successful proposer shall be required to sign a contractual agreement substantially similar to the standard Town services agreement, a copy of which is attached hereto as Exhibit 1.

Before commencing work under the services agreement, the successful proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public

liability, automobile and workers' compensation insurance coverages as set forth in Exhibit 1. In addition, before signing the contract, the successful proposer shall provide a performance bond and payment bond, each in the full contract price, guaranteeing the contractor's performance and payment.

Each proposer must visit the sites of services and inform itself of the conditions relating to the area in which the services shall be performed. Failure to do so will not relieve a successful proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

Proposers must submit their proposals in triplicate. Proposal forms furnished by the Town or copies thereof shall be used, and strict compliance with the requirements of this Request for Proposals is necessary.

## **II. SCOPE OF SERVICES**

The scope of services hereunder is described in the specifications attached hereto (hereinafter, the "Services.") The work should be completed prior to June 1, 2021.

## **III. PROPOSAL SUBMISSION REQUIREMENTS**

The proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity(entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act (OSHA) requirements of the State of Maine and the United States.

## **IV. SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

Understanding of, and familiarity with, the project (20%)

Prior experience with similar projects (20%)

Qualifications and experience of firm (25%)

Cost (25%)

References (10%)

**V. ACCEPTANCE/REJECTION**

The Town reserves the right to waive any informalities in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town/City to do so.

Proposals may be held by the Town/City for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.

Date: \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_  
Town Manager



# Appendix A: Specifications

Job: Town of Belgrade - Transfer Station & Recycling Center Project No.: \_\_\_\_\_  
 Description: Concrete Pad Estimate Computed by: \_\_\_\_\_  
 Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL	NOTES & ASSUMPTIONS
Mobilization	1	LS	\$	-	
<b>SITE WORK</b>					
Move and Re-set three trailers	1	LS	\$	-	Move trailers off work area. Place on finished slab once curbing is complete
Common Excavation	50	CY	\$	-	Excavate and haul off top 12" of existing gravel
Perimeter Foundation Drains	120	LF	\$	-	Includes 4" perf. pipe and stone backfill
Woven Geotextile	150	SY	\$	-	Separation fabric between existing gravel and new gravel
6-inches new gravel	50	CY	\$	-	2"-minus spec gravel
6-inch Concrete Slab	1350	SF	\$	-	4,000 psi w/ air admixture, 6x6 WW mesh reinforcing in upper 3rd
<b>SUBTOTAL</b>			\$	-	
Contingency (10%)			\$	-	
<b>TOTAL</b>			\$	-	

Notes:  
 \* Existing gravel pad is approximately 32' wide by 42' long - 1,344 square

# Exhibit 1

## SERVICES AGREEMENT

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Town/City of \_\_\_\_\_, a municipal corporation existing under the laws of the State of Maine and located in the County of \_\_\_\_\_, State of Maine (hereinafter "OWNER") and \_\_\_\_\_ (hereinafter "CONTRACTOR"),

WITNESSETH:

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

### I. SCOPE OF SERVICES

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals and Specifications entitled:

\_\_\_\_\_ issued under date of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_, Town/City Manager and shall do so in accordance with the Contractor's Proposal dated \_\_\_\_\_, which Request for Proposals, Specifications and Proposals are attached hereto and made a part hereof (hereinafter, collectively referred to as the "Services"), and the CONTRACTOR covenants that it shall do everything required by this Agreement, the conditions of the Agreement (together with the General, Supplementary and other Conditions, if any), the Request for Proposals, the Specifications, the Drawings and the Proposal in return for payment as provided herein.

A. The CONTRACTOR shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all analyses, reports, and other Services furnished by the CONTRACTOR under this Agreement. The CONTRACTOR shall, without additional compensation, correct or revise any errors or deficiencies in his analysis, reports, and other Services. Deficiencies are defined as willful or negligent acts that distort or falsify the state of the art of the products and Services developed and provided hereunder, or willful or negligent non-assignment of personnel or assignment of unqualified personnel to perform the duties hereunder.

B. Approval by OWNER of analyses, reports, and other services furnished hereunder shall not in any way relieve the CONTRACTOR of responsibility for the technical

adequacy of the work. Neither OWNER's review, approval or acceptance of, nor payment for, any of the Services shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement, and the CONTRACTOR shall remain liable in accordance with applicable law for all damages to OWNER caused by the CONTRACTOR's willfully negligent performance of any of the Services furnished under this Agreement.

## II. CONTRACTOR OBLIGATIONS

The CONTRACTOR warrants:

A. That it will furnish all vehicles, materials, personnel, tools and equipment, except as otherwise specified herein, and do everything necessary and proper to satisfactorily perform the Services required by this Agreement.

B. That it is financially solvent, is experienced in and competent to perform the Services and is able to furnish the vehicles, materials, personnel, tools and equipment to be furnished by it.

C. That it is familiar with all federal, State and local statutes, laws, rules, regulations, ordinances and orders which may in any way affect the Services.

D. That it has carefully examined the Request for Bid Proposals, the Specifications, this Agreement and the site of the Services and has conducted its own investigation of the nature and location of the Services, the character of equipment and personnel needed to perform the Services and all conditions which may in any way affect the performance of the Services.

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

## III. COMPLETION OF SERVICES/COMPLETION DATE

The Services to be performed under this Agreement shall be commenced by \_\_\_\_\_ and substantially completed on or before \_\_\_\_\_. Due to the difficulty of calculating damages for late completion, liquidated damages in the amount of \$ 100 per day for late completion after the date for substantial completion shall be awarded to the OWNER for delay in substantial completion not otherwise excused or permitted under this Agreement.

## IV. CONTRACT PRICE

The OWNER shall pay the CONTRACTOR for the performance of Services under this Agreement the sum of \$\_\_\_\_\_ (the "Contract Price").

#### V. PROGRESS PAYMENTS

CONTRACTOR shall submit for OWNER'S Approval, monthly invoices for the Services performed hereunder in the previous month. The OWNER shall pay CONTRACTOR such approved amounts within thirty (30) days from OWNER'S receipt of said invoice.

#### VI. GUARANTEE

A. To the extent construction or materials are provided in the provision of Services hereunder, the CONTRACTOR and the subcontractors, if any, shall guarantee their work against any defects in workmanship and materials for a period of one year from the date of the OWNER's written acceptance of this project, and agree to repair or replace at no cost or expense to the OWNER all work, materials and fixtures at any time during said one-year period.

B. The CONTRACTOR represents that in the performance of its obligations hereunder, it will perform in accordance with applicable standards of conduct for professionals in the field. Where an engineer's stamp or seal is required in the conduct of such Services, the documents shall be stamped by a professional engineer registered in the State of Maine.

#### VII. PERMITS AND LICENSES

Permits and licenses necessary for the prosecution of the Services shall be secured and paid by the CONTRACTOR.

#### VIII. OWNER'S RIGHT TO TERMINATE CONTRACT

Without prejudice to any other right or remedy, the OWNER may terminate this Agreement for cause by providing the CONTRACTOR and its surety with seven (7) days' written notice of termination. For purposes of this Agreement, cause includes, but is not limited to: the adjudication of the CONTRACTOR as a bankrupt; the making of a general assignment by the CONTRACTOR for the benefit of its creditors; the appointment of a receiver because of the CONTRACTOR's insolvency; the CONTRACTOR's persistent or repeated refusal or failure, except for cases in which extension of time is provided, to supply enough properly-skilled workers or proper materials to perform the Services; the CONTRACTOR's persistent disregard of

federal, state or local statutes, laws, codes, rules, regulations, orders or ordinances; and the CONTRACTOR's substantial violation of any provisions of this Agreement. In the event of a termination for cause, the OWNER may take possession of the premises and of all materials, tools and appliances thereon and finish the Services by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the Services are finished. If the unpaid balance of the Agreement price shall exceed the expense of finishing the Services, including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the OWNER.

Further, the OWNER may terminate this Agreement for convenience upon thirty (30) days' written notice to the CONTRACTOR, in which case, the OWNER shall pay the CONTRACTOR for all Services satisfactorily performed and materials purchased up to the date of receipt of such notice by the CONTRACTOR. In the event that the OWNER terminates this Agreement for cause and it subsequently is determined that cause did not exist, such termination shall be deemed to be for convenience.

#### IX. INSURANCE

Except as otherwise provided by this Agreement, the CONTRACTOR and its subcontractors and consultants shall obtain and maintain, throughout the term of this Agreement and for a period of at least two years following the completion of Services under this Agreement, at no expense to the OWNER, the following insurance coverages:

a. **Public Liability Insurance** in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amount as is established by the Maine Tort Claims Act (14 M.R.S.A. §8101 et seq.) as amended from time to time, combined single limit, to protect the CONTRACTOR, any subcontractor performing Services under this Agreement, and the OWNER from claims and damages that may arise from operations under this Agreement, whether such operations be by CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by them.

b. **Automobile Liability Insurance** in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amount as is established by the Maine Tort Claims Act (14 M.R.S.A. §8101 et seq.) as amended from time to time, combined single limit, to protect the CONTRACTOR, any subcontractor performing work covered by this Agreement, and the OWNER from claims and damages that may arise from operations under this Agreement, whether such operations be by

CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by them.

c. **Workers' Compensation Insurance** in amounts required by Maine law and **Employer's Liability Insurance**, as necessary, as required by Maine law. In case any class of employees engaged in hazardous work under this Agreement is not protected under the Workers' Compensation Act, the CONTRACTOR shall, at its own expense, provide for the protection of its employees not otherwise protected.

d. All such insurance policies shall name the OWNER and its officers, agents and employees as additional insureds, except that for purposes of workers' compensation insurance, the CONTRACTOR and its subcontractors instead may provide a written waiver of subrogation rights against the OWNER. The CONTRACTOR, prior to commencement of Services under this Agreement, and any of its subcontractors, prior to commencement of Services under any subcontract, shall deliver to the OWNER certificates satisfactory to the OWNER evidencing such insurance coverages, which certificates shall state that the CONTRACTOR and its subcontractors must provide written notice to the OWNER at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any policies, evidenced by return receipt of United States Certified Mail. Replacement certificates shall be delivered to the OWNER prior to the effective date of cancellation, termination, material modification or expiration of any such insurance policy. The CONTRACTOR shall not commence Services under this Agreement until it has obtained all insurance coverages required under this subparagraph and such insurance policies have been approved by the OWNER, nor shall the CONTRACTOR allow any of its subcontractors to commence Services on any subcontract until all such insurance policies have been obtained by the subcontractor and approved by the OWNER. All such insurance policies shall have a retroactive date which is the earlier of the date of this Agreement between the parties or the CONTRACTOR's Commencement of Services hereunder.

## X. INDEMNIFICATION

The CONTRACTOR agrees to defend, indemnify, and hold harmless the OWNER, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of or caused by the performance of Services under this Agreement by CONTRACTOR, its subcontractors, agents or employees.

## XI. LIENS

Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR delivers to the OWNER a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed, but the CONTRACTOR may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the OWNER to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the CONTRACTOR shall refund to the OWNER all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

## XII. ASSIGNMENT

Neither party to the Agreement shall assign this Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any prior moneys due or to become due to it hereunder, without the previous written consent of the OWNER.

## XIII. SUBCONTRACTS

The CONTRACTOR shall not sublet any part of this Agreement without the prior written permission of the OWNER. The CONTRACTOR agrees that it is fully responsible to the OWNER for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

## XIV. USE OF PREMISES

The CONTRACTOR shall confine its apparatus, the storage of materials and the operations of its workers to limits indicated by law, ordinances and permits and shall not otherwise unreasonably encumber the premises with its materials. If any part of the project is completed and ready for use, the OWNER may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONTRACTOR, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work, materials or Services.

## XV. CLEANING UP

The CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or Services, and at the completion

of the Services it shall remove all its rubbish from and about the project, and all its tools, scaffolding and surplus materials and shall leave the premises "broom-clean" or its equivalent, unless more exactly specified. In case of dispute, the OWNER may remove the rubbish and charge the cost to the CONTRACTOR.

#### XVI. FINAL PAYMENT

Final payment, constituting the entire unpaid balance for the Contract Sum, shall be paid by the OWNER to the CONTRACTOR when the Services have been completed, the Contract fully performed, and, if applicable, a final Certificate for Payment has been issued by the Architect.

#### XVII. OWNERSHIP OF DOCUMENTS

All drawings, notes, documents, plans, and specifications or other material to be developed under this Agreement shall become the property of the OWNER and be promptly delivered to the OWNER upon the completion of Services under this Agreement or sooner upon OWNER's request or the termination of this Agreement. The CONTRACTOR shall be responsible for the protection and/or replacement of any work or materials in its possession, including work or materials provided to the CONTRACTOR by the OWNER. The OWNER agrees that it will not use the construction plans and specifications developed under this Agreement for any project other than the project specified herein without the written consent of the CONTRACTOR, which consent shall not be unreasonably withheld.

#### XVIII. DISCLAIMER

CONTRACTOR has inspected the conditions of the premises and with full knowledge thereof agrees to take them as is, with no warranties express or implied excepting those express statements in this Agreement.

#### XIX. FORCE MAJEURE

Provided such party gives written notice to the other of such event, a party shall not be liable for its failure to perform its respective obligations under this Agreement, if prevented from so doing by any cause beyond the reasonable control of such party such as, but not limited to, strikes, lockouts, or failure of supply or inability by the exercise of reasonable diligence, to obtain supplies, parts, or employees necessary to perform such obligations, or because of war or other emergency. The time within which such obligations shall be performed shall be extended for a period of time equivalent to the delay from such cause.



XX. NON-WAIVER

Except as expressly provided in this Agreement, the failure or waiver, or successive failures or waivers on the part of either party hereto, in the enforcement of any paragraph or provision of this Agreement shall not render the same invalid nor impair the right of either party hereto, its successors or permitted assigns, to enforce the same in the event of any subsequent breach thereof.

XI. NOTICES

Notices hereunder shall be deemed sufficient if sent by U.S. Certified mail as follows:

TO OWNER: \_\_\_\_\_, Town/City Manager  
Town/City of \_\_\_\_\_

TO CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

XXII. REMEDIES

Except as otherwise agreed by the parties in writing, all disputes, claims, counterclaims and other matters in question between the OWNER and the CONTRACTOR arising out of or relating to this Agreement shall be decided by a Maine court of competent jurisdiction. This Agreement is made and shall be construed under the laws of the State of Maine. Except as otherwise expressly agreed by the parties in writing, exclusive venue for any such civil action shall be in Maine.

XXIII. COMPLIANCE WITH APPLICABLE LAWS

The CONTRACTOR agrees that it and its subcontractors, if any, shall comply with all applicable federal, State and local statutes, laws, rules, regulations, codes, ordinances, orders and resolutions in the performance of Services under this agreement.

XIV. RELEASE OF INFORMATION

During the performance of the Services, any material, prepared or assembled by the CONTRACTOR under this Agreement shall not be made available to any individual

or organization by the CONTRACTOR other than as called for herein without prior written authorization from the OWNER.

XV. EXTENT OF AGREEMENT

This Agreement (and the \_\_\_\_\_ attached hereto and hereby incorporated into this Agreement) represent(s) the entire and integrated Agreement between OWNER and the CONTRACTOR and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both OWNER and the CONTRACTOR.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

Witness \_\_\_\_\_ OWNER  
By: \_\_\_\_\_

\_\_\_\_\_ Town/City Manager  
CONTRACTOR  
Witness \_\_\_\_\_  
By: \_\_\_\_\_  
Its \_\_\_\_\_

# TOWN OF BELGRADE



## **Rules for Transfer Station Punch Card Policies**

APPROVED: ~~April 4, 2017~~

### **MISSION STATEMENT**

~~“It shall be the mission of the Town of Belgrade to maintain historical perspective while enhancing its regional, economic, educational, recreational and cultural significance; to provide a wide range of municipal services to make Belgrade a safe, prosperous and attractive town in which to live, work and vacation. We will strive to meet the needs of Belgrade by planning and partnering with local, county and state governments, while involving the citizens of Belgrade.”~~

The Punch Card System ~~was developed to replace the two days when we allowed residential owners to drop-off cost bearing items for free. The punch card~~ allows cost-bearing items to be disposed of at any time during ~~our~~ the Transfer Station's regular hours of operation. The card is valid for two years- ~~(March 2017— March 2019). The Town of Belgrade utilizes two Transfer Station stickers: one green; one black and white with pre-printed numbers that correspond to a punch card.~~ A valid sticker must be placed on the rear driver's side window for Transfer Station use. Residential tax-payers may obtain Transfer Station (TS) stickers at the Belgrade Town Office for every vehicle they register. ~~however, they can have only one black and white numbered window sticker and punch card.~~

## **Rules for Punch Cards:**

- ~~1. The vehicle on which they place the black and white sticker does not have to have the green sticker as well. The black and white numbered sticker is valid for regular TS visits for disposal of waste and recyclables. The tax payer should attach the numbered sticker to a vehicle they own and remove the green sticker. It is not necessary to display both the black and white sticker and the green sticker for TS use.~~
- ~~2.1. To redeem a "punch card item,"~~ numbered white and black window stickers must be attached to the vehicle and the matching ~~a~~ A numbered punch card must be presented to an attendant. -If the punch card is not presented, a fee will be charged for disposal.
- ~~3.2. Another person's vehicle may be used to haul item(s) to the Transfer Station. H;~~ however, the tax-payer must be present and have their his/her ~~in order to not beto avoid a~~ charged.
- ~~4.3. The tax-payer is only~~ only ~~allowed~~ one punch card for the property in which he/she lives. If a tax-payer owns more than one residential property and/or rental units, the other residential property(s) are considered a commercial entity and are not entitled to receive additional punch cards.
- ~~5.4. Punch card holders can use all the punches on the card at any given time during the two--year period. Once all punches on the card have been exhausted, a new card will NOT be issued until a new punch card cycle begins. Additional punch cards may be purchased for \$75.00. Tax-payers with rental properties and businesses in the Town of Belgrade are also eligible to purchase punch cards.~~
- ~~6.5. If the punch card is lost, stolen, or destroyed, it will not be replaced. -A new punch card may be purchased for \$75.00. Additionally, if you a taxpayer replaces the his/her~~ vehicle with the numbered black and white sticker, a new sticker must be issued with the same number written on it.
- ~~7.6. If you have an item you believe should go into the swap shop T~~ there will still be a fee or punch used for the items placed in the "Too Good to Throw Away" station.

*PLEASE RECYCLE AT ALL TIMES  
IT SAVES THE ENVIRONMENT AND YOUR TAX DOLLARS*

EFFECTIVE DATE

The effective date of the revised ~~Personnel~~ Punch Card Policy is \_\_\_\_\_, 2021~~17~~.

BELGRADE SELECT-BOARD

~~Gary Mahler~~ Melanie Jewell, Chair

~~Michael Barrett~~ Rick Damren, Vice Chair

~~Richard Damren~~ Kathi Wall

Ernst Merckens

~~Ernest Rice~~ Dan Newman

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Tax anticipation note bids

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We received four bids for our annual tax anticipation note (TAN). The low bid is 1.05% (compared to 1.79% in 2020) submitted by two banks: Bangor Savings Bank and Androscoggin Bank. Androscoggin Bank calculated its interest costs at one penny less than Bangor Savings -- \$15,706.84 -- if we repay the loan on its maturity date of Dec. 17. We would, of course, seek to repay the loan at an accelerated pace, thus reducing interest costs. In 2020, we paid \$10,000 less than the \$27,462 in interest that represented the low bid.

Attached are the bids. Lee Bragg, the Town's bond counsel, advised that if bidders propose the same rate, "the Board might lean toward the bidder that the Town has worked more with in the past, or the bank that has treated the Town well in the past. It would be good if the Board could express a reason for its choice in terms such as those." Androscoggin serves as our principal bank – the depository for all of the Town's operating accounts. We have found its customer service to be extremely responsive, helpful and reliable. Our chief contact there, Jason Simcock, a vice president and director of government banking services, is a former Maine town manager who understands and appreciates our needs.

We recommend awarding the bid to Androscoggin Bank.

Also attached is the bond vote proposed by our legal counsel. Per his instructions, the motion should read: "I move to adopt the vote as presented regarding the \$2 million-dollar tax anticipation note, based on Androscoggin Bank's low bid and its ongoing, productive business relationship with the Town."

March 8, 2021

Anthony Wilson, Town Manager  
Town of Belgrade  
6 Manchester Road  
Belgrade, ME. 04917

Re: 2021 Tax Anticipation Note

Dear Mr. Wilson:

In response to the recent bid invitation we are pleased to offer the following rate for the Belgrade's Tax Anticipation Note. It is our understanding that the Town desires to close the Note on or about March 19, 2021 and will repay the Note on or before December 17, 2021.

We offer a fixed tax-exempt interest rate of **1.05%** per annum for the "**As Needed**" or "**Lump Sum**" borrowing of up to Two Million Dollars (\$2,000,000). If the full TAN amount was advanced on the March 19 funding date and repaid on the December 17 maturity date the total interest cost of this borrowing would be \$15,706.84. (It should be noted that the actual interest cost of an "As Needed" option would likely be less than this amount due to the gradual drawing of TAN funds during the loan term.)

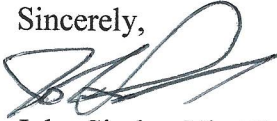
Interest will be calculated on an actual / 365 day basis on the Note, which will be issued without prepayment penalty. Our proposal is predicated on receipt of an unqualified legal opinion attesting to the validity and non-arbitrage nature of the TAN and designating the Note as a qualified "tax exempt" obligation under existing tax laws. We understand attorney Lee Bragg of Bernstein-Shur will provide this opinion, the Note and related documents, and will carry out all legal work for this borrowing, and that the cost of these services will be borne by the Town. We will be pleased to work with attorney Bragg to assure a timely closing.

Our proposal is subject to change if not accepted by the close of business on March 31, 2021, and is subject to withdrawal if there is discovered prior to disbursement any material adverse information pertaining to the Town's financial affairs. There are no additional bank fees, charges, or premiums associated with this bid proposal.

On behalf of Androscoggin Bank, I would like to thank you for providing us with the opportunity to submit a proposal. We look forward to continuing the good working relationship we enjoy with Town officials.

If we can be of further assistance to the Town and its banking needs, please do not hesitate to contact me.

Sincerely,



John Simko, Vice President  
Government Finance

Enclosures

**AWARD / ACKNOWLEDGMENT (please select an option, sign and return):**

The proposal to the Town of Belgrade in the "As Needed" option \_\_\_\_\_  
"Lump Sum" option \_\_\_\_\_ is accepted and this financing is awarded to Androscoggin  
Bank.

\_\_\_\_\_  
Name & Title

Date \_\_\_\_\_



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**Note Model Statement**


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Date Quoted: Mar 08, 2021  
Product: Product Not Defined  
Interest Method: [1] 365/365 Payments P&I

Note Date: Mar 19, 2021  
Maturity Date: Dec 17, 2021

Principal Advance: \$0.00

Expenses Financed: \$2,000,000.00

Amount Financed: \$2,000,000.00  
Finance Charge: \$15,706.84  
APR: 1.050000%

Total Principal: \$2,000,000.00  
Total Interest: \$15,706.84  
Total of Payments: \$2,015,706.84

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**Payment Schedule**


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Description	Date	Frequency	Number	Amount
Regular Payment	Dec 17, 2021	One Time	1	\$2,015,706.84

**Amortization Schedule**

<b>Date</b>	<b>Description</b>	<b>Total Payment</b>	<b>P&amp;I Payment</b>	<b>Principal Payment</b>	<b>Interest Payment</b>	<b>Principal Balance</b>
Mar 19, 2021	Beginning Balance, Expenses					2,000,000.00
⊕ Dec 17, 2021	Regular Payment	2,015,706.84	2,015,706.84	2,000,000.00	15,706.84	
⊕	<b>2021 Totals</b>	<b>2,015,706.84</b>	<b>2,015,706.84</b>	<b>2,000,000.00</b>	<b>15,706.84</b>	
⊕	<b>Grand Total</b>	<b>2,015,706.84</b>	<b>2,015,706.84</b>	<b>2,000,000.00</b>	<b>15,706.84</b>	

## PROPOSED VOTE

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

- VOTED:
- (1) That under and pursuant to Title 30-A, Section 5771 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of \$2,000,000 principal amount of Tax Anticipation Note of the Town in anticipation of the receipt of taxes for the municipal fiscal year which commenced January 1, 2021, and ends December 31, 2021.
  - (2) Said Note shall be dated March 19, 2021, shall mature on December 17, 2021, shall be signed by the Treasurer and countersigned by the Chair of the Select Board, shall bear interest at the rate of 1.05% per annum, shall be payable at Androscoggin Bank in Lewiston, Maine, and otherwise be in such form and bear such details as the signers may determine.
  - (3) That said Note is hereby sold and awarded to Androscoggin Bank.
  - (4) Said Note is hereby designated a qualified tax-exempt obligation of the Town for the 2021 calendar year pursuant to the Internal Revenue Code of 1986.
  - (5) That all things heretofore done and all action heretofore taken by the Town, its municipal officers and agents in the authorization of said Note are hereby ratified, approved and confirmed and the Treasurer and Chair are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Note against payment therefor.



March 1, 2021

Town of Belgrade  
Anthony Wilson, Town Manager  
990 Augusta Road  
Belgrade, Maine 04917

RE: 2021 Tax Anticipation Note - \$2,000,000.00

Dear Mr. Wilson:

Bangor Savings Bank is pleased to submit our proposal for a tax anticipation note in the amount of \$2,000,000.00. The loan is subject to the following terms:

- 1) The proposed fixed interest rate of **1.05%** on a lump sum or as needed basis.
- 2) One Note, representing the full amount of the obligation, to be issued on or about **March 19, 2021**.
- 3) Interest is to be calculated based on a 360-day year. The total interest cost will be **\$15,706.85** (this amount is subject to change based on the closing date and based on full advancement at closing).
- 4) All interest and principal will be paid no later than **December 17, 2021**. The Note may be prepaid at any time without penalty.
- 5) The issue of the Note is to be accompanied by an unqualified legal opinion of recognized Bond Counsel, that the Note has been duly authorized by the Town, is a legal and valid obligation of the Town, interest is exempt from taxation under the Internal Revenue Code of 1986, as amended; and has been designated as a "qualified tax-exempt obligation" of the Town. The cost of Bond Counsel will be borne by the Town.

The commitment is subject to change if not accepted by March 24, 2021 and is subject to withdrawal, if there is discovered prior to loan disbursement, any adverse information relating to the Town's financial condition.

Please forward any correspondence relative to this request to my attention:

Julie Cote  
Treasury & Payment Services  
Bangor Savings Bank  
24 Hamlin Way  
Bangor ME 04401  
Email: [julie.cote@bangor.com](mailto:julie.cote@bangor.com) or Fax: 207.941.2796

We appreciate the opportunity to assist with the Town's financial requirements and look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Julie Cote".

Julie Cote, Vice President  
Treasury & Payment Services

## Loan Repayment Schedule

Print | Exit | Previous

### Loan Repayment Schedule Information

Print

Name of Client:

TOWN OF BELGRADE

Loan Type:

MUNICIPAL-TAX EXEMPT

Principal Amount: \$2,000,000.00

Interest Rate: 1.050000%

Payment Amount: \$2,000,000.00

Number of Payment: 1

### Loan Repayment Details

Print

Previous Records

Date	Payment Number	Interest	Principal	Total Payment	Balance	
▶ ORIGINAL BAL			\$0.00	\$0.00	\$0.00	\$2,000,000.00
12/17/21	1		\$15,706.85	\$2,000,000.00	\$2,015,706.85	\$0.00
CALENDAR 2021			\$15,706.85	\$2,000,000.00	\$2,015,706.85	\$0.00
GRAND TOTALS			\$15,706.85	\$2,000,000.00	\$2,015,706.85	\$0.00



March 2, 2021

Anthony Wilson, Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Re: Invitation to Bid/ Tax Anticipation Note 2021

Dear Anthony:

Skowhegan Savings Bank is pleased to submit a fixed interest rate bid of **1.40% per annum on a lump sum basis or on an as needed basis** for the Town's **\$2,000,000** borrowing to cover normal operating expenses in anticipation of its receipt of tax revenues during the 2021 calendar year. Interest is to be calculated on actual days based on a 360-day year. Assuming the full loan amount i.e. \$2,000,000 is advanced on a lump sum basis on March 19, 2021 and repaid in full with interest on December 17, 2021, the interest cost to the Town would be \$21,233.33. No prepayment penalty will be assessed should the Note be paid off before the scheduled maturity date.

The Bank will require an unqualified legal opinion, prior to loan disbursement, attesting to the validity and due authorization of the Promissory Note issue and designating that the Promissory Note issue is a qualified tax-exempt obligation. It is expected that the Town will be responsible for the cost of this opinion.

Thank you for this opportunity to provide financing for the Town of Belgrade.

Regards,

A handwritten signature in blue ink that reads "Tim Michalak". The signature is written in a cursive style.

Tim Michalak  
Vice President, Commercial Loan Officer



March 10, 2021

Anthony Wilson, Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Dear Mr. Wilson:

Thank you for the opportunity to bid on your request for tax-exempt municipal funds for the Town of Belgrade in an amount not to exceed Two Million and 00/100 Dollars (\$2,000,000.00), for the purpose of financing the government activities and obligations of the Town in anticipation of funds to be raised by taxation in this fiscal year. This bid is submitted as per your request for proposal specifications. Camden National Bank (the "Bank") is pleased to offer this Note subject to the following conditions:

- 1) ISSUER: Town of Belgrade
- 2) ISSUE DATE: The note will be issued on or about March 19, 2021
- 3) DENOMINATION OF NOTES: One note in an amount not to exceed \$2,000,000 will be issued on either a "lump sum" or "as-needed" basis.
- 4) MATURITY DATE: on or before December 17, 2021
- 5) INTEREST RATE:
  - Option A (Lump Sum):** 1.84% per annum, computed on the basis of the actual number of days outstanding based on a 360 day year. Interest expense is calculated to be \$27,906.67 assuming full disbursement on March 10, 2021 and remaining fully disbursed until the proposed maturity date of December 17, 2021.
  - Option B (As needed):** 1.84% per annum, computed on the basis of the actual number of days outstanding based on a 360 day year. Interest expense is calculated to be \$27,906.67 assuming full disbursement on or after March 10, 2021 and remaining fully disbursed until the proposed maturity date of December 17, 2021.
- 6) REPAYMENT TERMS: All principal plus interest to be paid at the maturity date of December 17, 2021.
- 7) PREPAYMENT PROVISION AND FEES: The note may be prepaid at any time without penalty. The Bank assesses no fees associated with the loan closing.

Town of Belgrade  
Page 2  
March 10, 2021

8) LEGAL OPINION: This bid is subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which will be borne by the Town of Belgrade. The opinion must include a statement that the note represents a valid and binding obligation of the issuer and further that the note is a "bank qualified and designated tax exempt obligation" for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The issuer's counsel will be responsible for preparing the required loan documents and filing the necessary forms with the Internal Revenue Service.

9) ADDITIONAL PROVISION: It is a condition of this commitment that none of the proceeds shall be used or invested in any manner such as to result in the loss of exemption from Federal income taxation of interest earned on this obligation. If this condition is violated by the issuer, the actions of any of its officers, agents, or employees, said issuer shall be liable to any holder of this obligation for all income tax liability incurred by said holder as a result of said condition broken, and in addition, all obligations under this Note shall become immediately due and payable at the option of the holder. All acts, conditions and formalities essential to the validity of said obligation have been performed and complied with as required by law, and the total indebtedness of the issuer is within the legal debt limit prescribed by law.

10) CONFIRMATIONS: The Town of Belgrade must confirm in writing that:

-The Town of Belgrade will comply with all of the Tax Reform Act of 1986, as amended, including all provisions relating to arbitrage and rebate.

This commitment shall expire if it is not accepted in writing by March 29, 2021 and may be withdrawn if any adverse information relating to the issuer's affairs is discovered prior to closing.

Should you have any questions regarding this proposal or require additional information, please contact me at 207-588-8401 or by email at [jclaveau@camdennational.com](mailto:jclaveau@camdennational.com). Thank you for considering Camden National Bank for the Town's financial needs.

Sincerely,

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Jean Claveau  
Vice President, Commercial Banking Officer



INVITATION TO BID  
TOWN OF BELGRADE  
TAX ANTICIPATION NOTE

The Town of Belgrade (the "Town") invites bids to provide the Town with a tax anticipation loan in an amount not to exceed **\$2,000,000**. It is anticipated that the Tax Anticipation Note will be dated on or about **March 19, 2021**. Principal and interest on the note will be repaid on or before **December 17, 2021**.

The Town requests that bids be submitted for either, or both, of the following options for its consideration:

**Option 1 (as needed):** Funds to be drawn as and when needed.

**Option 2 (lump sum):** Funds to be drawn in a lump sum on the day of closing.

**Interested banks must submit sealed bids by 12:00 p.m. on Wednesday, March 10, 2021.** Each bid should be submitted to Anthony Wilson, Town Manager, 990 Augusta Road, Belgrade, Maine 04917, in a sealed envelope marked "Bid for Tax Anticipation Note", ***OR*** by email to [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com) with the subject line indicating "Bid for \$2,000,000 Tax Anticipation Note". Bids will be considered by the Select Board at its Zoom meeting (<https://us02web.zoom.us/j/81131427984>) convening at 6:30 p.m. on Tuesday, March 16, 2021. Information regarding the Town's finances can be obtained by calling the Town during regular business hours at (207) 495-2258.

Each bid must include an estimated amortization schedule. In the case of a bid under Option 1, the schedule should be based on the assumption that all funds will be drawn at closing. Bids must also disclose the amount of any fees, premium or other charges relating to the borrowing. Bids must permit the Town to prepay the note without penalty at the election of the Town. Bids shall remain firm for acceptance by the Town for 14 days from the submission deadline.

The Town has engaged Lee Bragg of the firm of Bernstein, Shur, Sawyer & Nelson to act as Bond Counsel in connection with this borrowing. All bids shall be subject to receipt of an unqualified opinion from Bond Counsel at the time of the closing. The Town will certify that the debt is a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of the Internal Revenue Code.

The Town reserves the right to accept or reject any or all bids, to waive any informality in the bids and to exercise its judgment in evaluating the bids. The decision of the Select Board on these matters shall be final and conclusive.

## DISTRIBUTION LIST

John Simko, Vice President  
Androscoggin Bank  
P.O. Box 1407  
Lewiston, ME 04243-1407  
[jsimko@androscogginbank.com](mailto:jsimko@androscogginbank.com)

Danielle Ahern, Vice President  
Bangor Savings Bank  
24 Hamlin Way  
Bangor, ME 04401  
[danielle.ahern@bangor.com](mailto:danielle.ahern@bangor.com)

Nathan R. Cotnoir, Vice President  
Camden National Bank  
21 Armory Street  
Augusta, ME 04330  
[ncotnoir@camdennational.com](mailto:ncotnoir@camdennational.com)

Brent Hall, Vice President  
Kennebec Savings Bank  
150 State Street  
Augusta, ME 04330  
[bhall@kennebecsavings.com](mailto:bhall@kennebecsavings.com)

Steven P. St. Pierre, Vice President  
KeyBank N.A.  
774 Main Street  
Presque Isle, ME 04769  
[steven\\_p\\_st\\_pierre@keybank.com](mailto:steven_p_st_pierre@keybank.com)

Steve Thomas, Senior Commercial Lender  
Skowhegan Savings Bank  
P.O. Box 250  
Skowhegan, Maine 04976  
[sthomas@skowhegansavings.com](mailto:sthomas@skowhegansavings.com)

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Workers compensation safety incentive program

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Attached is information regarding the Maine Municipal Association's workers compensation safety incentive program. In short, this program seeks to reduce workplace injuries and improve safety; successful participation in the program can reduce the Town's workers compensation insurance premiums by up to 10 percent. Savings in the program's first tier are 5 percent, which equates to \$2,220. The tiered checklist of program activities is also attached.

The first step in tier one is approval by the elected board of the attached form resolving the Town to participate in the program.

**MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM  
RESOLVE FORM**

**WHEREAS,** the \_\_\_\_\_ is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and

**WHEREAS,** Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

**WHEREAS,** MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

**WHEREAS,** MMA will provide necessary written program information, and offer assistance to participants; and

**WHEREAS,** WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and

**WHEREAS,** the \_\_\_\_\_ is committed to providing a safe environment for its employees, citizens, and visiting public; and

**WHEREAS,** the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

**NOW THEREFORE BE IT RESOLVED BY THE \_\_\_\_\_**  
to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_**

**ATTEST by Governing Board (signatures or e-signatures):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# Workers' Compensation Safety Incentive Program - Introduction

Maine Municipal Association Risk Management Services will continue a program to work in partnership with our Workers' Compensation Fund members to improve workplace safety and the member's workers' compensation experience. The goals of this program are to:

- Reduce the incidence of injury and illness throughout the operations
- Improve overall safety in the work environment
- Maintain lines of communication with all employees
- Protect members' assets
- Promote a self-sustaining safety culture
- Utilize best practices claim management
- Provide financial incentives which reward our partnership toward safety

Participation in the program is on a voluntary basis and eligible credits will be applied effective January 1, 2022. These credits will only be added at the next renewal (no mid-term adjustments will be made). Each member must elect to be part of the program by sending us the Acknowledgement Form on or before April 1, 2021, the Resolve Form on or before June 1, 2021, and the Data Verification Form on or before September 1, 2021. The Risk Management Services team will work with the member to help achieve its safety goals.

Each qualifying member may receive an incentive credit up to 10%. The program is tiered into three levels based on documented performance. The tiers and associated credits are:

- Tier I..... 5%
- Tier II..... 7.5%
- Tier III..... 10%

The application of a tier credit will not reduce the annual contribution below the minimum contribution level. However, for those members affected by the minimum contribution level (currently \$500 or less) they will receive additional consideration as part of a safety enhancement grant application.

## WCSIP Program

- [Introduction](#)
- [Overview](#)
- [Criteria](#)

## Forms

- [Acknowledgment](#)
- [Resolve](#)
- [Verification](#)
- [Facility Survey](#)

## Plans

- [Personal Protection Equipment](#)
- [Slip, Trip & Fall](#)
- [Lifting](#)
- [Ergo](#)
- [Incident Review](#)
- [Safety Committee](#)
- [Return to Work](#)

## Helpful Links

- [MDOL Directives](#)
- [WCB Preferred Providers](#)
- [MMA Online University](#)

Member's Name: \_\_\_\_\_

Please place a check in all boxes that apply to your organization:

Verification Questions	TIER I	TIER II	TIER III
Resolve adopted and submitted to MMA			
All departments meet MDOL compliance directive requirements			
Agrees to <b>respond</b> MMA corrective action recommendations within 30 days			
A Personal Protective Equipment safety plan is implemented for all required department			
Annual administrative review of safety policies is documented			
Key personnel assigned safety responsibilities			
A process to communicate safety concerns to all employees is in place			
Leadership is aware of and reviews accidents			
A slip trip and fall safety policy is in place			
A lifting and back safety policy is in place			
An office ergonomics safety policy is in place			
A safety committee holds meetings at least quarterly and minutes are documented			
Incident reviews (i.e. accidents, near misses) are conducted to find appropriate root cause(s) of reported occurrences. Corrective recommendations are implemented			
Facility and equipment self-inspections are completed annually and documented			
Preferred providers are used			
Employee training is documented			
A written incident review policy is in place			
A wellness program or similar alternative is offered to employees			
A return-to-work policy (light-duty) for all departments is in place			
Leadership attends/participates in Safety Committee meetings, trainings and other safety events			

E-Signature: \_\_\_\_\_

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

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

RETURN TO: [WCSIP@memun.org](mailto:WCSIP@memun.org) or fax to (207)624-0127

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Spirit of America awards

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

## The Spirit of America Foundation Award

The Spirit of America Foundation is a public charity that was established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than twenty-six cities and towns in Maine.

The Spirit of America Foundation Award historically is presented to honor local Individual(s), organization (s) and /or projects for community service.

The award recognizes individuals and organizations in appreciation of exemplary community service.

**This nomination is for service to community for the year of 2020**

**PLEASE SUBMITT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2021**

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### Town of Belgrade

#### Spirit of America Award Nomination Form

Nominee Name: DIANE BOURGUE

Nomination made by: The Friends of The Belgrade Public Library Board  
Linda Sprague, Judy Johnson, Beverly Megill, Linda Bacon, Joan MacKenzie

Date: December 31, 2020

**Reason for the nomination:**

Diane has been the Treasurer of the Friends since January 2007 - She stepped down this Fall - she has worked really hard for us and because she is a CPA she has been valuable to us in so many ways over the last 14 years and we all appreciate what she has done for us -

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



## The Spirit of America Foundation Award

The Spirit of America Foundation is a public charity that was established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than twenty-six cities and towns in Maine.

The Spirit of America Foundation Award historically is presented to honor local Individual(s), organization (s) and /or projects for community service.

The award recognizes individuals and organizations in appreciation of exemplary community service.

**This nomination is for service to community for the year of 2020**

**PLEASE SUBMITT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2021**

Town of Belgrade

### Spirit of America Award Nomination Form

Nominee Name: Tammy Fulling

Nomination made by: Beverly Megill

Date: Feb. 1, 2021

#### Reason for the nomination:

Tammy representing the restaurant "The Sunset Grille" in Belgrade Lakes has been delivering a meal to many of the elderly in the area starting early on in the covid-19 pandemic. She, early on, received some donations toward the food - then later on she didn't accept donations but she continued to provide, and deliver, food to many because she liked to do it as long as she could.

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

Tammy was always positive and pleasant. I'm sure the recipients not only enjoyed and appreciated the food, but enjoyed talking to Tammy, a very down-to-earth

(Delivered from  
"in person" on  
Wednesdays)

**The Spirit of America Foundation Award**

The Spirit of America Foundation is a public charity established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than 26 cities and towns in Maine.

The Spirit of America Foundation Award historically is presented to honor local individual(s), organization(s) and /or projects for community service.

The award recognizes individuals and organizations in appreciation of exemplary community service.

**This nomination is for service to community for the year of 2020.**

**PLEASE SUBMIT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2021**

---

**Town of Belgrade**

**Spirit of America Award  
Nomination Form**

**Nominee Name:** Belgrade Public Library

**Nomination made by:** Kate Gawler

**Date:** March 1, 2021

**Reason for the nomination:** see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You may drop this form off at the Belgrade Town Office, mail it to 990 Augusta Road, Belgrade, ME 04917, or send it to [townclerk@townofbelgrade.com](mailto:townclerk@townofbelgrade.com).**

The Belgrade Public Library developed innovative ways to deliver services to the community during the pandemic. After eight weeks of closure, BPL was one of the first libraries in the state to reopen with curbside delivery on May 13. In July, patrons could enter by appointment. In August, BPL fully opened to five patrons at a time and, thanks to the vigilance of its staff, has continued to remain safely open. Book delivery has been available on request through collaboration with Neighbors Driving Neighbors. BPL moved programming online, including the popular children's story hour, and added a variety of games and activities. In response to current events, the trustees initiated a book discussion group entitled Exploring Race and Relationship, which has offered readers a way to try to understand difficult issues that impact our society. BPL's response to community needs and interests during the pandemic makes it deserving of the Spirit of American Award.

*Thanks for your consideration! -  
Kate Gawler*

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: March 16, 2021  
Re: Town Manager's report

---

In a pair of emails to you dated March 4-5, I provided you some information regarding installing solar arrays at the Town Office, including the payback period and the rate of return, and about RSU 18's hydroelectric provider. Titan Energy is willing to provide us a rolling three-year **solar net energy billing** agreement with a 90-day buyout clause. Would you like me to invite them to give you a presentation April 6?

The community volunteer who, at her cost, has planted colorful flowers in the planters on the painted Belgrade signs at the town limits and at the Center for All Seasons will not be available this year to do that. The flowers do help brighten the **town's entryways**. Is this something you would like to see continued? If so, would you prefer the Town take it on or that we solicit a volunteer?

Inspired by the discussion of **honoring our first-responders**, three citizens stepped forward to contribute a combined \$450 to underwrite costs associated with the Town Office photos. Anything not spent on that effort will be reserved for the permanent memorial. Also, Kate Damren called my attention to a Lowe's program that will award grants to 100 community projects. I filled out the application for the first-responders memorial. \*fingers crossed\*

As a reminder, I will be taking a week's **vacation** the last week of the month.

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00029 207 HOSTS</b>						
0123	21034	03	TOB.COM RENEWAL	1753		
TOB.COM RENEWAL			E 01-10-46-10		11.00	0.00
			GEN'L GOV. / ADMIN - LICENSES / WEBSITE			
			<b>Vendor Total-</b>		<b>11.00</b>	
<b>00289 AUGUSTA FUEL CORP.</b>						
0123	21035	03	TS OFF RD DIESEL	5884556		
TS OFF RD DIESEL			E 15-05-30-02		133.10	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>133.10</b>	
0123	21035	03	LAKES FD HEATING	5884281		
LAKES FD HEATING			E 13-06-20-05		241.12	0.00
			FACILITIES / FD:LAKES - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>241.12</b>	
0123	21035	03	MAINT GARAGE HEATING	5886614		
MAINT GARAGE HEATING			E 13-14-20-05		115.97	0.00
			FACILITIES / TOWN OFFICE - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>115.97</b>	
0123	21035	03	CFAS PROPANE	5886613		
CFAS PROPANE			E 13-02-20-05		42.90	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>42.90</b>	
0123	21035	03	CFAS PROPANE	5884636		
CFAS PROPANE			E 13-02-20-05		27.74	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>27.74</b>	
0123	21035	03	CFAS HEATING	5883875		
CFAS HEATING			E 13-02-20-05		501.70	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>501.70</b>	
0123	21035	03	NBCC HEATING	5877188		
NBCC HEATING			E 13-08-20-05		271.70	0.00
			FACILITIES / FD:NB - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>271.70</b>	
			<b>Vendor Total-</b>		<b>1,334.23</b>	
<b>00000 BELGRADE MILLWORK LLC</b>						
0123	21036	03	PP TAX OVERPAY	3/11/2021		
PP TAX OVERPAY			E 33-01-99-99		44.60	0.00
			OVERLAY / OVERLAY - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>44.60</b>	
<b>00386 BOUNDTREE MEDICAL</b>						
0123	21037	03	OXIMETER, SUCTION CANISTE	83961308		
OXIMETER, SUCTION CANISTE			E 05-05-30-07		393.22	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>393.22</b>	
0123	21037	03	AIRWAY SET	83941927		
AIRWAY SET			E 05-05-30-07		85.96	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>85.96</b>	
			<b>Vendor Total-</b>		<b>479.18</b>	
<b>00376 CARDMEMBER SERVICES</b>						
0123	21039	03	5 PROTECTIVE EYEWEAR	7271		
5 PROTECTIVE EYEWEAR			E 05-05-30-07		77.15	0.00

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>77.15</b>	
0123	21039	03	CLIPBOARDS	0997		
CLIPBOARDS			E 05-05-40-04		58.02	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>58.02</b>	
0123	21039	03	3 RING BINDERS	1201		
3 RING BINDERS			E 05-05-30-03		48.37	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>48.37</b>	
0123	21039	03	LICENSE 4 CASCADE SYSTEM	1347		
LICENSE 4 CASCADE SYSTEM			E 05-05-14-07		12.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			<b>Invoice Total-</b>		<b>12.00</b>	
0123	21039	03	PROTECTIVE EYEWEAR COVID	9011		
PROTECTIVE EYEWEAR COVID			E 05-05-30-07		134.97	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Invoice Total-</b>		<b>134.97</b>	
0123	21039	03	ADOBE SUBSCRIPTION	6084, 3810		
ADOBE SUBSCRIPTION			E 01-10-20-07		31.62	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>31.62</b>	
0123	21039	03	STAMPS	7738		
STAMPS			E 01-10-30-01		165.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>165.00</b>	
0123	21039	03	CHROMEBOOKS TRAINING	3382		
CHROMEBOOKS TRAINING			E 01-10-30-03		498.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>498.00</b>	
0123	21039	03	STAMPS	7704		
STAMPS			E 01-10-30-01		312.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>312.00</b>	
0123	21039	03	PLAYGROUND SET	6451		
PLAYGROUND SET			E 13-03-35-08		1,784.70	0.00
			FACILITIES / NBCC - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>1,784.70</b>	
0123	21039	03	SKID STEER HYDRO OIL	5225		
SKID STEER HYDRO OIL			E 15-05-35-11		41.99	0.00
			SOLID WASTE / WASTE - REPAIRS / SKID STEER			
			<b>Invoice Total-</b>		<b>41.99</b>	
0123	21039	03	LIGHT FORD, FUEL CAP GMC	8178		
LIGHT FORD, FUEL CAP GMC			E 13-01-30-04		47.95	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>47.95</b>	
0123	21039	03	TABLET FOR MAINT. CEMETER	4511		
TABLET FOR MAINT. CEMETER			E 13-01-40-04		179.99	0.00
			FACILITIES / GENERAL - PURCHASES / EQUIPMENT			
			E 12-01-40-04		100.00	0.00
			CEMETERY / CEMETERY - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>279.99</b>	
0123	21039	03	TABLET COVER	9084		
TABLET COVER			E 13-01-40-04		29.99	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FACILITIES / GENERAL - PURCHASES / EQUIPMENT						
Invoice Total-					29.99	
0123	21039	03	ABATEMENT LETTER	9534		
ABATEMENT LETTER			E 01-10-30-01		7.00	0.00
GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE						
Invoice Total-					7.00	
0123	21039	03	POSTAGE	3692		
POSTAGE			E 30-01-30-01		3.28	0.00
LIBRARY / LIBRARY - SUPPLIES / POSTAGE						
Invoice Total-					3.28	
0123	21039	03	FOOD FOR KIDS	9983		
FOOD FOR KIDS			E 25-30-30-05		97.56	0.00
RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER						
Invoice Total-					97.56	
0123	21039	03	INTEREST	2/2-3/2/2021		
INTEREST			E 01-10-99-05		31.21	0.00
GEN'L GOV. / ADMIN - EXPENSE / INTEREST						
Invoice Total-					31.21	
Vendor Total-					3,660.80	
00092 CENTRAL MAINE MOTORS						
0123	21040	03	ANITFREEZ COOLANT	120266		
ANITFREEZ COOLANT			E 05-05-30-04		35.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING						
Vendor Total-					35.00	
00020 CENTRAL MAINE POWER						
0123	21041	03	TS ELECTRICITY	723000918700		
TS ELECTRICITY			E 13-09-20-04		644.52	0.00
FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY						
Vendor Total-					644.52	
00000 COLLABORATIVE SUMMER LIBRARY PROGRAM						
0123	21042	03	TAILS&TALES EVENT	1961		
TAILS&TALES EVENT			E 30-01-31-01		26.57	0.00
LIBRARY / LIBRARY - SPECIAL / EVENTS						
Vendor Total-					26.57	
00468 CONSOLIDATED COMMUNICATIONS						
0123	21043	03	LAKES FD FAX LINE	MARCH BILL		
LAKES FD FAX LINE			E 05-05-20-01		44.86	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
Invoice Total-					44.86	
0123	21043	03	TOWN OFFICE FAX LINE	MARCH BILL		
TOWN OFFICE FAX LINE			E 01-10-20-01		46.74	0.00
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO						
Invoice Total-					46.74	
Vendor Total-					91.60	
00641 EATON PEABODY						
0123	21044	03	BRIGHTSIDE APPEAL	575988		
BRIGHTSIDE APPEAL			E 01-10-15-02		1,842.90	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL						
Vendor Total-					1,842.90	
00051 ES&S ELECTION SYSTEMS & SOFTWARE						
0123	21045	03	TOWN MEETING BALLOTS	1179708		
TOWN MEETING BALLOTS			E 01-35-25-05		873.27	0.00

**A / P Warrant**

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
GEN'L GOV. / ELECTIONS - PRINTING / BALLOTS						
<b>Vendor Total-</b>					<b>873.27</b>	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0123	21046	03	REPLACEMENT MASK	193441		
REPLACEMENT MASK			E 05-05-40-04		285.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT						
<b>Invoice Total-</b>					<b>285.00</b>	
0123	21046	03	INNOTEX ENERGY GEAR	193442		
INNOTEX ENERGY GEAR			E 05-05-40-03		1,950.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT						
<b>Invoice Total-</b>					<b>1,950.00</b>	
<b>Vendor Total-</b>					<b>2,235.00</b>	
<b>00008 FULLER, GARY R.</b>						
0123	21047	03	MILEAGE REIMBURSEMENT 77	3/2-3/5/21		
MILEAGE REIMBURSEMENT 77			E 01-20-20-02		33.88	0.00
GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI						
<b>Invoice Total-</b>					<b>33.88</b>	
0123	21047	03	MILEAGE REIMBURSEMENT 73	2/22-2/26/21		
MILEAGE REIMBURSEMENT 73			E 01-20-20-02		32.12	0.00
GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI						
<b>Invoice Total-</b>					<b>32.12</b>	
<b>Vendor Total-</b>					<b>66.00</b>	
<b>00288 GALE/CENGAGE LEARNING</b>						
0123	21048	03	BOOKS AND PERIODICALS	72847295		
BOOKS AND PERIODICALS			E 30-01-30-09		50.03	0.00
LIBRARY / LIBRARY - SUPPLIES / BOOKS						
<b>Invoice Total-</b>					<b>50.03</b>	
0123	21048	03	BOOKS AND PERIODICALS	73904311		
BOOKS AND PERIODICALS			E 30-01-30-09		49.38	0.00
LIBRARY / LIBRARY - SUPPLIES / BOOKS						
<b>Invoice Total-</b>					<b>49.38</b>	
<b>Vendor Total-</b>					<b>99.41</b>	
<b>00267 IRVING OIL CORPORATION</b>						
0123	21049	03	FACILITIES FUEL	33856997		
FACILITIES FUEL			E 13-01-30-02		320.77	0.00
FACILITIES / GENERAL - SUPPLIES / FUEL						
<b>Invoice Total-</b>					<b>320.77</b>	
0123	21049	03	FACILITIES FUEL	33856995		
FACILITIES FUEL			E 13-01-30-02		332.82	0.00
FACILITIES / GENERAL - SUPPLIES / FUEL						
<b>Invoice Total-</b>					<b>332.82</b>	
0123	21049	03	FACILITIES FUEL	57528227		
FACILITIES FUEL			E 13-01-30-02		29.90	0.00
FACILITIES / GENERAL - SUPPLIES / FUEL						
<b>Invoice Total-</b>					<b>29.90</b>	
0123	21049	03	FACILITIES FUEL	33729813		
FACILITIES FUEL			E 13-01-30-02		147.73	0.00
FACILITIES / GENERAL - SUPPLIES / FUEL						
<b>Invoice Total-</b>					<b>147.73</b>	
<b>Vendor Total-</b>					<b>831.22</b>	
<b>00000 JULIA HANAUR-MILNE</b>						
0123	21050	03	READING SUPPLEMENTAL			



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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
READING SUPPLEMENTAL			E 62-01-99-99		67.96	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>67.96</b>	
<b>00550 KYOCERA</b>						
0123	21051	03	COPIER CONTRACT	55L2061150		
COPIER CONTRACT			E 01-10-20-14		120.44	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
			<b>Vendor Total-</b>		<b>120.44</b>	
<b>00438 LITTLE GUY PRESS</b>						
0123	21052	03	TS PUNCH CARDS	LGP3979		
TS PUNCH CARDS			E 15-05-25-04		844.50	0.00
			SOLID WASTE / WASTE - PRINTING / MISC			
			<b>Vendor Total-</b>		<b>844.50</b>	
<b>00002 MAINE MUNICIPAL ASSOCIATION</b>						
0123	21053	03	MTCCA MEMBERSHIP	1000383951		
MTCCA MEMBERSHIP			E 01-10-14-03		8.00	0.00
			GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA			
			<b>Vendor Total-</b>		<b>8.00</b>	
<b>00582 MAINE TECHNOLOGY GROUP</b>						
0123	21054	03	IT CONTRACT	MARCH IT SUPPOR		
IT CONTRACT			E 01-10-15-03		1,056.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			<b>Invoice Total-</b>		<b>1,056.00</b>	
0123	21054	03	IT SUPPORT	25938		
IT SUPPORT			E 01-10-15-03		17.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			<b>Invoice Total-</b>		<b>17.50</b>	
			<b>Vendor Total-</b>		<b>1,073.50</b>	
<b>00057 MAINEGENERAL MEDICAL CENTER</b>						
0123	21055	03	RESPIRATOR QUESTIONNAIRE	304185		
RESPIRATOR QUESTIONNAIRE			E 05-05-20-11		22.00	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / MEDICAL			
			<b>Vendor Total-</b>		<b>22.00</b>	
<b>00041 MAINETODAY MEDIA</b>						
0123	21056	03	PB PUBLIC MEETING NOTICE	0248986		
PB PUBLIC MEETING NOTICE			E 01-25-20-03		106.30	0.00
			GEN'L GOV. / PLANNING BRD - SERVICES / ADVERTISING			
			<b>Vendor Total-</b>		<b>106.30</b>	
<b>00256 MODERN PEST SERVICES</b>						
0123	21057	03	NBCC PEST CONTROL	4675333		
NBCC PEST CONTROL			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
			<b>Invoice Total-</b>		<b>54.00</b>	
0123	21057	03	CFAS PEST CONTROL	4675334		
CFAS PEST CONTROL			E 13-02-20-12		68.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
			<b>Invoice Total-</b>		<b>68.00</b>	
			<b>Vendor Total-</b>		<b>122.00</b>	
<b>00174 MTCCA</b>						
0123	21058	03	NEW CLERKS TRAINING	1000383473		
NEW CLERKS TRAINING			E 01-10-13-01		60.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				<b>Vendor Total-</b>	<b>60.00</b>	
<b>00081 NEW ENGLAND SALT COMPANY, LLC</b>						
0123	21059	03	BULK SALT DELIVERED	31074		
BULK SALT DELIVERED	E 10-10-30-04				3,462.53	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>3,462.53</b>	
0123	21059	03	BULK SALT DELIVERED	31033		
BULK SALT DELIVERED	E 10-10-30-04				1,734.91	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>1,734.91</b>	
				<b>Vendor Total-</b>	<b>5,197.44</b>	
<b>00040 POWER EQUIPMENT PLUS</b>						
0123	21060	03	TRACKS ON RANGER			
TRACKS ON RANGER	E 05-05-35-04				85.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
				<b>Vendor Total-</b>	<b>85.00</b>	
<b>00003 REGISTRY OF DEEDS</b>						
0123	21061	03	2 LIEN DISCHARGES			
2 LIEN DISCHARGES	E 01-10-47-01				38.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
				<b>Vendor Total-</b>	<b>38.00</b>	
<b>00385 RJD APPRAISAL</b>						
0123	21062	03	MARCH ASSESSING SERVICE	3/1/2021		
MARCH ASSESSING SERVICE	E 01-10-15-04				2,166.66	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
				<b>Vendor Total-</b>	<b>2,166.66</b>	
<b>00478 SEACOAST SECURITY, INC</b>						
0123	21063	03	CFAS BATTERY DISPOSAL	699247		
CFAS BATTERY DISPOSAL	E 25-30-20-07				77.22	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
				<b>Vendor Total-</b>	<b>77.22</b>	
<b>00114 SNOW POND TECHNOLOGY GROUP, INC.</b>						
0123	21064	03	NEW COPIER SET UP	7192		
NEW COPIER SET UP	E 05-05-15-03				50.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / IT SUPPORT			
				<b>Vendor Total-</b>	<b>50.00</b>	
<b>00701 TELEFLEX LLC</b>						
0123	21065	03	15MM NEEDLE	9503658133		
15MM NEEDLE	E 05-05-30-07				194.50	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				<b>Vendor Total-</b>	<b>194.50</b>	
<b>00048 TREASURER, STATE OF MAINE</b>						
0123	21066	03	PLUMBING PERMITS			
PLUMBING PERMITS	G 1-211-00				145.00	0.00
			GEN'L FUND / PLUMB. PERM.			
				<b>Vendor Total-</b>	<b>145.00</b>	
<b>00095 TREASURER, STATE OF MAINE</b>						
0123	21067	03	DIRECTIONAL SIGN PERMIT	9858		
DIRECTIONAL SIGN PERMIT	R 43-01				60.00	0.00
			LIBRARY TRUS - REVENUE			
				<b>Vendor Total-</b>	<b>60.00</b>	
<b>00379 TREASURER, STATE OF MAINE</b>						

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0123	21068	03	FUEL CHARGES	21BG0036457		
FUEL CHARGES			E 05-05-30-02		277.81	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			<b>Vendor Total-</b>		<b>277.81</b>	
<b>00667 TRI POND VARIETY</b>						
0123	21069	03	FUEL	113620167		
FUEL			E 05-05-30-02		21.62	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			<b>Vendor Total-</b>		<b>21.62</b>	
<b>00176 UNION FARM EQUIPMENT</b>						
0123	21070	03	SERVICE MOWER	UFE-110225		
SERVICE MOWER			E 12-01-35-01		560.22	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
			<b>Invoice Total-</b>		<b>560.22</b>	
0123	21070	03	SERVICE MOWER	UFE-110230		
SERVICE MOWER			E 13-01-35-01		478.72	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			<b>Invoice Total-</b>		<b>478.72</b>	
0123	21070	03	MOWER SERVICE	UFE-110224		
MOWER SERVICE			E 13-01-35-01		570.03	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			<b>Invoice Total-</b>		<b>570.03</b>	
			<b>Vendor Total-</b>		<b>1,608.97</b>	
<b>00178 WARREN BROTHERS</b>						
0123	21071	03	PLOWING CONTRACT	3/21/2021		
PLOWING CONTRACT			E 10-10-20-07		26,162.34	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>26,162.34</b>	
<b>00295 WARREN AUTOMOTIVE</b>						
0123	21072	03	08 GMC FUEL FILTER	3/2/2021		
08 GMC FUEL FILTER			E 13-01-35-03		73.92	0.00
			FACILITIES / GENERAL - REPAIRS / FM ONE-TON			
			<b>Vendor Total-</b>		<b>73.92</b>	
<b>00013 WASTE MANAGEMENT OF</b>						
0123	21073	03	CFAS DUMPSTER	2036722-2080-3		
CFAS DUMPSTER			E 13-02-20-06		87.42	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>87.42</b>	
<b>00369 WB MASON CO, INC</b>						
0123	21074	03	COPY PAPER	218135769		
COPY PAPER			E 01-10-30-03		209.94	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>209.94</b>	
0123	21074	03	BINDER CLIPS	218067351		
BINDER CLIPS			E 01-10-30-03		28.60	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>28.60</b>	
0123	21074	03	ADDRESS LABELS	218177571		
ADDRESS LABELS			E 01-35-30-04		103.92	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>103.92</b>	
			<b>Vendor Total-</b>		<b>342.46</b>	

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Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00125 ZOLL MEDICAL CORPORATION</b>						
0123	21075	03	CPR ELECTRODE	3235199		
CPR ELECTRODE			E 05-05-30-07		105.57	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Vendor Total-</b>		<b>105.57</b>	
			<b>Prepaid Total-</b>		<b>0.00</b>	
			<b>Current Total-</b>		<b>51,393.93</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>51,393.93</b>	

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

MELANIE JEWELL, SELECTPERSON CHAIR \_\_\_\_\_  
RICHARD W. DAMREN, JR., V. CHAIR \_\_\_\_\_  
DANIEL NEWMAN, SELECTPERSON \_\_\_\_\_  
ERNST MERCKENS, SELECTPERSON \_\_\_\_\_  
KATHLEEN WALL, SELECTPERSON \_\_\_\_\_  
M. ANTHONY WILSON, TOWN MANAGER \_\_\_\_\_