

Town of Belgrade
Board of Selectpersons
April 20, 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 April 6, 2021, **Selectboard minutes**.
- B. Discussion and consideration of **replacing appliances** damaged by salt contamination.
- C. Discussion and consideration of **Road Commissioner job description** and job posting.

3. NEW BUSINESS

A. Committee appointments:

- 1. Ted Fontaine – Dams Committee
- 2. Cory Alexander – Roads Committee and Appeals Board
- 3. Scott Ferguson – Library Board of Trustees
- 4. Charlotte Saxl -- Library Board of Trustees youth representative
- 5. Michial Heino – Appeals Board (reappointment)

B. Discussion of **RSU 18 proposed 2021-22 budget** with Superintendent Carl Gartley.

C. Discussion and consideration of agreements with the Friends of the Belgrade Public Library for **year-round book sales** in the library and annual **lease of the library building**.

D. Discussion and consideration of a Request for Qualifications for **management of the Town's Unified Investment Trust**.

E. Discussion and consideration of **extending moratorium ordinance**.

4. WARRANT

5. TOWN MANAGER REPORT

6. EXECUTIVE SESSION: 1 M.R.S.A. §405(6)(E) – Attorney-client consultations

Town of Belgrade Board of Selectpersons

April 6, 2021 / 6:30 p.m.

This meeting was conducted online via Zoom and can be watched at

<https://youtu.be/doqLSHg3DaM>

MINUTES

Selectboard members present: Melanie Jewell, Ernst Merckens, Barbara Allen, Dan Newman, Rick Damren

In attendance: Town Manager Anthony Wilson, Carol Johnson, Bruce Galouch, Lenny Reich, Jack Sutton, Dick Bourne, Cory Alexander, Nicholas Alexander, Transfer Station Director Ken Scheno, Town Clerk Mary Vogel, Tom Dowd, Fire Chief Dan MacKenzie, Scott Damren, Kate Damren, Loyce Hayslett, Jason Stevens, Gary Fuller, Andrea Morin, Patty Vonlderstine, Jean Saucier, Charlie Brown.

Mr. Wilson called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

1. NEW BUSINESS

- A. Appointment of **Selectboard chair and vice-chair**. Mr. Wilson asked for nominations for a chair from Board members. Mr. Damren nominated Ms. Jewell, Mr. Merckens seconded. Motion approved 4-0, with Ms. Jewell abstaining. Ms. Jewell asked for nominations for a vice-chair. Mr. Newman nominated Mr. Damren, Mr. Merckens seconded. Motion approved 4-0, with Mr. Damren abstaining.
- B. **PUBLIC COMMENT**. Ms. Jewell read an email from Andrea Morin on behalf of Joy Burgess seeking assistance in replacing home appliances damaged in the salt-contaminated area. Mr. Wilson said he would consult with the Maine Department of Transportation on options and would report back to Ms. Morin and Ms. Burgess.
Mrs. Saucier asked the Town to research and consider the possibility of offering voting at the North Belgrade Community Center as a second polling place.

2. OLD BUSINESS

- A. Approval of March 16, 2021, **Selectboard minutes**. Mr. Damren moved approval. Mr. Merckens seconded. Motion approved 4-0, with Ms. Allen abstaining because she was not yet serving on the Board.
- C. **NEW BUSINESS**
 - A. **Committee appointments:**
 1. Sara Languet – Planning Board. Ms. Jewell moved approval. Mr. Damren seconded. Motion approved 5-0.
 2. Ted Fontaine – Dams Committee. Ms. Jewell moved to table because Mr. Fontaine was not present. Mr. Newman seconded. Motion approved 5-0.
 - B. **Annual appointments**. Mr. Damren moved approval of the following appointments for one year. Mr. Merckens seconded. Motion approved 5-0.

Animal Control Officer, Trisha Davis; Assessing Agent, R.J. Duplissea; IF&W Agent, Town Clerk, Deputy Registrar, Freedom of Information Officer, Assistant General Assistance Administrator and Deputy Treasurer, Mary Vogel; Deputy Clerk, Deputy Registrar, Motor Vehicle Agent, Sheila Thorne; Civil Emergency Management Director, Ed Ketch Jr.; Deputy Clerk, Registrar, Charlene Houle; General Assistance Administrator, Anthony Wilson; Historian, Nancy Mairs; Public Information Officer, Jeremy Damren; Tax Collector, Treasurer Nicholas Poole.

C. Discussion of **RSU 18 proposed 2021-22 budget** with Superintendent Carl Gartley. This item was postponed until the April 20 meeting.

D. Discussion of March 20 **Town Meeting election results**. The town manager gave a brief overview of the election, which garnered a turnout of about 16 percent of the registered electorate. He raised the idea of shortening the hours during Saturday elections to reduce costs.

E. Discussion and consideration of potential **warrant articles for June 8 election**. Mr. Damren moved to approve a warrant article appropriating \$25,000 from the undesignated fund to build a cement pad at the Transfer Station. Mr. Newman seconded. The motion failed 2-3, with Ms. Jewell, Ms. Allen and Mr. Merckens opposed.

Ms. Jewell moved to approve the following warrant article: 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. Additionally, to see if the Town will appropriate \$33,874 from the undesignated fund to raise the balance of the Solid Waste Capital Reserve to \$50,000. The balance will be \$16,126 following a paving project in June. Mr. Merckens seconded the motion. Motion approved 3-2, with Mr. Damren and Mr. Newman opposed.

Mr. Merckens moved to approve the low bid of \$24,915 submitted by Bonneau & Son Excavation for the cement pad, contingent upon voter approval June 8. Ms. Jewell seconded. Motion approved 4-1, with Mr. Damren opposed.

Mr. Damren moved to approve the following warrant article: To see if the Town will vote to appropriate the lapsed amount of \$45,000 from the undesignated fund for the purchase of a one-ton facility maintenance truck. The truck was not purchased in 2020 due to COVID-19. Mr. Merckens seconded. Motion approved 5-0.

Mr. Merckens moved to approve the following warrant article: To see if the Town will vote pursuant to 36 MRSA section 506 to authorize the tax collector to accept prepayment of property taxes prior to the delivery of the tax commitment to the tax collector by the assessors without payment of interest. Ms. Allen seconded. Motion approved 5-0.

Mr. Damren moved to place the three warrant articles before the voters in the June 8 referendum election. Ms. Jewell seconded. Motion approved 5-0.

F. Discussion and consideration of **Road Commissioner job description** and interim appointment. The town manager presented a draft of a proposed road commissioner job description. Mr. Newman and Mr. Sutton offered proposed

- changes. The town manager will present a revised document for the Board's consideration April 20. Ms. Jewell moved to table the job description. Mr. Damren seconded. Motion approved 5-0. Mr. Damren moved to appoint Jason Stevens as the interim road commissioner. Mr. Merckens seconded. Motion approved 5-0.
- D. **WARRANT.** Mr. Damren moved approval of warrant number 38 for \$641,267.56. Mr. Merckens seconded. Motion approved 5-0. Mr. Damren moved approval of warrant number 40 for \$240,600. Ms. Jewell seconded. Motion approved 5-0.
- E. **TOWN MANAGER REPORT.** Mr. Wilson updated the Board on the work of the first-responders memorial group and on the hiring of a code enforcement officer. Mr. Damren said he wanted to discuss the latter in executive session.
- F. **EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(A) – Personnel matters
Mr. Newman moved the board exit open session at 8:23 p.m. Ms. Allen seconded. Motion approved 5-0.
Mr. Damren moved the board enter executive session at 8:23 p.m. Mr. Merckens seconded. Motion approved 5-0.
Mr. Damren moved the board exit executive session at 9:59 p.m. Ms. Jewell seconded. Motion approved 5-0.
Mr. Damren moved the board re-enter open session at 10 p.m. Ms. Jewell seconded. Motion approved 5-0.
Mr. Damren moved the board reappoint Gary Fuller to a one-year term as code enforcement officer. Ms. Jewell seconded. Motion approved 5-0.
Mr. Damren moved the meeting be adjourned at 10:02 p.m. Ms. Jewell seconded. Motion approved 5-0.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: Replacing appliances

Following the concerns Joy Burgess raised at the last Selectboard meeting about the corrosion of her appliances due to salt contamination in the triangle, I contacted the Department of Transportation to ask about options. I was told the DOT is willing to partner with the Town on the cost of replacing her appliances, which it sometimes does in these circumstances. The Town's portion of the expense could be funded through the well remediation fund, whose balance is \$148,689.

In circumstances like Mrs. Burgess', the DOT asks an appliance vendor for a price list of comparable replacements for a claimant. The DOT said it would be willing to have the Town take the lead in this effort, securing the replacement appliances and having the Town's contracted plumber performing the installations.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: Road Commissioner

The attached job description incorporates the changes suggested by Selectperson Newman (highlighted in yellow) and Jack Sutton (highlighted in green) during the last meeting. Many of Mr. Sutton's suggestions were already contained within the description.

Because the Road Commissioner's post is transitioning to an appointed position, the MMA suggested posting the position and accepting applications. Also attached is a proposed job posting.

If the Board approves this job description, we would accept applications for two weeks, convene the Roads Committee to interview the applicants, and make a recommendation to the Selectboard as to an appointment at the May 18 meeting.

TOWN OF BELGRADE



ROAD COMMISSIONER

JOB DESCRIPTION

APPROVED ON 04/20/2021

Nature of work:

This position is responsible for the administrative, supervisory and technical work related to Belgrade's public roads. The Road Commissioner is appointed annually by the Board of Selectpersons. The commissioner's work is overseen by the Town Manager with the direction of the Selectboard.

Per Maine state law, Title 23: TRANSPORTATION, Part 3: LOCAL HIGHWAY LAW, Chapter 301: GENERAL PROVISIONS, Subchapter 1: ROAD COMMISSIONER, the Road Commissioner's powers and duties are as follows:

"The road commissioner, under the direction of a majority of the selectmen, shall have charge of the repairs of all highways and bridges within the towns and shall have authority to employ the necessary personnel and equipment and purchase material for the repair of highways and bridges. The road commissioner shall give bond to the satisfaction of the selectmen and be responsible to them for the expenditure of money and discharge of his duties generally. In the absence of a statute, charter provision or ordinance to the contrary, any decision involving the duties and responsibilities of the road commissioner shall be made by a majority of the selectmen whose decision shall be final. The road commissioner's compensation shall be such sum as the legislative body votes annually. The road commissioner shall render to the selectmen monthly statements of his expenditures and receive no money from the treasury, except on the order of the selectmen.

"If a majority of the selectmen determine that a condition exists in any town way which creates a hazard and renders the way unsafe for travelers with motor vehicles, the selectmen shall give written notice to the road commissioner of this condition and order him to eliminate it or take interim measures to protect the public within 24 hours. If the road commissioner fails to act as directed by the selectmen, a majority of the selectmen may enter contracts or take any other steps necessary to eliminate the safety hazard."

The Road Commissioner is responsible for planning, coordinating and directing the summer maintenance and construction activities related to Belgrade's public roads **and their travel surfaces**. This includes **crack sealing**; the routine maintenance of ditches, **shoulders** and rights-of-way; **striping and marking**; the removal of sand from roadways in the spring; the placement of road signs, and the replacement of culverts associated with Town ways. Work involves the supervision of work crews to carry out various activities, the preparation and administration of the road maintenance budget with the assistance of the Roads Committee, and the scheduling of road-related activities and projects. Work is performed with considerable independence, subject to review through observation, reports and results achieved.

Essential responsibilities:

Employs and supervises the necessary personnel and equipment to perform appropriate road maintenance within the constraints of the approved road maintenance budget. If that amount proves to be insufficient, the Commissioner may exceed the amount appropriated by up to 15% with the written consent of the Board of Selectpersons (per state law). Supervises all road maintenance and construction. Performs related work as required.

Performs work as a contractor for the Town of Belgrade and participates in the bid process for major projects under the following conditions:

- Rental of equipment must be clearly identified and a specific rate cited on all requests for payment.
- Routine maintenance and repair projects may be performed utilizing contractor equipment as determined by the Road Commissioner.
- A determination shall be made on all major projects as to the requirement for competitive bid. The Board of Selectpersons decides what constitutes a major project.

Prepares and administers the road maintenance budget based on short- and long-term plans for maintenance, paving and other projects. Responsible for presenting budget requirements to the Roads and Budget committees, the Board of Selectpersons, and at Town Meeting. Initiates needed construction projects, such as road construction, repair and paving/repaving.

Regularly inspects Town roads. Maintains an inventory of town roads, which is updated and shared with the Roads Committee annually.

Advises and confers with the Selectboard and/or Town Manager on road maintenance and construction. Updates the Selectboard at least monthly on road-related issues and operations. This may be done via the Town Manager during his/her update during a regular meeting.

Receives citizen inquiries or complaints and attempts to resolve the issues.

Approves or denies requests submitted via the Town's permit application for driveways that access Town streets/roads prior to construction, and ensures culverts are designed, installed and maintained for maximum flowage.

Prepares bid specifications for major projects and coordinates all purchasing.

Coordinates and reviews plans and specifications prepared by consultant firms for private or municipal projects; when appropriate, works with MDOT in planning and development of projects in Belgrade.

Inspects roads considered for acceptance as a Town road in accordance with the Belgrade Ordinance on Streets and Roads.

Serves as the Town's Tree Warden, determining how best to resolve issues with problematic trees.

Ensures compliance with Federal and State regulations, and accepted safety standards relative to all activities.

Maintains and safely keeps public records.

Stores and maintains Town property and equipment used for roads.

Requirements of Work:

Extensive knowledge of the construction and maintenance of roads. Working knowledge of the principles and practices of civil engineering as they apply to construction and operation of municipal roads.

Ability to organize, direct and coordinate the activities of work crews.

Ability to develop plans and programs and to make sound decisions on matters of operations.

Ability to establish and maintain effective working relationships with subordinate work crew members, other town officials and the general public.

Knowledge of laws, ordinances and regulations relating to municipal roads.

Must respond to calls, including from the Town's Fire Chief and/or Emergency Management Director, of road obstructions and other emergencies during severe weather to clear obstructions or cordon them off if they cannot be immediately removed.

Must pass required background check and possess a valid driver's license without violations.

May be required to acquire certifications (ex. traffic safety, flagging) as needed or requested by the Selectboard.

Must maintain liability insurance on any commissioner-owned equipment used in the performance of his/her duties.

Will bill the Town at state rates for all commissioner-owned equipment used in the performance of his/her duties.

Melanie Jewell, Selectboard Chair

Rick Damren, Selectboard Vice-Chair

Ernst Merckens, Selectboard Member

Dan Newman, Selectboard Member

Barbara Allen, Selectboard Member

Road Commissioner job posting

The Town of Belgrade is accepting applications for road commissioner through May 5. The Board of Selectpersons intends to appoint a road commissioner to a one-year term on May 18.

The road commissioner is responsible for the administrative, supervisory and technical work related to Belgrade's public roads. The commissioner is responsible for planning, coordinating and directing the summer maintenance and construction activities related to Belgrade's public roads and their travel surfaces. This includes crack sealing; the routine maintenance of ditches, shoulders and rights-of-way; striping and marking; the removal of sand from roadways in the spring; the placement of road signs, and the replacement of culverts associated with Town ways. Work involves the supervision of work crews to carry out various activities, the preparation and administration of the road maintenance budget with the assistance of the Roads Committee, and the scheduling of road-related activities and projects. Work is performed with considerable independence, subject to review through observation, reports and results achieved.

A full job description and application are posted at townofbelgrade.com/roadcommissioner.

Title 23: TRANSPORTATION
Part 3: LOCAL HIGHWAY LAW
Chapter 301: GENERAL PROVISIONS
Subchapter 1: ROAD COMMISSIONER

§2701. Powers and duties

The road commissioner, under the direction of a majority of the selectmen, shall have charge of the repairs of all highways and bridges within the towns and shall have authority to employ the necessary personnel and equipment and purchase material for the repair of highways and bridges. The road commissioner shall give bond to the satisfaction of the selectmen and be responsible to them for the expenditure of money and discharge of his duties generally. In the absence of a statute, charter provision or ordinance to the contrary, any decision involving the duties and responsibilities of the road commissioner shall be made by a majority of the selectmen whose decision shall be final. The road commissioner's compensation shall be such sum as the legislative body votes annually. The road commissioner shall render to the selectmen monthly statements of his expenditures and receive no money from the treasury, except on the order of the selectmen. [PL 1985, c. 80 (AMD).]

If a majority of the selectmen determine that a condition exists in any town way which creates a hazard and renders the way unsafe for travelers with motor vehicles, the selectmen shall give written notice to the road commissioner of this condition and order him to eliminate it or take interim measures to protect the public within 24 hours. If the road commissioner fails to act as directed by the selectmen, a majority of the selectmen may enter contracts or take any other steps necessary to eliminate the safety hazard. [PL 1985, c. 80 (NEW).]

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

Selmon 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: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- | | |
|--|--|
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Board of Parks & Recreation |
| <input checked="" type="checkbox"/> Board of Appeals | <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"/> Economic & Community Dev. Com. |

Other Roads Committee

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

Name Cory Alexander
Address [Redacted] Rd Belgrade [Redacted]
Phone # (Home) [Redacted] (Work) [Redacted] Email [Redacted]
Place of Employment [Redacted]
Education & Experience _____

Interests and Hobbies _____

Why do you wish to serve on a municipal board or committee?
Trying to be more involved in town

References

Name Jason Cyr Phone # [Redacted]
Name Terri Hitchborn Phone # [Redacted]

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

Other _____

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

Name Scott Ferguson
Address [REDACTED]
Phone # (Home) [REDACTED] (Work) [REDACTED] Email [REDACTED]
Place of Employment State of Maine - Corrections Service Center
Education & Experience BS Business Administration & Economics - The King's College
Masters of Accountancy in Governmental Accounting - Rutgers University

Interests and Hobbies Church Elder, Family, Hiking, Landscaping, Basketball, Golf

Why do you wish to serve on a municipal board or committee?
To lend understanding and clarity to the budgeting process for the citizens of Belgrade

References

Name Albert Allen Phone # [REDACTED]
Name Katharine Wiltuck Phone # [REDACTED]

Please Return to: townclerk@townofbelgrade.com
OR
Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

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 _____

Name Charlotte J. Saxl

Address _____

Phone # (Home) _____ (Work) N/A Email: _____

Place of Employment Student

Education & Experience Belgrade Central School, Messalonskee Middle School, Messalonskee Highschool, Student founder of MMS Book club,

Interests and Hobbies I am an avid reader, writer, violinist, and horseback rider.

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

I wish to serve on this committee because I know first-hand how important libraries are to the community. I've always found a good library like a sanctuary from the storm of the outside world. I've been reading almost as long as I could talk, and its always been a way for me to better understand the world around me. I hope to create a ripple effect, and pass on the wonderful experience I had in so many libraries, on to those around me. In the words of one of my favorite book characters, A library is like an island in the middle of a vast sea of ignorance, particularly if the library is very tall and the surrounding area has been flooded" (Snicket). I hope that by serving my community I can thank the many librarians, teachers, and friends who encouraged my library hunger.

References

Name Lisa Ravelo Phone # _____
Name Rebecca Cobban Phone # _____

Please Return to: townclerk@townofbelgrade.com

OR

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

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- Planning Board
Board of Appeals (marked with X's)
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 _____

Name: Michial C Heino
Address: Belgrade Lakes me 04918
Phone # (Home) (Work) Email:
Place of Employment: Retired

Education & Experience: Served 3 years on Appeals board

Interests and Hobbies: Hunting, Fishing, skiing, watching all sports on TV, Coaching, Golfing

Why do you wish to serve on a municipal board or committee? I wish to continue on the BOA to ensure that state statutes, town ordinances and all rules and regulations are enforced appropriately and equably.

References: Name Jay Bradshaw, Phone #; Name Norma Blazer, Phone #

Please Return to: townclerk@townofbelgrade.com OR Town Manager, Town of Belgrade, 990 Augusta Road, Belgrade, ME 04917

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: RSU 18 budget

RSU 18 Superintendent Carl Gartley will offer an overview of the school system's proposed 2021-22 budget and respond to questions. Belgrade school board members Sara Languet and Evan Thomas will also be invited. Voters will consider ratifying the proposed budget on Tuesday, June 8.



Fiscal Year 2021 – 22
Proposed Budget Plan

REGIONAL SCHOOL UNIT NO. 18
PROPOSED BUDGET
FISCAL YEAR – 2021-22

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Regional School Unit No. 18 - Warrant Article Report FY 22 Proposed Budget

Article	% Of Budget	2018-19 State Average	FY22 Proposed Budget	FY21 Adopted Budget	FY20 Actual	FY19 Actual	\$ CHANGE	% CHANGE
Article 1: Regular Instruction								
Instruction Total	42.30%		17,130,075.62	16,800,288.23	15,864,800.16	15,209,519.68	329,787.39	1.96%
E.L.L Total	0.25%		101,087.97	135,095.23	96,319.17	102,896.73	-34,007.26	-25.17%
Alternative Educ Total	1.01%		408,492.58	348,747.61	286,700.67	293,106.40	59,744.97	17.13%
Gifted And Talented	0.46%		185,162.35	180,027.53	178,134.02	173,647.88	5,134.82	2.85%
Day One	0.00%		0.00	120,305.39	163,976.78	79,418.14	-120,305.39	-100.00%
Total Regular Instruction	44.02%	39.64%	17,824,818.52	17,584,463.99	16,589,930.80	15,858,588.83	240,354.53	1.37%
Article 2: Special Education								
Special Education Instruct.	10.26%		4,155,168.61	4,025,284.68	3,974,435.97	3,561,216.18	129,883.93	3.23%
Special Education Admin	1.01%		409,386.72	417,934.96	354,742.12	358,010.00	-8,548.24	-2.05%
Special Education Support Services	2.97%		1,202,470.18	1,162,288.90	991,312.19	1,005,436.81	40,181.28	3.46%
Day One-Spec. Education	0.00%		0.00	126,907.79	16,994.40	104,099.16	-126,907.79	-100.00%
Total Special Education	14.24%	16.86%	5,767,025.51	5,732,416.33	5,337,484.68	5,028,762.15	34,609.18	0.60%
Article 3: CTE Instruction								
Vocational Education Total	0.01%		5,000.00	5,000.00	0.00	0.00	0.00	0.00%
Total CTE Instruction	0.01%	2.07%	5,000.00	5,000.00	0.00	0.00	0.00	-16.67%
Article 4: Other Instruction								
Summer School Total	0.09%		34,551.28	34,930.10	8,521.98	29,828.70	-378.82	-1.08%
Co/Extra-Curricular Total	1.92%		778,179.02	720,411.14	527,833.42	673,305.72	57,767.88	8.02%
Total Other Instruction	2.01%	2.21%	812,730.30	755,341.24	536,355.40	703,134.42	57,389.06	7.60%
Article 5: Student And Staff Support								
Guidance & Counseling Services	2.28%		922,069.14	906,213.64	852,301.98	869,888.90	15,855.50	1.75%
Health Services	1.59%		643,875.73	632,322.18	625,991.85	606,210.16	11,553.55	1.83%
Security Resource Officer	0.27%		110,320.00	110,320.00	109,542.36	107,597.55	0.00	0.00%
School Health Coordinator	0.16%		63,127.81	65,434.33	65,016.86	61,880.70	-2,306.52	-3.52%
Prof Devel	0.35%		141,265.00	165,685.00	129,565.48	86,291.99	-24,420.00	-14.74%
Libraries And Media Services	1.54%		621,771.33	619,793.61	606,123.58	551,287.03	1,977.72	0.32%
Instructional Technology	3.45%		1,396,862.56	1,265,433.10	1,357,731.56	1,711,410.85	131,429.46	10.39%
Assessment	0.46%		186,793.92	198,457.69	200,716.09	187,525.33	-11,663.77	-5.88%
Total Support	10.09%	8.29%	4,086,085.49	3,963,659.55	3,946,989.76	4,182,092.51	122,425.94	3.09%

Regional School Unit No. 18 - Warrant Article Report FY 22 Proposed Budget

Article	% Of Budget	2018-19 State Average	FY22 Proposed Budget	FY21 Adopted Budget	FY20 Actual	FY19 Actual	\$ CHANGE	% CHANGE
Article 6: System Administration								
School Board	0.22%		91,029.50	86,800.00	69,593.04	92,314.66	4,229.50	4.87%
Total Supt & Business Office	2.21%		893,724.42	867,344.56	891,613.07	821,584.05	26,379.86	3.04%
Fiscal Services	0.00%		0.00	1,000.00	506.00	419.90	-1,000.00	-100.00%
Total System Admin	2.43%	3.20%	984,753.92	955,144.56	961,712.11	914,318.61	29,609.36	3.10%
Article 7: School Administration								
Principal'S Office Total	5.19%		2,101,468.26	2,040,227.44	2,018,800.64	1,946,662.96	61,240.82	3.00%
Detention Monitors Total	0.00%		0.00	4,330.22	7,640.20	9,906.36	-4,330.22	-100.00%
Total School Admin	5.19%	5.18%	2,101,468.26	2,044,557.66	2,026,440.84	1,956,569.32	56,910.60	2.78%
Article 8: Transportation								
Transp-Admin	1.89%		766,664.60	759,138.01	749,791.71	188,316.88	7,526.59	0.99%
Student Transportation	3.60%		1,459,422.34	1,488,497.15	1,288,315.78	1,927,947.36	-29,074.81	-1.95%
Special Ed Transportation	0.60%		241,294.30	241,849.68	245,403.37	226,184.81	-555.38	-0.23%
CTE Transportation	0.12%		48,357.99	54,440.41	38,077.06	39,430.24	-6,082.42	-11.17%
Total Transportation	6.21%	5.52%	2,515,739.23	2,543,925.25	2,321,587.92	2,381,879.29	-28,186.02	-1.11%
Article 9: Facilities & Maintenance								
Operat. & Maint. of Schools	3.62%		1,467,793.15	1,453,309.60	1,060,576.41	1,096,970.10	14,483.55	1.00%
Custodial	3.96%		1,601,905.78	1,506,374.37	1,721,429.65	1,668,703.75	95,531.41	6.34%
Maintenance	1.89%		763,632.78	707,490.14	724,316.49	699,980.10	56,142.64	7.94%
Grounds	0.20%		81,338.54	80,111.31	152,010.73	133,859.90	1,227.23	1.53%
Capital Renewal/Renov	3.59%		1,452,847.29	1,443,192.00	1,493,756.95	1,341,087.32	9,655.29	0.67%
Total Facilities	13.26%	11.07%	5,367,517.54	5,190,477.42	5,152,090.23	4,940,601.17	177,040.12	3.41%
Article 10: Debt Service								
Total Debt Service	2.09%	5.50%	848,161.12	857,500.00	856,929.05	858,393.39	-9,338.88	-1.09%
Article 11: All Other Expenditures								
Total Food Service Transfer	0.44%	0.40%	178,819.11	177,532.00	140,000.00	349,588.00	1,287.11	0.73%
Total General Fund	100.00%	100.00%	40,492,119.00	39,810,018.00	37,869,520.79	37,173,927.69	682,101.00	1.71%

Regional School Unit No. 18 - Expense Plan Category Summary

FY 22 Proposed Budget

	FY 22 Proposed Budget	FY 21 Adopted Budget	FY 20 Actual	FY 19 Actual	\$ Change	% Change	
Teachers	\$13,170,347.44	\$13,311,015.55	\$12,881,217.16	\$12,363,706.59	(\$140,668.11)	-1.06%	
Educational Technicians	\$2,491,061.05	\$2,246,003.85	\$2,055,308.72	\$2,069,603.37	\$245,057.20	10.91%	
Administration	\$1,585,467.64	\$1,574,924.40	\$1,526,423.80	\$1,521,287.01	\$10,543.24	0.67%	
Support Staff	\$3,969,729.97	\$3,880,460.43	\$3,772,584.39	\$3,889,992.07	\$89,269.54	2.30%	
Substitutes	\$493,638.24	\$392,800.00	\$290,964.53	\$454,600.21	\$100,838.24	25.67%	
Stipends	\$561,471.54	\$464,776.22	\$417,960.67	\$568,994.21	\$96,695.32	20.80%	
Total Salaries	\$22,271,715.88	\$21,869,980.45	\$20,944,459.27	\$20,868,183.46	\$401,735.43	1.84%	
Health & Dental	\$6,190,780.65	\$6,015,919.99	\$5,465,715.06	\$5,483,157.72	\$174,860.66	2.91%	
Social Security & Medicare	\$612,633.68	\$598,055.34	\$606,188.44	\$594,627.82	\$14,578.34	2.44%	
MainePers	\$683,166.99	\$671,196.02	\$655,733.34	\$627,322.41	\$11,970.97	1.78%	
Course Reimbursements	\$111,370.00	\$144,465.00	\$175,449.24	\$107,795.55	(\$33,095.00)	-22.91%	
Unemployment	\$8,000.00	\$8,000.00	\$2,969.51	\$1,546.01	\$0.00	0.00%	
Workers Compensation	\$191,166.21	\$204,013.43	\$204,218.62	\$225,305.85	(\$12,847.22)	-6.30%	
Total Benefits	\$7,797,117.53	\$7,641,649.78	\$7,110,274.21	\$7,039,755.36	\$155,467.75	2.03%	
Total Salary and Benefits	74.26%	\$30,068,833.41	\$29,511,630.23	\$28,054,733.48	\$27,907,938.82	\$557,203.18	1.89%

Regional School Unit No. 18 - Expense Plan Category Summary

FY 22 Proposed Budget

	FY 22 Proposed Budget	FY 21 Adopted Budget	FY 20 Actual	FY 19 Actual	\$ Change	% Change	
Purchased Services							
Contracted Services & Workshops	\$1,011,682.81	\$913,224.00	\$716,360.72	\$623,867.23	\$98,458.81	10.78%	
Purchased Property Services							
Building Services & Utilities	\$81,559.00	\$77,119.00	\$69,114.35	\$83,527.36	\$4,440.00	5.76%	
Repair/Maint	\$415,103.00	\$459,528.00	\$459,977.79	\$424,539.98	(\$44,425.00)	-9.67%	
Building Rentals, Equipment & Subscriptions	\$93,385.00	\$92,885.00	\$70,539.54	\$92,279.86	\$500.00	0.54%	
Lease Purchase	\$1,024,428.11	\$1,009,316.00	\$1,076,757.23	\$887,974.48	\$15,112.11	1.50%	
Facility Services & Repair	\$275,700.00	\$251,700.00	\$346,091.91	\$188,187.54	\$24,000.00	9.54%	
Other Purchased Services							
Insurance (Buildings)	\$159,900.00	\$139,013.00	\$131,277.00	\$115,285.89	\$20,887.00	15.03%	
Communication, Advertising, Postage & Printing	\$96,917.00	\$95,145.00	\$75,477.43	\$84,442.21	\$1,772.00	1.86%	
Tuition, CTE, & Insured Value	\$2,885,550.00	\$2,798,700.00	\$2,773,918.44	\$2,354,151.75	\$86,850.00	3.10%	
Travel & Mileage	\$44,812.00	\$67,631.00	\$36,781.63	\$35,259.51	(\$22,819.00)	-33.74%	
General Supplies							
Instructional	\$610,393.00	\$617,448.77	\$557,613.16	\$458,028.06	(\$7,055.77)	-1.14%	
Electricity & Fuels	\$871,105.00	\$851,230.00	\$677,552.40	\$793,543.13	\$19,875.00	2.33%	
Books & Periodicals	\$167,168.00	\$171,918.00	\$139,587.79	\$105,272.45	(\$4,750.00)	-2.76%	
Other Supplies	\$209,530.00	\$192,270.00	\$145,586.37	\$166,646.53	\$17,260.00	8.98%	
Property & Equipment							
Non-Instructional Supplies	\$33,901.00	\$117,601.00	\$90,904.21	\$244,658.16	(\$83,700.00)	-71.17%	
Debt Service & Miscellaneous							
Debt Service	\$2,249,854.67	\$2,254,492.00	\$2,229,524.88	\$2,181,845.17	(\$4,637.33)	-0.21%	
Dues & Fees	\$46,775.00	\$45,445.00	\$30,322.71	\$37,677.79	\$1,330.00	2.93%	
Field Trips	\$55,522.00	\$53,722.00	\$17,197.85	\$63,801.77	\$1,800.00	3.35%	
Other Items							
Food Service Transfer	\$90,000.00	\$90,000.00	\$140,000.00	\$325,000.00	\$0.00	0.00%	
Total All Other	25.74%	\$10,423,285.59	\$10,298,387.77	\$9,784,585.41	\$9,265,988.87	\$124,897.82	1.21%
Total Budget 21-22	100%	\$40,492,119.00	\$39,810,018.00	\$37,839,318.89	\$37,173,927.69	\$682,101.00	1.71%

Regional School Unit No. 18 - Adult Education

FY 22 Proposed Budget

	FY 22 Proposed Budget	FY 21 Budget	FY 20 Actual	FY 19 Actual	\$ Change	% Change
ADULT EDUCATION 6000						
1100-0000-6000-2120-51010-409 SALARY - ADULT ED DIPLOMA	\$0.00	\$2,000.00	\$0.00	\$0.00	(\$2,000.00)	-100.00%
1100-0000-6000-2120-53200-409 CONTRACTED SERVICES	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	--
1100-0000-6000-2300-51040-409 SALARY - ADULT ED DIRECTOR	\$5,125.00	\$28,175.00	\$28,291.71	\$25,880.50	(\$23,050.00)	-81.81%
1100-0000-6000-2300-51180-409 SALARY - SECRETARY AD ED	\$11,886.72	\$11,826.32	\$11,734.40	\$10,738.96	\$60.40	0.51%
1100-0000-6000-2300-52140-409 GROUP INSURANCE ADMIN	\$0.00	\$8,589.00	\$7,091.25	\$6,024.30	(\$8,589.00)	-100.00%
1100-0000-6000-2300-52240-409 FICA/MEDI ADMIN	\$74.31	\$439.31	\$410.01	\$375.30	(\$365.00)	-83.08%
1100-0000-6000-2300-52280-409 FICA/MEDI SECRETARY	\$909.34	\$904.71	\$897.66	\$821.56	\$4.63	0.51%
1100-0000-6000-2300-52340-409 MAINEPERS ADMIN	\$213.20	\$1,184.54	\$245.74	\$203.32	(\$971.34)	-82.00%
1100-0000-6000-2300-52740-409 WORKERS COMPENSATION ADMIN	\$22.04	\$83.45	\$80.40	\$76.08	(\$61.41)	-73.59%
1100-0000-6000-2300-52780-409 WORKERS COMPENSATION SECRETARY	\$51.11	\$121.38	\$52.75	\$54.73	(\$70.27)	-57.89%
1100-0000-6000-2300-53200-409 CONTRACTED SERVICES	\$33,500.00	\$0.00	\$4,000.00	\$0.00	\$33,500.00	--
1100-0000-6000-2300-53451-409 PROF SERVICES AUDIT	\$800.00	\$800.00	\$0.00	\$405.00	\$0.00	0.00%
1100-0000-6000-2300-55310-409 POSTAGE	\$2,000.00	\$2,000.00	\$1,840.55	\$1,625.34	\$0.00	0.00%
1100-0000-6000-2300-55320-409 TELEPHONE	\$600.00	\$600.00	\$497.45	\$548.41	\$0.00	0.00%
1100-0000-6000-2300-55400-409 ADVERTISING	\$3,280.00	\$3,280.00	\$0.00	\$1,776.36	\$0.00	0.00%
1100-0000-6000-2300-55500-409 PRINTING	\$1,850.00	\$1,850.00	\$1,825.67	\$966.21	\$0.00	0.00%
1100-0000-6000-2300-55810-409 TRAVEL ADMIN	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	0.00%
1100-0000-6000-2300-56000-409 SUPPLIES ADMIN	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	0.00%
1100-0000-6000-2300-58100-409 DUES & FEES	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL ADULT EDUCATION	\$63,111.72	\$62,653.71	\$56,967.59	\$49,496.07	\$458.01	0.73%
HIGH SCHOOL COMPLETION 6500						
1100-0000-6500-1000-51010-409 SALARY ADULT ED DIPLOMA	\$12,300.00	\$12,300.00	\$3,690.00	\$4,920.00	\$0.00	0.00%
1100-0000-6500-1000-52210-409 FICA/MEDI DIPLOMA	\$122.00	\$122.00	\$53.55	\$52.55	\$0.00	0.00%
1100-0000-6500-1000-52310-409 MAINEPERS DIPLOMA	\$799.00	\$799.00	\$810.30	\$720.23	\$0.00	0.00%
1100-0000-6500-1000-52710-409 WORKERS COMPENSATION DIPLOMA	\$0.00	\$0.00	\$19.18	\$30.00	\$0.00	0.00%
1100-0000-6500-1000-53490-409 PROFESSIONAL SERVICES	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	0.00%
1100-0000-6500-1000-56100-409 SUPPLIES	\$500.00	\$500.00	\$465.00	\$0.00	\$0.00	0.00%
1100-0000-6500-1000-56400-409 BOOKS	\$500.00	\$500.00	\$558.00	\$0.00	\$0.00	0.00%
TOTAL HIGH SCHOOL COMPLETION	\$14,221.00	\$14,221.00	\$7,596.03	\$5,722.78	\$0.00	0.00%
TOTAL ADULT EDUCATION	\$77,332.72	\$76,874.71	\$64,563.62	\$55,218.85	\$458.01	0.60%

Regional School Unit No. 18 - Revenue Plan

FY 22 Proposed Budget

	FY 22 Proposed Budget	FY 21 Adopted Budget	FY 20 Actual	FY 19 Actual	\$ Change	% Change
BALANCE FORWARD	600,000.00	500,000.00	0.00	0.00	250,000.00	-50.00%
LOCAL EPS - BELGRADE	4,844,490.95	4,948,798.10	4,776,947.28	5,009,706.75	232,758.75	4.70%
LOCAL EPS - CHINA	3,358,553.33	3,349,028.34	3,348,156.00	3,401,234.25	53,078.25	1.58%
LOCAL EPS - OAKLAND	4,163,958.33	4,173,845.00	4,206,654.00	4,308,825.75	102,171.75	2.45%
LOCAL EPS - ROME	1,449,233.93	1,450,185.62	1,378,303.07	1,335,087.00	43,215.99	-2.98%
LOCAL EPS - SIDNEY	3,281,923.33	3,233,417.66	3,156,888.00	3,187,846.00	30,958.00	0.96%
LOCAL ONLY DEBT - BELGRADE	9,850.02	10,585.00	11,111.64	9,850.04	1,261.59	-11.92%
LOCAL ONLY DEBT - CHINA	9,850.02	10,585.00	11,111.60	9,850.01	1,261.59	-11.92%
LOCAL ONLY DEBT - OAKLAND	9,850.02	10,585.00	11,111.60	9,850.01	1,261.59	-11.92%
LOCAL ONLY DEBT - ROME	9,850.02	10,585.00	11,111.60	9,850.01	1,261.59	-11.92%
LOCAL ONLY DEBT - SIDNEY	9,850.02	10,585.00	11,111.64	9,850.01	1,261.59	-11.92%
LOCAL ADD'L - BELGRADE	1,785,611.49	1,563,080.50	1,542,351.60	1,188,382.79	388,615.78	-24.86%
LOCAL ADD'L - CHINA	1,805,344.34	1,647,762.65	1,651,895.81	1,380,732.33	298,574.58	-18.12%
LOCAL ADD'L - OAKLAND	1,850,943.60	1,614,353.69	1,575,805.79	1,225,099.24	386,105.05	-23.92%
LOCAL ADD'L - ROME	862,038.17	746,859.33	718,212.63	544,744.12	189,602.25	-25.39%
LOCAL ADD'L - SIDNEY	1,422,309.94	1,223,859.81	1,175,630.76	882,686.70	319,353.15	-26.09%
TUITION, SECONDARY - INDIVIDUAL	40,000.00	32,000.00	25,048.66	33,420.60	4,000.00	-12.50%
SUMMER SCHOOL	0.00	0.00	11,295.12	707.33		0.00%
TRANSPORTATION FEES	5,000.00	5,000.00	13,478.81	24,765.48	5,000.00	100.00%
TRANSPORTATION STATE AGENCY CLIENT	5,000.00	0.00	38,646.39	0.00		0.00%
EARNED INTEREST	8,000.00	40,000.00	48,243.18	56,051.24	35,000.00	-87.50%
GATE RECEIPTS	25,000.00	0.00	0.00	0.00		0.00%
RENTALS - SENIOR CENTER	0.00	0.00	2,700.00	600.00		0.00%
ATHLETIC COMPLEX RENTAL	0.00	0.00	2,987.50	765.00		0.00%
RENTALS - PAC CENTER	0.00	18,000.00	4,455.50	17,418.50	0.00	0.00%
CONTRIBUTIONS -MESSENGER	0.00	0.00	0.00	0.00	0.00	0.00%
SHARED SERVICES	0.00	0.00	4,000.00	4,000.00	0.00	0.00%
QZAB INTEREST REFUND	40,325.00	56,325.00	48,721.95	50,953.88	5,567.35	9.88%
MISC OTHER	105,000.00	105,000.00	9,033.90	60,775.27	0.00	0.00%
MESSALONSKEE MESSENGER	0.00	0.00	0.00	0.00	1,000.00	0.00%
STATE SUBSIDY	14,179,272.32	14,469,045.30	13,718,059.93	14,090,856.22	463,575.04	3.20%
STATE SUBSIDY - SUPT AGREEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%
STATE AGENCY CLIENT	430,000.00	400,000.00	606,415.64	432,539.76	100,000.00	-25.00%
STUDENT RECORDS	0.00	0.00	215.00	0.00		0.00%
INSURANCE CLAIMS - PROPERTY	500.00	2,500.00	0.00	3,788.47	0.00	0.00%
SALE OF FIXED ASSETS	500.00	500.00	13,685.00	7,425.31	0.00	0.00%
TOTAL GENERAL FUND	40,312,254.83	39,632,486.00	38,133,389.60	37,297,662.07	1,126,665.61	-2.84%

WARRANT REPORT CATEGORIES

REGULAR INSTRUCTION

Regular programs of study for that part of the school organization which precedes approved secondary education. Elementary programs for students in 4-year old programs, as well as students in kindergarten through grade 8. Secondary programs for students in grades 9 through 12.

SPECIAL EDUCATION

Special programs include activities for elementary and secondary students receiving services outside the realm of regular programs.

CAREER AND TECHNICAL INSTRUCTION

Activities designed to assess and improve the wellbeing of students and supplement the teaching process.

OTHER INSTRUCTION

Activities that add to the educational experience of students but are not related to educational activities.

INSTRUCTIONAL SUPPORT

Services provided such as guidance, health, school resource officer, school health coordinator, professional development, library, instructional technology and student assessment.

SYSTEM ADMINISTRATION

Services provided by the school board, business office and the office of the superintendent.

SCHOOL ADMINISTRATION

Activities concerned with the directing and managing the operation of a particular school.

TRANSPORTATION

Activities concerned with conveying students to and from school, as provided by the state and federal law. This includes trips between home and school and trips to school activities.

FACILITIES AND OPERATIONS

Activities concerned with keeping the physical plant open, comfortable and safe for use and keeping the grounds, building and equipment in effective working condition and state of repair. This included the activities of maintaining safety in buildings.

DEBT SERVICE

Activities related to servicing the long-term debt incurred for the construction of a new school or a new addition to an existing school. This includes bond interest, retirement of bond debt, capital lease payments and other long term note principal and interest.

ALL OTHER FUNCTIONS

Transfer to and local expenditures for food service operations.

ADULT EDUCATION

Adult and continuing education programs

OBJECT REPORT CATEGORIES

40000 Revenue

These codes are for recording revenue

51000 Personal Services - Salaries

Amounts paid to both permanent and temporary school district employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district

52000 Employee Benefits

Amounts paid by the school administrative unit on behalf of employees

53000 Purchased Professional and Technical Services

Services that by their nature can be performed only by persons or firms with specialized skills and knowledge

54000 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the school administrative unit. These services are performed by persons other than school administrative unit employees

55000 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the school administrative unit (separate from Professional and Technical Services or Property Services)

56000 General Supplies

Amounts paid for items that are consumed, are worn out, or have deteriorated through use or items that lose their identity through fabrication or incorporation into different or more complex units or substances

57000 Property

Expenditures for acquiring capital assets, including land, existing buildings, existing infrastructure assets and equipment

58000 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified elsewhere

59000 Other Items

Used to classify transactions that are not properly recorded as expenditures/expenses but require control and reporting by the school administrative unit

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: Friends of the Library agreements

The Friends of the Belgrade Public Library want to offer used books for sale year-round in the Library. The proposed agreement is attached. This effort would accomplish three things:

- It would raise money year-round to support the Friends' efforts to generate revenue to support the operational and maintenance costs of the Library building. All proceeds would continue to benefit the Friends, who would continue to host their annual July 4 book sale.
- It would relieve some congestion in the building's garage, which serves as a storage facility for donated books.
- It would offer another reason to visit the library, hopefully attracting more visitors.

Representatives of the Friends will be at the meeting to offer thoughts and respond to questions.

Also attached is the annual renewal of the lease for the use of the Library building. Terms have not changed. A Belgrade Public Library enthusiast has already paid the \$1 rent.

**Agreement Between
The Friends of the Belgrade Public Library
And
The Town of Belgrade**

Book donations are made to The Friends of the Belgrade Public Library (FOBPL) to be offered in their annual used book sale fundraisers. Proceeds are used for physical operations and upkeep of the library building. Books are dropped off at the library to allow the Librarian to select volumes for the library.

This Agreement allows the Librarian to set aside a quantity of books for sale directly through the library. No more than 50 books/items will be displayed for sale at any one time. Additionally, no more than 50 books/items will be held in reserve to replace sold books/items.

Books will be sold 'by donation'; a list of suggested donations will be posted. Income generated by book sales will go to the Treasurer of the FOBPL on at least a monthly basis for deposit in the FOBPL account.

This Agreement is in effect as soon as the last signature has been obtained and will remain in effect for one year from the date of the last signature.

Linda Sprague, Co-President

Date

Judy Johnson, Co-President

Date

Anthony Wilson, Belgrade Town Manager

Date

Megan Aube, Belgrade Librarian

Date

Commercial Lease Agreement

THIS LEASE: made as of this 01st day of April 2021 by and between the **Friends of the Belgrade Public Library**, a Maine Non-Profit Corporation having a mailing address of P.O. Box 474, Belgrade, ME 04917 (hereinafter referred to as "Landlord"); and the **Town of Belgrade Maine**, a municipal corporation, having a mailing address of 990 Augusta Road, Belgrade, ME 04917 (hereinafter referred to as "Tenant").

WITNESSETH THAT:

1. **Description:** Landlord does hereby lease, demise, and let unto the Tenant the building, grounds, the north ½ of the garage and ½ of the basement on the property owned by the landlord and more commonly known as 124 Depot Road, Belgrade, ME 04917 (hereinafter referred to as the "Premises").
One half of the Premises' basement may be used by the Landlord and one half of the basement may be used by the Tenant. Parties mutually agree that items stored in the basement shall not restrict easy access to the furnace, plumbing or electrical utilities for repair or service.
The parties expressly agree that the property shall be used only to house the Belgrade Public Library. The Premises are leased as set forth herein.
2. **Terms of Lease:** This lease shall bind both parties upon signing. The term of this Lease shall be from the date of execution until April 2022. If, after the lease term, the Tenant and Landlord mutually agree to continue leasing the Premises, they may enter into subsequent lease agreements, upon terms to be negotiated at that time. If for any reason - including the failure of the Town of Belgrade to approve the library budget at its March Town Meeting - the Tenant is unable to lease the premises from the Landlord, the premises will immediately revert back to the Landlord and this lease will be immediately terminated.

Upon execution of this lease, and delivery to the Landlord by the tenant of satisfactory certificates of insurance covering premises contents and premises liability pursuant to § 11 of this Lease, Tenant may access the Premises to set up the library and complete work upon conditions agreed with the Landlord.

3. **Rent:** Rent for the lease term shall be in the amount of One and 00/100 Dollars (\$1.00). Rent for subsequent yearly periods shall be negotiated annually between the parties. This initial rental payment shall be due upon execution of this lease agreement and upon execution of each lease agreement hereafter. In addition to this annual rent, the parties agree to the following division of expenses:
 - a. **Operating Expenses:**
 - i. The Landlord shall be responsible for the operation and maintenance of the building and land which shall include, but may not be limited to: maintenance and repair of the building and grounds, septic system, well, snow plowing, driveway repair, janitorial service, lawn mowing, utilities, heat and liability and property and casualty insurance covering the building and land but not the library collection or library equipment and furnishings owned by the Tenant. The Landlord's obligation to provide utilities shall be subject to interruption due to any accident, to the making of repairs, alterations or improvements, to labor difficulties, to trouble in obtaining fuel, utility service, or supplies from sources from which they are usually obtained for the Premises, or any cause beyond the Landlord's control.

- ii. The Tenant shall be responsible for the operating costs of the library which shall include, but may not be limited to: employee wages and benefits, equipment and furnishings, books and periodicals, office supplies, postage, premises liability insurance, insurance on the library collection and town-owned equipment and furnishings, equipment maintenance, licenses, fees, dues, personnel training, telephone charges, internet charges, computer support, security, surveillance fees, and rubbish removal.

4. **Use of Premises:** The parties expressly agree that Tenant may use and occupy the Premises solely for the purposes of operating and supporting the Belgrade Public Library. Tenant shall not use or occupy, nor permit the Premises or any part thereof to be used or occupied, for any other purpose without prior written permission of the Landlord. If the Tenant is unable or unwilling to use the Premises as the Town of Belgrade's public library as specified above for any reason, including the failure of the Town to pass a Library budget, the parties agree that this lease shall terminate, and possession of the Premises shall immediately revert to the Landlord.

The Leased Premises shall not be used in violation of any zoning laws, or in violation of any federal, state, or local governmental law or regulation. Smoking shall not be permitted in any portion of the Leased Premises nor anywhere on the grounds of the Landlord's surrounding property.

Tenant acknowledges and represents that it has inspected the Leased Premises and that the same is suitable for its intended use. The Tenant further acknowledges that it is not relying on any representations or warranties express or implied, made by the Landlord or any agents of the Landlord regarding the condition or suitability of the Leased Premises. Tenant further acknowledges that it is leasing the Leased Premises AS IS.

5. **Maintenance:** Tenant acknowledges, and shall keep and maintain the Leased Premises in the same good order and repair as at the commencement of the term hereof (reasonable wear and tear by the public, damage by fire or other casualty excepted). Tenant shall not permit the Premises to be overloaded, damaged, stripped, defaced or suffer waste.

The Landlord shall be responsible for repairs to major building infrastructure (i.e. heating, plumbing, electrical, and roof) and for maintenance of the surrounding grounds and parking lots.

6. **Property Loss or Damage:** All merchandise, furniture and property of any kind, nature and description belonging to Tenant or any person claiming by, through or under it, which may be in the Premises during the continuance of this Lease, or any extension or renewal thereof, is to be at the sole risk and hazard of Tenant and if the whole or any part thereof shall be destroyed or damaged by fire, water, steam, smoke, by the leakage or bursting of water pipes or in any other way or manner including wind, flood, rain or the elements in general, no part of said loss or damage is to be charged to or be borne by Landlord in any case whatsoever.

7. **Work and Alterations:** No leasehold or land improvements may be made without written approval by the Landlord. With the Landlord's written consent, which consent shall not be unreasonably withheld, Tenant shall have the right to make non-structural alterations and improvements to the Premises to meet Tenants needs for its use of the Premises. Any and all improvements made to the Premises shall become the property of Landlord at the expiration or termination of this Lease. Unless noted to the contrary

herein. Landlord will have no obligation to provide improvements or alterations to the Premises for the Tenant's specific needs or use. In the event Tenant requires improvements or alterations, the installation and maintenance thereof shall be Tenant's sole cost and obligation, provided that such installation shall be subject to the prior written consent of Landlord. Any and all improvements made to the Premises by the Tenant shall be in a quality at least equal to the present construction and conforming to all applicable Federal, State and local codes and ordinances. Any said modifications required now, or at any time in the future, shall be the sole responsibility of Tenant and shall in no way financially impact the Landlord.

8. **Landlord's Access:** Landlord or its representatives shall have the right, without charge, to access the Leased Premises for any reasonable purpose and in such manner as shall not unreasonably interfere with Tenant's business upon twenty-four hours' notice to the Tenant. No notice shall be required in emergency situations. Tenant shall not change the locks on the premises.
9. **Indemnity by Tenant:** The Tenant shall hold harmless, indemnify, and defend the Landlord against all liabilities, expenses, and losses incurred by the Landlord as a result of: (a) the Tenant's failure to perform any covenant required to be performed by the Tenant hereunder; (b) any accident, injury, or damage which shall happen in or about the Leased Premises as the result or arising out of the actions or inactions of the Tenant's employees, contractors, agents or invitees, or shall result from the Tenant's maintenance, use or operation of the Leased Premises; and (c) the Tenant's failure to comply with any federal, state, or local law or regulation. This paragraph shall not be interpreted in any manner that diminishes the immunities and defenses available to Tenant under the Maine Tort Claims Act, Title 14 M.R.S.A. § 8101 *et seq.*
10. **Insurance:** Tenant shall purchase and maintain insurance coverage for both personal injury liability and/or property damage liability sufficient to indemnify Landlord for any claims which may arise from Tenant's occupancy of the Leased Premises and Landlord shall be named as an additional insured party on said policies. The limits on such policies shall be as reasonably requested by the Landlord from time to time. Tenant shall provide Landlord with a copy of a certificate of insurance at the inception of the Lease and upon any changes in insurance carrier or coverage. Landlord and Tenant shall each cause their respective insurers to include a waiver of subrogation in their insurance policies. Landlord shall insure the Leased Premises against loss or damage by fire and the hazards covered by extended coverage casualty insurance in an amount determined by Landlord. Tenant shall not be entitled to share in any recovery from this insurance policy.
11. **Damage or Destruction:** If the Leased Premises are so destroyed or damaged by fire or other unavoidable casualties during the term of this Lease as to be unfit for operation or use, then the rent hereinbefore reserved, or a fair and just proportion thereof, according to the nature and extent of the damages sustained, shall be suspended or abated from the date of such destruction or damage until the Leased Premises shall have been rebuilt and put in proper condition by the Landlord for use and occupation, or this Lease, at the election of the Landlord or the Tenant, upon written notice thereof to be given to the other within thirty (30) days after such destruction or damage, shall thereby be terminated and ended. The Landlord shall not be held responsible for, and is relieved from all liability by reason of any damage to any property in the Leased Premises whether belonging to the Tenant or any other person, caused by any fire or by any breakage or

leakage in any part or portion of the Leased Premises, or in any part or portion of the building of which the Leased Premises are a part.

12. **Default:** If Tenant fails to comply with any of the terms of this Lease, at the option of the Landlord, the Lease shall terminate upon thirty (30) calendar days' written notice of the nature of the breach and be forfeited. Tenant may preserve the Lease if Tenant cures the breach prior to the expiration of the time fixed in the notice. Failure to cure shall entitle the Landlord to begin an action for forcible entry and detainer. If Tenant shall make or suffer any strip or waste of the Leased Premises, or shall fail to quit and surrender the Leased Premises to the Landlord at the end of the initial term, or if the estate hereby shall be taken from the Tenant by process of law, or if the Tenant shall be adjudicated a bankrupt or insolvent, or if any assignment shall be made of the Tenant's property for the benefit of creditors, Landlord may terminate the Lease upon seven (7) calendar days' written notice and retake the Leased Premises without opportunity to cure.
13. **Subordination:** This Lease is made subject and subordinate to any mortgages presently existing or which may be placed on said Leased Premises and to any renewals or extensions thereof. In confirmation of such subordination, Tenant shall execute promptly any certificate that Landlord may request.
14. **Successors and Assigns:** This Lease shall be binding upon and inure to the benefit of the respective heirs, representatives, successors and assigns of the Landlord and Tenant.
15. **Severability:** If any provision of this Lease or any application thereof shall be invalid or unenforceable, the remainder of this Lease and any other application of such provision shall not be affected thereby.
16. **Non-waiver:** No delay or failure by either party to exercise any right under this Lease, and no partial or single exercise of any right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
17. **Holdover by Tenant:** Should Tenant remain in possession of the Leased Premises with the consent of Landlord following expiration of the term of this Lease, such continuation in possession shall constitute a month-to-month tenancy between Landlord and Tenant, subject to all the terms, covenants, and conditions contained in this Lease,
18. **Applicable Law:** This agreement shall be governed by the laws of the State of Maine. Venue for any suit arising hereunder shall be in the courts of Kennebec County, Maine, and Landlord and Tenant consent to the jurisdiction thereof.
19. **Miscellaneous:** With the exception of the addendum attached hereto of even date, the parties expressly warrant that all negotiations, considerations, representations and understandings between Landlord and Tenant are incorporated herein and no prior agreements or understandings, written or oral, shall be effective for any purpose. No provision of this Lease may be modified or altered except by a signed agreement in writing between Landlord and Tenant.

This Lease was entered into and agreed upon on _____ by the Town of Belgrade Board of Selectpersons, who by their signatures below pledge that they are vested with the authority to execute this document and bind the Town to the terms of this lease.

_____, Chairperson
_____, Vice-Chair
_____, Selectperson
_____, Selectperson
_____, Selectperson

This lease was entered into and agreed upon on _____ by the Friends of the Belgrade Public Library, who by their signatures below pledge that they are vested with the authority to execute this document and bind the Friends of the Belgrade Public Library to the terms of this lease.

Frank Johnson, Co-President
Linda Sprague, Co-President
Beverly McGill, Vice-President
Ann C. Bass, Secretary
Jean MacKenzie, Corresponding Secretary, Treasurer

Addendum to Commercial Lease Agreement

THIS ADDENDUM is entered into as of the 01st day of April 2014 and updated April 2021 by and between the Friends of the Belgrade Public Library, a Maine Non-Profit Corporation having a mailing address of P.O. Box 474, Belgrade, ME 04917 (hereinafter referred to as "Landlord"); and the Town of Belgrade Maine, a municipal corporation, having a mailing address of 6 Manchester Road, Belgrade, ME 04917 (hereinafter referred to as "Tenant"). This addendum is intended to supplement the commercial lease of even date.

NOW, THEREFORE, the Parties, for consideration, further agree to the following:

1. One half of the Premises' basement may be used by the Landlord and one half of the basement may be used by the Tenant. Parties mutually agree that items stored in the basement shall not restrict easy access to the furnace, plumbing or electrical utilities for repair or service.
2. Landlord may use the Premises for its monthly meetings as long as those meetings don't interfere with the Library programming.
3. Landlord may, from time to time, have use of the Premises for limited special events, (such as the ribbon cutting ceremony next summer) so long as it does not interfere with Library programming and is coordinated with the Library Director.
4. Use of the Premises may be for the Library Trustees' meetings so long as it doesn't interfere with Library programming.
5. The parties agree that certain items of tangible property located inside the Premises belong to the Landlord. To wit:
 - a. Circulation desk; including cabinets and drop box underneath;
 - b. Wooden magazine rack;
 - c. One (1) padded arm chair with wooden arms and a maroon seat and back;
 - d. Dehumidifier
 - e. Four (4) plaques located in the library building, which the parties agree shall not be moved or removed once installed;
 - f. Seven (7) plaques located in the entryway, which the parties agree shall not be moved or removed once installed;
 - g. All framed pictures in the entryway, which the parties agree shall not be moved or removed once installed;
 - h. Shelving and all items stored in the Landlord's section of the garage;
 - i. All items stored in the basement belonging to and labeled by the Landlord;
 - j. Propane fireplace unit
6. The parties agree that all other tangible property located inside the Premises shall be deemed as belonging to the Tenant.
8. Any organization utilizing the Premises for a Library related activity must be under the guidance and in the presence of the Library Director, or one of the Director's designees at all times.

9. No alcohol or smoking shall be permitted anywhere on the Premises at any time.
10. It shall be the Tenant's responsibility to ensure that all public areas remain in compliance with all applicable federal, state, and local fire codes and other ordinances, including the American's With Disabilities Act (ADA).
11. An Emergency Call List must be posted in the Library Director's Office, and shall include numbers for:
 - a. All Landlord Board Members;
 - b. The Town Manager;
 - c. All Trustee Officers;
 - d. Town Fire/Rescue Department / 911
 - e. Library Director
12. Any maintenance issues for which the Landlord is responsible must be reported to the designated Landlord's representative immediately upon discovery so that the Landlord may take appropriate corrective action.
13. Any emergency situation (such as fire or serious personal injury) should be handled by calling 911. Other appropriate individuals should be contacted subsequently, including the President of the Friends, Library Trustee Chairperson, Library Director, the Town Manager, and appropriate family members. The Tenant shall further comply with all Town Policies regarding the reporting of, and response to, emergency situations.
14. Keys to the Premises will be distributed to a minimal number of appropriate people by the Landlord and keys will not be able to be duplicated. Keys will need to be used in conjunction with a code, as the building will have a security system.
15. When closing for the day, Tenant shall be responsible for shutting off the lights, closing and locking the windows, turning off the fireplace, turning down the heat, removing the trash, setting the security system, and closing and locking all of the doors.
16. Tenant shall be permitted to install the following fixtures, which fixtures all parties agree shall remain the property of Tenant at the expiration of this lease:
 - a. Table, storage cupboard and shelf;
 - b. Display cases;
 - c. Attached shelving and bookcases;
 - d. Two computer carrels, if attached;
 - e. Outdoor library sign;
 - f. Outdoor book drop; and
 - g. Concrete pad.
17. When the Library is open to the public the Tenant agrees to keep all outside areas safe during storm events; this includes the shoveling and sanding of walkways, ramps, and the entrance way to the Library. The Tenant is also responsible to keep a clear path to the basement door. The Landlord will be responsible for plowing the parking lot(s). During a storm event the plowing contractor is to shovel the walkways & ramps, the doorway into garage, and the entrance way into the Library; each time plowing is

done. The Landlord is not responsible to sand at any time during or after a storm event.

18. Before November 1st or before the first snowstorm - whichever occurs earlier – it shall be tenant’s responsibility to ensure that all outdoor property owned by the tenant shall be placed undercover or away from areas that will be plowed or shoveled during the winter.

This addendum was entered into and agreed upon on _____ by the Town of Belgrade Board of Selectpersons, who by their signatures below pledge that they are vested with the authority to execute this document and bind the Town to the terms of this lease.

_____, Chairperson
_____, Vice-Chair
_____, Selectperson
_____, Selectperson
_____, Selectperson

This addendum was entered into and agreed upon on March 27, 2021 by the Friends of the Belgrade Public Library, who by their signatures below pledge that they are vested with the authority to execute this document and bind the Friends of the Belgrade Public Library to the terms of this lease.

Linda Sprague, President - Joan MacKeigue Co President
Beverly McGill, Vice-President
John Brown, Secretary
Joan MacKeigue, Corresponding Secretary, Treasurer

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: Investment management RFQ

Attached is a Request for Qualifications (RFQ) for the investment management of the Town's Unified Investment Trust. This document has been reviewed and tweaked by the Budget Committee.

An RFQ is similar to an RFP, except it is used to solicit and procure professional services. We would post this and distribute it (along with the recently approved UIT investment policy) to investment firms and financial institutions, including the institution that currently manages the town's investments. The finalist(s) would be interviewed by the Budget Committee. You may want to appoint one or more Selectboard members to participate in that process.

Our hope would be to bring a recommendation to you at your May 18 or June 1 meeting.

Town of Belgrade

Request for Qualifications

Investment Management Services

The Town of Belgrade is seeking proposals from financial institutions to provide investment management of the Town of Belgrade's Cemetery Trust and Reserve Funds portfolio, which has a current market value of approximately \$1.4 million. To be considered, the response must be received no later than noon, May 6, 2021, by Anthony Wilson, Town Manager, at the Belgrade Town Office, 990 Augusta Road, Belgrade, ME 04917. All proposals will be opened at this time and will be available for public inspection (and thereafter by appointment).

The Town's investment goal is to earn a reasonable and stable investment income by maintaining a mix of investment assets consistent with the Town's future cash needs and to help assure its fiscal health. Periodic rebalancing of the account without compulsion to make divestitures that are not in the best interest of the town may be necessary. A copy of the current Town of Belgrade Unified Investment Trust Investment Policy is attached. A copy of the most recent Town Audit Report is posted at townofbelgrade.com/2020audit. The Unified Investment Trust investment policy is posted at townofbelgrade.com/investmentpolicy.

RFQ responders may be asked to meet with the Budget Committee and/or the Board of Selectpersons to explain their proposal in greater detail. The Town of Belgrade reserves the right to reject any or all proposals, to waive any formality or technicality in the submissions, and to accept any proposal as may be deemed by the Board of Selectpersons to be in the best interests of the Town.

RFQ Information requirements of proposers:

- 1) Brief description of the investment management firm's ownership, including identification of any affiliated companies, to include:
 - a. Year organized
 - b. Number of clients
 - c. Type of clientele (defined by industry and size of portfolio)
 - d. Number of staff (investment-related staff only)
 - e. Assets under management
 - f. Location of corporate headquarters
 - g. Discussion of any past or present litigation or regulatory actions against your firm
- 2) The qualifications of your firm and its ability to provide investment services:
 - a. Qualifications of principals and professional staff (specify those individuals who will be directly responsible for the account)

- b. Number of year(s) of experience in investment management
 - c. Discussion of investment philosophy
 - d. Discussion of your customer service philosophy
- 3) Brief description of the firm's investment services provided to governmental entities.
- 4) A description of the firm's investment process, including research, governance and portfolio management.
- 5) A description of the firm's trust and trustee capabilities.
- 6) Description of how the firm would make its services available to the Town's Board of Selectpersons and its Budget Committee.
- 7) Investment results (past performance) achieved by the firm. Suggested benchmarks/indexes against which performance measurement will be made.
- 8) A description of Investment Strategies employed for longer term assets and intermediate cash management accounts in accordance with Title 30-A, Chapter 223, subchapter III-A.
- 9) Samples of monthly and quarterly statements. Describe customization capabilities that would help the Town, and describe your firm's ability to assist in pooling sub-accounts.
- 10) Provide detail concerning the firm's management fee proposal and state the commission rates in brokerage transactions.
- 11) Provide a list with contact information of three or more public-entity client references.
- 12) Insurance:
 - a. Provide a listing of applicable insurance coverage maintained with relevant coverage limits.
 - b. Provide the name of your primary insurance carrier and their related AM Best rating.
- 13) Provide any other information that would be of assistance to the Board of Selectpersons and the Budget Committee in evaluating the firm's responses and its qualifications to serve as the Town's Investment Fund Manager.

Responses to the RFQ will be evaluated by the Budget Committee and the Board of Selectpersons on the basis of:

- 1) The completeness and adequacy of responses to the questions in the RFQ, and any additional information that describes the most benefits to the Town.

- 2) The level of management fees.
- 3) The ability of the Investment Fund Manager to provide a full range of high-quality services as evidenced by demonstrated experience with municipal, governmental and non-profit clientele, the background and qualifications of the officers who will be serving the Town's accounts, and the overall quality of the submission.

The Selectpersons and Budget Committee will review the proposals and will interview finalists prior to making a decision.

For further information regarding this RFQ, contact Town Manager Anthony Wilson at 207-495-2258 or townmanager@townofbelgrade.com.

DRAFT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: Moratorium ordinance

The moratorium ordinance approved by voters on Nov. 3, 2020, expires May 5, 2021. The Planning Board continues its work revising the subdivision ordinance (its most recent discussion was Thursday night) with the help of a planner from the Kennebec Valley Council of Governments. Afterward, the board will look to draft amendments to the commercial development review ordinance regarding the decommissioning of solar arrays, wind turbines and telecommunications towers. Any changes would ultimately have to be approved by the voters before taking effect.

We are asking the Selectboard to extend the moratorium. Under the law, the Board can do that for up to another 180 days.

Once the Planning Board has completed its work on the subdivision ordinance, we would propose it would attend a Selectboard meeting to update you on the major changes (many of which are necessary to bring it into compliance with state law). Assuming you are comfortable with those, we would ask the Town attorney to vet the document for your final approval and placement on a ballot.

Planning Board Chairman Peter Rushton will be at the meeting to update you on the Planning Board's work on the subdivision ordinance and to answer your questions.

**Moratorium Ordinance
Regarding Commercial Solar Facilities, Commercial Wind Energy Facilities,
Telecommunications Towers, and Subdivisions**

The TOWN OF BELGRADE, MAINE, adopts a Moratorium Ordinance to be known as the Moratorium Ordinance Regarding Commercial Solar Facilities, Commercial Wind Energy Facilities, Telecommunications Towers, and Subdivisions as follows:

WHEREAS, developers of commercial solar farms have expressed interest in developing facilities in Belgrade, where undeveloped land is plentiful and regulation of such developments is minimal, and having received and approved one such solar project application, the Town of Belgrade Planning Board reasonably anticipates others could soon follow; and

WHEREAS, the Planning Board has the same concerns regarding existing regulations for wind energy facilities and telecommunications towers; and

WHEREAS, the Planning Board is engaged in a massive rewrite of the Town's Subdivision Ordinance, which was adopted in 1988 and is no longer consistent with state law; and

WHEREAS, the Planning Board deems the Town's Commercial Development Review Ordinance and Subdivision Ordinance to be inadequate in addressing issues relevant to commercial solar facilities, wind energy facilities, telecommunication towers, and subdivisions that pose potential serious public harm, including, but not limited to, environmental impacts, the lack of decommissioning plans, and financial assurances that sites will be adequately completed and/or restored once they outlive their commercial usefulness; and

WHEREAS, the Town may need 180 days, or more, to develop, to earn voter approval, and to implement the necessary amendments to the Commercial Development Review Ordinance and the Subdivision Ordinance to accommodate these potential development pressures; and

WHEREAS, amendments to the Commercial Development Review and the Subdivision ordinances require a public hearing by the Planning Board and the Board of Selectpersons, and then must be voted upon at a Town Meeting; and

WHEREAS, in the judgment of the Town, these facts create a threat of serious public harm within the meaning of 30-A MRSA §4356(1)(B) and require the following Moratorium Ordinance as immediately necessary for the preservation of the public health, safety, and welfare.

NOW, THEREFORE, the Town of Belgrade hereby ordains that the following Moratorium Ordinance be enacted:

I. AUTHORITY

This Moratorium Ordinance is enacted pursuant to 30-A MRSA §4356, Article VIII, Part Second of the Constitution of the State of Maine, and 30-A MRSA §3001.

II. PURPOSE

The purpose of this Moratorium Ordinance is to allow municipal officials the appropriate time to evaluate and address concerns as they pertain to the adequacy of the Town's existing land use ordinances and regulations to provide protection for the public health, safety, and welfare of the Town of Belgrade.

III. MORATORIUM

The Town of Belgrade hereby declares and imposes a moratorium effective immediately and applicable, to the maximum extent permitted by law and subject to the severability clause below, to all proceedings, applications and petitions not pending (within the meaning of 1 MRS §302) as of November 4, 2020, and on any new construction or use, requiring approval under the terms of the Town's planning ordinances and regulations for such time until the effective date of the necessary amendments to the Commercial Development Review and Subdivision ordinances and regulations or until May 5, 2021. The Planning Board, Board of Appeals, the Code Enforcement Officer, and all other Town agencies and Town employees shall neither accept nor approve applications, plans, permits, licenses, and/or fees for any new construction or uses governed by this Moratorium Ordinance for such commercial solar facilities, wind energy facilities, telecommunications towers, and subdivisions for said period of time.

IV. SEVERABILITY

To the extent any provision of this moratorium ordinance is deemed invalid by a court of competent jurisdiction, the balance of the moratorium ordinance shall remain valid.

V. INCONSISTENCY

To the extent any provision of the Town's Commercial Development Review and Subdivision ordinances and regulations are inconsistent or conflicting with the provisions of this Moratorium Ordinance, including, without limitation, the requirements for site plan review by the Planning Board, subdivision and/or special exception review by the Planning Board, are hereby repealed to the extent that they are applicable for the duration of the Moratorium Ordinance hereby ordained, but not otherwise.

VI. EMERGENCY

In view of the conditions cited in the preamble, this Moratorium Ordinance shall take effect immediately upon passage by the Town, shall apply, to the maximum extent permitted by the law but subject to the severance clause above, to all proceedings, applications and petitions not pending as of November 5, 2020, and shall stand repealed as of May 5, 2021.

VII. DEFINITIONS

COMMERCIAL SOLAR FACILITY: Any ground-mounted solar energy system, and its associated facilities, that generates a nameplate capacity of 125kw or greater.

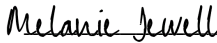
SUBDIVISION: As defined by 30-A MRSA §4401, as amended.

TELECOMMUNICATIONS TOWER: Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including, but not limited to, camouflaged towers, lattice towers, guyed towers, and monopoles, for the purpose of transmitting or relaying radio frequency signals, including but not limited to radio, television, cellular, and personal communication service frequencies.

WIND ENERGY FACILITY: A facility that uses one or more wind turbines to convert wind energy to electrical energy for the purpose of exporting the energy. The term does not include wind turbines whose primary purpose is to supply residential or non-residential uses on the site where it is located. A wind energy facility includes both the generating facilities and associated power converters or substations.

Approved by the Board of Selectpersons Aug. 25, 2020.

DocuSigned by:



Melanie Jewell, Selectboard Chair

DocuSigned by:



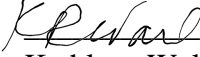
Rick Damren, Selectboard Vic Chair

DocuSigned by:



Ernest Herckens, Selectperson

DocuSigned by:



Kathleen Wall, Selectperson

DocuSigned by:



Dan Newman, Selectperson

A / P Warrant

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00289 AUGUSTA FUEL CORP.						
0201	21140	04	CFAS HEATING		5891897	
CFAS HEATING			E 13-02-20-05		790.98	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		790.98	
0201	21140	04	GARAGE OFF RD DIESEL		5893053	
GARAGE OFF RD DIESEL			E 13-01-30-02		94.05	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			Invoice Total-		94.05	
			Vendor Total-		885.03	
00238 BAKER & TAYLOR BOOKS # 510486						
0201	21141	04	BOOKS AND PERIODICALS		5016826927	
BOOKS AND PERIODICALS			E 30-01-30-09		300.55	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Vendor Total-		300.55	
00386 BOUNDTREE MEDICAL						
0201	21142	04	EMS SUPPLIES		83980283	
EMS SUPPLIES			E 05-05-30-07		457.26	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Vendor Total-		457.26	
00376 CARDMEMBER SERVICES						
0201	21145	04	ADOBE SUBSCRIPTION		7995, 7711	
ADOBE SUBSCRIPTION			E 01-10-20-07		31.62	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Invoice Total-		31.62	
0201	21145	04	ELECTION WATER, SUPPLIES		7434	
ELECTION WATER, SUPPLIES			E 01-35-30-05		31.64	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
			Invoice Total-		31.64	
0201	21145	04	DONUTS, COFFEE ELECTION		2261	
DONUTS, COFFEE ELECTION			E 01-35-30-05		35.98	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
			Invoice Total-		35.98	
0201	21145	04	SPIRIT OF AMERICA FRAMES		3507	
SPIRIT OF AMERICA FRAMES			E 01-01-31-01		26.71	0.00
			GEN'L GOV. / SELECT PRSNS - SPECIAL / EVENTS			
			Invoice Total-		26.71	
0201	21145	04	STAMPS		9069	
STAMPS			E 01-10-30-01		172.75	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		172.75	
0201	21145	04	TOWN OFFICE SHREDDER		1617	
TOWN OFFICE SHREDDER			E 01-10-40-04		257.58	0.00
			GEN'L GOV. / ADMIN - PURCHASES / EQUIPMENT			
			Invoice Total-		257.58	
0201	21145	04	STAMPS		7692	
STAMPS			E 01-10-30-01		12.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		12.00	
0201	21145	04	POSTAGE		6092	
POSTAGE			E 30-01-30-01		2.75	0.00
			LIBRARY / LIBRARY - SUPPLIES / POSTAGE			
			Invoice Total-		2.75	

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0201	21145	04	LIBRARY WORLD RENEWAL	0042		
LIBRARY WORLD RENEWAL			E 30-01-20-07		460.00	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			Invoice Total-		460.00	
0201	21145	04	BOOKS AND PERIODICALS	2618		
BOOKS AND PERIODICALS			E 30-01-30-09		29.99	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Invoice Total-		29.99	
0201	21145	04	BOOKS AND PERIODICALS	5371		
BOOKS AND PERIODICALS			E 30-01-30-09		108.27	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Invoice Total-		108.27	
0201	21145	04	COMMUNITY READS BOOK	4682		
COMMUNITY READS BOOK			E 30-01-31-01		170.85	0.00
			LIBRARY / LIBRARY - SPECIAL / EVENTS			
			Invoice Total-		170.85	
0201	21145	04	RETIRING TRUST GIFT CARDS	6632		
RETIRING TRUST GIFT CARDS			R 43-01		50.00	0.00
			LIBRARY TRUS - REVENUE			
			Invoice Total-		50.00	
0201	21145	04	SCREEN PROTECTOR	3467		
SCREEN PROTECTOR			E 13-01-20-01		7.99	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
			Invoice Total-		7.99	
0201	21145	04	ORANGE TSHIRTS&SWEATSHIRT	8345		
ORANGE TSHIRTS&SWEATSHIRT			E 13-01-30-08		231.12	0.00
			FACILITIES / GENERAL - SUPPLIES / CLOTHING			
			Invoice Total-		231.12	
0201	21145	04	SHOP VACS	5983		
SHOP VACS			E 13-07-35-08		202.94	0.00
			FACILITIES / FD:DEPOT - REPAIRS / BUILDING			
SHOP VACS			E 13-08-35-08		202.94	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		405.88	
0201	21145	04	CERIFIED POSTAGE ENF LETT	9514		
CERIFIED POSTAGE ENF LETT			E 01-10-30-01		14.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		14.00	
0201	21145	04	FRAME FOR KWALL CERT	0033		
FRAME FOR KWALL CERT			E 01-10-30-03		23.50	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		23.50	
0201	21145	04	ANNUAL ZOOM MEMBERSHIP	3871		
ANNUAL ZOOM MEMBERSHIP			E 01-10-20-01		149.90	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Invoice Total-		149.90	
0201	21145	04	DINNER FOR ELECTION WORK	1373		
DINNER FOR ELECTION WORK			E 01-35-30-05		118.60	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
			Invoice Total-		118.60	
0201	21145	04	FIT TESTING	7008		
FIT TESTING			E 05-05-15-11		860.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / FIT TESTING			
			Invoice Total-		860.00	

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0201	21145	04	INTEREST	MARCH		
INTEREST			E 01-10-99-05		48.72	0.00
			GEN'L GOV. / ADMIN - EXPENSE / INTEREST			
			Invoice Total-		48.72	
0201	21145	04	CLEANING SUPPLIES	0978		
CLEANING SUPPLIES			E 25-30-30-03		77.96	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OFFICE			
			Invoice Total-		77.96	
0201	21145	04	EASTER EGGS	5983		
EASTER EGGS			E 25-30-31-03		99.99	0.00
			RECREATION / REC PROGRAMS - SPECIAL / EASTER			
			Invoice Total-		99.99	
			Vendor Total-		3,427.80	
00000 CHRISTINE MERCKENS						
0201	21146	04	2020 AND 2021 HEALTH OFF			
2020			E 05-35-10-12		400.00	0.00
			PUBLIC SAFTY / HLTH OFFICER - PERSONNEL / WAGES			
2021			E 05-35-10-12		400.00	0.00
			PUBLIC SAFTY / HLTH OFFICER - PERSONNEL / WAGES			
			Vendor Total-		800.00	
00328 CITY OF WATERVILLE						
0201	21147	04	DISPATCH FEES	6912		
COMM CENTER			E 05-10-99-99		3,293.34	0.00
			PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE			
			Vendor Total-		3,293.34	
00000 COLLETTE						
0201	21148	04	CEMETERY STONE REPAIRS	211228		
CEMETERY STONE REPAIRS			E 12-01-35-13		90.00	0.00
			CEMETERY / CEMETERY - REPAIRS / HEADSTONE			
			Vendor Total-		90.00	
00468 CONSOLIDATED COMMUNICATIONS						
0201	21149	04	LAKES FD FAX LINE	APRIL BILL		
LAKES FD FAX LINE			E 05-05-20-01		50.26	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			Invoice Total-		50.26	
0201	21149	04	TOWN OFFICE FAX LINE	APRIL BILL		
TOWN OFFICE FAX LINE			E 01-10-20-01		46.93	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Invoice Total-		46.93	
			Vendor Total-		97.19	
00405 EAGLE RENTAL						
0201	21150	04	SKID STEER RENTAL	30571		
SKID STEER RENTAL			E 13-01-20-06		536.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			Vendor Total-		536.00	
00561 EASTERN METAL SIGNS & SAFETY						
0201	21151	04	DUAL-LED FLAGGER HELPER	51865		
DUAL-LED FLAGGER HELPER			E 05-05-40-04		441.27	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Vendor Total-		441.27	
00641 EATON PEABODY						
0201	21152	04	BRIGHTSIDE COMM APP	578695		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BRIGHTSIDE COMM APP			E 01-10-15-02		4,216.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
				Vendor Total-	4,216.00	
00139 FIRE TECH & SAFETY						
0201	21153	04	NEW HELMENT MARK DAY	194128		
NEW HELMENT MARK DAY			E 05-05-40-04		245.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
				Vendor Total-	245.00	
00008 FULLER, GARY R.						
0201	21154	04	MILEAGE REIMBURSEMENT 39	3/30-3/31/21		
MILEAGE REIMBURSEMENT 39			E 01-20-20-02		17.16	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
				Invoice Total-	17.16	
0201	21154	04	MILEAGE REIMBURSEMENT 65	04/7-04/09/21		
MILEAGE REIMBURSEMENT 65			E 01-20-20-02		28.60	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
				Invoice Total-	28.60	
				Vendor Total-	45.76	
00288 GALE/CENGAGE LEARNING						
0201	21155	04	BOOKS AND PERIODICALS	74023283		
BOOKS AND PERIODICALS			E 30-01-30-09		24.69	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
				Vendor Total-	24.69	
00009 HAMMOND LUMBER COMPANY						
0201	21156	04	BOLTS&NUTS STREET SIGNS	4204766		
BOLTS&NUTS STREET SIGNS			E 05-05-40-04		133.54	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
				Vendor Total-	133.54	
00435 IMAGE TREND, INC						
0201	21157	04	ANNUAL FEE	127519		
ANNUAL FEE			E 05-05-14-07		175.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
				Vendor Total-	175.00	
00705 IMAGES BELFAST, LLC						
0201	21158	04	11X17 NOM PAPERS	1406		
11X17 NOM PAPERS			E 01-35-25-05		36.83	0.00
			GEN'L GOV. / ELECTIONS - PRINTING / BALLOTS			
				Vendor Total-	36.83	
00260 INFORME						
0201	21159	04	2020 REFUND BILLBACK	3419342		
2020 REFUND BILLBACK			E 01-10-99-97		2,684.69	0.00
			GEN'L GOV. / ADMIN - EXPENSE / MISC			
				Vendor Total-	2,684.69	
00267 IRVING OIL CORPORATION						
0201	21160	04	FACILITIES FUEL	33898257		
FACILITIES FUEL			E 13-01-30-02		290.60	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
				Vendor Total-	290.60	
00189 KENNEBEC VALLEY COUNCIL OF						
0201	21161	04	BUMP SIGNS	302621-40201		
BUMP SIGNS			E 10-01-30-04		37.50	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Vendor Total-	37.50	
00697 KENNEBEC VALLEY HUMANE SOCIETY						
0201	21162	04	2ND QUARTER BILL	04/01/2021		
2ND QUARTER BILL			E 05-30-20-07		1,267.62	0.00
			PUBLIC SAFTY / ACO - SERVICES / CONTRACTED			
				Vendor Total-	1,267.62	
00638 LEAF						
0201	21163	04	COPIER CONTRACT	11729911		
COPIER CONTRACT			E 01-10-20-14		139.74	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
				Vendor Total-	139.74	
00002 MAINE MUNICIPAL ASSOCIATION						
0201	21164	04	SB MANUALS	1000394944		
SB MANUALS			E 01-01-13-01		90.00	0.00
			GEN'L GOV. / SELECT PRSNS - EDUCATION / EDUCATION			
				Vendor Total-	90.00	
00582 MAINE TECHNOLOGY GROUP						
0201	21165	04	WIFI RECEIVER	26267		
WIFI RECEIVER			E 25-30-30-04		24.00	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
				Invoice Total-	24.00	
0201	21165	04	IT SUPPORT	26244		
IT SUPPORT			E 01-10-15-03		87.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
				Invoice Total-	87.50	
				Vendor Total-	111.50	
00057 MAINEGENERAL MEDICAL CENTER						
0201	21166	04	PHARMACY CHARGES	CI00001111		
PHARMACY CHARGES			E 05-05-30-07		20.28	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				Vendor Total-	20.28	
00256 MODERN PEST SERVICES						
0201	21167	04	CFAS PEST CONTROL	4712707		
CFAS PEST CONTROL			E 13-02-20-12		68.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
				Invoice Total-	68.00	
0201	21167	04	NBCC PEST CONTROL	4712706		
NBCC PEST CONTROL			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
				Invoice Total-	54.00	
				Vendor Total-	122.00	
00454 MTCMA						
0201	21168	04	INTERCHANGE WEBINAR	1000382764		
INTERCHANGE WEBINAR			E 01-15-13-01		40.00	0.00
			GEN'L GOV. / MANAGER - EDUCATION / EDUCATION			
				Vendor Total-	40.00	
00182 PIKE INDUSTRIES, INC.						
0201	21169	04	COLD PATCH	1121848		
COLD PATCH			E 10-01-30-04		249.78	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
				Vendor Total-	249.78	
00676 PINE TREE WASTE						

A / P Warrant

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0201	21170	04	GARAGE TOILET		1028197	
GARAGE TOILET			E 13-04-20-06		75.00	0.00
			FACILITIES / GARAGE - SERVICES / RENTALS			
			Vendor Total-		75.00	
00003 REGISTRY OF DEEDS						
0201	21171	04	LIEN DISCHARGE			
LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		19.00	
00385 RJD APPRAISAL						
0201	21172	04	APRIL APPRAISAL SERVICE	04/1/2021		
APRIL APPRAISAL SERVICE			E 01-10-15-04		2,166.66	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
			Vendor Total-		2,166.66	
00478 SEACOAST SECURITY, INC						
0201	21173	04	TOWN OFFICE 2021 MONITOR	708626		
TOWN OFFICE 2021 MONITOR			E 13-13-20-10		406.95	0.00
			FACILITIES / HISTRY HOUSE - SERVICES / SECURITY			
			Invoice Total-		406.95	
0201	21173	04	TRANSFER STATION 2021 MON	708675		
TRANSFER STATION 2021 MON			E 13-09-20-10		455.30	0.00
			FACILITIES / TRANSFER STA - SERVICES / SECURITY			
			Invoice Total-		455.30	
0201	21173	04	ADDING/DELETING USER	709594		
ADDING/DELETING USER			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			Invoice Total-		30.00	
0201	21173	04	ADDING/DELETING USER	709400		
ADDING/DELETING USER			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			Invoice Total-		30.00	
0201	21173	04	SECURITY SUPPORT	709520		
SECURITY SUPPORT			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			Invoice Total-		30.00	
			Vendor Total-		952.25	
00375 SHREDDING ON SITE, INC.						
0201	21174	04	TOWN OFFICE SHREDDING	0059836		
TOWN OFFICE SHREDDING			E 01-10-20-18		80.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / SHREDDING			
			Vendor Total-		80.00	
00612 SPECTRUM ENTERPRISE						
0201	21175	04	TOWN OFFICE INTERNET	084051401040121		
TOWN OFFICE INTERNET			E 01-10-20-01		123.87	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Vendor Total-		123.87	
00701 TELEFLEX LLC						
0201	21176	04	EMS SUPPLIES	9503712496		
EMS SUPPLIES			E 05-05-30-07		308.50	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Vendor Total-		308.50	
00048 TREASURER, STATE OF MAINE						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0201	21177	04	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		25.00	0.00
			GEN'L FUND / PLUMB. PERM.			
Vendor Total-					25.00	
00155 TREASURER, STATE OF MAINE						
0201	21178	04	ANNUAL REPORTING FEES	DEP0329211SWF00		
ANNUAL REPORTING FEES			E 15-05-46-07		163.00	0.00
			SOLID WASTE / WASTE - LICENSES / TRNSFR STATN			
Vendor Total-					163.00	
00379 TREASURER, STATE OF MAINE						
0201	21179	04	FUEL CHARGES	21BG0046570		
FUEL CHARGES			E 05-05-30-02		429.10	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
Vendor Total-					429.10	
00265 UNITED STATES CELLULAR						
0201	21180	04	COMMUNICATIONS	0431372094		
FACILITES			E 13-01-20-01		45.16	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
FIRE RESCUE			E 05-05-20-01		32.17	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
FACILITIES			E 13-01-20-01		32.17	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		32.17	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
TOWN MANAGER			E 01-15-20-01		44.16	0.00
			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
Vendor Total-					185.83	
00178 WARREN BROTHERS						
0201	21181	04	PLOWING CONTRACT	4/22/2021		
PLOWING CONTRACT			E 10-10-20-07		19,621.76	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
Vendor Total-					19,621.76	
00013 WASTE MANAGEMENT OF						
0201	21182	04	TS DEMO WASTE	2038174-2080-5		
TS DEMO WASTE			E 15-05-20-13		2,573.93	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					2,573.93	
0201	21182	04	TS MIXED SOLID WASTE	2038173-2080-7		
TS MIXED SOLID WASTE			E 15-05-20-13		11,463.33	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					11,463.33	
Vendor Total-					14,037.26	
00369 WB MASON CO, INC						
0201	21183	04	RED SHARPIE MARKERS	219253131		
RED SHARPIE MARKERS			E 01-35-30-03		28.18	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OFFICE			
Invoice Total-					28.18	
0201	21183	04	COLD PACKS	218957355		
COLD PACKS			E 25-30-30-03		20.07	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OFFICE			
Invoice Total-					20.07	
0201	21183	04	INK TRANSFER STATION	219034710		
INK TRANSFER STATION			E 15-05-30-03		75.38	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SOLID WASTE / WASTE - SUPPLIES / OFFICE						
					75.38	
					123.63	
00206 WORKPLACE HEALTH						
0201	21184	04	RESPIRATOR EVAL&QNAIRE	305643		
RESPIRATOR EVAL&QNAIRE			E 05-05-20-11		100.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL						
					100.00	
0201	21184	04	RESPIRATOR QUESTIONAIRE	304872		
RESPIRATOR QUESTIONAIRE			E 05-05-20-11		22.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL						
					22.00	
0201	21184	04	RESPIRATOR QUESTIONAIRE	304873		
RESPIRATOR QUESTIONAIRE			E 05-05-20-11		22.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL						
					22.00	
					144.00	
00421 YANKEE COMMUNICATIONS						
0201	21185	04	BATTERY PAGER	INV21-0405		
BATTERY PAGER			E 05-05-35-01		60.95	0.00
PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT						
					60.95	
00125 ZOLL MEDICAL CORPORATION						
0201	21186	04	YEARLY PRVENTIIVE MAINT.	90050427		
YEARLY PRVENTIIVE MAINT.			E 05-05-30-07		255.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
					255.00	
0201	21186	04	CPR STAT PADZ	3243679		
CPR STAT PADZ			E 05-05-30-07		249.94	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
					249.94	
					504.94	
					0.00	
					59,279.72	
					0.00	
					59,279.72	

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 _____
 BARBARA ALLEN, SELECTPERSON _____
 M. ANTHONY WILSON, TOWN MANAGER _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 20, 2021
Re: Town Manager's report

A couple of local contractors have expressed interest in the Town adopting a policy to allow them to perform the **first inspection of septic systems** they install IF they have a DEP-certified inspector on their staff. The CEO/LPI would perform all subsequent inspections. This could result in a more efficient process, and it would reduce the time the CEO/LPI spends on this task. Code Enforcement Officer Gary Fuller expressed no concerns about this idea. I asked Selectperson Damren about this; he said this could work, though there could be drawbacks with contractors who are less than scrupulous. We agreed to raise this possibility during this report for your thoughts on whether this is something that merits more research.

I previously made you aware of a **setback violation** involving abutting properties owned by ex-spouses on the Manchester Road. An enforcement letter proved unsuccessful in encouraging the parties to reach a reasonable resolution. The Appeals Board has raised doubts the circumstances warrant a variance, which can be a high legal standard to meet. Code Enforcement Officer Gary Fuller proposed a no-action letter. If approved by the Selectboard, the letter would state the Town is aware of the violation but has chosen to take no action. The letter would then be filed with the Registry of Deeds. Mr. Fuller and I believe this approach best serves all parties with the least expense. We would like to schedule a hearing on this matter at your May 4 meeting.

We have been considering how best to **remediate a local property** that is posing a health risk and whose owner is incarcerated. None of the options were particularly favorable for either the Town or the owner. Fortunately, the man's congregation has volunteered to clean the property. The pastor gave the code enforcement officer his card and promised to keep the CEO apprised. We plan on following up with a phone call to him.