

**Town of Belgrade
Board of Selectpersons**

Aug. 4, 2020 / 6:30 p.m.

This meeting will be conducted online at
<https://us02web.zoom.us/j/644641750>

A G E N D A

Call to Order and Pledge of Allegiance
Open Meeting

- 1. PUBLIC COMMENT**
- 2. OLD BUSINESS**
 - A. Approval of July 21, 2020, **Selectboard minutes.**
- 3. NEW BUSINESS**
 - A. Consideration of annual **contract with Friends of the Belgrade Public Library.**
 - B. Consideration of Transfer Station **shredding event.**
 - C. Consideration of **LED streetlight RFP.**
 - D. Consideration of two **KVCOG official representatives** to serve on General Assembly.
 - E. Consideration of election of representative on the MMA's **Legislative Policy Committee.**
- 4. WARRANT**
- 5. TOWN MANAGER REPORT**
- 6. EXECUTIVE SESSION** – Personnel matters 1 M.R.S.A. §405(6)(A) – Evaluation of the Town Manager

Town of Belgrade
Board of Selectpersons
July 21, 2020 / 6:30 p.m.

MINUTES

Attendance: Town Manager Anthony Wilson, Town Clerk Mary Vogel, Assessor Rob Duplisea, Appeals Board members Jay Bradshaw, Richard Bourne, MacGregor Stocco, Norma Blazer, Michial Heino; chair Sam Hudspath, Jack Sutton, Dianne Dowd, Shawn Grant, Samantha Grant, Scott Damren, Fire Chief Dan MacKenzie

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

The Town Manager called the meeting to order at 6:30 p.m. Mr. Newman led the Pledge of Allegiance.

Mr. Damren moved to open the meeting. Ms. Jewell seconded. Motion approved 5-0.

1. **SELECTION OF SELECTBOARD CHAIR AND VICE-CHAIR:** Damren nominated Jewell to serve as Selectboard chair. Wall seconded. Jewell elected 5-0. Jewell nominated Damren to serve as vice-chair. Wall seconded. Damren was elected 4-0, with Damren abstaining.
2. **PUBLIC COMMENT:** There was no public comment.
3. **NEW BUSINESS**
 - A. Consideration of **property tax commitment** for 2020. The Town Manager and the Assessor recommended maintaining the 2019 rate of 15.38. Wilson explained that rate will provide a healthy overlay that will serve as a safety net; the Town does not yet know what its municipal revenue sharing from the state will be. Duplisea noted an increase in the homestead exemption will decrease full-time residents' tax bills about \$75. Wilson noted any unspent surplus could be dedicated to resolving the salt well contamination issue. Damren moved to approve a rate of 15.38. Merckens seconded. Motion approved 5-0.
4. **OLD BUSINESS**
 - A. Discussion of **consent judgment** with Board of Appeals. The Appeals Board sought to gain a better understanding of the factors the Selectboard considered in agreeing to a consent judgement in the enforcement action against Brightside Marine. The Town Manager noted the Town's attorney advised the appeal of the Planning Board decision to deny a commercial permit on the nonconforming lot must be viewed separately from the enforcement action. That is, the amount the Town spent on that case has no impact on the court's decision in an enforcement action. Thus, the Selectboard had to weigh the risks and rewards of pursuing the enforcement action further, including the possibility the Town could spend tens of thousands of dollars more in legal fees and reap less than the \$20,000 in the agreement. Appeals Board members also wanted to know why the Grants are allowed to continue to have docks full of boats. Mrs. Grant assured Brightside is not charging for the use of the docks, but allowing friends and family to continue to

park their boats there. She said no commercial activity is occurring on the waterfront property and Brightside is preparing a commercial permit application for its expanded operation across Hulin Road from the lakefront lot. Bradshaw encouraged the Town to consider how it might avoid such legal entanglements in the future in the enforcement of its planning ordinances. Jewell assured the Selectboard and the staff will do that.

- B. Discussion of **2020 Town Meeting**. Jewell thanked the Town Office staff for its diligence in conducting a Town Meeting with unprecedented turnout. Damren said the participation indicates to him that people would rather vote on all of the warrant articles on a ballot rather than attending Town Meeting. Wall agreed. Bradshaw said he believes a traditional town meeting will yield the same result plus yield a better informed citizen and serve as an important social community gathering. Jewell said she would hate to forego that tradition. The Town Manager offered the Town could have a floor discussion on a Saturday morning to inform interested voters and have a ballot vote in the days afterward, allowing both camps to participate as they wish. He encouraged those involved to be open to how best to engage voters. All agreed the topic is worth revisiting.

- C. Approval of July 7, 2020, Selectboard **minutes**. Merckens moved approval of the minutes as proposed. Wall seconded. Motion approved 4-0. Newman abstained.

5. **WARRANT**. Damren moved approval of warrant no. 95 in the amount of \$596,108.99. Wall seconded. Motion approved 5-0. Damren moved approval of warrant no. 97 in the amount of \$353.47. Merckens seconded. Motion approved 5-0.

6. TOWN MANAGER REPORT

The Town Manager noted the salt well ad-hoc group would like to drill a deep well on Town Office property to see if it can strike good water as a test for whether other properties could be remediated. The cost is estimated at approximately \$10,000. The salt well account has more than \$48,000 in it. The Board endorsed pursuing the drilling of a well.

In establishing the new Library protocol limiting entry to no more than two people, the Town did not consider a parent with small children. The Town Manager asked that Library staff be given the discretion to allow parents with children and patrons with a caretaker into the facility. The Board agreed.

The Board consented to the pursuit of the LED streetlight conversion. The Town Manager said he will bring a proposed RFP to the Board for its consideration at its next meeting.

The Board agreed Jewell, as the new Board chair, should sign the interlocal agreement for the operation and maintenance of the dams.

The Board agreed to evaluate the new Town Manager on Aug. 4.

Asked by the Town Manager about any community feedback about a proposed solar farm, Jewell and Wall said they had received positive input from citizens.

7. **EXECUTIVE SESSION** – Personnel matters 1 M.R.S.A. §405(6)(A). Jewell moved to exit open session. Wall seconded. Motion approved 5-0. Jewell moved to enter executive session. Damren seconded. Motion approved 5-0. Damren moved to exit executive session. Merckens seconded. Motion approved 5-0. Jewell moved to re-enter open session. Damren seconded. Motion approved 5-0. No further action was taken.

Damren moved to adjourn. Wall seconded. Motion approved 5-0.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Aug. 4, 2020
Re: Friends of the Library contract

I am told that after each Town Meeting, the Town executes an annual contract with the Friends of the Belgrade Public Library for the Town's usage of the Friends' building and property to provide library services. The attached contract is in the same form and contains the same terms as in years past.

Commercial Lease Agreement

THIS LEASE: made as of this 01st day of August 2020 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"). 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 1, 2021. 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 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 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 August 4, 2020 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 Aug. 4, 2020 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 S. Sprague, Co-President

Judith J. Brown, Co-President

Beverly McGill, Vice-President

John Brown, Secretary

Joan MacLennan, Corresponding Secretary

Marianne Bouquet, Treasurer

Addendum to Commercial Lease Agreement

THIS ADDENDUM is entered into as of the 1st day of August 2020, 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"). This addendum is intended to supplement the commercial lease of even date.

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

1. The southern half of the Garage on the Premises is to be used by the Landlord and the northern half of the garage is to be used by the Tenant.
2. 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.
3. Landlord may use the Premises for its monthly meetings as long as those meetings don't interfere with the Library programming.
4. Landlord may, from time to time, have use of the Premises for limited special events, so long as it does not interfere with Library programming and is coordinated with the Library Director.
5. Use of the Premises may be had for the Library Trustees' monthly meetings so long as it doesn't interfere with the Library programming.
6. 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. Table with pink laminated top;
 - d. Two (2) black stackable arm chairs;
 - e. One (1) padded arm chair with wooden arms and a maroon seat and back;
 - f. One (1) gray swivel desk chair;
 - g. Three (3) plaques located in the library building, which the parties agree shall not be moved or removed once installed;
 - h. Four (4) plaques located in the entryway, which the parties agree shall not be moved or removed once installed;
 - i. One (1) framed multi picture of the Hammonds, which the parties agree shall not be moved or removed once installed;
 - j. Shelving and all items stored in the Landlord's section of the garage;
 - k. All items stored in the basement belonging to and labeled by the Landlord;
 - l. Propane fireplace unit
7. 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. There shall be no access by the Landlord or Landlord's agents, including cleaning personnel, to the Library Director's office or to library records unless the Library Director or one of the Director's designees is present. In case of fire or other emergency situation, emergency personnel shall have access to the Library Director's office even if the Library Director or one of the Director's designees is not present. In the event of electrical or other utility problems, utility workers shall have access to the Library Director's office even if the Library Director or one of the Director's designees is not present.
17. 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.

18. 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 and parking lot(s). During a storm event the plowing contractor is to shovel the walkways and ramps, the doorway into the 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.
19. The keys to the Library building should be signed out and distributed by the tenant (The Town of Belgrade). Any key assigned to an individual that is no longer needed should be returned to the tenant to be reassigned.
20. 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 August 4, 2020 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 Aug. 1, 2020 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 S. Sprague, Co-President
Judith Johnson, Co-President
Beverly McGill, Vice-President
Alicia Bacon, Secretary
Joan Mackenzie, Corresponding Secretary
Diane Bourque, Treasurer

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Aug. 4, 2020
Re: Shredding event

At the Board's request, we have investigated the possibility of the Transfer Station hosting a free shredding event for our citizens. The cost is far less than we imagined. Shredding on Site, the vendor referenced by Jay Bradshaw in an earlier discussion, quoted a flat rate of \$850 for a four-hour block on a Saturday morning. The Transfer Station budget can easily accommodate that expense.

The cost would include one truck accepting up to 9,000 pounds of paper. (Shredding on Site says it has never filled a truck.) The company would provide marketing materials that could be distributed in advance and personnel to unload boxes of paper from citizens' trunks and backseats, i.e. no contact service. We would park the truck below the hopper so paper could be collected as residents are leaving the facility.

The event would be from 8 a.m.-noon Saturday, Aug. 29. We could limit the event to Town taxpayers or, to recoup some of the cost, allow non-residents for a nominal cost of \$10 per vehicle.

We recommend approval.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Aug. 4, 2020
Re: LED streetlight RFP

Town voters on July 14 authorized spending up to \$23,000 from the undesignated fund to convert Belgrade's streetlights to LED. Doing so will reduce the Town's streetlight electric costs, currently budgeted at \$10,000 annually, by an estimated 86 percent. The savings will recoup the conversion's costs in less than three years.

Attached is a Request for Proposals seeking a qualified design/build contractor to perform the turnkey conversion, including ongoing maintenance of the Town-owned fixtures. The Town Manager reviewed RFPs from a half-dozen Maine communities that have converted streetlights. This RFP is modeled after one used by the Town of Eliot, whose needs closely matched those of Belgrade.

Once the Selectboard approves the RFP, it will be posted on the Town and Maine Municipal Association websites, and sent to vendors who have completed conversions in other Maine municipalities. We will bring a proposal for the Selectboard to consider on Sept. 1.

Town of Belgrade
990 Augusta Road
Belgrade, Maine 04917
Telephone: 207-495-2258
REQUEST FOR PROPOSAL
Aug. 5, 2020

I. Intent of this document:

The Town of Belgrade is seeking proposals from qualified design/build companies (Contractor) to perform services as described in the following documents. The services shall consist of a turnkey conversion by the contractor of the Town's streetlights to LED fixtures with the Town owning the new fixtures after installation.

By submitting a response to this document, the contractor is stating it has read the entire document and fully understands the content, purpose, and requirements hereof. This document sets minimum guidelines.

II. Submission of proposals:

To submit a proposal, the Contractor should be aware of the requirements contained in this Request for Proposals and any additional specifications or attachments and make every attempt to submit a proposal meeting all requirements as set forth.

III. Format of proposals submitted:

The contractor shall provide two (2) hard copies and one (1) digital copy on thumb drive to:

Anthony Wilson
Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, Maine 03903

Proposals must be properly sealed and marked: "**Belgrade LED Street Light Conversion**" and must be received at the Town office no later than Aug. 25, 2020, at 4 p.m., at which time the proposals shall be opened and read. **Proposals submitted via email or facsimile, or are delivered any other way than in a sealed, marked envelope as instructed above, will not be accepted.** No proposal submitted shall be further altered in any way after the bid opening, but the Town Manager reserves the right to talk with the firms submitting proposals for clarification on the proposals submitted before forwarding a recommendation to the Belgrade Board of Selectman.

Proposals must include pricing for all requested services, including everything listed in the attached specifications. A project work schedule and plan must also be submitted.

All proposals must be signed by the contractor's authorized representative and must include: the typewritten name, position, and the written signature of that representative. The contents of the submission of the successful contractor shall be considered a contractual obligation. Failure to meet these obligations may result in violation of the contract and/or other appropriate action.

The Town of Belgrade reserves the right to reject any or all responses to this document, or to waive minor irregularities in the responses. The Town of Belgrade reserves the right to accept any proposal that will in its opinion best serve the interest of the Town of Belgrade, regardless of whether that bid is the lowest submitted.

IV. Questions:

Contact Anthony Wilson, Town Manager, 207-495-2258 or townmanager@townofbelgrade.com. Questions should be submitted no later than Aug. 19, 2020, by close of business.

V. Proposal format:

a) Cover letter

A cover letter signed by an authorized representative of the Contractor shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided.

b) Company profile

- a. Provide a description of your company or business, its purpose, history and successes, including the number of years in LED street lighting business.
- b. Describe your own and your subcontractors' experience developing projects that conform to relevant state laws, local standards and local Public Utility Commission rules.
- c. Provide examples where the contractor has successfully assisted municipalities with evaluation and acquisition of their streetlights from electric utilities.
- d. Describe partnerships with vendors, technology companies or service providers and describe how these have added value to previous projects.

c) Key personnel

Identify key personnel that would be employed for this program and provide a detailed resume of their relevant experience, education and successes. Key personnel should demonstrate ample experience in managing turnkey street lighting projects.

d) Pricing requirements:

The quotation shall include, but is not limited to, the following:

- a. A lump sum price covering the audit, design, installation and first year of maintenance.
- b. A quote (cost per year) for maintenance starting with the second year through the 10th year.
- c. A lump sum price for extended manufacturer's warranty through 10 years. Components covered by the extended warranty to included luminaires, photocells and other major components.
- d. Unit pricing to add one or more of the following:
 - i. Pole
 - ii. Arm or bracket (pricing can be expanded to include different types and lengths)
 - iii. Luminaire (pricing can be expanded to varying wattages and type)
- e. Unit pricing to remove one of more of the following:
 - i. Arm or bracket
 - ii. Luminaire

e) Project schedule:

Include with the proposal a schedule indicating the number of weeks from contract execution to each major milestone. At a minimum, include the following:

- a. Procurement of major components.
- b. Submission of "for approval" documents of all luminaires and components to be installed during this contract.
- c. Start, duration and submission time(s) of audit.
- d. Allow 4 weeks for review and comment by Select Board.
- e. Installation of demonstration lights.
- f. Allowable duration for public comments.
- g. Start and completion time for installation of the luminaires.

f) References

Include a list of at least three (3) projects where the Contractor has successfully completed an LED retrofit along with value and size of the project. Provide associated references and contact information for the persons or organizations that engaged the Contractor. Preferably these references will describe State of Maine projects. Lacking Maine projects, references will describe New England projects. By submitting a proposal, the Contractor consents to Town contacting these

references, and consents to Town also contacting any other organization for the purposes of evaluating the Proposal.

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1.0 Project Description and Requirements

1.1. Project background

Presently, streetlights are leased from Central Maine Power (CMP). CMP's inventory list (Attachment D) identifies 43 streetlights within the Town. CMP presently bills the Town for 42 streetlights.

However, it is possible the Town may add or reduce the number of lights after the Contractor's survey and inventory is completed and has identified those lights that will be owned by the Town. The Unit Pricing section of the bid sheet will be used for adjustment of the total quantity.

1.2. Scope of services

The Town is seeking proposals from qualified service providers referred to as "Contractor." This proposal is to be a design-build proposal that includes the tasks outlined below.

- 1.2.1 Undertake and provide a comprehensive geographic information system (GIS)-compliant audit of the streetlights and their components.
- 1.2.2 Perform an independent and certified lighting design analysis that includes designing each replacement luminaire to provide perceived light levels on the ground equal to or more than existing light levels.
- 1.2.3 CMP reserves the right to approve or disapprove of any components being installed by the contractor on this project. CMP will also need to approve the certification of the workers doing the installation work. It is the contractor's responsibility to obtain all approvals required by CMP prior to beginning of work.

The following guidance was provided by CMP:

- C. All components of a street lighting unit, including the bracket, luminaire, lamp, photocell, fuse, fixture conductor wire, hardware and controls, shall be of a modern type approved roadway lighting for normal use by the Company. Once a specific fixture type has been approved by the Company as acceptable equipment, additional use of that fixture type as a replacement in a location where a street light currently exists will not require additional approval by the Company, provided that the replacement light has a similar or lesser weight and wind profile as the light being replaced.

- 1.2.4 All electrical work shall be performed by a Maine-licensed contractor with proper training and certification. The contractor must comply with CMP's requirements for certification and licensing.
- 1.2.5 During the audit phase, the contractor shall be responsible to identify and list the condition of all components comprising the streetlights. Any component that is deteriorated or unsuitable for service shall be flagged and reported to the Town.
- 1.2.6 Provide a comprehensive financial analysis to indicate ROI (Return On Investment), savings and payback period.
- 1.2.7 The contractor is responsible for obtaining all federal, state and local permits. It is the contractor's responsibility to comply with all associated inspections, schedules, etc. All costs will be the contractor's responsibility. The cost of Town-issued permits will be waived.
- 1.2.8 Carrying out all procurement requirements to complete the conversion.
- 1.2.9 Applying on behalf of the Town for all incentives, grants and/or rebates relating to the LED conversion project.
- 1.2.10 Performing project management functions.
- 1.2.11 Undertaking or overseeing the LED luminaire installation.
- 1.2.12 The contractor shall be responsible for all damages to persons or property that occurs as a result of its fault or negligence in connection with the prosecution of the work. The property shall be protected from damage during the course of the work.
- 1.2.13 The Town will negotiate with and pay CMP the net book value of the removed equipment. The contractor will be responsible to recycling/disposal of all removed equipment and waste materials.

1.3 Audit Requirements:

- 1.3.1 The contractor shall submit an audit report to the Town that includes the following information, but not limited to the following:
 - 1.3.1.1.1 Global Positional System location of each fixture.
 - 1.3.1.1.2 Street name that each fixture is located on, the intersecting street name (if applicable) or nearby landmark.
 - 1.3.1.1.3 Pole number, type, height, shape, condition, etc. for each fixture.
 - 1.3.1.1.4 Mounting configuration, size and condition of each fixture.
 - 1.3.1.1.5 Each fixture's type, size, condition, Tag ID number(s), bulb type and wattage.

1.3.2 The contractor shall also submit a report at the conclusion of the audit that includes the following:

- 1.3.2.1 Light levels in the current street lighting network.
- 1.3.2.2 Baseline energy use, energy cost, and operations & maintenance costs for the existing fixtures.
- 1.3.2.3 Estimated retrofit energy use and operations & maintenance costs for the replacement LED luminaires.
- 1.3.2.4 Any estimated sources rebates or incentives.

1.4 Maintenance contract:

The maintenance contract shall cover standard maintenance of the lights as recommended by the manufacturer(s) and any labor requirements associated with replacement parts or components that are under warranty. All parts replaced under warranty shall be new parts.

Under this proposal, the contractor shall cover the first year of maintenance service. The start of the first year of service shall be at the completion of the installation of all lights.

Contractor's quote is to include the maximum response time for repairs after being notified of the failure.

1.5 Luminaires, photocells and components:

- 1.5.1 Luminaire, photocell and components shall be of high quality and meet or exceed all current and applicable sections of IES, ANSI, ASTM, NEC, MSSLC, NEMA and UL.
- 1.5.2 Manufacturer's failure rate shall be certified by independent testing companies. The failure rate shall be less than 0.75% over the products useful life. Minimum useful life shall be 100,000 hours of design life.
- 1.5.3 Luminaires shall be as manufactured by GE, Cooper, Philips or an approved equal.

1.6 Warranty:

- 1.6.1 Contractor's quote shall include the manufacturer's standard warranty.
- 1.6.2 The Town requests a separate line item quote to extend the warranty to 10 years.
- 1.6.3 At a minimum, the warranty shall cover the luminaire, driver, chipboard and photocell. The on-site labor, not covered by the manufacturer's warranty, shall be included in the maintenance contract.
- 1.6.4 The start of the warranty period shall begin upon completion of the installation.

1.7 Materials and equipment code compliance

All materials and equipment used, as well as all methods of installation, shall comply with all federal, OSHA, state and/or local codes, including applicable town ordinances and regulations. All work on or near power poles and power lines shall comply with CMP's requirements.

2.0 Commercial Requirements

2.1 Payment schedule

It is the custom of the Town of Belgrade to pay its bills within 30 days following equipment delivery and acceptance and following the receipt of correct invoices for all items covered by the purchase order. Retention in the amount of 5% shall be withheld until completion and final acceptance by the Town, not to exceed 90 days from date of completion. The Proposer must submit to the Town Treasurer a W-9 if there is not one on file.

In submitting bids under these specifications, bidders should consider all discounts; both trade and time allowed in accordance with this payment policy and quote a net price. The Town is exempt from the state's sales and use tax as well as all federal excise taxes.

2.2 Insurance

Bidder shall maintain during the term of this agreement the following: insurance coverage that meets or exceeds the requirements of both CMP and Town. Certificates of insurance shall be submitted and subject to the approval by both Town and CMP prior to any work being performed.

The Town of Belgrade requires minimum coverage of \$400,000. The Town believes CMP requires minimum coverage of \$1,000,000. But, it is the contractor's responsibility to confirm and comply with CMP's requirements.

2.2.1 Workers' Compensation Insurance:

The Contractor shall obtain Workers' Compensation Insurance and Employer's Liability Insurance in the amount described in paragraph 2.2 per incident.

2.3.2 Commercial General Liability/Automobile Liability:

Insurance coverage of not less than listed in paragraph 2.2 per occurrence. If a general aggregate limit is used, either the general aggregate, including bodily injury and property damage, as a combined single limit or equivalent. General liability shall include contract liability. **These policies shall be endorsed to include the Town of Belgrade, its officers, employees and agents as**

additional insured. Certificates of such insurance, including all requirements, shall be filed with the Town Manager prior to any work being done.

2.3 Verification of Coverage:

Insurance, deductibles and self-insurance retentions shall be subject to Town's approval. Original certificates of insurance with endorsements shall be received and approved by the Town before work commences, and insurance must be in effect for the duration of the contract. The absence of insurance or reduction of stated limits shall cause work on the project to cease. Any delays shall not increase costs to the Town or increase the duration of the project.

2.4 Hold harmless:

The Bidder shall defend, indemnify and hold the Town of Belgrade, its officers, employees and agents harmless from any liability for damage or claims of same, including but not limited to: personal injury, property damage and death, which may arise from the bidder or bidder's contractors, subcontractors, agents or employees operating under this agreement, excepting suits and actions brought by the bidder for default of this agreement or to the extent the claim arises out of the sole negligent or willful misconduct of the Town. The Town shall cooperate reasonably in the defense of any action and the bidder shall employ competent counsel reasonably acceptable to the Town's legal counsel.

2.5 Equal employment opportunities

The contractor shall comply with any and all applicable federal, state and local laws, executive orders, and regulations prohibiting discrimination in employment. The contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, handicap, or sexual orientation.

2.6 Subcontractors:

If it is the contractor's intent is to use a multi-vendor or subcontracted approach, clearly identify all the subcontractors and the responsibilities of each party and the assurances of the performance you offer. All subcontractors shall be required to carry insurance as set forth in paragraph 2.2.

Attachments Follow

- Attachment A: Proposal form
- Attachment B: Bid sheet
- Attachment C: June 2017 Town of Belgrade streetlight bill, 2 pages
- Attachment D: CMP Town of Belgrade streetlight inventory 6/2020
- Attachment E: CMP Town of Belgrade Net Book Value 3/31/20

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Attachment A: Proposal Form

PROPOSAL FORM

Request for Proposals Conversion of Town Streetlights to LED fixtures and from CMP-owned to Town-owned and -maintained fixtures on CMP-owned poles RFP _____

****THIS SHEET MUST BE INCLUDED IN YOUR PROPOSAL****

The undersigned hereby declares that he/she or they are the only person(s), proposer or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), proposer or corporation submitting a proposal for the same, and that no person acting for or employed by the Town of Belgrade is directly or indirectly interested in this proposal or in any anticipated profits which may be derived therefrom.

The undersigned hereby declares that they have read and understand all conditions as outlined in this Request for Proposals, and that the proposal is made in accordance with the same.

The bidder acknowledges the receipt of Addenda Numbered _____

COMPANY NAME:

AUTHORIZED SIGNATURE:

DATE: _____

PRINT NAME & TITLE:

ADDRESS:

E-MAIL ADDRESS:

PHONE NUMBER:

FAX NUMBER:

TYPE OF ORGANIZATION - PARTNERSHIP, CORPORATION, INDIVIDUAL, OTHER: _

STATE OF INCORPORATION, IF APPLICABLE:

FEDERAL TAX IDENTIFICATION NUMBER (Required):

Town of Belgrade
990 Augusta Road
Belgrade, Maine 04917
Telephone: 207-495-2258
Pricing Sheet
Aug. 5, 2020

Pricing sheet:

1. Audit, design, installation and first-year maintenance:

Lump sum price: _____

2. Annual maintenance beyond first year: _____

Quote per year: _____

3. Extended manufacturer's warranty through 10 years: _____

Lump sum price: _____

4. Estimated price to install new Town-owned pole: _____

Budget price: _____

5. Remove light, arm assembly and secure electrical on pole: _____

Price per light: _____

Unit pricing:

- 1: Supply and install new arm at installation of LED luminaire:

4 feet long: _____

6 feet long: _____

8 feet long: _____

Other: _____

Other: _____

2. Luminaires:

_____ watts

_____ watts

_____ watts

_____ watts

_____ watts

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Attachment C: January 2018 Town of Belgrade streetlight bill, 2 pages (42 lights)



Manage your account online: cmpco.com
 Customer assistance line: 1.800.565.3181
 Outage reporting line: 1.600.696.1000

Your Messages

We know it is important that your bill is accurate and that you receive it on time, and that is why we are enhancing our Customer Service Guarantee. If we make a mistake on your amount due, or if your bill is late, we will apply a \$25 credit to your account. We are committed to meeting your service expectations, learn more at cmpco.com.

You can pay your bill without lifting a finger with AutoPay. Your secure payment will be made on time automatically each month. Enroll in AutoPay today at cmpco.com.

This account is tax exempt.

When summer storms strike, get the information you need if your power goes out with our FREE Outage Alerts service. You'll receive notifications with the latest information by text, email, phone or all three. You can also receive alerts for your camp or your parents' home. Visit cmpco.com outages to learn more and enroll today.

Account Number	Service Location	Amount Due	Date Due
3501-1097-959	TOWN OF BELGRADE STREET LIGHTS	\$656.99	07/23/2020
Invoice Number 70600C850228	BELGRADE ME 04917		

Your Account Summary

Prior Balance	\$502.37
Payments received through 06/26/2020 - Thank you	-\$502.37
Balance Forward	\$0.00
Electricity Delivery Central Maine Power	+\$544.59
Electricity Supply Standard Offer	+\$112.40
Please pay by 07/23/2020	\$656.99

07/23/2020



Bill Date 06/26/2020

Invoice Number 708000850228

Account Number 3501-1097-959

Page 2 of 4

Your Central Maine Power Delivery Service Account Detail

Prior Balance for Central Maine Power Delivery	\$366.66
Payments received - Thank you	<u>-\$366.66</u>
Balance Forward	\$0.00

Delivery Charges

Delivery Charges: Street Lighting (05/30/2020 - 06/26/2020)

Sodium Cut Off 70W			
Delivery Service:	3 Units	@\$2.04	+\$6.12
Lighting Equipment:	3 Units	@\$9.04	+\$27.12
Sodium Cut Off 100W			
Delivery Service:	20 Units	@\$2.76	+\$55.20
Lighting Equipment:	20 Units	@\$9.12	+\$182.40
Sodium Cut Off 150W			
Delivery Service:	6 Units	@\$4.14	+\$24.84
Lighting Equipment:	6 Units	@\$10.11	+\$60.66
Sodium Enclosed 150W			
Delivery Service:	11 Units	@\$4.14	+\$45.54
Lighting Equipment:	11 Units	@\$9.14	+\$100.54
Sodium Enclosed 250W			
Delivery Service:	2 Units	@\$6.41	+\$12.82
Lighting Equipment:	2 Units	@\$11.64	+\$23.28
20' Brackets	1 Unit	@\$6.07	+\$6.07
Total Current Delivery Charges			<u>\$544.59</u>

Central Maine Power Account Balance

\$544.59

Your Meter Details

Read Cycle 20

Meter Number	Read Date	Meter Reading	Prior Read Date	Prior Meter Reading	Number of Days	Total kWh
ST Lights	06/26/2020	0	05/29/2020	0	28	0

Attachment D: CMP Town of Belgrade streetlight inventory 6/2020
(43 lights)

Business Partner	Contract Account	Current Equipment	Contract start date	Price amount	Pole	Circuit Road	Circuit
ToB	35011097959	SL 20' Brackets Standard	08/18/1980	6.07	1	FARMINGTON RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	01/27/2005	11.88	23	FARMINGTON RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	01/27/2005	11.88	81	FARMINGTON RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	04/15/1988	11.88	119	FARMINGTON RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	09/30/1981	11.88	5	MAIN ST	272D6
ToB	35011097959	SL HPS100W CUTOFF	09/30/1981	11.88	7	MAIN ST	272D6
ToB	35011097959	SL HPS100W CUTOFF	09/28/1981	11.88	13	MAIN ST	272D6
ToB	35011097959	SL HPS100W CUTOFF	09/28/1981	11.88	17	MAIN ST	272D6
ToB	35011097959	SL HPS100W CUTOFF	09/28/1981	11.88	19	MAIN ST	272D6
ToB	35011097959	SL HPS100W CUTOFF	09/28/1981	11.88	23	MAIN ST	#N/A
ToB	35011097959	SL HPS100W CUTOFF	02/01/1982	11.88	131	OAKLAND RD	873D1
ToB	35011097959	SL HPS100W CUTOFF	10/29/2008	11.88	349	OAKLAND RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	11/12/1981	11.88	351	OAKLAND RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	10/06/1981	11.88	2	RED OAK LINE	272D6
ToB	35011097959	SL HPS100W CUTOFF	10/06/1981	11.88	4	RED OAK LINE	272D6
ToB	35011097959	SL HPS100W CUTOFF	02/25/2005	11.88	5	RED OAK LINE	272D6
ToB	35011097959	SL HPS100W CUTOFF	11/28/2004	11.88	1	SAHAGIAN RD	272D6
ToB	35011097959	SL HPS100W CUTOFF	02/01/1982	11.88	51	SMITHFIELD RD	873D1
ToB	35011097959	SL HPS100W CUTOFF	11/12/1981	11.88	55	SMITHFIELD RD	873D1
ToB	35011097959	SL HPS100W CUTOFF	05/27/2012	11.88	77	SMITHFIELD RD	873D1
ToB	35011097959	SL HPS100W CUTOFF	11/12/1981	11.88	114	SMITHFIELD RD	873D1
ToB	35011097959	SL HPS150W CUTOFF	03/28/2002	14.25	#N/A	FARMINGTON RD	#N/A
ToB	35011097959	SL HPS150W CUTOFF	11/28/2004	14.25	15	MAIN ST	272D6
ToB	35011097959	SL HPS150W CUTOFF	04/28/2004	14.25	347	OAKLAND RD	272D6
ToB	35011097959	SL HPS150W CUTOFF	10/08/1981	14.25	358	OAKLAND RD	272D6
ToB	35011097959	SL HPS150W CUTOFF	08/27/2005	14.25	9.2	RED OAK LINE	272D6
ToB	35011097959	SL HPS150W CUTOFF	11/28/2004	14.25	046	WEST RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	09/30/1981	13.28	110	FARMINGTON RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	09/30/1981	13.28	145	FARMINGTON RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	09/30/1981	13.28	1	MAIN ST	272D6
ToB	35011097959	SL HPS150W ENCLSD	09/30/1981	13.28	14	N BELGRADE STN	873D1
ToB	35011097959	SL HPS150W ENCLSD	11/12/1981	13.28	218	OAKLAND RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	11/12/1981	13.28	340	OAKLAND RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	10/08/1981	13.28	355	OAKLAND RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	10/08/1981	13.28	360	OAKLAND RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	06/23/1986	13.28	1	READFIELD RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	10/08/1981	13.28	38	READFIELD RD	272D6
ToB	35011097959	SL HPS150W ENCLSD	02/01/1982	13.28	1	SMITHFIELD RD	873D1
ToB	35011097959	SL HPS250W ENCLSD	08/18/1980	18.05	1	FARMINGTON RD	272D6
ToB	35011097959	SL HPS250W ENCLSD	06/23/1986	18.05	501	FARMINGTON RD	272D6
ToB	35011097959	SL HPS70W CUTOFF	06/07/2000	11.08	397.4	AUGUSTA RD	272D6
ToB	35011097959	SL HPS70W CUTOFF	04/28/2011	11.08	8.1	DUNN RD	272D6
ToB	35011097959	SL HPS70W CUTOFF	11/30/2005	11.08	0107	WEST RD	272D6

Attachment E: Town of Belgrade Net Book Value 3/31/20

Belgrade Net Book Value with Income Tax Impacts - March 31, 2020

Vintage Year	Acquisition Value	Accumulated Depreciation	Net Book Value	Tax Life	Tax Yrs of Depr	Tax % Recovered	Tax Accum Depr	Tax Basis
1958	12	(12)	(1)	20	21	100%	12	-
1959	51	(55)	(5)	20	21	100%	51	-
1957	50	(54)	(4)	20	21	100%	50	-
1958	53	(58)	(5)	20	21	100%	53	-
1970	12	(12)	(1)	20	21	100%	12	-
1971	39	(42)	(3)	20	21	100%	39	-
1972	85	(77)	(8)	20	21	100%	85	-
1973	97	(86)	(9)	20	21	100%	97	-
1974	12	(12)	(1)	20	21	100%	12	-
1976	75	(121)	(46)	20	21	100%	75	-
1977	27	(29)	(2)	20	21	100%	27	-
1979	148	(129)	(19)	20	21	100%	148	-
1979	113	(145)	(32)	20	21	100%	113	-
1980	325	(321)	(4)	20	21	100%	325	-
1981	5,488	(5,882)	(394)	20	21	100%	5,488	-
1982	691	(671)	(20)	20	21	100%	691	-
1983	136	(143)	(7)	20	21	100%	136	-
1985	61	(66)	(5)	20	21	100%	61	-
1989	202	(218)	(16)	20	21	100%	202	-
1987	215	(233)	(18)	20	21	100%	215	-
1988	128	(158)	(30)	20	21	100%	128	-
1989	152	(163)	(11)	20	21	100%	152	-
1990	365	(415)	(50)	20	21	100%	365	-
1991	147	(147)	(0)	20	21	100%	147	-
1994	182	(188)	(6)	20	21	100%	182	-
2000	408	(164)	244	20	21	100%	408	-
2002	2,592	(662)	1,930	20	19	95%	1,958	134
2003	103	(34)	69	20	18	89%	89	11
2005	217	(36)	181	20	16	80%	174	44
2006	-	-	-	20	15	75%	-	-
2009	-	-	-	20	12	60%	-	-
2010	184	(40)	144	20	11	55%	126	78
2011	442	(68)	374	20	10	53%	295	237
2012	4,832	(825)	3,704	20	9	49%	2,207	2,926
2013	-	-	-	20	8	44%	-	-
2014	-	-	-	20	7	40%	-	-
2016	159	(11)	159	20	5	20%	58	119
2017	-	-	-	20	4	24%	-	-
2018	-	-	-	20	3	18%	-	-
Grand Total	17,875	(11,474)	6,602				14,157	2,916

	Sales Proceeds @ Net Book Value	Gross-Up of Tax Impact	Adjusted Sales Proceeds
Sales Proceeds	6,602	263	5,865
Net Book Value	6,602		5,602
Book Gain/(Loss)	0		263
Current Tax Exp	A	703	827
Deferred Tax		(864)	(564)
Net Tax Expense		169	263
Net Income (Loss)		(183,321)	(9)

Deferred Tax Asset @ March 31, 2020

Book Value	5,602
Tax Value	2,916
Book Vs Tax Value	2,684
Federal Def Tax @ 21%	564

Tax Calculation with Proceeds at Net Book Value		
Sales Proceeds - Net Book Value (4)		5,602
Less: Net Tax Basis (5)		2,918
Tax Gain/(Loss)		2,684
Federal Tax Due @ 21%		564
State Tax Due @ 8.93%		240
Federal benefit of state (21% x state tax)		(50)
Total current income tax due		753

Tax Calculation with Proceeds Incorporating Tax Impacts		
Sales Proceeds - Net Book Value (4)		5,602
Sales Proceeds - Income Tax Impact		263
Total Sales Proceeds		5,865
Less: Net Tax Basis (5)		2,918
Tax Gain/(Loss)		2,947
Federal Tax Due @ 21%		619
State Tax Due @ 8.93%		263
Federal benefit of state (21% x state tax)		(55)
Total current income tax due		827

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Aug. 4, 2020
Re: KVCOG representatives

Each year, the Kennebec Valley Council of Governments asks its member municipalities to appoint two representatives to serve on its General Assembly. As KVCOG's policymaking body, the General Assembly adopts the annual budget, sets membership fees, and elects board directors and officers. At least one of the representatives must be an elected officer of the Town. The term is through next July.

Last year, Selectperson Ernst Merckens and I served as the Town's representatives. Our only duty was to attend an evening dinner meeting of the General Assembly. I assume any such gathering this year will be online.

I am happy to serve in that capacity again this year. If that is agreeable with the Board, you will need to select a Selectperson to also serve.



KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

July 16, 2020

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

Dear Anthony:

Now in its 53rd year, the Kennebec Valley Council of Governments (KVCOG) is a municipal services corporation owned and operated by and for the benefit of its members. We are so pleased to have you as a member in this coming year, thank you.

Member municipalities are the backbone of KVCOG. Membership dues provide matching funds for over \$200,000 in government grants, make our vital services possible, and allow us the flexibility to create new programs in response to the region's needs.

The KVCOG Bylaws provide that each member municipality may appoint two "Official Representatives" to serve on KVCOG's General Assembly. The General Assembly is the overall policy making body for KVCOG. It adopts the Annual Budget, sets the Annual Membership Fee, and elects the Officers and Directors of our Board of Directors.

According to our bylaws, **at least one** of the Official Representatives from every member municipality must be a municipal officer – an **elected member** of the board of selectmen, town, or city council.

Please take a moment to complete the attached form naming two Official Representatives to serve on the KVCOG General Assembly for the current Fiscal Year: July 2020 through June 2021. We truly appreciate your participation; we are a stronger organization when we have a strong General Assembly.

A copy of KVCOG's Bylaws is included. Article VI: General Assembly, describes the responsibilities of these two members. If you have any questions, please feel free to contact me at anytime.

Sincerely,



Laura Cyr
Executive Director
lcyr@kvkog.org
207-453-4258 ext. 213

KVCOG General Assembly Official Representative Form

Please return by August 31, 2020

Mail: KVCOG, 17 Main Street, Fairfield, ME 04937

Email: kraymond@kvkog.org

Please take a moment and complete this form naming two official representatives to serve on the KVCOG General Assembly. **At least one** of the official representatives must be a municipal officer – an **ELECTED OFFICIAL** of the board of selectmen, town or city council.

Municipality of: Belgrade

Year of Service: July 2020 - June 2021

*Please give us the best way to contact each representative (home or work address and home, work or, cell phone numbers). **PLEASE ALSO INCLUDE AN EMAIL ADDRESS FOR EACH REPRESENTATIVE.***

Representative 1 - ELECTED OFFICIAL

Name				
Title/Committee				
Mailing Address				
City, State, Zip				
Phone				
Alternate Phone				
Email				
Interested in KVCOG Board of Directors? <i>(please circle)</i>	YES	NO		
Interested in officer position?	President	Vice-President	Secretary	Treasurer

Representative 2

Name				
Title/Committee				
Address				
City, State, Zip				
Phone				
Alternate Phone				
Email				
Interested in KVCOG Board of Directors? <i>(please circle)</i>	YES	NO		
Interested in officer position?	President	Vice-President	Secretary	Treasurer

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Aug. 4, 2020
Re: MMA Legislative Policy Committee representative

The Maine Municipal Association is asking its member municipalities to vote for representatives to serve on its Legislative Policy Committee. The LPC is a 70-member body comprised of two municipal officials from each of the state's 35 Senate districts. The LPC serves as the MMA's advocacy arm. Its purpose is to define and maximize municipal interests through participation in the legislative process. Along with the MMA Executive Committee, the LPC is responsible for:

- Developing and coordinating MMA's legislative policy processes.
- Identifying MMA's advocacy priorities and developing a legislative program.
- Providing direction on legislative strategy to achieve objectives.
- Taking positions on legislative proposals affecting municipalities.


The only candidate on the state Senate District 17 ballot is Farmington Town Manager Dick Davis. Davis has decades of experience as a town manager and has served on the LPC for the past 18 years. He is highly regarded within the Maine Town & City Managers Association. As you can see in his attached candidate profile, his platform includes increasing municipal revenue sharing from 3.75 percent of state receipts back to 5 percent, and raising state funding of schools to 55 percent. On a personal level, Dick has been generous toward me with his time whenever I've had questions, helping me to better understand the town meeting form of governance and reassuring me in my budget philosophies. I endorse his candidacy.

OFFICIAL BALLOT – District 17

Maine Municipal Association’s Legislative Policy Committee
July 1, 2020 – June 30, 2022

VOTE FOR TWO:

Richard Davis, Manager, Town of Farmington

_____ (name) _____ (position) _____ (municipality)  write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 BY SELECTMEN/COUNCILORS:

_____ signature	_____ print name
_____ signature	_____ print name
_____ signature	_____ print name
_____ signature	_____ print name
_____ signature	_____ print name

Return by 5:00 p.m., August 27, 2020 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

LPC Senate District 17

Avon
Belgrade
Carrabassett Valley
Carthage
Chesterville
Coplin Pt.
Dallas Pt.
Eustis
Farmington

Fayette
Industry
Jay
Kingfield
Mount Vernon
New Sharon
New Vineyard
Phillips
Rangeley

Rangeley Pt.
Sandy River Pt.
Strong
Temple
Vienna
Weld
Wilton

Candidate Profile:

Richard Davis has served as Farmington's Town Manager for the past 19 years. Prior to that he served as Manager in Wilton from 1988-2001. He also currently serves on the AVCOG Board of Directors and Maine Criminal Justice Academy Board of Trustees. Richard has also served on MMA's Advisory and Nominating Committees and as a member of the LPC from 1986-1988 and from 2002 to present. He would like to continue his service because he supports meaningful tax reform aimed at reducing the burden on the property tax. He wants to see Municipal Revenue Sharing returned to 5% of sales and income taxes and General Purpose Aid to Education funded at 55%. Richard also believes that the state-municipal partnership needs to be restored and will work toward these goals if reelected.

Warrant 103

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00004 AMERICAN LOGGERS FIRE SUPPRESSION L						
0391	20247	08	EQUIPMENT REPAIR FD	6/22/2020		
EQUIPMENT REPAIR FD			E 05-05-35-01		105.90	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			Vendor Total-		105.90	
00289 AUGUSTA FUEL CORP.						
0391	20248	08	LAKES FD PROPANE	5843853		
LAKES FD FUEL			E 13-06-20-05		104.86	0.00
			FACILITIES / FD:LAKES - SERVICES / HEATING			
			Invoice Total-		104.86	
0391	20248	08	CFAS PROPANE	5844309		
CFAS FUEL			E 13-02-20-05		515.80	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		515.80	
			Vendor Total-		620.66	
00271 BERNSTEIN, SHUR, SAWYER & NELSON						
0391	20249	08	GENERAL LEGAL	3637139		
GENERAL LEGAL			E 01-10-15-02		883.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Vendor Total-		883.50	
00263 BOB THE PLUMBER, INC.						
0391	20250	08	REPAIRED ROTTED TEE CEMET	3881		
REPAIRED ROTTED TEE CEMET			E 12-01-35-06		203.19	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
			Invoice Total-		203.19	
0391	20250	08	WATER PLAN 3&4	3940		
WATER PLAN 3&4			E 12-01-35-06		596.98	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
			Invoice Total-		596.98	
			Vendor Total-		800.17	
00386 BOUNDTREE MEDICAL						
0391	20251	08	RESPIRATOR MASK COVID	83684863		
RESPIRATOR MASK COVID			E 05-05-30-07		123.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		123.99	
0391	20251	08	MASK, THERMOMETER COVID	83683228		
MASK, THERMOMETER COVID			E 05-05-30-07		128.58	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		128.58	
			Vendor Total-		252.57	
00020 CENTRAL MAINE POWER						
0391	20253	08	PINE GROVE ELECTRICITY	707000862561		
PINE GROVE ELECTRICITY			E 12-01-20-04		16.20	0.00
			CEMETERY / CEMETERY - SERVICES / ELECTRICITY			
			Invoice Total-		16.20	
0391	20253	08	DEPOT FD ELECTRICITY	707000862560		
DEPOT FD ELECTRICITY			E 13-07-20-04		35.69	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			Invoice Total-		35.69	
0391	20253	08	SALT&SAND ELECTRICITY	714000836352		
SALT&SAND ELECTRICITY			E 13-05-20-04		17.56	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			Invoice Total-		17.56	
0391	20253	08	GARAGE ELECTRICITY	724000705351		
GARAGE ELECTRICITY			E 13-04-20-04		46.65	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			Invoice Total-		46.65	
0391	20253	08	CFAS ELECTRICITY	705000867263		
CFAS ELECTRICITY			E 13-02-20-04		211.05	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		211.05	
0391	20253	08	MAIN STREET DAM ELECTRIC	716000824963		
MAIN STREET DAM ELECTRIC			E 34-01-99-99		16.92	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		16.92	
0391	20253	08	LAKES FD ELECTRICITY	715000825353		
LAKES FD ELECTRICITY			E 13-06-20-04		169.38	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		169.38	
0391	20253	08	18 DALTON ELECTRICITY	708000857065		
18 DALTON ELECTRICITY			E 13-11-20-04		16.11	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		16.11	
0391	20253	08	8 DALTON ELECTRICITY	713000834017		
8 DALTON ELECTRICITY			E 13-11-20-04		66.07	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		66.07	
0391	20253	08	10 DALTON ELECTRICITY	706000864440		
10 DALTON ELECTRICITY			E 13-11-20-04		126.23	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		126.23	
0391	20253	08	CFAS OUTBUILDING ELECTRIC	715000826913		
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		16.03	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		16.03	
0391	20253	08	WINGS MILLS DAM ELECTRIC	725000654282		
WINGS MILLS DAM ELECTRIC			E 34-01-99-99		16.92	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		16.92	
0391	20253	08	NB FD ELECTRICITY	720000791856		
NB FD ELECTRICITY			E 13-08-20-04		25.30	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		25.30	
0391	20253	08	NBCC ELECTRICITY	7200000791857		
NBCC ELECTRICITY			E 13-03-20-04		106.58	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		106.58	
0391	20253	08	TS ELECTRICITY	716000833479		
TS ELECTRICITY			E 13-09-20-04		382.43	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			Invoice Total-		382.43	
			Vendor Total-		1,269.12	
00328 CITY OF WATERVILLE						
0391	20254	08	DISPATCH SERVICES	6619		
DISPATCH SERVICES			E 05-10-99-99		3,293.34	0.00
			PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					3,293.34	
00148 COOK, CHERYL						
0391	20255	08	JULY 14 ELECTION	7/14/2020		
JULY 14 ELECTION			E 01-35-20-07		14.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					14.00	
00008 FULLER, GARY R.						
0391	20256	08	MILEAGE REIMBURSEMENT 119	7/21-7/25		
MILEAGE REIMBURSEMENT 119			E 01-20-20-02		52.36	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
Invoice Total-					52.36	
0391	20256	08	MILEAGE REIMBURSEMENT 117	7/13-7/18		
MILEAGE REIMBURSEMENT 117			E 01-20-20-02		51.48	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
Invoice Total-					51.48	
Vendor Total-					103.84	
00434 GROUP DYNAMIC, INC.						
0391	20257	08	MONTHLY HRA	L2008-016000064		
MONTHLY HRA			E 23-10-99-99		32.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
Vendor Total-					32.00	
00009 HAMMOND LUMBER COMPANY						
0391	20258	08	HOSE FOR CEMETERY	3440751		
HOSE FOR CEMETERY			E 12-01-30-04		71.78	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
Invoice Total-					71.78	
0391	20258	08	HOSE FOR MAINT.	3432056		
HOSE FOR MAINT.			E 13-01-30-04		71.78	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
Invoice Total-					71.78	
0391	20258	08	ADDRESS # TOWN PARK	3441745		
ADDRESS # TOWN PARK			E 13-10-30-04		16.14	0.00
			FACILITIES / PARKS - SUPPLIES / OPERATING			
Invoice Total-					16.14	
0391	20258	08	SUPPL. CLOSE OFF RD	3441711		
SUPPL. CLOSE OFF RD			E 12-01-30-04		246.09	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
Invoice Total-					246.09	
0391	20258	08	NEW DRILL FOR SHOP	3454472		
NEW DRILL FOR SHOP			E 13-01-40-04		281.19	0.00
			FACILITIES / GENERAL - PURCHASES / EQUIPMENT			
Invoice Total-					281.19	
0391	20258	08	CHAIN FOR CEMETERY	3460338		
CHAIN FOR CEMETERY			E 12-01-30-04		32.12	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
Invoice Total-					32.12	
Vendor Total-					719.10	
00491 JORDAN LUMBER CO						
0391	20259	08	GAS CANS	203186		
GAS CANS			E 13-01-30-04		220.00	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
Vendor Total-					220.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00002 MAINE MUNICIPAL ASSOCIATION						
0391	20260	08	NORMA BLAZER TRAINING		1000300682	
NORMA BLAZER TRAINING			E 01-05-13-01		35.00	0.00
			GEN'L GOV. / APP'LS BOARD - EDUCATION / EDUCATION			
Vendor Total-					35.00	
00161 MAINE PAPER SOLUTIONS LLC						
0391	20261	08	CLEANING SUPPLIES		512510	
CLEANING SUPPLIES			E 25-30-30-04		161.83	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
Vendor Total-					161.83	
00256 MODERN PEST SERVICES						
0391	20262	08	PEST CONTROL NBCC		4319599	
PEST CONTROL NBCC			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
Invoice Total-					54.00	
0391	20262	08	PEST SERVICE CFAS		4319600	
PEST SERVICE CFAS			E 13-02-20-12		80.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
Invoice Total-					80.00	
Vendor Total-					134.00	
00000 MONICA MCCARTHY						
0391	20263	08	YOGA INSTRUCTOR		7/30/2020	
YOGA INSTRUCTOR			E 25-30-20-07		22.50	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
Vendor Total-					22.50	
00428 REDMAN, JULIA						
0391	20264	08	YOGA		07-30-2020	
YOGA			E 25-30-20-07		52.50	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
Vendor Total-					52.50	
00003 REGISTRY OF DEEDS						
0391	20265	08	7 LIEN DISCHARGES			
7 LIEN DISCHARGES			E 01-10-47-01		133.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
Vendor Total-					133.00	
00034 RSU # 18						
0391	20266	08	INSTALLMENT- AUGUST		AUGUST 2020	
RSU # 18 INSTALLMENT			E 31-01-99-99		547,833.16	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
Vendor Total-					547,833.16	
00636 SCHUBERT, LILY						
0391	20267	08	MILEAGE REIMBURSMENT 145			
MILEAGE REIMBURSMENT			E 25-30-20-02		63.89	0.00
			RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI			
Vendor Total-					63.89	
00478 SEACOAST SECURITY, INC						
0391	20268	08	TOWN OFFCE ADD NAMES		663946	
TOWN OFFCE ADD NAMES			E 01-10-20-07		30.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
Vendor Total-					30.00	
00527 SHERWIN WILLIAMS CO						
0391	20269	08	YELLOW PAINT		1395-1	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
YELLOW PAINT			E 13-06-35-08		42.00	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
			Vendor Total-		42.00	
00099 SPECTRUM BUSINESS						
0391	20270	08	AUGUST PHONE	956055001071320		
CFAS			E 25-30-20-01		89.09	0.00
			RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO			
DEPOT FD			E 05-05-20-01		49.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
LIBRARY			E 30-01-20-01		86.32	0.00
			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		109.57	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		119.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
LAKES FD			E 05-05-20-01		103.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			Vendor Total-		558.94	
00048 TREASURER, STATE OF MAINE						
0391	20271	08	PLUMBING PERMITS 9			
PLUMBING PERMITS			G 1-211-00		392.50	0.00
			GEN'L FUND / PLUMB. PERM.			
WATER QUALITY SURCHARGE			G 1-211-01		60.00	0.00
			GEN'L FUND / WATER QUALIT			
			Invoice Total-		452.50	
0391	20271	08	credit towards plumbing	check 19700		
Credit Memo			G 1-602-00		-15.00	0.00
			GEN'L FUND / CREDIT MEMOS			
			Invoice Total-		-15.00	
			Vendor Total-		437.50	
00013 WASTE MANAGEMENT OF						
0391	20272	08	CFAS DUMPSTER	202920220805		
CFAS DUMPSTER			E 13-02-20-06		93.08	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
			Vendor Total-		93.08	
00369 WB MASON CO, INC						
0391	20273	08	ADDRESS STAMP	211930818		
ADDRESS STAMP			E 01-10-30-03		59.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		59.98	
0391	20273	08	HAND SANITIZER	212128642		
HAND SANITIZER			E 25-30-30-04		100.76	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		100.76	
0391	20273	08	BATHROOM CLEANER	212170762		
BATHROOM CLEANER			E 01-10-30-04		25.79	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		25.79	
			Vendor Total-		186.53	
00393 WITMER PUBLIC SAFETY GROUP						
0391	20274	08	HYDRANT COVER BARTLETT	E1978463		
HYDRANT COVER BARTLETT			E 05-05-35-01		69.38	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			Invoice Total-		69.38	

Warrant 103

Jrnl	Check	Month	Invoice Description	Reference			
Description			Account	Proj	Amount	Encumbrance	
0391	20274	08	LADDER COVER		E1978462.001		
LADDER COVER			E 05-05-35-04		100.59	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS				
			Invoice Total-		100.59		
			Vendor Total-		169.97		
00206 WORKPLACE HEALTH							
0391	20275	08	FD MEDICAL SERVICE		294734		
FD MEDICAL SERVICE			E 05-05-20-11		190.00	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL				
			Vendor Total-		190.00		
00125 ZOLL MEDICAL CORPORATION							
0391	20276	08	CPR ELECTRODE		3099290		
CPR ELECTRODE			E 05-05-30-07		105.47	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS				
			Vendor Total-		105.47		
			Prepaid Total-		0.00		
			Current Total-		558,563.57		
			EFT Total-		0.00		
			Warrant Total-		558,563.57		

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

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

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Aug. 4, 2020
Re: Town Manager's report

The number of people dropping off recyclables at the **Transfer Station on Tuesdays** has dwindled to a handful. We have recently also experienced instances of folks leaving hazardous materials and a wheelbarrow being taken as our two-man Tuesday crew was baling recyclables and attending to other duties. All of that being the case, we would like to end our Tuesday hours, giving the public two weeks' notice of our intent to do so.

The Cemetery Committee will have met Thursday night preceding the Selectboard meeting to consider a recommended **effective date for the new cemetery rates**. We will present that to you during the Town Manager's report at your meeting. When we planned to have Town Meeting in March, the effective date would have been July 1.

We have received one application to date to fill the **vacancy on the Planning Board**. The gentleman was encouraged to apply by Roger Derosier, who recently resigned from the Planning Board. The applicant has served on a planning commission in another state. While he is a Town resident, he spends three months away each winter. While there are not many applications to consider in the winter, the Planning Board is often engaged in ordinance reviews and updates. That will be the case this year with the subdivision ordinance update and amendments (for solar farms, wind farms and cell towers) to the commercial development review ordinance. Before bringing you his application, I wanted to confirm whether you would feel comfortable with a Planning Board member potentially missing three months of meetings. Another Town resident with professional planning experience is also considering submitting an application.

In related news, I have asked our directors to work with their boards and committees to review and recommend to you updates in their **committee bylaws**. Among the additions I'd like them to consider is an attendance requirement. Attendance is lax among a number of members on several of our committees, which detracts from their work. Town Clerk Mary Vogel will be

heading an effort to ensure all members are current in their terms and oaths. We also plan on engaging in a campaign of personally asking people in the community if they would be willing to serve.

Last year's **summer residents meeting** was a successful gathering. I'd like to do that again this month via Zoom. We would welcome your attendance, as well. Might the evening of Wednesday, Aug. 19, or Thursday, Aug. 20, work for you?