

**Town of Belgrade**  
**Board of Selectpersons Agenda**

June 21, 2022 / 6:30 p.m.

Belgrade Town Office

990 Augusta Road

This meeting will be conducted in person.

The public may also view the meeting and participate online at

<https://us02web.zoom.us/j/81131427984>

**Call to order and Pledge of Allegiance**

**PUBLIC COMMENT**

**1. OLD BUSINESS**

- A. Approval of June 7, 2022, **Selectboard minutes.**
- B. Discussion and consideration of **harassment and sexual harassment policy.**
- C. Discussion and consideration of 2021 update to the **Kennebec County Hazard Mitigation Plan.**
- D. Discussion and consideration of **hiring a safety consultant.**
- E. Discussion with All State Materials Group about **East-West Lane shimming costs.**
- F. Cable Franchise Agreement Negotiations

**2. NEW BUSINESS**

**A. Appointments:**

- a. New appointment- Nicholas Alexander - Transfer Station Committee
- b. New appointment – Stuart McConnell – Library Board of Trustees
- B. Board of Parks & Recreation – Requests
- C. Center For All Seasons – Painting Quote - Porch
- D. Belgrade Historical Society – Request for a storage facility to be placed at the Old Town House
- E. Maine PERS Agreement necessary to implement Article 1 of the 2022 Warrant providing state retirement to Fire and Emergency Services.

**3. WARRANT**

**4. TOWN MANAGER REPORT**

**5. EXECUTIVE SESSION: 1 M.R.S.A. §405(6)(A) – Personnel matter**

**Town of Belgrade  
Board of Selectpersons**

**June 7, 2022 / 6:30 p.m.**

**Belgrade Town Office**

**990 Augusta Road**

**The public may also view the meeting and participate online at**

**<https://us02web.zoom.us/j/81131427984>**

**Minutes**

Selectboard members present: Melanie Jewell, Barbara Allen, Carol Johnson, Rick Damren, Dan Newman

In- person attendees: Interim Town Manager, Dennis Keschl, Phil Sprague, Bruce Galouch, Linda Bacon, Aaron Palleschi, Robert Neal, Dan McGlashing, Lynn Martin.

Remote attendees: Nicholas Alexander, Appeals Board, Sean Goodwin, Director of Kennebec County Emergency Management Agency, Ron Simari, All-State Paving Rep., Michial Heino, Interim Sexton, Richard Greenwald, CEO

Ms. Allen called the meeting to order and led the Pledge of Allegiance. Mr. Damren made a motion to open the regular board meeting at 6:30 p.m. Ms. Allen seconded the motion. Motion approved 3/0.

Ms. Johnson made a motion to enter executive session at 6:30 p.m. for the purpose real estate acquisition. Maine State Statute 1 M.R.S.A. § 405 (6) (C). Mr. Damren seconded the motion. Motion approved 3/2 Absent (Dan Newman & Melanie Jewell)

No motion available for re-entering Selectboard meeting or decision of executive session.

***Open meeting***

**1. PUBLIC COMMENTS**

- Robert Neal was present to introduce himself as a candidate for Representative of District 58 Legislature.
- Ms. Johnson noted the Messalonskee High School Band should be sent a letter for an excellent job done at the Memorial Day Service.

**2. OLD BUSINESS**

- A. Approval of the June 7, 2022, Selectboard minutes. Ms. Jewell motion to approve the minutes as presented. Mr. Newman seconded. Motion approved 5/0
- B. Discussion and consideration of **harassment and sexual harassment policy**. The Board reviewed the policy, and they requested the Town Manager contact

signing of the franchise agreement. Ms. Johnson seconded. Motion approved 5/0

- G. Discussion of cemetery lot purchase by non-resident. Ms. Jewell made a motion to approve the purchase of a cemetery lot by Joyce E. Bulmer. Mr. Damren seconded. Motion approved 5/0
- H. Board of Parks & Recreation – Recommendations. Linda Bacon was present from the Parks & Recreation for the discussion.
  - a. Request – Town Email address for committee. The board noted that the town was only permitted so many town email addresses and suggested the BPR set up their own Gmail account.
  - b. Mowing of Workman Field. The Town Manager said the town will mow the field for the next couple of weeks until the town can investigate drawing up a contract for a private contractor to mow the lawn, based on the info it had from the KWYSP representative Aaron Palleschi.
  - c. Soccer goals. Mr. Newman made a motion for the committee to bring back the actual cost of the soccer goals with the amount not to exceed the \$10,000 from the Recreation Reserve Account to the next selectboard meeting. Ms. Allen seconded. Motion approved 5/0
- I. Resignation Letter – Animal Control Officer – Ms. Allen made a motion to accept the resignation letter. Ms. Johnson seconded. Motion approved 4/1 against

#### **4. WARRANT**

Ms. Jewell made a motion to approve municipal warrant #64 for \$602,798.19. Ms. Johnson seconded. Motion approved 5/0

#### **5. TOWN MANAGER REPORT**

- 6. EXECUTIVE SESSION: 1 M.R.S.A. §405(6)(A) – Personnel matter – No decision/votes submitted**

# Memo

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## **Sexual Harassment Policy Update:**

**June 16, 2022**

I contacted Ann Freeman and we discussed the following issues raised by the Board at the June 7<sup>th</sup> Board Meeting:

Vendor Issues:

- Can you require vendors to sign a document that they read and will follow our policy?
- How do you get vendor compliance?
- How do you enforce against a vendor?
- How do you do enforcement against a vendor if there is a complaint.

Volunteer Issues:

- Could you allow volunteers to doing training every 3 years while employees do annually?

During my discussion with an about these issues, I gathered the following:

The Town can be as risk averse concerning sexual harassment policies as it wanted to be... with vendors, employees, and volunteers. However, in the end, no matter how stringent the policy is written or how strictly it is enforced, the Town can be sued by any complainant.

The real issue is the extent to which the Town takes the issues seriously and follows up on complaints. The more you do and the better you follow your policies, the more likely that the Town is to prevail in any lawsuit. So, it really becomes an issue with how the Board wants to proceed.

As far as enforcement, the Town holds a contract with vendors and could withdraw the contract. It would be best if there were language in vendor contracts that specifies that vendors are required to follow all Town policies. She will be sending me language that we can use as a template for our contracts.

The policy that she recommended covers what she feels is appropriate for our Town. It coupled with a quick response to a complaint, a thorough investigation, and follow-up

action that show the Town takes the issue seriously, should allow the Town to prevail. But nothing is a guarantee.

There are two policy issues that the Board must decide:

1. Should the Town require vendors to take the training and adhere to the policy?  
*Requiring vendors to get training and/or sign a document that they have had the training is certainly something that shows the Town is serious, but it is not required. Most large vendors have policies, however many small family businesses do not.*
  
2. Should the Town require all volunteers to take the training?  
*As stated in her response to Anthony (dated May 5, 2022), the only requirement that the Town with 15 or more employees has to make is that Town "employees" get the training within the first year of their employment. She also stated that mandating annual training is considered "best practice" and if annual employee training is required in the policy, it is imperative that it be completed and tracked. However, it is up to the Town to determine whether or not volunteers should be trained and how often.*

**TOWN OF BELGRADE  
ANTI HARASSMENT AND DISCRIMINATION POLICY**

**Statement of Policy**

It is the policy of the Town of Belgrade to prohibit all forms of unlawful discrimination and harassment, including sexual harassment. All employees will receive sexual harassment training once annually. In addition, the Town has adopted this policy to ensure that employees always have access to review the expectations and their rights as it relates to sexual harassment and discrimination in the workplace.

**Prohibited Conduct**

Any employee who engages in discrimination or harassment based upon race, color, sex, sexual orientation, gender identity, gender expression, physical or mental disability, religion, ancestry, national origin, age, pregnancy status, status as a veteran, status as a whistleblower, or any other status protected by law will be subject to disciplinary action, up to and including termination of employment. Any Town volunteer, vendor or other third party conducting Town business who engages in this conduct may also be subject to adverse action including but not limited to termination of contract or removal of volunteer.

Sexual harassment is one form of discrimination that undermines the integrity of the employment relationship, is degrading, detrimental to productivity, and illegal. Sexual harassment can be defined as the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors or on the basis of sex; or the creation of an intimidating, hostile or offensive working environment based on unsolicited and unwelcome sexual conduct, either verbal or physical, or on the basis of sex. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

The following type of conduct is considered to be sexual harassment and is not permitted:

- Repeated unwanted sexual flirtations, advances or propositions;
- Jokes, profanity, derogatory or demeaning comments about a person or his/her appearance, or vulgar remarks directed at a person or members of a specific group;

- Any offensive physical contact, including physical assault and unwanted touching, hugging, or kissing;
- Displays of degrading, obscene or sexually oriented photographs, posters, cartoons or objects;
- Promising or granting preferential treatment to an employee for submitting to sexual conduct; or
- Subjecting or threatening an employee with unwelcome sexual attention or intentionally making performance of the employee's job more difficult because of his/her sex.

### **Internal Complaint Procedure**

Harassment, discrimination or intimidation of any kind in the workplace, or retaliation for reporting any such behavior, whether committed by employees, supervisors, volunteers, citizens, vendors, or any third parties, is not sanctioned or tolerated. If you have a complaint of discriminatory treatment, harassment, or intimidation based upon race, color, sex, sexual orientation, gender identity, gender expression, physical or mental disability, religion, ancestry, national origin, age, pregnancy status, status as a veteran, status as a whistleblower, or any other status protected by law, or if you become aware of actual or potential discrimination or harassment, you should bring it to the Town's attention immediately.

There are three ways you can make a complaint or report of harassment or discrimination: 1) you may bring it to the attention of your supervisor; 2) you may bypass your supervisor and address your concerns directly to the Town Manager; or 3) you may report harassment directly to Chair of the Select Board. All complaints or reports will be investigated promptly, thoroughly and fairly. Any employee who is determined, after investigation, to have engaged in unlawful discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination.

### **Protection Against Retaliation for Complaining about Harassment**

Under the law, you may not be punished or penalized in any way for reporting, complaining about, or filing a claim concerning unlawful harassment or discrimination, or for cooperating with or testifying in any proceeding brought by anyone else. If you feel that you have been retaliated against for opposing or reporting what you reasonably believe to be unlawful harassment, please follow the same Internal Complaint Procedure set forth above. The Town will not tolerate any act of unlawful retaliation against employees who have reported, complained about, or filed a complaint of unlawful harassment.

# Harassment & Sexual Harassment Policy

The municipality of Belgrade is committed to providing its employees with a safe and respectful work environment free from all forms of illegal intimidation and harassment. Illegal harassment and sexual harassment are strictly prohibited. This includes harassment based on race or color, gender, sexual orientation, physical or mental disability, age, ancestry, national origin, religion, veteran's status, genetic predisposition, whistleblower activity, or workers compensation history.

This policy applies to all officials and employees of the municipality of Belgrade, as well as all volunteers, non-employee guests, customers, invitees, vendors, and suppliers.

## Definitions:

**Sexual Harassment:** Sexual harassment is a form of illegal gender discrimination and is prohibited by Title VII of the federal Civil Rights Act and by the Maine Human Rights Act.

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can also include conduct that is not sexual in nature, but is gender related or directed at an individual because of gender. It includes harassment of the same or of the opposite sex.

Examples of sexual harassment include, but are not limited to:

- Offensive sexual flirtations, gestures, leering;
- Verbal or physical abuse of a sexual nature or directed at an individual because of gender;
- Advances or propositions;
- Lewd jokes or nicknames;
- Sexually suggestive sounds, writings, comments or gestures;
- Unwelcome touching or advances, sexual practical jokes or horseplay;



- Display of sexually suggestive, lewd or offensive objects, pictures or materials.

**Illegal Harassment:** Illegal Harassment is defined as unwelcome conduct or behavior based on race, color, gender, sexual orientation, disability, age, ancestry, national origin, religion, veteran's status, genetic pre-disposition, whistleblower status or workers compensation history when: (1) enduring the conduct becomes a condition of continued employment; (2) submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Examples, include, but are not limited to:

- Physical abuse, such as shoving, punching, tripping, stalking, groping;
- Damage to personal possessions;
- Verbal harassment/abuse, such as threats, innuendoes, foul language;
- Racist comments or derogatory stereotypes;
- Offensive jokes;
- Inappropriate comments, slurs, ridicule or jokes about an employee's accent, disability, age, religion, gender, sexual orientation;
- Inappropriate or offensive nicknames.

### **Harassment and Sexual Harassment Strictly Prohibited:**

The municipality of Belgrade does not tolerate sexual harassment or harassment based on race, color, gender, sexual orientation, disability, age, ancestry, national origin, religion, genetic predisposition, whistleblower status or workers compensation history. Any such conduct is strictly prohibited and will be grounds for disciplinary action.

All employees and officials are expected and required to treat each other professionally and respectfully. Supervisors are responsible to create and maintain a work environment free of harassment and discrimination. Supervisory staff are responsible to actively stop or prevent inappropriate conduct and are required to take immediate and appropriate action whenever becoming aware of conduct in violation of this policy. Corrective action is required regardless of whether a complaint is filed.

### **Complaint Process:**

The municipality of Belgrade will promptly and fully investigate any issues of harassment or discrimination in the workplace. Every complaint will be promptly and thoroughly investigated. All employees and officials are required to cooperate fully in any investigation. If warranted, the municipality may take appropriate disciplinary action against any employee or official found to have engaged in harassment, which may

include disciplinary action and/or measures to prevent a re-occurrence. Confidentiality will be preserved to the fullest extent possible, consistent with Maine law and our need to respect the rights of all employees involved.

Any municipal employee or official who witnesses, becomes aware of, or is the recipient of, harassment or discrimination in violation of this policy is encouraged and expected to report it to his/her supervisor or to the contact persons listed below. Complaints may be filed by contacting your supervisor or by contacting the Town Manager, in person at 990 Augusta Road, at 207-495-2258 or at [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com). If the complaint involves the Town Manager, the chair of the Board of Selectpersons should be contacted.

**Maine Human Rights Commission:**

Any employee or official who believes that he/she has been the subject of illegal discrimination or harassment also has the right to file a complaint with the Maine Human Rights Commission (MHRC). The MHRC is the state agency responsible for enforcing state employment discrimination laws. In most cases, a complaint must be filed with the MHRC within 300 days of the date of the act of illegal discrimination/harassment.

There is no requirement that an employee utilize the municipality's internal complaint process first, nor is it required that any internal process be exhausted before a MHRC complaint is initiated. For more information on how to file a charge with the MHRC, contact the MHRC at 51 State House Station, Augusta, Maine 04333-0051 or by telephone at 624-6290, TTY: Maine Relay 711. Additional information is available on the MHRC website at: [www.maine.gov/mhrc/index.shtml](http://www.maine.gov/mhrc/index.shtml)

**Retaliation Prohibited:**

No employee or official shall be retaliated against for reporting suspected discrimination or harassment or for participating in any part of the complaint process.

If you have any questions concerning this policy, please contact the Town Manager, in person at 990 Augusta Road, at 207-495-2258 or at [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com).

Adopted by the Board of Selectpersons on this 3rd day of May 2022.

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Melanie Jewell, Chair

# Memo

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**Discussion and consideration of 2021 update to the Kennebec County Hazard Mitigation Plan.**

This issue was place on hold until the Board had a chance to review the document. The signature sheets are to be signed and returned by July 15, 2022

Kennebec County Hazard Mitigation Plan – 2021 Update

RESOLUTION

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property, and lives in Kennebec County;

And whereas the creation of a multi-jurisdictional Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy;

And whereas, this multi-jurisdictional county of 25 towns, the 4 cities, as well as Kennebec County (on behalf of Unity Township) are committed to the mitigation goals and measures as presented in this plan;

Therefore the Boards of Selectmen of the 25 incorporated towns, Augusta City Council, Gardiner City Council, Hallowell City Council, and Waterville City Council hereby adopt the Kennebec County Hazard Mitigation Plan – 2021 Update; and

Therefore, the Kennebec County Commissioners, acting on behalf Unity Township, hereby adopt the Kennebec County Hazard Mitigation Plan – 2021 Update.

AUTHORIZING SIGNATURES

Municipality of \_\_\_\_\_

Print name	Signature	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

City/Town Office Address: \_\_\_\_\_

Contact person \_\_\_\_\_

# Memo

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## **Discussion and consideration of hiring a safety consultant.**

The Board place this on hold until we could determine where the money was going to come from to pay for the contracts.

Safety Contracts: We will be able to pay for the Recreation Safety Contract from the Recreation Departments Reserves, The Maintenance Safety Contract from the Maintenance Reserves, and the Town Office Safety Contract from the Town Office "facilities" budget (\$2,000 was set aside for unanticipated work at the Town Office).

I will request Lynn Gilley, the Safety Consultant to cover the "fuel surcharge" in some other manner...if the Board does not want it to appear as a "surcharge".

May 10, 2022

Town of Belgrade  
Anthony Wilson, Town Manager  
Belgrade, ME.

Dear Mr. Wilson,

It was a pleasure speaking with you and listening to what the Town of Belgrade needs to ensure safety for all employees.

I have provided attachments to this letter explaining my services and cost for the departments we discussed early today.

Allow me to give you a little history of how I got involved in Safety Consulting. I am self-employed but work closely with the Department of Labor. I am a former County Commissioner and former Selectman. During my tenure as Selectman, the Town was inspected by Bureau of Labor Standards and we were ill prepared. Since that time, I take a very pro-active approach to assist municipalities that seek my services.

At the present time, I assist many Fire Departments, Public Works, Police, EMS, Transfer/Recycle Departments, Sewer, Water, Parks & Recreations, Library, Town Office, and Schools, to achieve safety compliance.

Excellent references by request if you so choose.

I look forward to hearing from you with the opportunity to assist the Town of Belgrade.

Thank you for contacting me and being pro-active with your Compliance obligations.

Sincerely,

Lynn Gilley Martin

# FIRE SERVICE

CONSULTING ASSOCIATES

LYNN GILLEY MARTIN, A.S.

16 DEER RIDGE  
SOUTHPORT, ME. 04875

207-633-2405

(cell) 380-5729

email: [lisca@mfairce.com](mailto:lisca@mfairce.com)

Annual Consulting Services for assisting your Departments with Bureau of Labor mandatory requirements.

These services are provided throughout the year in order to keep Departments current with Bureau of Labor Standards, to assist in reducing the liability to the Departments, and the Municipality.

Maintain training records for all BLS trainings. Will assist with scheduling and organizing training requirements for all departments.

Record and document training for each firefighter or employee training records pertaining to BLS.

Notify of medical services needed for each firefighter or employee as required to meet standards.

Review policies and protocols for annual review with the Chief/Officers, or Dept. Managers.

Provide documentation to Chief/Officers, Dept Managers of requirements needed as a department to fulfill annual mandates.

Will conduct periodic "walk thru" observations of the buildings, facilities, grounds, work practices and vehicles, to assist Managers with maintaining "current status" for compliance.

Mock inspection to prepare for BLS Courtesy Inspection will be scheduled for each department.

Will be present during Safety Works Courtesy Inspections and will assist Department Managers with correcting any recommendations made by Safety Works. Will provide expertise in the abatement process.

Will be available at any time to answer questions and offer assistance via phone, or electronic communication, should the Department Manager have questions during day- to- day operations.

In the event of an Enforcement Inspection, I will assist departments to abate "pending violations" and will accompany Department Managers should they need to present corrections to Bureau of Labor Supervisors and/or Directors at an Abatement Hearing.



# FIRE SERVICE

LYNN GILLEY MARTIN, A.S.

16 DEER RIDGE  
SOUTHPORT, ME 04578

207-633-6405  
(CELL) 380-5729

EMAIL: [lgilley@firepoint.net](mailto:lgilley@firepoint.net)

## ~ CONTRACT ~ STATEMENT ~

### Maintenance Department – Town of Belgrade

Manual for Safety Compliance	450.00
Updates to Manual (annual)	50.00
Review and Update Manual	100.00
Consultant/Coordinating Package	1400.00
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Amount Due at Signing:	\$ 1850.00

Authorized Signature: \_\_\_\_\_

Lynn Gilley Martin: signature on file

Effective Date: Effective: 6/2022 Expires: 6/2023

ALL LEVELS OF SERVICE ARE ANNUAL

# FIRE SERVICE

LYNN GILLEY MARTIN, A.S.

16 DEER RIDGE  
SOUTHPORT, ME 04876

207-633-6405  
(CELL) 380-5729

EMAIL: [lgilley@mtfire.com](mailto:lgilley@mtfire.com)

~ CONTRACT ~STATEMENT~

## Parks/Recreation – Town of Belgrade

Manual for Safety Compliance	450.00
Updates to Manual (annual)	50.00
Review and Update Manual	100.00
Consultant/Coordinating Package	1400.00

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Amount Due at Signing: \$ 1850.00

Authorized Signature: \_\_\_\_\_

Lynn Gilley Martin: signature on file

Effective Date: Effective: 6/2022 Expires: 6/2023

ALL LEVELS OF SERVICE ARE ANNUAL

# FIRE SERVICE

LYNN GILLEY MARTIN, A.S.

16 DEER RIDGE  
SOUTHPORT, ME 04576

207-633-6405  
(CELL) 380-5729

EMAIL: [blscav@mvfairpoint.net](mailto:blscav@mvfairpoint.net)

## ~ CONTRACT ~ STATEMENT ~

Town Office – Town of Belgrade

Manual for Safety Compliance	100.00
Updates to Manual (annual)	50.00
Review and Update Manual	100.00
Consultant/Coordinating Package (if included with Maintenance and Parks/Recreation full contracts).	n/c

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Amount Due at Signing: \$ 100.00

Authorized Signature: \_\_\_\_\_

Lynn Gilley Martin: signature on file

Effective Date: Effective: 6/2022 Expires: 6/2023

ALL LEVELS OF SERVICE ARE ANNUAL

# Memo

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## Discussion with All State Materials Group about East-West Lane shimming costs

Jason Stevens and I met with Doug Fowler (All State Materials Group) on Thursday, June 16, 2022. We discussed the issues that we are confronting:

- A signed Contract with All State Materials Group
- The aggregate "runover" of \$8,000
- The Asphalt Price Adjustment in both the Pike Award and the All State Materials Award
- State Law allowing the Road Commission to expend 15% above the warrant for roads with approval of the municipal officers and its conflict with the wording of the warrant article for the roads.
- Options

Both Jason Stevens and representatives of All State Materials will be in attendance at the meeting.

# Memo

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## **Cable Franchise Agreement Approval:**

The Board deferred these issues until the Town Manager had an opportunity to discuss changes in the agreement languages, from the language of the previous agreement and then approve the agreement to go to public hearing.

Upon discussion with Charter's contact, Shelly Winchenbach, agreed to most of the changes that I recommended and has agreed to provide new language by Friday. I will put this in the Board packets for your review. The changes I recommended for which she will be providing updated language are:

Section 2.2 Term. This defines the term of the agreement. The term was 10 in the previous agreement and was moved to 15 years in this agreement. I requested that she change this back to 10 years because we do not know how the cable industry will change over time and the shorter term will allow us to address any changes that occur more readily.

Section 4.1 Indemnification. This section requires a shorter notification time frame than the previous agreement. I asked her to look at less prescriptive language.

Section 4.2 Insurance. I asked her to provide the updated insurance numbers that I believe are higher than the ones quoted here. She will provide these in the updated copy of the agreement.

Other provisions:

The previous agreement had language that provided for Charter to provide and access channel and return feed to enable cablecasting of programming on the channel if the Town chose to do this. She will put in similar language to allow for this.

## **FRANCHISE AGREEMENT**

**This Franchise Agreement** (“Franchise”) is between the Town of Belgrade, Maine, hereinafter referred to as the “Grantor” and Spectrum Northeast, LLC, locally known as CHARTER COMMUNICATIONS, hereinafter referred to as the “Grantee.”

**WHEREAS**, the Grantor finds that the Grantee has substantially complied with the material terms of the current Franchise under applicable laws, and that the financial, legal and technical ability of the Grantee is sufficient to provide services, facilities and equipment necessary to meet the future cable-related needs of the community; and

**WHEREAS**, having afforded the public adequate notice and opportunity for comment, Grantor desires to enter into this Franchise with the Grantee for the construction and operation of a cable system on the terms set forth herein; and

**WHEREAS**, the Grantor and Grantee have complied with all federal and State-mandated procedural and substantive requirements pertinent to this franchise renewal;

*NOW, THEREFORE, the Grantor and Grantee agree as follows:*

### **SECTION 1** **Definition of Terms**

**1.1 Terms.** For the purpose of this franchise the following terms, phrases, words and their derivations shall have the meaning ascribed to them in the Cable Communications Policy Act of 1984, as amended from time to time (the “Cable Act”), unless otherwise defined herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word “shall” is mandatory and “may” is permissive. Words not defined shall be given their common and ordinary meaning.

- A. “Cable System,” “Cable Service,” and “Basic Cable Service” shall be defined as set forth in the Cable Act.
- B. “Board” shall mean the governing body of the Grantor.
- C. “Cable Act” shall mean the Cable Communication Policy Act of 1984, as amended, 47 U.S.C. §§ 521, et. seq.
- D. “Channel” shall mean a portion of the electromagnetic frequency spectrum which is used in a cable system and which is capable of delivering a television channel.
- E. “Equipment” shall mean any poles, wires, cable, antennae, underground conduits, manholes, and other conductors, fixtures, equipment and other facilities used for the maintenance and operation of physical facilities located in the Streets, including the Cable System.

- F. "FCC" shall mean the Federal Communications Commission and any successor governmental entity thereto.
- G. "Franchise" shall mean the non-exclusive rights granted pursuant to this Franchise to construct operate and maintain a Cable System along the public ways within all or a specified area in the Franchise Area.
- H. "Franchise Area" shall mean the geographic boundaries of the Grantor, and shall include any additions thereto by annexation or other legal means.
- I. "Gross Revenue" means any revenue, as determined in accordance with generally accepted accounting principles, received by the Grantee from the operation of the Cable System to provide Cable Services in the Franchise Area, provided, however, that such phrase shall not include: (1) any taxes, fees or assessments collected by the Grantee from Subscribers for pass-through to a government agency, including, without limitation, any state or federal regulatory fees, the franchise fee, or any sales or utility taxes; (2) unrecovered bad debt; (3) credits, refunds and deposits paid to Subscribers; (4) any exclusions available under applicable State law.
- J. "Person" shall mean an individual, partnership, association, organization, corporation, trust or governmental entity.
- K. "Service Area" shall mean the area described in subsection 6.1 hereto.
- L. "Standard Installation" shall mean installations to residences and buildings that are located up to 125 feet from the point of connection to Grantee's existing distribution system.
- M. "State" shall mean the State of Maine.
- N. "Street" shall include each of the following located within the Franchise Area: public streets, roadways, highways, bridges, land paths, boulevards, avenues, lanes, alleys, sidewalks, circles, drives, easements, rights of way and similar public ways and extensions and additions thereto, including but not limited to public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses now or hereafter held by the Grantor in the Franchise Area, which shall entitle the Grantee to the use thereof for the purpose of installing, operating, extending, repairing and maintaining the Cable System.
- O. "Subscriber" shall mean any Person lawfully receiving Cable Service from the Grantee.

**SECTION 2**  
**Grant of Franchise**

**2.1 Grant.** The Grantor hereby grants to the Grantee a nonexclusive Franchise which authorizes the Grantee to erect, construct, extend, operate and maintain in, upon, along, across, above, over and under the Streets, now in existence and as may be created or established during

its terms, all Equipment, including the Cable System. Nothing in this Franchise shall be construed to prohibit the Grantee from offering any service over its Cable System that is not prohibited by federal or State law.

**2.2 Term.** The Franchise and the rights, privileges and authority hereby granted shall be for an initial term of ~~ten fifteen~~ (10+5) years, commencing on the Effective Date of this Franchise as set forth in Section 145.12.

**2.3 Police Powers.** The Grantee agrees to comply with the terms of any lawfully adopted generally applicable local ordinance necessary to the safety, health, and welfare of the public, to the extent that the provisions of the ordinance do not have the effect of limiting the benefits or expanding the obligations of the Grantee that are granted by this Franchise. This Franchise is a contract and except as to those changes which are the result of the Grantor's lawful exercise of its general police power, the Grantor may not take any unilateral action which materially changes the mutual promises in this contract.

**2.4 Cable System Franchise Required.** No Cable System shall be allowed to occupy or use the streets or public rights-of-way of the Franchise Area or be allowed to operate without a Cable System Franchise.

### **SECTION 3** **Franchise Renewal**

**3.1 Procedures for Renewal.** The Grantor and the Grantee agree that any proceedings undertaken by the Grantor that relate to the renewal of the Grantee's Franchise shall be governed by and comply with the provisions of Section 626 of the Cable Act, or any such successor statute.

### **SECTION 4** **Indemnification and Insurance**

**4.1 Indemnification.** The Grantee shall, by acceptance of the Franchise granted herein, defend the Grantor, its officers, boards, commissions, agents, and employees for all claims for injury to any Person or property caused by the negligence of Grantee in the construction or operation of the Cable System and in the event of a determination of liability shall indemnify and hold Grantor, its officers, boards, commissions, agents, and employees harmless from any and all liabilities, claims, demands, or judgments growing out of any injury to any Person or property as a result of the negligence of Grantee arising out of the construction, repair, extension, maintenance, operation or removal of its wires, poles or other equipment of any kind or character used in connection with the operation of the Cable System, provided that the Grantor shall give the Grantee written notice of its obligation to indemnify the Grantor ~~at least within ten (10) days prior to the date upon which a response to the of receipt of a claim or action for which indemnification is sought is due, or within thirty (30) days of receipt of the claim or action if no such deadline exists, pursuant to this section.~~ In the event any such claim arises, the Grantor shall tender the defense thereof to the Grantee and the Grantee shall have the right to defend, settle or compromise any claims arising hereunder and the Grantor shall cooperate fully herein. If the Grantor determines in good faith that its interests cannot be represented by the Grantee, the Grantee shall be excused from any obligation to represent the Grantor. Notwithstanding the foregoing, the Grantee shall not be obligated to indemnify the



Grantor for any damages, liability or claims resulting from the willful misconduct or negligence of the Grantor or for the Grantor's use of the Cable System.

**4.2 Insurance.**

A. The Grantee shall maintain throughout the term of the Franchise insurance in amounts at least as follows:

Workers' Compensation	Statutory Limits
Commercial General Liability	\$1,000,000 per occurrence, \$2,000,000 General Aggregate
Auto Liability including coverage on all owned, non-owned hired autos	\$1,000,000 per occurrence Combined Single Limit
Umbrella Liability	\$21,000,000 per occurrence

B. The Grantor shall be added as an additional insured, arising out of work performed by Charter, to the above Commercial General Liability, Auto Liability and Umbrella Liability insurance coverage.

C. The Grantee shall furnish the Grantor with current certificates of insurance evidencing such coverage upon request.

**SECTION 5**  
**Service Obligations**

**5.1 No Discrimination.** Grantee shall not deny service, deny access, or otherwise discriminate against Subscribers, Channel users, or general citizens on the basis of race, color, religion, national origin, age or sex.

**5.2 Privacy.** The Grantee shall fully comply with the privacy rights of Subscribers as contained in Cable Act Section 631 (47 U.S.C. § 551).

**SECTION 6**  
**Service Availability**

**6.1 Service Area.** The Grantee shall make Cable Service distributed over the Cable System available to every residence capable of a Standard Installation within the Franchise Area where there is a minimum density of at least fifteen (15) residences per linear strand mile of aerial cable not already passed by the Cable System as measured from Grantee's closest technologically feasible tie-in point that is actively delivering Cable Service as of the date of such request for service. To the extent this provision requires Grantee to extend service to residences not capable of receiving Cable Service as of the Effective Date, extension of Cable Service provided pursuant to this Section is conditioned on Grantee's ability: (i) to legally access the residence; (ii) to obtain access to any necessary poles, conduits, or other facilities on reasonable terms and conditions; and

(iii) to receive all necessary permits on a timely and non-discriminatory basis. Grantee at its discretion may make Cable Service available to businesses within the Franchise Area.

**6.2 Subscriber Charges for Extensions of the Cable System.** No Subscriber shall be refused service arbitrarily. However, if an area does not meet the density requirements of Section 6.1 above, the Grantee shall only be required to extend the Cable System to Subscribers in that area if the Subscribers are willing to share the capital costs of extending the Cable System. The Grantee may require that payment of the capital contribution in aid of construction borne by such potential Subscribers be paid in advance. Subscribers shall also be responsible for any Standard/non-standard Installation charges to extend the Cable System from the tap to the residence.

**6.3 New Development Underground.** In cases of new construction or property development where utilities are to be placed underground, the Grantor agrees to require as a condition of issuing a permit for open trenching to any developer or property owner that such developer or property owner give Grantee at least thirty (30) days prior written notice of such construction or development, and of the particular dates on which open trenching will be available for Grantee's installation of conduit, pedestals and/or vaults, and laterals to be provided at Grantee's expense. Grantee shall also provide specifications as needed for trenching. Costs of trenching and easements required to bring service to the development shall be borne by the developer or property owner; except that if Grantee fails to install its conduit, pedestals and/or vaults, and laterals within fifteen (15) working days of the date the trenches are available, as designated in the written notice given by the developer or property owner, then should the trenches be closed after the fifteen day period, the cost of new trenching is to be borne by Grantee.

**6.4 Annexation.** The Grantor shall promptly provide written notice to the Grantee of its annexation of any territory which is being provided Cable Service by the Grantee or its affiliates. Such annexed area will be subject to the provisions of this Franchise upon sixty (60) days' written notice from the Grantor, subject to the conditions set forth below and Section 6.1 above. The Grantor shall also notify Grantee in writing of all new street address assignments or changes within the Franchise Area. Grantee shall within ninety (90) days after receipt of the annexation notice, pay the Grantor franchise fees on revenue received from the operation of the Cable System to provide Cable Services in any area annexed by the Grantor if the Grantor has provided a written annexation notice that includes the addresses that will be moved into the Franchise Area in an Excel format or in a format that will allow Grantee to change its billing system. If the annexation notice does not include the addresses that will be moved into the Franchise Area, Grantee shall pay franchise fees within ninety (90) days after it receives the annexed addresses as set forth above. All notices due under this section shall be sent by certified mail, return receipt requested to the addresses set forth in Section 154.7 with a copy to the Director of Government Affairs. In any audit of franchise fees due under this Franchise, Grantee shall not be liable for franchise fees on annexed areas unless and until Grantee has received notification and information that meets the standards set forth in this section.

## **SECTION 7** **Construction and Technical Standards**

**7.1 Compliance with Codes.** All construction practices and installation of equipment shall be done in accordance with all applicable sections of the National Electric Safety Code.

**7.2 Construction Standards and Requirements.** All of the Grantee's Equipment shall be installed, located, erected, constructed, reconstructed, replaced, removed, repaired, maintained and operated in accordance with good engineering practices and performed by experienced maintenance and construction personnel.

**7.3 Safety.** The Grantee shall at all times employ ordinary care and shall use commonly accepted methods and devices preventing failures and accidents which are likely to cause damage.

**7.4 Network Technical Requirements.** The Cable System shall be designed, constructed and operated so as to meet those technical standards adopted by the FCC relating to Cable Systems contained in part 76 of the FCC's rules and regulations as may be amended from time to time.

**SECTION 8**  
**Conditions on Street Occupancy**

**8.1 General Conditions.** Grantee shall have the right to utilize existing poles, conduits and other facilities whenever possible, and shall not construct or install any new, different, or additional poles, conduits, or other facilities on public property provided Grantee is able to access existing poles, conduits, or other facilities on reasonable terms and conditions.

**8.2 Underground Construction.** The facilities of the Grantee shall be installed underground in those Service Areas where existing telephone and electric services are both underground at the time of system construction. In areas where either telephone or electric utility facilities are installed aerially at the time of system construction, the Grantee may install its facilities aerially with the understanding that at such time as the existing aerial facilities are required to be placed underground by the Grantor, the Grantee shall likewise place its facilities underground. In the event Grantor or any agency thereof directly or indirectly reimburses any utility for the placement of cable underground or the movement of cable, Grantee shall be similarly reimbursed.

**8.3 Construction Codes and Permits.** Grantee shall obtain all legally required permits before commencing any construction work, including the opening or disturbance of any Street within the Franchise Area, provided that such permit requirements are of general applicability and such permitting requirements are uniformly and consistently applied by the Grantor as to other public utility companies and other entities operating in the Franchise Area. The Grantor shall cooperate with the Grantee in granting any permits required, providing such grant and subsequent construction by the Grantee shall not unduly interfere with the use of such Streets. Notwithstanding the above, the Grantee may set off any administrative permit fees or other fees required by the Grantor related to the Grantee's use of Grantor rights-of-way against the franchise fee payments required under Section 10.1 of this Franchise.

**8.4 System Construction.** All transmission lines, equipment and structures shall be so installed and located as to cause minimum interference with the rights and reasonable convenience of property owners and at all times shall be kept and maintained in a safe, adequate and substantial condition, and in good order and repair. The Grantee shall, at all times, employ ordinary care and use commonly accepted methods and devices for preventing failures and accidents which are likely to cause damage, injuries, or nuisances to the public. Suitable barricades, flags, lights, flares or other devices shall be used at such times and places as are reasonably required for the safety of all

members of the public. Any poles or other fixtures placed in any public way by the Grantee shall be placed in such a manner as not to interfere with the usual travel on such public way.

**8.5 Restoration of Public Ways.** Grantee shall, at its own expense, restore any damage or disturbance caused to the public way as a result of its operation, construction, or maintenance of the Cable System to a condition reasonably comparable to the condition of the Streets immediately prior to such damage or disturbance.

**8.6 Tree Trimming.** Grantee or its designee shall have the authority to trim trees on public property at its own expense as may be necessary to protect its wires and facilities.

**8.7 Relocation for the Grantor.** The Grantee shall, upon receipt of reasonable advance written notice, to be not less than ten (10) business days, protect, support, temporarily disconnect, relocate, or remove any property of Grantee when lawfully required by the Grantor pursuant to its police powers. Grantee shall be responsible for any costs associated with these obligations to the same extent all other users of the Grantor rights-of-way are responsible for the costs related to the relocation of their facilities.

**8.8 Relocation for a Third Party.** The Grantee shall, on the request of any Person holding a lawful permit issued by the Grantor, protect, support, raise, lower, temporarily disconnect, relocate in or remove from the Street as necessary any property of the Grantee, provided that the expense of such is paid by any such Person benefiting from the relocation and the Grantee is given reasonable advance written notice to prepare for such changes. The Grantee may require such payment in advance. For purposes of this subsection, "reasonable advance written notice" shall be no less than ten (10) business days in the event of a temporary relocation and no less than one hundred twenty (120) days for a permanent relocation.

**8.9 Reimbursement of Costs.** If funds are available to any Person using the Streets for the purpose of defraying the cost of any of the foregoing, the Grantor shall reimburse the Grantee in the same manner in which other Persons affected by the requirement are reimbursed. If the funds are controlled by another governmental entity, the Grantor shall make application for such funds on behalf of the Grantee.

**8.10 Emergency Use.** Grantee shall comply with 47 U.S.C. 544(g) and all regulations issued pursuant thereto with respect to an Emergency Alert System ("EAS").

## **SECTION 9** **Service and Rates**

**9.1 Phone Service.** The Grantee shall maintain a toll-free telephone number and a phone service operated to receive complaints and requests for repairs or adjustments at any time.

**9.2 Notification of Service Procedures.** The Grantee shall furnish each Subscriber at the time service is installed, written instructions that clearly set forth information concerning the procedures for making inquiries or complaints, including the Grantee's name, address and local telephone number. Grantee shall give the Grantor notice of any changes in rates, programming services or Channel positions in accordance with applicable law.

**9.3 Rate Regulation.** Grantor shall have the right to exercise rate regulation to the extent authorized by law, or to refrain from exercising such regulation for any period of time, at the sole discretion of the Grantor. If and when exercising rate regulation, the Grantor shall abide by the terms and conditions set forth by the FCC. Nothing herein shall be construed to limit the Grantee's ability to offer or provide bulk rate discounts or promotions.

**9.4 Continuity of Service.** It shall be the right of all Subscribers to continue receiving Cable Service insofar as their financial and other obligations to the Grantee are honored, and subject to Grantee's rights under Section 154.2 of this Franchise.

#### **SECTION 10** **Franchise Fee**

**10.1 Amount of Fee.** Grantee shall pay to the Grantor an annual franchise fee in an amount equal to five percent (5%) of the annual Gross Revenue. Franchise fees may be passed through to Subscribers as a line item on Subscriber bills or otherwise as Grantee chooses, consistent with federal law. The amount of franchise fee and the method of calculation shall be equal when compared to the amount or method of calculation of the franchise fee in any other cable franchise or authorization to provide video service granted by Grantor. In the event any other cable franchise or authorization to provide video service provides for a lesser franchise fee than this Franchise, Grantee's obligation to pay a franchise fee under this Section 10.1 shall be reduced by an equivalent amount.

**10.2 Payment of Fee.** Payment of the fee due the Grantor shall be made on an annual basis, within forty-five (45) days of the close of each calendar year. The payment period and the collection of the franchise fees that are to be paid to the Grantor pursuant to the Franchise shall commence sixty (60) days after the Effective Date of the Franchise as set forth in Section 154.12. In the event of a dispute, the Grantor, if it so requests, shall be furnished a statement of said payment, reflecting the Gross Revenues and the applicable charges.

**10.3 Accord and Satisfaction.** No acceptance of any payment by the Grantor shall be construed as a release or as an accord and satisfaction of any claim the Grantor may have for additional sums payable as a franchise fee under this Franchise.

**10.4 Limitation on Recovery.** The period of limitation for recovery of any franchise fee payable hereunder shall be three (3) years from the date on which payment by the Grantee was due.

#### **SECTION 11** **Transfer of Franchise**

**11.1 Franchise Transfer.** The Franchise granted hereunder shall not be assigned, other than by operation of law or to an entity controlling, controlled by, or under common control with the Grantee, without the prior consent of the Grantor, such consent not to be unreasonably withheld or delayed. No such consent shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, or by assignment of any rights, title, or interest of the Grantee in the Franchise or Cable System to secure indebtedness. Within thirty (30) days of receiving a request for transfer, the Grantor shall notify the Grantee in writing of any additional information it reasonably requires

to determine the legal, financial and technical qualifications of the transferee. If the Grantor has not taken action on the Grantee's request for transfer within one hundred twenty (120) days after receiving such request, consent by the Grantor shall be deemed given.

**SECTION 12**  
**Records**

**12.1 Inspection of Records.** Grantee shall permit any duly authorized representative of the Grantor, upon receipt of advance written notice, to examine during normal business hours and on a non-disruptive basis any and all of Grantee's records maintained by Grantee as is reasonably necessary to ensure Grantee's compliance with the material terms of this Franchise. Such notice shall specifically reference the subsection of the Franchise that is under review so that the Grantee may organize the necessary books and records for easy access by the Grantor. The Grantee shall not be required to maintain any books and records for Franchise compliance purposes longer than two (2) years, provided that Grantee shall retain books and records relevant to the payment of the Franchise Fee for a period of three (3) years. The Grantee shall not be required to provide Subscriber information in violation of Section 631 of the Cable Act. The Grantor agrees to treat as confidential any books, records or maps that constitute proprietary or confidential information to the extent Grantee makes the Grantor aware of such confidentiality. If the Grantor believes it must release any such confidential books, records, or maps in the course of enforcing this Franchise, or for any other reason, it shall advise Grantee in advance so that Grantee may take appropriate steps to protect its interests. Until otherwise ordered by a court or agency of competent jurisdiction, the Grantor agrees that, to the extent permitted by State and federal law, it shall deny access to any of Grantee's books, records, or maps marked confidential, as set forth above, to any Person.

**SECTION 13**  
**Public Education and Government (PEG) Access**

**13.1 PEG Access.** Upon one year of a written request from Grantor, the Grantee shall make available one (1) Channel on the Cable System for use by the Grantor or its designee for public, educational, and governmental ("PEG") Access programming. Grantor or its designee shall be responsible for the cost of creating, producing, and transporting such programming to Grantee's facilities for carriage on the Cable System.

**13.2 PEG Competitive Neutrality.** If any new or renewed franchise agreement contains obligations that are lesser in amount than the obligations imposed in this Section 13, Franchisee's aggregate obligations under Section 13 shall be reduced to an equivalent amount. To the extent such a reduction is not sufficient to make the total obligations of this Franchise equivalent to the new or renewed franchise, Franchisee may deduct from future franchise fee payments an amount sufficient to make the obligations of this Franchise equivalent to the new or renewed franchise.

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**SECTION 14**  
**Enforcement or Revocation**

**13.14.1 Notice of Violation.** If the Grantor believes that the Grantee has not complied with the terms of the Franchise, the Grantor shall first informally discuss the matter with Grantee. If

these discussions do not lead to resolution of the problem, the Grantor shall notify the Grantee in writing of the exact nature of the alleged noncompliance (the "Violation Notice").

**13.214.2 Grantee's Right to Cure or Respond.** The Grantee shall have thirty (30) days from receipt of the Violation Notice to (i) respond to the Grantor, contesting the assertion of noncompliance, or (ii) to cure such default, or (iii) if, by the nature of default, such default cannot be cured within the thirty (30) day period, initiate reasonable steps to remedy such default and notify the Grantor of the steps being taken and the projected date that they will be completed.

**13.314.3 Public Hearing.** If the Grantee fails to respond to the Violation Notice received from the Grantor, or if the default is not remedied within the cure period set forth above, the Board shall schedule a public hearing if it intends to continue its investigation into the default. The Grantor shall provide the Grantee at least twenty (20) days prior written notice of such hearing, which specifies the time, place and purpose of such hearing, notice of which shall be published by the Clerk of the Grantor in a newspaper of general circulation within the Grantor in accordance with subsection 154.8 hereof. At the hearing, the Board shall give the Grantee an opportunity to state its position on the matter, present evidence and question witnesses, after which it shall determine whether or not the Franchise shall be revoked. The public hearing shall be on the record and a written transcript shall be made available to the Grantee within ten (10) business days. The decision of the Board shall be made in writing and shall be delivered to the Grantee. The Grantee may appeal such determination to an appropriate court, which shall have the power to review the decision of the Board *de novo*. The Grantee may continue to operate the Cable System until all legal appeals procedures have been exhausted.

**13.414.4 Enforcement.** Subject to applicable federal and State law, in the event the Grantor, after the hearing set forth in subsection 143.3 above, determines that the Grantee is in default of any provision of the Franchise, the Grantor may:

- A. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages; or
- B. Commence an action at law for monetary damages or seek other equitable relief; or
- C. In the case of a substantial default of a material provision of the Franchise, seek to revoke the Franchise itself in accordance with subsection 143.5 below.

**13.514.5 Revocation.**

- A. Prior to revocation or termination of the Franchise, the Grantor shall give written notice to the Grantee of its intent to revoke the Franchise on the basis of a pattern of noncompliance by the Grantee, including one or more instances of substantial noncompliance with a material provision of the Franchise. The notice shall set forth the exact nature of the noncompliance. The Grantee shall have sixty (60) days from such notice to either object in writing and to state its reasons for such objection and provide any explanation or to cure the alleged noncompliance. If the Grantor has not received a satisfactory response from Grantee, it may then seek to revoke the Franchise at a public hearing. The Grantee shall be given at least thirty (30) days prior written notice of such public hearing, specifying the time and place of such

hearing and stating its intent to revoke the Franchise. The public hearing shall be conducted in accordance with the requirements of Section ~~14.3~~ 15.3 above.

- B. Notwithstanding the above provisions, the Grantee reserves all of its rights under federal law or regulation.
- C. Upon revocation of the Franchise, Grantee may remove the Cable System from the Streets of the Grantor, or abandon the Cable System in place.

~~SECTION 14~~**SECTION 15**  
**Miscellaneous Provisions**

**14.15.1 Compliance with Laws.** Grantor and Grantee shall conform to all applicable state and federal laws and rules regarding cable television as they become effective. Grantee shall also conform with all generally applicable Grantor ordinances, resolutions, rules and regulations heretofore or hereafter adopted or established during the entire term of the Franchise. In the event of a conflict between Grantor ordinances, resolutions, rules or regulations and the provisions of this Franchise, the provisions of this Franchise shall govern.

**14.215.2 Force Majeure.** The Grantee shall not be held in default under, or in noncompliance with the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of the Grantee to anticipate and control. This provision includes, but is not limited to, severe or unusual weather conditions, fire, flood, or other acts of God, strikes, work delays caused by failure of utility providers to service, maintain or monitor their utility poles to which Grantee's Cable System is attached, as well as unavailability of materials and/or qualified labor to perform the work necessary.

**14.315.3 Minor Violations.** Furthermore, the parties hereby agree that it is not the Grantor's intention to subject the Grantee to forfeitures or revocation of the Franchise for violations of the Franchise where the violation was a good faith error that resulted in no or minimal negative impact on the Subscribers within the Franchise Area, or where strict performance would result in practical difficulties or hardship to the Grantee which outweighs the benefit to be derived by the Grantor and/or Subscribers.

**14.415.4 Action of Parties.** In any action by the Grantor or the Grantee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld.

**14.515.5 Equal Protection.** If any other provider of cable services or video services (without regard to the technology used to deliver such services) is lawfully authorized by the Grantor or by any other State or federal governmental entity to provide such services using facilities located wholly or partly in the public rights-of-way of the Grantor, the Grantor shall within thirty (30) days of a written request from Grantee, modify this Franchise to insure that the obligations applicable to Grantee are no more burdensome than those imposed on the new competing provider. If the Grantor fails to make modifications consistent with this requirement, Grantee's Franchise shall be deemed so modified thirty (30) days after the Grantee's initial written



notice. As an alternative to the Franchise modification request, the Grantee shall have the right and may choose to have this Franchise with the Grantor be deemed expired thirty (30) days after written notice to the Grantor. Nothing in this Franchise shall impair the right of the Grantee to terminate this Franchise and, at Grantee's option, negotiate a renewal or replacement franchise, license, consent, certificate or other authorization with any appropriate government entity. Nothing in this Section 154.5 shall be deemed a waiver of any remedies available to Grantee under federal, state or municipal law, including but not limited to Section 625 of the Cable Act, 47 U.S.C. § 545.

**14.615.6 Change in Law.** Notwithstanding any other provision in this Franchise, in the event any change to state or federal law occurring during the term of this Franchise eliminates the requirement for any person desiring to provide video service or Cable Service in the Franchise Area to obtain a franchise from the Grantor, then Grantee shall have the right to terminate this Franchise and operate the system under the terms and conditions established in applicable law. If Grantee chooses to terminate this Franchise pursuant to this provision, this Franchise shall be deemed to have expired by its terms on the effective date of any such change in law, whether or not such law allows existing franchise agreements to continue until the date of expiration provided in any existing franchise.

**14.715.7 Notices.** Unless otherwise provided by federal, State or local law, all notices pursuant to this Franchise shall be in writing and shall be deemed to be sufficiently given upon delivery to a Person at the address set forth below, or by U.S. certified mail, return receipt requested, nationally or internationally recognized courier service such as Federal Express or electronic mail communication to the designated electronic mail address provided below. As set forth above, notice served upon the Grantor shall be delivered or sent to:

Grantor: Town of Belgrade  
Town Manager  
990 Augusta Road  
Belgrade, ME 04917  
Email: [townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)

Grantee: Charter Communications  
Director, Government Affairs  
400 Old County Road  
Rockland, ME 04841

Copy to: Charter Communications  
Attn: Vice President, Government Affairs  
12405 Powerscourt Drive  
St. Louis, MO 63131

**14.815.8 Public Notice.** Minimum public notice of any public meeting relating to this Franchise or any such grant of additional franchises, licenses, consents, certificates, authorizations, or exemptions by the Grantor to any other Person(s) to provide Cable Services, video services, or other television services utilizing any system or technology requiring use of the public rights of

way shall be by publication at least once in a newspaper of general circulation in the area at least ten (10) days prior to the meeting and a posting at the administrative buildings of the Grantor.

~~14.8.~~15.8.1 Grantor shall provide written notice to Grantee within ten (10) days of Grantor's receipt from any other Person(s) of an application or request for a franchise(s), license(s), consent(s), certificate(s), authorization(s), or exemption(s) to provide Cable Services, video services, or other television services utilizing any system or technology requiring use of the public rights of way. Any public hearings to consider such application or request shall have the same notice requirement as outlined in Paragraph ~~14.5.~~7 above.

~~14.9.~~15.9 **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Franchise is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Franchise.

~~14.10.~~15.10 **Entire Agreement.** This Franchise and any Exhibits hereto constitute the entire agreement between Grantee and the Grantor and they supersede all prior or contemporaneous agreements, representations or understandings (whether written or oral) of the parties regarding the subject matter hereof.

~~14.11.~~15.11 **Administration of Franchise.** This Franchise is a contract and neither party may take any unilateral action that materially changes the mutual promises and covenants contained herein. Any changes, modifications or amendments to this Franchise must be made in writing, signed by the Grantor and the Grantee. Any determination by the Grantor regarding the interpretation or enforcement of this Franchise shall be subject to de novo judicial review.

~~14.12.~~15.12 **Effective Date.** The Franchise granted herein will take effect and be in full force from such date of acceptance by Grantee recorded on the signature page of this Franchise. If any fee or grant that is passed through to Subscribers is required by this Franchise, such fee or grant shall go into effect sixty (60) days after the Effective Date of this Franchise.

~~14.13.~~15.13 **No Third Party Beneficiaries.** Nothing in this Franchise is intended to confer third-party beneficiary status on any person other than the parties to this Franchise to enforce the terms of this Franchise.

Considered and approved this \_\_\_ day of \_\_\_\_\_, 2022.

Town of Belgrade, ME

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Accepted this \_\_\_ day of \_\_\_\_\_, 2022, subject to applicable federal and State law.

Spectrum Northeast, LLC  
LKA Charter Communications

Signature: \_\_\_\_\_

Name/Title: Paul Abbott, VP – Local Government  
Affairs and Franchising

# Memo

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## Appointments

- a. New appointment- Nicholas Alexander - Transfer Station Committee  
The Transfer Station Committee recommends approval.
- b. New appointment – Stuart McConnell – Library Trustees

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: Nicholas Alexander
Address: 690 Mt. Grath pond rd
Phone # (Home): 207-649-6769 (Work):
Email: P
Place of Employment: N/A
Education & Experience: Current M.V. student in CMHS Graduate in 20

Interests and Hobbies: I have interest in public policy

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

To gain more knowledge and experience in town politics

References

Name: Nervcy Chesley Phone #: 341-0637
Name: Susan Peters Phone #: 510-789-5112

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:

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

Other \_\_\_\_\_

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

Name Stuart McConnell  
 Address 238 Guffill Rd.  
 Phone # (Home) 215-2930 (Work) \_\_\_\_\_ Email: butnbox@gmail.com  
 Place of Employment Retired  
 Education & Experience BA Bates 1973

Interests and Hobbies reading, gardening, Irish trad. music

Why do you wish to serve on a municipal board or committee?  
I was a trustee when library was just starting 20 yrs ago. I believe in the mission and would like to serve again.

References

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

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

# Memo

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## Belgrade Parks and Recreation Requests

These items were carried over from the last Board of Selectperson's Meeting:

- Issue of the installation of a hybrid hot water heat pump.
- Rental form wording changes.

## Memo

From: Linda Bacon, BPR

RE: Requests from the BPR for inclusion in the next Selectpersons meeting agenda

**First**, Bruce Galouch approached Linda a few weeks ago regarding installation of a hybrid hot water heater (heat pump) to save money during the summer months so the furnace will not need to run. He did not have a price quote but estimated how much the oil would cost to keep the furnace running during the non-heating season. The cost of the heat-pump water heater and installation would come out of the recreation reserve account. The BPR wants to make sure that Efficiency Maine is consulted regarding rebates. Aaron Palleschi made a motion to recommend that a heat-pump water heater be added to the Center for All Seasons, that the possibility of a rebate is investigated and that the funds are taken from the recreation reserve account. This motion was seconded by Kaitlyn Thibideau and approved unanimously.

**Second**, two facility rental forms were examined for wording clarifications. Specifically, the language regarding non-profit use of facilities was discussed; the following would be added to the general form, and the last line of the secondary fee schedule form used when alcohol is served would be changed to the following:

*“Non-profit organizations based in the Town of Belgrade may be exempt from being charged a rental fee for town recreation facilities. Any exemption from rental fees is subject to the review and discretion of the recreation director. Exemptions will be reviewed on a case-by-case basis. Organizations must provide proof of non-profit status.”*

Also, contact name on the contract need to be updated to Dan MacGlashing as neither Anthony nor Chris work for the town. The BPR also wants the flexibility to update contacts as necessary in the future (we were not consulted with Anthony and Chris' names were added). Jamie Dionne made the motion for the amendments above to be made, Aaron Palleschi seconded this motion, which was approved unanimously.



# PARKS & RECREATION POLICIES

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- Appendix B – Participant Registration Forms (Adult & Youth)
- Appendix C – Instructor / Vendor Registration Form – Contracted Programs
- Appendix D – Contract for Facility Usage
- Appendix E – Alcohol Policy (approved March 18, 2008)
- Appendix F – Scholarship Application Form
- Appendix G – Youth Code of Conduct

## I. PURPOSE & MISSION

To provide open space and recreational programming opportunities for the citizens of Belgrade, it is necessary for the Town of Belgrade to develop a sound and consistent policy to guide ongoing practices as we carry forward our mission which is: **“providing children, teenagers, adults, and seniors of the Belgrade area with year-round recreational, educational, and social activities.”**

## II. EVALUATION OF POLICIES AND FEES

The Board of Parks and Recreation (referred to hereafter as BPR) shall review and make appropriate amendments to the policies and fees annually. BPR policy amendments are submitted to the Board of Selectpersons for review and approval.

### III. FINANCIAL GUIDELINES

We are committed to utilizing fees/income for carrying out the Mission of the BPR. The underlying principle is to provide affordable access to the town's recreational resources. We open our programs to non-residents, at a higher rate, as long as this practice does not preclude Belgrade residents from participating. Various funding sources are used for operating the facility and ensuring its viability including program fees, rental income, special gifts, donations, in-kind support from volunteers, grants, capital improvement funds, and town appropriations.

**Financial Assistance.** The Town sets aside Scholarship Funds annually to provide financial assistance to those who may otherwise be unable to participate in Belgrade's summer camps and afterschool (ASEP) or KidZone programs. An individual's household income will be primary consideration in determining need for financial assistance. Partial scholarships will be awarded; some nominal fee will be required.

Individuals requesting assistance for immediate family must complete the Scholarship Application (see Appendix F) *at least three weeks prior to the start of the program* for which financial assistance is being sought. Only Belgrade taxpayers are eligible for financial assistance/campership from the Town of Belgrade funds, however other donated grants/funds may be allocated to non-residents. The following definitions apply:

Immediate Family – includes parents or legal guardians, siblings, stepchildren and/or adopted child.

Full Time Resident or Taxpayer – any individual or family who lives in Belgrade year-round or is a Belgrade taxpayer.

Financial assistance will be considered on a case-by-case basis for those who meet eligibility criteria on the Scholarship/Campership Application. Verification of eligibility may be checked at any time. Written evidence may be required. After reviewing the application, the Recreation Director (hereafter referred to as Director) will make scholarship determination and shall contact the applicant to communicate the decision. If warranted, the Director may check with the BPR or Town Manager before finalizing any decision.

BPR reserves the right to spread out the Scholarship Funds among broad needs represented in the community and may restrict the amount granted to any one individual/family for this purpose. Scholarships to summer camp may be available for up to two weeks only and the amount granted to any individual or family for this purpose is restricted.

### IV. PROGRAM TYPES

To meet our mission, programs have various formats. The table below depicts the various program types and describes how we approach these programs from a contractual/revenue standpoint as well as a marketing and administration standpoint.

Recreation programs are offered sustainably over a period of time, which differs from Recreation events that may occur just once or on an annual basis.

	Types	Description	Examples	Standard Fees or Contracts *
<b>B</b>	<b>Belgrade Program</b>	Programs wholly owned by Belgrade. Typical programs recur or have long-term availability to patrons. Supervised staff or volunteer leads program. Marketed as a Belgrade service to our community.	ASEP, Camps, Kidzone, Adult basketball, Fun Nights for Teens	Program Rates set by Board of Parks & Rec. Fees collected by the Town. (May use donation approach in 'pick-up' programs or membership type programs.)
<b>C</b>	<b>Contracted Program</b>	Strategically extends Programs offered using External Vendor/ Instructor agreement. We help market and present fully as a Belgrade service to our community.	Clay Class, Dance Class, Yoga, Zumba	Standard agreement with Vendor/Instructor. Includes min/max # of participants and right to cancel. Belgrade retains 25% of fee.
<b>G</b>	<b>Guest Program</b>	External vendor 'owned'. Rental Agreement with Town for facility use. Not marketed by Town or considered a Belgrade program.	Karate	Standard Rental Agreement applies. All facility conditions and criteria apply.

\*See Appendix B for the following Standard Contract Agreements:

- Volunteers running Belgrade programs
- Vendors/Instructors running Contracted programs
- Facility Rental agreement
- Adult Registration Form
- Youth Registration Form

Standard Contract Agreements will be revisited and modified for programs as necessary upon renewal.

## V. USE OF FACILITIES

### a. Requisites for Approval

A balance between community or public requests for facility rental and program delivery must be maintained. The facility will only be considered for rental opportunity when there are not any Recreation programs already scheduled. The request must be in writing by completing the Town of Belgrade Rental Application (Appendix C) and submitting the application to the Director.

- Approval for the use of the facilities will be given based on the priorities established by PBR and the Selectpersons:
  - First for Town related business, secondly for recreational programs, third for Belgrade community service and Belgrade non-profit organizations, and lastly rental income/events. The parties will communicate to the best of their ability to accommodate all uses.

Town of Belgrade – Belgrade Board of Parks and Recreation, Belgrade Planning Board, Long Range Planning Board, Board of Appeals, Board of Assessment Review, Budget Committee, Dam’s Committee, Cemetery Sexton, Recycling Committee, Library Trustees, Belgrade Volunteer Fire Department, Ladies Auxiliary and Belgrade Board of Selectpersons, Ad Hoc committees authorized by the Selectpersons.

Belgrade Community Service Organizations and Belgrade Non-Profits – Belgrade Recreation Association, Belgrade Lakes Association, Belgrade Regional Conservation Alliance, Belgrade Garden Club, Belgrade Boy Scouts, Belgrade Girl Scouts, etc., and other Belgrade organizations that hold 501-c-3, 501-c-4 or 501-c-6 status.

- After reviewing the application, the Director will make a decision based on the intent of town policies and priorities, and, shall contact the applicant(s) to communicate the decision. If warranted, the Director may check with the BPR or Town Manager before finalizing any decision.
- The Town reserves the right to decline rental of any town properties if it is not in the best interest of the Town. Any applicant denied the rental and use of Belgrade Parks & Recreation facilities shall have the right to appeal the denial to the Board of Selectpersons. The appeal shall be made in writing within ten days of the denial and will state all information concerning the denial.
- Requests to post advertising on the premises or to utilize the name of structures or facilities in advertising must be approved by the Recreation Director.

b. Deposits, Refunds & Insurance

- Deposit and Refund - A deposit must be submitted with the application for use of the facility (see Appendix D). The rental deposit or full fee is refundable if the application is denied or if cancellation is received at least 21 days prior to the scheduled activity or if less than 21 days prior to the event, the facility can be re-rented during the scheduled times. The total rental payment is due 21 days prior to the event.
- Liability Insurance - Applicants *may* be required to provide the Director with evidence of comprehensive general liability insurance sufficient to protect the Town of Belgrade against risk. Certificates/proof of insurance is to be provided in an amount to be determined by the size and activity of the rental group.

c. Terms & Conditions

Rental applicants must sign and comply with all conditions in the Contract for Facility Usage (Appendix D) and the Town of Belgrade Alcohol Policy (approved March 18, 2008). Rental applicants are expected to clean the facility rented immediately following the rental. The

Belgrade Center for All Seasons and North Belgrade Community Center 'Clean-up and Shut Down Checklists' that are part of the Contract for Facility Usage, will be used to evaluate cleaning effort; the applicant may be subject to loss of deposit and/or additional cleaning fees if warranted.

**THESE POLICIES SUPERCEDE ALL PREVIOUS POLICIES**

VI. Approval Date: October 2, 2012

**Board of Parks and Recreation**

\_\_\_\_\_  
Linda Bacon, Chair

\_\_\_\_\_  
Kellie Guarino, V. Chair

\_\_\_\_\_  
Mark Ardito

\_\_\_\_\_  
Mike Godleski

\_\_\_\_\_  
Tracy Wright

\_\_\_\_\_  
Joe Adlam

\_\_\_\_\_  
Donna Nale

**Board of Selectpersons**

\_\_\_\_\_  
Bruce Plourde, Chair

\_\_\_\_\_  
Melanie Jewell, V. Chair

\_\_\_\_\_  
Penny Morrell

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

\_\_\_\_\_  
Dan Newman

## Appendix A. Fee Schedules

### PROGRAM FEES

Belgrade Recreation In-House Programs*	Camp Golden Pond	Camp Loon	Before / After Care	Swim (half hour)	ASEP	Kid Zone
Belgrade Resident	\$85 per week**	\$110 per week**	\$5 for either	free with camp \$5	\$10 per day	\$12 half day \$18 full day
Belgrade Resident drop in Rate	\$20 per day	\$25 per day		N/A	N/A	N/A
Non-Resident	\$135 per week**	\$160 per week**	\$10 total per day for both	\$10	\$12	\$15 half day \$20 full day
Non-Resident drop in Rate	\$30 per day	\$35 per day		N/A	N/A	N/A

\*If parents are applying for Scholarship assistance, multiple children will be considered separately in that process. Scholarships may only apply to Belgrade residents (Refer to Section III Financial Guidelines, Financial Assistance in Parks and Recreation Policies).

\*\*The multi-child discount of \$10.00 per child is applied to each child and is a 'week-specific' discount where siblings are attending in the same week. For example, Belgrade resident Camp Golden Pond - 2 Children: \$150/week (\$20 discount); 3 Children: \$225/week (\$30 discount), Camp Loon - 2 Children: \$360/two week session (\$40 discount); 3 Children: \$540/two week session (\$60 discount). Multiple child discounts will not be given for day rates. Drop in rates will only be given for 3 or less days in a week and may not be available for certain programming in Camp Loon.

### RENTAL FEES

Belgrade Recreation Properties for RENT	Center for all Seasons Per hour fee				North Belgrade Community Center	Swimming Pool (& lifeguard required)
	Gym	Social Room	Whole Building*	Teen Cabin		
Belgrade Resident	\$35	\$25	\$50	\$25	\$25	\$75
Non Resident	\$70	\$50	\$100	\$50	\$50	\$125

\*Does not include Library space.

NOTE: Pool and Swimming areas are closed during Center events at which alcohol is served.

**Appendix B – Participant Registration Forms (Adult & Youth)**

*Belgrade Community Center for All Seasons*

*1 Center Drive*

*Belgrade, Maine 04917*

*207-495-3481*

*communitycenter@townofbelgrade.com*

## Adult Participant Registration Form

Participant \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Activity \_\_\_\_\_

### **MEDICAL INFORMATION**

Severe Allergies? (Hay fever, bee stings, asthma, etc). \_\_\_\_\_

Are you allergic to or sensitive to any medication? \_\_\_\_\_

Any health concerns you should disclose for emergency purposes? \_\_\_\_\_

### **Emergency Consent**

Participation in this activity may involve risk of injury or death. I am aware of these hazards and my ability to participate. I hereby waive and release all rights and claims against the Town of Belgrade its officers, employees, agents, volunteers and supervisors from all losses, injury, damages, fees and other expenses arising out of, or in connection with participation in the above registered activity. In addition, I give my consent for the Belgrade Community Center and staff to act in my place in all respects should the need arise during the course of this activity or related travel. This shall include but not be limited to obtaining medical care.

I, \_\_\_\_\_, authorize treatment to begin should I be injured during the course of participation at Belgrade Center for All Seasons. In the event of an emergency, I understand that I will be transported to the nearest possible medical treatment center.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Would you like to receive emails from us about upcoming events and activities? \_\_\_\_\_ 5/12



*Belgrade Community Center for All Seasons*

1 Center Drive

Belgrade, Maine 04917

207-495-3481

communitycenter@townofbelgrade.com

YOUTH PARTICIPANT REGISTRATION FORM

Participant \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Emergency Contact (other than parent) \_\_\_\_\_ Phone \_\_\_\_\_

To ensure the safety of your child, please include any information that you feel would be helpful to us. If your child has any special needs please make us aware of them.

**If your child is to be picked up by someone else, please make sure you notify us and identify the person in writing.**

I, \_\_\_\_\_, give permission for the following people to pick up my child(ren), \_\_\_\_\_, from Belgrade Community Center for All Seasons.

1. \_\_\_\_\_ Phone #: \_\_\_\_\_

2. \_\_\_\_\_ Phone #: \_\_\_\_\_

If there are specifics of who **is not** allowed to pick up your child please identify the person(s): \_\_\_\_\_

**MEDICAL INFORMATION**

Severe Allergies? (Hay fever, bee stings, asthma, etc.) \_\_\_\_\_

Is your child allergic or sensitive to any medication? \_\_\_\_\_

**Emergency Consent**

I, \_\_\_\_\_, the parent or guardian of \_\_\_\_\_, authorize treatment to begin, pending contact with me, should my child be injured during the course of participation Belgrade Center for All Seasons. In the event of an emergency, I understand that my child will be transported to the nearest possible medical treatment center.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C – Instructor / Vendor Registration Form – Contracted Programs**

*Belgrade Community Center for All Seasons*

*1 Center Drive*

*Belgrade, Maine 04917*

*207-495-3481*

*communitycenter@townofbelgrade.com*

**INSTRUCTOR/VENDOR REGISTRATION FORM**  
**Contracted Program**

**Instructor/Vendor's  
Name:** \_\_\_\_\_

**Home PHONE #** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Would you like to receive emails from us about upcoming events and activities? \_\_\_\_\_

**TYPE OF Program:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Cost Per Participant:** \_\_\_\_\_

**I acknowledge and agree to the following:**

- To maintain the schedule provided; with the understanding of exceptions for sickness or emergencies. (24 hour notice with the director is appreciated.)
- The Belgrade Center for All Seasons will help market and present this activity.
- Enrollment fees will be payable to the Town of Belgrade.
- Instructors will be paid 75% of the total fees, after the second week of class.
- The Town of Belgrade will retain 25% of the fees.
- All facilities are non-smoking.
- The fire place is not to be used, unless approved by the Director.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- **EMERGENCIES CALL: Valencia Schubert 314-2965 or Scott Damren 215-1021**

**Instructor/Vendor's**

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DIRECTOR'S**

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please refer to the Town of Belgrade Parks and Recreation Policies for more details. 5/12

**Appendix D – Contract for Facility Usage**

**Belgrade Community Center for All Seasons / North Belgrade Community Center**  
**CONTRACT FOR FACILITY USAGE**

Name of individual/organization responsible: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 Type of organization: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
 Date requested: \_\_\_\_\_ Hours requested: \_\_\_\_\_

(These hours include set up time and clean up time)

**Circle One:** Belgrade Resident      Non-Belgrade Resident  
 Are you a Belgrade Community Service or Belgrade Non-profit organization? \_\_\_\_\_

**Fee Structure:** (Circle those that apply and fill in amount)

**North Belgrade Community Center**

Belgrade Residents: \$10/Hr x \_\_\_\_\_ /hours = \$ \_\_\_\_\_  
 Non Belgrade Residents: \$20/Hr x \_\_\_\_\_ /hours = \$ \_\_\_\_\_

**Belgrade Community Center**

	<u>Gym</u>	<u>Social Room</u>	<u>*Facility</u>	
Belgrade Residents:	\$25/Hr	\$15/Hr	\$35/Hr	x _____ /hours = \$ _____
Non Belgrade Residents:	\$50/Hr	\$30/Hr	\$70/Hr	x _____ /hours = \$ _____

(INCLUDES out of town companies or organizations)

\*Facility Rental does not include Library Space

**SET UP AND USE OF THE STAGE**

USE OF THE PROJECTOR \$10 \_\_\_\_\_

USE OF THE PROJECTOR SCREEN \$10 \_\_\_\_\_

USE OF THE SOUND SYSTEM \$10 \_\_\_\_\_

# CHAIRS NEEDED \_\_\_\_\_ # TABLES NEEDED \_\_\_\_\_

# Guests expected \_\_\_\_\_

**Total Rental Fee** \_\_\_\_\_

Cleaning Deposit (all renters) Returnable if space is left clean (write separate check) **\$100**

We have a carry in/carry out trash policy

2 SEPARATE Checks payable to: **Town of Belgrade**  
 Send to: **Belgrade Community Center for All Seasons**  
**1 Center Drive**  
**Belgrade, ME. 04917**

**I acknowledge and agree to the following:**

- Your deposit will confirm your reservation. Please be advised that without your deposit your rental cannot be guaranteed.
- A \$100 cleaning deposit is due with the contract for usage of the facility. Your deposit will NOT be cashed: **unless** the facility is not left in the same state in which it was entered **OR** there is negligent damage during your rental.
- Rental fees must be received 21 days prior to the event; deposit will be refunded if event is cancelled at least 21 days prior to the event.
- If the facility is left in a clean and in orderly condition, the cleaning deposit of \$100.00 will be disposed of. The check can be returned within 14 days after the scheduled event, if requested.
- All renters will be responsible for any damages incurred to the facility during their event.
- **If applicable**, all renters must provide proof of comprehensive general liability insurance (appears on personal policies as an insured location rental) and must be provided at least 10 days prior to the event.
- All facilities are non-smoking.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- If you are serving alcohol, there are mandatory requirements. Please see the director for the contract.
- **FIRE PLACE:** The fire place is not to be used, unless approved by the Director.
- **EMERGENCIES CALL:** Valencia Schubert 314-2965 or Scott Damren 215-1021

_____ Recreation Director	_____ Date	_____ Renter	_____ Date
------------------------------	---------------	-----------------	---------------

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY  
 -----  
 APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

**Belgrade Center for All Seasons**  
**Clean-up and Shut Down Checklist**

To All Renters:

As part of your rental agreement, we ask you to do your part in the general upkeep of our community center. Each renter should return it in its original condition. Below, we have provided you with a general clean up and shut down checklist. Thank you in advance for your cooperation.

- ✓ Replace tables and chairs in storage area in the entrance.
- ✓ We use a carry in carry out trash policy. There are trash bags in the janitor's closet on the shelf straight in front of you. You may use the dumpster in the upper parking lot for your convenience.
- ✓ Tidy up the restrooms (pick up & empty trash and clean off sink counters.)
- ✓ Wash table tops. Clean surfaces of the kitchen counter, sink and stove.
- ✓ Vacuum the carpet in the social room if needed. (The vacuum is located in the social room closet to the left.)
- ✓ Sweep hallway and kitchen floors if needed. (There are two push brooms in the janitor's closet).
- ✓ Unplug, empty and wash coffee pots if they are used.
- ✓ Insure that stove, oven and burners are off.
- ✓ Turn out all interior lights except light over map at entry.
- ✓ A volunteer will open and close for you, unless other arrangements have been made.

We would like to remind you that the community center is a **designated non-smoking facility and that use of alcohol in the building or on the grounds is prohibited without an approved Alcohol Contract.** No Dogs Are Allowed On The Grounds.

Thank you for your support and cooperation.

For Immediate Assistance please call:  
Valencia Schubert 314-2965 or Scott Damren at 215-1021

*North Belgrade Community Center*  
*Clean-up and Shut Down Checklist*

To All Renters:

As part of your rental agreement, we ask you to do your part in the general upkeep of our community center. Each renter should clean the center and return it in its original condition. Below, we have provided you with a general clean up and shut down checklist. Thank you in advance for your cooperation.

- ✓ Replace tables and chairs in storage area.
- ✓ We use a carry in carry out trash policy. There are trash bags in the kitchen.
- ✓ Tidy up the restrooms (pick up trash and clean off sink counters)
- ✓ Wash table tops. Clean surfaces of the kitchen counter, sink and stove.
- ✓ Please sweep and mop as needed.
- ✓ Unplug, empty and wash coffee pots if they are used.
- ✓ Insure that stove, oven and burners are off.
- ✓ Turn out all interior lights.
- ✓ A volunteer will open and close for you, unless other arrangements have been made. Please do not leave before they return.

We would like to remind you that the community center is a **non-smoking facility.** **The use of alcohol in the building or on the grounds is prohibited without an Alcohol Contract.** No Dogs Are Allowed On The Grounds. Thank you for your support and cooperation.

Immediate Assistance:

Please call: Scott Damren at 215-1021 or Valencia Schubert 314-2965.

**Appendix E – Alcohol Policy** (*approved March 18, 2008*)



**Town of Belgrade  
Alcohol Policy  
March 18, 2008**

**BACKGROUND**

The Center for All Seasons and the North Belgrade Community Center are Town owned facilities that may be rented by citizens of the Town and others for special events such as weddings, anniversaries, and retirement functions. The intent of this policy is to allow limited alcohol consumption at such events while protecting the Town, its citizens, visitors and Town property. By allowing limited alcohol use, it is envisioned that these facilities will be used more frequently for such events opening up a source of additional revenue to help defray the costs of maintaining these facilities. This policy seeks to encourage additional use of the facility rather than replacing any current uses. The Town believes in a positive recreational experience for its youth and as such requires that all events geared to youth prohibit alcohol.

**OBJECTIVES**

The objectives of Belgrade's Alcohol Policy are as follows:

1. To allow limited alcohol consumption at the Center for All Seasons and the North Belgrade Community Center during rental events and facility fundraising events.
2. To promote the safety . protection of the members of the community and the public, and to protect property owned by the Town of Belgrade.
3. To endorse self-responsibility and respect for others in the use of alcohol and discourage high-risk alcohol related practices that endanger individuals or results in damage to property.
4. To assure that Town facility use priorities are maintained.

The following considerations and subsequent risk matrix (within contract) provide specific details regarding the implementation of this policy and objectives above.

**GENERAL CONSIDERATIONS**

Alcohol may only be consumed as part of a reception or other special event. Pool and swimming areas are closed during events at which alcohol is served. Periods of alcohol consumption will not overlap with regularly scheduled library hours during rental events. Belgrade Center for all Seasons' green space is considered a family area and should be off limits to alcohol at all times with the exception of areas under a tent erected specifically for the event. The Board of Select Persons shall require closure of the entire facility to the public during events and require that an individual provided by the Lessee, be stationed at the entrance of the facility informing the public of the closure; rental fees will reflect rental of the entire facility. The Board of Select Persons require that participants in all events be respectful of the neighbors in surrounding homes. The Alcohol Risk Matrix table shall be used to determine fees above regular rental rates and other specifics.

Events at which alcohol is to be served must be booked at least two months in advance. A non-refundable deposit is required at the time of event booking. The contracted rental fee must be paid in full at least 2 weeks prior to the event. The Lessee must provide a copy of the required permits and/or

licenses, insurance to the programming director two weeks prior to the event or alcohol will not be allowed at the event. In the event that the insurance policy certificate permit(s), damage deposit, and/or remaining balance are not submitted to the center staff at least two weeks prior to the event, the Board of Select Persons may terminate the Lessee and retain damage/clean up deposit.

The name(s) of the caterer / tips trained server(s) , along with the appropriate proof of training must be submitted two weeks in advance of the event. The name of the Responsible Party, designated by the Lessee, must be submitted two weeks prior to the event. The Responsible Party is the contact person during the event and as such must be present for the entire event. All event workers are expected to refrain from consuming alcohol while working at the event. All event workers should be provided with highly visual identification such as a button, badge, apron, uniform or other form of identification. If the risk associated with the event requires that law enforcement officers be hired, this expense will be borne by the Lessee.

Alcohol may be sold and/or served providing all state and federal alcohol laws and policies are adhered to, and any permits conspicuously posted. The Lessee must obtain all required local and/or state permits that are necessary for the possession and distribution of alcoholic beverages. The Lessee must serve alcohol responsibly. Patrons of the event are strictly prohibited from bringing in their own beverages or "brown bagging." The Lessee is responsible for the purchase and transportation of all alcoholic beverages. All alcohol and related containers must be removed from the premises immediately after the event. Non-alcoholic beverages are to be available at all events. Food must be served in conjunction with alcohol service.

### **SERVING CONSIDERATIONS**

The Board of Select Persons requires that all alcohol servers have TIPS training (Training for Intervention Procedures) or equivalent training approved by the State of Maine. Alcohol must be served only from area(s) designated by the facility director at the time of event booking (gym, social room, porch, and/or tent). The Lessee must designate a caterer/tips trained server or bartender to serve and oversee the alcoholic beverage area at all times. This person is responsible for verifying the legal age of each person consuming alcohol. Bottled beer and/or wine coolers must be served in plastic or Styrofoam cups or glassware provided by the caterer. Proper recycling of empty alcohol containers is the responsibility of the Lessee. All bottles will remain behind the bar area. Beverages are to be served in paper or plastic containers. No person less than 21 years of age may serve, possess and/or consume alcoholic beverages in any area in the Town of Belgrade. No marketing practices to encourage alcohol consumption will be allowed. Oversized drinks, contests or volume discounts are not permitted. The Lessee shall ensure signs are posted indicating any alcohol-restricted areas.

An adequate supply of food must be served/available to persons attending the event. It is recommended that all event organizers take steps to encourage food consumption to help reduce the risk of intoxication. The caterer/tips trained server must file liquor liability insurance. Alcoholic drinks (limited to beer, wine and champagne) are allowed. No liquor or mixed drinks are allowed under any circumstances. Only a caterer or tips trained server may dispense Beer from kegs or barrels. Non-alcoholic beverages must be made available and at a substantially lower cost than any alcoholic beverages. The serving of all alcoholic beverages must cease at least one (1) hour prior to the specified

ending time on the contract signed by the Lessee. There will be no unreasonably loud noise or music allowed after 11:00 PM, including departing guests and vehicles.

### **LOSS OF SERVING PRIVILEGE/REVOCAION OF RENTAL AGREEMENT**

Violations of any state of Maine laws will result in loss of serving privileges and all posted rules must be adhered to. Violations may result in loss of service to specific individuals, loss of serving privilege, or termination of rental event depending on the severity of the violation. It is the responsibility of the Lessee to prevent underage consumption of alcohol, to prevent intoxicated or rowdy persons from entering events, to manage patrons from becoming intoxicated, to refuse service to intoxicated patrons, and to facilitate the safe removal of patrons from the event if their actions warrant. TIPS (or equivalent) trained servers shall be used as they are trained in such capacity. Tips trained servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Alcohol distribution may be discontinued for any patron or for an entire event at the discretion of the center staff, bartender/caterer/tips trained server, or deputies on duty. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited. Those violating this prohibition will be ejected from the premises. If any individuals at the event become too disruptive, the staff person on duty is authorized to order them to leave or call the police. The Board of Select Persons reserve the right to discontinue the service of alcoholic beverages at any time during a function; observations of violations by staff will require the party to stop serving all alcohol immediately. Rental agreements can be revoked at any time and any violation of this policy will result in immediate termination of the event without refund.

### **CLEAN UP AND DAMAGE ASSESSMENT**

The center staff or director will determine adequacy of clean up and extent of damages. A preliminary assessment will be done at the time of close-up; final assessment will occur on the next business day preferably with the Lessee present. Assessment includes but is not limited to areas inside the building, the porch area, parking areas, tent site, outbuildings and facility grounds. If clean up or damages exceed the damage deposit then the Lessee will be responsible for the remaining balance. If no damage occurs during the event, a refund check of the entire amount will be mailed to the Lessee within ten days after the event. Partial refund checks will be issued after expenses have been determined to remedy issues. If damages exceed the deposit, it is the responsibility of the Lessee to submit an insurance claim against the event policy within 3 business days of the event and assure that the claim is processed to the satisfaction of the Town. The Board of Select Persons reserve the right to refuse to rent to a particular group or individual in the future if a rental results in excessive clean up or damage.

### **INSURANCE**

As of February 2008, MMA Risk Management Services stated that the Town is covered through its current policy with no increase to the Town's premium providing the following conditions are met: a facility use agreement is filled out in advance, and, the Lessee uses a licensed caterer/tips trained server, that holds a current insurance policy covering catered events at which alcohol is served. The facility use agreement indemnifies the Town, its elected officials, public officials, and employees from claims, damages, losses and expenses, which might arise as a result of this event-taking place. A copy of the

caterer's/tips trained server's insurance policy must be submitted to the center staff no less than two weeks prior to the event.

**DRINKING AND DRIVING**

The Lessee will be responsible for promoting safe transportation options for all the drinking participants.

**SECURITY**

The Lessee will be responsible for hiring one Center staff member and Security personnel as indicated in the Risk Matrix Table (in contract). Low risk events require 1 security officer or 'bouncer' with TIPS training; Moderate risk events require 1 security officer and 'bouncer' with TIPS training; High risk events require 2 \*security officers and 1 'bouncer' with TIPS training.

The Town of Belgrade Alcohol Policy is in effect commencing May 15, 2008.

The Belgrade Board of Selectpersons reserves the right to amend and/or introduce other policies and restrictions from time to time at its discretion. (As given the authority by the legislative body at the March 15, 2008 Town Meeting, Article # 40)

Signed by the Belgrade Board of Select Persons on this 18<sup>th</sup> day of March, 2008

\_\_\_\_\_  
Select Person, Chair

\_\_\_\_\_  
Select Person, V. Chair

\_\_\_\_\_  
Select Person

\_\_\_\_\_  
Select Person

\_\_\_\_\_  
Select Person

Revised on June 15, 2008.

**CONTRACT FOR FACILITY USAGE**  
**(Serving Alcohol)**

Name of individual/organization responsible: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
 Type of organization: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
 Date requested: \_\_\_\_\_ Set up Hours requested: \_\_\_\_\_ Rental Hours: (serving alcohol): \_\_\_\_\_ Clean up Hours: \_\_\_\_\_  
**Circle One:** \_\_\_\_\_  
 Belgrade Resident \_\_\_\_\_ Non Belgrade Resident \_\_\_\_\_

**BELGRADE COMMUNITY CENTER FOR ALL SEASONS** - **CIRCLE FACILITY THAT WILL BE RENTED?** **NORTH BELGRADE COMMUNITY CENTER**  
**BELGRADE COMMUNITY CENTER FOR ALL SEASONS** **NORTH BELGRADE COMMUNITY CENTER**

**Fee Structure:** (Choose Low, Moderate or High) These fees AS WELL AS \*REGULAR FACILITY USE FEES will be applied to the rental.  
**Risk**

Type of Alcohol	Low	Moderate	High
Number of people	Champagne Beer, Wine	Champagne, Beer, Wine	Champagne, Beer, Wine
Security (in addition to one Center Staff member hired by the Lessee)	1 - 50	51 - 100	101 - 200
Rental Fee * (in addition to regular facility use fees)	1 **security officer or 'bouncer' with ***TIPS training	1 **security officer and 'bouncer' with ***TIPS training	2 **security officers and 1 'bouncer' with ***TIPS training
Damage/Clean-up deposit **	\$30/hour	\$80/hour	\$130/hour
Servers/Caterer	\$250	\$500	\$1,000
TIPS training or equivalent)	Min. 1 ***TIPS trained server	Min. 1 ***TIPS trained server	Min. 2 ***TIPS trained servers

Regular Facility Use Rental fees for Community Centers are as follows:  
 Center For All Seasons - Resident - \$50.00 per hour /Center for All Seasons - Non-Resident - \$100.00 per hour  
 North Belgrade Community Center - Resident - \$25.00 per hour / North Belgrade Community Center - Non-Resident - \$50.00 per hour  
**NOTE: Set up and Clean up -The regular non-alcohol fee of \$50.00 for the Center For All Seasons and \$25.00 per hour for North Belgrade Community Center will be charged to residents during the set-up and clean-up of each rental facility. The regular non-alcohol fees will be charged to non- residents during set-up and clean-up.**  
 \* Security will not be required during the rental set-up and clean-up periods.  
 \*\* Tips trained OR training equivalent  
 \*\*\*Non-profit Organizations operating within the Town of Belgrade are exempt from being charged a rental fee for events serving alcohol.

Number of people:

Security (in addition to one Center Staff member hired by the Lessee):

Rental Fee \* (in addition to regular facility use fees):

Damage/Clean-up deposit \*\*: \_\_\_\_\_

Servers/Caterer:  
TIPS training or equivalent) \_\_\_\_\_

**WOULD LIKE TO USE THE STAGE AND HAVE IT SET UP FOR USE: \$10 \_\_\_\_\_**

Cleaning Deposit (all renters) Returnable if space is left clean (write separate check) \_\_\_\_\_

Checks payable to: Town of Belgrade Rental Fee \_\_\_\_\_  
Belgrade Community Center for All Seasons  
1 Center Drive

acknowledge and agree to the following:

- Rental fees must be received 21 days prior to the event; deposit will be refunded if event is cancelled at least 21 days prior to the event.
- If the facility is left in a clean and in orderly condition, the cleaning deposit will be returned within 14 days after the scheduled event.
- All renters will be responsible for any damages incurred to the facility during their event.
- Caterers must provide proof of insurance and must be provided at least 10 days prior to the event.
- All facilities are non-smoking.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- FIRE PLACE: The fire place is not to be used, unless approved by the Recreation Director.
- EMERGENCIES CALL: Valencia Schubert 314-2965 or Scott Damren 215-1021

Unit Director \_\_\_\_\_ Date \_\_\_\_\_ X Renter \_\_\_\_\_ Date \_\_\_\_\_

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY	
APPROVED _____	_____
DISAPPROVED _____	_____

**Appendix F – Scholarship Application Form**

*Belgrade Community Center for All Seasons*

1 Center Drive

Belgrade, Maine 04917

207-495-3481

*communitycenter@townofbelgrade.com*

## Scholarship Application Form

FILL OUT THIS FORM COMPLETELY AND RETURN THREE WEEKS BEFORE ASSISTANCE IS REQUESTED.

Please print legibly. Use black ink.

### SCHOLARSHIP PROGRAM

The Town of Belgrade offers a Scholarship Program to children with financial need wishing to attend the After School Enrichment Program, Kidzone, Camp Golden Pond or Camp Loon. These scholarships are for children that reside in Belgrade throughout the year. It is a sliding fee scale that is designed to fit each individual's financial situation. We believe a strong sense of ownership and pride is established if the family has contributed to the cost of camp; therefore, you will be asked to pay some portion of the fees. Camperships will be awarded on a first-come, first-serve basis, subject to available resources. All information will be kept confidential.

DATE: \_\_\_\_\_

### APPLICANT INFORMATION:

PLEASE CIRCLE THE PROGRAM YOU ARE APPLYING FOR:

ASEP      KIDZONE      CAMP GOLDEN POND      CAMP LOON

Child's Name \_\_\_\_\_ grade in the fall \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ ZIP \_\_\_\_\_

Physical Address \_\_\_\_\_ Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_

Do you qualify for free or reduced school lunch? \_\_\_\_yes \_\_\_\_no

Please Circle Total Annual Income: \$0 - \$22,000    \$22,001 - \$35,000    \$35,001 - \$50,000    \$50,001 - Over

### Family Information:

Number of adults living in the home \_\_\_\_\_

1<sup>st</sup> Adult's Occupation \_\_\_\_\_ Relationship to child \_\_\_\_\_

2<sup>nd</sup> Adult's Occupation \_\_\_\_\_ Relationship to child \_\_\_\_\_



DEPENDENTS: Please list your household dependents.

NAME	DOB
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Please provide copies of all applicable documents:

INCOME: Please provide supporting documents verifying dollar amounts for every category checked "yes"	YES	NO	YOU	2 <sup>ND</sup> ADULT	ADDITIONAL FAMILY MEMBERS
What is the average amount of hours you work per week?			/WK	/WK	/WK
What is your hourly wage?			/WK	/WK	/WK
Do you receive Social Security?			/MO	/MO	/MO
Do you receive Disability?			/MO	/MO	/MO
Do you receive Welfare?			/MO	/MO	/MO
Do you receive Child Support or Alimony?			/MO	/MO	/MO
Do you receive Food Stamps?			/MO	/MO	/MO
Do you receive Pension?			/MO	/MO	/MO
Do you receive Family Support?			/MO	/MO	/MO
Do you receive Housing Assistance?			/MO	/MO	/MO
Is there any other funding that you receive?			/MO	/MO	/MO

Please briefly state why you wish to receive a scholarship and how it will benefit your child.

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I FEEL I CAN PAY \$ \_\_\_\_\_ PER SESSION TOWARD CAMP

**PLEASE VERIFY ALL INFORMATION PROVIDED.**

I, \_\_\_\_\_, verify that, to the best of my knowledge, all the information submitted is correct, complete and accurate. If my situation changes, I agree to notify the Belgrade Community Center for All Seasons within 30 days. Verification of eligibility maybe checked at any time. You may be asked to provide written evidence.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

I will pay all required fees by their due date. I understand that any delinquencies in payments (i.e, late payments, returned checks or automatic transfers) may result in termination of my financial assistance.

I am responsible for reapplying for the scholarship upon expiration. It is my responsibility to submit the most current income materials for re-evaluation of my application. I understand that no financial assistance will be applied retroactively. I also understand that all scholarship fees may be subject to change upon renewal.

\_\_\_\_\_  
Signature of Applicant

INCOME ELIGIBILITY GUIDELINES												
		Effective from		July 1, 2012		to		June 30, 2013				
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %					
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES												
1 .....	11,170	20,665	1,723	862	795	398	14,521	1,211	606	559	280	
2 .....	15,130	27,991	2,333	1,167	1,077	539	19,669	1,640	820	757	379	
3 .....	19,090	35,317	2,944	1,472	1,359	680	24,817	2,069	1,035	955	478	
4 .....	23,050	42,643	3,554	1,777	1,641	821	29,965	2,498	1,249	1,153	577	
5 .....	27,010	49,969	4,165	2,083	1,922	961	35,113	2,927	1,464	1,351	676	
6 .....	30,970	57,295	4,775	2,388	2,204	1,102	40,261	3,356	1,678	1,549	775	
7 .....	34,930	64,621	5,386	2,693	2,486	1,243	45,409	3,785	1,893	1,747	874	
8 .....	38,890	71,947	5,996	2,998	2,768	1,384	50,557	4,214	2,107	1,945	973	
For each add'l family member, add	3,960	7,326	611	306	282	141	5,148	429	215	198	99	

**Appendix G – Youth Code of Conduct**

*Belgrade Community Center for All Seasons*

*1 Center Drive*

*Belgrade, Maine 04917*

*207-495-3481*

*communitycenter@townofbelgrade.com*

**YOUTH CODE OF CONDUCT**

As in any group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Therefore, each participant is expected to follow these basic guidelines and will be used in determining his/ her eligibility to continue as a participant:

- We respect one another and will treat each other with due kindness. Inappropriate words, body language or touching or any other disrespectful behaviors will **NOT** be tolerated.
- Safety is our priority. We will stay within the designated area. At **NO** time should anyone leave the group.
- We believe in peaceful play. Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other program participants will not be tolerated (i.e. pushing, hitting, throwing objects, or biting).
- We will respect the Town's property as well as the property of others. We do not need to touch other people's belongings and believe in the carry in/carry out housekeeping approach for our park. \*Parents/guardians will be financially responsible for any destruction or defacing of the facility by their child(ren).
- A team requires that we all listen when others speak. We will respect and follow directions given to us by the adults, and we will be good team players to all the teens that show up to play.

**Warnings/Suspension/ Termination**

We will work in every possible way to enable a participant to remain in this program. However, when a participant's behavior is consistently a problem, the following steps will be taken:

ORAL WARNING: An oral warning will be given to the participant. Any inappropriate behavior will be discussed and an oral warning will be recorded by the supervisor.

NOTIFICATION TO PARENT/GUARDIAN: If the child continues to exhibit unacceptable behavior, a written counseling report will document the behaviors that have been discussed with the teen, and it will be shared and discussed with the parent/guardian.

SUSPENSION FROM PROGRAM: If the child continues to exhibit unacceptable behavior, a three-event suspension will be given. Before the child is allowed back into the program, the child, parent and director will have a conference.

TERMINATION FROM THE PROGRAM: In the case of continual behavior problems, or when a singular aggravated or extreme behavior warrants it, termination from the program may be the only option left.

I have read and understand the YOUTH CODE OF CONDUCT.  
By signing below I agree to follow this YOUTH CODE OF CONDUCT.

DATE	Participant's Signature	Parent Signature as Witness

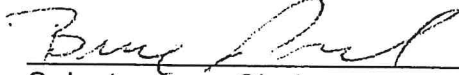
On October 2<sup>nd</sup>, 2012 the Board of Selectmen approves the amendment to all recreational policies. Below is a recording of the minutes and vote:

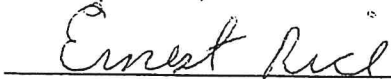
**Board of Parks & Recreation – Review/Amend Recreation Policies so as to create one works policy.**

**After a long discussion it was moved by Ernie Rice, which was seconded by Penny Morrell, to increase the security deposit for renting the Center from \$50.00 to \$100.00. VOTE 5-0-0**

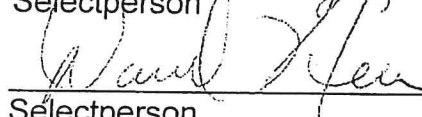
**On a motion by Melanie Jewell, which was seconded by Ernie Rice, it was moved to approve the new Recreation Policy with the amendments as approved by the Select Board and as directed to Linda Bacon, Chairman of the Parks & Recreation committee. VOTE 5-0-0**

Approved October 2, 2012 as amended:

  
\_\_\_\_\_  
Selectperson, Chair

  
\_\_\_\_\_  
Selectperson, V. Chair

  
\_\_\_\_\_  
Selectperson

  
\_\_\_\_\_  
Selectperson

\_\_\_\_\_  
Selectperson

# Memo

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## Center for All Seasons Painting Quotes

Based on discussions at the last Board meeting, I have contacted 2 local area painters and asked them to put forward quotes on the costs of painting the "porch" of the CFAS. I met with them and explained what we were looking for with the understanding that we would provide the colors for the trim later...after discussions with the BPR folks. Dan MacGlashing (Recreation Director) said he would be talking to Linda Bacon. This is a request to expend funds from the Recreation reserves to improve the appearance of the porch for upcoming events.

This improvement would be temporary until the rest of the CFAS's exterior siding, etc. is budgeted and completed.

## Mary Vogel

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**From:** Dennis L. Keschl  
**Sent:** Friday, June 17, 2022 8:54 AM  
**To:** Mary Vogel  
**Subject:** FW: Painting

Please copy this and put it in the Board's books. Also, could you contact Jamie...he was also going to put in a bid.

Denny

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**From:** Ryan Nezol <ryan.nezol@outlook.com>  
**Sent:** Friday, June 17, 2022 8:48 AM  
**To:** Dennis L. Keschl <townmanager@townofbelgrade.com>  
**Subject:** Painting

### EXTERNAL MESSAGE:

Hello Dennis , so this is a bid for the railings bannisters and all the trim on the porch surrounding the community center . The process will be to spray all the mold with an eco friendly building cleaner , light sanding on necessary areas. Then I'll be using Sherwin Williams primer and paint . I would recommend a satin finish so it cleans well but is not so shiny it stands out . The cost for clean , prep , paint including material is \$4350.00 . I can squeeze it in startinh next week and be done before the forth of July . I start a job right after that . I'll require %50 down and 50% on completion of the job . Let me know ASAP please .

Get [Outlook for Android](#)



NORMAN PAINTING  
43 ONKOT.  
WTVL, ME 04901

207 680 8948

Contractors Invoice

Town of Belgrade

WORK PERFORMED AT:  
Belgrade Rec. Center  
Porch work

DATE  
6/17/22

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

PREPERATION OF PORCH RAILS, POSTS & TRIM.

Ext. TRIM GREEN - 2 COATS

RAILS - 2 COATS

POSTS - 2 COATS

WINDOW & DOOR TRIM - 2 COATS

LABOR & MATERIALS INCLUDED IN COSTS.

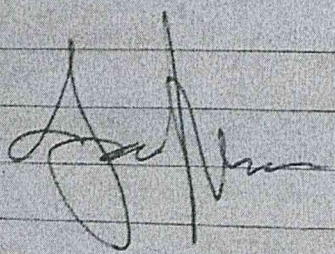
- Blocking 1/2 of porch FROM public FOR SEVERAL DAYS - THEN the other side.

AN ACCURATE INVOICE WILL BE SUBMITTED AFTER JOB TO TOWN - COSTS WILL NOT EXCEED BID & WILL PROBABLY BE LESS.

Time to START job to be determined AT acceptance.

MAT. & LABOR

\$ 7,400.



Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided. Work and was completed in a substantial workmanlike manner for the agreed sum of

# Memo

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## **Belgrade Historical Society Request**

The BHS is requesting permission to place an 8' x 12' storage facility near the Old Townhouse Building. They will purchase the building and want permission to place it and a decision on the location.

From: Belgrade Historical Society representative Rod Johnson

May 2022

To: Cemetery Committee members and Select Board members/Town Manager

Subject: Storage building for the BHS

The BHS has, over the last several years, repaired and renovated the Old Town House on Cemetery Road. After a bit more work on the inside of the building, our plan is to begin displaying older artifacts that have been accruing hither and skither that do not need a heated environment. Considering what items we already have, and that at no one time will they all be shown at once, we are in dire need of more storage space.

Our desire as to what would be very helpful is a small storage building (8 x 12 feet) that might be placed on the Cemetery property, either out behind the OTH or perhaps "backed" into the tree line near where the unused well casing is present. There may be other locations that the town owns which would work, such as near the Town Garage or next to the existing out building that we currently use near the Community Center.

There would be no cost to the Town or the Cemetery budget. The BHS will purchase it and have it installed wherever it is deemed feasible and agreeable. Please consider this request at your next meeting if possible.

Yours truly, Rod Johnson, BHS Building Committee

[rodorjohn@hotmail.com](mailto:rodorjohn@hotmail.com)

CC: Diane Dowd, Phil Sprague, Town Manager, Carol Johnson



**Agreement**

**Between the**

**Town of Belgrade**

**And the**

**Belgrade Historical Society**

The Belgrade Historical Society is a volunteer organization. The Belgrade Historical Society's purpose is to identify, collect and preserve data, material objects and oral narratives concerning the history of Belgrade to perpetuate the memory of those who contributed to this history, to identify and promote the preservation and restoration of buildings of historic and architectural interest, to develop educational programs and to encourage researchers in their study of the Town's history. The Historical Society's ultimate goal has been to house the collection in a secure accessible public space. The Belgrade Historical Society has a Section 501 (c) (3) tax exemption status.

The purpose of this agreement is to define the arrangement between the Town of Belgrade (the Town) and the Belgrade Historical Society for use of the Old Town House space located on the Cemetery Road in Belgrade.

The Town and the Belgrade Historical Society agree as follows:

**Leased Premises:**

1. The Town agrees to provide the Belgrade Historical Society rent free space of the building known as the Old Town House located on the Cemetery Road in Belgrade. The rent free lease is for a total of 1104 square feet, which includes the Old Town House space of 1024 and the porch space of 80 square feet.
2. The Town also agrees to authorize the Historical Society to use available parking space to the extent that use of the parking space does not interfere with the operations of the Sexton and the Cemetery Crew.

**Use and Occupancy:**

The Belgrade Historical Society will use and occupy the premises only for storage and display of the Historical Society's collection; in addition it will be used for Historical Society activities as the Board of Selectpersons deem are in the best interest of the Town.

**Inspection:**

The Town may enter the premises and inspect the facility without notice.

**Improvements:**

The Belgrade Historical Society must obtain permission from the Board of Selectpersons of anticipated improvements or modifications to the building.

**Insurance:**

The Belgrade Historical Society agrees to acquire liability insurance for their activities within the facility or agrees to reimburse the Town for insurance that it acquires on behalf of the Historical Society. If the Historical Society acquires their liability insurance, it must have the Town listed as a named insured and it must provide proof of such insurance to the landlord at the beginning of each year of occupancy of the space.

The Town is not responsible for damage or loss to the personal property of the Belgrade Historical Society.

The Town is responsible for insuring the premises for damage or loss to the structure.

**Assignment or Subletting:**

The Historical Society will not assign or sublet this lease.

Signed this 10<sup>th</sup> day of July, 2012

**Town of Belgrade**

**Belgrade Historical Society Representative**

Ernest Rice, Interim Town Manager  
Gregory E. Gill, Town Manager

Nancy B. Mairs  
Nancy Mairs, President

# Memo

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## **MainePers Agreement**

This is an agreement between MainePers and the Town of Belgrade to allow for members of the Fire and Rescue Department to participate in the plan and to purchase pass service for them. The Agreement needs to be signed by June 30<sup>th</sup>, 2022 in order for it to be effective beginning July 1<sup>st</sup>.



CHIEF EXECUTIVE OFFICER  
Dr. Rebecca M. Wyke

BOARD OF TRUSTEES  
Brian H. Noyes, *Chair*  
Richard J. Melville, *Vice Chair*  
Henry Beck, *State Treasurer, Ex-Officio*  
John S. Belyea  
Shirrin L. Blaisdell  
Mark A. Brunton  
John H. Kimball  
Kenneth L. Williams

June 17, 2022

Nick Poole, Treasurer  
Town of Belgrade  
990 Augusta Rd.  
Belgrade, Maine 04917

Re: Agreement between Town of Belgrade and Maine Public Employees Retirement System (MainePERS)

Dear Nick Poole:

This is to acknowledge the actions taken on March 19 and June 14, 2022, whereby the Town of Belgrade voted to participate in the Maine Public Employees Retirement System (MainePERS). The effective date is July 1, 2022. All eligible employees employed on July 1, 2022 will need to make an election whether to join MainePERS or not. For employees who had been employed by you for more than 5 years as of November 1, 2021, this is a one-time, irrevocable election. For those who had 5 years of employment or less on November 1, 2021 that decline to participate now, they will have another opportunity to join during the annual open enrollment from September 1 through November 1, 2022. This is because the Town also adopted the limited period open enrollment provisions. However, the retirement contributions for employees who join during open enrollment will be subject to federal income tax and they will not be able to buy credit for the period that they chose not to participate.

For employees who opt to join MainePERS on July 1, 2022, they are covered by the Town's Section 218 Agreement with the Social Security Administration then the employee and the Town will pay into both MainePERS and Social Security. They are also eligible to purchase credit for prior service to the Town..

Attached is an Agreement for participation in the PLD Consolidated Plan. Please have the document signed and dated and then return it to my attention either via email or by mail at the address listed below via U.S. mail so that we receive it by June 30, 2022. Upon receipt of the signed document, a copy of the fully executed Agreement will be forwarded to the Town.

I strongly encourage the Select Board Members, Town Manager and yourself to become familiar with the laws and rules that govern this plan, especially MainePERS Rule Chapter 803 (copy of current version attached). You can find links to the statutes and rules referenced in this Agreement on our website by clicking on the Laws/Rules/Legislation quick link on our home page, [www.maineper.org](http://www.maineper.org). If you have any questions regarding the implementation of this Agreement, please let me know.

Sincerely,

Deanna Doyle  
PLD Plan Administrator, Member Services Division

Attachments: Agreement, Copy of MainePERS Rule Chapter 803

Cc: Employer Record, P0383

**EFFECTIVE JULY 1, 2022**  
**AGREEMENT BETWEEN**  
**THE MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM**  
**AND**  
**TOWN OF BELGRADE**  
**FOR PARTICIPATION IN**  
**THE DEFINED BENEFIT PLAN (“The Plan”) UNDER**  
**THE CONSOLIDATED PLAN FOR PARTICIPATING LOCAL DISTRICTS**

This Agreement is entered into between the Maine Public Employees Retirement System and the Town of Belgrade (P0383) (hereinafter the “PLD”), a “participating local district” as defined by Section 1, Subsection 7 of Chapter 803 of the Rules of the Board of Trustees of the Maine Public Employees Retirement System (hereinafter the “MainePERS Rules”) and 5 M.R.S. Section 17001, Subsection 27, for the purpose of providing for the participation of the PLD’s employees in the defined benefit plan (also known as “The Plan” and defined by Section 1, Subsection 8 of Chapter 803 of the MainePERS Rules) of the Consolidated Retirement Plan established by Chapter 803 of the MainePERS Rules in accordance with 5 M.R.S., Chapter 427.

1. Election to Join

The PLD, by resolutions or orders of its legislative body, dated March 19, 2022 and June 14, 2022, has elected to join the “The Plan” as defined by Section 1, Subsection 8 of Chapter 803 of the MainePERS Rules subject to the provisions of 5 M.R.S., Chapter 427 and Chapter 803 of the MainePERS Rules. Membership under The Plan for the employees of the PLD is governed by Section 3 of Chapter 803. All benefit provisions of Chapter 803 are applicable to employees who become members under The Plan, subject to elections made by the PLD as specified in this Agreement.

2. Service Retirement Plan

The PLD elects to adopt Special Plan 3C as described in Chapter 803, Section 8, Subsection 5 for its full-time firefighters and emergency medical services employees.

All other employees, including elected officials, are excluded from participating in the plan.

3. Date of Participation

Participation of the PLD and its employees in The Plan is effective July 1, 2022.

4. Prior Service

The Town elects to allow its eligible employees who are employed by the Town on July 1, 2022 and who elect to join The Plan, to purchase credit for prior service to the Town. The Town authorizes the Selectboard to make an agreement with the firefighters and emergency



medical services employees regarding how the Town will share in the cost for the purchase of past service.

5. Election to Adopt the Provisions of 5 M.R.S. §18252-C – Limited Open Enrollment

The PLD elects to adopt the provisions of 5 M.R.S. §18252-C as allowed by Section 3, Subsection 2 (I) of Chapter 803 and in accordance with Section 15, Subsection 4 of Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS (“eligible employees”) and to comply with the following requirements:

- a. Beginning in 2022, to annually offer eligible employees who have been employed for less than 5 years, and in 2022 eligible employees who had reached 5 years of employment between November 1, 2021 and November 1, 2022, the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1<sup>st</sup> through November 1<sup>st</sup> and to provide MainePERS with documentation of each election made by eligible employees under this provision: and
- b. To withhold employee contributions for employees who join under this provision and treat them as taxable for federal income tax purposes, reporting them as such when remitting them to MainePERS.

6. Compliance with Statutes and MainePERS Rules

The PLD and the Maine Public Employees Retirement System agree to comply with all requirements of 5 M.R.S., Part 20, and of the MainePERS Rules that are applicable to The Plan.

**TOWN OF BELGRADE**

Signature of PLD Authorized Representatives

\_\_\_\_\_  
Dennis J. Keschl, Interim Town Manager

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Melanie Jewell, Chairperson  
Board of Selectpersons

**MAINE PUBLIC EMPLOYEES  
RETIREMENT SYSTEM**

Signature of the Executive Director  
or the Director's Designee

\_\_\_\_\_  
Deanna Doyle, PLD Plan Administrator

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
For MainePERS Office Use Only:

Town of Belgrade                      Employer Code    P0383

Effective Date of this Agreement: July 1, 2022

June 17, 2022

Nick Poole, Treasurer  
Town of Belgrade  
990 Augusta Rd.  
Belgrade, Maine 04917

Re: Agreement between Town of Belgrade and Maine Public Employees Retirement System (MainePERS)

Dear Nick Poole:

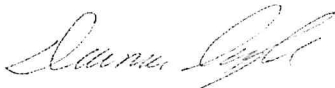
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Sincerely,



Deanna Doyle  
PLD Plan Administrator, Member Services Division

Attachments: Agreement, Copy of MainePERS Rule Chapter 803

Cc: Employer Record, P0383

**EFFECTIVE JULY 1, 2022**  
**AGREEMENT BETWEEN**  
**THE MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM**  
**AND**  
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**TOWN OF BELGRADE**  
Signature of PLD Authorized  
Representatives

**MAINE PUBLIC EMPLOYEES  
RETIREMENT SYSTEM**  
Signature of the Executive Director  
or the Director's Designee

\_\_\_\_\_  
Dennis J. Keschl, Interim Town Manager

\_\_\_\_\_  
Deanna Doyle, PLD Plan Administrator

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Melanie Jewell, Chairperson  
Board of Selectpersons

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
For MainePERS Office Use Only:

Town of Belgrade                      Employer Code    P0383

Effective Date of this Agreement: July 1, 2022

A / P Warrant

Warrant 69

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00745 ALL STATES CONSTRUCTION INC</b>						
0254	22668	06	E/W LANE 370.1 TONS CHIP	1112796		
E/W LANE 370.1 TONS CHIP			E 27-03-20-07		37,522.26	0.00
			RD BOND OBLI / CRACK SEALIN - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>37,522.26</b>	
<b>00746 ATLANTIC RECYCLING EQUIPMENT LLC</b>						
0254	22669	06	NEW CONTAINER	667496		
NEW CONTAINER			G 3-599-00		18,850.00	0.00
			CAPITAL PROJ / SOLID WASTE			
			<b>Vendor Total-</b>		<b>18,850.00</b>	
<b>00346 AUGUSTA TOOL RENTAL</b>						
0254	22670	06	PUMP	146682		
PUMP			E 13-01-20-06		58.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>58.00</b>	
<b>00179 BELGRADE LAKES ASSOCIATION</b>						
0254	22671	06	2022 WARRANT			
2022 WARRANT			E 22-01-51-03		16,000.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / BLA			
			<b>Vendor Total-</b>		<b>16,000.00</b>	
<b>00271 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0254	22672	06	ROAD BOND LEGAL FEES	5139		
ROAD BOND LEGAL FEES			E 27-06-20-07		2,850.00	0.00
			RD BOND OBLI / LEGAL FEES - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>2,850.00</b>	
<b>00263 BOB THE PLUMBER, INC.</b>						
0254	22673	06	CFAS OUTSIDE BATHS, POOL	5925		
CFAS SUMMER WORK			E 13-02-35-06		105.00	0.00
			FACILITIES / CFAS - REPAIRS / PLUMBING			
			<b>Invoice Total-</b>		<b>105.00</b>	
0254	22673	06	CEMETERY WATER	5751		
CEMETERY WATER			E 12-01-35-06		256.95	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
			<b>Invoice Total-</b>		<b>256.95</b>	
			<b>Vendor Total-</b>		<b>361.95</b>	
<b>00376 CARDMEMBER SERVICES</b>						
0254	22676	06	2 ADOBE SUSCRPTION	1300,6294		
2 ADOBE SUSCRPTION			E 01-10-20-07		32.69	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>32.69</b>	
0254	22676	06	SCHOOL VALIDATION ELECTIO	6446		
SCHOOL VALIDATION ELECTIO			E 01-35-30-05		17.81	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
			<b>Invoice Total-</b>		<b>17.81</b>	
0254	22676	06	TRANSFER STATION FUEL	8677		
TRANSFER STATION FUEL			E 15-05-30-02		10.39	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>10.39</b>	
0254	22676	06	TS FUEL	2988		
TS FUEL			E 15-05-30-02		20.25	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>20.25</b>	

A / P Warrant

Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0254	22676	06	WATER	7575		
WATER			E 15-05-30-05		20.76	0.00
			SOLID WASTE / WASTE - SUPPLIES / FOOD/WATER			
			Invoice Total-		20.76	
0254	22676	06	TS OPERATING SUPPLIES	5904		
TS OPERATING SUPPLIES			E 15-05-30-04		82.58	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			Invoice Total-		82.58	
0254	22676	06	TS OPERATING SUPPLIES	5983		
TS OPERATING SUPPLIES			E 15-05-30-04		17.42	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			Invoice Total-		17.42	
0254	22676	06	WATER	4081		
WATER			E 15-05-30-05		7.69	0.00
			SOLID WASTE / WASTE - SUPPLIES / FOOD/WATER			
			Invoice Total-		7.69	
0254	22676	06	A. WILSON PARTY	7073		
A. WILSON PARTY			E 01-01-31-01		147.67	0.00
			GEN'L GOV. / SELECT PRSNS - SPECIAL / EVENTS			
			Invoice Total-		147.67	
0254	22676	06	CARD	5851		
CARD			E 01-01-31-01		5.26	0.00
			GEN'L GOV. / SELECT PRSNS - SPECIAL / EVENTS			
			Invoice Total-		5.26	
0254	22676	06	DOLLY	2848		
DOLLY			E 13-01-30-04		39.58	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		39.58	
0254	22676	06	LIBRARY INK	6168		
LIBRARY INK			E 30-01-30-03		72.44	0.00
			LIBRARY / LIBRARY - SUPPLIES / OFFICE			
			Invoice Total-		72.44	
0254	22676	06	CEO POSTAGE	4527		
CEO POSTAGE			E 01-10-30-01		3.12	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		3.12	
0254	22676	06	CEO POSTAGE	2344		
CEO POSTAGE			E 01-10-30-01		2.34	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			Invoice Total-		2.34	
0254	22676	06	ADOBE SUBSCRIPTION	4412		
ADOBE SUBSCRIPTION			E 01-10-20-07		15.81	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Invoice Total-		15.81	
0254	22676	06	DOCUSIGN MEMBERSHIP	5731		
DOCUSIGN MEMBERSHIP			E 01-10-20-07		300.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Invoice Total-		300.00	
0254	22676	06	MASS MUNI ADVERTISE	9116		
MASS MUNI ADVERTISE			E 01-10-20-03		125.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / ADVERTISING			
			Invoice Total-		125.00	
0254	22676	06	MEMORIAL DAY WREATH	8647		
MEMORIAL DAY WREATH			E 12-01-99-01		91.00	0.00

A / P Warrant

Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			CEMETERY / CEMETERY - EXPENSE / FLOWERS			
			Invoice Total-		91.00	
0254	22676	06	STAPLER	3603		
STAPLER			E 05-05-30-03		34.21	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			Invoice Total-		34.21	
0254	22676	06	KIDZONE MOVIES	8394,0076		
KIDZONE MOVIES			E 25-30-30-04		10.53	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		10.53	
0254	22676	06	RECEIPT PRINTER	8837		
RECEIPT PRINTER			E 01-10-40-04		276.49	0.00
			GEN'L GOV. / ADMIN - PURCHASES / EQUIPMENT			
			Invoice Total-		276.49	
0254	22676	06	3 RING BINDER	4257		
3 RING BINDER			E 13-01-30-04		40.99	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		40.99	
0254	22676	06	CASE FOR TABLET	8038		
CASE FOR TABLET			E 01-20-30-03		25.28	0.00
			GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE			
			Invoice Total-		25.28	
0254	22676	06	LIBRARY ZOOM	0667		
LIBRARY ZOOM			E 30-01-20-07		15.89	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			Invoice Total-		15.89	
0254	22676	06	JACK, GLOVES, HOSE REEL	9371		
JACK, GLOVES, HOSE REEL			E 13-01-30-04		222.88	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		222.88	
0254	22676	06	DONT DRINK WATER SIGN	3896		
DONT DRINK WATER SIGN			E 13-11-35-08		8.50	0.00
			FACILITIES / DALTON - REPAIRS / BUILDING			
			Invoice Total-		8.50	
			Vendor Total-		1,646.58	
<b>00020 CENTRAL MAINE POWER</b>						
0254	22677	06	NBCC ELECTRICITY	703001485203		
NBCC ELECTRICITY			E 13-03-20-04		128.25	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		128.25	
0254	22677	06	NBFD ELECTRICITY	725001207173		
NBFD ELECTRICITY			E 13-08-20-04		48.73	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		48.73	
			Vendor Total-		176.98	
<b>00663 CIVICPLUS</b>						
0254	22678	06	WEBSITE SUBSCRIPTION	228563		
WEBSITE SUBSCRIPTION			E 01-10-46-10		1,929.38	0.00
			GEN'L GOV. / ADMIN - LICENSES / WEBSITE			
			Vendor Total-		1,929.38	
<b>00468 CONSOLIDATED COMMUNICATIONS</b>						
0254	22679	06	FD FAX LINE	JUNE 2022		
FD FAX LINE			E 05-05-20-01		48.43	0.00

Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
				Invoice Total-	48.43	
0254	22679	06	TOWN OFFICE FAX LINE	JUNE 2022		
TOWN OFFICE FAX LINE	E 01-10-20-01				50.28	0.00
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO						
				Invoice Total-	50.28	
				Vendor Total-	98.71	
00148 COOK, CHERYL						
0254	22680	06	JUNE ELECTION			
JUNE ELECTION	E 01-35-20-07				238.00	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
				Vendor Total-	238.00	
00000 COPPENS, REGINA						
0254	22681	06	JUNE ELECTION			
JUNE ELECTION	E 01-35-20-07				112.50	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
				Vendor Total-	112.50	
00340 DAMREN, CATHERINE						
0254	22682	06	JUNE ELECTION			
JUNE ELECTION	E 01-35-20-07				180.00	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
				Vendor Total-	180.00	
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0254	22683	06	SURFACE GRAVEL	1189		
SURFACE GRAVEL	E 12-01-30-04				1,200.00	0.00
CEMETERY / CEMETERY - SUPPLIES / OPERATING						
				Vendor Total-	1,200.00	
00547 DEPOT PIT LLC						
0254	22684	06	DEPOT ROAD GRAVEL	6/16/2022		
DEPOT ROAD GRAVEL	E 10-01-30-04				85.50	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
				Vendor Total-	85.50	
00654 FAIL SAFE TESTING						
0254	22685	06	HOSE/LADDER TESTING	2022		
HOSE/LADDER TESTING	E 05-05-15-08				3,918.60	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / HOSE TESTING						
				Vendor Total-	3,918.60	
00747 FERGUSON FOLIAGE PROPERTY MAINTENANCE LLC						
0254	22686	06	TOWN OFFICE MOWING	1148		
TOWN OFFICE MOWING	E 12-01-20-07				400.00	0.00
CEMETERY / CEMETERY - SERVICES / CONTRACTED						
				Vendor Total-	400.00	
00145 GAGNE & SON						
0254	22687	06	CULVERT REPAIRS	437511		
CULVERT REPAIRS	E 10-01-30-04				112.63	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
				Invoice Total-	112.63	
0254	22687	06	CULVERT PIPE	438183		
CULVERT PIPE	E 10-01-30-04				580.92	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
				Invoice Total-	580.92	
				Vendor Total-	693.55	



Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00288 GALE/CENGAGE LEARNING</b>						
0254	22688	06	LARGE PRINT ORDERS	77827249		
LARGE PRINT ORDERS	E 30-01-30-09				98.76	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			<b>Vendor Total-</b>		<b>98.76</b>	
<b>00066 GENERATORS OF MAINE, INC</b>						
0254	22689	06	DAM REPAIRS			
DAM REPAIRS	E 34-01-99-99				414.50	0.00
	DAMS / DAMS - EXPENSE / EXPENSE					
			<b>Vendor Total-</b>		<b>414.50</b>	
<b>00000 GRACE STOCCO</b>						
0254	22690	06	2022 DC SCHOLARSHIP			
2022 DC SCHOLARSHIP	G 4-104-00				43.00	0.00
	TRUST FUND / SCHOLARSHIPS					
2022 DC SCHOLARSHIP	E 22-01-51-09				957.00	0.00
	SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / SCHOLARSHIP					
			<b>Vendor Total-</b>		<b>1,000.00</b>	
<b>00744 GREENWALD, RICHARD</b>						
0254	22691	06	MILEAGE REIMBURSMENT 81	5/25-6/9/2022		
MILEAGE REIMBURSMENT 81	E 01-20-20-02				35.64	0.00
	GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI					
			<b>Vendor Total-</b>		<b>35.64</b>	
<b>00009 HAMMOND LUMBER COMPANY</b>						
0254	22692	06	CULVERT CUPLING	5556817		
CULVERT CUPLING	E 10-01-30-04				155.44	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
			<b>Invoice Total-</b>		<b>155.44</b>	
0254	22692	06	CULVERT PROLINK	5560198		
CULVERT PROLINK	E 10-01-30-04				3,198.00	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
			<b>Invoice Total-</b>		<b>3,198.00</b>	
			<b>Vendor Total-</b>		<b>3,353.44</b>	
<b>00317 HOLINGER, HOWARD</b>						
0254	22693	06	JUNE ELECTION			
JUNE ELECTION	E 01-35-20-07				250.75	0.00
	GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED					
			<b>Vendor Total-</b>		<b>250.75</b>	
<b>00267 IRVING OIL CORPORATION</b>						
0254	22694	06	CEMTERY/FACILITY FUEL	34519000		
CEMTERY FUEL	E 12-01-30-02				100.02	0.00
	CEMTERY / CEMTERY - SUPPLIES / FUEL					
FACILTY FUEL	E 13-01-30-02				713.21	0.00
	FACILITIES / GENERAL - SUPPLIES / FUEL					
			<b>Vendor Total-</b>		<b>813.23</b>	
<b>00316 JOHNSON, JUDITH</b>						
0254	22695	06	JUNE ELECTION			
JUNE ELECTION	E 01-35-20-07				22.50	0.00
	GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED					
			<b>Vendor Total-</b>		<b>22.50</b>	
<b>00019 KENNEBEC SHERIFF'S OFFICE</b>						
0254	22696	06	MEMORIAL DAY	18		
MEMORIAL DAY	E 20-01-53-01				260.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SOCIAL SRVS / SOCIAL SRVS - MEMORIAL DAY / SHERIFFS						
Vendor Total-					260.00	
00638 LEAF						
0254	22697	06	COPIER CONTRACT			
COPIER CONTRACT			E 01-10-20-14		60.98	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
Vendor Total-					60.98	
00325 MACKENZIE, JOAN						
0254	22698	06	JUNE ELECTION			
JUNE ELECTION			E 01-35-20-07		22.50	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					22.50	
00000 MAHLER, GARY						
0254	22699	06	JUNE ELECTION			
JUNE ELECTION			E 01-35-20-07		22.50	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					22.50	
00727 MAIDAU						
0254	22700	06	CFAS CLEANING	6/2/2022		
CFAS CLEANING			E 13-02-20-09		2,270.00	0.00
			FACILITIES / CFAS - SERVICES / CLEANING			
Invoice Total-					2,270.00	
0254	22700	06	FIRE HOUSE	6/2/2022		
FIRE HOUSE			E 13-06-20-09		280.00	0.00
			FACILITIES / FD:LAKES - SERVICES / CLEANING			
Invoice Total-					280.00	
0254	22700	06	NBCC CLEANING	6/2/2022		
NBCC CLEANING			E 13-03-20-09		280.00	0.00
			FACILITIES / NBCC - SERVICES / CLEANING			
Invoice Total-					280.00	
0254	22700	06	TOWN OFFICE CLEANING	6/2/2022		
TOWN OFFICE CLEANING			E 13-14-20-09		950.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / CLEANING			
Invoice Total-					950.00	
Vendor Total-					3,780.00	
00037 MAINE RESOURCE RECOVERY ASSOC						
0254	22701	06	FREON DISPOSAL	10549		
FREON DISPOSAL			E 15-05-20-13		340.00	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Vendor Total-					340.00	
00057 MAINEGENERAL MEDICAL CENTER						
0254	22702	06	PHARMACY CHARGES	C100004848		
PHARMACY CHARGES			E 05-05-30-07		222.48	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
Vendor Total-					222.48	
00461 MCGRATH POND SALMON LAKE ASSOC						
0254	22703	06	WARRANT ARTICLE 2022			
WARRANT ARTICLE 2022			E 22-01-51-06		2,500.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / MPSLA			
Vendor Total-					2,500.00	
00256 MODERN PEST SERVICES						
0254	22704	06	NBCC PEST CONTROL	5302344		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
NBCC PEST CONTROL			E 13-03-20-12		57.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
				Vendor Total-	57.00	
<b>00258 MORRELL, PENNY</b>						
0254	22705	06	JUNE ELECTION			
JUNE ELECTION			E 01-35-20-07		22.50	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
				Vendor Total-	22.50	
<b>00174 MTCCA</b>						
0254	22706	06	VITAL RECORDS TRAINING	1000424860		
VITAL RECORDS TRAINING			E 01-10-13-01		140.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
				Vendor Total-	140.00	
<b>00234 O'CONNOR MOTORS</b>						
0254	22707	06	ENGINE 61 EXHAUST REPAIR	1306172		
ENGINE 61 EXHAUST REPAIR			E 05-05-35-04		726.79	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
				Vendor Total-	726.79	
<b>00076 PAT JACKSON INC.</b>						
0254	22708	06	MULCH HAY	6/2/2022		
MULCH HAY			E 10-01-30-04		125.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
				Vendor Total-	125.00	
<b>00182 PIKE INDUSTRIES, INC.</b>						
0254	22709	06	CRUSHED STONE	1185513		
CRUSHED STONE			E 10-01-30-04		293.51	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
				Invoice Total-	293.51	
0254	22709	06	ASPHALT	118947		
ASPHALT			E 10-01-30-04		107.90	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
				Invoice Total-	107.90	
				Vendor Total-	401.41	
<b>00676 PINE TREE WASTE</b>						
0254	22710	06	TOILETS	1135557		
DEPOT FD			E 13-07-20-06		130.00	0.00
			FACILITIES / FD:DEPOT - SERVICES / RENTALS			
LONG POND BEACH			E 13-10-20-06		130.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
NB FD			E 13-08-20-06		130.00	0.00
			FACILITIES / FD:NB - SERVICES / RENTALS			
PENINSULA PARK			E 13-10-20-06		130.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
NBCC			E 13-02-20-06		130.00	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
				Invoice Total-	650.00	
0254	22710	06	TOILETS	1135558		
CEMETERY			E 12-01-20-06		130.00	0.00
			CEMETERY / CEMETERY - SERVICES / RENTALS			
GARAGE			E 13-04-20-06		130.00	0.00
			FACILITIES / GARAGE - SERVICES / RENTALS			
VILLAGE GREEN			E 13-10-20-06		130.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
				Invoice Total-	390.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				<b>Vendor Total-</b>	<b>1,040.00</b>	
<b>00003 REGISTRY OF DEEDS</b>						
0254	22711	06	2 LIEN DISCHARGES			
2 LIEN DISCHARGES			E 01-10-47-01		38.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
				<b>Vendor Total-</b>	<b>38.00</b>	
<b>00385 RJD APPRAISAL</b>						
0254	22712	06	MAY APPRAISAL SERVICES	2022		
MAY APPRAISAL SERVICES			E 01-10-15-04		2,208.33	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
				<b>Invoice Total-</b>	<b>2,208.33</b>	
0254	22712	06	JUNE APPRAISAL SERVICES	2022		
JUNE APPRAISAL SERVICES			E 01-10-15-04		2,208.33	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
				<b>Invoice Total-</b>	<b>2,208.33</b>	
				<b>Vendor Total-</b>	<b>4,416.66</b>	
<b>00478 SEACOAST SECURITY, INC</b>						
0254	22713	06	CODE CHANGE	782527		
CODE CHANGE			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
				<b>Invoice Total-</b>	<b>30.00</b>	
0254	22713	06	CODE ADDED	778781		
CODE ADDED			E 13-02-20-10		30.00	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
				<b>Invoice Total-</b>	<b>30.00</b>	
0254	22713	06	CODE REMOVED	782219		
CODE REMOVED			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
				<b>Invoice Total-</b>	<b>30.00</b>	
0254	22713	06	VIDEO SUPPORT	782832		
VIDEO SUPPORT			E 13-16-20-10		120.00	0.00
			FACILITIES / LIBRARY - SERVICES / SECURITY			
				<b>Invoice Total-</b>	<b>120.00</b>	
				<b>Vendor Total-</b>	<b>210.00</b>	
<b>00612 SPECTRUM ENTERPRISE</b>						
0254	22714	06	INTERNET/PHONE	144009001060722		
CFAS			E 25-30-20-01		169.98	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		89.35	0.00
			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		109.64	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		129.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
LAKES FD			E 05-05-20-01		175.15	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
				<b>Invoice Total-</b>	<b>724.09</b>	
0254	22714	06	TOWN OFFICE INTERNET	08405140160122		
TOWN OFFICE INTERNET			E 01-10-20-01		141.10	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
				<b>Invoice Total-</b>	<b>141.10</b>	
				<b>Vendor Total-</b>	<b>865.19</b>	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00130 STAPLES CREDIT PLAN</b>						
0254	22715	06	INK		3072773541	
INK			E 01-10-30-03		235.77	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Vendor Total-</b>		<b>235.77</b>	
<b>00429 STEVENS, DAVID M</b>						
0254	22716	06	ROAD WORK		6/12/2022	
18YD TRUCK 9HRS			E 10-10-20-07		846.63	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
ROLLER 4HRS			E 10-10-20-07		377.92	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>1,224.55</b>	
0254	22716	06	18YD TRUCK,COMPACTOR		6/5/2022	
18YD TRUCK 26HRS			E 10-10-20-07		2,445.82	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
COMPACTOR 1HR			E 10-10-20-07		125.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>2,570.82</b>	
0254	22716	06	DITCHING		10/24/2021	
EXCAVATOR 3HRS			E 10-10-20-07		336.39	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
GRADER			E 10-10-20-07		216.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>552.39</b>	
			<b>Vendor Total-</b>		<b>4,347.76</b>	
<b>00424 STEVENS, JASON</b>						
0254	22717	06	ROAD WORK		6/12/2022	
EXCAVATOR 17.5HRS			E 10-10-20-07		2,653.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
MINI EXCACATOR 9.5HRS			E 10-10-20-07		1,076.73	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
18YD TRUCK 20.5HRS			E 10-10-20-07		1,928.44	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
1 TON 14.5HRS			E 10-10-20-07		930.32	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
COMPACTOR 1HRS			E 10-10-20-07		125.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
RIP RAP 16YDS			E 10-10-30-04		320.00	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
BULLDOZER 5HRS			E 10-10-20-07		519.60	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
GRADER 4HRS			E 10-10-20-07		432.52	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>7,985.61</b>	
0254	22717	06	ROAD WORK		6/5/2022	
EXCAVATOR 26HRS			E 10-10-20-07		3,941.60	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
18YD TRUCK 27.5HRS			E 10-10-20-07		2,586.93	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
MINI EXCAVATOR 18.5HRS			E 10-10-20-07		2,096.79	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
1 TON 31.5 HRS			E 10-10-20-07		2,021.04	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
COMPACTOR 2HRS			E 10-10-20-07		250.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
PICKUP TRUCK 23HRS			E 10-10-20-07		743.13	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
TRACTOR 8HRS			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED E 10-10-20-07		566.96	0.00
RIP RAP			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED E 10-10-30-04		320.50	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
			Invoice Total-		12,526.95	
			Vendor Total-		20,512.56	
<b>00048 TREASURER, STATE OF MAINE</b>						
0254	22718	06	PLUMBING PERMITS G 1-211-01		187.50	0.00
			WATER QUALITY SURCHARGE GEN'L FUND / WATER QUALIT			
			Vendor Total-		187.50	
<b>00063 TREASURER, STATE OF MAINE</b>						
0254	22719	06	CABINETS E 01-10-30-04	157906SS	40.00	0.00
			CABINETS GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Vendor Total-		40.00	
<b>00379 TREASURER, STATE OF MAINE</b>						
0254	22720	06	FUEL CHARGES E 05-05-30-02	22BG0066335	698.00	0.00
			FUEL CHARGES PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			Vendor Total-		698.00	
<b>00265 UNITED STATES CELLULAR</b>						
0254	22721	06	COMMUNICATIONS E 13-01-20-01		85.75	0.00
			FACILITY FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
			FIRE RESCUE E 05-05-20-01		33.26	0.00
			FACILITY PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			E 13-01-20-01		33.26	0.00
			TRANSFER STATION FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
			E 15-05-20-01		33.26	0.00
			TOWN MANAGER SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
			E 01-15-20-01		84.75	0.00
			FD HOT SPOT GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
			E 05-05-20-01		21.18	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			Vendor Total-		291.46	
<b>00304 VOGEL, MARY</b>						
0254	22722	06	ELECTION TRAVEL E 01-10-20-02	6/8-6/14/2022	26.40	0.00
			ELECTION TRAVEL GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
			Vendor Total-		26.40	
<b>00013 WASTE MANAGEMENT OF</b>						
0254	22723	06	SOLID WASTE DISPOSAL E 15-05-20-13	2053934-2080-2	7,805.41	0.00
			SOLID WASTE DISPOSAL SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Invoice Total-		7,805.41	
0254	22723	06	DEMO WASTE DISPOSAL E 15-05-20-13	2053935-2080-9	1,310.12	0.00
			DEMO WASTE DISPOSAL SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Invoice Total-		1,310.12	
			Vendor Total-		9,115.53	
<b>00369 WB MASON CO, INC</b>						
0254	22724	06	WHITE OUT	230249839		

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Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
WHITE OUT			E 01-10-30-03		19.48	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>19.48</b>	
0254	22724	06	PAPER TOWELS	230312031		
PAPER TOWELS			E 13-14-30-04		36.96	0.00
			FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>36.96</b>	
0254	22724	06	PENS	230382319		
PENS			E 05-05-30-03		23.94	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>23.94</b>	
			<b>Vendor Total-</b>		<b>80.38</b>	
<b>00318 WEBSTER, KELLY</b>						
0254	22725	06	JUNE ELECTION			
JUNE ELECTION			E 01-35-20-07		202.50	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>202.50</b>	
<b>00393 WITMER PUBLIC SAFETY GROUP</b>						
0254	22726	06	FD EQUIPMENT	39400		
FD EQUIPMENT			E 05-05-40-04		66.20	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			<b>Vendor Total-</b>		<b>66.20</b>	
<b>00125 ZOLL MEDICAL CORPORATION</b>						
0254	22727	06	EMS OPERATING SUPPLIES	90063284		
EMS OPERATING SUPPLIES			E 05-05-14-07		537.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			<b>Vendor Total-</b>		<b>537.00</b>	
			<b>Prepaid Total-</b>		<b>0.00</b>	
			<b>Current Total-</b>		<b>143,902.90</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>143,902.90</b>	

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

MELANIE JEWELL, SELECTPERSON CHAIR \_\_\_\_\_  
 RICHARD W. DAMREN, JR., SELECTPERSON \_\_\_\_\_  
 DANIEL NEWMAN, SELECTPERSON \_\_\_\_\_  
 BARBARA ALLEN, V. CHAIR \_\_\_\_\_  
 CAROL JOHNSON, SELECTPERSON \_\_\_\_\_  
 DENNIS L. KESCHL, TOWN MANAGER \_\_\_\_\_