

**Town of Belgrade
Board of Selectpersons**

May 5, 2020 / 6:30 p.m.

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

A G E N D A

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

- 1. PUBLIC COMMENT**
- 2. OLD BUSINESS**
 - A. Re-evaluation of **public health concern and Town operations**, including when and how to reopen to the public.
 - B. Consideration of matters involving the **Town's election and warrant articles**.
- 3. NEW BUSINESS**
 - A. Consideration of **Pine Grove Cemetery plumbing improvements**.
- 4. WARRANT**
- 5. TOWN MANAGER REPORT**
- 6. EXECUTIVE SESSION – 1 M.R.S.A. §405(6)(E)**

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

This meeting was conducted online at
zoom.us/j/963032016

SYNOPSIS

Attendance: Travis Burton, Dan Newman, Dan MacKenzie, John (Jack) Sutton, J. Bradshaw, Anthony Wilson, Cheryl Mitchell

Board Members: Michael Barrett, Ernst Merckens, Rick Damren, Kathleen Wall and Melanie Jewell

Call to Order and Pledge of Allegiance
Open Meeting

1. **PUBLIC COMMENT**
2. **OLD BUSINESS**

A. Consideration of **donating iPads** to a public school system.

Mike moved to give 20 of the I-pads currently in the Towns possession to the Smithfield School.

2nd: Kathy

5 for

3. **NEW BUSINESS**

A. Consideration of a **proclamation** recognizing the board members and volunteers of the **Belgrade/Rome Special Needs Food Pantry**.

Michael B moved to approve as written with one amendment changing "Selectboard" to read "Selectman"

2nd Ernst

5 for

B. Update of **RSU 18 budget process** by Superintendent Carl Gartley.

Carl Gartley provided the Board with updates on timeline for Budget Hearing and upcoming vote.

C. Consideration of purchasing a 40-foot **storage container for road materials**.

Moved by Ernst to purchase 40 ft storage container

2nd Kathleen

Discussion ensued as to whether this is really a necessary expense at this time.

Motion withdrew by Ernst

Rick D moved to table purchase

2nd Ernst

5 for

D. Consideration of awarding a bid on **Transfer Station repaving**.

6 bids received some discussion around redrafting the specs and Asking for resubmission. Discussion around necessity at this time of uncertainty. Michael B moved to disapprove at this time.

2nd Rick 5 for

E. Re-evaluation of **public health concern and Town operations**.

The Annual Memorial Day Festivities have been canceled for the 2020 calendar year in the best interest of everyone's health. Please follow announcements on Facebook and the Town's Website for Virtual Salute to those who have served our country.

4. **WARRANT #52 \$57,128.24**

5. **TOWN MANAGER REPORT**

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

7:57: Moved by Melanie J moved to exit regular session
2nd Michael B 5 for

7:58 Moved by Melanie J to enter into executive session
2nd Michael B 5 for

8:34 Moved by Melanie J to exit executive session
2nd Michael B 5 for

8:35 Moved by Melanie J to re-enter into regular session
2nd Michael B 5 for

8:36 Moved by Ernst M to adjourn
2nd: Melanie J 5 for

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: May 5, 2020
Re: Update of Town operations and public health concerns

Gov. Janet Mills last week extended her stay-at-home order through May 31. She also outlined a tentative month-by-month schedule for reopening the economy. The governor stressed decisions to reopen should be based on whether an operation can do so while protecting the public's safety and health. We believe there is an opportunity for the Town's government to do that.

Restrictions in May include limiting gatherings to no more than 10 people and wearing cloth face coverings in public settings where physical distancing is challenging, such as in the Town Office and the library. In June, gatherings may expand to 50 people. Also in June, the governor's plan allows for some degree of opening -- with reservations, capacity limits and other measures -- for restaurants (but no bars), retail stores, lodging and campgrounds for Maine residents and out-of-state travelers who have met the 14-day quarantine requirement, and day camps for Maine children and those who have met the 14 day quarantine requirement.

Below is a plan for a limited reopening of the Town Office and of the Library. Our Recreation day camps are not scheduled to start until June 29. We would like to focus on them, as well as July 4 activities, at the May 19 Selectboard meeting. We believe we can safely deliver services at the Town Office and at the Library by adhering to the following:

- Hanging signage reminding citizens of the state requirement for cloth face covers and social distancing. We could not locate disposable surgical masks, so Cheryl and Charlene have stepped up to craft masks for staff members who want them. With Travis' help, we have secured gloves for our office staff.
- Limiting the number of people at the Town Office customer service windows to no more than THREE – one at each window. A sign in the alcove would direct people to stay there if all windows are occupied. Only one person at a time would be allowed in the alcove; others must remain outside. We have marked spots on the sidewalks at least 6 feet apart.

- Chris has installed plexiglass barriers across the Town Office's customer service windows.
- Sanitizing plexiglass shields, countertops, doorknobs, phones and keyboards throughout the day. Staff will not share office equipment.
- Offering hand sanitizer and a box of pens at each customer service window. Once a pen has been used, it will be deposited into another box. Those used pens will be sanitized before being reused.
- Directing Town Office visitors to exit via the side door to the veranda so traffic flow will be one way. That will help maintain greater social distancing. Chris has already marked a traffic pattern on the floor.
- Because of the risk of library patrons contaminating materials by handling them, we will not open the Library to the public. Instead, we will take requests for materials by phone or email. We will arrange a time for patrons to pick up requested items on the library's porch. We are also coordinating with Neighbors Driving Neighbors on possible book deliveries. If NDN declines, we have a long list of Town volunteers willing to help.
- We will staff the library with only one employee. Library staff will use masks and gloves when appropriate, and sanitize the workstation and tools after each shift.
- Library materials would be returned to the outside bin and sit inside the library for at least four days before being processed and re-shelved.
- All Library programming in June will be conducted online. This includes using Zoom for the book group and guest talks, and using the Internet for weekly trivia and scavenger hunts.

Further, we suggest re-evaluating these steps at the June 2 Selectboard meeting for any needed adjustments.

We remain open to any and all suggestions. I continue to monitor the list-serve of the Maine Town and City Managers Association, and I'm still mining my peers' good ideas. As we progress through the stages, we will seek to communicate the state regulations to the local businesses that will be impacted.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: May 5, 2020
Re: Town election

Election date

At the Board's April 21 meeting, you heard the RSU 18 superintendent talk about the district's intention to have taxpayers vote on its budget July 14 in conjunction with the state primary election. The idea was raised of having the Town's election on that same day. This would result in one certain advantage and one possible benefit: The Town would reduce its costs by hosting one fewer election; turnout may be higher if the elections are combined. We recommend conducting the Town's election on July 14.

Ballot questions

With public gatherings limited to no more than 50 people throughout the summer, we will be unable to hold a traditional town meeting.

MMA Legal assures that despite our having previously published an annual report and posted a warrant (which was taken down once the March 21 town meeting was postponed), we could put all warrant articles (except the election of a moderator) to the voters on a secret ballot. We still must meet all legal requirements for a secret ballot election, including the 60-day deadline for ballot questions, providing absentee ballots, a public hearing for referendum questions, posting the ballot, etc.

MMA Legal also advised we will need two ballots: one with the items previously identified as secret-ballot questions, and another with all of the other warrant articles. People who previously voted absentee on the former would receive only the latter ballot. All other voters would have their choice of casting either or both ballots. The Board should formalize this two-ballot election with a vote.

The MMA is working with state officials on reducing from 60 to 35 days the time frame for approving ballot questions. MMA is optimistic the governor will soon sign an executive order on these points. Nonetheless, we need to press forward as if the 60-day deadline will be in effect. That means we need to approve ballot questions by Thursday, May 14. That will necessitate a special Selectboard meeting.

Absentee election

We also inquired of the MMA the possibility of voting only by absentee and mail-in ballots, thus eliminating a mass gathering at the polls on election day.

Although there are discussions about this on the state level, the MMA is not optimistic this will be allowed. So, we will need to plan to conduct an election, with safeguards, at the Center for All Seasons on Tuesday, July 14.

Budgetary warrant articles

The only certainty regarding our budgeted revenue projections is they will fall short of what will actually be collected this year. That will be due to: a decrease of municipal revenue sharing from the state (a double-whammy of less sales tax to share and a possible/likely reduction in the percentage we will receive); the loss of Recreation revenue from the after-school and summer camp programs; greater property tax delinquencies; lower interest earnings; anticipated reduction in excise taxes due to fewer new vehicle sales.

Our options include any combination of the following:

- **Letting the warrant articles stand as previously approved.** Budget Committee member Dan Newman, who is unsure he will be available to join our May 5 discussion, and Treasurer Mary Vogel advocate this approach. Dan argues the budget was thoughtfully considered and approved, and should stand as proposed rather than giving Budget Committee or Selectboard members a chance to again oppose items that the group previously supported. Instead, he supports seeking passage of the budget as-is, and restricting expenses to match the available revenues once that becomes clearer. The Treasurer's stance is similar, though she advocates calling a special town meeting should it become necessary to access dollars from the undesignated fund to cover revenue shortfalls.
- **Reducing** the amount of **excise tax** budgeted from \$850K to approximately \$810K, and **revenue sharing** by approximately one-third. (Other towns are reducing these budgets by 30%-60%.)
- Looking for opportunities within the budget to make **greater use of the undesignated fund**, relieving the dependence on other revenue streams. Alternately, we could propose a warrant article to access up to a certain amount of the undesignated fund to cover any revenue shortfalls.
- Scrubbing the budget for **potential cost savings and limiting expenses** only to that which is absolutely necessary to operate. This might involve freezes on new hires and pay raises, a reconsideration of the timing of the new firefighter, eliminating all capital projects (such as the Dalton re-roofing, cemetery fence, streetlight conversions, starting a maintenance garage capital reserve, eliminating all contributions to capital reserves) and reducing line items based on year-to-date spending. (We are preparing that latter analysis.)
- **Maintaining** the current **municipal tax rate** and setting a **higher overlay** when committing taxes. I back this approach. While it would not lower the

municipal portion of the tax bill as we had hoped to do, it allows us to avoid a tax hike and cushion the loss of other revenues.

There is merit in each of these approaches. At the risk of appearing wishy-washy, I'm reserving final judgment until I've heard the thoughts of others.

That said, while standing pat would be cleanest, I'm leaning toward incorporating a combination of the other approaches. Doing so would represent a due diligence; that is important for the public to see in this time of great upheaval.

At the same time, we must be forthright in admitting we don't know the impact and fallout from this, and we are sure to be wrong about at least some of what we propose.

As noted earlier, if we are to change any warrant articles, we must do that prior to May 14. If the Board wishes to do so, I would anticipate a lengthy discussion that we might wish to undertake on a weekend day, such as Sunday, May 10.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: May 5, 2020
Re: Cemetery plumbing

The Selectboard's last month directed us not to engage in any non-essential spending. I shelved plans to have Main Street swept (\$600), parking spaces restriped (\$750), and parking signs (\$31.10 each) and centerline pedestrian signs (\$303.95 each) purchased. Unless directed otherwise, we will delay such expenditures until we have a firmer grasp of our revenue forecast.

Last week, the Town plumber asked whether he should proceed with the water line from the MDOT facility to provide potable water for watering graves and with laying the Plan 5 water line. He expects to have cost estimates for us by the time of the meeting.

These are expenses we could delay. Last week, Chris Dutillel refilled the plastic cube at the south end of the cemetery with 550 gallons of potable water. He said he could do that again this summer if necessary. The only rush with Plan 5 is to satisfy people who wish to buy plots there; spaces remain available in other parts of the cemetery. Financially, the Town would be better served if Plan 5 plots are purchased at the higher rates that have been proposed. If approved by voters, those rates would not take effect until near the first of the year.

A / P Warrant

Warrant 58

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
Prepaid Total-					0.00
Current Total-					580,668.04
EFT Total-					0.00
Warrant Total-					580,668.04

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.

- MICHAEL BARRETT, SELECTPERSON, CHAIRPERSON _____
- RICHARD W. DAMREN, JR., _____
- MELANIE JEWELL, SELECTPERSON _____
- ERNST MERCKENS, SELECTPERSON, V. CHAIR _____
- KATHLEEN WALL, SELECTPERSON _____
- M. ANTHONY WILSON, TOWN MANAGER _____

Warrant 58

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00544 ADVANCE AUTO PARTS						
0225	20008	05	FD OPERATING SUPPLIES		8455011330313	
FD OPERATING SUPPLIES			E 05-05-30-04		73.90	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			Vendor Total-		73.90	
00289 AUGUSTA FUEL CORP.						
0225	20009	05	TRANSFER HEATING FUEL		5833781	
TRANSFER HEATING FUEL			E 13-09-20-05		106.54	0.00
			FACILITIES / TRANSFER STA - SERVICES / HEATING			
			Invoice Total-		106.54	
0225	20009	05	NBFD HEATING FUEL		5837577	
NBFD HEATING FUEL			E 13-08-20-05		110.43	0.00
			FACILITIES / FD:NB - SERVICES / HEATING			
			Invoice Total-		110.43	
0225	20009	05	GARAGE HEATING FUEL		5835861	
GARAGE HEATING FUEL			E 13-04-20-05		117.83	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			Invoice Total-		117.83	
0225	20009	05	10 DALTON HEATING FUEL		5836778	
10 DALTON HEATING FUEL			E 13-11-20-05		180.29	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			Invoice Total-		180.29	
0225	20009	05	LAKES FD HEATING FUEL		5835471	
LAKES FD HEATING FUEL			E 13-06-20-05		143.72	0.00
			FACILITIES / FD:LAKES - SERVICES / HEATING			
			Invoice Total-		143.72	
			Vendor Total-		658.81	
00271 BERNSTEIN, SHUR, SAWYER & NELSON						
0225	20010	05	JONES LAND USE ENFORCEMEN		3627592	
JONES LAND USE ENFORCEMEN			E 01-10-15-02		171.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Vendor Total-		171.00	
00020 CENTRAL MAINE POWER						
0225	19989	05	SALR/SAND ELECTRICITY		717000745049	
SALR/SAND ELECTRICITY			E 13-05-20-04		26.80	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
			Invoice Total-		26.80	
0225	19989	05	NBCC ELECTRICITY		724000627203	
NBCC ELECTRICITY			E 13-03-20-04		86.82	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		86.82	
0225	19989	05	BELGRADE DAM ELECTRICITY		702000798047	
BELGRADE DAM ELECTRICITY			E 34-01-99-99		20.31	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		20.31	
0225	19989	05	WINGS MILLS ELECTRICITY		710000770231	
WINGS MILLS ELECTRICITY			E 34-01-99-99		16.53	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		16.53	
0225	19989	05	NB:FD ELECTRICITY		705000785913	
NB:FD ELECTRICITY			E 13-08-20-04		36.80	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		36.80	

A / P Warrant

Warrant 58

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0225	19989	05	TRANSFER ELECTRICITY		706000793026	
TRANSFER ELECTRICITY			E 13-09-20-04		460.02	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			Invoice Total-		460.02	
0225	19989	05	TOWN OFFICE ELECTRICITY		724000632139	
TOWN OFFICE ELECTRICITY			E 13-14-20-04		243.89	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
			Invoice Total-		243.89	
0225	19989	05	DEPOT FIRE ELECTRICITY		717000745408	
DEPOT FIRE ELECTRICITY			E 13-07-20-04		47.76	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			Invoice Total-		47.76	
0225	19989	05	CFAS ELECTRICITY		724000628572	
CFAS ELECTRICITY			E 13-02-20-04		344.72	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		344.72	
0225	19989	05	GARAGE ELECTRICITY		720000722623	
GARAGE ELECTRICITY			E 13-04-20-04		44.92	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			Invoice Total-		44.92	
0225	19989	05	10 DALTON ELECTRICITY		702000798898	
10 DALTON ELECTRICITY			E 13-11-20-04		123.98	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		123.98	
0225	19989	05	18 DALTON ELECTRICITY		705000788243	
18 DALTON ELECTRICITY			E 13-11-20-04		15.72	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		15.72	
0225	19989	05	8 DALTON ELECTRCITY		704000791931	
8 DALTON ELECTRCITY			E 13-11-20-04		39.88	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		39.88	
0225	19989	05	LAKES FD ELECTRICITY		708000779511	
LAKES FD ELECTRICITY			E 13-06-20-04		130.75	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		130.75	
0225	19989	05	CFAS OUTBUILDING ELECTRIC		712000765702	
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		15.72	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		15.72	
0225	19989	05	PINE GROVE ELECTRICITY		717000745409	
PINE GROVE ELECTRICITY			E 12-01-20-04		15.72	0.00
			CEMETERY / CEMETERY - SERVICES / ELECTRICITY			
			Invoice Total-		15.72	
			Vendor Total-		1,670.34	
00395 CHILDS, MAURICE						
0225	19990	05	1TON AND GRADER		04/19/2020	
1TON 35HOURS			E 10-01-20-06		2,128.35	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
GRADER 4HOURS			E 10-01-20-06		377.92	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			Invoice Total-		2,506.27	
0225	19990	05	1 TON/MILEAGE		04/26/2020	
1 TON RENTAL			E 10-01-20-06		268.45	0.00

A / P Warrant

Warrant 58

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
MILEAGE			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-02		41.36	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / TRANSPORTATI			
			Invoice Total-		309.81	
0225	19990	05	PICKUP & CHAINSAW RENTAL	04/12/2020		
PICKUP			E 10-01-20-06		60.00	0.00
CHAINSAW			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		44.95	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			Invoice Total-		104.95	
			Vendor Total-		2,921.03	
00405 EAGLE RENTAL						
0225	19991	05	CHIPPER RENTAL	26842		
CHIPPER RENTAL			E 13-01-20-06 10-01-20-06		1,100.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			Invoice Total-		1,100.00	
0225	19991	05	SKID STEER RENTAL	F24450		
SKID STEER RENTAL			E 13-01-20-06		1,000.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			Invoice Total-		1,000.00	
			Vendor Total-		2,100.00	
00008 FULLER, GARY R.						
0225	19992	05	MILEAGE REIMBURSE 142	4/21-4/25		
MILEAGE REIMBURSE 142			E 01-20-20-02		62.48	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		62.48	
0225	19992	05	MILEAGE REIMBURSE 127	04/13-04/17		
MILEAGE REIMBURSE 127			E 01-20-20-02		55.88	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		55.88	
			Vendor Total-		118.36	
00434 GROUP DYNAMIC, INC.						
0225	19993	05	MONTHLY HRA	L2005-016000064		
MONTHLY HRA			E 23-10-99-99		32.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
			Vendor Total-		32.00	
00009 HAMMOND LUMBER COMPANY						
0225	19994	05	NYLON BAGS	3078361		
NYLON BAGS			E 13-01-30-04		25.98	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		25.98	
0225	19994	05	PHONE LINE REPAIR	3074776		
PHONE LINE REPAIR			E 13-03-35-08		23.29	0.00
			FACILITIES / NBCC - REPAIRS / BUILDING			
			Invoice Total-		23.29	
0225	19994	05	FIRE DEPT DOOR KNOB	30744772		
FIRE DEPT DOOR KNOB			E 13-08-35-08		46.99	0.00
			FACILITIES / FD:NB - REPAIRS / BUILDING			
			Invoice Total-		46.99	
			Vendor Total-		96.26	
00549 HANNAFORD						
0225	19995	05	GENERAL ASSISTANCE	355		
GENERAL ASSISTANCE			E 21-01-99-99		30.00	0.00

Warrant 58

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			GEN'L ASSIST / GEN'L ASSIST - EXPENSE / EXPENSE			
Vendor Total-					30.00	
00001 MAINE MUNICIPAL						
0225	19996	05	HEALTH INSURANCE	MAY 2020		
DENTAL INSURANCE			G 1-226-00		502.52	0.00
			GEN'L FUND / DENTAL INS			
LIFE INSURANCE			G 1-229-00		23.40	0.00
			GEN'L FUND / LIFE INS			
VISION INSURANCE			G 1-231-00		58.93	0.00
			GEN'L FUND / VISION INS			
HEALTH INSURANCE:ADMIN			E 01-10-10-13		2,522.40	0.00
			GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FACILITY			E 13-01-10-13		1,681.60	0.00
			FACILITIES / GENERAL - PERSONNEL / BENEFITS			
HEALTH INSURANCE			G 1-225-00		276.18	0.00
			GEN'L FUND / HEALTH INS.			
HEALTH INSURANCE:REC			E 25-30-10-13		840.80	0.00
			RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FD			E 05-05-10-13		840.80	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS			
HEALTH INSURANCE:MANAGER			E 01-15-10-13		1,886.05	0.00
			GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS			
HEALTH INSURANCE:LIBRARY			E 30-01-10-13		840.80	0.00
			LIBRARY / LIBRARY - PERSONNEL / BENEFITS			
Vendor Total-					9,473.48	
00256 MODERN PEST SERVICES						
0225	19997	05	PEST CONTROL NBCC	4196189		
PEST CONTROL NBCC			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
Invoice Total-					54.00	
0225	19997	05	PEST CONTROL CFAS	4196190		
PEST CONTROL CFAS			E 13-02-20-12		68.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
Invoice Total-					68.00	
Vendor Total-					122.00	
00034 RSU # 18						
0225	19998	05	RSU 18 INSTALLMENT	MAY 2020		
RSU # 18 INSTALLMENT			E 31-01-99-99		530,889.81	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
Vendor Total-					530,889.81	
00099 SPECTRUM BUSINESS						
0225	19999	05	TOWN OFFICE	956055001041320		
TOWN OFFICE			E 01-10-20-01		553.64	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
Vendor Total-					553.64	
00424 STEVENS, JASON						
0225	20000	05	1TON 14 HOURS	04/26/2020		
1TON 14 HOURS			E 10-01-20-07		851.34	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
Invoice Total-					851.34	
0225	20000	05	1TON/PICKUP/CHAINSAW	04/19/2020		
1TON 36.5 HOURS			E 10-01-20-07		2,219.57	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
PICKUP 35 HOURS			E 10-01-20-07		1,130.85	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			

Warrant 58

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance	
Description			Account	Proj			
CHAINSAW 35 HOURS			E 10-01-20-07		975.10	0.00	
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED				
				Invoice Total-	4,325.52		
				Vendor Total-	5,176.86		
00442 THE VALLEY COMPANY, LLC							
0225	20001	05	TS BALER REPAIR	22896			
TS BALER REPAIR			E 15-05-35-12		246.66	0.00	
			SOLID WASTE / WASTE - REPAIRS / BALERS				
				Vendor Total-	246.66		
00379 TREASURER, STATE OF MAINE							
0225	20002	05	FD FUEL CHARGES	20BG0046059			
FD FUEL CHARGES			E 05-05-30-02		85.18	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL				
				Vendor Total-	85.18		
00515 TRISTATE FLAG							
0225	20003	05	FLAGS AND POLES	110279			
FLAGS AND POLES			E 13-01-30-04		557.50	0.00	
			FACILITIES / GENERAL - SUPPLIES / OPERATING				
				Vendor Total-	557.50		
00178 WARREN BROTHERS							
0225	20004	05	SNOWPLOW CONTRACT	05/07/2020			
SNOWPLOW CONTRACT			E 10-10-20-07		25,399.67	0.00	
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED				
				Vendor Total-	25,399.67		
00013 WASTE MANAGEMENT OF							
0225	20005	05	CFAS DUMPSTER	2026318-2080-2			
CFAS DUMPSTER			E 13-02-20-06		84.87	0.00	
			FACILITIES / CFAS - SERVICES / RENTALS				
				Vendor Total-	84.87		
00369 WB MASON CO, INC							
0225	20006	05	TS KEYBOARD	209820984			
TS KEYBOARD			E 15-05-30-03		27.99	0.00	
			SOLID WASTE / WASTE - SUPPLIES / OFFICE				
				Vendor Total-	27.99		
00421 YANKEE COMMUNICATIONS							
0225	20007	05	PAGER REPAIR	INV20-000386			
PAGER REPAIR			E 05-05-35-01		178.68	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT				
				Vendor Total-	178.68		

Warrant 59

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
00295 WARREN AUTOMOTIVE					
0230	20011	05	08 GMC 1 TON REPAIR	INV DTE 4/29/20	
08 GMC 1 TON REPAIR			E 13-01-35-03		401.50
			FACILITIES / GENERAL - REPAIRS / FM ONE-TON		0.00
			Vendor Total-		401.50
			Prepaid Total-		0.00
			Current Total-		401.50
			EFT Total-		0.00
			Warrant Total-		401.50

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.

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

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: May 5, 2020
Re: Town Manager's report

Several **Town committees** have asked about the possibility of **meeting via Zoom**. The Cemetery Committee would like to discuss prepping the cemetery for Memorial Day; the Library Board of Trustees chair would like to share tonight's decision with the rest of the group; the Transfer Station Committee would like to discuss a possible plan for reinstating recycling; and the Planning Board has cases stacking up. With the Selectboard's blessing, we would like to allow groups that have business to conduct to do so.

Speaking of Zoom, I have been gathering folks to **read the names of veterans** for a Facebook Live session on Memorial Day. One of the readers suggested doing this **with Zoom**. The more I thought about that, the more sense it made to me. It would allow proper social distancing, and we could still stream the readings live to our Facebook and YouTube pages, and post it afterward on our website. Thoughts?

As one would expect, the **Town's investments** have suffered a significant hit amid the pandemic and the **market crash**. In March, we lost \$100K in fair market value, reducing the value of our portfolio to \$1.15 million. Fortunately, Bar Harbor Trust utilizes a stop-loss whenever an equity drops 25% from its high value. That helps preserve an account's value during a declining market. The stop-loss was triggered in March; Bar Harbor Trust sold some of the stock in the portfolio in favor of cash to preserve the account's value. Currently, our account has about 38% in cash. John Testa of BHT says they have a watch list of stocks they would like to invest in; they are waiting for those stocks to reach identified price targets before they initiate those purchases. I sought the advice of Budget Committee member Tom Dowd, who endorsed that approach and said we must ride out the market to ensure we enjoy the eventual recovery. As you know, Tom serves as the board treasurer for the Belgrade Regional Health Center. He said the Town and the health center have suffered equivalent percentage downturns.

The Town's free month-long trial of **DocuSign** expires this week. I would recommend we purchase a subscription, at least in the short term. Annual pricing

is \$120 for five documents per month and \$300 for unlimited usage. The monthly pricing for those two plans is \$15 and \$40, respectively. I recommend purchasing the \$40/month plan. We will need to continue signing warrants and other documents remotely for the time being.

Rather than moving **road materials** into a container at the Transfer Station, Maurice Childs would rather keep those on his property until Jason Stevens is elected road commissioner. At that time, we will assist Jason in any way he wants in moving those items to the Transfer Station. Maurice suggests **storing culverts**, which he currently has on his property, outside the Town Garage. That seems a logical place to me. We're open to any ideas you may have.