

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

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

A G E N D A

Call to Order and Pledge of Allegiance
Open Meeting

- 1. PUBLIC COMMENT**
- 2. OLD BUSINESS**
 - A. Approval of Sept. 15, 2020, **Selectboard minutes.**
- 3. NEW BUSINESS**
 - A. Discussion of **new firefighter/EMS provider** position.
 - B. Discussion and consideration of the **Comprehensive Plan Implementation Oversight Committee's annual report** to the Selectboard.
 - C. Consideration of updates to **employment guidelines.**
 - D. Consideration of **annual appointments** and of **election clerk.**
- 4. WARRANT**
- 5. TOWN MANAGER REPORT**

Town of Belgrade
Board of Selectpersons
Sept. 15, 2020 / 6:30 p.m.

This meeting was conducted online at
<https://us02web.zoom.us/j/963032016>

MINUTES

Selectboard members present: Melanie Jewell, Rick Damren, Ernst Merckens, Dan Newman. **Absent:** Kathi Wall.

In attendance: Phil Sprague, Bruce Galouch, Town Clerk Mary Vogel, Town Manager Anthony Wilson, Richard Bourne, Jay Bradshaw, Jack Sutton, Tasha Gradie, Liz Fontaine, Gary Mahler, Tyler Evans, Carol Johnson, MacGregor Stocco, Jason Carey, Kara Moody, David Doten, David Kane, Gordon Smith, Recreation Director Lily Schubert, Todd Yolish, Don Perkins, Linda Bacon

Ernst Merckens moved to open the public hearing on the proposed moratorium ordinance in the Nov. 3, 2020, election. Board Chair Melanie Jewell seconded. Motion approved 4-0, one absent. Ms. Jewell read the proposed ordinance into the record. Gary Mahler voiced concern about delaying construction of cell towers that would improve local coverage. Solar developer David Kane suggested the Town adopt the Maine Municipal Association's model solar farm ordinance. Town Manager Anthony Wilson noted the Town has a provision for solar arrays in its commercial development ordinance, but needs to add provisions for the decommissioning of the structures and a plan to finance that. The Town is working with a planner from the Kennebec Valley Council of Governments, who assures that can be easily done. Dan Newman said the goal is to present the updated ordinances to the voters at the annual town meeting in the spring. Tyler Evans asked if the subdivision ordinance update is approved in the spring whether the moratorium would be lifted immediately, and whether applications submitted prior to Nov. 3 would be processed. The Town Manager answered affirmatively to both questions. Mr. Damren moved to close the public hearing. Mr. Newman seconded. Motion approved 4-0, one absent.

Mr. Merckens led the Pledge of Allegiance.

1. **PUBLIC COMMENT.** No public comments were made.
2. **OLD BUSINESS**
 - A. Approval of Sept. 1, 2020, **Selectboard minutes.** Mr. Damren moved approval. Mr. Merckens seconded. Motion approved 4-0, one absent.
3. **NEW BUSINESS**
 - A. **Board appointments**
 1. Carol Johnson – Budget Committee. Mr. Damren moved approval. Mr. Newman seconded. Motion approved 4-0, one absent.

2. Bruce Galouch – Cemetery Committee (reappointment). Mr. Merckens moved approval. Mr. Damren seconded. Motion approved 4-0, one absent.
 3. Tasha Gradie – Senior Resources Committee. Mr. Damren moved approval. Mr. Merckens seconded. Motion approved 4-0, one absent.
 4. Liz Fontaine – Appeals Board (alternate). Mr. Damren moved approval. Mr. Merckens seconded. Motion approved 4-0, one absent.
- B. Discussion of **Recreation capital reserve account**. The Town Manager reported the Recreation Department is under its expense budget by approximately \$80,000 year to date and under its revenue budget by about \$72,000. The net effect on the Recreation capital reserve would be a gain of about \$6,500. By year's end, that figure could be negative, but the net impact on the account will be minimal.
- C. Discussion and consideration of **salt well contamination update**. The Town's ad-hoc group agreed that rather than drilling a test well on the Town Office property, where salt is discharged from the reverse-osmosis system into the ground, the better site would be the maintenance garage. If a well there struck good water, it could serve the garage, the Town Office and perhaps some nearby residences. Ms. Jewell moved to authorize the Town Manager to contact drillers for pricing, both on a per-foot basis and a maximum capped price. Mr. Damren seconded. Motion approved 4-0, one absent. The Town Manager will return with the pricing for the Board's consideration.
- D. Consideration of awarding **winter sand contract**. Mr. Damren moved to approve a contract with David Stevens Excavation at a cost of \$10 per cubic yard. The three-year contract includes an option to extend the agreement three years. Mr. Newman seconded. Motion approved 4-0, with one absent.
- E. Discussion of **Town flags**. The Town Manager explained he had thin blue line and thin red line flags removed from utility poles along Cemetery Road after they were placed there without any discussion with Town officials. He noted the Maine Municipal Association has raised legal concerns about flying flags other than the American and state flags at municipal facilities. The Town Manager noted the thin blue line flag has been appropriated for divisive and for partisan purposes. He raised a concern about perceptions the Town is taking a stance that could be viewed as political and as disenfranchising some citizens. He recommended flying only the American and state flags.
- Bruce Galouch urged the flags be returned to show support for first-responders. Mr. Damren expressed frustration about the flags' removal. Ms. Jewell noted flying the flags could open the Town to flying other flags that are more controversial and may not reflect community values. Mr. Newman suggested returning the flags, and the Selectboard making public statements about why specific flags are flown. Mr. Merckens endorsed that idea. Jason Carey warned against lumping bad actors into a group that protects and serves the public.

MacGregor Stocco said the Town must be responsive to all perspectives, noting the thin blue line flag has been co-opted.

Mr. Damren moved that the thin blue and red line flags be returned to the utility poles. Mr. Merckens seconded. Motion approved 3-1, with Ms. Jewell in opposition, and one absent.

F. Consideration of updates to **employment guidelines**. Mr. Damren moved to table the item, suggesting the entire Board should be present to consider the guidelines. Mr. Merckens seconded. Motion approved 4-0, with one absent.

G. Consideration of property tax **abatements and supplements**. Mr. Damren moved to approve an abatement of \$44.60 for Belgrade Millwork LLC. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve an abatement of \$384.50 for Daniel Poulin. Mr. Merckens seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve an abatement of \$384.50 for David and Heather Holinger. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve a supplement of \$319.59 for Cathlyn Ashland. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve a supplement of \$744.20 for Richard Hutchinson. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve a supplement of \$312.60 for Dwight and Lilly Bickford. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve a supplement of \$1,680 for Robert and Gloria Gilbert. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to approve a supplement of \$237.20 for John Endicott. Mr. Newman seconded. Motion approved 4-0, with one absent.

H. Consideration of 2020-21 **General Assistance maximums**. Mr. Damren moved approval. Mr. Newman seconded. Motion approved 4-0, with one absent.

4. **WARRANT**. Mr. Damren moved approval of warrant 122 for \$2,122,108.03. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved approval of warrant 123 for \$51,932.32. Mr. Newman seconded. Motion approved 4-0, with one absent.

5. **TOWN MANAGER REPORT**. The Town Manager noted the \$10,000 gift from the Belgrade Regional Health Center to support the costs of the new firefighter/EMS provider, and asked for ideas for an appropriate thank you. Mr. Newman asked if the gift should be shared with the Town of Rome. The Town Manager said he will consult with the Health Center board's treasurer.

The Moorings Committee agreed to recommend that overnight mooring and anchoring of water vessels be prohibited if the craft has a flat deck, is 7 feet or greater from beam to beam, and has a superstructure above the hull and main deck that has a galley, head and sleeping quarters, and is designed for permanent or temporary living on board. Further, it will recommend no more than one mooring for every 50 feet of shoreline, as long as safe navigation is not impeded.

The first document-shredding event at the Transfer Station served 21 residents who brought 1,700 pounds of documents, which Shred on Site said was a good showing for a first-time event. The Transfer Station Committee is considering obtaining its own shredder for citizens' use and to retain the paper to sell as a recyclable.

6. EXECUTIVE SESSION – Attorney-client consultation [1 M.R.S.A. §405(6)(E)] and personnel matters [1 M.R.S.A. §405(6)(A)]

Mr. Merckens moved that the Board close the meeting at 8:26 p.m. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved that the Board open executive session at 8:26 p.m. Mr. Merckens seconded. Motion approved 4-0, with one absent.

Mr. Merckens moved to exit executive session at 8:57 p.m. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to re-enter open session at 8:58 p.m. Mr. Newman seconded. Motion approved 4-0, with one absent.

Ms. Jewell moved that the Board direct the Town Manager to give budgeted 3-percent raises to 10 employees specified in executive session. Mr. Newman seconded. Motion approved 4-0, with one absent.

Mr. Damren moved to adjourn at 9:02 p.m. Mr. Merckens seconded. Motion approved 4-0, with one absent.

DRAFT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Oct. 6, 2020
Re: Second firefighter/EMS provider

Attracting qualified applicants to fill our second full-time firefighter/emergency medical services provider position has proven challenging. We believe we can broaden the field of interested applicants with one schedule adjustment.

Fire Chief Dan MacKenzie and Dr. Tim Pieh, medical director for the regional EMS group, are planning on allowing our full-time firefighters/EMS personnel to respond to weekend calls from their homes. They are convinced this is a workable solution that will provide the community needed EMS service and will accommodate first-responders' work and family priorities.

This change would also apply to our current Rescue Chief, who is the father of a young child. We believe our full-time firefighters will greatly appreciate this change, which may persuade them to commit to the Belgrade Fire & Rescue Department for longer than they might otherwise.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Oct. 6, 2020
Re: Comp Plan Committee's annual report

The Comprehensive Plan Implementation Oversight Committee annually updates the Selectboard on its activities from the past year. The four-page report also includes new recommendations. The annual report is attached, as is the tracking sheet mentioned within it. Committee members, including chair George Seel, will attend the meeting to present the report and answer your questions.

IMPLEMENTATION OF THE BELGRADE COMPREHENSIVE PLAN ANNUAL PROGRESS REPORT TO THE BOARD OF SELECTMEN

Comprehensive Plan Implementation Oversight Committee

September 16, 2020

Introduction/Background

The Town of Belgrade's Comprehensive Plan, which was approved by voters in 2014, lays out the Town's goals. It also includes recommendations to achieve those goals.

The Plan includes an implementation plan (Chapter 16) summarizing who in Belgrade Town government is responsible for implementing each recommendation. Where a recommendation does not fall within the jurisdiction of an existing Town board, committee or official, responsibility for determining how to implement rests by default with the Town Manager and the Board of Selectmen.

The purpose and role of the Comprehensive Plan Implementation Oversight Committee as spelled out in its charter is to monitor progress (or the lack thereof) in the implementation of the Plan's recommendations, report their status, and make recommendations for the Plan's implementation to the Select Board for their consideration and action.

This report covers our findings since our last report to the Select Board, dated May 21, 2019, and presented at a Board meeting of that same date. Our intention was to present a progress report to the Select Board this past May. However, due to the COVID-19 pandemic, the Committee did not meet from March through August 2020. The Committee resumed meeting with the Town Manager's and Clerk's assistance and utilizing the Town's Zoom software application in September. We met four times over this time.

During most of this time the Committee consisted of just three members. Thanks to the Town Manager's efforts, three new members joined the Committee by January 2020.

Areas Reviewed

The Committee to date has completed a first-cut review of the Town's progress implementing the recommendations in the following areas of the Plan:

- Historical and cultural resources
- Community recreation
- Natural resources
- Water resources
- Economic development

- Housing
- Growth and development

These have been completed with the input and cooperation of the applicable Town officials, board, and committee members. Our many thanks.

The Committee will next assess the Town's progress implementing the recommendations of the Farming and Forestry Chapter of the Plan.

Areas where progress remains to be evaluated by the Committee include the following:

- Public services and management
- Transportation systems

Findings

All the Committee's findings since it was established by the Select Board are presented in a spreadsheet available on the Committee's web page of the Town's website. We encourage you to review if interested in our detailed findings. Here is a link to that page for your convenience: townofbelgrade.com/trackingsheet

Generally, the Committee has found that where specific Town officials, departments or committees have responsibility for implementation, considerable progress has been made or is underway. Where implementation responsibility is not within the clear jurisdiction of existing officials, departments or committees, implementation frequently fell through the cracks of Town government. This issue was highlighted in the Committee's prior reports to the Select Board.

Over the last year, the Committee completed its review of the Town's progress implementing the recommendations found in Chapter 13, Growth and Development. Simply put, this chapter and its recommendations focus on managing the suburbanization of Belgrade as it continues to grow in population and to develop. A summary of our findings follows.

Tasks completed or underway:

1. The Planning Board has completed a review of Town ordinances for which it is responsible for administering for consistency with the recommendations of the Comprehensive Plan. They have been incorporated into two ordinances by the Planning Board – the Commercial Development Review Ordinance and the Shoreland Zoning Ordinance. This includes incorporating improved management of stormwater and phosphorous runoff from developments and better protecting the water quality of the Belgrade Lakes. Work is currently underway to make the Subdivision Ordinance consistent with the Plan, as well as other needed updates. The goal of the Planning Board is to bring the subdivision ordinance to voters at the March 2021 town meeting.

2. The Plan recommended the development of a written job description and performance goals for the Town Code Enforcement Officer, and an increase in funding and hours to enable providing guidance to homeowners and developers, identify ordinance violations, perform compliance inspections of active permits, investigate citizen complaints, and initiate corrective and enforcement actions with the goal of improving compliance with Town ordinances and providing a "level playing field". The Town Manager has revised the 2013 job description and developed performance goals for the CEO position. The position has also been upgraded to 25 hours per week. What measurable progress has been made since funding for the position was increased toward the above goals is uncertain due to a lack of information on the level of effort and progress.
3. Consistent with the Plan's recommendations, all Planning Board members have completed Maine Municipal Association training for planning board members regarding how to properly perform their duties.
4. Planning Board agendas and minutes are made available to the public on the Town's website, although timeliness has been variable periodically due to either minute approvals being postponed to make more time for permit reviews, or the unavailability of Town office staff time to prepare minutes.

Tasks not yet initiated:

1. Preparation of a citizen's guide to the Town's land use ordinances. Such a pamphlet as envisioned by the Plan would provide a general overview of the Town's ordinances and when they apply.
2. A comprehensive review of the compliance of commercial developments approved under the Commercial Development Review Ordinance.
3. Development of provisions to ensure open space protection in rural areas of town, such as open space set asides, establishment of an open space acquisition reserve account, transfer of development rights, development density bonuses and incentives for cluster development.
4. Create and maintain a geographic information system (GIS) to track development and update mapping layers created for the Comprehensive Plan, including acres of open space.

New Recommendations

1. The Planning Board with technical assistance from KVCOG continue its work to complete a rewrite of the Town's out-of-date Subdivision Ordinance, ensuring it is consistent with the recommendations of the Comprehensive Plan.
2. The Comprehensive Plan Oversight Implementation Committee meet with the Town Manager and CEO to discuss and to continue to monitor on-going efforts to measure and determine progress toward greater compliance with Town ordinances.

Past Recommendations:

1. The Select Board discuss and develop an action plan how to implement the Plan's recommendation for the development of a comprehensive land use ordinance to bring to voters. See our 2019 report for more details and a suggested approach for your consideration.
2. The Select Board and Town Manager should review the implementation table found in Chapter 16 of the Comprehensive Plan, identifying those recommendations which are the Board's and Town Manager's responsibility to implement, including those not already assigned to a specific official or town board or committee. A work plan should be developed, and progress periodically reviewed so not forgotten amongst the day-to-day operations of Town government.

Respectively submitted,

George Seel, Chair
Kathi Wall
Mary Vogel
Michael Donohue
Kimberly Dallas
Patrick Donahue

A	B	C	D	E	F	G
1	Recommendation	Who	Not started	In progress	Completed	Comments
2						
3						
4	Ch. 4 Historic & Cultural Resources	Within the CFAS, display artifacts, images and paper records of the past. Open to public. Secure. Climate controlled				
5	Establish a website for the BHS, separately or linked to, the Town of Belgrade website.	BHS			X	
6	Community Outreach - students, volunteers, families, groups	BHS, TB, Web cons.		X		
7	Survey historic house, cellar holes, and historic areas	BHS		X		
8	2. Continue care of 3-4 small, old cemeteries			X		
9	2. Develop historic preservation ordinance			X		
10	2. Work with administration of BCS to develop teaching modules			X		
11	Establish clubs with cultural focus to put on events			X		
12	Host seasonal plays, concerts			X		
13	Through land use ordinances, incorporat maps provided by Maine Preservation Commission into existing review process.	PlanBrd, TMI	X			

	A	B	C	D	E	F	G	H	I
1		Recommendation	Who	Not started	In progress	completed	comments		
2									
3		Ch. 5 Community							
4		Recreation							
5									
6		Develop a trail plan: map existing walking, hiking, cycling trails; work with local trail groups	BPR		X				
7		evaluate both public and private lands on which additional trails may be established;							
8		determine resources needed, priorities, and timelines for building and linking trails and recreation sites;							
9		locate education stations along trails.							
10		Seek North Belgrade opportunity for waterfront access (decided trust, donation, other)	BPR	X					
11		Expand waterfront access at existing beaches.	SB, TM						
12		Update signs and maps of public spaces	SB, TM						
13		Evaluate under-utilized town lands and facilities including existing land by Transfer Station for rec purposes.	SB, TM			X			
14		Utilize website as Community E-space to build electronic community around recreational activities	BPR						
15		Build customer database and tracking tool: email, Facebook, and emerging social media to improve community.	BPR		X				
16		Maintain on-going, effective communications campaign "going on", volunteer opportunities, and wish lists.	BPR		X				

	A	B	C	D	E	F	G
1		Recommendation	Who	Not started	In progress	completed	comments
2	Ch. 6 Natural Resources						
3		Promote landowner awareness and action by developing or obtaining and distributing information about the need to protect Form a Conservation Commission/Committee (see line 54)	For B, NGOs, CC, SB, TM	X	X		Discussion with TM (6/1/16)
4		Essential, Significant, and other wildlife habitats, wetlands, and unusual natural features.					text: <i>Beginning With Habitat</i>
5		Strengthen regulatory protection by adding deer yards and other state-listed wildlife resources to be protected in subdivision and site plan re SB	SB				
6		Use Beginning with Habitat database**					
7		Require applicants to request review from Natural Areas Program when in area of known unusual communities or rare plants.	CC	X			
8		Revise shoreland zoning ordinance to include areas within 75 feet of all perennial streams and insure protection for kettle hole bogs	PB, SB	X			2017
9		Establish a Critical Resource Conservation District, encompassing all areas of known critical resource assets; **	CC	X			Carrie? 2017
10		Prepare an open space plan incl. criteria for public land acquisition. (recommend working with land conservation groups)**	CC				
11		Establish an Open Space Acquisition Reserve Account to receive funds from grants, donations, etc to purchase land/assessments	SB, TM		X		
12		Aggressively enforce existing regulations and determine whether additional protection is needed for wetlands buffer. **	PB, SB, CEO				requires more CEO time
13		Monitor disturbance of forested wetlands; esp. those not included in shoreland zoning. **	CC				
14	Floodplains	Continue to enforce town Floodplain ordinance.	PB, SB				
15	Visual Resources	Amend land use ordinances to: adjust setbacks for new structures in rural areas; limit tree cutting within new developments to enhance rural character and maintain existing forested buffers;** maximize preservation of views and rural features; **	PB, CEO, ??				
16		regulate the size, lighting, number color and height of signs, especially in rural areas	PB, CC	X			Commercial Dev. Review Update
17		Regulate the visual impact of communications towers.	PB, CC	X			ditto
18		Discourage the expansion of street lights in rural areas except where safety necessitates	SB, CC, PB, CEO	X			ditto
19	Gravel Mining	Educate landowners about the Open Space Tax Law**	CC				
20		Protect Belgrade Esker/Delta Complex in districts	?	X			
21		Uses which threaten ground water are excluded or controlled through performance standards					
22		Residential development is allowed, but not encouraged, at least until extraction is complete in the vicinity.					
23		Encourage redevelopment of pits for other uses. **	?		X		Comm. Dev. Review Update
24	Regional	Initiate and/or participate in interlocal and/or regional planning, management, and/or regulatory efforts around shared critical and important natural resources.	SB, CC, PB, CEO	X			
25	Coordination						
26							
27							
28							
29							

A	B	C	D	E	F	G
	Recommendation	Who	Not started	In progress	Completed	Comments
1	A					
2	Ch. 7 Water Lakes					
3	Resources					
4	Establish the conservation committee that was recommended in the 1998 comprehensive plan.	SB, TM	x			
5	Inventory town roads to determine which segments have the greatest impact on water quality and develop and implement a remedial program.	CC				
6	Continue to train town road crews in DEP's standards for erosion and sedimentation control and apply to all Town-owned roads and facilities per	TM, ongoing				
7	Continue commitment to clean storm drains in Belgrade Lakes village					
8	Ensure strong levels of protection to control phosphorous from all sources of new development and other land use disturbances.	PB, CC		x		Commercial Dev. Review Update
9	Improve implementation of the Ordinance's existing phosphorous, storm water and soil erosion standards by	PB, CC, CEO		x		Commercial Dev. Review Update
10	utilizing the Board's authority to hire technical reviews of these submissions to ensure they are complete and meet the requirements of the ordinance, paid for by the developer.	PB				
11	Actively support the lakes associations, land trust, and private initiatives aimed at protecting and improving lake water quality and educating the public about appropriate techniques. Continue to annually support the BRCA Conservation Corps.	SB, TM, CC				
12	Request lake associations to provide information for distribution at the town office, promoting boater awareness of sensitive wildlife populations and habitats on the lakes.	SB				
13	Actively pursue the development of a Watershed District in order to receive increased conservation funding.	SB, CC		x		
14	Request lake associations to provide information for distribution at the town office, promoting boater awareness of sensitive wildlife populations and habitats on the lakes.	TM, CC, ongoing				
15	Track contamination sites and encourage citizens to share the results of problematic water quality test sites with the Town.	SB, CC, PB, CEO				
16	Use: and update as possible: existing data from DEP and DHS and the Town's plumbing inspector regarding identified contaminated sites which have old underground tanks when reviewing development proposals to determine whether available ground water is contaminated or likely to become so.	SB				
17	Strengthen standards to protect private and public drinking water supplies from contamination from petroleum and hazardous substances.	?				ask George re: BCS water update
18	Requiring proposed petroleum storage facilities and businesses using or generating hazardous substances to provide documentation of compliance with State laws and regulations governing drinking water protection.	PB		x		Comm. Dev. Review Update
19	Consider whether a protective district is needed for the school's water supply	SB, TM	x			
20	Continue to engage local officials in other watershed towns in making lake protection plans, regulations, and activities consistent.	TM, CC, ongoing				
21	Regional Coordination					
22						
23						
24						
25						
26						

	A	B	C	D	E	F	G
	Recommendation		Who	Not started	In progress	completed	comments
1							
2	Ch. 8						
3	Public Services						
4	& Management	Develop a master plan exploring sites in the "central triangle" location for the development of a new Town Office and fire station. Identify changes in government structures and staffing, i.e. elected vs staff positions, bidding policies, and facilities needed to meet service demands in the next 25-50 years	TM				
5			TM				
6		Continue seeking private or regionalized services when quality service and cost effectiveness can be attained. Continue contracting yearly agreements to local service providers.	Transfer Sta, TM				
7		Minutes of all town boards and committees should be prepared electronically, published in a standard format for ease of reading, and published on the town's website. This would greatly enhance the openness of town government and perhaps encourage more citizen involvement.	Town staff, Webmaster				
8							
9							
10							
11							
12		The town's website should be significantly upgraded and marketed to our citizens. We should continue to offer electronic communications to our citizens, i.e. Annual reports, newsletters, etc., via email.	Webmaster, TM				
13							
14	Public Safety	develop and update annually a five year fire protection, management and budget plan to include evaluating the need for a full time fire chief and rescue director	Fire Chief, TM				
15			FC, SB				
16		Continue to maintain effective mutual aid agreements, especially during week days. Recognize contributions of local businesses which allow employees to respond to alarms during work.					
17		Adequately compensate fire and rescue personnel for expanded reporting, response, and inspection duties.	TM ongoing				
18		Develop and implement mandatory recycling and work with commercial hauler to increase recycling rate.	TM, Transfer Sta				
19	Solid Waste	Work with surrounding communities in selling recyclables and explore the need for a storage facility for recyclables.					
20							
21	Library	Provide free access to library services for the entire community, including free technology-based library services. Increase funding (?)	TM, librarian				
22		Continue to partner with Maine State Library Services					
23	Finance	Explore the impact of TIF development as directed towards expanding Belgrade's commercial tax base.	TM, SB				
24		Use impact fees to offset infrastructure costs and allow TIF districts to help develop commercial tax base. (Develop a policy)	TM, SB				
25	Capital Planning	Locate new public facilities comprising at least 75% of new municipal growth-related capital investments in designated growth areas	TM				
26		Reserve Capital funds for anticipated facilities needs on a regular basis.	TM ongoing				
27							
28	Ch. 9	Make annual budget decisions for road construction, repairs and maintenance based upon RSMS Inventory and Condition of	TM, RC				
29	Transportation	Road Surface annual report. Growth areas, historical costs, pavement management techniques, and road related revenues must be taken into account.					
30	Systems						
31		Collaborate with DOT to maintain and improve state highway system, including storm drain systems, in good and safe condition.	RC	X			
32		Contract with the County or State for increased traffic control in summer, especially in Belgrade Lakes Village.	SB				
33		Establish on-road bicycle routes and signage connecting Belgrade Villages.	BPR				
34		Review land use ordinances to ensure they are compatible with the Sensible Transportation Policy Act, State access management regulations and State traffic permitting regulations for large developments.	IC, PB	Advisision Review			
35							
36		Amend land use ordinance standards to encourage efficient transportation systems and provide for future street connections.	IC, PB				

A	B	C	D	E	F	G	H	I	J	K
Ch. 10 Economic Development	Recommendation	Who	Not started	In progress	Completed	Comments				
1	1 Prohibit new manufacturing and large scale commercial in rural areas.	SB	X			Requires est. land use ordinance				
2	2 Ensure that new commercial development are attractive, well-landscaped, and maintain adequate vegetative buffers from public roads and abutting properties, are compatible with the neighborhood and do not create a nuisance, health hazard or pollution.	PB, SB	X		X	Commercial Development Ord. updated 2017 Requires land use ordinance for smaller development not triggering CDRO				
3	3 Maintain the attractiveness of the route 27 gateway into Belgrade and Belgrade Lakes region.	PB, SB	X		X	Commercial Development Ord. requires veg. buffers Requires land use ordinance for smaller development not triggering CDRO				
4	4 Maintain and enhance the Belgrade "brand" with New England style architectural standards for new commercial development.	SB	X			Requires est. land use ordinance				
5	5 Enact changes to how we regulate commercial development:									
6	a. Clarify standards so more easily understood by applicants	PB			X	Commercial Develop. Ordinance				
7	b. Lessen some requirements for re-development of an existing business location				X					
8	c. Strengthen standards to reduce nuisance potential, including noise, lighting, signage, solid waste, odors and traffic				X					
9	d. Require site development plans to be to scale				X					
10	e. Establish architectural design/landscaping standards for formula businesses	SB			X	Not legal to discriminate one type business				
11	f. Strengthen to address enforcement and financial penalties	SB	X			Would require town policy applicable to all ordinances				
12	6: Improve code enforcement following permit issuance	CEO/TM/SB		X		CEO hours increased to 25/quarterly progress reports to TM & SB, uncertain if resulted in more compliance inspections				
13	7: Add standard condition on commercial permits that permit only for that applied for	PB		X		Commercial Develop Ord.				
14	8: Create permit by rule administered by CEO for small, non-obtrusive businesses	PB		X		Commercial Develop Ord.				
15	9: Participate in regional business/economic development planning/activities	TM			X	Participates in KVCOC regional econ. development group				

A	B	C	D	E	F	G	H	I	J	K
Chapter 11 Housing	Recommendations	Who	Not Started	In Progress	Completed	Comments				
1	1 Review subdivision req. and revise any that increase costs without a rational basis.	PB	X			Should be part of PB update of Subdivision ordinance				
2	2 Consider permitting higher densities for multi-family units and cluster development for senior, consistent with open space	PB			X	Subdivision ordinance allows cluster development				
3	3 Maintain the provision permitting addition of one accessory apartment per dwelling unit in growth districts.	CEO			X	Min. Lot Size ordinance does not prohibit				
4	4 Encourage or participate in regional initiatives to support a workforce housing committee or regional affordable housing co	TM			X	TM participates in KVCOC economic development committee				
5	5 Monitor the construction/addition of new housing units and report annually on whether at least 10% of new residential development is affordable.	CEO	X			Not feasible due to lack of housing cost in building permit application				
6	6 Permit mobile home parks in Growth Districts	PB			X	Subdivision ordinance allows				

A	B	C	D	E	F	G
1	Recommendation	Who	Not started	In progress	Completed	Comments
2						
3						
4	Ch. 12 Provide literature about farm practices & conservation planning to landowners and inform them about farm and open space and					
5	Forestry/ tree growth plans.					
6	Farming Adopt standards which encourage clustered development designs which maximize the preservation of fields and pastures.	PB, CC				
7	Increase and actively manage all town-owned forest land and dedicate the revenues to the conservation land acquisition reserve account					
8	Educate landowners about the water quality and other impacts of poor forestry practices					
9	Monitor logging roads and timber harvesting to determine whether State laws and regulations provide adequate protection for	PB, CC				
10	Belgrade's watersheds and wildlife.					
11	Amend shoreland zoning to ensure maintenance of vegetative buffers within 75 feet of the normal high water line of all perennial	PB, CC				
12	streams					
13	Permit land use activities that support productive agriculture and forestry operations, such as roadside stands, greenhouses, firewood					
14	operations, sawmills, log buying yards, and pick-your-own operations					
15	Include agriculture, commercial forestry, and land conservation that supports them in local economic development planning.					
16	Protect Lakes - Monitor logging and timber harvesting to assure lake quality protected;					
17	amend shoreline zoning; enforce land use permits					
18	Preserve Town Character - Adopt standards and enforce them to preserve forest land					
19	Costs - Manage town owned land/forest and put revenue from same into an account to buy and preserve forested land					

A	B	C	D	E	F	G	H	I
Ch. 13 Growth & Development	Recommendations	Who	Not started	In progress	Completed	Comments		
1	1 Incorporate the Future Land Use Plan (CL 14) into new or amended land use ordinances.	PB	X			Work on land use plan has not yet been initiated		
2	2 Create and maintain a functional electronic GIS system to track development applications, approvals & compliance for the town. Incorporate GIS map layers developed as part of the Comp Plan. Maintain and keep updated.	TM/SB/PB	X					
3	3 Conduct a systemic review of existing ordinances. Revise and/or combine in conformance with recommendations of this plan.	TM/CEO	X					
4	a) Assess compliance with Commercial Development Review Ordinance and establish a process for on-going review of compliance requirements for gravel pits (with CDRD) should be reviewed to verify that Belgrade gravel pits are in compliance particularly the reclamation requirements.	PB			X	Addressed in CDRO upgrade		
5	b) Review setback and frontage requirements in all existing ordinances for consistency and revise as needed.	PB			X	Addressed during SLZ ordinance upgrade		
6	c) Ensure that ordinances include standards for private roads.	PB			X	Currently exists for private subdivision roads only		
7	d) Develop regulatory procedures to ensure that existing septic systems are not polluting lakes and streams.	PB			X	Completed for SLZ		
8	e) Develop new standards for commercial wind power generation and other over-height structures.	PB			X	Addressed in CDRO upgrade		
9	f) Adopt provisions which ensure open space protection in rural areas, (ie. Cluster development, open space set asides or contributions to the Conservation Land Acquisition Reserve account, incentives such as density bonuses, and transfer of development rights.	PB/TM				Open space protection requirement in subdivision ordinance, cluster developments allowed, no other efforts initiated by Town		
10	4 The town should review/revise/create a job description and performance goals for the CEO as necessary to meet the following goals: Functions to include:	TM/SB			X	4-6 additional hours added to CEO position, job description developed, & quarterly reports now to SB		
11	a) Providing guidance to developers, builders, and homeowners.							
12	b) Identifying and reporting violations and prosecuting violations and administering fees or penalties.							
13	c) Compliance inspections of active permits.							
14	d) Completing site inspections before, during, and after development.							
15	e) Investigating citizen complaints and reporting on investigations.							
16	f) Annual reporting to include accounting of number of compliance inspections and violations found, how resolved, and tracking location and type of permits issued							
17	5 Explore the possibility of a CEO shared with one or more towns in the Watershed	TM	X			Degree of progress uncertain due to lack of performance measures		
18	6 Provide on-going periodic third party oversight/review of code enforcement activities and permitting process.	TM	X			Only for Shoreland Zoning ordinance		
19	7 Undertake a comprehensive compliance review and inspection of existing developments approved under the Ordinance since 2001, providing a timeline to come into compliance.	TM	X			Degree of progress uncertain due to lack of performance measures		
20	8 Prepare "Citizen's Guide" to Town Ordinances and Permit Process to inform and educate the public, developers, and town officials.	TM, CEO	X			SB has requested quarterly reports		
21	9 Provide training for Planning Board members on ordinance and permit requirements and processes. Ensure new Planning Board members attend Maine Municipal Association planning board training, or equivalent training.	TM, CEO	X			CEO happens to work for Sidney too		
22	10 Planning Board agendas should be published in advance. Agendas and minutes should be posted on the website in a timely manner.	TM			X	PB chair requires of all new members		
23	11 Finance all existing permit approval standards are met by applicants, including phosphorous and storm water control plans to be developed by a Maine professional engineer, certified geologist, certified soil scientist, or other appropriate certified professional.	Office staff PB, CEO			X	SLZ & Commercial require, submitt. being updated		
24	12 The Planning Board and CEO will meet annually with Town Manager and Board of Selectmen to review policies, procedures and to discuss challenges faced implementing the ordinance.	Begin 16				50%	SB requires CEO to report quarterly. PB meets w/ SB on as needed basis	
25	13 Town Manager will attend Planning Board meetings at least once per quarter to evaluate how well it is operating.	TM					TM attends most PB mgs	
26	14 Development of a more complete review checklist, findings of fact and permit templates with project specific and standard conditions of approval to give the CEO more concrete permit to enforce.	PB			X		Included in revisions to Commercial Development ordinance	
27	15 Schedule periodic mgs w/ Korne, Sidney & other towns as needed to discuss mutual development issues	PB	X					
28	16 Development and present a plan for phased development of the central triangle area (bounded by Routes 278 to 1127) to include consideration of SB, PB, for town office, recreation, public works, or commercial development.	PB, PB, w/ consultant	X				Not appropriate role for PB since they would likely permit any new developments	

Chap. 14 Land Use	Recommendations	Who	Not started	In progress (%)	Completed	Comments
	Develop land use plan & ordinance implementing goals of Plan	SB	X			Recommended to SB to develop process similar to that used to develop Comp. Plan

	A	B	C	D	E	F	G
1		Recommendation	Who	Not started	In progress (completed)	comm	
2							
3		Prepare budget annually	TM				
4	Ch. 15 Capital investment	Recommended Capital Investments as listed on page 113	TM				
5							

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Oct. 6, 2020
Re: Employment guidelines

The Town's employment guidelines were last revised in May 2017. Attached is a red-lined update of proposed revisions, which have been reviewed by the Town Clerk and the Treasurer.

Most of the proposed changes are grammatical in nature. The most substantial changes are:

- The end of courtesy interviews. Interviews will be granted only to qualified applicants. (Page 4)
- Employees injured on the job must visit the Town's preferred workplace health provider. (Page 7)
- The end of 15-minute breaks and 30-minute lunch breaks for full-time employees. The practice has been to take a one-hour lunch and no breaks. Transfer Station and Facilities Maintenance employees may sign a waiver foregoing a lunch break. (Page 7)
- The end of a maximum of 40 hours of accrued comp time per year. This is not realistic for a plow driver or, in normal times, our Recreation director. (Page 8)
- Wage scales have been updated to reflect the latest Maine Municipal Association wage survey. (Pages 8-10)
- Employees must complete their six-month probationary period before using their accrued vacation time. If they fail to successfully complete their probationary period, they relinquish their accrued vacation. (Page 11)
- The Town pays for health insurance on a monthly basis, beginning in the first month in which the employee is employed on the first day of the month. Use of the Town's health reimbursement account ends on the last day of employment. (Page 14)

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TOWN OF BELGRADE



EMPLOYMENT GUIDELINES

These employment guidelines have been approved by the Board of Selectpersons and supersede all previous guidelines. This document constitutes Town policy and will be reviewed annually: a complete review and revision will occur every five (5) years.

REVISED – December 02, 2008

REVISED – December 15, 2009

FULL REVISION DONE – October 19, 2010

REVISED – April 22, 2014

REVISED- June 3, 2014

REVISED – August 5, 2014

REVISED – January 3, 2017

REVISED – May 2, 2017

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FOREWORD

These employment guidelines briefly explain the parameters of employment with the Town of Belgrade. Any provision of these guidelines may be amended or revised at any time by the Belgrade Board of Selectpersons, and such changes shall be brought to the attention of all employees when they occur. Employees are required to read and understand these guidelines. Each employee will be given a copy of the employment guidelines, and any revisions thereto, for their reference. Nothing in these guidelines in any way creates an express or implied contract of employment between the Town of Belgrade and the employees.

SECTION I - MANAGEMENT RIGHTS

The overall governing body for the Town of Belgrade is the Board of Selectpersons. The Town Manager reports directly to the Board and is responsible for the day-to-day management of Town affairs, including personnel management. The Town Manager is responsible for the hiring, discipline, termination and overall direction of Town employees. Actions taken by the Town Manager regarding employee management, policy and status are subject to review and approval of the Board of Selectpersons.

SECTION II - EMPLOYMENT PHILOSOPHY

The Town of Belgrade is an Equal Opportunity Employer and will enforce this policy in the hiring of new personnel and in the application of Town employment procedures, policies and practices. All decisions regarding personnel recruitment, screening, selection, placement, transfer, compensation, benefits, training, advancement, demotion and discipline are based upon factors relevant to the requirements of the job under consideration without regard to race, age, gendersex, color, handicap, religious beliefs, national origin, sexual orientation or any other factor not relevant to the requirements of the job.

Sexual harassment policy

The Town of Belgrade recognizes the dignity of the individual employee and the right of the employee to work in an environment that is free from intimidation and harassment. Such intimidation or harassment based on gendersex, race, color, religion, national origin, age, sexual orientation or physical/mental handicap is in violation of this policy and federal and state laws. Sexual harassment is the creation of a hostile work environment through actions that may include deliberate, inappropriate or repeated unsolicited comments, gestures, or physical contact of a sexual nature that are unwelcome. Sexual harassment –undermines the integrity of ~~the~~ employment relationships, destroys morale, interferes with productivity, and adversely affects the careers of employees. Such action is unacceptable conduct and will ~~not~~ be neither condoned nor tolerated. It is considered grounds for disciplinary action up to and including ~~discharge~~termination.

SECTION III - HIRING, RECRUITMENT, AND JOB VACANCY

Notices of job vacancies will be provided to all current Full-Time and ~~Permanent-Regular~~ Part-Time employees, who wish to apply for a position. Current employees will be granted an interview if they meet the qualifications of the position and/or have shown a proficiency in their current position that indicates the capability to assume greater responsibility. All vacant positions will also, ~~and the employee will be guaranteed an interview for the position, but the position will~~ be advertised. New candidates for employment will be required to complete an

application form that will be maintained on file by the Town of a period of one year. In the event the candidate becomes an employee, his/her application will become part of ~~their~~ his/her permanent employee record. Employees will also be required to sign a "Record of Receipt" that acknowledges the receipt and understanding of the Employee Guidelines.

The Town Manager is authorized to move current part-time employees into a new part-time position, with no increase in hours. This is just a ~~promotion to~~ reassignment into a new position.

SECTION IV – STATUS AND TYPES OF EMPLOYMENT

All employees are in a PROBATIONARY status for the first SIX (6) MONTHS of employment unless an individual contract specifies otherwise. The probationary period shall be considered an extension of the selection process.

The following types of appointments may be made to the Town's service in conformity with the rules established:

A. **FULL-TIME:** A full-time employee generally works ~~forty~~ 40 hours per week and on a continuing, indefinite basis ~~(indefinitely)~~. He/she is subject to all personnel rules and policies, and receives all ~~Page 2~~ benefits and rights provided in accordance with those rules and policies established in these guidelines.

B. **PERMANENT REGULAR PART-TIME:** An employee in this category works ~~less~~ fewer than ~~the normal work week (40 hours per week)~~, but at least 20 hours or more per week on a continuing, indefinite basis ~~(indefinite)~~. He/she is subject to all personnel rules and regulations. The individual is eligible for certain work-related benefits. Limited vacation, sick leave and holidays may apply (see Section VIII).

C. Employees who work on a non-~~permanent regular~~ (as-needed) basis, usually within a limited time frame, and generally for ~~less~~ fewer than 20 hours per week, are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation. Note: Some employees in positions designated as TEMPORARY may work 40 hours or more for limited periods of time. ~~They are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation.~~

Note: The status of each existing position, i.e., (Full-time, Permanent Regular Part-time, or Temporary) is designated in this document. Should new positions be created, this document will be amended to reflect that position's status. See Section XIV.

SECTION V – PUBLIC AND EMPLOYEE RELATIONS/GENERAL POLICY

Cooperation of all employees in the workplace is essential to the effective operation of a small municipality. Our taxpayers are entitled to the best service we can provide. We pride ourselves in being a customer-oriented operation and attempt to avoid the common misperceptions that are frequently associated with ~~some municipal and state~~ government activities.

Courtesy, cooperation and assumption of responsibility are key elements of good service.

Relations with the Public: Employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town or disrupt efficient municipal operations. Town employees must avoid any action or conduct that might result in or create the impression of using public employment for private gain, giving preferential treatment to any person or organization, or losing impartiality in the conduct of Town business.

The following rules regarding relations with the public must be strictly observed by municipal employees:

A. **Receipt of gifts.** A ~~T~~town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

B. **Business Activities and Solicitations.** No employee shall actively engage in any "outside" business activities other than his/her regular duties during normal work hours. No employee shall enter into a business agreement representing the Town of Belgrade unless he/she has been designated with such authority.

C. **Confidentiality.** Certain employees have access to confidential information pertaining to persons or property in the community. It is inappropriate for employees to discuss such information outside the office environment or with individuals ~~that~~ who do not share access to the same information. *Employees will not use privileged information to their private advantage or to aid family, friends or acquaintances.*

D. **Employee Appearance:** Personal appearance reflects professional standards and demonstrates to residents and visitors that the Town's employees assume a professional approach to their duties. Employees are required to be well groomed and dress to reflect cleanliness, safety and good taste appropriate for the work being performed.

E. **Safety:** Consideration for workplace safety is a primary concern. Employees are expected to observe safety standards and practice safe workplace habits at all times. Any unsafe working conditions or potential safety hazards must be reported to supervisors. Any work-related injury

or illness must be reported at once to the employee's immediate supervisor, Town Manager or a Selectperson. Employees injured on the job must be sent immediately to the Town's preferred workplace health provider for evaluation. As a condition of employment, employees shall attend and participate in such training programs and courses as may be directed by the Town Manager, Department Head, or Board of Selectpersons. The Town Manager has authority and discretion to approve all training held within the State of Maine. Out-of-state training will be approved at the discretion of the Board of Selectpersons.

SECTION VI - WORK WEEK/HOURS

The standard workweek for FULL-TIME employees is ~~forty~~ 40 hours, normally consisting of five consecutive eight (8) hour days, Monday through Friday, exclusive of meal/~~rest~~ periods. The standard work week for PERMANENT-REGULAR PART-TIME employees is twenty (20) hours, but may be increased to as much as thirty-nine (39) hours if a situation requires. PERMANENT-REGULAR PART-TIME employees may not work more than thirty-nine hours without receiving the wage and benefits afforded to FULL-TIME employees. The regular workweek for payroll purposes begins on Monday and ends Sunday at mid-night. The actual work schedule and hours for employees will be specified by the Town Manager.

A. ~~**Break Period:** The normal work schedule offers a fifteen (15) minute break period during each four (4) hour segment of an eight (8) hour day. Break periods may be restricted to the premises and may not be accumulated and used to leave work early or for any other purposes.~~

~~**B. Meal/Rest Periods:** A meal/rest period will be provided in the amount of *one half (1/2) hour*, and can be taken only after a work period of at least three (3) hours, but not after more than six (6) hours during a normal work day. Any alteration to this policy will be coordinated with the Town Manager and/or the employee's immediate supervisor. Employees working at the Transfer Station and in Facilities Maintenance may elect to waive their one-hour meal break. If they choose to waive their lunch break, they must sign a Meal Break Waiver Form, which will be placed in their personnel folder.~~

~~**BC. Overtime:** The Town of Belgrade discourages the requirement for an employee to work overtime. However, if prior knowledge of such a requirement exists, it shall be approved in advance on a case-by-case basis by the Town Manager. Compensation for overtime will be paid in compliance with the Fair Labor Standards Act at the rate of one and one-half (1 1/2) times the employee's base rate of pay for each hour worked over forty (40) hours in a single work week. In lieu of overtime pay, compensatory time may be taken if utilized within sixty (60)~~

days. ~~A maximum of forty (40) hours of compensatory time may be accrued during the calendar year.~~ Compensatory time is earned at 1 1/2 hours per hour in excess of forty (40) hours and must be tracked by the Treasurer. In the event employees are required to work during designated holidays (see Sec VIII) or during weekends (other than "normal" weekend work schedules), they will be paid at the standard overtime rate for all hours accrued during the weekend or holiday period.

D. **Attendance:** Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of each employee to notify their supervisor or the Town Manager in the event they will be late or absent from work.

SECTION VII - WAGES, EXPENSES, & TIME SHEETS

Normally, persons will be hired at the minimum rate of pay established for the position. The Town Manager may approve the hiring of an employee at a rate above the normal entry rate of pay based on the individual's education and experience. All employees are currently paid based on hours worked or services performed, except for the Town Manager.

A. **Wages:** A pay scale for both full- and part-time employees is provided ~~in~~ Figure 1. The wages below reflect the minimum, midpoint and maximum rates reported by the Maine Municipal Association for towns of populations between 1,000 and 5,000 in its latest annual salary survey. Administrative wages are based on performance and tenure with incremental increases being based on a favorable evaluation of job performance on their anniversary of employment. Increases are based on their evaluation of performance as shown in figure 2.

Figure 1:

<u>Town Clerk/Tax Collector</u>		
Min: \$13.80/hr	Mid: \$16.79/hr	Max: \$20.48/hr
<u>\$17.52</u>	<u>\$19.65</u>	<u>\$21.69</u>
<u>Deputy Clerk/Registrar</u>		
Min: \$11.50/hr	Mid: \$13.87/hr	Max: \$16.78/hr
<u>\$14.32</u>	<u>\$16.75</u>	<u>\$18.20</u>
<u>Treasurer/Tax Collector</u>		
Min: \$13.80/hr	Mid: \$16.79/hr	Max: \$20.48/hr
<u>\$17.50</u>	<u>\$19.54</u>	<u>\$22.08</u>
<u>Executive Board Secretary/Deputy Clerk</u>		

~~Min: \$12.50/hr Mid: \$15.06/hr Max: \$18.16/hr~~

Library Director

Min: \$11.50/hr _____ Mid: \$14.15/hr _____ Max: \$17.40/hr
\$16.56 _____ \$18.63 _____ \$21.00

Library Assistant

~~No range established.....current pay is \$8.82, subject to a 5% increase based on merit~~
\$13.95 _____ \$14.90 _____ \$16.80

Recreation Director

Min: 12.50/hr. _____ Mid: 15.50/hr _____ Max: 19.00/hr
\$16.10 _____ \$17.87 _____ \$18.30

Recreation Maintenance Laborer

Min: \$12.00 _____ Mid: \$14.00 _____ Max: \$14.14

Facility ~~and Grounds~~ Maintenance ~~Supervisor~~ Director/Sexton

Min: \$13.48/hr _____ Mid: \$16.72/hr _____ Max: \$-19.95/hr
\$15.00

Assistant to the Facilities Maintenance Director/Sexton and to the Transfer Station Director

Min: \$14.88 _____ Mid: \$15.62 _____ Max: \$17.48

Transfer Station Director

Min: \$15.00 _____ Mid: \$18.26 _____ Max: \$20.25

Transfer Station Attendant

Min: \$12.90 _____ Mid: \$14.25 _____ Max: \$15.00

Rescue Chief

Min: \$16.46 _____ Mid: \$19.34 _____ Max: \$24.58

Need to add F-T EMT/paramedic

Code Enforcement Officer/Licensed Plumbing Inspector

Min: \$23.50 _____ Mid: \$25.00 _____ Max: \$29.75

Temporary and seasonal employees will be paid minimum wage. Returning after-school and summer camp counselors will earn 25 cents above minimum wage, effective at the beginning of the 2020-21

school year. Lifeguards and the Recreation Golden Pond Camp coordinator will earn \$1 above minimum wage, effective the summer of 2020.

Firefighter 1 & 2/EMS

Min: \$13.06/hr Mid: \$16.93/hr — Max: 20.80/hr

~~**Note — Maximum represents same percentage ratio increase as between Minimum and Mid Point~~

Figure 2:

1=Does not meet standards <u>Below expectations</u>	0%
2=Meets Standard <u>expectations</u>	<u>1%-3%</u>
3=e <u>Exceeds Standard</u> <u>expectations</u>	<u>4%-5%</u>

Failure to achieve satisfactory performance levels may be grounds for denial of annual increases.

Once maximum pay as shown in Figure 1 has been reached, an increase will be granted contingent upon the employee receiving a satisfactory performance evaluation. This increase will be equal to the Consumer Price Index for all Urban Consumers (CPI-U) as published the previous December. If an employee is near the top of his/her pay scale and the annual increase is less than that increase which could be awarded pursuant to the preceding year's CPI-U, the Town Manager will award an amount equal to the CPI-U based on the employee's performance evaluation.

Non-~~a~~Administrative employees (road maintenance and transfer station) are paid in accordance with current State of Maine Wage Scale Guidelines based upon the job being performed.

~~Volunteers (Fire, Rescue, and Emergency Management) are paid at a proposed budgetary wage rate approved at Town Meeting.~~

The wage rate policy will be reviewed annually by the Board of Selectpersons to einsure currency and compliance with Federal and State wage requirements, and competitiveness with other Maine municipalities of similar size.

B. **Expenses:** Mileage expenses determined by the existing State Rate will be paid to employees ~~that~~ who utilize their personal vehicles in attending meetings, conferences or functions in an official capacity. In the event the employee is required to travel a distance greater than 50 miles, he/she will be reimbursed for meals. H, ~~h~~ however, the maximum reimbursable amount will not exceed the following schedule: Breakfast- \$105.00, Lunch-\$157.00, Dinner- \$2015.00. If

required to remain overnight, the cost of accommodations will be paid at a rate not to exceed \$~~12550~~ per night unless the Town Manager or Board of Selectpersons provides prior approval. All official business qualifying for reimbursement will be coordinated in advance with the Town Manager and Treasurer. All travel and mileage expense claims will be filed on a Travel Expense Form (~~Belgrade Form 03~~) and should be submitted to the Town Treasurer within five working days after return.

C. **Time Sheets & Payment:** Standardized Time Record Sheets (~~Belgrade Form 04~~) are used to calculate payment of wages, overtime, insurance, vacation leave, sick leave and any other benefits calculated from the time worked during a pay period. Except for the Town Manager, each non-administrative department head (or his/her designee) employee will record on the time sheet the hours he/she worked ~~by each employee~~, each day. The employee's supervisor will approve his/her time sheet with a signature. Supervisors' timesheets will be reviewed and approved by the Town Manager. Hours worked are to be recorded at the time work commences and at the time work ceases. The Road Commissioner will also specify the site of each day's work, i.e. name of road.

Administrative employees will submit individual timesheets every two (2) weeks (~~Belgrade Form 05~~) which will be reviewed by the Treasurer and used for payroll preparation, vacation, ~~and sick leave~~ and overtime (comp time) accounting.

SECTION VIII - LEAVE, VACATION, & HOLIDAYS

Employees working in any position designated as full-time or ~~permanent-regular~~ part-time are eligible to accrue paid leave days for vacation, bereavement, sick time and paid holidays. Accrual of vacation and sick leave will begin after completion of thirty (30) days employment with the Town. Thereafter, accrual of vacation and sick leave days will occur at the completion of each pay period. Employees are eligible to use their accrued vacation upon the successful completion of their six-month probationary period. Should they fail to successfully complete their probationary period, they relinquish their accrued vacation.

A. **Bereavement Leave:** All ~~employees in full-time positions will receive three (3) days of bereavement leave with pay and~~ Permanent-regular part-time employees may be granted paid time off for bereavement leave for a period up to three (3) consecutive scheduled work days in the event of the death of an immediate family member. Immediate family is defined as: mother, father, mother-in-law, father-in-law, brother, sister, spouse, child or any persons who have had parental responsibility for the employee in lieu of natural parents. In addition, full-time employees will be granted one (1) bereavement day with pay annually to attend a funeral for persons not defined as immediate family members. ~~however~~ Exercise of this policy is subject to the approval of the Town Manager.

B. Sick Leave: Sick leave will accrue at the rate of eight (8) hours per month for full-time employees and four (4) hours per month for ~~permanent~~ regular part-time employees. Employees may accrue a maximum of 360 hours (45 days) of sick leave ~~or may request payment for the balance of the year's unused sick leave (maximum of 48 hours) during the last pay period of the fiscal year.~~ Sick time may be taken for personal illness, or, upon approval of the Town Manager, to care for an immediate family member. Sick leave may not be used in lieu of vacation time.

In the event an employee / or immediate family member suffers a catastrophic illness or surgery and has used all his/her sick time, accrued sick time may be donated by other employees to a "Sick Bank" on the following terms:

1. ~~The~~ illness is catastrophic.
2. ~~The~~ donor has a minimum of 25 days of accumulated time, ~~and,~~
3. ~~That~~ there is a maximum 10-day donation to the sick employee from each donor each fiscal year.

The Town Manager (or his/her designee) shall control the Sick Bank, and all donations shall be confidential. The denial of access to time in the Sick Bank is not ~~grievable~~ subject to a grievance claim. Any time donated into the Sick Bank after the employee returns to work shall not be returned or credited back to the donating employee and shall be expunged from the Sick Bank.

C. Leave of Absence: All employees may apply for a personal leave of absence without pay for a period of up to six (6) months. Generally, all accrued vacation and sick hours must be used before a leave of absence will be granted, ~~However,~~ However, the Town Manager may, at his/her discretion, waive this requirement based on a case-by-case review of an employee's situation. Application for a leave of absence must be made in writing to the Town Manager and must include at least the duration of the leave period (beginning and ending dates) and the reason for the request. Approval of requests will be based on the employee's length of employment, position held and satisfactory performance. Use of an approved leave of absence for any reason other than that for which it was granted will be considered a voluntary resignation without notice of intent to terminate. Leaves of absence will be considered for the following reasons only:

1. Prolonged illness of an immediate family member.
2. Employee's extended illness or temporary disability.
3. Voluntary active military training/duty. As a full-time employee and a member of the National Guard or the Military Reserve, an employee will be granted a leave of absence when

ordered to active duty or training. The employee is required to inform the Town of the dates of leave as soon as known, and to ~~also~~ present copies of his/her orders to the Town Manager. The Town will pay the employee the difference, if any, between his or her military pay if less than Town and his or her regular Town pay, for a period not to exceed 17 days per fiscal year, but only upon receipt of appropriate pay stubs or vouchers.

4. Treatment for substance abuse/rehabilitation.

5. Child rearing/maternity, up to 60 days, to stay at home with a newborn or newly adopted infant.

6. Jury Duty. The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received. The employee is required to inform the Town of the dates of jury duty as soon as known, and to ~~also~~ present copies of his/her jury duty orders to the Town Manager prior to taking leave. Travel expenses will not be reimbursed by the ~~T~~town. The employee is required to report to work on any days or partial days when the employee is not required to be in court.

7. Witness Leave. When a full-time employee is called to fulfill civic responsibilities as a witness in a court proceeding, he or she may be granted a leave of absence for the period involved. The employee is required to inform the Town of the dates of leave as soon as known, and to ~~also~~ present copies of his/her subpoena to the Town Manager. The Town will pay the difference between his/~~or~~ her witness pay, and his/~~or~~ her normal pay, exclusive of travel, for a period not to exceed two (2) weeks. Should an employee be subpoenaed as a witness, resulting from activities affiliated with a job other than his/~~or~~ her employment for the Town of Belgrade, the employee will not be eligible for Town pay during his/~~or~~ her absence.

D. Vacation: All ~~permanent-regular~~ full-time employees and ~~permanent-regular~~ part-time are entitled to the accrual of paid vacation time based on length of employment. During the first year of employment, full-time employees will accrue four (4) hours per month (6 days per year) commencing with the completion of the first month of employment. Qualifying part-time employees will accrue two (2) hours per month (3 days per year). After the first year, full-time employees shall receive eight (8) hours per month (12 days per year) for credit toward accrual of vacation time. Qualifying part-time employees will receive four (4) hours per month (6 days per year). Beginning with the sixth year of consecutive employment, employees will accrue ten (10) hours per month (15 days) vacation time. Qualifying part-time employees will receive six (6) hours per month (9 days per year). Beginning with the 11th year of consecutive employment, employees will accrue 13.5 hours per month (20.25 days per year).

Qualifying part-time employees will receive eight (8) hours per month (12 days per year). Vacation time may be accrued up to a maximum of 240 hours (30 days). Any unused time over 240 hours will be lost effective the last day of each fiscal year. Upon ~~termination~~leaving the Town's employment, employees shall be paid for any unused vacation time. Note: All employees must submit their request to use accrued vacation time, up to a three-week maximum, to the Town Manager for approval. Approval will be granted unless such approval would interfere with the efficient operation of the Town Office. ~~Permanent-Regular~~ part-time employees may not use 39 hour or more of accrued vacation time for any one-week period.

E. Holidays: The Town of Belgrade officially observes eleven holidays. These holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, ~~Columbus-Indigenous Peoples~~ Day, Veterans' Day, Thanksgiving (including the Friday following Thanksgiving) and Christmas. These are paid holidays for all full-time employees. ~~Permanent-Regular p~~Part-time employees are paid if the holiday falls on a day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

SECTION IX – HEALTH & WELFARE BENEFITS

A. Comprehensive General Liability Insurance: Liability Insurance is paid by the Town for every category of employee. This is coverage against personal liability claims alleged to have arisen from acts or omission of acts of Town employees while carrying out assigned duties.

B. Health Insurance: The Town of Belgrade will pay ~~89~~90% of the single contract health insurance premium for all full-time employees. Eligible employees may also purchase group family coverage, which may be payroll deducted or paid separately by an employee. ~~All Permanent-Regular p~~Part-time employees may take advantage of group health insurance programs, with their premiums paid via payroll deduction. The Town pays for insurance on a monthly basis, beginning in the first month in which the employee is employed on the first day of the month. Use of the Town's health reimbursement account ends on the final day of employment.

1. Eligible full-time employees may elect to receive the value of their single contract health insurance premium paid by the Town, to be used towards the purchase of any family plan offered by the Town with the balance of the cost of the premium for the plan to be paid by the employee via payroll deduction.

2. Any full-time employee ~~that who~~ provides proof of coverage by an alternate health insurance plan may opt out of coverage under the Town's Group Health Plan and receive a

taxable reimbursement of up to \$1,200 ~~dollars~~ in semi-annual installments. The first installment is to be paid 6 months after the date of hire and the 2nd-second to be paid upon the employee anniversary date of employment with the Town. This provision will be effective for those employees hired after the date of acceptance by the Board of Selectpersons.

3. 457 Plan: Pursuant to Warrant Article 70 approved at the ~~March~~-1998 Town Meeting, an investment plan was established and is provided by ICMA Retirement Corporation for all full-time employees. This is a pretax deduction from earnings. Federal and State tax is not calculated until after this deduction is taken. Social Security and Medicare are deducted from total earnings. The employee can contribute up to 25% or \$8,000 of earnings per year. The Town of Belgrade will match up to 3% of an employee's base salary. Many forms of securities are distributed by ICMA-RC Services and may be reviewed and chosen by the employee.

D. Social Security: Under the Federal Social Security Act, the Town of Belgrade and each employee is required to pay tax to the Federal Government, which goes into a federally-held fund for the payment of old age and survivor benefits. ~~Each~~ All employees will have Social Security taxes automatically withdrawn from their pay. ~~Since~~ Because Social Security benefits are administered externally, information should be obtained through the local Social Security Office.

E. Unemployment Compensation: The Town of Belgrade provides Unemployment Compensation coverage for all employees. Should an employee become unemployed, this protection will provide some financial compensation. Eligibility and the amount of claim are determined by the State of Maine.

F. Workers' Compensation: All Town employees are covered by Workers' Compensation Insurance, which covers expenses associated with on-the-job illness and injuries. Under the Maine Workers' Compensation Law, compensation for lost time begins on the fourth scheduled working day after the first day of lost work time. Employees may, therefore, elect to use accrued sick leave days to cover three lost work days.

G. Family and Medical Leave: The town of Belgrade complies with all relevant provision of the Federal and State Family and Medical Leave Acts. Employees wishing to exercise their rights under these Acts should make their requests to the Town Manager and complete information on employees' benefits under these Acts will be provided. The Town reserves the right to designate any qualifying absences as Family Medical Leave and to designate the method by which the entitlement period is calculated. As Required by Law

SECTION X - JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS

Employees are provided with a written Job Description that outlines their primary duties and responsibilities. The document is maintained on file with the employee's personnel record and should be reviewed annually with the supervisor in conjunction with the annual Performance Evaluation review.

Supervisors (Selectpersons, Town Manager, Town Clerk, Recreation Director, Transfer Station Director, Facilities Maintenance Director/Sexton, Fire Chief and Library Director) will prepare and submit written annual performance evaluations on each administrative full-time or regular part-time employee for which they have supervisory responsibility. Annual evaluations will be completed on each anniversary date of employment unless unusual circumstances dictate.

Written eEvaluations will be ~~recorded on Belgrade Form 01, and will become a part of~~in each employee's official personnel file. Each evaluation must be based on fact and be an objective review of the employee's performance. Supervisors will review the evaluation with each employee. The employee may attach a written comment to the evaluation and will sign the form to verify they were provided an opportunity to review. Employees will receive a copy of the final document.

SECTION XI - DISCIPLINARY POLICY

A. Unless expressly prohibited by statute, all employees without a written agreement to the contrary are employed on an "at-will" basis. Either the Town or the employee can conclude employment relationship with or without notice at any time and for any reason, and no term in these Employee Guidelines will alter or restrict this right.

B. Disciplinary action will be taken against an employee for proven willful personal conduct ~~not~~ inconsistent with quality acceptable work performance and/or behavior, al standards established by the Town of Belgrade. There are five categories of disciplinary actions, depending on the gravity of the offense. Consideration will be given to the employee's documented work history in all circumstances.

1. A verbal reprimand by the employee's supervisor and/or the Town Manager ~~or their superior.~~;

2. A written reprimand by the employee's supervisor and/or the Town Manager ~~or superior.~~ This will become a part of the employee's personnel file and maintained for ~~a period of not less~~ no fewer than than six years.;

3. Probation accompanied by specific conditions and requirements for a period not longer than ninety (90) days.;

4. Suspension from work without pay and without application of accrued vacation hours for up to five (5) consecutive work days.;

5. ~~Dismissal~~Termination.

C. Disciplinary reasons include, but are not limited to the following:

1. Falsification of public records, including theft.;
2. Insubordination or disobedience.;
3. Being under the influence of illegal drugs or alcohol while on the job.;
4. Misrepresentation while being considered for hire.;
5. Possession of explosives or weapons on Town Property.;
6. Conviction of a felony involving moral turpitude.

D. In all cases, disciplinary counseling will include a written report placed in the employee's record. This written report will be retained until the employee is no longer employed by the Town of Belgrade. This written report will include, but not be limited to, the reason for counseling by supervisors or the Town Manager, discussion points during the counseling, and what discipline, if ~~awarded~~administered. The counseling report should be signed by the employee and counselor, but, if no signature is obtained from the employee, the reason employee did not sign the report will be recorded.

Should the employee wish to contest disciplinary action, he/she may file a written appeal (Section XII) that will be reviewed by the Board of Selectpersons

SECTION XII - EMPLOYEE APPEAL

An employee who has a fact-based reason to believe ~~that~~ she/he has been wrongly deprived of a privilege, an opportunity, a benefit to which she/he is entitled, or that she/he has been treated in an unfair manner, must promptly discuss the issue with the Town Manager or Board of Selectpersons. An earnest and diligent effort shall be made by the employee and the Town Manager and/or the Board of Selectpersons to settle the matter in a satisfactory manner. If a solution is not reached within five (5) working days, the employee has a right to file a formal written appeal with the Board of Selectpersons.

Appeals are of an individual and personal nature, and therefore will ~~only~~ be discussed only in an executive session of the Board of Selectpersons. The appeal will be heard at the first scheduled meeting of the Board following receipt of the written appeal. Confidentiality, respect ~~of for~~ the

process, and respect ~~of~~for all parties shall prevail always. The formal appeal does not become part of the employee's record.

SECTION XIII - EMPLOYMENT SEPARATION/TERMINATION

All employees are urged to submit a letter of resignation stating the reason for the separation and identifying a proposed date. A two-~~(2)~~ week work notice is required for all employees. Any employee who is terminated for reasons other than just cause will also be given a two-~~(2)~~ week notice. In either instance, the Board of Selectpersons reserves the right to waive the two-week requirement. The status of being an employee of the Town of Belgrade will cease under the following conditions:

A. **Disability:** Following due process, a finding that a physical or mental situation exists that precludes the employee from successfully accomplishing the essential functions of ~~their~~his/her job.

B. **Dismissal:** Being relieved from job responsibilities as a result of unsatisfactory job performance or violation of rules/standards.

C. **Reduction In Force:** Permanent termination of employment as a result of changes in organizational structure, employee requirements, fiscal restraints, or reduction of services.

D. **Voluntary Resignation:** The following actions on the behalf of the employee will be interpreted as a voluntary resignation:

1. A letter of resignation specifying the intent to resign on a given date. Failure to provide a two-~~(2)~~ week notice may result in the loss of accumulated benefits.

2. Failure to report to work for two (2) or more consecutive days, unexcused, may result in the employees' absence being interpreted as a resignation.

3. Failure to report for work as scheduled upon completion of a leave/vacation period, or upon release to return to work by an attending physician after illness or injury, or upon completion of a leave absence without pay.

4. Failure, during a substance abuse-related leave of absence, to participate in, and/or to cooperate with the prescribed treatment program.

SECTION XIV

EMPLOYMENT STATUS BY POSITION

<u>Position</u>	<u>Status</u>
Town Manager	Full-time
Town Clerk/Tax Collector	Full-time
Deputy Clerk	Full-time
Treasurer/Tax Collector	Full-time
Executive Board Secretary/Deputy Clerk	Full-time
Facilities Maintenance Director and	
Grounds Supervisor /Sexton	Full-time
Recreation Director	Full-time
Library Director	Permanent Part Full-time
Library Assistant	Temporary Regular part-time
Transfer Station Director: Manager	Permanent Part Full-time
Attendant – Compactor	Temporary Regular part-time
Attendant – Recycling Center	Temporary Regular part-time
Seasonal Cemetery & Transfer Station Laborers	Temporary
Rescue Chief	Full-time
Firefighter 1 & 2/EMS	Full-time
After-school & camp counselors	Temporary

Approved with revisions by the Board of Selectpersons this 2nd day of December 2009.

Approved with revisions by the Board of Selectpersons this 15th day of December 2009

Approved with revisions by the Board of Selectpersons this 5th day of October 2010

Approved with revision by the Board of Selectpersons this 22nd day of April 2014

Approved with revision by the Board of Selectpersons on this 3rd day of June 2014

Approved with revision by the Board of Selectpersons on this 5th day of August 2014

Approved with revision by the Board of Selectpersons on this 3rd day of January 2017

Approved with revision by the Board of Selectpersons on this 2nd day of May 2017

Selectperson, Chair

Selectperson Vice-Chair

Selectperson

Selectperson

Selectperson

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Oct. 6, 2020
Re: Appointments

Town Clerk Mary Vogel brought to my attention that the attached list of appointments is approved by the Selectboard annually following the Town Meeting.

Additionally, the Town Clerk is requesting an election clerk be added to the list the Board approved March 3. She is short on experienced Democrats on the ballot line. Kelly Webster, who worked as an election clerk for several years, is willing to assist in the Nov. 3 election. She will be partnered with Catherine Damren. The Secretary of State's office is allowing for additional appointments because of the unusual circumstances of this election.

We recommend approval.

Annual Appointments

Animal Control Officer	Trisha Davis	1 yr
Assessing Agent	RJ Duplissea	1 yr
Agent, IF&W	Mary Vogel	Indefinite
Agent, Motor Vehicle	Nicholas Poole	Indefinite
Civil Emergency Director	Jeremy Damren	1 yr
Civil Emergency Mgt. Dr.	Edward Ketch	1 yr
Code Enforcement Officer	Gary Fuller	1 yr
Deputy Clerk/Registrar	Charlene Houle	Indefinite
Town Clerk/Deputy Registrar	Mary Vogel	Indefinite
Freedom of Information Officer	Mary Vogel	1 yr
GA Administrator	Anthony Wilson	Indefinite
Asst. GA Administrator	Mary Vogel	Indefinite
Health Officer	Christine Merckens	3 yr
Historian	Nancy Mairs	1 yr
Public Information Officer	Jeremy Damren	1 yr
Plumbing Inspector	Gary Fuller	1 yr
Tax Collector	Nicholas Poole	Indefinite
Tree Warden	Anthony Wilson	1 yr
Treasurer	Nicholas Poole	Indefinite
Deputy Treasurer	Mary Vogel	Indefinite

Warrant 133

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0000 ALVAH DONNELL						
0492	20439	10	EXCISE TAX REFUND	DISABLED VET		
EXCISE TAX REFUND	R 01-13				665.07	0.00
	GEN'L GOV. - EXCISE - MV					
			Vendor Total-		665.07	
00111 AMERICAN NAMEPLATES						
0492	20440	10	CLERK/TREASURER NAMEPLATE	25986		
CLERK/TREASURER NAMEPLATE	E 01-10-30-03				30.60	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OFFICE					
			Vendor Total-		30.60	
00289 AUGUSTA FUEL CORP.						
0492	20441	10	GARAGE OFF ROAD DIESEL	5846327		
GARAGE OFF ROAD DIESEL	E 13-01-30-02				61.52	0.00
	FACILITIES / GENERAL - SUPPLIES / FUEL					
			Vendor Total-		61.52	
00346 AUGUSTA TOOL RENTAL						
0492	20442	10	BRUSH CHIPPER	141838		
BRUSH CHIPPER	E 10-01-20-06				310.00	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
			Invoice Total-		310.00	
0492	20442	10	BRUSH CHIPPER	141860		
BRUSH CHIPPER	E 10-01-20-06				230.00	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
			Invoice Total-		230.00	
			Vendor Total-		540.00	
00238 BAKER & TAYLOR BOOKS # 510486						
0492	20443	10	BOOKS AND PERIODICALS	5016405231		
BOOKS AND PERIODICALS	E 30-01-30-09				10.94	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		10.94	
0492	20443	10	BOOKS AND PERIODICALS	5016383616		
BOOKS AND PERIODICALS	E 30-01-30-09				29.42	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		29.42	
			Vendor Total-		40.36	
00271 BERNSTEIN, SHUR, SAWYER & NELSON						
0492	20444	10	GENERAL LEGAL	3641535		
GENERAL LEGAL	E 01-10-15-02				228.00	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL					
			Vendor Total-		228.00	
00104 BICKFORD, DONALD OR MARILYN						
0492	20445	10	TAX OVERPAYMENT REFUND	7/16/2020		
TAX OVERPAYMENT REFUND	G 1-121-20				209.68	0.00
	GEN'L FUND / R/E TAXES 20					
			Vendor Total-		209.68	
00263 BOB THE PLUMBER, INC.						
0492	20446	10	CFAS BATHROOM REPAIRS	3995		
CFAS BATHROOM REPAIRS	E 13-02-35-06				395.83	0.00
	FACILITIES / CFAS - REPAIRS / PLUMBING					
			Vendor Total-		395.83	
00386 BOUNDTREE MEDICAL						
0492	20447	10	EAR THERMOMETER	83756999		

Warrant 133

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
EAR THERMOMETER			E 05-05-30-07		36.58	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		36.58	
0492	20447	10	GLOVES, HAND WIPES, ETC.	83777153		
GLOVES, HAND WIPES, ETC.			E 05-05-30-07		374.58	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		374.58	
0492	20447	10	EMS OPERATING SUPPLIES	83637105		
EMS OPERATING SUPPLIES			E 05-05-30-07		33.29	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		33.29	
0492	20447	10	GLOVES&HAND SANITIZER	83609101COVID		
GLOVES&HAND SANITIZER			E 01-10-30-04		1,089.13	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		1,089.13	
0492	20447	10	RESUSCITATORS ADULT	83642359		
RESUSCITATORS ADULT			E 05-05-30-07		13.69	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		13.69	
0492	20447	10	RESUSCITATORS, INFANT	83637106		
RESUSCITATORS, INFANT			E 05-05-30-07		21.79	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		21.79	
0492	20447	10	EMS OPERATING	83625623		
EMS OPERATING			E 05-05-30-07		72.45	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		72.45	
			Vendor Total-		1,641.51	
00311 BOY LOCKSMITH						
0492	20448	10	NEW KEYS	18599		
CFAS			E 13-02-30-04		178.00	0.00
			FACILITIES / CFAS - SUPPLIES / OPERATING			
NEW KEYS			E 13-01-30-04		12.00	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Vendor Total-		190.00	
00000 BRICE GARTEN						
0492	20449	10	EXCISE TAX REFUND	24276273		
EXCISE TAX REFUND			R 01-13		134.18	0.00
			GEN'L GOV. - EXCISE - MV			
			Vendor Total-		134.18	
00020 CENTRAL MAINE POWER						
0492	20451	10	10 DALTON ELECTRIC	703000927535		
10 DALTON ELECTRIC			E 13-11-20-04		59.59	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		59.59	
0492	20451	10	8 DALTON ELECTRIC	704000922576		
8 DALTON ELECTRIC			E 13-11-20-04		50.79	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		50.79	
0492	20451	10	18 DALTON ELECTRIC	704000922684		
18 DALTON ELECTRIC			E 13-11-20-04		16.31	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		16.31	

Warrant 133

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0492	20451	10	LAKES FD ELECTRIC		711000895750	
LAKES FD ELECTRIC			E 13-06-20-04		141.02	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		141.02	
0492	20451	10	CFAS OUTBUILDING ELECTRIC		709000900153	
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		16.31	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		16.31	
0492	20451	10	CFAS ELECTRIC		709000900284	
CFAS ELECTRIC			E 13-02-20-04		192.47	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		192.47	
0492	20451	10	NBCC ELECTRIC		702000929684	
NBCC ELECTRIC			E 13-03-20-04		98.36	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		98.36	
0492	20451	10	NB FD ELECTRIC		713000883966	
NB FD ELECTRIC			E 13-08-20-04		24.97	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		24.97	
0492	20451	10	MAIN STREET DAM ELECTRIC		709000898650	
MAIN STREET DAM ELECTRIC			E 34-01-99-99		17.12	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		17.12	
0492	20451	10	WINGS MILL DAM ELECTRIC		722000814148	
WINGS MILL DAM ELECTRIC			E 34-01-99-99		36.63	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		36.63	
0492	20451	10	TOWN OFFICE ELECTRIC		723000792354	
TOWN OFFICE ELECTRIC			E 13-14-20-04		256.24	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
			Invoice Total-		256.24	
0492	20451	10	OLD TOWN HOUSE ELECTRIC		717000872647	
OLD TOWN HOUSE ELECTRIC			E 13-13-20-04		17.12	0.00
			FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY			
			Invoice Total-		17.12	
0492	20451	10	DEPOT ROAD FD ELECTRIC		717000872646	
DEPOT ROAD FD ELECTRIC			E 13-07-20-04		35.27	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			Invoice Total-		35.27	
0492	20451	10	SALT AND SAND ELECTRIC		724000754772	
SALT AND SAND ELECTRIC			E 13-05-20-04		17.94	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
			Invoice Total-		17.94	
0492	20451	10	GARAGE ELECTRIC		725000705769	
GARAGE ELECTRIC			E 13-04-20-04		41.90	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			Invoice Total-		41.90	
0492	20451	10	TRANSFER STATION ELECTRIC		717000876392	
TRANSFER STATION ELECTRIC			E 13-09-20-04		348.05	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			Invoice Total-		348.05	
			Vendor Total-		1,370.09	

Warrant 133

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0492	20452	10	FAX LINE	AUGUST&SEPTEMBE		
FAX LINE	E 01-10-20-01				88.82	0.00
	GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO					
			Invoice Total-		88.82	
0492	20452	10	FD FAX LINE	SEPT 2020		
FD FAX LINE	E 05-05-20-01				47.74	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO					
			Invoice Total-		47.74	
			Vendor Total-		136.56	
00000 CRAIG LARRABEE						
0492	20453	10	TREE REMOVAL REFUND	10/1/2020		
TREE REMOVAL REFUND	E 12-01-20-07				550.00	0.00
	CEMETERY / CEMETERY - SERVICES / CONTRACTED					
			Vendor Total-		550.00	
00547 DEPOT PIT LLC						
0492	20454	10	16 YARDS SURFACE GRAVEL	09/14/2020		
16 YARDS SURFACE GRAVEL	E 10-01-30-04				244.00	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
			Invoice Total-		244.00	
0492	20454	10	10 YARDS SURFACE GRAVEL	9/17/2020		
10 YARDS SURFACE GRAVEL	E 10-01-30-04				140.00	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
			Invoice Total-		140.00	
			Vendor Total-		384.00	
00008 FULLER, GARY R.						
0492	20455	10	MILEAGE REIMBURSEMENT 98	9/15-9/18/2020		
MILEAGE REIMBURSEMENT 98	E 01-20-20-02				43.12	0.00
	GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI					
			Invoice Total-		43.12	
0492	20455	10	MILEAGE REIMBURSEMENT 84	9/8-9/12/20		
MILEAGE REIMBURSEMENT 84	E 01-20-20-02				36.96	0.00
	GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI					
			Invoice Total-		36.96	
0492	20455	10	MILEAGE REIMBURSEMENT 90	9/22-9/25/20		
MILEAGE REIMBURSEMENT 90	E 01-20-20-02				39.60	0.00
	GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI					
			Invoice Total-		39.60	
			Vendor Total-		119.68	
00288 GALE/CENGAGE LEARNING						
0492	20456	10	BOOKS AND PERIODICALS	71916526		
BOOKS AND PERIODICALS	E 30-01-30-09				25.34	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Vendor Total-		25.34	
00434 GROUP DYNAMIC, INC.						
0492	20457	10	MONTHLY HRA	L2010-016000064		
MONTHLY HRA	E 23-10-99-99				28.00	0.00
	INSURANCE / HRA ADMIN - EXPENSE / EXPENSE					
			Vendor Total-		28.00	
00009 HAMMOND LUMBER COMPANY						
0492	20458	10	NBCC NEW FLOORING	3648877		
NEW FLOORING	E 13-03-35-08				1,846.75	0.00
	FACILITIES / NBCC - REPAIRS / BUILDING					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					1,846.75	
0492	20458	10	CFAS DECK REPAIR	3612429		
CFAS DECK REPAIR	E 13-02-35-08				331.71	0.00
	FACILITIES / CFAS - REPAIRS / BUILDING					
Invoice Total-					331.71	
0492	20458	10	PARTS FOR SANDER	3644207		
PARTS FOR SANDER	E 13-01-35-01				48.20	0.00
	FACILITIES / GENERAL - REPAIRS / EQUIPMENT					
Invoice Total-					48.20	
0492	20458	10	CULVERT REPLACEMENT	3621569		
CULVERT REPLACEMENT	E 10-01-30-04				1,177.93	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
Invoice Total-					1,177.93	
0492	20458	10	FD BOLT,NUT,WASHER	3640506		
FD BOLT,NUT,WASHER	E 13-06-35-08				16.70	0.00
	FACILITIES / FD:LAKES - REPAIRS / BUILDING					
Invoice Total-					16.70	
0492	20458	10	PAINT PRIMER	3712041		
PAINT PRIMER	E 05-05-35-08				5.29	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / BUILDING					
Invoice Total-					5.29	
Vendor Total-					3,426.58	
00195 KENNETH WORKMAN YOUTH SPORTS						
0492	20459	10	CONTRACT	2020		
CONTRACT	E 13-10-20-07				3,000.00	0.00
	FACILITIES / PARKS - SERVICES / CONTRACTED					
Vendor Total-					3,000.00	
00460 LENENTINE, MICHELLE						
0492	20460	10	ART SUPPLIES, READING SUP	9/14/2020		
ART SUPPLIES, READING SUP	E 62-01-99-99				600.00	0.00
	DC STEVENS / DC STEVENS - EXPENSE / EXPENSE					
Vendor Total-					600.00	
00407 LEWISTON PUBLIC LIBRARY						
0492	20461	10	BOOKS AND PERIODICALS	9/10/2020		
BOOKS AND PERIODICALS	E 30-01-30-09				7.99	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
Vendor Total-					7.99	
00001 MAINE MUNICIPAL						
0492	20462	10	BENEFITS	OCT. STATEMENT		
DENTAL INSURANCE	G 1-226-00				602.02	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				65.29	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				268.98	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					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
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-		9,572.14	
00002 MAINE MUNICIPAL ASSOCIATION						
0492	20463	10	APPEALS BOARD TRAINING	1000332468		
APPEALS BOARD TRAINING			E 01-05-13-01		45.00	0.00
			GEN'L GOV. / APP'LS BOARD - EDUCATION / EDUCATION			
			Invoice Total-		45.00	
0492	20463	10	WORKERS COMPENSATION	INV00176869		
WORKERS COMPENSATION			E 23-15-99-99		4,900.35	0.00
			INSURANCE / WORKERS COMP - EXPENSE / EXPENSE			
			Invoice Total-		4,900.35	
			Vendor Total-		4,945.35	
00054 MAINE SCALE LLC						
0492	20464	10	TS CALIBRATION OF SCALE	4499		
TS CALIBRATION OF SCALE			E 15-05-35-20		375.00	0.00
			SOLID WASTE / WASTE - REPAIRS / SCALES			
			Vendor Total-		375.00	
00582 MAINE TECHNOLOGY GROUP						
0492	20465	10	IT SERVICES OCTOBER	24732		
IT SERVICES OCTOBER			E 01-10-15-03		1,015.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Vendor Total-		1,015.50	
00057 MAINEGENERAL MEDICAL CENTER						
0492	20466	10	PHARMACY CHARGES	0000049102		
PHARMACY CHARGES			E 05-05-30-07		18.40	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Vendor Total-		18.40	
00256 MODERN PEST SERVICES						
0492	20467	10	NBCC PEST CONTROL	4442992		
NBCC PEST CONTROL			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
			Invoice Total-		54.00	
0492	20467	10	CFAS PEST CONTROL	4442993		
CFAS PEST CONTROL			E 13-02-20-12		68.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
			Invoice Total-		68.00	
			Vendor Total-		122.00	
00665 NAHGA INSURANCE						
0492	20468	10	ACTIVITIES INSURANCE	10/7/2020		
ACTIVITIES INSURANCE			E 23-35-99-99		1,478.00	0.00
			INSURANCE / RECREATION - EXPENSE / EXPENSE			
			Vendor Total-		1,478.00	
00387 OVERHEAD DOOR COMPANY						
0492	20469	10	LAKES FD DOOR	4-0014890		
LAKES FD DOOR			E 13-06-35-14		155.00	0.00
			FACILITIES / FD:LAKES - REPAIRS / DOORS			
			Invoice Total-		155.00	
0492	20469	10	TRANSFER STATION DOOR	4-0014893		
TRANSFER STATION DOOR			E 13-09-35-14		155.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			FACILITIES / TRANSFER STA - REPAIRS / DOORS			
			Invoice Total-		155.00	
0492	20469	10	SAND&SALT SHED DOOR	4-0014892		
SAND&SALT SHED DOOR			E 13-05-35-14		155.00	0.00
			FACILITIES / SALT & SAND - REPAIRS / DOORS			
			Invoice Total-		155.00	
0492	20469	10	NB FD DOOR	4-0014891		
NB FD DOOR			E 13-08-35-14		155.00	0.00
			FACILITIES / FD:NB - REPAIRS / DOORS			
			Invoice Total-		155.00	
0492	20469	10	GARAGE DOOR	4-0014894		
GARAGE DOOR			E 13-04-35-08		166.80	0.00
			FACILITIES / GARAGE - REPAIRS / BUILDING			
			Invoice Total-		166.80	
			Vendor Total-		786.80	
00076 PAT JACKSON INC.						
0492	20470	10	TOWN OFFICE SEPTIC PUMPED	9/16/2020		
TOWN OFFICE SEPTIC PUMPED			E 13-14-35-06		230.00	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / PLUMBING			
			Invoice Total-		230.00	
0492	20470	10	LAKES FD SEPTIC PUMPED	9/16/2020		
LAKES FD SEPTIC PUMPED			E 13-06-20-17		230.00	0.00
			FACILITIES / FD:LAKES - SERVICES / SEPTIC PUMP			
			Invoice Total-		230.00	
0492	20470	10	TRANSFER STATION SEPTIC P	9/16/2020		
TRANSFER STATION SEPTIC P			E 13-09-20-07		230.00	0.00
			FACILITIES / TRANSFER STA - SERVICES / CONTRACTED			
			Invoice Total-		230.00	
0492	20470	10	NBCC SEPTIC PUMPED	9/16/2020		
NBCC SEPTIC PUMPED			E 13-03-20-17		230.00	0.00
			FACILITIES / NBCC - SERVICES / SEPTIC PUMP			
			Invoice Total-		230.00	
0492	20470	10	CFAS SEPTIC PUMPED	9/16/2020		
CFAS SEPTIC PUMPED			E 13-02-20-17		460.00	0.00
			FACILITIES / CFAS - SERVICES / SEPTIC PUMP			
			Invoice Total-		460.00	
0492	20470	10	DALTON SEPTIC PUMPED	9/16/2020		
DALTON SEPTIC PUMPED			E 13-11-20-17		230.00	0.00
			FACILITIES / DALTON - SERVICES / SEPTIC PUMP			
			Invoice Total-		230.00	
			Vendor Total-		1,610.00	
00182 PIKE INDUSTRIES, INC.						
0492	20471	10	COLD PATCH	1103492		
COLD PATCH			E 10-01-30-04		45.54	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Vendor Total-		45.54	
00676 PINE TREE WASTE						
0492	20472	10	PORTA POTTIES CLEANED	974609		
CEMTERY			E 12-01-20-06		75.00	0.00
			CEMTERY / CEMTERY - SERVICES / RENTALS			
GARAGE			E 13-04-20-06		75.00	0.00
			FACILITIES / GARAGE - SERVICES / RENTALS			
			Invoice Total-		150.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0492	20472	10	PORTA POTTIES CLEANED		974608	
DEPOT FD			E 13-07-20-06		75.00	0.00
			FACILITIES / FD:DEPOT - SERVICES / RENTALS			
LONG POND BEACH			E 13-10-20-06		75.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
NB FD			E 13-08-20-06		75.00	0.00
			FACILITIES / FD:NB - SERVICES / RENTALS			
PENNINSULA PARK			E 13-10-20-06		75.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
			Invoice Total-		300.00	
			Vendor Total-		450.00	
00428 REDMAN, JULIA						
0492	20473	10	YOGA	10/1/2020		
YOGA			E 25-30-20-07		112.50	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			Vendor Total-		112.50	
00003 REGISTRY OF DEEDS						
0492	20474	10	7 LIEN DISCHARGES			
7 LIEN DISCHARGES			E 01-10-47-01		133.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		133.00	
00034 RSU # 18						
0492	20475	10	INSTALLMENT- OCT	OCTOBER 2020		
RSU # 18 INSTALLMENT			E 31-01-99-99		547,833.16	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			Vendor Total-		547,833.16	
00000 SCOTT DAMREN						
0492	20476	10	EDUCATION REIMBURSEMENT	200013912		
EDUCATION REIMBURSEMENT			E 05-05-13-01		395.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION			
			Vendor Total-		395.00	
00478 SEACOAST SECURITY, INC						
0492	20477	10	REMOVE NAME	672240		
REMOVE NAME			E 01-10-20-07		30.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			Invoice Total-		30.00	
0492	20477	10	FOOD PANTRY 10/1-9/30/21	677451		
FOOD PANTRY 10/1-9/30/21			E 13-03-20-10		480.00	0.00
			FACILITIES / NBCC - SERVICES / SECURITY			
			Invoice Total-		480.00	
0492	20477	10	CFAS 10/1-9/30/21	677333		
CFAS 10/1-9/30/21			E 13-02-20-10		575.40	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
			Invoice Total-		575.40	
			Vendor Total-		1,085.40	
00375 SHREDDING ON SITE, INC.						
0492	20478	10	SHRED EVENT	0047469		
SHRED EVENT			E 15-05-31-01		850.00	0.00
			SOLID WASTE / WASTE - SPECIAL / EVENTS			
			Vendor Total-		850.00	
00099 SPECTRUM BUSINESS						
0492	20479	10	SEPTEMBER BILL	956055001091320		
CFAS			E 25-30-20-01		89.15	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
DEPOT FD			RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO E 05-05-20-01		49.99	0.00
LIBRARY			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO E 30-01-20-01		86.44	0.00
TOWN OFFICE			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO E 01-10-20-01		109.57	0.00
TRANSFER STATION			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO E 15-05-20-01		119.98	0.00
LAKES FD			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO E 05-05-20-01		210.21	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			Vendor Total-		665.34	
00000 STEPHEN SMITH						
0492	20480	10	INSTRUCTOR COURSE REIMBUR E 05-05-13-01	200013511	395.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION			
			Vendor Total-		395.00	
00424 STEVENS, JASON						
0492	20481	10	GRAND&FOSTER TREE,DITCH E 10-01-20-06	9/13/2020	3,783.96	0.00
EXCAVATOR 29.5 HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		2,559.12	0.00
DUMPTRUCK 29.5 HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		402.67	0.00
1 TON 19.5 HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		608.10	0.00
1 TON OPERATOR 10HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		557.20	0.00
CHAIN SAW 20 HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			Invoice Total-		7,911.05	
0492	20481	10	ROAD WORK E 10-01-20-06	9/20/2020	1,282.70	0.00
EXCAVATOR 10HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		867.50	0.00
DUMPTRUCK 10HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		1,581.06	0.00
1 TON 26HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		278.60	0.00
CHAINSAW 10HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-20-06		177.55	0.00
SMALL TRACTOR 5HRS			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-30-04		388.00	0.00
HAY 97BAILS			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING E 10-01-20-06		125.00	0.00
HAY MULCHER 1HR			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS E 10-01-10-12		141.44	0.00
LABOR 8HRS			PUBLIC WORKS / ROADS-GM - PERSONNEL / WAGES			
			Invoice Total-		4,841.85	
			Vendor Total-		12,752.90	
00048 TREASURER, STATE OF MAINE						
0492	20482	10	PLUMBING PERMITS G 1-211-00	4 PERMITS	52.50	0.00
PLUMBING PERMITS			GEN'L FUND / PLUMB. PERM.			
			Vendor Total-		52.50	
00156 TREASURER, STATE OF MAINE						
0492	20483	10	PSAP 7/1-9/30/2020	210730DSP02		

A / P Warrant

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PSAP 7/1-9/30/2020			E 05-10-99-99		7,222.75	0.00
			PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE			
			Vendor Total-		7,222.75	
00379 TREASURER, STATE OF MAINE						
0492	20484	10	FUEL CHARGES	21BG0096616A		
FUEL CHARGES			E 05-05-30-02		228.82	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			Vendor Total-		228.82	
00681 TUKEY BROS, INC						
0492	20485	10	PUMP FOR CEMETERY&MAINT	9/14/2020		
PUMP FOR CEMETERY&MAINT			E 12-01-35-01		800.00	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
			Vendor Total-		800.00	
00265 UNITED STATES CELLULAR						
0492	20486	10	COMMUNICATIONS	0392503581		
FACILITY MAINTENANCE			E 13-01-20-01		44.76	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
FIRE RESCUE			E 05-05-20-01		31.77	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
FACILITY MAINTENANCE			E 13-01-20-01		31.77	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		31.77	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
TOWN MANAGER			E 01-15-20-01		43.76	0.00
			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
			Vendor Total-		183.83	
00178 WARREN BROTHERS						
0492	20487	10	SNOWPLOW CONTRACT	OCOTBER 7 2020		
SNOWPLOW CONTRACT			E 10-10-20-07		26,162.34	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
			Vendor Total-		26,162.34	
00013 WASTE MANAGEMENT OF						
0492	20488	10	CFAS DUMPSTER	2031253-2080-4		
CFAS DUMPSTER			E 13-02-20-06		16.24	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
			Vendor Total-		16.24	
00369 WB MASON CO, INC						
0492	20489	10	TAPE, PAPER	213546501		
TAPE, PAPER			E 30-01-30-03		29.68	0.00
			LIBRARY / LIBRARY - SUPPLIES / OFFICE			
			Invoice Total-		29.68	
0492	20489	10	WATER TRANSFER STATION	214063123		
WATER TRANSFER STATION			E 15-05-30-04		66.46	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			Invoice Total-		66.46	
			Vendor Total-		96.14	
00206 WORKPLACE HEALTH						
0492	20490	10	RESPIRATOR QUESTIONAIRE	297007		
RESPIRATOR QUESTIONAIRE			E 05-05-20-11		22.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL			
			Vendor Total-		22.00	
00421 YANKEE COMMUNICATIONS						
0492	20491	10	CHARGER	INV20-000973		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
CHARGER			E 05-05-40-04		264.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		264.00	
0492	20491	10	BATTERY	INV20-000880		
BATTERY			E 05-05-35-01		241.22	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			Invoice Total-		241.22	
			Vendor Total-		505.22	
			Prepaid Total-		0.00	
			Current Total-		633,715.86	
			EFT Total-		0.00	
			Warrant Total-		633,715.86	

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

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

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Oct. 6, 2020
Re: Town Manager's report

Two drillers, both of whom have experience **drilling** in the area **near the maintenance garage**, offered comparable pricing. Both estimated a well of 200-300 feet would be necessary, and they expect to hit ledge at about 40 feet. One charges \$15 per foot for casing and \$16 per foot for drilling; the other charges \$16 for casing and \$15 for drilling. At 250 feet, the cost would be nearly \$4,500. Neither offered a max price for drilling until they hit good water. Would you like me to ask each to prepare a proposal for your review and consideration?

Tom Dowd, Belgrade Regional Health Center treasurer, was appreciative of your suggestion to share with the Town of Rome its recent **\$10,000 gift** to underwrite first-year salary costs of our new firefighter/EMS provider. The health center board was agreeable to his suggested split of \$7,500 to Belgrade and \$2,500 to Rome. I will inform Rome's lead selectperson of this.

The **Appeals Board** remanded to the Planning Board a permit issued in a long-standing case on Sandy Cove. Attorneys are assisting both boards in their work. I anticipate a protracted legal process. We also have another pending permit that could result in an appeal. I plan on seeking more funding for legal fees in 2021.

The **Moorings Committee** will offer its recommendations to you Oct. 20. In short, the proposals are to prohibit overnight stays by houseboats, to allow overnight stays on the water by recreational boaters, to limit moorings to ensure safe navigation, to educate the public about littering on the lakes, and to repurpose the group as a Lakes Committee that addresses evolving issues.

A Town resident suggested the Town Office would be a good place to install panels to provide **solar power** to the building ... and perhaps to other Town facilities. We've also been solicited about buying solar credits to lower electric costs. With the Board's blessing, I'd like to begin exploring each option to see which, if either, might be most advantageous to the Town.

Events on tap:

- **Absentee voting** began Oct. 5 and continues through Oct. 30.

- Oct. 8 is the **final Thursday** the Transfer Station is open this year.
- Oct. 10 is the **crafts fair** on the Village Green and the **free flu shot clinic** at the health center.
- Oct. 12 is a state and **Town holiday**.
- Oct. 17 is the **hazardous household waste event** in Winslow.
- Oct. 24 is the **drug takeback event** at the Transfer Station.

I have been elected to a one-year term to the board of the **Kennebec Valley Council of Governments**. I'm impressed with the level and quality of service the COG has offered us, from road salt to professional planning to solid waste programming. I hope to help the organization craft and execute more such offerings that can support small municipalities such as ours.