

Town of Belgrade
Board of Selectpersons

Sept. 7, 2021 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road

This meeting will be conducted in person.
The public may also view the meeting and participate online at
<https://us02web.zoom.us/j/81131427984>

A G E N D A

Call to Order and Pledge of Allegiance
Open Public Hearing

1. PUBLIC HEARING

- A. Discussion and consideration of **General Assistance maximums and GA model ordinance** for 2021-22.

Open Meeting

2. PUBLIC COMMENT

3. OLD BUSINESS

- A. Approval of Aug. 17, 2021, **Selectboard minutes**.
- B. Discussion and consideration of measures to **slow traffic in the village**.

4. NEW BUSINESS

- A. Consideration of the following **appointments**:
 - 1. Loyce Hayslett – Senior Resources Committee
 - 2. Christine Peatfield – Senior Resources Committee
 - 3. Betty Weaver – Senior Resources Committee
- B. Discussion with the Planning Board Chairman of the proposed **subdivision ordinance rewrite**.
- C. Discussion of the **annual report of the Comprehensive Plan Committee**.
- D. Discussion and consideration of **COVID-related measures in Town facilities**.
- E. Discussion and consideration of **2022 animal shelter contract**.
- F. Consideration of the following tax abatements:
 - 1. 365 Days of Christmas for \$30.76
 - 2. Hammond Lumber Co. for \$855.13
 - 3. Carla Carey for \$705.94
 - 4. Carla Carey for \$393.73
 - 5. Carla Carey for \$373.73
 - 6. Carla Carey for \$615.20

5. WARRANT

6. TOWN MANAGER REPORT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 7, 2021
Re: General Assistance maximums

New maximums for General Assistance take effect each Oct. 1. The Maine Department of Health and Human Services sets the maximums; Selectboards must approve them.

The maximums help GA administrators determine the amount of aid an applicant may receive overall and for food, housing, heating fuel, electricity, and/or personal care and household items. See attached.

Additionally, I recommend the Selectboard approve the updated 2021 General Assistance ordinance so our local ordinance reflects current state law. I previously emailed you a redlined version of the Maine Municipal Association's GA ordinance, which is 132 pages in length. In short, the changes are as follows:

- The adoption form on page 2 was removed.
- A definition of "recovery residence" was added as section 5.1B to comply with new legislation. That section reads, "The Administrator will not deny GA benefits to a person for the sole reason that the person is residing in a recovery residence. Beginning July 1, 2022, housing assistance will not be provided to a person residing in a recovery residence that has not been certified in accordance with 5 M.R.S. § 20005 (22), except that the person may receive housing assistance while residing in an uncertified recovery residence for one 30-day period only. The Administrator will inform the person of the requirements and time limits regarding recovery residences. A person who is ineligible for housing assistance under this subsection may remain eligible to receive GA for other basic necessities."
- The ordinance was updated throughout with non-substantive stylistic and grammatical changes.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: September 3, 2021
Subject: Revision to Updated GA Ordinance and Maximums

Enclosed please find the following items:

- MMA's updated (September 2021) "**General Assistance Ordinance**"
- MMA's new (October 1, 2021–September 30, 2022) "**General Assistance Ordinance Appendices**" (A – H).
- "**GA Ordinance Adoption Form**" which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see "Filing of GA Ordinance and/or Appendices" below for further information*).
- "**GA Maximums Adoption Form**" which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see "Filing of GA Ordinance and/or Appendices" below for further information*).
- "**GA Reference Guide**" which is intended to be a quick reference sheet for use by Administrators when determining eligibility.

Updates

Please note that updates have been made to the General Assistance Ordinance, Appendix A and Appendix C. A discrepancy was discovered in the calculation of certain maximums and MMA has corrected and updated those appendices. Please use the corrected and attached documents for determination of General Assistance eligibility.

MMA GA Model Ordinance

The enclosed Maine Municipal Association (MMA) GA Model Ordinance has been updated as of September 3, 2021, for use by your municipality. This new ordinance, **once adopted by Municipal Officers**, will replace any existing GA Ordinance used by your municipality. Unlike the Appendices, you are not required to adopt the updated MMA Model Ordinance, though you are strongly encouraged to do so as it contains the most current information regarding General Assistance law.

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly**.

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** **adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality’s maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed “adoption sheet” as proof that your Municipal Officers have adopted the current GA maximums and/or ordinance.

2021-2022 GA Overall Maximums – Revised (9/2/21)

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	783	909	1,163	1,447	1,979
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	963	1,023	1,331	1,773	1,904
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	754	811	1,042	1,335	1,652
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	748	750	992	1,243	1,357
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,197	1,352	1,751	2,267	2,770
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	828	981	1,195	1,575	1,777

Appendix A

Effective: 10/01/21-09/30/22

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,016	1,030	1,293	1,615	1,896
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,173	1,230	1,620	2,096	2,805

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	655	717	840	1,132	1,254
Franklin County	690	737	846	1,119	1,497
Hancock County	844	880	1,058	1,334	1,462
Kennebec County	776	794	990	1,299	1,387
Knox County	800	807	990	1,316	1,406
Lincoln County	877	895	1,123	1,397	1,806
Oxford County	771	775	947	1,337	1,555
Piscataquis County	665	715	883	1,172	1,412
Somerset County	716	751	969	1,263	1,354
Waldo County	920	925	1,101	1,376	1,883
Washington County	717	721	937	1,173	1,268

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/21 to 09/30/22

2021-2022 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2021, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 58.14	\$ 250.00
2	106.74	459.00
3	153.02	658.00
4	194.19	835.00
5	230.70	992.00
6	276.74	1,190.00
7	306.05	1,316.00
8	349.77	1,504.00

Note: For each additional person add \$188 per month.

2021-2022 GA Housing Maximums – Revised (9/2/21) (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	119	510	142	612
1	125	536	156	670
2	141	608	183	785
3	198	853	249	1,070
4	212	913	274	1,180
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	127	545	150	647
1	129	556	160	690
2	143	614	184	791
3	195	840	246	1,057
4	269	1,156	331	1,423
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	161	691	184	791
1	161	691	190	818
2	189	812	229	986
3	241	1,037	291	1,250
4	255	1,095	316	1,359
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	623	168	723
1	145	623	170	732
2	173	744	213	918
3	233	1,002	283	1,215
4	237	1,020	299	1,284

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	150	647	174	747
1	150	647	174	747
2	173	744	213	918
3	237	1,019	287	1,232
4	242	1,039	303	1,303
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	168	724	192	824
1	168	724	194	833
2	204	877	244	1,051
3	256	1,100	305	1,313
4	335	1,439	396	1,703
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	618	167	718
1	144	618	167	718
2	163	701	203	875
3	242	1,040	291	1,253
4	276	1,188	338	1,452
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	501	165	609
1	119	512	165	652
2	146	627	201	811
3	200	862	288	1,086
4	241	1,037	333	1,312
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	563	154	663
1	131	563	160	689
2	168	723	209	897
3	225	966	274	1,179
4	230	987	291	1,251

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	178	767	202	867
1	178	767	202	867
2	199	855	239	1,029
3	251	1,079	300	1,292
4	353	1,516	414	1,780

<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	154	664
1	131	564	154	664
2	161	691	201	865
3	204	876	253	1,089
4	210	901	271	1,165

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	147	630	170	730
1	166	714	197	847
2	213	917	254	1,091
3	267	1,150	317	1,363
4	375	1,612	436	1,876

<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	188	810	212	910
1	193	828	223	961
2	252	1,085	293	1,259
3	343	1,476	393	1,689
4	357	1,537	419	1,801

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	601	163	701
1	143	616	174	749
2	185	796	226	970
3	241	1,038	291	1,251
4	299	1,285	360	1,549

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	138	595	162	695
1	138	595	162	695
2	173	746	214	920
3	220	946	270	1,159
4	230	990	292	1,254
<u>Portland HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	243	1,044	266	1,144
1	269	1,157	300	1,290
2	350	1,505	390	1,679
3	458	1,970	508	2,183
4	559	2,403	620	2,667
<u>Sagadahoc Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	157	675	180	775
1	183	786	214	919
2	221	949	261	1,123
3	297	1,278	347	1,491
4	328	1,410	389	1,674
<u>York Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	201	863	224	963
1	201	863	225	968
2	243	1,047	284	1,221
3	307	1,318	356	1,531
4	356	1,529	417	1,793
<u>York/Kittery/S. Berwick HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	237	1,020	260	1,120
1	237	1,020	272	1,168
2	320	1,374	360	1,548
3	418	1,799	468	2,012
4	567	2,438	628	2,702

2021-2022 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2021, to September 30, 2022.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
Kennebec	1	2	3	4	5	6
	\$776	\$794	\$990	\$1,299	\$1,387	\$1,462

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 58.14	\$ 250.00
2	106.74	459.00
3	153.02	658.00
4	194.19	835.00
5	230.70	992.00
6	276.74	1,190.00
7	306.05	1,316.00
8	349.77	1,504.00

NOTE: For each additional person add \$188 per month.

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	\$145	\$623	\$168	\$723
1	\$145	\$623	\$170	\$732
2	\$173	\$744	\$213	\$918
3	\$233	\$1,002	\$283	\$1,215
4	\$237	\$1,020	\$299	\$1,284

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/21-9/30/22

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Oct 1, 2021 to Sept 30, 2022

OVERALL MAXIMUMS

Persons in Household

1	2	3	4	5
\$776	\$794	\$990	\$1,299	\$1,387

Household of 6 = \$1,462
* Add \$75 for each additional person

HOUSING MAXIMUMS

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$145	\$623	\$168	\$723
1	\$145	\$623	\$170	\$732
2	\$173	\$744	\$213	\$918
3	\$233	\$1,002	\$283	\$1,215
4	\$237	\$1,020	\$299	\$1,284

FOOD MAXIMUMS

Persons	Weekly	Monthly
1	\$58.14	\$250
2	\$106.74	\$459
3	\$153.02	\$658
4	\$194.19	\$835
5	\$230.70	\$992
6	\$276.74	\$1,190
7	\$306.05	\$1,316
8	\$349.77	\$1,504

Add \$188 per month for each + person

PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

*****New - Appendix H Revisions**

Burial Maximum: \$1,475
Cremation Maximum: \$1,025

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

1-800-442-6003

TOWN OF BELGRADE
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Town of Belgrade, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this 7th day of September, 2021, by the municipal officers:

Melanie Jewell,
Selectboard Chair

Rick Damren,
Selectboard Vice-Chair

Dan Newman,
Selectperson

Barbara Allen,
Selectperson

Public Notice

The municipal officers of the Town of _____ will
meet at _____ on the
_____ day of _____ 20_____, at _____
for the purpose of holding a public hearing on and enacting the following ordinance:

General Assistance Ordinance

The public will be given an opportunity to be heard prior to the consideration of the above ordinance by the municipal officers. A copy of the ordinance is available at _____).

Town of Belgrade Board of Selectpersons

Aug. 17, 2021 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road

This meeting can be watched at
<https://youtu.be/yTquOXj9iR8>

MINUTES

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

In-person attendees: Town Manager Anthony Wilson, Bill Mitchell, Jennifer Clements, Nicholas Alexander, Victoria Alexander, Craig Alexander, Kaitlyn Thibodeau, Karen McFadden, Rita Nielsen, Jared Bond.

Remote attendees: Town Clerk Mary Vogel, Cory Alexander, Treasurer Nick Poole Bruce Galouch, Dianne Dowd, Nick Nichols, Jack Sutton, Linda Sprague, Tasha Stevens, Scott Damren, Gail Barejka, Doris Mathias, Lenny Reich.

Ms. Jewell called the public hearing to order at 6:30 p.m. Mr. Newman led the Pledge of Allegiance.

1. PUBLIC COMMENT. There was no public comment.

2. OLD BUSINESS

A. Approval of Aug. 3, 2021, **Selectboard minutes**. Mr. Damren moved approval as presented. Mr. Newman seconded. Motion approved 4-0.

B. Discussion and consideration of a **Notice of a Shortened Nomination Process** for a special Selectboard election on Nov. 2. Ms. Jewell moved that nomination papers be available from Aug. 20, 2021, through Sept. 29, 2021. Mr. Newman seconded. Motion approved 4-0.

C. Discussion and consideration of:

1. Asking the Maine Department of Transportation to lower **speed limits entering the village and on Main Street**. The Board instructed the town manager to seek pricing on traffic delineators and in-street pedestrian crossing signs, and to ask DOT to consider tapering speed limits into the village, and to inquire about placing additional signage on the "Village Area" signs. Bill Mitchell reiterated his commitment to paying for LED lights for the 25 mph signs. The Selectboard will revisit the topic Sept. 7.

2. Installing **digital speed signs** on speed limit signs entering the village.

3. NEW BUSINESS

A. Acceptance of **resignations**:

1. Cory Alexander – Board of Appeals. Mr. Newman moved to accept the resignation. Ms. Allen seconded. Motion approved 4-0.
 2. Christine Merckens – Health Officer. Mr. Newman moved to accept the resignation. Ms. Allen seconded. Motion approved 4-0.
- B. Board/committee **appointments**:
1. Jennifer Clements – Health Officer. Ms. Allen moved approval. Ms. Jewell seconded. Motion approved 3-0, with Mr. Newman abstaining. (Mr. Newman is Mrs. Clements' father.)
 2. Nicholas Alexander – Board of Appeals. Ms. Jewell moved approval. Ms. Allen seconded. Motion approved 4-0.
 3. Victoria Alexander – Parks and Recreation Board. Ms. Allen moved approval. Mr. Newman seconded. Motion approved 4-0.
 4. Kaitlyn Thibodeau – Parks and Recreation Board. Ms. Jewell moved approval. Mr. Newman seconded. Motion approved 4-0.
 5. Doris Mathias – Senior Resources Committee. Ms. Allen moved approval. Mr. Newman seconded. Motion approved 4-0.
 6. Gail Barejka – Senior Resources Committee. Ms. Jewell moved approval. Ms. Allen seconded. Motion approved 4-0.
 7. Karen McFadden – Senior Resources Committee. Ms. Allen moved approval. Mr. Newman seconded. Motion approved 4-0.
- C. Discussion and consideration of **Senior Resources Committee bylaws**. Ms. Allen moved to establish the Senior Resources Committee as a standing committee. Ms. Jewell seconded. Motion approved 4-0. Ms. Allen moved to approve the committee's bylaws. Ms. Jewell seconded. Motion approved 4-0.
- D. Discussion and consideration of a **safety policy**. Ms. Jewell moved approval. Mr. Newman seconded. Motion approved 4-0.
- E. Discussion of **public water system**. The Board discussed the possibility of seeking voter approval on Nov. 2 to authorize the Selectboard to negotiate and execute a contract with Maine Department of Transportation for the construction and operation of a public water system. The Board asked the town manager to obtain an engineering plan from the DOT along with agreements it has executed with other communities for such systems.
- F. Discussion of **North Belgrade public lake access**. Ms. Allen noted the town has 56 miles of shoreline but less than 100 feet of public lake access. She proposed partnering with other entities to explore ways to grant more public access to lakes, particularly in North Belgrade. The Board agreed and asked that the Lakes Committee study possibilities.
4. **WARRANT**. Ms. Allen moved to approve warrant no. 97 in the amount of \$629,199.46. Mr. Newman seconded. Motion approved 4-0.
 5. **TOWN MANAGER REPORT**. Mr. Wilson detailed the interviews from the day before of library director candidates, explaining the consensus of the interview panel was that the most capable applicant to lead the Belgrade Public Library is library

assistant Jared Bond. The Board voiced its support. Ms. Allen moved to approve the hire. Ms. Jewell seconded. Motion approved 4-0.

Ms. Jewell moved to approve an additional warrant (no. 98) for \$34,903.95 to A.E. Hodsdon Consulting Engineers for repairs to the Wings Mills Dam and to authorize the town manager to sign the warrant. Ms. Allen seconded. Motion approved 4-0. Mr. Newman suggested vendors be customarily reminded the Town pays bills only on the first and third Tuesdays of the month, and that invoices must be received the week prior.

Mr. Wilson noted a recent discussion with the Town's attorney at a conference revealed a potential avenue for controlling legal costs – contracting with Bernstein Shur for a set fee, excluding litigation. Mr. Wilson said he will report back after receiving a figure from the firm.

Ms. Allen moved to adjourn. Mr. Newman seconded. Motion approved 4-0. The meeting adjourned at 8:30 p.m.

DRAFT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 7, 2021
Re: Village speed

Following the Aug. 17 Selectboard meeting, I contacted Maine Department of Transportation Traffic Engineer David Allen regarding the potential steps the Board discussed to slow traffic in the village. Here's Mr. Allen's response:

1. "Establishing a **transition speed limit** approaching town is an idea I suggested years ago. The appropriate town would just need to make that request. Accordingly, Belgrade could make the request for a northbound transition area, and Rome could do so for southbound."

In a follow-up conversation, Mr. Allen said if we request a transitional zone, he will approve it straightaway without a study.

As a reminder, this would involve having a 45-mph zone between the 35- and 55-mph zones entering the village from the south, and creating a 35-mph zone between the 45- and 25-mph zones entering from the north. I could formally request the former the day after the Selectboard meeting. I have spoken with Rome Lead Selectman Paul Anderson about requesting the latter change; he plans on raising it at a future Rome Selectboard meeting.

2. "The **delineators on the centerline** of the road was something proposed by the Bicycle Coalition of Maine to calm traffic and improve the safety of all road users. Belgrade could request doing this. The cost of these and the costs associated with the seasonal installation and removal would be born by the town."

At Mr. Allen's suggestion, I spoke with Jim Tasse, the coalition's assistant director, who said his organization could add these next spring at each of the village's four crosswalks and, potentially, the north and southbound entrances to the village. His email is attached along with a photo from downtown Augusta of what this proposal would look like. Mr. Tasse mistakenly said we have eight crosswalks in the village; we have only four.

Also attached is Mr. Allen's response in which he further proposes some additional markings at crosswalks.

3. "The **in-street pedestrian crossing signs** is something the town can do now. The signs would need to be in compliance with the federal Manual

on Uniform Traffic Control Devices and in compliance with state law (yield). Again, all expenses associated with this would be the towns.”

See attached for an approved version of this sign. The cost is approximately \$350 per sign. As a reminder, we have four crosswalks in the village. This could be incorporated with the second suggestion above.

4. From Mr. Allen: “**Adding ‘SLOW DOWN’ to the existing’ VILLAGE AREA’ signs** is not something I am comfortable with. Some towns with ‘VILLAGE AREA’ signs added lights to these signs.”
5. “Cost of the **LED lit signs**. Please contact Pete Coughlan and he can assist you through the process.”

Mr. Coughlan, who is the director for DOT’s Maine Local Roads Center pointed me to a vendor who sells LED speed limit signs for \$1,860 each. See attached.

From: [Jim Tasse](#)
To: [Anthony Wilson](#)
Cc: [Allen, David \(DOT\)](#); [Angela King](#); julia@bikemaine.org
Subject: Re: Belgrade village
Date: Tuesday, August 31, 2021 7:59:56 AM
Attachments: [image001.png](#)
[image002.png](#)

EXTERNAL MESSAGE:

Hi Anthony:

Sorry for the delay in looping back to you.

We are happy to discuss some traffic calming ideas and get some proposals worked up. Looking at the roadway segment, my initial thought is to create "gateways" at some of the eight crosswalks that are present. These kinds of installations are documented as having a positive effect on speed and yield rates. See the attached image. A yellow post can be used instead of the yield sign, which reduces the cost.

Ballpark cost for each crossing would be \$400, assuming nine delineators (two at crosswalk, two to discourage parking within 20 feet of a crosswalk, one on the center line). Add \$300 if you'd prefer to use a Yield to Peds in Xwalk sign. Raised pavement markings could be used instead of delineators on the center line, if preferred. So if you did all eight crossings, that would be about \$3200. MaineDOT may be willing to help cover costs.

As we discussed, let's do some planning and outreach to get this all lined up, and we could probably install May 2022.

Thanks, and stay in touch,

Jim



Director, Maine Bicycle and Pedestrian Safety Education Program
Past President, Greater Portland Chapter, New England Mountain Bike Association

Support better walking and biking in Maine, [donate today!](#)

On Wed, Aug 18, 2021 at 2:54 PM Anthony Wilson <townmanager@townofbelgrade.com> wrote:



WATER 331 STREET

AUGUSTA MASONIC CENTER

THE BIRCHMOUNT GALLERY

UNIVERSITY OF MAINE AT AUGUSTA

ARCHITECTURE PROGRAM
ART PROGRAM



From: [Allen, David \(DOT\)](#)
To: [Jim Tasse](#); [Anthony Wilson](#)
Cc: [Angela King](#); julia@bikemaine.org; [Adams, Patrick](#)
Subject: RE: Belgrade village
Date: Tuesday, August 31, 2021 8:12:42 AM
Attachments: [image002.png](#)
[image003.png](#)

EXTERNAL MESSAGE:

As discussed the picture Jim attached appears to have been taken on Water Street in Augusta. Close enough for those interested to drive through.

I would suggest that you consider having the centerline sign on at least the first crosswalk when entering town from either direction.

While Jim did not mention it I am also a strong proponent of painting that attached at the beginning of each crosswalk as a reminder to the pedestrian that they have a significant role and responsibility in maintaining their safety.

I have copied Patrick Adams, the Department's Active Transportation Planner. If there are any Department funds available he would know about them.

David P. Allen, PE
Mid Coast Region 2 Traffic Engineer
Maine Department of Transportation
66 Industrial Drive
98 State House Station
Augusta, ME 04333-0098
Phone (207) 624-8200

" Let each become all that he was created capable of being." Thomas Carlyle

From: Jim Tasse <jim@bikemaine.org>
Sent: Tuesday, August 31, 2021 7:59 AM
To: Anthony Wilson <townmanager@townofbelgrade.com>
Cc: Allen, David (DOT) <David.Allen@maine.gov>; Angela King <angela@bikemaine.org>;
julia@bikemaine.org
Subject: Re: Belgrade village

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.



STOP

WAIT

WAVE



In-Street Pedestrian Crossing Sign with 28lb. Rubber Base

MUTCD R1-6



Item #: X5652
Kit Reads: State Law Yield tor Pedestrians
Kit Design: 12 x 36" Panels + 28 lbs. base
Compliance: MUTCD

Note: The 12 x 36" plastic panel safely separates from its base when impacted by a vehicle. Panel weighs 8 lbs. and the rubber base weighs 28 lbs.

5 Reviews

Size: 14½ x 2 x 50½" Panel + 17½ x 27 x 3½" Base

Material: Fluorescent Diamond Grade Reflective Sheeting Mounted to Double-Sided Plastic Frame ⓘ

Packaging: Sold Individually - Panel and Base Included. Mounting hardware is Not required. Ships in 2 separate packages.

Qty | 1+
 Each | \$335.20

Qty Price: \$335.20

[+ Add to Cart](#)

Ships Wednesday ⓘ

Need a quote for a large order? Call 800-274-6271 or chat online.

This In-Street Pedestrian Crossing Sign with 28lb. Rubber Base is MUTCD compliant for safety protocol and compliance on roadways and in parking lots. A In-Street Pedestrian Crossing Sign with 28lb. Rubber Base is a useful device to help display official regulations and provide mandatory information to drivers and pedestrians on both public and private roadways and parking areas.

Other available sign legends:

- 12 x 36" Stop Double-Sided Crossing Panel and 28lb Portable Base X5663
- 8 x 36" Stop For Pedestrians Double-Sided Crossing Panel and 28lb Portable Base X5651

Replacements Accessories:

- Compatible replacement 28lbs. Portable Base Y4974
- Replacement 12 x 36" Yield Double-Sided Crossing Panel X5652-PNL

[Data Sheet](#)

Recommended Accessories



TAPCO

BlinkerSign® Flashing LED SPEED LIMIT Sign R2-1

\$1,860.00

SKU:

2180-00276

Share Product:



[Write a Review](#)

Size: **Required**

48 in H x 36 in W

Power Source: **Required**

Solar

Sheeting Color: **Required**

White

Custom Legend: **Required**

Specify legend here

Quantity:

Quantity selector: 1

ADD TO CART

[Add To Saved Product List](#)

DESCRIPTION

[SHIPPING & RETURNS](#)

TAPCO's BlinkerSign® LED Signs combine flashing perimeter LEDs and **3M** DG³ reflective sheeting, resulting in the most visible signage available. With an eco-friendly solar panel and battery package, BlinkerSign® LED Signs are capable of increasing roadway compliance in any application. The TAPCO-patented AutoBright™ circuitry measures the available light and adjusts the LED flash brightness accordingly. BlinkerSign® LED SPEED LIMIT signs are programmed to flash 24/7.

Features:

- MUTCD-compliant
- High-intensity LEDs are visible more than 1 mile away and heighten driver awareness in bright daylight, night, fog, rain and snow
- Lightweight unit comes fully assembled, making installation onto any new or existing sign post quick and easy
- Fully encapsulated wiring protects against inclement weather, tampering and vandalism
- Patented AutoBright™ circuitry automatically adjusts brightness levels, maintaining optimal LED output and extending battery life
- Optional BlinkerBeam® upgrade synchronizes multiple signs at a location
- Available solar and AC power options to work in any situation
- Proudly made in the USA

Additional Resources:



LED-Enhanced Warning Alert Brochure

RELATED PRODUCTS



SPEED LIMIT 5 Sign R2-1

Starting at \$32.95



SPEED LIMIT 15 Sign R2-1

Starting at \$37.05



TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- Planning Board
 - Board of Appeals
 - Dams Committee
 - Cemetery Committee
 - Library Trustee
 - Long Range Planning Com.
 - Senior Resource Committee
 - Board of Parks & Recreation
 - Board of Assessment & Review
 - Transfer Station & Recycling Com.
 - Budget Committee
 - Tree Committee
 - Comprehensive Plan Review Committee
- Other _____

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

Name Loyce Hanstett
 Address _____
 Phone # (Home) _____ (Work) retired Email _____
 Place of Employment retired
 Education & Experience B.A. Bridgewater College 1959; Master Lib Science - U. of Oregon 1978

Interests and Hobbies weaving, gardening, cooking

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

References

Name Lois Doran Phone # _____
 Name Barbara Allen Phone # _____
 cel _____

Please Return to: Town Manager
 Town of Belgrade
 990 Augusta Road
 Belgrade, ME 04917

Email Address: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

Name Christine Peatfield
Address [REDACTED] Belgrade
Phone # (Home) [REDACTED] (Work) _____ Email: [REDACTED]
Place of Employment RSU18 - Messalonskee Middle School
Education & Experience Masters in middle level education

Interests and Hobbies _____

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

My mother is 80 years old and loves the senior center in Oakland. I'm always looking for services for her and I feel I can give the "care giver" perspective to the committee

References

Name Sherrie Damon Phone # [REDACTED]
Name Sue Bradshaw Phone # [REDACTED]

Please Return to: Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Email Address: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Date: 8/30/21

Application for Appointment or re-appointment to:

- Planning Board
- Board of Appeals
- Dams Committee
- Cemetery Committee
- Library Trustee
- Long Range Planning Com.
- Board of Parks & Recreation
- Board of Assessment & Review
- Transfer Station & Recycling Com.
- Budget Committee
- Tree Committee
- Comprehensive Plan Review Committee

Other Senior Resource Comm.

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

Name Betty Weaver
 Address _____
 Phone # (Home) _____ (Work) _____ Email: _____
 Place of Employment Ret.
 Education & Experience 1 yr college; mgr. @ AT&T

Interests and Hobbies Reading, gardening, hospice volunteer

Why do you wish to serve on a municipal board or committee?
To contribute to the community in an area that is of interest to me and fellow seniors

References

Name Pastor Eleanor Collingsworth Phone # _____
 Name Anthony Mastroianni Phone # _____

Please Return to:
 Town Clerk (townclerk@townofbelgrade.com)
 Town of Belgrade
 990 Augusta Road
 Belgrade, ME 04917

OFFICE USE: (Must be completed and filed with oath of office)

Board Chair contacted: Y N Term to be filed: _____ Term year end: _____



To: Anthony Wilson (Belgrade Town Manager), Peter Rushton (Belgrade Planning Board Chair), the Select Board of Belgrade (Melanie Jewell, Ernst Merckens, Barbara Allen, Rick Damren, Dan Newman)

CC: Gary Fuller (Belgrade Code Enforcement Officer), Joel Greenwood (KVCOG Planning Director)

From: Charles Tetelman (KVCOG Community Planner)

Date: July 28, 2021

Subject: Belgrade Subdivision Ordinance Update – Summary of Changes

This memo provides a summary to accompany the Final Draft of the Belgrade Subdivision Ordinance rewrite that the Planning Board has undergone alongside Kennebec Valley Council of Governments. In November 2020, Charles provided the Planning Board with a draft of a new Subdivision Ordinance based off the ‘*Model Subdivision Regulations for Use by Maine Planning Boards*’. This model ordinance, written by the Southern Maine Regional Planning Commission with assistance from the Department of Agriculture, Conservation, and Forestry’s Municipal Planning Assistance Program, was created in 2006 to supplement the changes to Title 30-A M.R.S.A. Subchapter 4: Subdivisions.

Currently, the existing Belgrade Subdivision Ordinance separates Subdivisions into two categories: Major and Minor. Minor subdivisions are currently defined as “any subdivision containing not more than six (6) lots, dwelling units, or other Subdivision units, and in which no street is proposed to be constructed”. Major Subdivisions are currently defined as “any subdivision containing more than six (6) lots, dwelling units or other Subdivision units, or any Subdivision containing a proposed street”. The Planning Board wanted to maintain the distinction between the two subdivisions in order to lower the burden on small developments. However, the proposed Subdivision Ordinance changes the definition of Minor Subdivisions. As written, Minor Subdivisions will be limited to “Residential subdivisions only; no more than three additional lots or dwelling units (leading to a total of

4 lots); no new roads; total area of subdivided lots no larger than 200,000 sq. ft.”. Major subdivisions, as proposed, will include all proposals not considered a minor subdivision.

As for the application process, the proposed Subdivision Ordinance maintains separate application processes for minor and major subdivisions. However, all proposals will have the same Sketch Plan Meeting and On-Site Inspection, Final Approval and Filings, and Revisions to Approved Plans standards. The designation of Minor or Major will be decided at the Sketch Plan Meeting allowing applicants to prepare for the respective Preliminary Plans. For the most part, the application requirements for both Minor and Major have remained the same. The Planning Board may require additional submissions Minor Subdivision Applicants because the requirements aren't as burdensome therefore some proposals may need additional information. Conversely, Major Subdivision applicants may request a waiver for certain proposals because Major Subdivisions are subject to all requirements.

Article XIII: Performance and Design Standards is the bulk of the proposed Subdivision Ordinance. The existing 'Article X: General Standards' lays out a minimum list of standard requirements based in old standards and resources. Article XIII of the proposed Subdivision Ordinance enhances the Performance and Design Standards in Belgrade and brings them back in line with state statute. The proposed section includes updated references to State and Federal resources for guidelines and requirements. Article XIII also includes a series of tables outlining the requirements for road design standards.

Finally, the proposed Subdivision Ordinance includes an updated appeals section taken almost entirely from the existing Belgrade Appeals Board Ordinance which has been viewed and approved by the Appeals Board.

Unfortunately, KVCOG drafted the proposed Subdivision Ordinance as a new document so there is no way to track every specific change. The changes noted above are the most noticeable and important and reflect the critical conversations between KVCOG and the Planning Board. This process has been collaborative at every step, and we've reached a final document that reflects the values of Belgrade while following the requirements from the State.

Please feel free to reach out to KVCOG Community Planner Charles Tetelman at (207) 453-4258 ext. 222 or ctetelman@kvkog.org if you have any questions.

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

Comprehensive Plan Implementation Oversight Committee

September 7, 2021

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 (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 September 16, 2020, and presented at a Board meeting of that same date. The Committee has been able to meet monthly over the past year via Zoom and with assistance from the Town Manager.

Areas Reviewed

The Committee to date has completed a first-cut review of the Town's progress implementing the recommendations from all chapters of the Plan except Transportation.

The Committee's reviews have been completed with the input, help and cooperation of the applicable Town officials, board, and committee members. This past year Belgrade Fire Chief Dan McKenzie and Rescue Chief, Travis Burton as well as Peter Rushton, Chair of the Planning Board and Joel Greenwood of KVCOG provided us assistance. Our many thanks. We are especially grateful for the cooperation and assistance provided by the Town Manager, Anthony Wilson, and Belgrade Code Enforcement Officer, Gary Fuller this past year.

This past year the Committee assessed the Town's progress implementing the recommendations of the Farming and Forestry, and Public Services and Management chapters, as well as returning to one of the Growth and Development chapter's

recommendations. Following up on the Committee's 2020 recommendations to the Select Board, the Committee also conducted a second review of the status of the recommendations found throughout the Comprehensive Plan related to improving compliance with the Town of Belgrade's various land use ordinances and providing a "level playing field" for land owners, developers and contractors who need to comply with these ordinances.

The Committee is currently assessing the Town's progress implementing the recommendations of the Transportation Chapter of the Plan.

Once the implementation status of the Plan's Transportation recommendations is completed, the Committee will have completed at least one review of the implementation status of the all the Plan's recommendations. Our plan for 2021/2022 is to update the status of those recommendations that were not completed at the time of our initial review, starting with those recommendations of the Water Quality chapter.

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/tracking-sheet

A summary of our key findings follows.

Tasks completed or underway:

1. Most of the Plan's recommendations regarding the delivery of public services and the management of Town government have been completed or are well underway. Plan recommendations related to public safety (fire and rescue), including future staffing and facility planning, have been completed or are on-going.
2. Other recommendations from the Public Services and Management chapter included the upgrade of the Town's website and the electronic posting of Town committee and board agendas and minutes. The website upgrade has been completed and most Town boards or committees (i.e., those established by Town meeting, ordinance or the Select Board) post both their agendas and minutes, consistent with the Plan's goal to increase public access to Town proceedings. Belgrade committees and boards posting both their agendas and minutes include the Select Board, Planning Board, Appeals Board, the Library Trustees, the Comprehensive Plan Implementation Oversight Committee, the Lakes Committee and the Transfer Station Committee. The Budget, Roads, Communications, and Cemetery committees post their agendas as does the Board of Parks & Recreation, but not minutes of their meetings. The Senior

Resource Committee posts neither public record.

3. Recommendations related to the expansion of the public library services like increased hours have been completed, or in the case of upgrades to electronic access to the Maine State Library is pending, having been delayed by the pandemic and the asbestos removal at the building housing the State Library.
4. Discussions resumed regarding implementation of the recommendation from the Growth and Development chapter for the Town to develop the Geographic Information System (GIS) capability to track the land area of new development permitted by the Town, the amount of remaining open space, and the amount of developed impermeable area in order to assess trends in stormwater and phosphorous runoff to the Belgrade Lakes. The Comprehensive Plan Oversight committee hosted meetings with Joel Greenwood of KVCOG, Peter Rushton, Planning Board chair and Anthony Wilson, Town Manager. The focus was largely on the goal of any such effort, and the existing mapping and resources available from KVCOG. The next step is for the Planning Board to discuss this subject and to learn more about a possible similar effort in the planning stages by the 7 Lakes Alliance.
5. Two of our meetings were developed to determining if the Town has made progress improving compliance with our ordinances. Fourteen (14) separate recommendations calling for improved compliance with land use ordinances can be found the Plan's chapters, including the chapters on natural resources, water resources, growth and development, economic development and farming and forestry. Previously the Committee had reviewed the implementation status of these over the last 5 1/2 years individually as we went chapter by chapter. Consistent with our recommendation to the Select Board last year, we took a second, more comprehensive look at the status of the full list of 14 recommendations on this subject. All of these recommendations stem from common goals:
 - a. Ensure Town ordinances and the permits issued under those ordinances are actually implemented as required, and
 - b. Ensure equal enforcement of Town ordinances thereby providing landowners, developers and contractors with a level playing field to minimize any competitive advantage gained by ignoring or violating the Town's ordinances.

Our efforts to objectively assess the current status and any improvements over the life of the Comprehensive Plan in compliance rates were hampered by the lack of basic record keeping and needed information; including numbers of permit and citizen complaint inspections and their findings, the numbers of development projects found in compliance and the number in violation, and the number of violations brought into compliance. Without this information it was not possible to quantify the current compliance rates with Belgrade ordinances and determine if any progress has been made. For example, what was the impact of

the budget increase and the resulting increase in CEO hours (from average of 15/wk. to 25/wk.) approved by Town meeting in 2018 on compliance, if any?

We also found that Maine's Shoreland Zoning Law (Title 38 M.R.S.A., Subsection 441) requires code enforcement officers to keep records of violations investigated, verified and their resolution, including from citizen complaints. The Town's lack of any code enforcement record keeping means it is currently not in compliance with this law.

Without the needed data, we relied instead on interviews with the CEO, Gary Fuller, and his personal assessment and best estimates. Here are the highlights of our findings:

- a. The 2018 approved average increase in 10 hours per week allowed the CEO for the first time to inspect all projects permitted by the Planning Board and the CEO, as well as all citizen complaints received – clearly an important step forward.
- b. With respect to the compliance rates, the CEO's best estimate that for the Town's Shoreland Zoning and Commercial Development Review Ordinance is that 50% of all projects are in compliance with each ordinance.

If indeed 50% of projects in Belgrade falling under either the Shoreland Zoning or Commercial Development ordinances are in violation of these ordinances, the next logical question discussed with Gary and Anthony, was how can the Town improve and reduce the number of violations? How can even a modest improvement of a 10% increase in compliance over two (2) years be achieved? Ideas discussed included a summer intern to assist the CEO, further increasing the CEO's hours, dividing the workload of the Local Plumbing Inspector (LPI) and CEO into two positions, undertaking a landowner/contractor education effort, and adopting an occupancy permit requirement issued upon demonstration of compliance with Town ordinances. Discussion of the above all were inconclusive as to their effectiveness in improving overall compliance. Reasons for non-compliance were also explored in these discussions with Gary and Anthony. Two (2) reasons include ignorance of Town ordinance requirements and a general sense that many landowners, developers and contractors in Belgrade simply do not even think of the possibly that they may require Town approval for their project prior to starting work. A third reason for the number of violations in Gary's opinion is that many violators simply do not care and view any penalty or the cost of an after-the-fact permit application simply as the cost of doing business and worth the risk if caught. There was consensus that the Town should re-evaluate the dollar amounts of its penalties and permit fees which have not been updated since the 1990s. A fourth, albeit simple, improvement discussed would be the issuance of written inspection findings following CEO project inspections, including deficiencies and violations, recommended remedial measures and a deadline for their implementation to avoid enforcement action. The Town Manager provided draft letters being considered for this purpose. The status for

each of the Plan's 14 recommendations regarding improved code enforcement is provided in table form in Appendix A of this report.

Tasks not yet initiated:

1. The development of a TIF policy to encourage future commercial and industrial development in the Plan's designated commercial growth areas.
2. The development of impact fees on larger developments to offset increased Town infrastructure costs.
3. The assessment of compliance of all projects approved under the Commercial Development Review Ordinance since its enactment in 2001.
4. Ensure gravel mining operations are in compliance with the Commercial Development Review Ordinance and have current operating permits. Those with 2015 permits expired in 2020.
5. Provide periodic 3rd party oversight/review of code enforcement activities (e.g., audit).

Recommendations

1. Those Town boards and committees not yet doing so, should be required by the Select Board to maintain as public records both meeting agendas and minutes, and post to the Town website in a reasonable timeframe.
2. To address the Town's inability to objectively quantify the current compliance rates with existing ordinances (e.g., Shoreland Zoning, Commercial Development, Subdivision) and changes over time (hopefully improvement), the Town Manager and CEO should develop and implement a simple record keeping system (e.g. Excel spreadsheet) with the objective to measure year to year compliance rates, and identify specific areas of non-compliance so solutions can be focused on the worst areas of non-compliance. In addition to being a prerequisite to determining the effectiveness of Belgrade's code enforcement efforts and expenditures, instituting a basic record keeping system that includes violations documented and how they were brought into compliance will bring the Town into compliance with the code enforcement record keeping requirements of the State Shoreland Zoning statute.
3. The Town Manager and CEO implement the routine issuance of inspection follow-up letters outlining the compliance status of CEO inspections, including requested voluntary compliance remedial measures and the timeframe for their implementation to avoid enforcement action. Similar written documentation should be provided to landowners whose projects are in compliance as positive reinforcement. Both will help get the word out that the Town indeed expects its permits and ordinances to be complied with.
4. The Town Manager, CEO and Select Board should re-evaluate the adequacy of the dollar amounts of existing Town penalties and permit fees which have not been updated since the 1990s. In the case of current penalties, do they provide an adequate deterrent to willful violations of Town ordinances, and in the case of permit fees, do they cover the Town's associated administrative costs?

5. The Town Manager with the Planning Board and Lakes Committee with technical assistance from KVCOG further explore the scope and feasibility of implementing a GIS based tool to track the acreage of developed and undeveloped open space over time to assess stormwater and phosphorous runoff to the Belgrade Lakes.
6. The Town Manager and Select Board should evaluate the cost effectiveness of establishing TIF districts to coincide with the commercial and industrial growth areas designated by the Comprehensive Plan as a tool to expand Belgrade's commercial tax base and to guide such development to desired parts of town and away from residential and rural areas.

Respectively submitted,

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

APPENDIX A

Table of Recommendations from 2014 Belgrade Comprehensive Plan Related to Ordinance Compliance & Code Enforcement

RECOMMENDATIONS FROM 2014 COMPREHENSIVE PLAN RELATED TO BELGRADE LAND USE ORDINANCE COMPLIANCE & CODE ENFORCEMENT

Updated at 5/19/21 Committee Meeting with CEO & Town Manager

No.	Recommendation Summary	Status on 5/19/21	Explanatory Comments	Recommendation No./Chapter
1	Aggressively enforce existing regulations re wetlands	When arises involve DEP		6-7 Natural Resources
2	Enforce Floodplain ordinance	Rare issue	Limited floodplain area	6-9 Natural Resources
3	Improve implementation of Town ordinances' phosphorous, storm water and soil erosion control performance standards ¹	In progress	Since expansion of hours in 2018 to 25/wk. CEO able to inspect all SLZ & Commercial projects permitted by Planning Board. Educated guess of CEO – compliance with permits issued under these ordinances ≈50%.	7-5 Water Resources
4	Ensure permit approval standards met by applicants including visual screening, phosphorous control, storm water mgmt., & soil erosion	In progress	Since expansion of hours in 2018 to 25/wk. CEO able to inspect all SLZ & Commercial projects permitted by Planning Board. Educated guess of CEO – compliance with permits issued	13-11 Growth & Development

¹ Shared responsibility with Planning Board

			under these ordinances ≈50%.	
5	Improve code enforcement following commercial development permit issuance, including on-site meetings by CEO before start and upon completion of construction	In progress	Since expansion of hours in 2018 to 25/wk. CEO able to inspect all SLZ & Commercial projects permitted by Planning Board. Educated guess of CEO – compliance with permits issued under these ordinances ≈50%.	10-6 Economic Development
6	Monitor logging roads and timber harvesting/refer problems to Bureau Forestry	Ongoing.	State Bureau of Forestry enforces timber harvesting regs in Shoreland Zone, not Town	12-6 Farming & Forestry
7	Assess compliance with Commercial Development Review Ordinance & establish process for ongoing compliance review	Not started	Would be difficult to assess compliance for projects approved from 2001 until 2016. ² In 2016 Planning Board first started completing required Findings of Fact & Law and significantly improved consistency &	13-3 Growth & Development

² Commercial Development Review Ordinance first approved by Belgrade voters in 2001.

			enforceability of their decisions. Going back to 2016 feasible.	
8	Ensure gravel pits are in compliance with Commercial Development ordinance	Last completed 2015, due 2020	Number of gravel pits did not comply in 2015 with ordinance requirement for a 5-year operating permit.	13-3 Growth & Development
9	Town should review/revise/create job description & performance goals for CEO	Completed	Dated 9/1/20	13-4 Growth & Development
10	CEO job functions should include: provide guidance to developers/contractors, identify violations & prepare enforcement case for prosecution, compliance inspections of active permits, investigate citizen complaints & report back on investigation, annual reporting of number of compliance inspections conducted and violations found/how resolved.	Completed	Covered in job description & annual job performance evaluation.	13-4 Growth & Development
11	Explore possibility of shared CEO w/ other watershed towns	Started	Possible future goal.	13-5 Growth & Development
12	Provide periodic ongoing 3 rd party oversight/review of	Not started	The Plan envisioned something similar to a	13-6 Growth & Development

	code enforcement activities		quality assurance audit.	
13	Undertake comprehensive review & inspections of permitted commercial developments since 2001, bring into compliance	Not started		13-7 Growth & Development
14	CEO meet annually w/ Town Mgr. & Select Board to review procedures & challenges implementing Commercial Development Ordinance	Started	CEO meets with Select Board quarterly. Discussion primarily about permits issued, not achieving greater compliance with Town ordinances	13-12 Growth & Development

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 7, 2021
Re: COVID precautions

With the resurgence of COVID transmission rates, I've asked Health Officer Jen Clements to talk about COVID-related measures in Town facilities, including masking and other public health precautions.

At the Center for All Seasons, we continue to follow RSU 18's lead by requiring masking for all when children are in the building.

The Fire Department is gathering info on which of its rescue volunteers are vaccinated; per a gubernatorial mandate, all healthcare providers, including paramedics and emergency medical technicians, must be fully vaccinated by Oct. 1. The state will be auditing each municipality's findings.

As of this writing, Belgrade's vaccination rate is 82%. However, Kennebec County's transmission rate recently went from moderate to high. Sixty-seven percent of Kennebec County is fully vaccinated, according to the CDC.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 7, 2021
Re: Animal shelter contract

As we were working on the 2022 budget, I contacted the Kennebec Valley Humane Society about our rates for using its animal shelter in Augusta in 2022. They remain unchanged.

The director also went ahead and sent me a contract for 2022, which would take effect after our current contract expires Dec. 31. I recommend its approval.

KENNEBEC VALLEY HUMANE SOCIETY

Pet Haven Lane, Augusta, ME 04330

Tel. 626-3491

THIS AGREEMENT, entered into in the year of 2022, by and between Kennebec Valley Humane Society, a nonprofit corporation duly organized and existing under the laws of the State of Maine and having its principal place of business at Augusta, County of Kennebec and State of Maine, hereinafter referred to as the “Shelter”, and **THE INHABITANTS OF THE TOWN/CITY OF Belgrade**, a duly organized and existing Town/City situated in the County of Kennebec and State of Maine, hereinafter referred to as “Town/City” **THIS AGREEMENT SHALL TERMINATE on the 31st day of December, 2022.**

WHEREAS, Kennebec Valley Humane Society is the owner of certain real estate located at Pet Haven Lane in said Augusta, Maine, said real estate being known as the Connor Animal Shelter wherein it operates an animal shelter;

WHEREAS, the said Town/City is desirous of continuing to use the animal shelter facilities, and

WHEREAS, the parties are desirous of entering into an **AGREEMENT** for the services offered by said Kennebec Valley Humane Society;

NOW THEREFORE, in consideration of the covenants that follow, it is **AGREED** that:

1. **The Town/City** shall have the right to use the animal shelter facilities from **January 1, 2022**, until **December 31, 2022**, to house and shelter stray, abandoned, or confiscated cats, dogs or other domesticated animals originating from said Town’s/City’s inhabitants, and also those animals whose origination is unknown, but which were found within the boundaries of said Town/City. Provisions for confiscated animals shall be as follows: Animals will be held at no charge to the municipality for a period of up to 60 days. By the end of 30 days, the municipality must report to the court requesting that the possession order be dissolved or that the matter be set for hearing within 30 days. After 60 days, room and board fees shall be assessed at the rate of **\$8.00** per day for each dog and **\$4.00** per day for each cat. If the owner is required by the court and makes payment to cover the cost of care of the animals while in our possession or if compensation is provided by the state for confiscated animals, those funds shall be applied to room and board fees.

The Town/City shall have access to the animal shelter facilities at all times and will be provided with a key to enable duly authorized Town/City employees to enter the shelter facilities at any time for the purpose of depositing any stray, abandoned or confiscated cat, dog, or other domesticated animal therein.

Said authorized employees shall abide by and follow proper procedure for admitting each animal as instructed by the Kennebec Valley Humane Society.

2. **The Town/City** shall pay to Kennebec Valley Humane Society the sum of One Dollar Fifty Nine Cents (\$1.59) per capita **3189**. **Per Capita** shall mean the number of inhabitants residing in said Town or City as published by the **United States Census – (2010)**.

3. **The Town/City** shall pay its yearly per capita assessment at the beginning of each quarter as follows:

January 1, 2022	\$ 1267.62
April 1, 2022	\$1267.62
July 1, 2022	\$1267.62
October 1, 2022	\$1267.62

The Town/City agrees to indemnify and hold harmless the Kennebec Valley Humane Society and its respective officers, agents, and employees from and against any and all claims of loss, damages, sickness, injury, disease, or death sustained by any person resulting from negligence or other tortuous conduct of the Town/City employees or agents while using the Kennebec Valley Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. Town/City and Kennebec Valley Humane Society do not, however, waive any immunities or protections that each may have under Maine Law. **The Town/City** also agrees to defend the Kennebec Valley Humane Society and its respective officers, agents, and employees against any such claim at the expense of the Town/City and shall pay all attorney's fees, court costs, and litigation expenses.

With respect to any employee of the Town/City using the Kennebec Valley Humane Society facility, the Town/City shall carry a Liability Insurance Policy commonly known as "100,000/300,000/25,000" coverage for any claim of loss, damage, sickness, injury, disease, or death arising from the negligence or other tortuous conduct of the Town/City or its employees or agents. Proof of Liability Insurance coverage and Workers' Compensation Insurance coverage with respect to Town/City employees shall be provided by the Town/City prior to the activation date of the Agreement. If Worker's Compensation Insurance is not applicable, proof of exemption must be provided.

In the event of a breach of this Agreement by either party, the breaching party shall be liable for consequential damages, incidental damages, and costs of suit, including reasonable attorney's fees, and the non-breaching party may avail itself of all additional remedies provided by law.

In any event, breach of the Agreement by the Town/City shall entitle Kennebec Valley Humane Society to terminate its obligation under Agreement and to refuse to admit animals from said Town/City.

Furthermore, either party, Town/City or the Kennebec Valley Humane Society, may terminate this agreement by a thirty (30) day written notice.

Stevanie Roy
Witness

Hillary Roberts
K.V.H.S. Director

Date

Witness

Town/City Selectperson

Date

Please sign, make a copy for your records and return a copy to the Kennebec Valley Humane Society.

Memo

To: Board of Selectmen/Assessors
From: Rob Duplisea, Assessors Agent
Date: 9/7/2021
Re: Explanation of Abatements

Abatement 21-01

365 Days of Christmas Personal Property Acc#117

This account was abated in 2020 but became active again for this commitment. This is just a housekeeping correction

Abatement 21-02

Hammond Lumber Map 52 Lot 17

Hammond removed a small house located on this parcel. The house was removed prior to 1/4/2021

Abatements 21-03 through 21-06

Karla Carey Map 46 Lots 10-2, 4, 6, 7

These abatements are inclusive under the following explanation.

Karla Carey's lot was approved as condominiums years ago. She sold the house located at 325 Smithfield Rd with 1 acre of land and not as a condo site. I was made aware of this change and informed her she would need to amend the condo unit ownership structure with the Planning Board. This did not happen. When she sold the house and 1 acre, the sale included condo sites 6 & 7 so there are abatements to be granted to remove those unit site values.

The other abatements are just to abate building values for structures removed prior to 4/1/2021

2021 Abatements Supplemental Report

Abatements									
#	Name	Map/Lot	Ac#	Abatement Value	Mil Rate	Abatement Amount	Reason		
21-01	365 Days of Christmas	PP	117	\$ 2,000	0.01538	\$ 30.76	Business closed prior to 4/1/2020 - Abatement granted for 2020 (Trio error?)		
21-02	Hammond Lumber Co	M52 L17	872	\$ 55,600	0.01538	\$ 855.13	Building removed prior to 4/1/2021		
21-03	Carla Carey	M46 L10-7	3420	\$ 45,900	0.01538	\$ 705.94	This condo site was included in the sale of 1 acre and 325 Smithfield Rd		
21-04	Carla Carey	M46 L10-2	3410	\$ 25,600	0.01538	\$ 393.73	Building removed prior to 4/1/2021		
21-05	Carla Carey	M46 L10-4	3412	\$ 24,300	0.01538	\$ 373.73	Building removed prior to 4/1/2021		
21-06	Carla Carey	M46 L10-6	3419	\$ 40,000	0.01538	\$ 615.20	This condo site was included in the sale of 1 acre and 325 Smithfield Rd		

Supplementals

None

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

365 Days of Christmas
Barbara Jancovic
495 Dunn Road
Belgrade ME 04917
Personal Property Acc #117PP

Abatement 2021-01

The Board of Assessors for the Town of Belgrade has issued an abatement to 365 Days of Christmas in the amount of **\$30.76** of the Real Estate Taxes for account #117PP.

2021 Original		2021 Revised	
Personal Property	\$2,000	Personal Property	Account deleted
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$30.76	Total Real Tax	\$0.00
	Difference to Abate	\$30.76	

The abatement is to be granted because this business closed prior to April 1, 2020. Abatement for 2020 was made previously. Account was still active in Trio. This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 7, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



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Hammond Lumber Company
PO Box 500
Belgrade ME 04917
Map 52 Lot 17 Acc#872

Abatement 2021-02

The Board of Assessors for the Town of Belgrade has issued an abatement to Hammond Lumber Company in the amount of **\$855.13** of the Real Estate Taxes for account #872RE.

2021 Original		2021 Revised	
Real Estate	\$5,002,500	Real Estate	\$4,946,900
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$76,938.45	Total Real Tax	\$76,083.32
	Difference to Abate	\$833.13	

The abatement is to be granted to correct the building assessment. A building was removed prior to 4/1/2021.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 7, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

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E-mail: townoffice@belgrademaine.com

Karla Carey
325 Smithfield Road
Belgrade Me 04917
Map 46 Lot 10-7 Acc#3420

Abatement 2021-03

The Board of Assessors for the Town of Belgrade has issued an abatement to Karla Carey in the amount of **\$705.94** of the Real Estate Taxes for account #3420RE.

2021 Original		2021 Revised	
Real Estate	\$45,900	Real Estate	\$0
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$705.94	Total Real Tax	\$0.00
			Account deleted
	Difference to Abate	\$705.94	

The abatement is to be granted to correct the assessment. This condo site was included in the sale of 325 Smithfield Road and 1 acre. No prior notice was given about the amendment of this condominium development.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 7, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



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Belgrade, ME 04917

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E-mail: townoffice@belgrademaine.com

Karla Carey
325 Smithfield Road
Belgrade Me 04917
Map 46 Lot 10-2 Acc#3410

Abatement 2021-04

The Board of Assessors for the Town of Belgrade has issued an abatement to Karla Carey in the amount of **\$393.73** of the Real Estate Taxes for account #3410RE.

2021 Original		2021 Revised	
Real Estate	\$65,600	Real Estate	\$40,000
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$1,008.93	Total Real Tax	\$615.20
	Difference to Abate	\$393.73	

The abatement is to be granted to correct building assessment. All buildings removed prior to 4/1/2021.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 7, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

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E-mail: townoffice@belgrademaine.com

Karla Carey
325 Smithfield Road
Belgrade Me 04917
Map 46 Lot 10-4 Acc#3412

Abatement 2021-05

The Board of Assessors for the Town of Belgrade has issued an abatement to Karla Carey in the amount of **\$373.73** of the Real Estate Taxes for account #3412RE.

2021 Original		2021 Revised	
Real Estate	\$104,300	Real Estate	\$80,000
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$1,604.13	Total Real Tax	\$1,230.40
	Difference to Abate	\$373.73	

The abatement is to be granted to correct building assessment. All buildings removed prior to 4/1/2021.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 7, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

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Karla Carey
325 Smithfield Road
Belgrade Me 04917
Map 46 Lot 10-6 Acc#3419

Abatement 2021-06

The Board of Assessors for the Town of Belgrade has issued an abatement to Karla Carey in the amount of **\$615.20** of the Real Estate Taxes for account #3419RE.

2021 Original		2021 Revised	
Real Estate	\$40,000	Real Estate	\$0
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$615.20	Total Real Tax	\$0.00
			Account deleted
	Difference to Abate	\$615.20	

The abatement is to be granted to correct the assessment. This condo site was included in the sale of 325 Smithfield Road and 1 acre. No prior notice was given about the amendment of this condominium development.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 7, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

Warrant 108

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00111 AMERICAN NAMEPLATES						
0470	21674	09	PB NAME PLATE		27777	
PB NAME PLATE			E 01-25-25-04		13.80	0.00
			GEN'L GOV. / PLANNING BRD - PRINTING / MISC			
			Vendor Total-		13.80	
00000 ANDROSCOGGIN BANK						
0470	21675	09	TAN PAYOFF		5321003211	
TAN PRINCIPAL			G 1-201-00		2,000,000.00	0.00
			GEN'L FUND / NOTE PAY-TAN			
TAN INTEREST			E 29-01-42-04		9,493.15	0.00
			DEBT SERVICE / DEBT SERVICE - INTEREST / TAN			
			Vendor Total-		2,009,493.15	
00289 AUGUSTA FUEL CORP.						
0470	21676	09	8 DALTON HEATING		5902667	
8 DALTON HEATING			E 13-11-20-05		41.59	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			Invoice Total-		41.59	
0470	21676	09	8 DALTON HEATING		5903086	
8 DALTON HEATING			E 13-11-20-05		199.99	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			Invoice Total-		199.99	
0470	21676	09	GARAGE DIESEL		5903599	
GARAGE DIESEL			E 13-01-30-02		61.42	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			Invoice Total-		61.42	
			Vendor Total-		303.00	
00338 B.D.S WASTE DISPOSAL INC						
0470	21677	09	CAR TIRES DISPOSAL		12992	
CAR TIRES DISPOSAL			E 15-05-20-13		214.00	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Vendor Total-		214.00	
00238 BAKER & TAYLOR BOOKS # 510486						
0470	21678	09	BOOKS AND PERIODICALS		5017095644	
BOOKS AND PERIODICALS			E 30-01-30-09		55.44	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Vendor Total-		55.44	
00623 BELGRADE MECHANICAL SERVICES						
0470	21679	09	SKID STEER REPAIRS		1037	
SKID STEER REPAIRS			E 15-05-35-11		118.75	0.00
			SOLID WASTE / WASTE - REPAIRS / SKID STEER			
			Vendor Total-		118.75	
00271 BERNSTEIN, SHUR, SAWYER & NELSON						
0470	21680	09	LEGAL SERVICES		3675815	
LEGAL SERVICES			E 01-01-31-01		2,280.00	0.00
			GEN'L GOV. / SELECT PRSNS - SPECIAL / EVENTS			
			Vendor Total-		2,280.00	
00263 BOB THE PLUMBER, INC.						
0470	21681	09	SALT WATER CONTAMINATION		5161	
SALT WATER CONTAMINATION			G 2-561-00		2,480.35	0.00
			SPEC REVENUE / WELL CONTAM			
			Invoice Total-		2,480.35	
0470	21681	09	INSTALLED FAUCETS PLAN 5		5215	

Warrant 108

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INSTALLED FAUCETS PLAN 5			G 3-597-00		212.08	0.00
			CAPITAL PROJ / PLAN 5			
				Invoice Total-	212.08	
				Vendor Total-	2,692.43	
00710 BONNEAU AND SON EXCAVATION						
0470	21682	09	ADDITIONAL GRAVEL&PVEMENT	699		
			ADDITIONAL GRAVEL&PVEMENT		6,990.00	0.00
			G 3-599-00			
			CAPITAL PROJ / SOLID WASTE			
				Vendor Total-	6,990.00	
00386 BOUNDTREE MEDICAL						
0470	21683	09	LMA KIT	84165749		
			LMA KIT		25.99	0.00
			E 05-05-30-07			
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				Invoice Total-	25.99	
0470	21683	09	LMA KIT, BURN DRESSING	84158328		
			LMA KIT, BURN DRESSING		47.47	0.00
			E 05-05-30-07			
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				Invoice Total-	47.47	
0470	21683	09	EMS SUPPLIES	84156777		
			EMS SUPPLIES		956.40	0.00
			E 05-05-30-07			
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				Invoice Total-	956.40	
				Vendor Total-	1,029.86	
00011 CAMDEN NATIONAL BANK						
0470	21684	09	GOB 2015 PAYMENT	SEPTEMBER 2021		
			GOB 2015 PAYMENT		12,826.94	0.00
			E 29-01-42-02			
			DEBT SERVICE / DEBT SERVICE - INTEREST / GOB 2015			
0470			GOB 2015 PAYMENT		37,065.48	0.00
			E 29-01-41-02			
			DEBT SERVICE / DEBT SERVICE - PRINCIPAL / GOB 2015			
				Vendor Total-	49,892.42	
00020 CENTRAL MAINE POWER						
0470	21686	09	NBFD ELECTRICITY	711001177153		
			NBFD ELECTRICITY		32.84	0.00
			E 13-08-20-04			
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
				Invoice Total-	32.84	
0470	21686	09	CFAS ELECTRICITY	719001131194		
			CFAS ELECTRICITY		258.24	0.00
			E 13-02-20-04			
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
				Invoice Total-	258.24	
0470	21686	09	10 DALTON ELECTRICITY	704001214263		
			10 DALTON ELECTRICITY		59.32	0.00
			E 13-11-20-04			
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
				Invoice Total-	59.32	
0470	21686	09	8 DALTON ELECTRICITY	723001059773		
			8 DALTON ELECTRICITY		20.26	0.00
			E 13-11-20-04			
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
				Invoice Total-	20.26	
0470	21686	09	18 DALTON ELECTRICITY	710001185996		
			18 DALTON ELECTRICITY		56.42	0.00
			E 13-11-20-04			
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
				Invoice Total-	56.42	
0470	21686	09	LAKES FD ELECTRICITY	72200108179		
			LAKES FD ELECTRICITY		93.46	0.00
			E 13-06-20-04			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		93.46	
0470	21686	09	CFAS OUTBUILDING	713001169759		
CFAS OUTBUILDING			E 13-02-20-04		22.28	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		22.28	
0470	21686	09	NBCC ELECTRICITY	707001199657		
NBCC ELECTRICITY			E 13-03-20-04		97.60	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		97.60	
0470	21686	09	MAIN ST DAM ELECTRICITY	709001184095		
MAIN ST DAM ELECTRICITY			E 34-01-99-99		17.21	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		17.21	
0470	21686	09	WINGS MILL DAM ELECTRICIT	714001165858		
WINGS MILL DAM ELECTRICIT			E 34-01-99-99		17.21	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		17.21	
0470	21686	09	SALT AND SAND ELECTRIC	724001023775		
SALT AND SAND ELECTRIC			E 13-05-20-04		18.15	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
			Invoice Total-		18.15	
0470	21686	09	GARAGE ELECTRICITY	720001124866		
GARAGE ELECTRICITY			E 13-04-20-04		38.33	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			Invoice Total-		38.33	
0470	21686	09	DEPOT FD ELECTRICITY	713001173467		
DEPOT FD ELECTRICITY			E 13-07-20-04		37.11	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			Invoice Total-		37.11	
0470	21686	09	OLD TOWN HOUSE ELECTRIC	713001173468		
OLD TOWN HOUSE ELECTRIC			E 13-13-20-04		16.65	0.00
			FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY			
			Invoice Total-		16.65	
0470	21686	09	TOWN OFFICE ELECTRICITY	716001163873		
TOWN OFFICE ELECTRICITY			E 13-14-20-04		266.66	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
			Invoice Total-		266.66	
0470	21686	09	TS ELECTRICITY	705001218669		
TS ELECTRICITY			E 13-09-20-04		308.50	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			Invoice Total-		308.50	
			Vendor Total-		1,360.24	
00228 CHEWONKI FOUNDATION, INC						
0470	21687	09	NATURAL HISTORY PROGRAM	00004009		
NATURAL HISTORY PROGRAM			E 30-01-20-07		247.50	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			Vendor Total-		247.50	
00547 DEPOT PIT LLC						
0470	21688	09	SURFACE GRAVEL	8/29/2021		
SURFACE GRAVEL			E 10-01-30-04		112.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Vendor Total-		112.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00139 FIRE TECH & SAFETY						
0470	21689	09	FITTINGS FOR NEW TRUCK	197284		
			FITTINGS FOR NEW TRUCK		65.00	0.00
			G 3-588-00			
			CAPITAL PROJ / FD TRUCK			
			Invoice Total-		65.00	
0470	21689	09	FITTINGS FOR NEW TRUCK	197827		
			FITTINGS FOR NEW TRUCK		85.00	0.00
			G 3-588-00			
			CAPITAL PROJ / FD TRUCK			
			Invoice Total-		85.00	
0470	21689	09	FITTINGS FOR NEW TRUCK	197825		
			FITTINGS FOR NEW TRUCK		175.00	0.00
			G 3-588-00			
			CAPITAL PROJ / FD TRUCK			
			Invoice Total-		175.00	
			Vendor Total-		325.00	
00459 FRIENDS OF MESSALONSKEE						
0470	21690	09	WARRANT ARTICLE	2021		
			WARRANT ARTICLE		13,100.00	0.00
			E 22-01-51-05			
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / FRIENDS			
			Vendor Total-		13,100.00	
00008 FULLER, GARY R.						
0470	21691	09	MILEAGE REIMBURSEMENT 102	8/9-8/13/21		
			MILEAGE REIMBURSEMENT 102		44.88	0.00
			E 01-20-20-02			
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		44.88	
0470	21691	09	MILEAGE REIMBURSEMENT 88	8/17-8/20/21		
			MILEAGE REIMBURSEMENT 88		38.72	0.00
			E 01-20-20-02			
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		38.72	
0470	21691	09	MILEAGE REIMBURSEMENT 99	8/23-8/27/21		
			MILEAGE REIMBURSEMENT 99		43.56	0.00
			E 01-20-20-02			
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		43.56	
			Vendor Total-		127.16	
00288 GALE/CENGAGE LEARNING						
0470	21692	09	BOOKS AND PERIODICALS	74811127		
			BOOKS AND PERIODICALS		24.69	0.00
			E 30-01-30-09			
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Vendor Total-		24.69	
00066 GENERATORS OF MAINE, INC						
0470	21693	09	FIRE TRUCK REPAIRS	7857		
			FIRE TRUCK REPAIRS		1,795.78	0.00
			E 05-05-35-04			
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
			Vendor Total-		1,795.78	
00009 HAMMOND LUMBER COMPANY						
0470	21694	09	GRASS SEEDS	4720492		
			GRASS SEEDS		115.98	0.00
			E 13-01-30-04			
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		115.98	
0470	21694	09	POSTS FOR SIGNS AT OFFICE	4724162		
			POSTS FOR SIGNS AT OFFICE		111.77	0.00
			E 13-14-35-08			
			FACILITIES / TOWN OFFICE - REPAIRS / BUILDING			
			Invoice Total-		111.77	
0470	21694	09	STAIN FOR PARK BENCH	4724167		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
STAIN FOR PARK BENCH			E 13-10-35-08		50.83	0.00
			FACILITIES / PARKS - REPAIRS / BUILDING			
			Invoice Total-		50.83	
0470	21694	09	TS NEW OFFICE	4746280		
TS NEW OFFICE			E 15-05-31-01		505.72	0.00
			SOLID WASTE / WASTE - SPECIAL / EVENTS			
			Invoice Total-		505.72	
0470	21694	09	TS NEW OFFICE	4706690		
TS NEW OFFICE			E 15-05-31-01		2,001.37	0.00
			SOLID WASTE / WASTE - SPECIAL / EVENTS			
			Invoice Total-		2,001.37	
			Vendor Total-		2,785.67	
00000 HAWES, KEVIN						
0470	21695	09	14YD TRUCK 37HRS	8/15/2021		
14YD TRUCK 37HRS			E 10-01-20-07		3,117.25	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			Vendor Total-		3,117.25	
00183 HYGRADE BUSINESS GROUP						
0470	21696	09	AP CHECKS	718150		
AP CHECKS			E 01-10-30-03		310.13	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Vendor Total-		310.13	
00267 IRVING OIL CORPORATION						
0470	21697	09	FUEL FOR ONE TON	34122191		
FUEL FOR ONE TON			E 12-01-30-02		79.04	0.00
			CEMETERY / CEMETERY - SUPPLIES / FUEL			
			Vendor Total-		79.04	
00615 KOFI TECHNOLOGIES						
0470	21698	09	RECORDS RESTORATION	INVKT004118		
RECORDS RESTORATION			E 01-10-31-01		2,754.00	0.00
			GEN'L GOV. / ADMIN - SPECIAL / EVENTS			
			Vendor Total-		2,754.00	
00550 KYOCERA						
0470	21699	09	COPIER CONTRACT	55L2124630		
COPIER CONTRACT			E 01-10-20-14		177.20	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
			Vendor Total-		177.20	
00031 LUCAS, STEPHEN K.						
0470	21700	09	PARKING STRIPING	660		
PARKING STRIPING			E 10-01-20-07		442.20	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			Vendor Total-		442.20	
00000 MAINE DEPT. OF TRANSPORTATION						
0470	21701	09	ROAD MANAGEMENT SOFTWARE	082521		
ROAD MANAGEMENT SOFTWARE			E 10-01-20-07		195.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			Vendor Total-		195.00	
00141 MAINE FIRE CHIEFS' ASSOCIATION						
0470	21702	09	MFCA MEMBERSHIP	2022		
MFCA MEMBERSHIP			E 05-05-14-07		95.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Vendor Total-		95.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00001 MAINE MUNICIPAL						
0470	21703	09	BENEFITS	SEPTEMBER 2021		
DENTAL INSURANCE			G 1-226-00		502.52	0.00
			GEN'L FUND / DENTAL INS			
LIFE INSURANCE			G 1-229-00		24.00	0.00
			GEN'L FUND / LIFE INS			
VISION INSURANCE			G 1-231-00		52.57	0.00
			GEN'L FUND / VISION INS			
HEALTH INSURANCE:ADMIN			E 01-10-10-13		2,270.16	0.00
			GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FACILITY			E 13-01-10-13		1,513.44	0.00
			FACILITIES / GENERAL - PERSONNEL / BENEFITS			
HEALTH INSURANCE			G 1-225-00		1,131.17	0.00
			GEN'L FUND / HEALTH INS.			
HEALTH INSURANCE:REC			E 25-30-10-13		756.72	0.00
			RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FD			E 05-05-10-13		1,513.44	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS			
HEALTH INSURANCE:MANAGER			E 01-15-10-13		756.72	0.00
			GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS			
			Vendor Total-		8,520.74	
00002 MAINE MUNICIPAL ASSOCIATION						
0470	21704	09	APPEALS BOARD TRAINING	1000409877		
APPEALS BOARD TRAINING			E 01-05-13-01		45.00	0.00
			GEN'L GOV. / APP'LS BOARD - EDUCATION / EDUCATION			
			Vendor Total-		45.00	
00037 MAINE RESOURCE RECOVERY ASSOC						
0470	21705	09	WASTE REMOVAL	184678		
WASTE REMOVAL			E 15-05-20-13		817.50	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Vendor Total-		817.50	
00582 MAINE TECHNOLOGY GROUP						
0470	21706	09	IT SUPPORT	27094		
IT SUPPORT			E 01-10-15-03		1,066.25	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Vendor Total-		1,066.25	
00256 MODERN PEST SERVICES						
0470	21707	09	CFAS PEST CONTROL	4894593		
CFAS PEST CONTROL			E 13-02-20-12		72.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
			Vendor Total-		72.00	
00143 NORTH COAST SERVICES LLC						
0470	21708	09	ELECTRONICS RECYCLING	34385		
ELECTRONICS RECYCLING			E 15-05-20-13		86.62	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Vendor Total-		86.62	
00182 PIKE INDUSTRIES, INC.						
0470	21709	09	CRUSHED STONE	1146584		
CRUSHED STONE			E 10-01-30-04		247.28	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Vendor Total-		247.28	
00000 POULIN, CHRISTINE						
0470	21710	09	SEPT. 9TH&16TH HOST	9/1/2021		
SEPT. 9TH&16TH HOST			E 25-30-20-07		300.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
RECREATION / REC PROGRAMS - SERVICES / CONTRACTED						
Vendor Total-					300.00	
00040 POWER EQUIPMENT PLUS						
0470	21711	09	PANT FOR CEMETERY MOWER	99219924		
PANT FOR CEMETERY MOWER			E 12-01-35-01		85.30	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
Vendor Total-					85.30	
00000 PROVOST MONUMENTS, INC.						
0470	21712	09	BENCH FOR PLAN 5			
BENCH FOR PLAN 5			G 3-597-00		3,635.00	0.00
			CAPITAL PROJ / PLAN 5			
Vendor Total-					3,635.00	
00003 REGISTRY OF DEEDS						
0470	21713	09	2 LIEN DISCHARGES			
2 LIEN DISCHARGES			E 01-10-47-01		38.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
Vendor Total-					38.00	
00478 SEACOAST SECURITY, INC						
0470	21714	09	REMOVE A CODE	729954		
REMOVE A CODE			E 01-01-99-99		30.00	0.00
			GEN'L GOV. / SELECT PRSNS - EXPENSE / EXPENSE			
Invoice Total-					30.00	
0470	21714	09	ADDED A NAME	729956		
ADDED A NAME			E 13-16-20-10		30.00	0.00
			FACILITIES / LIBRARY - SERVICES / SECURITY			
Invoice Total-					30.00	
Vendor Total-					60.00	
00423 SIGNWORKS, INC						
0470	21715	09	TOWN SIGN	27402		
TOWN SIGN			E 13-01-40-04		300.00	0.00
			FACILITIES / GENERAL - PURCHASES / EQUIPMENT			
Vendor Total-					300.00	
00612 SPECTRUM ENTERPRISE						
0470	21716	09	AUGUST BILL	956055001081321		
CFAS			E 13-02-20-01		169.99	0.00
			FACILITIES / CFAS - SERVICES / COMMUNICATIO			
DEPOT FD			E 05-05-20-01		49.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
LIBRARY			E 30-01-20-01		92.90	0.00
			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		109.84	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		129.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
LAKES FD			E 05-05-20-01		177.97	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
Vendor Total-					730.67	
00130 STAPLES CREDIT PLAN						
0470	21717	09	RECEIPT PAPER	2880263121		
RECEIPT PAPER			E 01-10-30-03		79.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Vendor Total-					79.98	
00424 STEVENS, JASON						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0470	21718	09	DEPOT ROAD REPAIRS	8/15/2021		
EXCAVATOR 40HRS			E 10-01-20-07		5,130.80	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
16YD TRUCK 40HRS			E 10-01-20-07		3,470.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
1TON 29HRS			E 10-01-20-07		598.85	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
BROOM 2HRS			E 10-01-20-07		50.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
RIP RAP 8HRS			E 10-01-20-07		180.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
HAY			E 10-01-20-07		300.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
HAY MULCHER 1HR			E 10-01-20-07		125.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
TRACTOR 8HRS			E 10-01-20-07		540.16	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
Vendor Total-					10,394.81	
00278 TOWN OF BELGRADE						
0470	21719	09	REIMBURSE FISHING LICENSE	8/30/2021		
REIMBURSE FISHING LICENSE			E 01-10-99-97		8.00	0.00
			GEN'L GOV. / ADMIN - EXPENSE / MISC			
Invoice Total-					8.00	
0470	21719	09	FISHING LICENSE REIMBURSE	8/31/2021		
STATE FEE			G 1-215-00		25.00	0.00
			GEN'L FUND / IF&W			
AGENT FEE			R 01-21		2.00	0.00
			GEN'L GOV. - AGENT FEES			
Invoice Total-					27.00	
Vendor Total-					35.00	
00466 TREASURER, KENNEBEC COUNTY						
0470	21720	09	COUNTY TAX	2021		
COUNTY TAX			E 32-01-99-99		743,132.01	0.00
			COUNTY TAX / COUNTY TAX - EXPENSE / EXPENSE			
Vendor Total-					743,132.01	
00048 TREASURER, STATE OF MAINE						
0470	21721	09	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		112.50	0.00
			GEN'L FUND / PLUMB. PERM.			
Invoice Total-					112.50	
0470	21721	09	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		20.00	0.00
			GEN'L FUND / PLUMB. PERM.			
Invoice Total-					20.00	
Vendor Total-					132.50	
00156 TREASURER, STATE OF MAINE						
0470	21722	09	DISPATCH FEES	220804DSP02		
DISPATCH FEES			E 05-10-99-99		7,131.55	0.00
			PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE			
Vendor Total-					7,131.55	
00000 WADLEIGH BRYAN AND DONNA						
0470	21723	09	RE TAX OVERPAYMENT			
RE TAX OVERPAYMENT			E 33-01-99-97		200.00	0.00
			OVERLAY / OVERLAY - EXPENSE / MISC			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					200.00	
00013 WASTE MANAGEMENT OF						
0470	21724	09	CFAS DUMPSTER		2043500-2080-4	
CFAS DUMPSTER			E 13-02-20-06		90.04	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
Vendor Total-					90.04	
00369 WB MASON CO, INC						
0470	21725	09	FOLDERS		222644610	
FOLDERS			E 01-10-30-04		23.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
Invoice Total-					23.98	
0470	21725	09	WATER REC CENTER		222770915	
WATER REC CENTER			E 25-30-30-05		37.89	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
Invoice Total-					37.89	
0470	21725	09	MARKERS		222802487	
MARKERS			E 25-30-30-04		16.48	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
Invoice Total-					16.48	
Vendor Total-					78.35	
00393 WITMER PUBLIC SAFETY GROUP						
0470	21726	09	BOOTS		E2086697	
BOOTS			E 05-05-30-08		98.39	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / CLOTHING			
Vendor Total-					98.39	
00421 YANKEE COMMUNICATIONS						
0470	21727	09	EQUIPMENT FOR TRUCK		INV21-0832	
EQUIPMENT FOR TRUCK			E 05-05-40-04		1,772.02	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
Invoice Total-					1,772.02	
0470	21727	09	BATTERIES FOR PAGERS		INV21-0835	
BATTERIES FOR PAGERS			E 05-05-30-04		525.70	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
Invoice Total-					525.70	
Vendor Total-					2,297.72	
Prepaid Total-					0.00	
Current Total-					2,879,805.42	
EFT Total-					0.00	
Warrant Total-					2,879,805.42	

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 _____
 BARBARA ALLEN, SELECTPERSON _____

M. ANTHONY WILSON, TOWN MANAGER _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 7, 2021
Re: Town Manager's report

As I previously mentioned, I asked Phil Saucier, the Town's attorney with Bernstein Shur, about a **fixed-fee contract for legal services** in 2022. He quoted a cost of \$1,000/month for general services. That fixed fee does not include litigation, which would still be charged on an hourly basis. Attached is an email exchange between Mr. Saucier and me. (It includes an incorrect dollar figure for the monthly charge that we later corrected.) I talked with the most recent manager in Rockport, which has had a fixed-fee contract with Bernstein Shur for years. He endorsed the agreement, saying it served Rockport well, gave him a firm number to budget, and allowed him to contact the firm about any Town legal need. I recommend trying this in 2022 to see if we can better control our legal expenses. Additionally, we will want to budget legal fees above the \$12,000 contract cost to cover ongoing litigation and any other new matters that may arise. I'd propose splitting that litigation budget between the Planning Board and General Government.

The **Roads Committee** had productive discussions last week about the 2022 paving project, formalizing a pavement preservation program, and initializing a look at a public works department to ensure continuity of snowplowing. The paving project at this point would consist of the Depot, Minot Hill, Guptill, Hulin and Red Oaks Lodge roads, Old Route 27, Lakeshore Drive, and School Street. Our best estimate at this point is that would cost more than \$800K. The committee talked about issuing two years of debt, and including the Transfer Station Road and the East-West Lane. The committee agreed we should try paving the latter with cold mix topped with chip seal, which is more cost-effective than hot mix on low-traffic roads without heavy truck traffic. The group agreed this would be a good road on which to try that approach. On Sept. 22, Road Commissioner Jason Stevens, committee members Val Hudspath and Cory Alexander, and I will get training on DOT's road management software and on scoring road conditions. This is the first step toward a formalized pavement preservation program that will aim to extend the life of our roads in a cost-effective manner, including a plan for crack- and chip-sealing roads beginning about seven years after they were paved. Lastly, the group recommended I reach out to plow outfits that serve other neighboring communities to gauge their interest in our 2025-27 contract, and that I seek guidance from Sidney and

Oakland on launching a public works department. I plan to report back at the committee's Sept. 29 meeting.

The employee whom we hoped to move into the **Recreation custodial position** and was to split time at the Transfer Station left for a better-paying full-time job. We have had difficulty filling the custodial position, and likely will face the same with the Transfer Station post. We think we would have better luck offering a 40-hour position with benefits. The Transfer Station and Recreation budgets could accommodate this. We'd like authorization to proceed with this plan.

The Lakes Committee agreed to form a subcommittee of Pat Donahue, Barbara Allen, Mike Barrett and me to study further the options for providing public **swimming access in North Belgrade**. The subcommittee will speak with the 7 Lakes Alliance and other groups about the potential of partnerships. Mr. Donahue reported great interest among potential buyers of Camp Bomazeen.

Anthony Wilson

Subject: FW: legal costs

From: Philip Saucier <psaucier@bernsteinshur.com>
Sent: Wednesday, September 1, 2021 2:50 PM
To: Anthony Wilson <townmanager@townofbelgrade.com>
Subject: RE: legal costs

EXTERNAL MESSAGE:

Hi Anthony,

My answers are below in red. If the Board would like to move forward with this arrangement, I can send along a new engagement letter to formalize the terms and definition of scope of services – which would incorporate the definition below and could be tailored to incorporate the clarifications in your questions below. Let me know if you need anything further and I'm looking forward to working with you on this!

- Phil

Philip Saucier

BERNSTEINSHUR - Shareholder

Municipal & Governmental Services Practice Group Leader
207 228-7160 direct

Confidentiality notice: If you are not the person intended to receive this email, please notify us and please do not make use of this email for any purpose. Thank you.

From: Anthony Wilson <townmanager@townofbelgrade.com>
Sent: Wednesday, September 1, 2021 2:23 PM
To: Philip Saucier <psaucier@bernsteinshur.com>
Subject: RE: legal costs

Phil, this sounds good. A few follow-up questions:

- Along with drafting ordinances, can I correctly assume ordinance reviews would be covered by this agreement? I think I mentioned to you we have a newly drafted subdivision ordinance that the Kennebec Valley Council of Governments helped us craft that we'll want reviewed in January so we can take it to voters in March. **Yes that is correct, the scope of services work includes ordinance review.**
- Speaking of subdivisions, I noted you mentioned subdivision reviews. So is a legal review of subdivision applications typical/advised? (We have one of those in the pipeline, too.) Yes that is correct. **I only included specific reference to subdivision review because it appears there was a matter opened five years ago that was included in the summary of legal costs, but any codes or planning consultations are included.**
- Would this agreement include contract reviews? We are engaged in a negotiation with the Maine DOT regarding the construction and operation of a small public water system to serve property owners whose wells were contaminated by our joint storing of road salt uncovered and on open ground. Would this agreement also cover including you in some of those negotiations? **Yes, this includes contract review.**

- Just double-checking: Employment matters would be covered, right? **Yes that is correct, employment related consultations that stay within the Town (i.e. are not part of state agency or court proceedings, and also not including labor negotiations) are included. Any investigations would be outside of scope.**
- If we wanted help drafting a findings of fact, either by the Planning or Appeals board, would that be covered? What about your assisting the Appeals Board with an appeal of a Planning Board decision in which you were not engaged? **This is an area we may want to discuss a bit further to determine the parameters of the scope of services since the fee is based on the historical use of our services for these types of matters. Generally these services are generally included in the normal course, but if the Town would like to have us assist with more appeals to the BOA and drafting of findings than in the normal course over the last five years we would likely need to adjust the monthly retainer upward to account for those additional meetings and findings.**
- I think I understand your example of the Jones case, but to clarify: Would everything in an appeal in the courts be covered by the example except the proceedings themselves? **An appeal to the Board of Appeals is covered, but once an appeal is filed with Superior Court it is treated as litigation and outside of scope.**

What do you need from me to move forward with this (understanding it would require Selectboard approval)? Do you want to send me an agreement to review?

Anthony Wilson

Town Manager
Town of Belgrade

Office: 207-495-2258

Cell: 207-592-6031

Town Office

990 Augusta Road
Belgrade, ME 04917

townofbelgrade.com



From: Philip Saucier <psaucier@bernsteinshur.com>

Sent: Wednesday, September 1, 2021 12:03 PM

To: Anthony Wilson <townmanager@townofbelgrade.com>

Subject: RE: legal costs

EXTERNAL MESSAGE:

Good morning Anthony,

I hope all is well and that you've had a chance to enjoy these last few weeks of summer in Maine (I can't believe it is already September). My favorite season here is just now beginning.

As we discussed at the MTCMA Conference last month, we now have fixed-fee (or value billing) arrangements with at least five of our municipal clients (Rockport, Rockland, Ogunquit, Monmouth, & York) to provide legal services instead of reliance on the old hourly rate method - and we have found that it promotes efficiency and provides predictability for our clients. Value billing provides our municipality clients with greater budget predictability and relieves pressures often felt by town managers to hurry when addressing important legal matters with counsel. With fixed fee services, a longer-term defined relationship is typically required in order

to even out the legal services provided over the course of time during which monthly payments are made – with the annual amount of the fixed fee based on past data of the Town’s legal spend. Together, we first decide on a scope of work to which the regular monthly retainer would apply. This scope will include all the services for which town attorneys routinely provide for client municipalities and that do not generally create wildly unpredictable demands for legal services. Once we determine that scope of services, we would base the retainer amount on historical data about the Town’s most recent three years of legal services needs and fees.

The typical scope of services work covered by the monthly fixed fee is defined as follows:

The services included within the fixed fee Scope of Services include advising the Town’s boards and departments, drafting ordinances, attending meetings, general labor and employment advice, reviewing contracts, policy review, and answering correspondence. This work shall be defined as the “Scope of Services.” Not included in the Scope of Services are any appeals of municipal board decisions to any adjudicatory boards, agencies or courts; litigation including enforcement actions; tax increment financing; representation before the Maine Human Rights Commission, the Maine Worker’s Compensation Board, the Maine Board of Arbitration and Conciliation, and the Maine Labor Relations Board; bond issuances; and labor negotiations which require our presence at the bargaining table or before the MLRB and/or the MBAC.

We have found that as we have worked together on the new arrangement, it is important to continue to meet and discuss how it is working and to make certain adjustments to ensure that the model is successful for both the town and the firm and to finding the right balance going forward.

You’ll see in the attached a summary of the last five years of legal expenses from our firm for Belgrade separated by matter. The total fees during the period of August, 2016 – August, 2021 were \$106,246. While I am not personally familiar with all of those specific matters, any matter that is not billed under the “General” matter would most likely be work that would be out of scope under our traditional fixed fee arrangement but not all (for example, time spent assisting with the Jones appeal at the Planning and Zoning Boards would be within scope but not the court proceedings). Using the General Matter fees of \$28,724 over five years, and adding in an estimate of an approximate additional \$5,000 for in-scope appeal, subdivision review, and other work that may have been within the other matters would arrive at a total of approximately \$34,000 – or \$2,833/month for a scope of services fee. We would also be happy to continue to work with the Town on an hourly basis if that is preferable.

We truly value our longstanding relationship with Belgrade- and I personally have enjoyed working with you and other members of the Town over the last several years. Let me know if you would like to set up a time to discuss this further or if you have any other questions.

Take care,
Phil

Philip Saucier

Shareholder

Municipal & Governmental Services Practice Group Leader

207 228-7160 direct

207 774-1200 main

[My Bio](#) | [LinkedIn](#) | [Twitter](#)