

# Town of Wayne Board of Selectmen

**MEMBERS:** Gary Kenny, Carroll Paradis, Stephanie Haines, Stephen Saunders and Peter Ault

## Regular Meeting Agenda

**Date:** Tuesday, February 11, 2014

**Time:** 6:30 PM

**Place:** Wayne Elementary School - Gymnasium

**Call Meeting to Order.**

**Pledge of Allegiance.**

**Selectmen Present / Quorum.**

**Meeting Minutes.**

- a. **Consider approving of meeting minutes of the Board of Selectmen – January 28, 2014.**

**MOTION:** Move the Board to approve meeting minutes of the Board of Selectmen – January 28, 2014.

**Warrants.**

- a. **Consider approving of Warrant #28 (Payroll).**

**MOTION:** Move the Board to approve Warrant #28 (Payroll).

- b. **Consider approving of Warrant #29 (Accounts Payable).**

**MOTION:** Move the Board to approve Warrant #29 (Accounts Payable).

**Business Agenda.**

- a. **Letter from Wayne Conservation Commission**

**MOTION:** Discussion Only

- b. **Pettengill Tax-Acquired Property  
(Executive Session, if needed, 1 MRSA §405 (6) C Real Estate Sale)**

**MOTION:** Move the Board to enter into Executive Session, 1 MRSA §405 (6) C Real Estate Sale.

**MOTION:** Move the Board to exit into Executive Session, 1 MRSA §405 (6) C Real Estate Sale.

**MOTION:** Any motion as a result of executive session.

- c. **2014 Tax Acquired Property Minimum Bid Price.**

**MOTION:** Move the Board to approve the 2014 Tax Acquired Property Minimum Bid Price.

**d. Notice of Tax Acquired Property Sale.**

MOTION: Move the Board to approve the Notice of Tax Acquired Property Sale.

**e. Owner Unknown Parcel(s)**

MOTION: Move the Board to authorize the Town Manager to post and mail out notices to abutters of owner unknown parcel(s).

**f. Approve appointments to Facilities Committee.**

MOTION: Move to appoint the Facilities Committee.

**g. Approve appointments to Village Development Committee.**

MOTION: Move to appoint the Village Development Committee.

**h. Fire Chief Report**

MOTION: Discussion Only

**i. Reverse 911 Proposal**

MOTION: Discussion Only

**j. GIS Mapping System Proposal**

MOTION: Discussion Only

**k. Town Manager Review and Contract Renewal  
(Executive Session, if needed, 1 MRSA §405 (6) A Personnel)**

MOTION: Move the Board to enter into Executive Session, 1 MRSA §405 (6) A Personnel.

MOTION: Move the Board to exit into Executive Session, 1 MRSA §405 (6) A Personnel.

MOTION: Any motion as a result of executive session.

**Supplements / Abatements.**

**Town Manager Report.**

**Board Member Reports.**

**Public Comments.**

**Adjourn.**

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday, February 25, 2014 at 6:30 PM** at the **Wayne Elementary School - Gymnasium.**

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday January 28, 2014  
Wayne Elementary School**

**Regular Meeting Agenda**

The Board convened at 6:30 PM with the following members present: Peter Ault, Stephanie Haines, Gary Kenny, Carroll Paradis, and Stephen Saunders. Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk.

Audience: Gary Carr, Chris Cushman, Leslie Burhoe, Mary Farnham, Anne Huntington, Jon Huntington, Dallas Folk, Bruce Mercier, Robert Pettengill, Ken Spalding, and Bob Stephenson.

**Pledge of Allegiance**

**Opened Meeting – determined quorum**

- a. A motion was made to approve the meeting minutes of the January 14, 2014 Board of Selectmen meeting. (Paradis/Haines) (5/0)
- b. The Board approved Warrant #26 (Payroll) in the amount of \$5,571.15. (Paradis/Haines) (5/0)
- c. The Board approved Warrant #27 (Accounts Payable) in the amount of \$14,436.98. (Paradis/Saunders) (5/0)

**Business Agenda**

- a. Pettengill Tax-Acquired Property- Community Forest. The Board moved to put the property up for tax sale to give Robert Pettengill a chance to bid on the property which he states has been in his family since the 1800's. (Paradis/Saunders) (4/1) Kenny
- b. Fire Chief Report. Bruce Mercier asked for clarification around his role and responsibilities as the Emergency Management Director. It was discussed that the present emergency plan be updated.
- c. The Board was moved to sign the Draft Independent Financial Audit. (Paradis/Haines) (5/0)
- d. The Board was moved to approve recommended amendments to the Purchasing Policy. (Paradis/Saunders) (5/0).
- e. Review Town Manager Role and Responsibilities. Tabled until next Selectboard meeting.

**Supplements / Abatements:** None

**Town Manager Report:** None

**Board Member Reports:**

1. Stephanie Haines stated she felt the Town Manager should have notified the Select Board members sooner when he learned that Mr. Pettengill wanted to speak to the Board about getting his land back.
2. Peter Ault thanked the Town Manager for finding success with acquiring a Tax ID number for the Wayne Historical Society, because the society was having difficulty getting one.

**Public Comments:**

1. Mary Farnham asked why the Town Manager doesn't use the MMA attorney service which is free more often. Gary Kenney explained that only the Town Attorney should be consulted for foreclosure issues.
2. Bruce Mercier invited the Select Board to attend the next Fire Department meeting which is Feb. 12; dinner at 6 p.m. and meeting to begin at 6:30 p.m.
3. Bob Stephenson mentioned some ideas being worked on for heating and plumbing improvements at the Williams Property.

Motion to Adjourn 7:25 PM. (Paradis/Saunders) (5/0)

The next Select Board Meeting is scheduled for Tuesday, February 11, at 6:30 p.m. at the Wayne Elementary School Gym.

Recorded by:  
Cathy Cook, Town Clerk

**Select Board Members**

\_\_\_\_\_  
Gary Kenny

\_\_\_\_\_  
Carroll Paradis

\_\_\_\_\_  
Peter Ault

\_\_\_\_\_  
Stephanie Haines

\_\_\_\_\_  
Stephen Saunders

# Wayne Conservation Commission

## Draft Feb. 5, 2014

Re: former Pettengill property on the NW arm of Wilson Pond

Dear Members of the Select Board,

The Conservation Commission asks that you seriously consider placing a conservation easement on the above noted property while it remains in Town ownership prior to the tax sale approved at the meeting on Jan 27, 2014. We believe that Mr. Pettengill may be amenable to such an easement. We would observe in passing that to date we have seen no reason to criticize Mr. Pettengill's stewardship of the property.

An easement could not be accomplished quickly and so we ask the Board to delay the offering of the tax sale until the potential for an easement can be fully explored and, if it will work, put it in place.

It will take some time for Mr. Pettengill and his advisors to learn more about easements and for him and the town to develop mutually agreeable terms. The terms could meet Mr. Pettengill's management needs, while providing the Board and the Town assurance that the significant public values noted by the Conservation Commission and others, including Mr. Pettengill, be addressed.

There are three reasons why this action would be beneficial to the Town of Wayne. We believe it would also be beneficial in the long run for Mr. Pettengill.

First, the property has significant value to the Town as undeveloped open space. As we noted in our presentation to the Board in December, this is a spectacular piece of land overlooking Wilson Pond. Public recreational access could be protected indefinitely through a conservation easement.

Second, as open space this property is good wildlife habitat and part of a significant wildlife corridor which bisects Wayne and is almost uninterrupted except for road crossings. It is bounded by a deeryard to the south, is adjacent to an identified inland wading bird and waterfowl habitat, and is near a rare upland heron rookery.

Third and perhaps most important, Wilson Pond has shown a consistent downward trend in water quality over the past decades. It is unclear at this time why this is occurring but runoff is certainly a factor. The extremely steep slopes on this property make any development or even poorly planned or executed forestry practices a high risk for nutrient

runoff into the Pond. The setbacks required by shoreland zoning are of minimal benefit here because sheet runoff and intermittent streams could both deposit nutrients into Wilson Pond or adjacent wetlands from well outside the designated shoreland zone.

This is the time when the Town, including the Conservation Commission and other available experts could work cooperatively with Mr. Pettengill to ensure that his interests, as stated at the meeting, are met in a conservation easement while taking into consideration the considerable public values of the property. He could retain ownership including the right to harvest timber. Depending on the extent that public values and public use are provided for, a conservation easement could result in a lower tax burden, thus making it more possible for him to maintain his ownership, while enjoying the legacy value of insuring that this significant parcel of land will remain as open space, possibly as the "Howard Forest".

Mr. Pettengill has expressed a willingness to consider a Conservation easement, but there is no guarantee that this would happen after the tax sale. There seems a real potential that after the tax sale the idea could languish for years and possibly never happen. Although he may choose to continue his prior practice of allowing public access and managing the property for limited timber harvest, any successor in interest would not be bound to continue his practices.

Numerous sources of advice are available for both the town and Mr. Pettengill on drafting such easements.

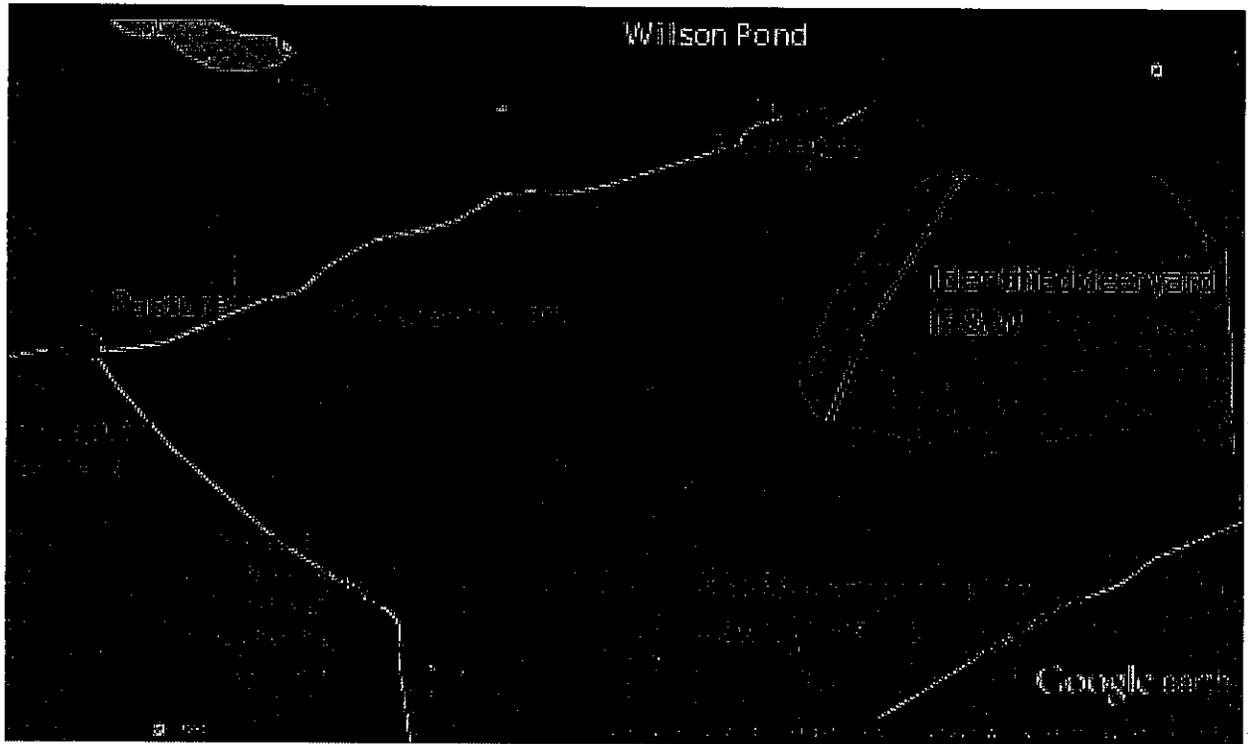
We strongly believe that it is in the best long term interests of Wayne to insure that this property is protected by a conservation easement and that the benefits of doing so outweigh any initial costs. We urge the Board to delay the tax sale and explore the potential of developing a conservation easement on the property prior to the sale.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Lloyd C. Irland". The signature is written in a cursive, flowing style.

Lloyd C. Irland

For the  
Wayne Conservation Commission  
Attach Map of property.



**Note: location of property lines approximate; based on old digitized image; other details are sketched on and only approximate.**

2/5/2014

proposed Wayne town forest Cons Comm  
present to Select Board Dec 8

To: Board of Selectmen

From: Aaron Chrostowsky, Town Manager

Re: Pettengill Property

Date: 2/7/2014

In light of the last board meetings decision and the Conservation Commission letter, I have sought legal advice from the Town Attorney.

If you would like place a conservation easement on the property. You can take the following steps:

- First delay the tax sale,
- Vote to reconsider your vote at last meeting,
- Vote to retain the property,
- Vote to begin the process of having the Superior Court confirm the validity of the Town's tax title.
- Then, there would be a negotiated arrangement which would be concluded by an exchange of documents between the Town and Mr. Pettengill. The Town would want good title to the easement, and good title can only be acquired through a deed from Mr. Pettengill or an order of the Court.

Below is an email from the Town Attorney Lee Bragg:

*This email will confirm our recent discussion regarding the foreclosed tax lien on the Pettengill property. Specifically, we discussed the requirements of the Town's Ordinance on Tax-Acquired Property, and whether it would be possible to establish a conservation easement on the property through negotiation with Mr. Pettengill in light of the requirements of the Town's Ordinance.*

*I believe it would be possible to do so by following these steps: The Board could vote to retain the property (reversing its vote at the last meeting), and vote to begin the process of having the Superior Court confirm the validity of the Town's tax title.*

*An Action to Quiet Title in Superior Court is a commonly use method of establishing that all of the requirements of the statutory tax lien process were followed by the Town. Foreclosed tax liens do not convey "good and merchantable title" until a court has issued a judgment that verifies compliance with all of the notice and time requirements. In the absence of a court order, the Town has a claim to good title and can sell its interest through a quitclaim deed without covenants, but the title cannot be certified and the property cannot be used as collateral for a mortgage*

*The Town could then engage in negotiations which might result in an agreement to exchange deeds. A possible approach would be to have the Town convey the property back to Mr. Pettengill at the same time that Mr. Pettengill conveys a conservation easement to the Town. The specifics of the conservation restrictions on the property would be determined in the negotiations. The Town could then ask the Superior Court to enter an order approving the agreement as a final resolution of the Town's Action to Quiet the Title. The Court's order would take precedence over the Ordinance.*

*I hope these thoughts are helpful.*

**Town of Wayne**  
**Ordinance Regarding Tax Acquired Property**

This Ordinance is adopted under authority of 30-A M.R.S.A. Sections 3001 et seq., and shall govern the maintenance, administration, and disposition of Tax Acquired Property in the Town of Wayne.

**ARTICLE 1. General**

1.1 Purpose: The purpose of the Ordinance is to establish and direct the procedures for the management and disposition of real estate acquired under the real estate tax lien procedures set forth in 36 M.R.S.A. Sections 942 and 943, as amended.

1.2 Definitions. For the purposes of this Ordinance, the following definitions shall apply:

1.2.1 "Foreclosed Tax Lien" means a tax lien mortgage that has automatically foreclosed pursuant to 36 M.R.S.A Sections 942 and 943.

1.2.2 "Just Value for the Current Year and Past Year Taxes not Assessed" means the amount of real estate taxes that would have been assessed to a property if not owned by the Town of Wayne on April 1st of the year in which it is sold or transferred by the Town. The intent of this definition and its application herein is to establish the amount of taxes which would have been assessed to the property if it had been subject to tax on each April 1st of the years in which the property is or has been owned by the Town as tax acquired property so when the property is sold or transferred, the Town will be reimbursed for taxes that would otherwise have accrued but for the Town's ownership at the time of a sale or transfer.

1.2.3 "Land or Lands" mean real property interests in land as also included as part of the definition and term "Real Estate" below.

1.2.4 "Mail" means the use of the regular, first class and certified mail return receipt requested mail services through any U.S. Post Office.

1.2.5 "Manufactured Real Estate Property" means any structure, building or dwelling, constructed or fabricated elsewhere and then transported, in whole or in part, to and placed, set or installed permanently or temporarily upon land within the Town. For the purpose of the Ordinance, Manufactured Real Estate Property is also included as part of the definition and term "Real Estate" below.

1.2.6 "Minimum Bid Price" means the sum total of all outstanding taxes, interest and related charges assessed and taxed against a parcel of Real Estate, together with the sum representing the Just Value for the Current Year and Past Year Taxes not Assessed, and the sum of all lien related filing and recording fees, registry filing fees, property casualty and liability insurance costs, costs of public sale, including a set administrative fee established to cover costs of overseeing the Town's costs in transferring the property, notice and advertisement charges, and all other costs including the Town's personnel costs incurred in maintaining, securing or selling a property.

1.2.7 "Municipality" means the Town of Wayne, Maine.

1.2.8 "Municipal Officers" means the Board of Selectmen of the Town of Wayne, Maine.

1.2.9 "Former Owner" means the person or persons, entity or entities, heirs or assigns to whom property taxes were most recently assessed for a tax acquired property.

1.2.10 "Municipal Tax Release Deed" means the form of release and quitclaim deed and instrument releasing the Town's tax acquired rights, title and interests in tax acquire real property acquired under foreclosed tax liens.

1.2.11 "Real Estate" means all land or interests in land, structures, buildings, tenements and hereditaments and Manufactured Real Estate Property as may be located in or on any tax acquired property.

1.2.12 "Tax-Acquired Property" means Real Estate acquired by the Town through the real estate tax lien procedures under 36 M.R.S.A Sections 942 and 943, as amended.

1.2.13 "Tax Lien" shall mean the Town or Wayne's statutory lien rights securing the rights to collect property taxes assessed against real property under 36 M.R.S.A Section 552.

## **ARTICLE 2. MANAGEMENT OF TAX ACQUIRED PROPERTY**

2.1 Management. Following statutory foreclosure of a tax lien mortgage on a property, management of the property shall become the sole responsibility and under the sole direction of the Municipal Officers, subject to the provisions of state law and Town Ordinances.

2.1.1 Insurance. The Municipal Officers may purchase fire loss insurance for tax-acquired properties with structures or buildings thereon with coverage amounts at least adequate to cover then outstanding taxes, liens, costs and other Town incurred expenses.

2.1.2 Occupants or Tenants. The Municipal Officers shall determine when and if any occupants or tenants of tax-acquired property shall be required to vacate a tax acquired property and are authorized to proceed with all required legal actions to enforce occupants or tenants to peacefully quit the premises.

2.1.3 Disposition of Tax Acquired Properties. The Municipal Officers, after review, shall be authorized to decide to retain the ownership for public use or dispose of any tax acquired properties in accordance with the terms in this Ordinance.

2.1.4 Retained Ownership. If the Municipal Officers determine that tax-acquired property is to be retained for Town or for other public use, the Municipal Officers may pursue an action for equitable relief to clear title to the property in accordance with the provisions of 36 M.R.S.A. Section 946, as amended.

2.1.5 Option to Allow Tenancies and Insurance during such Occupancy. The Municipal Officers may, at their discretion, allow persons occupying tax acquired properties to remain as tenants on a month to month basis. For such privilege the Municipal Officers shall charge a monthly fee to the occupants. The fee shall be set according the circumstances and shall be in an amount that the Municipal Officers deem to be in the best interest of the Town. While person are occupying tax acquired property during the period when a monthly fee

is charged, the Municipal Officers shall have in place and maintain a comprehensive general liability insurance policy covering the property with coverage amounts equal or exceeding the limits on liability under the Maine Tort Claims Act, codified at 14 M.R.S.A Section 8101 et seq.

2.1.6 Insurance on Vacant Tax Acquired Property. The Municipal Officers shall, in the event that a tax acquired property is or becomes vacant, secure and maintain insurance coverage for the property with a comprehensive general liability insurance policy for the property with coverage amounts equal or exceeding the limits on liability under the Maine Tort Claims Act, codified at 14 M.R.S.A Sections 8101 et seq.

### **ARTICLE 3. SALE OR TRANSFER OF TAX ACQUIRED PROPERTY**

3.1 Sale or Transfer. In the event that the Municipal Officers determine that the best interests of the Town will be served to offer for sale or for the transfer tax-acquired property, the following procedures shall be followed:

3.1.1 Sale or Transfer for Other Public Related Uses. The Municipal officers may determine that it is in the best interests of the Town to sell or transfer interests in a tax acquired property to another entity for a public related uses such as uses by a quasi-municipal entity (water, sewer districts, etc.), a land conservation organization (land trust, etc.) or a civic, charitable or educational organization. Sales and transfers under this provision shall be according to terms and conditions the Municipal Officers determine fair and reasonable and which serve the public interest, and subject also to approval by the legislative body of the Town of Wayne at a Town Meeting.

3.1.2 Public Bid Sale. The Municipal Officers shall offer properties they deem are best disposed by sale through a public sale under the following sale terms. Properties will be cataloged and summarized in a Notice of Sale which includes the tax map and lot number, street address, property description, most recent assessed value, the Minimum Bid Price and the schedule and summary of other terms of the public sale. The Notice of Sale shall be posted and advertised for ten or more days using newspapers, other media or real estate listings so as to provide sufficient notice and advertising of the sale. The advertisement shall be at a minimum for two successive weekends in the Kennebec Journal and the Lewiston Sun Journal, and the last notice published at least seven days prior to the advertised sale date. The sale shall be by a sealed bid process open to the public in which the Municipal Officers will receive within a specified time frame and certain additional terms, all bids, bids to be accompanied by a required bid deposit, and bids opened and read publicly, with the Municipal Officers thereafter authorized to accept or reject any bid.

3.1.3 Redemption by Former Owners. The Municipal Officers shall also send notice of a sale of tax acquired property to the Former Owners of each tax acquired property to be sold and all abutting property owners. The notice to former owners shall be sent by first class mail at least 45 days before bids are due in the sale. Former Owners shall have the option to repurchase their former property within the period of 30 days immediately following the Town's issuance of the notice of sale by tendering full payment in certified funds or by bank check in the amount totaling the same sum as the Minimum Bid Price.

3.1.4 Bid Responses. The Municipal Officers shall follow and require persons submitting bid responses in the public bid sale process described herein to submit and comply with the following additional terms and conditions:

a. Bidders must at the time they submit a bid must include a completed bid sheet for each parcel bid upon. Bid sheets shall including the description (by Map and Lot #) of the property being bid upon, and clearly state a firm bid amount in United States Dollars. Conditionals bids are not allowed and will not be accepted.

b. Bidders must at the time they submit a bid must include a separate bid deposit for each parcel bid upon in the form of a certified check, bank check or money order drawn to the Town of Wayne as payee in an amount equal to or exceeding 10% of the bid price for each parcel bid upon. Failure to submit bid deposits in the proper amount or form of payment in the bid package will cause the bid to be automatically rejected.

c. Bidders must deliver completed bid sheets and bid deposits to the Town for each property bid upon in a single and sealed plain envelope marked only on the outside of the envelope "Tax-Acquired Property Bid" and with the identification of the specific parcel or parcels parcel identification on the exterior of the envelope.

d. All bid responses must either hand delivered to the municipality, or mailed. If mailed, the bid response envelope shall be enclosed within a second envelope addressed to the Board of Selectmen, Town of Wayne, Maine.

e. As bids are received, the Town Office will note the time and date of receipt on the bid envelope. To qualify all bids must be received on or before the deadline and date stated in the Notice of Sale.

3.1.5 Acceptance of Bids-Limitations. The Municipal Officers may in their sole discretion accept or reject any bids that they determine are or are not in the best interests of the Town but in any case may not accept any bid for an amount less than the Minimum Bid Price. Acceptance of a bid for a lesser amount, except in the case of unbuildable lots offered for sale for more than one year, must be approved by the voters at a duly called Town Meeting.

3.1.6 Right to Accept or Reject Bids. The Municipal Officers retain the right to accept or reject any and all bids as they determine to be in the best interests of the Town, and shall cause the same terms and disclaimer to be included in all Notices of Sale and in materials soliciting bids under this Ordinance. The Municipal Officers shall notify, via mail, any successful bidder. Should the Municipal Officers reject all bids in a public bid sale, they may then cause the subject property to be scheduled for sale again through a sealed bid public sale without notice to any former owner or owners.

3.1.7 Rejection of All Bids or No Bids. Should there be no successful bidder in a public bid sale, the Municipal Officers may thereafter retain or dispose of the tax acquired properties on such terms and conditions as they determine to be in the best interests of the Town, including through another sealed bid sale, open auction, listing the property through a realtor or through a closed sale.

3.1.8 Credit and Return of Bid Deposits. The Municipal Officers shall credit successful bidders bid deposits to the purchase price of the related property and after completion of a sale, return bid deposits to the unsuccessful bidders.

3.1.9 Payment and Completion of Sales. Successful bidders must complete the sale and transfer by paying the balance due and completing the transfer within 30 calendar days following date when a bid is accepted. In the event that a successful bidder fails to complete a sale within 30 days after a bid is accepted, the Town will retain

the bid deposit and the Municipal Officers may thereafter offer the property to other bidders or pursue the process set forth in Section 3.1.7. In the event other bidders become successful bidders due to the default of abider, the other bidders must complete the sale within 30 days or similarly will forfeit their bid deposits.

3.1.10 One Time Extension. The Municipal Officers may, subject to a show of good faith and circumstances reasonably beyond the control of a bidder, extend the time limit to complete a sale for a one-time-only additional 20 days during which extended period the bidder must complete the sales.

3.1.11 Transfer Documents and Purchaser's Release. The Municipal Officers will convey the Town's tax acquired interests in a property under a Municipal Tax Release Deed and as conditions of such transfer, successful bidders shall agree to be responsible for the proper removal and disposition of any and all personal property at a property and for the peaceful and proper removal of any occupants remaining at a purchased tax-acquired property and in furtherance thereof, in writing, indemnify and hold harmless the Town from any and all claims arising out of the sale and transfer of the tax-acquired property.

#### **ARTICLE 4. WAIVER OF FORECLOSURE OF TAX LIEN.**

The Municipal Officers, upon request of the Treasurer, may without need of further approval of the legislative body of the Town of Wayne, if they determine such course to be in the best interests of the Town, proceed to file notices in the registry of deeds to waive the foreclosure of a then pending real property tax lien.

#### **ARTICLE 5. SEVERABILITY**

Any provision in this Ordinance or the application thereof to any person or circumstances determined by a court of law to be unenforceable or invalid shall not affect the application or validity of any other provision of this Ordinance.

#### **ARTICLE 6. ADOPTION**

This ordinance shall be amended by vote of the Town of Wayne's legislative body at Town Meeting or Special Town Meeting.

Wayne Board of Selectmen

\_\_\_\_\_  
Gary Kenny, Chair

\_\_\_\_\_  
Carroll Paradis, Vice-Chairman

\_\_\_\_\_  
Peter Ault, Selectmen

\_\_\_\_\_  
Stephen Saunders, Selectmen

\_\_\_\_\_  
Stephanie Haines, Selectmen

**2014  
TAX ACQUIRED PROPERTY  
MINIMUM BID PRICE**

1. **Map 003 Lot 037**  
**Location:** House Road  
**Former Owner:** Robert H. Pettengill  
**Property Type:** Land  
**Acreage:** 118  
**Assessed Value:** \$399,400

**As of 2/6/2014**

2014 Tax / Interest / Cost*	
2013 Tax / Interest / Cost	\$5,721.65
2012 Tax / Interest / Cost	\$6,040.04
2011 Tax / Interest / Cost	\$6,465.01
2010 Tax / Interest / Cost	\$6,867.21
2009 Tax / Interest / Cost	\$7,021.01
Legal Ad	\$ 100.00
Quit Claim Deed Filing	\$ <u>13.00</u>
<b>TOTAL</b>	<b>\$32,227.92 Minimum Bid</b>

PER DIEM: 5.0646 per day

\* Estimate –  $.01420 \times \$399,400$  \$5,5671.48

**TOWN of WAYNE, MAINE**  
**NOTICE of TAX ACQUIRED PROPERTY SALE**

The Board of Selectmen of the Town of Wayne, Maine are accepting bids for the purchase of the municipality's interest in one (1) tax-acquired property. Each bid must be in writing and in a sealed envelope marked "Tax Sale Bid" on the outside of the envelope. Each bid may be for one property only. Any person wishing to bid on several properties must submit a separate bid for each one. The Board of Selectmen must receive all bids no later than **4:30 PM on Friday April 4, 2014**. Late faxed or emailed bids will not be opened or considered.

Each bid must also include the bidder's name, mailing address and phone number and must be accompanied by a Bank Treasurer's Check made payable to "**Town of Wayne, Maine**" in the amount of at least the listed minimum bid price as a deposit for the bid. Each successful bidder's deposit will be credited to the total purchase price for that parcel. Deposit checks will be returned to the unsuccessful bidders. Any bid that does not contain the proper deposit will be rejected. Submit bids to **Board of Selectmen, Town of Wayne, P.O. Box 400 or 48 Pond Road, Wayne, ME 04284**.

Bids will be opened, read aloud, reviewed and awarded by the Board of Selectmen at the Wayne Elementary School Gymnasium on **Tuesday April 8, 2014** at the **6:30 PM** Selectmen's Meeting. The Board of Selectmen reserves the right to reject any and / or all bids. Each successful bidder shall have 30 days from the date of bid acceptance to complete the purchase at the discretion of the Board of Selectmen. Each property will be conveyed by a quitclaim deed without covenants. The person issued a quitclaim deed is solely responsible to evict tenants and or former owners from the property. In the event that a successful bidder fails, for any reason, to complete the purchase in the time stated, the bid acceptance is void and the bidder's deposit shall be forfeited to the Town. The Board of Selectmen may thereafter negotiate a sale of the property with any or all-unsuccessful bidders.

The properties for sale are described on the Town's Tax Maps and minimum bid required for each property as:

1. Map 003 Lot 037                      House Road                      Minimum Bid = \$32,227.92

The tax maps and other public information concerning the properties may be reviewed at the Town Office during normal business hours, which are Monday and Wednesday 1:30 PM to 5:30PM, Tuesday 1:00 PM to 6:00 PM, Thursday 7:30 AM to 12:30 PM and Friday 1:30 PM to 4:30 PM.

BY: Gary Kenny, Chairman, Board of Selectmen

**Town of Wayne, Maine  
Tax Acquired Property Sale  
Bid Form**

Please complete bid form and enclose with Bank Treasurer's Check made payable to the "Town of Wayne, Maine" in a sealed envelope labeled "Tax Sale Bid" with the property's map & lot number on the outside of the envelope. Complete this process separately for each property you are submitting a bid. Complete bids are due on **4:30 PM on Friday April 4, 2014** at the **Town of Wayne, P.O. Box 400 or 48 Pond Road, Wayne, ME 04284**. The Town of Wayne Board of Selectmen reserves the right to reject any and / or all bids.

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Property:** 003-037  
Map # & Lot#

**Bid Amount:** \_\_\_\_\_  
Minimum Bid Price (at least)

# Town of Wayne

P.O. Box 400; 48 Pond Road  
Wayne, ME 04284  
Phone: (207) 685-4983 Fax: (207) 685-3836  
[www.waynemaine.org](http://www.waynemaine.org)

February 11, 2014

Robert H. Pettengill  
P.O. Box 85  
North Monmouth, ME 04265

Dear Mr. Pettengill:

Re: Tax Foreclosure/ Tax Sale on Map/ Lot 003-037

As you already know; the Town of Wayne has taken your property through tax foreclosure and intends to hold a tax sale to recoup our interest. The Town of Wayne encourages you, to redeem your property, if you wish to own said, property.

In order, to redeem your property you as the former owner shall have the option to repurchase your former property within 30 days immediately following the Town's issuance of the notice of sale (February 11, 2014) by tendering full payment in certified funds or by bank check in the amount totaling the same sum as the minimum bid price.

If you don't redeem your former property by **Thursday March 13, 2014 at 12:30 PM**, the Town will proceed with advertised Tax Sale. All "Tax Sale Bids" are due **Friday April 4, 2014**. See enclosed notice and bid form. Your bid must include a cashier's check or money order in the amount of the minimum bid price, a completed bid form and placed in a sealed envelope. However, the Board of Selectmen reserves the right to reject all bids and/ or go with the highest bidder. These bids will be opened at the Board of Selectmen meeting held on **Tuesday April 8, 2014 at 6:30 PM** at Wayne Elementary School Gymnasium.

If you have any questions, please don't hesitate to contact me at (207) 685-4983 or [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org).

Sincerely,

Aaron Chrostowsky  
Town Manager

<u>Map</u>	<u>Lot</u>	<u>Owner</u>	<u>Mailing Address</u>	<u>Town</u>	<u>State</u>	<u>Zip</u>
1	008	Wilson Pond Ladd Family Trust	PO BOX 7	Wayne	ME	04284
3	007-001	Karl Jaeger	7 Lansdown Crescent	Bath	England	BAI 5
3	035	Janet Folk	45 House Road	Wayne	ME	04284
3	036	Eva & Warren Davenport	139 Mt. Pisgah Road	Wayne	ME	04284
3	036-B	Scott & Pamela Grimshaw	74 House Road	Wayne	ME	04284
3	037-3	John Chapman	PO Box 336	Wayne	ME	04284
3	037-4	Edouard Plourde	25 Coburn Street	Lewiston	ME	04240
3	037-5	Elizabeth Farrell	63 Leighton Drive	Winthrop	ME	04364
3	037-6	Hubert Hersey	291 Compton View Drive	Middletown	RI	02842
3	037-7	Howard Lee	4884 Pine Cone Circle	Middleton	WI	53562
3	037-8	Warren Sterken	3409 Peterson Road	McFarland	WI	53558
3	037-9	John Chapman	PO Box 336	Wayne	ME	04284
3	038	Margaret Lane	PO Box 113	Wayne	ME	04284
3	064	Kennebec Land Trust	PO BOX 261	Winthrop	ME	04364
16	035	State of Maine Fish & Wildlife	284 State Street	Augusta	ME	04333
16	047	James Woods	PO BOX 205	North Monmouth	ME	04265

# Town of Wayne

48 Pond Road; P.O. Box 400  
Wayne, ME 04284  
Phone: (207) 685-4983 Fax: (207) 685-3836

January 31, 2014

Dear Resident,

Currently, the Town claims ownership of several parcels labeled as "Owner Unknown." One these parcel abuts your property, see attached highlighted map, and the Town is interested in discussing the sale of this lot with you.

<u>Map/ Lot</u>	<u>Physical Location</u>	<u>Acres</u>	<u>Assessment</u>
006-008-B	Strickland Ferry Rd.	0.50	\$1,600
006-029-A	Off Strickland Ferry Rd.	4.20	\$3,400
003-057A	Dexter Pond Rd.	0.35	\$15,500

If you have any interest in this property, please contact me, by Friday March 7, 2014. I can be reached at (207) 685-4983 or [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org).

Sincerely,

Aaron Chrostowsky  
Town Manager

**Town of Wayne, ME  
Owner Unknown Parcels  
Abutters List**

<b>Map &amp; Lot</b>	<b>Physical Address</b>	<b>Owner</b>	<b>Mailing Address/ Acres/ Assessment</b>
<b>006-008-B</b>	<b>Strickland Ferry Road</b>	<b>Owner Unknown</b>	<b>0.50 Acres/ Land Only \$1,600</b>
006-006	363 Tucker Road	Mary & Wayne Colgate	249 Redemption Rock Trail, Sterling, MA 01564
006-008	Strickland Ferry Road	W.R. RHEA ASSOCIATES, INC	11 Omer Lane, Freeport, ME 04032
006-008-A	219 Strickland Ferry Road	Robert Diamond	P.O. Box 276, Wayne, ME 04284
008-024	201 Strickland Ferry Road	Jameson Reynolds & Helene Mitchell	201 Strickland Ferry Road, Wayne, ME 04284
Cemetery	Strickland Ferry Road	Town	P.O. Box 400, Wayne, ME 04284
<b>006-029-A</b>	<b>Strickland Ferry Road</b>	<b>Owner Unknown</b>	<b>4.20 Acres/ Land Only \$3,400</b>
004-018	203 Leeds Road	Curtis & Kimberly Spencer	203 Leeds Road, Wayne, ME 04284
006-006	363 Tucker Road	Mary & Wayne Colgate	249 Redemption Rock Trail, Sterling, MA 01564
006-006-A	148 Strickland Ferry Road	John Connelly & Kathleen Ballou	P.O. Box 215, Wayne, ME 04284
006-006-C	194 Strickland Ferry Road	Ken Burgess	194 Strickland Ferry Road, Wayne, ME 04284
006-029	Strickland Ferry Road	Elsie Casese Family Trust & Ellen McAllister	196 Lake Street, East Weymouth, MA 02189
<b>003-057-A</b>	<b>Dexter Pond Road</b>	<b>Owner Unknown</b>	<b>0.35 Acres/ Land Only \$15,500</b>
003-054-A	102 Dexter Pond Road	David & Teresa O'Clair	102 Dexter Pond Road, Wayne, ME 04284
003-056	118 Dexter Pond Road	Paul & Eileen Oliva	34 Hog Hill Rd., East Hampton, CT 06424
003-057	Dexter Pond Road	Brad & Susan Coady	229 Old Winthrop Rd, Wayne, ME 04284



**Facilities Committee**

Gary Kenny, Selectboard  
38 Richmond Mills Road  
Wayne, ME 04284  
(207) 685-9576

Norm Barris  
536 Main Street  
Wayne, ME 04284  
(207) 685-3252

Fred Duplisea, Planning Board  
22 Winona Way  
Wayne, ME 04284  
(207) 685-9558

Ken Bate  
P.O. Box 249  
Wayne, ME 04284  
(207) 685-9857

Dallas Folk  
45 House Road  
Wayne, ME 04284  
(207) 685-4390

BOARD of SELECTMEN  
Organizational and Directive Document  
for the  
Facilities Advisory Committee

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COMMITTEE ORGANIZATION

**Type of Committee:** The Facilities Advisory Committee is an advisory committee to the Board of Selectmen required to provide information and options regarding improvements to the Town Facilities specifically the development of a new Town office.

**Number of Members:** Minimum 5 and Maximum 7.

**Residency Requirement:** Wayne residents only.

**Qualifications of Members:** Previous experience in real estate development, building and construction management, design and engineering, project management, and public administration

**Appointment Process:** Board of Selectmen will accept letters of interest from residents specifying their experience and desire to serve on the Facilities Advisory Committee. Board will advertise for interested persons, review letters of interest, and make formal appointments at a Board of Selectmen meeting when a minimum of five (5) appointments are achieved.

**Committee Organizational Structure:** The Committee's first meeting will elect a Chair, Vice-Chair, and Secretary. The Chair will conduct the meetings according to Robert's Rules of Order. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting.

**Quorum:** A five (5) member committee will have a quorum of 3 to conduct a meeting. A seven (7) member committee will have a quorum of 5 to conduct the meeting.

**Meeting Agendas:** The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

**Meeting Minutes:** The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed with the Town Clerk within ten (10) working days after approval by the committee.

**Public Meetings:** Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion.

**Meeting Location:** Meetings will be held in the Wayne Elementary School/ Town Office. The Chair will schedule with the Town Manager for the use of the Wayne Elementary School Library, Gymnasium and/ or Town Office at least two (2) weeks in advance.

## COMMITTEE DIRECTIVE

The Facilities Advisory Committee will conduct committee meetings and seek public input to review, research, develop conceptual plans, and estimated cost estimate for various options for the relocation and/ or development of a new Town office.

### **Consider the following development goals:**

- Conduct a facility condition and needs assessment on all existing facilities;
- Consider re-use / relocation to existing buildings;
- Consider developing partnerships with other local civic and community groups (i.e. Library);
- Consider working with the Village Development Committee for achieving both Committee goals;
- A new Town Office should include the following:
  - Front counter space for two clerks/ collectors with secure separate from lobby;
  - Adequate office work space for (Town Manager, Town Clerk, Tax Collector, Finance Office, Code Enforcement and Assessing);
  - Break room (kitchenette);
  - Handicap accessible building;
  - Handicap accessible bathrooms (men and women);
  - Private meeting space (estimate 25 people);
  - Bulky item storage (i.e. signs, cones);
  - Secure record storage (approximately 100 sq. feet);
  - Parking (estimate 25 people);
  - Energy efficient;
- Develop a report to present to the Board of Selectmen/ Town Meeting outline options for new town office, report includes the following:
  1. Development of cost estimate of each alternative;
  2. Pros and cons of each alternative;
  3. Financing mechanisms for each alternative;
  4. Recommendation

## **Village Center Development**

Margo Gyorgy, Sustain Wayne  
P.O. Box 337  
Wayne, ME 04284  
(207) 897-8355

Martha Hoddinott, A Lakeside Pottery  
P.O. Box 250  
Wayne, ME 04284  
(207) 685-3332

Sandra Barris, Grey Goose Antiques  
536 Main Street  
Wayne, ME 04284  
(207) 685-3252

Sam Saunders, Wayne Village Pottery  
P.O. Box 91  
Wayne, ME 04284  
(207) 512-5197

Carolyn Ladd  
509 Main Street  
Wayne, ME 04284  
(207) 685-4504

BOARD of SELECTMEN  
Organizational and Directive Document  
for the  
Village Center Development Advisory Committee

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**COMMITTEE ORGANIZATION**

**Type of Committee:** The Village Center Development Advisory Committee is an advisory committee to the Board of Selectmen required to provide information and options regarding improvements to the Village Center.

**Number of Members:** Minimum 5 and Maximum 7.

**Residency Requirement:** Wayne residents only.

**Qualifications of Members:** Previous experience in real estate development, building and construction management, design and engineering, project management, marketing and sales, small business management, and public administration

**Appointment Process:** Board of Selectmen will accept letters of interest from residents specifying their experience and desire to serve on the Village Center Development Advisory Committee. Board will advertise for interested persons, review letters of interest, and make formal appointments at a Board of Selectmen meeting when a minimum of five (5) appointments are achieved.

**Committee Organizational Structure:** The Committee's first meeting will elect a Chair, Vice-Chair, and Secretary. The Chair will conduct the meetings according to Robert's Rules of Order. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting.

**Quorum:** A five (5) member committee will have a quorum of 3 to conduct a meeting. A seven (7) member committee will have a quorum of 5 to conduct the meeting.

**Meeting Agendas:** The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

**Meeting Minutes:** The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed with the Town Clerk within ten (10) working days after approval by the committee.

**Public Meetings:** Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion.

**Meeting Location:** Meetings will be held in the Wayne Elementary School/ Town Office. The Chair will schedule with the Town Manager for the use of the Wayne Elementary School Library, Gymnasium and/ or Town Office at least two (2) weeks in advance.

## COMMITTEE DIRECTIVE

The Village Center Development Advisory Committee will conduct committee meetings and seek public input to review, research, develop conceptual plans, and estimated cost estimate for various options for a Village Center development.

**Consider the following development goals:**

- **Develop/ set a village center boundary;**  
(consider Wayne Elementary School, Town Office, Corner Store, State Boat Launch, Post Office, Androscoggin Yacht Club, General Store, Tubby's, Cary Library, Williams House, Village Center Fire Station, Wayne Community Church, and Ladd Recreation Center);
- **Evaluate applicable zoning bylaws to improve the economic vitality of the village center;**
- **Study the feasibility of making the village center more accessible and safe for pedestrians - bike and pedestrian improvements;**
- **Consider the development of historic center designation to maintain the rural historic charm of the village center;**
- **Assess parking needs for the village center;**
- **Develop a marketing plan for village center (i.e. map/ brochure and/ or website);**
- **Find new and develop new recreational uses for the mill pond, surrounding parks and village center (i.e. concerts, dances, movies, arts and crafts shows, and farmers market;**
- **Find new use for empty buildings/ structures (i.e. dam, old masonic hall);**
- **Remove any slum and blight conditions existing within village center;**
- **Consider improving any water quality and public health issues (i.e. community septic system);**
- **Remove any impediments for small business to attract, retain and grow small businesses in the village center (i.e. liquor control ordinance);**

# SOLUTION PROPOSAL

## **Cassidian Communications Notification Solutions and Services**

For Comprehensive List- and Map-based Communications



Public Safety



Business Continuity



Homeland Defense

**Prepared For:**

**Town of Wayne, Maine**

2/6/2014

This proposal is valid for 90 days

THE GLOBAL LEADER IN CRITICAL COMMUNICATIONS

## **Introduction**

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Thank you for the opportunity for Cassidian Communications, an EADS North America company, to provide our industry renowned Notification Solutions and Services (NSS).

Throughout our history, we have engineered premise-based and hosted platforms to consistently perform in situations impacting operational resiliency and personal safety. Our solutions are scalable in design, supporting simple to highly complex communications and budgets of every size. As a result, thousands of public and private sector clients worldwide look to us for the experience, choice and performance essential to executing their rapid notification strategies.

**Experience.** With almost 30 years in the industry, our growing list of clients speaks volumes toward the integrity and commitment of Cassidian Communications, and demonstrates our continued investment in people, business processes, applications and global presence. Other key points include:

- Highly diverse customer community spanning multiple industries, including defense, security, finance, healthcare, utility, retail, oil and chemical, as well as public safety and government
- Detailed knowledge and integration with commonly used incident management tools, databases and technologies
- Thorough understanding of emerging communications standards, alerting protocols and emergency notification pitfalls

**Choice.** Only Cassidian Communications offers discrete deployment options adaptable to any environment or operational need, yet fully engineered to support the unique communications needs of our clients. Our broad range of offerings, coupled with invaluable customer input, allows us to be active consultants in the design, deployment and support of our notification solutions and services.

- Premise-based, hosted (SaaS model) and hybrid platforms
- List- and map-based applications
- API integration with various applications, databases and/or technologies
- Complete scalability across jurisdictions or through public-private partnerships

**Performance.** Cassidian Communications notification solutions and services have proven secure and reliable in the most extreme situations. Our people, systems and business processes help organizations to reduce risk, shorten recovery time, maintain public confidence and enhance regulatory compliance. Their success drives our ongoing development efforts and customer service initiatives, allowing us to continually raise the bar in the notification industry.

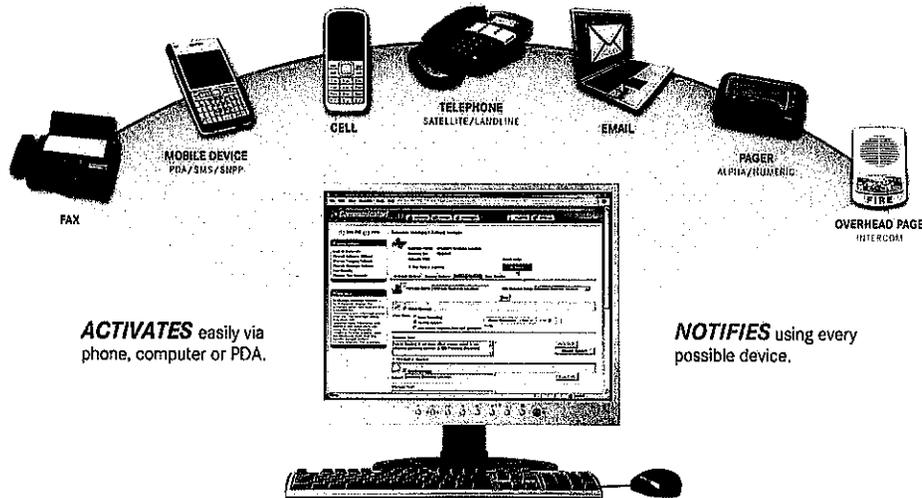
- Security-hardened offerings; passing of rigorous vulnerability assessments
- Multiple Tier III, geographically dispersed and SSAE 16 (formerly SAS 70) certified data centers
- Earned Joint Interoperability Test Command (JITC) certification
- ISO 9001:2008-certified organization

## The Communicator! NXT

The Communicator!® NXT™ is the latest critical communications software solution from Cassidian Communications. Available on-premise, hosted or hybrid (combination), it is a web-based application that enables easy and quick delivery of messages to virtually any communications device. The software, accessible using a web browser (via the Internet, LAN or WAN), provides rules-based staff and group notifications. Initiate notifications in a matter of seconds such as: work-place violence, staffing issues, BC/DR drills, security breaches, department notices, employee safety, network failures, Teleconference Bridge, school closings, campus law enforcement, help-desk notifications, and many more.

Only The Communicator! NXT solution possesses the speed and intelligence required to mobilize groups of any size or type. The application easily fills positions based on specified criteria such as skill, certification and availability. It also integrates with third-party tools and databases through a simple yet robust Application Programming Interface (API).

With The Communicator! NXT solution, notifications can be activated directly from the desktop or remotely by phone. Users can modify contacts, prepare messages and assess results, easily managing communications from start to finish.





**Town of Wayne, Maine**

**Customer: Aaron Chrostowsky**

**Date: 2/6/2014**

**Acct. Executive: Hope Baker**  
**615-435-4872**

**Proposal: DIRxxxxx**

**hope.baker@cassidiancommunications.com**

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*(Quote is valid for 90 days)*

**Solution Offered: Hosted- Communicator! NXT 4.4 & GeoCast Web Solution Suites:** Powerful, web-based application automates even the most complex list-based (Communicator NXT) and map-based (Geocast Web) notification procedures. Quickly provides individuals with situation details or instruction and gathers critical feedback, such as ETA.

**Term: 3 or 5 Year** (rate lock-in)

**Includes:**

- **Web-Based Application:** software accessible using a web browser (via Internet, LAN, or WAN)
  - **List- and map-based notification**
  - **Enhanced Browser Compatibility (version 4.4):** Security Users can access The Communicator! NXT notification solution using their preferred web browser. Supported web browsers include: Firefox®, Google Chrome™, Safari®, Microsoft® Internet Explorer® 7, Microsoft® Internet Explorer® 8, and Microsoft® Internet Explorer® 9
  - **Upgraded Server Compatibility:** The Communicator! NXT platform has been upgraded to operate with Microsoft® Windows Server® 2008 and Microsoft® SQL Server 2008
  - **Advanced Encryption Standard:** data integrity is always a topic of interest for database managers and system administrators alike. With this in mind, Cassidian Communications has incorporated AES (256-bit) encryption to better protect your security information including passwords and PIN numbers
  - **Notification Methods:** mobile device, fax (optional), telephone, SMS Text, email, pager, overhead page
  - **Qualification Methods:** Phone, email, SMS Text
  - **Unlimited Emails:** no minute charges for use of emails
  - **12,000 Universal Calling Minutes/SMS (text) Message Units**
  - Up to 10 concurrent users
  - Voice or Text to Speech-English (other languages available)
  - SAML Authentication
  - Web Accessibility for the Disabled
  - "Chat" with Technical Support from Communicator! NXT
  - Arabic Language Support
-

## **Pricing Cont.**

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- Improved Web Accessibility for the Disabled
- Two Way SMS Messaging
- Auto Text for Messages
- Record By Phone: New Voice Message Creation Tool
- Completed Reports Tab
- Customize "Caller ID" Displayed to Call Recipient by Company
- Set Time Zone for Each Company
- International Phone Number Format
- **Redundant Host Backup:** a complimentary, secondary, back-up system which provides near, real-time redundancy of your primary system to a standby server located in our 2<sup>nd</sup> hosting center, in Mesa, Arizona. This service allows your operation to use an alternate server should your primary server be rendered unavailable or inoperative for any reason
- **Custom Reports:** create your own reports, specifically designed by you
- **Web/Telephone Check-In** allows you to automatically validate the well-being of your personnel, ultimately maximizing employee accountability measures. Personnel provide their status by telephone or through a secure website, and reports provide check-in responses for follow-up action
- **Add-on Module:** choose one (1) from: Custom SRP Language, NXT API, Auto Import, Survey, Conference Bridge/Call Transfer, Community Care, or In-bound Bulletin Board (for description, see "Add-on Modules")
- **Customized Self-Registration Portal (SRP)**– Map to GCW
  - Collection of cell phone numbers, VoIP, emails
  - Automatically geo-codes
- **Unlimited Emails:** no minute charges for use of emails
- **Annual Geo-coding (99.9% data accuracy rating)**
  - GIS: Commercial Phone Data (0-75,000 pop) (Annual)
  - Commercial Map- County
- **MassCall** option for increased capacity callouts in large-scale events (32,000 phone lines)
- Annual Software Maintenance, and Support Plan
- **Project Coordination and Hosting Setup**
- **Unlimited Access to CBT's** (Computer-based training modules) where you can view, at your convenience, live, pre-recorded training sessions; brush up on skills, or train new users of the system
- **24/7/365 Technical Support** (including access to the NSS support portal)

***Annual Cost: \$8979 (all-inclusive plan)***

## Optional Add-ons

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### **Additional Minutes: Packages**

Additional calling minutes and SMS units are charged on an as-needed/used basis. Please ask your account executive for these rates. Packages can be pre-purchased at a discounted rate, and any unused minutes/SMS units will rollover year-to-year. Sample packages are below:

#### **Sample Packages: Minutes & SMS Minutes**

10,000 universal calling minutes and SMS units	\$1,000
25,000 universal calling minutes and SMS units	\$2,250
50,000 universal calling minutes and SMS units	\$4,000
100,000 universal calling minutes and SMS units	\$6,000

#### **NXT & GCW Training**

NXT & GCW Training @ NSS- 1 seat:	\$1,000
NXT/GCW Training @ NSS -> two seats (per seat):	\$750

#### **OnSite NXT & GCW Training**

Onsite NXT/GCW Training – 5+ participants (per person):	\$600
Basic Domestic Travel for Training:	\$1,200

#### **Web Training**

NXT/GCW Web Training per seat:	\$750
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#### **Data & Maps:**

GIS: Commercial Phone Data (0-75,000 pop) (Annual)	\$ 1,000
GIS: Commercial Phone Data (75,000-150,000 pop) (Annual)	\$ 1,500
GIS: Commercial Phone Data (150,000-300,000 pop) (Annual)	\$ 2,000
GIS: Commercial Phone Data (300,000-600,000 pop) (Annual)	\$ 2,500

Commercial Map – County	\$ 630
Commercial Map - Tri-County Area	\$ 1700

Cassidian Communications understands that every organization has unique communications needs, and has developed a variety of add-on's to complement your existing configuration. To fulfill your notification requirements, we have included the following options in our proposal. *Some of these options may have been already added to your proposal above.*

### **Additional Company**

A Company enables you to completely segregate your organization's data into separate databases within your emergency notification solution. This ensures data integrity and provides security when other departments or agencies share the system, as they cannot view or modify information outside of their own Company.

### **API SDK (XML, SOAP and .NET API)**

The Application Programming Interface (API) allows The Communicator! NXT to integrate with other technologies inside your organization (e.g., HR databases, overhead paging systems, BC/DR tools, etc.), further streamlining your critical communication processes. It also provides you the ability to configure the system in any language through the user interface (using double-byte support).

### **Auto Import**

The Auto Import feature directs The Communicator! NXT to watch a designated directory or folder for a data file, which is automatically imported without human intervention based on a designated schedule/frequency.

### **Community Care**

Community Care enables designated caregivers to feel confident knowing the individuals they are responsible for are being automatically checked on by telephone when unaccompanied. More importantly, if the person cannot be reached or indicates that he/she needs help, the caregiver is alerted of the situation or local authorities are notified to send someone to the residence.

### **Conference Bridge/Call Transfer**

The Conference Bridge/Call Transfer option serves as a virtual meeting place, bringing key individuals together by telephone. This option can be set up to transfer call recipients to a conference bridge, live operator, help desk or other designated telephone line. It can also be used to transfer a call recipient into The Communicator! NXT to activate other scenarios.

### **DataSync Back-up**

Using SQL Server™ backup and restore technology, DataSync Back-up provides near real-time back-up of The Communicator! NXT to a standby server located in Cassidian Communications Hosting Center. This option creates a redundant system, allowing your operation to use an alternate server should your primary server be rendered unavailable or inoperable for any reason.

### **Desktop Alerting**

Cassidian Communications provides desktop alerting applications, which instantly disseminate messages to the screens of any networked PC or laptop. Depending on your needs, audible and/or visual alerts take precedence over all other open applications, ensuring the notification is received.

**Inbound Bulletin Board**

The Inbound Bulletin Board is used to deliver status updates or general information to incoming callers (e.g., residents, community groups, employees, etc.). It can be used to provide emergency or everyday information, saving time and resources from answering routine informational calls.

**Self-Registration Portal (SRP)**

The SRP is a customizable, highly secure and easy-to-access web tool that allows people to sign up to receive notifications. Once implemented, the option to “click to register” appears on your website or intranet, quickly linking individuals to the SRP’s URL. Here, they can complete a short web form, supplying their physical/email addresses and phone numbers. In addition, they can opt in their SMS device to receive text messages, or even select to receive emergency and/or routine messages.

**Survey**

The Survey module allows you to compose any number of questions for delivery via phone and/or email. It can be used to collect information pertaining to a variety of events, including pandemics, hurricanes, service outages and more. The Survey module also allows individuals to provide feedback about their well-being, enabling you to know if they are safe and okay. Responses are viewed in real-time reports, available in detail and summary formats.

**Web/Telephone Check-In**

Web/Telephone Check-In allows you to automatically validate the well-being of your personnel, ultimately maximizing employee accountability measures. Personnel provide their status by telephone or through a secure website, and reports provide check-in responses for follow-up action.

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## **Installation, Support & Training**

Cassidian Communications provides a variety of resources to assist you in the successful use of your emergency notification solution, to include:

### **Installation**

- Assignment of project manager to successfully lead installation and coordination of your solution deployment
- Guidance and project coordination/planning to ensure The Communicator! NXT is configured to function correctly within your infrastructure
- Premise-based configurations include on-site installation and readiness testing by technician
- Assistance with importing of data and creation of initial notification scenarios

### **Support**

- 24/7 multi-tier Technical Services Help Desk made up of a team of full-time professionals, dedicated to providing the highest level of technical support
- Unlimited assistance by telephone, email and chat
- Includes software upgrades/updates as released by Cassidian Communications Quality Assurance team (dependent on deployment option)
- Newsletters and information on Cassidian Communications products and services
- Technical website available at [support.cassidiancommunications.com](http://support.cassidiancommunications.com), providing access to manuals, best practices, tips and tricks and more

### **Cassidian Communications University**

Cassidian Communications offers a variety of training options, covering all topics necessary for optimum system performance and meeting any scheduling need.

- **In-house:** In this two-day course held at Cassidian Communications Franklin, Tennessee, location, users can comfortably share ideas and network, exploring best practices for utilizing the technology within their operations
- **On-site:** Clients can elect to have an experienced member of the training team come to your location, providing flexibility for multiple teams/shifts to take part and accommodating the most demanding of schedules
- **Web-based:** This option enables you to take part in real-time, instructor-led training specific to your organization and needs
- **Computer-based:** Through Cassidian Communications online Learning Management System (LMS), you can view recorded training sessions, anytime and at your convenience

Wayne Town Manager

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**From:** Aaron Weston <aweston@cai-info.com>  
**Sent:** Tuesday, January 21, 2014 1:15 PM  
**To:** Aaron J. Chrostowsky  
**Subject:** Wayne, ME GIS Costs

Hi Aaron,

Thank you for getting back to me with the answers to my questions. This email contains a brief explanation of the services that the Town is looking to undertake and the associated costs. If this is something that the Town looks to move forward with I can get you a formal proposal.

Phase One, Update state parcel layer digitized from maps current as of 4/1/11 through 4/1/14 (three years). The Town estimates no more than 15 changes per year. The Town will provide us a set of maps current through 4/1/13 and supporting documents for the changes occurring from 4/1/13 - 3/31/14. For the two previous years we would get the changes off of the most current tax map scans and should be able to identify the areas of change when checking for mismatches between Trio and the 4/1/11 parcel layer created by the State. Finally we will provide the Town with a list of any mismatches that exist between the parcel layer and the Trio database. The cost for this type of update service typically would be \$1,400 per year. Because there will be some cost savings in doing all three years at one time in conjunction with doing the annotation work we can reduce the updating cost to \$2,800, total for all three years.

Phase Two, Digitize all text that exists on the existing hard copy tax maps as GIS annotation. Once all of the text is digitized CAI would setup a plotting routine in order to produce new hard copy tax maps from the GIS. CAI would deliver to the Town an new full-size set of paper tax maps, a reduced size set of paper maps as well as a set of tax maps in PDF format. The cost for this service would be \$9,150.

Once phase One is completed the Town can then utilize our QMO service. As we discussed the standard setup fee for QMO is a onetime cost of \$2,500 (If doing both phases 1 and 2 we will reduce this cost to \$1,500) and then there is an \$1,800 annual hosting fee. This setup includes loading all of the Towns existing GIS data layers into QMO and setting up our data processor utility for updating the Towns assessment data displayed in QMO. The data processor utility will allow the Town to update the assessment data in QMO at your convenience with no additional support or scheduling needed from CAI staff. The annual hosting fee covers refreshing QMO with updated data layers and linked data such as building photos, plans, sketches etc. one time each year.

Additionally I believe that you mentioned an interest in getting the Towns Zone Map digitized to overlay the new parcel layer. The cost for digitizing this map and producing 1 full size plot of the map and a pdf of the map would typically be about \$1,500 - \$2,500. Before giving you a final price on this I would like to see a copy of your current zone map.

If you have any questions regarding these services please do not hesitate to contact me.

Sincerely,

Aaron

**Aaron Weston, CMS, GISP**  
Business Development Manager



Toll-free 800.322.4540 x28

## UPDATE MEGIS LEVEL III PARCEL LAYER

1. Using information from the TOWN's Tax Maps updated as of 4/1/2014, VENDOR shall update the Maine Office of GIS (MEGIS) level III geodatabase current to 4/1/2014.
2. VENDOR shall ensure compliance with the MEGIS Level III Parcel Standard when updating the geodatabase with lot line adjustments, mergers and new parcels or easements shown on the Tax Maps.

## TAX MAP TEXT CONVERSION SERVICES

1. VENDOR shall digitize, configure, and adjust the Town of Wayne's existing tax map text a.k.a. property map or assessment map text to correctly align with the State Level III compliant parcel layer. VENDOR shall download and update the most current copy of the Level III parcel data from the MEGIS website prior to digitizing the text.
2. Text, if shown on the existing maps, to be reproduced shall include all text as follows:
  - Road names
  - Water names
  - Easement names
  - Parcel numbers
  - Parcel areas
  - Dimensions
  - Adjacent town names
  - Exempt parcels
  - 'Part of text'
3. Digital Drafting Standards

The intent of VENDOR's service is to convert and reconfigure the existing tax map text to coincide with any changes associated with the parcel map recompilation effort performed as a part of the State of Maine parcel digitizing project. The resulting digital product will support modifying a single data set for future tax map and GIS data maintenance services.

All text should be set to conform to standard cartographic practices. Text will be added to the geodatabase using standard templates to set the text size, font, color, and symbol for each feature. If a text height must be reduced, it will be dropped to accommodate the cartographic need.

Text for road names, parcel numbers and acreage will be feature linked. Road name text will be generated based on road name attributes in the MEGIS available E911 data layer. Parcel numbers will be generated based on the parcel ID attribute and acreage text will be created from the assessed acreage values listed in the TOWN's CAMA database.

Text for adjacent town names and 'part of text' references for parcels will be created using labels. Polygons representing adjacent towns will be labeled to produce map text showing the town names. Parcel polygons not associated with the subject map being plotted will be labeled with 'part of text'. VENDOR will configure label placement properties in the plotting routine to manage label placement in order to minimize conflicts.

4. All text shall be digitized using ArcGIS software, in a professionally acceptable format, per the standards previously listed in Item 3.
5. VENDOR shall generate new tax maps matching the TOWN's existing map grid layout.

- A. The TOWN's existing tax map Index will be digitized and used for tax map production to ensure that parcels are shown on the correct maps.
  - B. VENDOR shall configure an ESRI ArcGIS v. 10 x tax map plotting .mxd document using Data Driven Pages. This document will be used to create hard copy and PDF tax maps. The maps will contain standard map features such as a legend, north arrow, TOWN seal, adjacent sheet index, map disclaimer and date of revision.
  - C. VENDOR shall configure an additional ESRI ArcGIS v. 10 x .mxd document designed for reproducing the TOWN's index map. The index map will include features and labels for the tax map grid, roads, railroads, water, and adjacent municipalities.
6. VENDOR shall develop a preliminary tax map set in PDF format for review and acceptance prior to final delivery. Changes to the maps should be noted either in the PDF document or the TOWN can print the PDF maps and note changes on the hard copies prior to sending them back to VENDOR. VENDOR staff will incorporate the changes noted by the TOWN prior to final delivery.

#### CREATE DIGITAL ZONE MAP

1. Using the Town's existing zoning map the VENDOR shall digitize the zone polygons to align with the updated geodatabase parcel layer.
2. Each zone polygon shall be attributed with the Zone type.
3. Resulting polygon layer shall be delivered in ESRI shapefile format.
4. A new Zone Map shall be created and delivered in PDF format and plotted on a D size paper.

#### DEVELOP ONLINE GIS APPLICATION

1. Product Overview:

The Town looks to acquire a web based GIS solution to be hosted by the VENDOR. The Town expects the VENDOR to handle all setup and configuration of the web based GIS site and provide training of it use to municipal staff.

2. Online Functionality Overview:

This application must provide easy access to the following tools and functions:

**Zoom-In Tool** allows the user to focus on a specific, smaller area on the map. Click and drag a rectangle surrounding the area you want to zoom into.

**Zoom-Out Tool** allows the user to focus on a larger area on the map. Click the Zoom-Out tool and then click on the map near the center of the larger area you are interested in seeing.

**Pan Tool** allows the user to click and drag the view of the map in any direction.

**Zoom Previous Tool** allows the user to quickly zoom to the previous map extent.

**Zoom To Full Extents Tool** allows the user to quickly reset the map view to the original map extent.

**Identify Tool** allows the user to click on a parcel and receive information about that parcel. This tool is useful in receiving ownership information.

**Clear Selection Tool** allows the user to clear the selected map features(s).

**Print Map Tool** allows the user to generate a printable PDF map. This utility allows the user to design the map prior to generating a PDF map to print or save to the local computer. The user can enter a custom map title, define the printed map scale and select the map print quality. The user also has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation.

**Measure Area Tool** allows the user to click three or more locations on the map to identify the area between clicks.

**Measure Line Tool** allows the user to click two or more locations on the map to identify distances between clicks.

**Find Property Function** enables the user to find parcels by owner name, by address or by parcel identifier, depending on the data available. The user types the information in the **Search** for dialog box and clicks the appropriate button to execute the search.

**Find Abutters Function** enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report and/or Mailing Labels formatted to Avery 5160 labels by clicking the appropriate button.

**Map Layers** expander allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The user also has the ability to access "**Quick Maps**" from the Maps Layers tab. This function provides quick and easy access to a set of predefined map layers that are already set up with display properties. The ability to utilize this function depends on the municipality's available data.

**Area of Interest** function provides the ability for the user to quickly zoom to an area on the map. Once the particular Area of Interest is selected, the map will refresh to that particular area of TOWN.

This application must provide the additional following functions:

- **Bing Maps Tab**: This function allow the user to access the Microsoft Bing Maps interface directly from within the online website.
- **Map Type Selector**: This function allows the user to select the type of background map to view in the online website. Depending on the map scale, the user can select a relief, USGS, Aerial or parcel background map.
- **Help Tab**: This window is designed to provide assistance to users while accessing the online\_website. This is an interactive website page that includes help topics for the functions within the user interface.

- Building Photos & Associated Documents: This function allows users the ability to access building photos and/or documents related to particular properties.
- Optional Secure Staff Access Capability: VENDOR shall provide the TOWN with up to five (5) separate secure ArcGIS Server Map Services configured for access through encrypted username & password authentication. The secure Map Service(s) allows for password-protected access to a specific set of geographic data layer(s), documents and/or attribute data within the community.
- Optional Secure Staff Document Upload Tool: VENDOR shall provide the TOWN with a Document Upload Tool, configured to function within a Staff Site. This tool shall allow the user the functionality to upload and relate PDF and/or TIF formatted files to specific parcels within the community.

The Document Upload tool shall provide the user the ability to assign a specific document category to the file(s) for upload.

The Document Upload tool shall provide the user the ability to assign public and/or staff view access to the specific document file for upload.

### 3. GIS Data Update:

VENDOR shall refresh the GIS data on the online website annually. Should the TOWN be using VENDOR's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data.

### 4. Attribute Data Update

VENDOR shall design and create a Data Processing Utility for the TOWN to use for periodic upload using an export file(s) from the CAMA system to a secure online database accessed by the online website. This utility will not require any interaction on behalf of the VENDOR to run and upload new data to the online website.

### 5. TOWN Support

VENDOR shall provide telephone, fax, and email support services concerning the online website to the TOWN. These services can be used to answer usage and technical questions.

VENDOR shall respond to any TOWN alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

## DELIVERABLES

1. VENDOR shall deliver one (1) complete set of preliminary b/w tax maps in PDF format.
2. VENDOR shall deliver one (1) complete set of final b/w tax maps in PDF format.
3. VENDOR shall deliver one (1) complete set of full size b/w paper tax maps.
4. VENDOR shall deliver one (1) complete set of reduced size b/w paper tax maps.

5. VENDOR shall deliver a Zoning layer in shapefile format.
6. VENDOR shall deliver a new Zone Map plotted on D size paper.
7. VENDOR shall deliver copy of the new Zone Map in PDF format.
8. VENDOR shall provide the TOWN with a copy of all digital data developed as part of this project. Final delivery product will be in Esri ArcGIS format suitable for use with Esri's latest version of ArcGIS. The TOWN shall own all digital data created specifically for this project.
9. VENDOR shall provide online GIS Service.

February 7, 2014

Board of Selectmen  
Town of Wayne  
P.O. Box 400  
Wayne, ME 04284

Dear Board of Selectmen:

This letter will serve as my desire for the Wayne Board of Selectmen to renew my contract at the end of my current contract term on June 30, 2014.

I have enjoyed working in Wayne, Maine over the last year. During the last year we have accomplished a lot. Below are a list of goals and other projects I have worked on over the last year.

**Goals:**

**General Administration**

- **Bid out Street/ Lot Plowing:** Completed
- **Update Road Plan:** I have evaluated over half of all Town Roads.

**Personnel / Staffing Analysis**

- **Complete review of all personnel:** I have personally reviewed each staff member's strengths and spoke to each person individually. However, before April I would like to conduct formal annual performance reviews.
- **Re-organization/ staff:** This has been discussed numerous times at the Board table. Due to the loss of key personnel. I have restructured a few positions such as eliminating the bookkeeper position. We have contracted our auditor temporarily to train the Treasurer to balance the checkbook and GL. I will maintain the payroll functions. Hopefully, this training will prove fruitful. This change could save the Town around \$6,500 per year.

**Lord Road**

- I have only received one easement. This summer, we intend to due to some work on the road to improve drainage. I can complete any easement work necessary for this project. This project has seemed to by a high priority for the board due to budgetary constraints.

**Facility Records Management Plan**

- Continue to organize records in the current town office in logical, process oriented systems. Have secured maps and created a Map room at the old Town Office.
- Created Facilities Committee to begin the process of reviewing

**Comprehensive Plan**

- We have organized a good working group of dedicated citizens who are interested updated the plan thoroughly. I personally have updated and collected data for a number

of sections in the plan. This project is expected to be completed by Town Meeting June 2015.

### **Improve Community Relations**

- **Meet with various community groups.** I have met with representatives from Library Board, Ladd Recreation Center, Sustain Wayne, Wayne Community Church, Wayne Historical Society and Androscoggin Yacht Club. I have attended and volunteered in numerous community functions.
- **Write a monthly column in the Wayne Messenger.**
- **Updated the Town website.** I believe the Town website is more functional now and user friendly.

### **Other Projects:**

#### **Tax Acquired Property**

- Revised Tax Acquired Policy/ Ordinance
- Resolved numerous tax acquired property and collected back taxes to restore integrity of tax collection system

#### **Personnel /Training**

- As a result of the loss of two key personnel at the Town Office. I have had to take on a variety of different roles: acting as Tax Collector until new clerk completes probationary period and is adequately trained. Also, I am doing payroll and associated deductions. I have had to train new personnel which is time consuming.

#### **Conservation Commission**

- Assisted the Conservation Commission with the re-mailing of the Vernal Pool permission slips
- Assisted the Conservation Commission with the community forest concept

#### **Road Projects**

- Completed Maxim Road Gravel Road Rehabilitation and Drainage Project
- Completed House Road Gravel Road Rehabilitation and Drainage Project
- Completed Hathaway Road Culvert Replacement Project
- Completed Lake Street- Yacht Club Boat Launch Replacement Project
- Completed North Wayne Road Reconstruction. I prepared bid specification, worked to complete bond financing. The project was completed to specifications and on budget.

#### **Auditor Recommendations**

- Updated Chart of Accounts to resolve various inconsistencies in the general ledger and budget
- Wrote Investment Policy
- Wrote Fund Balance Policy
- Stopped use net budgeting
- Eliminate numerous checking "cash" and sweep accounts
- Maintain segregation duties

#### **Updated Purchasing Policy**

#### **Historical Society**

- Applied and received Davis Foundation Grant to complete restoration of Town House

- Applied for Stephen and Tabitha King Grant for new bell tower for North Wayne School House

Items that I would like to work during my next contract:

- Update Emergency Operations Plan
- Fire Truck Replacement Plan
- Complete Road Plan
- Complete Comprehensive Plan
- Continue to work with Conservation Commission to protect Water Quality
- Continue to work with Facilities Committee to design new Town Office
- Continue to work with Village Development Committee

Below are Terms I am seeking in my new contract with Town of Wayne are as follows:

- **Term:** 3-5 year contract
- **Compensation:**
  - a. Salary, current rate: \$44,500
  - b. Every year, employee's salary will be increased by an amount computed from the annual federally-recognized COLA (cost-of-living adjustment) percentage applicable for the preceding calendar year, with the adjustments effective on July 1<sup>st</sup>, consistent with the Town's Personnel Policy.
- **Benefits:** Maintain same benefit package

Thank you again for this opportunity, I look forward to working with you.

If you have any questions, please don't hesitate to contact me at (207) 877-1214 or [ajchrostowsky@hotmail.com](mailto:ajchrostowsky@hotmail.com).

Sincerely,



Aaron Chrostowsky

**TOWN OF WAYNE, MAINE**  
**Town Manager Employment Agreement**

This is an Employment Agreement, dated **January 2, 2013** (Effective Date) between the Town of Wayne and **Aaron Chrostowsky** of **Waterville, ME**. This agreement is pursuant to Title 30-A, Section 2631-2639, as amended by an ordinance adopted by the Town of Wayne on March 10, 1979, which adopted the Town Manager form of government.

1. **Description of Employment and Employee's Duties:** The Selectmen, acting for the Town, hereby employs the Employee as Town Manager of the Town of Wayne and the Employee accepts such employment upon the terms and conditions herein contained. The Employee's duties shall be those usually associated with a Town Manager of a Maine Municipality and as prescribed from time to time by the Selectmen and the State of Maine. The Employee shall assert his/her best efforts, attention and energies to his position and it is understood that the Employee, for no further compensation, also performs the duties of Health Officer, Road Commissioner, Deputy Tax Collector, Deputy Town Clerk, Deputy General Assistance Officer and Deputy Treasurer. The Employee may also perform other assignments or appointments from time to time, as necessary.
2. **Term:** The Term of this Agreement shall be for a period of approximately eighteen (18) months, commencing on **January 7, 2013** (Commencement Date) and ending **June 30, 2014** (Termination Date). This Agreement shall not be evidence of any expectations of continued employment either indefinitely or for any period beyond this Term. During the Term, the Town Manager may be terminated at any time subject to the termination provisions of this Agreement. A new Agreement is required for the Town Manager to work for the Town beyond the Termination Date.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Selectmen to terminate the services of the Employee at any time, or for the Employee to resign at any time, subject only to the provisions set forth in Section 6 of this Agreement.

The Selectmen agree that on or before **May 1**, of each successive contract year, they will notify Employee of their intent and desire to enter into an employment agreement with the Employee, and the Employee agrees he/she will do the same. If both parties indicate that they desire a new employment agreement, they agree that they will, in good faith attempt to sign a new agreement on or before **July 1, of each successive contract year**.

3. **Probationary Period:** The Employee will have a six-month probationary period, ending **June 30, 2013**. The Selectmen agree that on or before **May 1, 2013** they will notify Employee of their intent and desire to continue this employment agreement, and the Employee agrees he/she will do the same. At that time the Selectmen will conduct a **performance and salary review** based on goals and objectives mutually agreed to by the Employee and Selectmen. The goals and objectives will be determined no later than the Commencement Date of this Agreement and will become an attachment to this Agreement.
4. **Compensation:** The Town shall pay to the Employee, for all of his/her services to be rendered hereunder, the following Salary:

**From the Commencement Date until June 30, 2013, at the rate of \$39,500 per year**, payable in such installments as the Selectmen may from time to time determine. The Selectmen agree to review the Employee's salary and benefit package for the upcoming fiscal year on or before **April 15, 2013**, and on or before **April 1** of each subsequent year. If the Town Manager and the Selectboard cannot agree upon a salary and compensation package for the following fiscal year by May 1, the Town and

Town Manager agree to dissolve the remaining years of this contract, effective at the end of that fiscal year.

5. **Benefits:** In addition to the Salary, the Town shall provide the following Benefits:
- A. **Retirement:** Town agrees to pay up to five percent (5%) into a 457 Deferred Compensation Plan or other Retirement Plan established for the Employee, contingent on a one-to-one match to the five percent total figure by the Employee, who also may elect at his/her own option, and with no Town contribution, to defer additional monies into the retirement plan. Participation in Social Security is mandatory, with both the Town and Employee making the required contributions.
  - B. **Insurance:** Town agrees to pay one hundred percent (100%) of the Employee's cost for the following insurances through the Maine Municipal Association or other parties retained, as deemed to be in the best interest of the town.
    - Health Insurance (Individual Rate, PPO plan);
    - Life Insurance equal to one 1 year's salary;
    - Dental Insurance;
    - Disability Insurance; and
    - Vision insurance
  - C. **Vacation:** Vacation time is two weeks (10 days) for one year; two weeks (10 days) at two years; three weeks (15 days) at three years and four years; and capped at four weeks (20 days) beginning in year five, regardless of the length of service. The Manager shall not use more than ten (10) vacation days in any thirty (30) day period without prior approval of the Board of Selectmen.
  - D. **Holidays:** The Employee shall be granted the holidays normally observed statewide and granted other town employees with the approval of the Selectmen.
  - E. **Accrued Vacation:** Upon termination, whether voluntary or involuntary, the Town shall compensate Employee for all accrued but unused vacation time. Said compensation shall be based upon Employee's Salary as of the date of employment and termination.
  - F. **Sick Time:** Employee to accumulate sick days at the rate of one (1) day per month, accumulating up to a total of thirty (30) days, with any accrued amounts not payable upon leaving employment.
  - G. **Management Facilities:** The Town will provide and maintain, or cause to be provided and maintained, such facilities, equipment and supplies as the Board of Selectmen deems necessary for the Manager's performance of his/her services and duties under this agreement.
  - H. **Management Service:** The Manager shall devote an average of thirty-five (35) hours per week to the affairs of the Town of Wayne and shall use his/her best efforts and devote his/her full time to the performance of his/her employment under this contract.
    - a. **Professional Development:** The Town shall pay for membership dues to the International City / County Management Association (\$320/yr) and the Maine Town and City Management Association (\$80/yr), and if attendance is authorized by the Select Board, fees and expenses for the Maine Town and City Managers Interchange and Institute, and the Maine Municipal Association Annual Convention. Also, the Town shall pay fees and expenses for other professional development activities for which it approves attendance.

- b. **Indemnification:** The Town shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Manager. The Town will, in its sole discretion, defend, compromise or settle as appropriate any such claim or suit and pay the amount of any settlement or judgment. This section does not apply to claims resulting from Employee's willful misconduct or for claims arising outside of Employee's duties as Town Manager. Such indemnification shall extend beyond termination of employment and the otherwise expiration of this Agreement to provide full and complete protection for the Employee by the Town.
  - c. **Jury Duty:** In the event that the Employee is called for jury duty and attends court and is paid by the court system, the Employee will remit to the Selectmen all such sums for jury duty. The Selectmen agree, however, that attendance at jury duty will not diminish any of the Benefits and the Employee shall receive full Salary and Benefits during the jury duty period.
  - d. **Bereavement Leave:** In the event of the death of the Employee's spouse, or child, the Employee shall be entitled to seven (7) consecutive working days leave. For the Employee's mother, father, stepmother or stepfather, seven (7) workdays, and for the Employee's brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren and grandparents, the Employee shall be entitled to up to three (3) workdays leave. For the Employee's spouse's grandparents, one (1) workday. The Employee must attend the funeral. However, Bereavement Leave may be banked if burial is to take place at a later date. Such hours taken for bereavement leave shall be counted as hours worked in determining eligibility for overtime pay, vacations and holiday pay. Employee shall be allowed to take time off without pay to attend funerals of persons not covered in this section.
  - e. **Performance Evaluation:** The Selectmen agree to perform performance evaluations from time to time. . An annual review will be conducted by the selectmen on or before April 1, of each successive year of the contract period.
6. **Termination:** Notwithstanding any statutory or other provisions that pertain to the employment and termination of a Town Manager, Employee's employment under this Agreement may be terminated as follows:
- A. **Termination for Cause:** The Selectmen may terminate this Agreement at any time for cause, as follows:
    - a. In the event of a material breach of this Agreement or any representation or warranty herein, by Employee, provided that written notice of such breach is given to the Employee and the breach is not cured within sixty (60) days; and provided further that the Selectmen may terminate Employee's employment under this Agreement immediately and without notice in the event of gross and demonstrable dereliction of duty by Employee;
    - b. In the event that Employee has been found by a court or administrative agency (or is reasonably believed by the Selectmen) to have committed a criminal offense (other than a traffic offense);
    - c. In the event that Employee engages in dishonest conduct or conducts himself/herself in a manner which harms or causes injury to the Town;

- d. In the event the Selectmen discover that the Employee has falsified information and records provided in connection with his/her application for employment or committed resume fraud.
  - e. In the event that Employee repeatedly, intentionally or negligently fails to perform his/her work responsibilities or to attend work.
- B. **Termination Without Cause:** The Selectmen may elect to terminate Employee's employment under this Agreement at any time during the term of the Agreement, with notice, even in the absence of cause or a material breach as follows:
- a. If the termination occurs during the term of this contract, the Selectmen shall pay the Employee an amount equal to six months Salary and Benefits.
  - b. In the event that the Employee is terminated for cause, the Selectmen shall have no obligation under this paragraph.
- C. **Termination by Employee:** The Employee may voluntarily terminate this Agreement at any time upon sixty(60) days written notice to the Selectmen. In the event of such termination, the Employee shall not be entitled to receive any Severance Pay.
7. **Confidential Information:** Employee has access to confidential information pertaining to persons or property in the Town. Employee shall not use this privileged information to his/her private advantage or to provide friends or acquaintances with information that could be used to private advantage.
8. **Dispute Resolution:** Any unresolved dispute between Employee and the Selectmen concerning the rights and obligations of the parties hereunder, including any dispute following the termination of this Agreement, shall be resolved by binding arbitration conducted in Kennebec County, Maine in accordance with the arbitration rules of the American Arbitration Association. The cost of such arbitration shall be borne equally by both parties. This provision applies to any claim under Title VII, the ADA, the ADEA, 42 USC 1983 or any other federal or state discrimination law.
9. **Notices:** Any notice required or permitted to be given by one party to the other hereunder shall be sufficient if in writing and hand delivered or mailed by certified mail, return receipt requested, to the following address, until notice of change of address is actually received by the sending party:
- |                                                                                                          |                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <p>To the Selectmen:<br/> c/o Town of Wayne<br/> P.O. Box 400<br/> 48 Pond Road<br/> Wayne, ME 04284</p> | <p>To the Employee:<br/> Aaron Chrostowsky<br/> 10 Water Street, Apt. 513<br/> Waterville, Maine 04901</p> <hr style="width: 100%;"/> |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
10. **Entire Agreement:** This Agreement constitutes the entire agreement between the Town and the Employee, and there are no oral or written agreements, understandings, warranties or representations between the parties except as set forth herein.
11. **Amendments:** This agreement may not be amended except by writing and signed by both parties, except as may be provided by law.

12. **Waiver:** No term or provision of this Agreement shall be deemed to have been waived by either party unless such a waiver is in writing and signed by the party making the waiver.

13. **Headings:** The headings of the numbered paragraphs of this Agreement are used solely for convenience and are not to be used in construing or interpreting the Agreement.

14. **Severability:** In the event that any provision of this Agreement is found to be unenforceable, illegal or contrary to public policy, such findings shall not invalidate the entire Agreement, and this Agreement shall remain in full force and effect except for the offending provision.

15. **Choice of Law:** This Agreement has been made and entered into in the State of Maine and shall be interpreted according to Maine law.

Employee:

Aaron Chrostowsky  
Aaron Chrostowsky

1/7/2013  
Date

Selectmen of the Town of Wayne:

Gary A. Kenny 1/15/13  
Gary A. Kenny, Chair Date

Stephen R. Saunders 1/4/2013  
Stephen R. Saunders Date

Carroll Paradis 1-4-2013  
Carroll Paradis, Vice Chair Date

Raymond J. Giglio 1-4-13  
Raymond J. Giglio Date

Stephanie H. Haines 1/4/2013  
Stephanie H. Haines Date

Attachment: Subsequently dated Goals and Objectives

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>100 - General Admin</b>	<b>289,818.00</b>	<b>148,272.86</b>	<b>91,545.14</b>	<b>61.83</b>
<b>01 - Salaries</b>	<b>149,924.00</b>	<b>88,672.09</b>	<b>61,251.91</b>	<b>59.14</b>
01 - Selectmen	7,162.00	4,774.80	2,387.20	66.67
05 - Town Manager	44,500.00	28,903.38	15,596.62	64.95
10 - Bookkeeper	6,500.00	2,490.00	4,010.00	38.31
15 - Treasurer	3,000.00	2,000.00	1,000.00	66.67
20 - Tax Collector	20,800.00	5,990.32	14,809.68	28.80
25 - Town Clerk	20,800.00	13,837.33	6,962.67	66.53
30 - Office Clerk	1,000.00	9,049.25	-8,049.25	904.93
35 - Meeting Clerk	1,156.00	258.09	897.91	22.33
40 - Special Project Clerk	2,000.00	0.00	2,000.00	0.00
70 - Med/Fica	8,026.00	5,458.67	2,567.33	68.01
75 - Health Insurance	30,964.00	15,592.30	15,371.70	50.36
80 - Retirement	3,265.00	99.05	3,165.95	3.03
81 - Income Protection plan	751.00	218.90	532.10	29.15
<b>02 - Operating Expense</b>	<b>30,350.00</b>	<b>16,080.25</b>	<b>14,269.75</b>	<b>52.98</b>
01 - Office Expense	4,000.00	2,456.83	1,543.17	61.42
05 - Travel expenses	2,500.00	1,340.88	1,159.12	53.64
10 - Training Expense	4,000.00	905.00	3,095.00	22.63
15 - Maintenance and Repairs	2,000.00	58.99	1,941.01	2.95
20 - Dues	2,200.00	0.00	2,200.00	0.00
25 - Computer Repairs	4,000.00	683.50	3,316.50	17.09
30 - Computer Software	7,000.00	7,647.64	-647.64	109.25
35 - Website	750.00	617.76	132.24	82.37
40 - Town Report	1,200.00	0.00	1,200.00	0.00
45 - Sunshine Fund	200.00	163.95	36.05	81.98
50 - Tax Administration	2,500.00	2,205.70	294.30	88.23
<b>03 - Contractual</b>	<b>48,744.00</b>	<b>38,211.36</b>	<b>10,532.64</b>	<b>78.39</b>
01 - Legal Services	15,000.00	7,785.71	7,214.29	51.90
05 - Audit Services	4,800.00	4,700.00	100.00	97.92
10 - Banking	500.00	0.00	500.00	0.00
15 - Insurance	19,044.00	16,779.50	2,264.50	88.11
20 - Rent	6,900.00	6,656.00	244.00	96.46
25 - Copier lease	2,500.00	2,290.15	209.85	91.61
<b>05 - Utilities</b>	<b>2,800.00</b>	<b>2,991.23</b>	<b>-191.23</b>	<b>106.83</b>
01 - Telephone	2,800.00	2,991.23	-191.23	106.83
<b>65 - Unclassified</b>	<b>8,000.00</b>	<b>2,317.93</b>	<b>5,682.07</b>	<b>28.97</b>
01 - Contigent	4,000.00	1,972.00	2,028.00	49.30
05 - Capital	4,000.00	345.93	3,654.07	8.65
<b>101 - Debt Service</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>15 - Debt Service</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.00</b>
05 - North Wayne Road	60,000.00	60,000.00	0.00	100.00
<b>102 - Elections &amp; Hearings</b>	<b>4,245.00</b>	<b>992.09</b>	<b>3,252.91</b>	<b>23.37</b>
<b>01 - Salaries</b>	<b>2,045.00</b>	<b>873.30</b>	<b>1,171.70</b>	<b>42.70</b>
41 - Elections clerk	1,900.00	849.17	1,050.83	44.69
70 - Med/Fica	145.00	24.13	120.87	16.64
<b>02 - Operating Expense</b>	<b>2,200.00</b>	<b>118.79</b>	<b>2,081.21</b>	<b>5.40</b>
01 - Office Expense	2,200.00	118.79	2,081.21	5.40
<b>103 - General Assistance</b>	<b>7,077.00</b>	<b>424.35</b>	<b>6,652.65</b>	<b>6.00</b>

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>103 - General Assistance CONT'D</b>				
<b>01 - Salaries</b>	<b>1,077.00</b>	<b>15.45</b>	<b>1,061.55</b>	<b>1.43</b>
45 - General Assistance clerk	1,000.00	14.54	985.46	1.45
70 - Med/Fica	77.00	0.91	76.09	1.18
<b>10 - Social Services/Community Serv</b>	<b>6,000.00</b>	<b>408.90</b>	<b>5,591.10</b>	<b>6.81</b>
85 - General Assistance	6,000.00	408.90	5,591.10	6.81
<b>104 - Fire Department</b>	<b>46,459.00</b>	<b>17,601.12</b>	<b>28,857.88</b>	<b>37.89</b>
<b>01 - Salaries</b>	<b>6,459.00</b>	<b>4,305.96</b>	<b>2,153.04</b>	<b>66.67</b>
50 - Chief Officers stipends	6,000.00	3,999.96	2,000.04	66.67
70 - Med/Fica	459.00	306.00	153.00	66.67
<b>02 - Operating Expense</b>	<b>40,000.00</b>	<b>13,276.11</b>	<b>26,723.89</b>	<b>33.19</b>
60 - Fire Dept Operations	22,000.00	11,385.03	10,614.97	51.75
61 - Fire Communications	4,000.00	1,327.47	2,672.53	33.19
62 - Fire Capital	14,000.00	563.61	13,436.39	4.03
<b>05 - Utilities</b>	<b>0.00</b>	<b>19.05</b>	<b>-19.05</b>	<b>----</b>
05 - Electricity	0.00	19.05	-19.05	----
<b>105 - Assessing</b>	<b>19,500.00</b>	<b>13,533.31</b>	<b>5,966.69</b>	<b>69.40</b>
<b>02 - Operating Expense</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>
70 - Tax Maps	300.00	0.00	300.00	0.00
<b>03 - Contractual</b>	<b>19,200.00</b>	<b>13,533.31</b>	<b>5,666.69</b>	<b>70.49</b>
30 - Assessing/Mapping	13,600.00	7,933.31	5,666.69	58.33
35 - Quarterly review	5,600.00	5,600.00	0.00	100.00
<b>106 - Animal Control</b>	<b>5,130.00</b>	<b>3,098.26</b>	<b>2,031.74</b>	<b>60.39</b>
<b>01 - Salaries</b>	<b>3,230.00</b>	<b>2,153.00</b>	<b>1,077.00</b>	<b>66.66</b>
55 - Animal control officer	3,000.00	2,000.00	1,000.00	66.67
70 - Med/Fica	230.00	153.00	77.00	66.52
<b>10 - Social Services/Community Serv</b>	<b>1,900.00</b>	<b>945.26</b>	<b>954.74</b>	<b>49.75</b>
90 - Humane Society	1,900.00	945.26	954.74	49.75
<b>107 - Code Enforcement</b>	<b>13,169.00</b>	<b>8,512.52</b>	<b>4,656.48</b>	<b>64.64</b>
<b>01 - Salaries</b>	<b>12,269.00</b>	<b>8,185.02</b>	<b>4,083.98</b>	<b>66.71</b>
56 - Code Enforcement Officer	11,397.00	7,732.62	3,664.38	67.85
70 - Med/Fica	872.00	452.40	419.60	51.88
<b>65 - Unclassified</b>	<b>900.00</b>	<b>327.50</b>	<b>572.50</b>	<b>36.39</b>
10 - Planning Board	300.00	97.50	202.50	32.50
15 - Board of Appeals	300.00	0.00	300.00	0.00
20 - Conservation Commission	300.00	230.00	70.00	76.67
<b>108 - Public Safety</b>	<b>31,648.00</b>	<b>19,940.17</b>	<b>11,707.83</b>	<b>63.01</b>
<b>03 - Contractual</b>	<b>24,648.00</b>	<b>16,765.00</b>	<b>7,883.00</b>	<b>68.02</b>
40 - Ambulance	8,917.00	4,458.75	4,458.25	50.00
45 - Sheriff Dept	4,000.00	2,420.00	1,580.00	60.50
50 - PSAP Dispatching	11,731.00	9,886.25	1,844.75	84.27
<b>05 - Utilities</b>	<b>7,000.00</b>	<b>3,175.17</b>	<b>3,824.83</b>	<b>45.36</b>
20 - Street lights	7,000.00	3,175.17	3,824.83	45.36
<b>109 - Roads</b>	<b>322,783.00</b>	<b>193,592.81</b>	<b>129,190.19</b>	<b>59.98</b>
<b>03 - Contractual</b>	<b>155,933.00</b>	<b>80,378.40</b>	<b>75,554.60</b>	<b>51.55</b>

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>109 - Roads CONT'D</b>				
55 - Parking lot Plowing	1,900.00	1,869.99	30.01	98.42
60 - Road Plowing	149,533.00	74,766.30	74,766.70	50.00
75 - Roadside mowing	3,500.00	3,566.49	-66.49	101.90
80 - Landfill mowing	1,000.00	175.62	824.38	17.56
<b>05 - Utilities</b>	<b>400.00</b>	<b>222.10</b>	<b>177.90</b>	<b>55.53</b>
05 - Electricity	400.00	222.10	177.90	55.53
<b>25 - ROADS</b>	<b>166,450.00</b>	<b>112,992.31</b>	<b>53,457.69</b>	<b>67.88</b>
01 - Roads Administration	3,000.00	340.00	2,660.00	11.33
05 - Brush/Tree removal	14,000.00	8,303.50	5,696.50	59.31
10 - Calcium chloride	9,000.00	0.00	9,000.00	0.00
15 - Sweeping	5,000.00	0.00	5,000.00	0.00
20 - Patching	8,500.00	2,586.50	5,913.50	30.43
25 - Paving preparation	25,000.00	9,200.00	15,800.00	36.80
30 - Signs	3,000.00	1,316.53	1,683.47	43.88
40 - Culverts	6,500.00	15,497.43	-8,997.43	238.42
45 - Gravel	15,500.00	14,154.38	1,345.62	91.32
46 - Winter salt	18,000.00	16,020.22	1,979.78	89.00
50 - Washouts	4,000.00	1,519.00	2,481.00	37.98
55 - Crack sealing	11,000.00	7,300.00	3,700.00	66.36
60 - Footbridge	200.00	0.00	200.00	0.00
65 - Cross walk painting	750.00	0.00	750.00	0.00
70 - Grading	12,000.00	4,346.00	7,654.00	36.22
75 - Ditching	30,000.00	32,408.75	-2,408.75	108.03
80 - Catch Basin	1,000.00	0.00	1,000.00	0.00
<b>110 - Transfer Station</b>	<b>112,500.00</b>	<b>39,762.88</b>	<b>72,737.12</b>	<b>35.34</b>
<b>02 - Operating Expense</b>	<b>4,500.00</b>	<b>1,183.50</b>	<b>3,316.50</b>	<b>26.30</b>
80 - Hazardous waste	1,000.00	0.00	1,000.00	0.00
85 - Backhoe rental/Transfer station	3,500.00	1,183.50	2,316.50	33.81
<b>03 - Contractual</b>	<b>108,000.00</b>	<b>38,579.38</b>	<b>69,420.62</b>	<b>35.72</b>
65 - Transfer Station	108,000.00	38,579.38	69,420.62	35.72
<b>111 - Outside Agencies</b>	<b>27,084.00</b>	<b>26,512.00</b>	<b>572.00</b>	<b>97.89</b>
<b>10 - Social Services/Community Serv</b>	<b>27,084.00</b>	<b>26,512.00</b>	<b>572.00</b>	<b>97.89</b>
01 - Library	5,000.00	5,150.00	-150.00	103.00
05 - Library Renovation fund	5,000.00	5,000.00	0.00	100.00
10 - Archival board	500.00	278.00	222.00	55.60
15 - Messenger	1,200.00	1,200.00	0.00	100.00
20 - Cemetery Association	3,500.00	3,500.00	0.00	100.00
25 - Community Action	3,300.00	3,300.00	0.00	100.00
30 - Senior Spectrum	1,004.00	1,004.00	0.00	100.00
35 - Hospice	1,000.00	1,000.00	0.00	100.00
40 - Family Violence	1,025.00	1,025.00	0.00	100.00
45 - Public Broadcasting	100.00	100.00	0.00	100.00
50 - Kennebec Mental health	1,600.00	1,600.00	0.00	100.00
60 - Red Cross	1,100.00	1,100.00	0.00	100.00
65 - Crisis Sport	755.00	755.00	0.00	100.00
70 - Big Brother	500.00	500.00	0.00	100.00
75 - United Cerebral	1,000.00	1,000.00	0.00	100.00
80 - Healthy futures	500.00	0.00	500.00	0.00
<b>112 - Recreation</b>	<b>16,350.00</b>	<b>14,125.16</b>	<b>2,224.84</b>	<b>86.39</b>

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>112 - Recreation CONT'D</b>				
<b>03 - Contractual</b>	<b>2,700.00</b>	<b>1,775.16</b>	<b>924.84</b>	<b>65.75</b>
70 - Park Mowing	2,700.00	1,775.16	924.84	65.75
<b>10 - Social Services/Community Serv</b>	<b>13,150.00</b>	<b>12,350.00</b>	<b>800.00</b>	<b>93.92</b>
91 - Kennebec Land Trust	250.00	250.00	0.00	100.00
92 - Friends of Cobbossee Watershe	1,000.00	1,000.00	0.00	100.00
93 - Memorial Day	300.00	0.00	300.00	0.00
95 - Ladd Recreation	6,600.00	6,600.00	0.00	100.00
96 - Athletic League	500.00	0.00	500.00	0.00
97 - Andro Lake Improve Corp	1,000.00	1,000.00	0.00	100.00
98 - Andro Yacht club	500.00	500.00	0.00	100.00
99 - 30 Mile Watershed	3,000.00	3,000.00	0.00	100.00
<b>65 - Unclassified</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>
25 - Lake Protection	500.00	0.00	500.00	0.00
<b>113 - Land and Buildings</b>	<b>1,000.00</b>	<b>769.36</b>	<b>230.64</b>	<b>76.94</b>
<b>02 - Operating Expense</b>	<b>1,000.00</b>	<b>769.36</b>	<b>230.64</b>	<b>76.94</b>
95 - NW Schoolhouse	200.00	596.89	-396.89	298.45
96 - NW Building	600.00	99.30	500.70	16.55
97 - Town House	200.00	73.17	126.83	36.59
<b>114 - Capital Reserves transfers</b>	<b>74,500.00</b>	<b>74,500.00</b>	<b>0.00</b>	<b>100.00</b>
<b>52 - CAPITAL RESERVE</b>	<b>74,500.00</b>	<b>74,500.00</b>	<b>0.00</b>	<b>100.00</b>
05 - Fire Truck	15,000.00	15,000.00	0.00	100.00
25 - Footbridge Replacement Fund	1,500.00	1,500.00	0.00	100.00
30 - Cemetery Stone Cleaning Fund	2,500.00	2,500.00	0.00	100.00
45 - Land and Buildings	10,500.00	10,500.00	0.00	100.00
50 - ROAD /PAVING/ GRAVEL	30,000.00	30,000.00	0.00	100.00
65 - Future Town Office	15,000.00	15,000.00	0.00	100.00
<b>115 - School RSU #38</b>	<b>1,708,722.00</b>	<b>996,754.45</b>	<b>711,967.55</b>	<b>58.33</b>
<b>60 - INTER GOVERNMENT</b>	<b>1,708,722.00</b>	<b>996,754.45</b>	<b>711,967.55</b>	<b>58.33</b>
15 - RSU #38	1,708,722.00	996,754.45	711,967.55	58.33
<b>116 - County Tax</b>	<b>200,390.00</b>	<b>200,133.30</b>	<b>256.70</b>	<b>99.87</b>
<b>60 - INTER GOVERNMENT</b>	<b>200,390.00</b>	<b>200,133.30</b>	<b>256.70</b>	<b>99.87</b>
20 - Kennebec County Tax	182,790.00	182,789.62	0.38	100.00
21 - six month budget instl 5yr pay	17,600.00	17,343.68	256.32	98.54
<b>117 - Cobbossee Watershed District</b>	<b>2,127.00</b>	<b>1,418.00</b>	<b>709.00</b>	<b>66.67</b>
<b>60 - INTER GOVERNMENT</b>	<b>2,127.00</b>	<b>1,418.00</b>	<b>709.00</b>	<b>66.67</b>
25 - Cobbossee Watershed District	2,127.00	1,418.00	709.00	66.67
<b>118 - Overlay</b>	<b>25,254.55</b>	<b>3,849.44</b>	<b>21,405.11</b>	<b>15.24</b>
<b>60 - INTER GOVERNMENT</b>	<b>25,254.55</b>	<b>3,849.44</b>	<b>21,405.11</b>	<b>15.24</b>
30 - Overlay	25,254.55	3,849.44	21,405.11	15.24
<b>Final Totals</b>	<b>2,917,756.55</b>	<b>1,823,792.08</b>	<b>1,093,964.47</b>	<b>62.51</b>

# Revenue Summary Report

Fund: 1  
ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
<b>100 - General Admin</b>	<b>2,847,949.55</b>	<b>2,722,333.38</b>	<b>125,616.17</b>	<b>95.59</b>
01 - Banking Interest	1,800.00	651.26	1,148.74	36.18
02 - xxxxxx	0.00	0.00	0.00	----
03 - Lien costs	2,000.00	1,232.41	767.59	61.62
04 - Interest on taxes	10,000.00	7,430.89	2,569.11	74.31
05 - MV Agent fees	4,000.00	2,529.00	1,471.00	63.23
06 - IFW Agent fees	1,000.00	321.75	678.25	32.18
07 - Motor Vehicle excise	187,000.00	119,528.01	67,471.99	63.92
08 - Boat Excise	4,000.00	1,206.90	2,793.10	30.17
09 - Vitals	300.00	136.00	164.00	45.33
10 - Cash Short/ Over	0.00	-0.13	0.13	----
13 - Cable TV Franchise	4,300.00	4,255.01	44.99	98.95
14 - Misc revenue	10,000.00	4,310.41	5,689.59	43.10
15 - Surplus	20,000.00	0.00	20,000.00	0.00
21 - State revenue sharing	47,769.00	24,951.97	22,817.03	52.23
25 - Tax Commitment	2,555,780.55	2,555,779.90	0.65	100.00
<b>103 - General Assistance</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
01 - GA Reimbursement	3,000.00	0.00	3,000.00	0.00
<b>105 - Assessing</b>	<b>30,915.00</b>	<b>23,666.60</b>	<b>7,248.40</b>	<b>76.55</b>
01 - Tree Growth	4,100.00	4,066.60	33.40	99.19
02 - Homestead Exemption	25,915.00	19,600.00	6,315.00	75.63
03 - Veteran reimbursement	900.00	0.00	900.00	0.00
<b>106 - Animal Control</b>	<b>1,000.00</b>	<b>726.00</b>	<b>274.00</b>	<b>72.60</b>
01 - Dog fees	700.00	726.00	-26.00	103.71
02 - Dog late fees	300.00	0.00	300.00	0.00
<b>107 - Code Enforcement</b>	<b>1,600.00</b>	<b>330.00</b>	<b>1,270.00</b>	<b>20.63</b>
01 - Building permits	1,600.00	330.00	1,270.00	20.63
<b>109 - Roads</b>	<b>33,292.00</b>	<b>33,292.00</b>	<b>0.00</b>	<b>100.00</b>
01 - Local Road Assist Program	33,292.00	33,292.00	0.00	100.00
<b>Final Totals</b>	<b>2,917,756.55</b>	<b>2,780,347.98</b>	<b>137,408.57</b>	<b>95.29</b>



# General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal	----- Y T D -----			Pending Activity	Balance Net
	Net	Debits	Credits	Net		
310-20 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
310-25 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
310-30 Dog License State	6.00	730.50	915.00	184.50	0.00	190.50
310-35 State Plumbing Fee 25%	321.50	125.00	322.50	197.50	0.00	519.00
310-36 DEP Plumbing Fee \$15.00	0.00	75.00	75.00	0.00	0.00	0.00
320-00 Accounts Payable	24,491.84	24,491.84	0.00	-24,491.84	0.00	0.00
320-01 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
320-05 LPI Plumbing Fee 75%	-34.13	1,092.50	1,092.50	0.00	0.00	-34.13
320-10 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
330-05 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
330-10 Federal withholding	0.00	10,331.61	10,331.61	0.00	0.00	0.00
330-15 Fica withholding	0.00	12,519.76	12,519.76	0.00	0.00	0.00
330-20 Medicare withholding	0.00	2,928.22	2,928.22	0.00	0.00	0.00
330-25 State withholding	0.00	2,813.82	2,813.82	0.00	0.00	0.00
330-31 Vision Withholding	0.00	0.00	127.26	127.26	0.00	127.26
330-40 Retirement withholding	0.00	411.57	411.57	0.00	0.00	0.00
330-45 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
330-50 MMEHT with holding	0.00	4,628.84	2,146.90	-2,481.94	215.94	-2,266.00
340-05 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
340-07 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
340-08 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
340-10 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-15 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-25 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-35 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-40 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-45 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-50 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-05 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-10 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-15 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-26 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-30 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-35 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-40 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-45 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-60 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-65 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-70 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-75 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
400-00 Deferred Tax Revenues	126,603.19	0.00	0.00	0.00	0.00	126,603.19
<b>Fund Balance</b>	<b>1,000,834.86</b>	<b>4,920,972.60</b>	<b>5,888,380.82</b>	<b>967,408.22</b>	<b>0.00</b>	<b>1,968,243.08</b>
500-00 Expense control	0.00	1,818,247.56	2,923,064.35	1,104,816.79	0.00	1,104,816.79
510-00 Revenue control	0.00	3,101,818.03	2,964,409.46	-137,408.57	0.00	-137,408.57
520-00 Undesignated fund balance	1,000,834.86	0.00	0.00	0.00	0.00	1,000,834.86
530-00 Designated fund balance	0.00	0.00	0.00	0.00	0.00	0.00
540-00 xxxxxxxxxxxx	0.00	907.01	907.01	0.00	0.00	0.00
<b>2 - Ladd Rec Operations</b>	<b>0.00</b>	<b>96,617.12</b>	<b>96,617.12</b>	<b>0.00</b>	<b>-1,733.19</b>	<b>-1,733.19</b>
<b>Assets</b>	<b>8,776.37</b>	<b>37,736.91</b>	<b>48,336.73</b>	<b>-10,599.82</b>	<b>-1,733.19</b>	<b>-3,556.64</b>

# General Ledger Summary Report

Fund(s): ALL  
ALL

Account	Beg Bal Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
<b>2 - Reg Operations CONT'D</b>						
199-01 Due to/from	8,776.37	37,736.91	48,336.73	-10,599.82	-1,733.19	-3,556.64
<b>Liabilities</b>	<b>0.00</b>	<b>450.33</b>	<b>450.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
330-10 Federal Taxes	0.00	180.29	180.29	0.00	0.00	0.00
330-15 FICA	0.00	178.84	178.84	0.00	0.00	0.00
330-20 Medicare	0.00	41.82	41.82	0.00	0.00	0.00
330-25 State Taxes	0.00	49.38	49.38	0.00	0.00	0.00
<b>Fund Balance</b>	<b>8,776.37</b>	<b>58,429.88</b>	<b>47,830.06</b>	<b>-10,599.82</b>	<b>0.00</b>	<b>-1,823.45</b>
500-00 Expense Control	0.00	58,429.88	0.00	-58,429.88	0.00	-58,429.88
510-00 Revenue Control	0.00	0.00	47,830.06	47,830.06	0.00	47,830.06
520-00 Fund Balance	8,776.37	0.00	0.00	0.00	0.00	8,776.37
<b>3 - Special Revenues</b>						
	0.00	39,074.93	39,074.93	0.00	0.00	0.00
<b>Assets</b>	<b>23,692.20</b>	<b>3,268.71</b>	<b>10,694.02</b>	<b>-7,425.31</b>	<b>0.00</b>	<b>16,266.89</b>
101-00 SNOWMOBILE CASH ANDRO 7768	5,964.90	1.47	0.00	1.47	0.00	5,966.37
102-00 FARMERS MARKET ANDRO 6785	65.70	0.00	34.35	-34.35	0.00	31.35
120-01 Accounts Receivable	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
199-01 Due to/from	16,661.60	3,267.24	9,659.67	-6,392.43	0.00	10,269.17
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>23,692.20</b>	<b>35,886.22</b>	<b>28,460.91</b>	<b>-7,425.31</b>	<b>0.00</b>	<b>16,266.89</b>
500-00 Expense Control	0.00	9,674.02	0.00	-9,674.02	0.00	-9,674.02
510-00 Revenue Control	0.00	1,020.00	26,960.91	25,940.91	0.00	25,940.91
521-00 Fire Ponds	1,633.00	1,633.00	0.00	-1,633.00	0.00	0.00
522-00 Comp Plan	125.00	125.00	0.00	-125.00	0.00	0.00
523-00 Perambulation	966.00	966.00	0.00	-966.00	0.00	0.00
524-00 ADA Compliance	1,450.00	1,450.00	0.00	-1,450.00	0.00	0.00
525-00 Animal Control	2,244.00	2,244.00	0.00	-2,244.00	0.00	0.00
526-00 Pandemic	5,000.00	5,000.00	0.00	-5,000.00	0.00	0.00
527-00 Conservation	812.00	812.00	0.00	-812.00	0.00	0.00
528-00 Snowmobile	6,540.84	6,540.84	0.00	-6,540.84	0.00	0.00
529-00 Wayne Rescue	200.00	200.00	0.00	-200.00	0.00	0.00
530-00 Municipal Building	800.00	800.00	0.00	-800.00	0.00	0.00
531-00 Farmers Market	572.40	572.40	0.00	-572.40	0.00	0.00
532-00 Wayne History Project	3,973.42	3,973.42	0.00	-3,973.42	0.00	0.00
533-00 Andro Lake Improvements	875.54	875.54	0.00	-875.54	0.00	0.00
534-00 TOWN BOAT LAUNCH	-1,500.00	0.00	1,500.00	1,500.00	0.00	0.00
<b>4 - Capital Reserves</b>						
	0.00	1,467,140.89	1,467,140.89	0.00	0.00	0.00
<b>Assets</b>	<b>452,689.66</b>	<b>543,238.54</b>	<b>477,712.69</b>	<b>65,525.85</b>	<b>0.00</b>	<b>518,215.51</b>
104-00 ROADS - ANDRO - 45107581	259.39	0.07	0.00	0.07	0.00	259.46
105-00 Fire Truck - Andro 45107522	10,687.64	2.64	0.00	2.64	0.00	10,690.28
106-00 Salt/Sand - Andro - 45107821	630.15	0.16	0.00	0.16	0.00	630.31
107-00 Bld Maint - Andro - 45107733	151.94	0.04	0.00	0.04	0.00	151.98
108-00 Land/Bldg - Andro - 45107792	2,846.72	0.71	0.00	0.71	0.00	2,847.43
109-00 Fire Truck - WAFCU - 24852-00	25.00	0.00	0.00	0.00	0.00	25.00

# General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal	----- Y T D -----			Pending Activity	Balance Net
	Net	Debits	Credits	Net		
<b>4 - Capital Reserves (cont'd)</b>						
110-00 Fire Truck - WAFUCU - 24852-64	243,385.75	0.00	0.00	0.00	0.00	243,385.75
120-01 Accounts Receivable	6,500.00	0.00	6,500.00	-6,500.00	0.00	0.00
199-01 Due to/from	188,203.07	543,234.92	471,212.69	72,022.23	0.00	260,225.30
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>452,689.66</b>	<b>923,902.35</b>	<b>989,428.20</b>	<b>65,525.85</b>	<b>0.00</b>	<b>518,215.51</b>
500-00 Expense Control	0.00	471,212.69	224,934.92	-246,277.77	0.00	-246,277.77
510-00 Revenue Control	0.00	0.00	764,493.28	764,493.28	0.00	764,493.28
521-00 Transfer Station	73,572.00	73,572.00	0.00	-73,572.00	0.00	0.00
522-00 Voting Machine	6,500.00	6,500.00	0.00	-6,500.00	0.00	0.00
523-00 Road Reserve	1,469.04	1,469.04	0.00	-1,469.04	0.00	0.00
524-00 Fire Truck Reserve	279,070.20	279,070.20	0.00	-279,070.20	0.00	0.00
525-00 Sand Salt Shed	2,918.23	2,918.23	0.00	-2,918.23	0.00	0.00
526-00 Footbridge	3,000.00	3,000.00	0.00	-3,000.00	0.00	0.00
527-00 Paving Reserve	21,855.15	21,855.15	0.00	-21,855.15	0.00	0.00
528-00 Town House Reserve	4,206.66	4,206.66	0.00	-4,206.66	0.00	0.00
529-00 Building maintenance	152.42	152.42	0.00	-152.42	0.00	0.00
530-00 Fire Station Addition	1,591.74	1,591.74	0.00	-1,591.74	0.00	0.00
531-00 Lord Road Paving	30,410.48	30,410.48	0.00	-30,410.48	0.00	0.00
532-00 Hardscrabble Road	2,810.53	2,810.53	0.00	-2,810.53	0.00	0.00
533-00 Lovejoy Pond Dam	20,167.97	20,167.97	0.00	-20,167.97	0.00	0.00
534-00 Land/Building Reserve	65.24	65.24	0.00	-65.24	0.00	0.00
535-00 Cemetery Stone Cleaning	4,900.00	4,900.00	0.00	-4,900.00	0.00	0.00
<b>5 - Trust Funds</b>						
	0.00	4,203.13	4,203.13	0.00	0.00	0.00
<b>Assets</b>	<b>62,711.07</b>	<b>3,845.94</b>	<b>1,724.65</b>	<b>2,121.29</b>	<b>0.00</b>	<b>64,832.36</b>
101-00 Jaworski Andro 45107709	1,136.72	0.28	0.00	0.28	0.00	1,137.00
103-00 Ruth Lee Andro 45107645	8,448.43	2.07	0.00	2.07	0.00	8,450.50
104-00 Ladd Worthy Poor Andro 4510761	21,056.91	5.19	0.00	5.19	0.00	21,062.10
105-00 Ladd WAFUCU 25542-ID 00	25.00	0.00	0.00	0.00	0.00	25.00
106-00 Ladd WAFUCU 25542-ID 10	14,655.89	0.00	0.00	0.00	0.00	14,655.89
107-00 Ladd WAFUCU 25542-ID 64	17,388.12	1,375.00	0.00	1,375.00	0.00	18,763.12
199-01 Due to/from	0.00	2,463.40	1,724.65	738.75	0.00	738.75
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>62,711.07</b>	<b>357.19</b>	<b>2,478.48</b>	<b>2,121.29</b>	<b>0.00</b>	<b>64,832.36</b>
500-00 Expense Control	0.00	349.65	0.00	-349.65	0.00	-349.65
510-00 Revenue Control	0.00	7.54	2,478.48	2,470.94	0.00	2,470.94
521-00 Jaworski Fund Balance	1,136.72	0.00	0.00	0.00	0.00	1,136.72
522-00 Ladd Recreation Capital FB	32,069.01	0.00	0.00	0.00	0.00	32,069.01
523-00 Ruth Lee FB	8,448.43	0.00	0.00	0.00	0.00	8,448.43
524-00 Ladd Worthy Poor FB	21,056.91	0.00	0.00	0.00	0.00	21,056.91
<b>Final Totals</b>	<b>0.00</b>	<b>12,282,712.39</b>	<b>12,282,712.39</b>	<b>0.00</b>	<b>-12,585.51</b>	<b>-12,585.51</b>

