

# Town of Wayne Board of Selectmen

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

## Regular Meeting Agenda

**Date:** Tuesday, February 25, 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 – February 11, 2014.**

**MOTION:** Move the Board to approve meeting minutes of the Board of Selectmen – February 11, 2014.

**Warrants.**

- a. **Consider approving of Warrant #30 (Payroll).**

**MOTION:** Move the Board to approve Warrant #30 (Payroll).

- b. **Consider approving of Warrant #31 (Accounts Payable).**

**MOTION:** Move the Board to approve Warrant #31 (Accounts Payable).

**Business Agenda.**

- a. **Review Ordinance Restricting Vehicle Weight on Posted Ways**

**MOTION:** Move the Board to authorize the Road Commissioner to temporarily notice and post close town highways to vehicles of excessive weight from March 1 to May 15, 2014.

- b. **Review and Discuss Winter Sand Removal Street/ Lot “Sweeping” and Storm Drain “Vacuuming” Advertisement for Bids**

**MOTION:** Move the Board to authorize the Town Manager to Advertise for Bids for Winter Sand Removal Street/ Lot “Sweeping” and Storm Drain “Vacuuming”

- c. **Recycling Bin Grant Program**

**MOTION:** Move the Board to authorize the Town Manager to submit a grant application to Keep America Beautiful and the Coca-Cola Foundation Recycling Bin Grant Program on behalf of the Joint Readfield/ Wayne Solid Waste Committee.

**d. Discuss Budget Timeline and Priorities**

**MOTION:** Move the Board to approve recommended Draft Budget/ Town Meeting Timeline.

**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. Reverse 911 Proposal**

**MOTION:** Discussion Only

**g. GIS Mapping System Proposal**

**MOTION:** Discussion Only

**h. 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, March 11, 2014 at 6:30 PM** at the **Wayne Elementary School - Gymnasium.**

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday February 11, 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. Cathy Cook, Town Clerk was also present. Aaron Chrostowsky, Town Manager was absent.

Audience: Gary Carr, Mary Farnham, Dallas Folk, Theresa Kerchner, Bruce Mercier, Tom Lane, Leslie Latt, 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 28, 2014 Board of Selectmen meeting, with an amendment of Ault abstaining on the vote as well as Kenny. (Paradis/Saunders) (5/0)
- b. The Board approved Warrant #28 (Payroll) in the amount of \$12,585.51. (Paradis/Haines) (5/0)
- c. The Board approved Warrant #29 (Accounts Payable) in the amount of \$174,409.68. (Paradis/Haines) (5/0)

**Business Agenda**

- a. Discussion of the Letter from Wayne Conservation Commission. Robert Pettengill stated that he was agreeable to delaying the date of tax sale in order to look into placing a conservation easement on the property. He stated his attorney was willing to work with the Town on this matter.
- b. Pettengill Tax- Acquired Property

The Board moved to enter into Executive Session at 6:40 PM, 1 MRSA SS405 (6) C Real Estate Sale. (Paradis/Saunders) (5/0)

The Board moved to exit into Executive Session at 7:36 PM, 1 MRSA SS405 (6) C Real Estate Sale. (Paradis/Saunders) (5/0)

There was a motion to rescind the January 28, 2014 Selectboard meeting vote on Tax Acquired Property. (Paradis/Saunders) (5/0)

After consulting with Town Attorney Lee Bragg, the Board made a motion to go ahead with postponing the tax sale until the town can have the property placed under a conservation easement. (Paradis/Saunders) (5/0)

- c. 2014 Tax Acquired Property Minimum Bid Price- Tabled
- d. Notice of Tax Acquired Property Sale-Tabled

- e. Owner Unknown Parcels- The Board tabled this item until they could receive further history from the Town Manager. Theresa Kerchner asked the Board to let the KLT know in advance about any future properties that go up for tax sale, in case it may be a considered for conservation land.
- f. The Board moved to approve the following appointments for the Facilities Committee: Gary Kenny, Norman Barris, Fred Duplisea, Ken Bate, and Dallas Folk. (Paradis/Haines) (5/0)
- g. The Board moved to approve the following appointments for the Village Development Committee: Margo Gyorgy, Martha Hoddinott, Sandra Barris, Sam Saunders, and Carol Ladd. (Paradis/Saunders) (5/0)
- h. Bruce Mercier, Wayne Fire Chief, submitted a request for stipends for firefighters. Added a suggestion of a capital improvement fund for future improvements such as a communications tower.
- i. Reverse 911 Proposal-Tabled
- j. GIS Mapping System Proposal-Tabled
- k. Town Manager Review and Contract Renewal-Tabled

**Supplements / Abatements:** None

**Town Manager Report:** None

**Board Member Reports:** None.

**Public Comments:** None

Motion to Adjourn at 8:00 PM. (Paradis/Saunders) (5/0)

The next Select Board Meeting is scheduled for Tuesday, February 25, 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

**Town of Wayne**  
Incorporated February 12, 1798

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48 Pond Rd.  
Wayne, Maine 04284

Telephone 207 685-4983  
Fax 207 685-3836

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**Ordinance Restricting Vehicle Weight on Posted Ways**

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**Section 1. Purpose and Authority**

The purpose of this "Ordinance Restricting Vehicle Weight on Posted Ways" (hereinafter, the "Ordinance") is to prevent damage to town ways and bridges in the Town of Wayne which may be caused by vehicles of excessive weight, to lessen safety hazards and the risk of injury to the traveling public, to extend the life expectancy of town ways and bridges, and to reduce the public expense of their maintenance and repair. This ordinance is adopted pursuant to 30-A M.R.S.A. § 3009 and 29-A M.R.S.A. §§ 2395 and 2388.

**Section 2. Definitions**

The definitions contained in Title 29-A M.R.S.A. shall govern the construction of words contained in this Ordinance. Any words not defined therein shall be given their common and ordinary meaning.

**Section 3. Restrictions and Notices**

The municipal officers may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the town ways and bridges to which restrictions shall apply.

Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any way or bridge so posted unless otherwise exempt as provided herein.

The notice shall contain, at a minimum, the following information: the name of the way or bridge, the gross registered weight limit, the time period during which the restriction applies, the date on which the notice was posted, and the signatures of the municipal officers. The notice shall be conspicuously posted at each end of the restricted portion of the way or bridge in a location clearly visible from the traveled way.

Whenever a restriction expires or is lifted, the notices shall be removed wherever posted. Whenever a restriction is revised or extended, existing notices shall be removed and replaced with new notices. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

#### **Section 4. Exemptions**

Vehicles that are exempt from the Maine Department of Transportation's (MDOT) "Rules and Regulations Restricting Heavy Loads on Closed Ways" dated December 31, 1996 and amended on March 4, 1998, a copy of which is attached hereto and is hereby incorporated as part of this Ordinance, March 4, 1998, a copy of which is attached hereto and is hereby incorporated as part of this Ordinance, (Attachment E to this Information Packet) , are exempt from this Ordinance. In addition, any vehicle delivering home heating fuel and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying a sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4-A)

#### **Section 5. Permits**

The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the municipal officers for a permit to operate on a posted way or bridge notwithstanding the restriction.

The municipal officers may issue a permit only upon all of the following findings:

- (a) no other route is reasonable available to the applicant;
- (b) it is a matter of economic necessity and not mere convenience that the applicant use the way or bridge; and
- (c) the applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the way or bridge which may reasonably result from the applicant's use of same.

Even if the municipal officers make the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the highways and bridges.

In determining whether to issue a permit, the municipal officers shall consider the following factors:

- (a) the gross registered weight of the vehicle;
- (b) the current and anticipated condition of the way or bridge;
- (c) the number and frequency of vehicle trips proposed;
- (d) the cost and availability of materials and equipment for repairs;
- (e) the extent of use by other exempt vehicles; and
- (f) such other circumstances as may, in their judgment, be relevant.

The municipal officers may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

**Section 6. Administration and Enforcement**

This Ordinance shall be administered and may be enforced by the municipal officers or their duly authorized designee (such as road commissioner, code enforcement officer or law enforcement officer).

**Section 7. Penalties**

Any violation of this Ordinance shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1000.00. Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

**Section 8. Amendments**

This Ordinance may be amended by the municipal officers at any properly noticed meeting.

**Section 9. Severability; Effective Date**

In the event any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect. This Ordinance shall take effect immediately upon enactment by the municipal officers at any properly noticed meeting.

**Town of Wayne, Maine**  
**Notice of Restricting Vehicle Weight on Posted Ways**

Under authority of Title 29-A, MRSA §2395 and Title 30-A MRSA §3009, the following town highways will be temporarily posted to prevent damage to town ways and bridges in the Town of Wayne which may be caused by vehicles with excessive weight, to lessen safety hazards and the risk of injury to the traveling public, to extend the life expectancy of town ways and bridges, and to reduce the public expense of their maintenance and repair.

The following town highways will be temporarily closed to vehicles of excessive weight from early March 1 to May 15, 2014. Any town highway may be temporarily be closed or re-opened to vehicles of excessive weight as conditions permit.

Berry Road	Besse Road
Bridge Street	Coolidge Road
Cross Road	Fairbanks Road
Gott Road	Green True Road
Hardscrabble Road	Hathaway Road
House Road	Innes Ridge Road
Kents Hill Road	King's Highway
Lake Street	Lakeshore Drive
Leadbetter Road	Lincoln Point Road
Lord Road	Lovejoy Pond Road
Maxim Road	Memorial Park Lane
Morrison Heights Road	Mount Pisgah Road
North Wayne Road	Old Winthrop Road
Pond Road	Richmond Mills Road
Strickland Ferry Road	Tucker Road
Walton Road	

If you have any questions about the condition of a road or need a permit, please don't hesitate to contact the Road Commissioner at the Wayne Town Office, 48 Pond Road, Wayne, ME 04284 or (207) 685-4983.

**Board of Selectmen**

**Town of Wayne**  
Incorporated February 12, 1798

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

**Town of Wayne**  
**PERMIT**  
**Transversing Posted Roads**

This permit must be kept with the permitted overweight vehicle, and must be presented to the officer of the law or other municipal representative upon demand.

**Permittee Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_ Plate # \_\_\_\_\_

Permission is granted to transverse the following: \_\_\_\_\_

Posted Roads: \_\_\_\_\_

Purpose: \_\_\_\_\_

Permit valid on date/time: \_\_\_\_\_

Special Limitations: \_\_\_\_\_

**Law Enforcement Officer Take Notice:** No other permission for transversing a posted road has been granted. This permit is valid only for the information indicated above and any deviations are in violation of said permissions. Whenever possible this traveling will be done during the evening or when the temperatures are cooler and damage will not result in the roads.

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Authorized Municipal Official

Date

# TOWN OF WAYNE, ME

## Winter Sand Removal Street/ Lot "Sweeping" and Storm Drain "Vacuuming" Advertisement for Bids

### Instruction for Bidders/ General Specifications

The Town of Wayne, ME is seeking bids for a contractor for Winter Sand Removal from Street/ Lot "Sweeping" and Storm Drain "Vacuuming" on all paved town ways and lots. The contractor will provide all materials, labor and equipment to complete the following tasks for Winter Sand Removal Winter Sand Removal from Street/ Lot "Sweeping" and Storm Drain "Vacuuming" on all paved town ways and lots.

#### The following paved town ways:

Berry Road/ King's Highway	1.72 miles	<sup>1</sup>
Besse Road (Rte. 133 to end)	0.80 miles	<sup>1,2</sup>
Bridge Street	0.15 miles	<sup>3</sup>
Coolidge Road (Rte. 133 to end)	0.33 miles	<sup>1</sup>
Cross Road (Rte. 133 to T/L)	0.32 miles	<sup>1</sup>
Fairbanks Road	1.17 miles	<sup>1</sup>
Gott Road (Old Winthrop Road to end)	0.53 miles	<sup>1</sup>
Green True Road (Rte. 133 to end)	0.71 miles	<sup>1</sup>
Hathaway Road (North Wayne Road to T/L)	0.20 miles	<sup>1</sup>
Innes Ridge Road (Kents Hill Rd. to T/L)	0.51 miles	<sup>1</sup>
Kents Hill Road (North Wayne Road to end)	0.81 miles	<sup>1</sup>
Lake Street	0.09 miles	<sup>3</sup>
Lakeshore Drive (Rte. 219 to T/L)	0.61 miles	<sup>1</sup>
Leadbetter Road (Coolidge to end)	0.60 miles	<sup>1</sup>
Lord Road	0.89 miles	<sup>1,2</sup>
Lovejoy Pond Road (Walton Rd. to T/L)	1.06 miles	<sup>1</sup>
Memorial Park Lane	0.15 miles	<sup>3</sup>
Morrison Heights Road	1.44 miles	<sup>1</sup>
Mount Pisgah Road (old Winthrop Rd. to T/L)	1.29 miles	<sup>1</sup>
North Wayne Road	2.18 miles	<sup>1</sup>
Old Winthrop Road	2.19 miles	<sup>1</sup>
Pond Road	1.88 miles	<sup>1</sup>
Richmond Mills Road (Pond Road to T/L)	0.48 miles	<sup>1</sup>
Tucker Road/ Strickland Ferry Road (Rte. 219 to T/L)	2.58 miles	<sup>1,2</sup>
Walton Road	1.88 miles	<sup>1</sup>
<b>Total (Estimate)</b>	<b>24.57 miles</b>	

**See notes:** 1. Sweep only where needed with particular interest to shoulders, hills, curves and intersections; 2. Only paved portions of roads; 3. Sweep entire width and length of road;

#### The following paved town lots:

North Wayne Building, Lovejoy Pond Road	xxx sq. ft.
North Wayne Fire Station, Kents Hill Road	xxx sq. ft.
Village Fire Station, Main Street	xxx sq. ft.
Ladd Recreation Center, Gott Road	xxx sq. ft.

**The following town storm drains will be vacuumed:**

Bridge Street

3 drains

The contractor with comply with applicable Federal and State laws including but not limited to Maine BMV Registration and Maine DOT Flagging/ Signage requirements.

The successful bidder (contractor) shall give the Town an insurance certificate indicating at a minimum the contractor's business automobile, worker's compensation, and general liability insurance coverage.

All bids must be submitted by **Friday March 7, 2014 at 4:30 PM** on the form supplied by the Town. All questions regarding the bidding or specifications must be directed to Aaron Chrostowsky, Town Manager, by mail at **P.O. Box 400, 48 Pond Road, Wayne, ME 04284**, by email at [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org), by fax at **(207) 685-3836** or by telephone at **(207) 685-4983**.

The Board of Selectmen reserves the right to waive formalities or reject any or all bids when such action is in the best interest of the Town.

**BID FORM**

Priority will be given to the contractor who demonstrates the most durable and affordable cost deal to Town.

**Hourly Rate:** \$ \_\_\_\_\_ (contract awarded on hourly rate)

**Town Ways:** Estimated time: \_\_\_\_\_ hr. Estimated Cost: \$ \_\_\_\_\_

**Town Lots:** Estimated time: \_\_\_\_\_ hr. Estimated Cost: \$ \_\_\_\_\_

**Town storm drains:** Estimated time: \_\_\_\_\_ hr. Estimated Cost: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

Name of Signer: \_\_\_\_\_

\_\_\_\_\_

Title of Signer: \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Resource  
Recovery  
Association

**Recycling Bin  
Grant Program**

**Dear Stefan,**

Please forward as appropriate. Thank you.

*Keep America Beautiful and The Coca-Cola Foundation are now accepting applications for the 2014 Coca-Cola/KAB Recycling Bin Grant Program. The Coca-Cola / KAB Recycling Bin Grant Program is designed to expand and support recycling opportunities in communities across America. This grant provides durable recycling bins to government agencies, civic organizations, schools, and nonprofit groups. Additionally, two-year community colleges and four-year colleges and universities are eligible for the college-specific grant. Successful applicants will be notified by Keep America Beautiful in April 2014 and grant recipients will have the bins shipped to their location with all expenses paid in early summer. Applications are being accepted via online through **March 3, 2014**.*

For more information on the 2014 bin grant program, including bin styles being offered and the link to the applications, visit [www.bingrant.org](http://www.bingrant.org).

Please contact Melissa Adams, [madams@kab.org](mailto:madams@kab.org) or 202-688-0604 with any questions.

Thank you.  
John Albertini  
Maine Resource Recovery Association

If someone forwarded this email to you and you wish to be added to our list please **join our mailing list!**

For more information please call MRRA at 207-942-6772 or visit our website: [mrra.net](http://mrra.net)



## 2014 Coca-Cola Public Space Bin Grant Application

The Keep America Beautiful Public Space Bin Grant program sponsored by Coca-Cola



Need beverage container recycling bins for your local park, school, office or special event? The Coca-Cola/KAB Public Space Recycling Bin Grant Program supports local community recycling initiatives by providing selected grant recipients with receptacles for the collection of beverage container recyclables.

Grants will be provided to a limited number of applicants who can demonstrate how their proposals will lead to sustainable recycling opportunities. The grant program is open to governments, civic organizations, schools and non-profit groups. Applications are available only on-line. All applications are due March 3, 2014

To print applications = If you would like to save a copy of your application, you will need to print each application page as you progress using your web browser's printing options. Before clicking the [Next] and [Done] buttons, use your web browser's printing options to print the current page of answers.

All colleges and universities should apply for bins through the Collegiate Bin Grant Program.

Next

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## THE COCA-COLA FOUNDATION KEEP AMERICA BEAUTIFUL BIN GRANT PROGRAM

Bin Grant

- [HOME](#)
- [PUBLIC SPACE GRANT»](#)
- [COLLEGIATE GRANT»](#)
- [APPLICATION](#)
- [REPLACEMENT PARTS](#)
- [FAQ](#)
- [PARTNERS](#)

## Waste Watcher XL

The blue rectangular-shaped Waste Watcher XL bins are great for your over sized collection needs. Appropriate for use in break rooms, classrooms and hallways. In addition to regular use in permanent locations, the bins are lightweight with easy to grip handles allowing for easy transportation for special events. They can be used in outdoor settings, but are best left to covered locations. ***K-8 schools can only choose the KAB branded bin.*** More information is available at [www.buschsystems.com](http://www.buschsystems.com)

### Technical Notes:

- Two versions: Coca-Cola branded and KAB branded
- Final artwork to come. Mock up only below.
- Bins can be labeled in multiple combinations of Cans, Glass and Plastic and/or accommodate single stream programs
- Includes sign frame that adds additional signage to the bin by clipping onto either side of on the end.
- Capacity: 32 gallons
- Dimensions: 20" long x 16" wide x 30" tall
- Contain 35% post-consumer recycled content
- Package amount: 4



© 2014 Bin Grant. All Rights Reserved.

*The Coca-Cola Company* **KEEP AMERICA  
BEAUTIFUL**

To: Board of Selectmen  
 Budget Committee  
 From: Aaron Chrostowsky, Town Manager  
 Re: Draft Budget/ Town Meeting Timeline  
 Date: 2/21/2014

<u>Date</u>	<u>Board/ Committee</u>	<u>Time</u>	<u>Activity</u>
Wed. March 5, 2014	Joint RSU/ Selectmen <sup>1</sup>	6:30 PM	Regular Meeting - Joint Meeting/ Draft Budget Proposal
Tues. March 11, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tues. March 18, 2014	Budget Committee <sup>3</sup>	6:00 PM	Regular Meeting - Town Manager Budget Presentation - Begin Reviewing Department Budgets
Tues. March 25, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tues. April 1, 2014	Budget Committee <sup>3</sup>	6:00 PM	Regular Meeting - Review Department Budgets
Tues. April 8, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tues. April 15, 2014	Budget Committee <sup>3</sup>	6:00 PM	Regular Meeting - Review Department Budgets - Discuss/ Approve Final Budget Recommendation
Wed. April 16, 2014	RSU Board <sup>1</sup>	6:30 PM	Regular Meeting - Budget Approval
Tues. April 22, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tues. April 29, 2014	Budget Committee <sup>3</sup>	6:00 PM	Regular Meeting - Discuss/ Approve Final Budget Recommendation (if needed)
Tues. May 6, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting - Consider holding Pre-Town Meeting of Draft Town Meeting Warrant
Wed. May 7, 2014	RSU Board <sup>4</sup>	7:00 PM	Annual School Meeting "Budget Meeting"
Tues. May 20, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tues. June 3, 2014	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting - Last Regular Meeting to sign Warrant/ Must Post Warrant that Night
Tuesday June 10, 2014	Board of Selectmen <sup>5</sup>	8AM – 8PM	Annual Town Meeting "Election of Officers"
	RSU Board <sup>5</sup>	8AM – 8PM	Budget Validation Referendum
Wednesday June 11, 2014	Board of Selectmen <sup>5</sup>	6:00 PM	Annual Town Meeting "Budget Meeting"

**Notes:**

1. Maranacook High School Student Center; 2. Wayne Elementary School Gymnasium; 3. Wayne Elementary School Library
4. Maranacook High School Gymnasium; 5. Ladd Recreation Center

**Maranacook Area School District**  
**Regional School Unit No. 38**  
*A Caring School Community Dedicated to Excellence*

Donna H. Wolfrom, Ed.D.  
Superintendent of Schools

Nancy Harriman, Ph.D.  
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve  
Special Education Director

Brigette Williams  
Finance Manager

Fax. 207-685-4703

January 24, 2014

**FY 15 RSU #38 Budget Update #2**

At the January 8, 2014 budget meeting the RSU #38 School Board identified the following goals for the FY #15 budget:

1. No budget increase
2. Continued progress toward the educational commitment of the RSU #38 Board
3. Maintenance of the quality of the RSU #38 schools.

At the January 8 RSU #38 School Board meeting RSU #38 administrators presented the School Board with an **Original Request** budget. This budget represented supplies, materials, programs, and personnel that administrators believed were necessary to provide an optimal educational experience for their students in RSU #38.

As a result of the RSU #38 School Board identified goals administrators were asked to make budget cuts that would result in a 0% district expenditure increase while still meeting goal 2 and 3. These cuts are reflected in the **First Draft** FY 15 budget.

The **First Draft** (Jan.22) of the FY15 RSU #38 Budget was presented to the School Board on January 22, 2014 by administration. Principals from the district's 6 schools described the major changes to their proposed budgets. This **First Draft** represents a cut from the **Original Request** budget of \$375,720. Cuts were made by administrators using the lens of the three identified goals.

This First Draft represents a \$34,945 increase (less than 1%) from the FY14 budget, but does not reflect anticipated revenues as that information has not been made available by the state at this time. Administrators will continue to review the budget and make adjustments in order to meet the expected 0% increase.

The following represent considerations as we continue to develop the FY15 RSU #38 budget:

- We predict raises in the cost of health insurance (10%), Dental insurance (7%), unemployment (14%), and Workers' Compensation (20%).
- Two buses have been approved by the state. The initial cost for the year's lease for those buses has been included in the FY15 budget. One of the older buses will be paid off this year. The state reimburses for the lease, but we have to budget the expenditure.

- Maintenance projects for the FY 15 were analyzed. Safety and maintenance served as lenses for decisions and many Original Request projects were eliminated in the First Draft.
- The co-curricular budget at the middle school has been reduced to reflect a change in the middle school athletic program to an inter-mural program. This would allow more students to participate as it eliminates the participation fee yet would still provide training in the skills needed to participate in high school athletics.
- We have no information about state subsidy to date.
- Personnel decisions will be made based on student enrollment needs with the realization that these needs change from day to day based on students moving in and out of the district.
- RSU #38 administrators will be expecting no raises in FY15 in order to meet the goal of 0% district budget increase.

At the February 5<sup>th</sup> RSU #38 School Board meeting administrators will present information on the FY15 Special Education, English Language Learners, and Gifted and Talented budget. There will be a time for citizen comment regarding the FY15 budget at this and every meeting until the budget is passed. Please make every attempt to attend these meetings. A schedule of RSU #38 budget meetings is posted on the RSU #38 website.

Please visit the RSU #38 website for detailed FY15 budget information that is current to the most recent RSU #38 School Board meeting.

Sincerely,

Donna H. Wolfrom,  
Superintendent of Schools

**Maranacook Area School District**  
**Regional School Unit No. 38**

*A Caring School Community Dedicated to Excellence*

Donna H. Wolfrom, Ed.D.  
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Nancy Harriman, Ph.D.  
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Tel. 207-685-3336

Ryan Meserve  
Special Education Director

Brigette Williams  
Finance Manager

Fax. 207-685-4703

January 13, 2014

**FY15 RSU #38 BUDGET UPDATE #1**

At the January 8, 2014 public meeting of the RSU #38 School Board there was an in-depth discussion about the Board's priorities and goals for the FY15 budget. Community members John Harker and David Hepfner expressed their desires and concerns regarding the FY15 budget. Board discussion centered on expressed concerns by community members and the survey that was completed by Board members prior to this meeting.

The RSU #38 Board identified the following goals for the FY15 budget:

1. No budget increase
2. Continued progress toward the educational commitment of the RSU #38 Board
3. Maintenance of the quality of the RSU #38 schools.

Also at the January 8 meeting an Original Request document was presented to the RSU #38 School Board. This document presented baseline requests from administrators based on need and represented a 3% increase to the FY14 budget. This Original Request document is based solely on expenditures as we have no information on revenues to date.

In the next week, administrators will re-examine their requests in order to meet the no budget increase goal. Reductions will be made through the lens of goals 2 and 3, continued progress toward educational commitment and maintenance of the quality of our schools.

Administrators will begin budget presentations at the January 22, 2014 RSU #38 School Board meeting. Community members and staff are urged to attend budget meetings to further their understanding of the RSU #38 FY15 budget.

Sincerely,

Donna H. Wolfrom, Ed.D.  
Superintendent of Schools

**RSU No. 38 - Budget Workshops  
Maranacook Community High School  
Student Center  
6:30 – 8:30 p.m.**

**SCHEDULE**

- January 8\*** Regular Business Meeting and Budget Overview
- January 22** Budget Workshop – Elementary, Middle & High Schools
- February 5\*** Regular Business Meeting and Budget Workshop - Special Education, English Language Learners (ELLs), Gifted & Talented
- February 26** Technology, Co and Extra Curricular, Operations & Maintenance, Transportation, Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health, Professional Development/Curriculum, Systems Administration, Debt Service)
- March 5\*** Regular Business Meeting; Joint Meeting with Local Select Boards re: draft FY15 budget
- March 19** Budget deliberations, follow-up and decision making
- March 26** Budget deliberations, follow-up and decision making
- April 2\*** Regular Business Meeting, budget deliberations, follow-up and decision making
- April 9** Budget deliberations, follow-up and decision making
- April 16** Budget Approval at regular Board meeting
- May 7** Budget Annual Meeting, HS gymnasium, 7:00 p.m.
- June 10** Budget Validation Referendum at individual town's polling locations

\* Regular RSU Board Meeting in addition to budget workshop

Budget documents may be obtained by visiting [www.maranacook.org/budget](http://www.maranacook.org/budget)

February 11

## **Maine lawmakers advance hotly debated bill to avoid municipal aid cuts**

**Republicans say the bill to restore \$40 million in revenue sharing puts politics over sound fiscal policy, but most join Democrats to support it.**

By Steve Mistler [smistler@pressherald.com](mailto:smistler@pressherald.com)  
Staff Writer

AUGUSTA — The Legislature moved a step closer Tuesday to enacting a controversial measure that would forestall a \$40 million cut in state aid to municipalities.

### **Related headlines**

- [Maine Legislature votes on revenue sharing: VoteTrac](#)

The bill, L.D. 1762, passed the House in a 114-20 preliminary vote last week and additional votes in the House and Senate on Tuesday.

Despite the wide vote margins, the bill has been subject to intense partisan wrangling. Republicans have voiced strong objections to the funding mechanism, which includes taking money from the state's rainy day fund – money set aside to cover budget shortfalls or other expenses. They say it would damage Maine's credit rating and make it more costly for the state to borrow money for transportation, economic development and other needs.

Republicans also objected to taking money from a second fund that's designed to use revenue surpluses to pay for income tax cuts.

On Tuesday, House Republicans introduced a variety of amendments designed to fund municipal revenue sharing with a host of cuts to government programs. Democrats, who have the majority, killed off each amendment after another lengthy floor debate and roll call votes that could play into the upcoming legislative election.

The Senate approved the proposal on a 33-2 vote.

Sen. Gary Plummer, R-Windham, voted with Democrats, but not before noting that he felt forced to do so. He said his vote was a "surrender" to the politics of the bill, which had put lawmakers in the position of supporting the bill or being perceived as opposing aid to municipalities.

Sen. Richard Woodbury, an independent from Yarmouth, and Sen. Patrick Flood, R-Winthrop, voted against the bill. Both lawmakers recently announced that they're not seeking re-election this year.

Additional votes are required before L.D. 1762 goes to Gov. Paul LePage. LePage has said that he'll withhold state borrowing projects for transportation and other spending if the bill passes the Legislature. The LePage administration, citing a 2013 analysis by Moody's Investor Service, said the proposal would lead to a downgrade in the state's credit rating.

Democrats counter that a downgrade is avoidable because of a provision that automatically backfills the rainy day fund with a revenue surplus, which the state is expected to have at the end of the month. Additionally, Democrats say the bill fulfills the state's promise to municipalities, which are counting on the funding to avoid painful cuts in services or raising property taxes.

The projected impact, along with increasing pressure from municipalities, is the reason that 30 House Republicans joined Democrats in the House vote last week. Several Republicans supported the bill despite speaking against it during a three-hour floor debate.

The Senate experienced the same mass migration of Republican votes as the House.

Flood, a ranking member of the budget-writing committee, said lawmakers should wait until there's a new revenue forecast at the end of the month before voting on a bill that taps an undetermined surplus. Flood said there was no reason to rush the proposal, while other Republicans said the bill was a political move by Democrats to portray Republicans as opposing municipal revenue sharing.

Democrats said it was important to push the proposal because cities and towns are planning their budgets for next year now.

*Steve Mistler can be contacted at 791-6345 or at: [smistler@pressherald.com](mailto:smistler@pressherald.com) Twitter: [@stevemistler](https://twitter.com/stevemistler)*

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 High Tide: 3:37AM  
 Low Tide: 9:20PM

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**LD 1762 - An Act Related to the Report of the Tax Expenditure Review Task Force**

This bill would take \$40 million from two state accounts, including the rainy day fund, to balance the state budget and forestall a proposal to take the \$40 million from state aid to cities and towns. With approval from both chambers, the measure now goes to Gov. LePage for his signature or a veto.

Related stories:

- Maine lawmakers push hotly debated bill to aid municipalities
- Maine Legislature enacts bill to restore funding for cities, towns

		SENATE	YES	SORT	
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				GENDER	
				OCCUPATION	
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				PASSED	
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		HOUSE			
	<b>L. Gary Knight [R-Livermore Falls]</b> District: 81 Seat: 34 Email: RepGary.Knight@legislature.maine.gov Web: Launch site » Phone: (207) 287-1440 Number of Terms [house]: 0 Occupation: banker [retired] Gender: M Committees: Taxation	HOUSE			
		SENATE			
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		HOUSE			

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 Low Tide: 9:20PM

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Related stories:

Maine lawmakers push hotly debated bill to aid municipalities  
 Maine Legislature enacts bill to restore funding for cities, towns

		SENATE	YES	<b>SORT</b>	
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				RETIRED	THIS VOTE:
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				PASSED	
				FAILED	
			DID NOT VOTE		
		HOUSE			
<p><b>Tom Saviello [R-Franklin]</b>                      District: 18                      Seat: 29                      Email: drtom16@hotmail.com                      Web: Launch site »                      Phone: (207) 287-1505                      Number of Terms [senate]: 2</p> <p><b>Occupation:</b> Manager of Environment at Jay paper mill ; adjunct professor at University of Maine Farmington  <b>Gender:</b> M</p> <p><b>Committees:</b>                      Environment and Natural Resources</p>	HOUSE				
	SENATE				
	SENATE				
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### Revenue Sharing Distribution - Actual & Projected

The data provided below shows the town by town impacts of the most recent and projected municipal revenue sharing raids. Column A shows the actual amount of revenue sharing distributed to municipalities in FY 2009. Column B shows the actual revenue sharing distributed to municipalities in FY 2013.

In FY 2014 municipalities are projected to receive \$65 million in revenue sharing, which is \$73 million less than the \$138 million required by statute to be distributed to municipalities. In FY 2015 municipalities will receive \$60 million in revenue sharing, \$86 million less than the statutory share, unless the Legislature fails to find \$40 million in state program savings. If those savings cannot be found, the municipal revenue sharing program will be reduced to \$20 million.

Columns C, D, and E show FY 2014 projected revenue sharing, FY 2015 projected revenue sharing at \$60 million and FY 2015 projected revenue sharing at \$20 million.

		A	B	C	D	E
		FY 2009	FY 2013	FY 2014	FY 2015	FY 2015
		Actual	Actual	Projection	Projection	Projection
		\$121 Million	\$96 Million	\$65 Million	\$60 Million	\$20 Million
WAYNE	KENN	88,080	70,561	47,752	44,079	14,693

**Sources:**

FY 2009, FY 2013 & FY 2014 Data - Office of the State Treasurer

FY 2015 - Calculated by the Maine Municipal Association using FY 2014 % of total statewide distribution.

# 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 Cassese 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



02/04/2014

# Public Land and Conservation Areas in Wayne

February, 2008

## Town of Wayne

- Ladd Recreation Center
- Parks
  - Maurice Roderick Park (Mill Pond, Back Street, Wayne Dam)
  - Memorial Park on Pocasset Lake, Route 133

## Other Town Lands (not conservation or recreation)

- Wayne Elementary School
- North Wayne School (Grange Hall)
- Fire stations & hydrants
  - Town center
  - N. Wayne
  - Hydrants: North Wayne, Route 133 dry hydrant
- Town office
- Walton Road Lot (land swapped for Morrison Heights land and across the Walton Road from the Town Office)
- Town House
- Town right-of-ways
- Cemeteries (see below)

## Cemeteries

- Beech Hill Cemetery, Strickland Ferry Road (Town)
- Evergreen Cemetery, Fairbanks Rd/Old Winthrop Rd. (Town)
- Gordon, Berry Road (Town)
- Lakeshore Cemetery, Cove Rd (Town)
- North Wayne, North Wayne Road (Town)
- Revolutionary War, (Old Burying Ground), Berry Road (Town)
- Mt. Pleasant Cemetery, Gott Road (Privately owned)
- Wing Cemetery, Pond Road (Privately owned)

Snowmobile Trails On private land by agreement with local snowmobile club (Thirty Mile River SC).

## State of Maine

- Boat launch, Route 133, Androscoggin Lake

## Other Public Ownership

- Town of Readfield Town Forest, Adjacent to Macdonald Conservation Area, mostly Readfield **25 acres, Wayne**, 75 acres, Readfield

## Other Non-Profits

- New England Wildflower Society Sanctuary
- Androscoggin Yacht Club with town right of way boat launch on Androscoggin Lake

## Kennebec Land Trust

- Mt. Pisgah Conservation Area, with land on **Dexter Stream & Dexter Pond**, mostly Winthrop, **70 acres in Wayne**, 661 acres in Winthrop
- Macdonald Conservation Area, partially in Wayne, mostly in Readfield, adjacent to Readfield Town Forest **17 acres in Wayne**, 83 in **Readfield**.
- Perkins Woods, Androscoggin Lake, next to Camp Androscoggin (access is only by water) **14 acres**
- Norris Island, Androscoggin Lake **27 acres**
- Gott Pasture Preserve, west shore of Wilson Pond, Hardscrabble Road **75 acres**
- Besse Historic Conservation Area, Old Winthrop Road **55 acres**

**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

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.

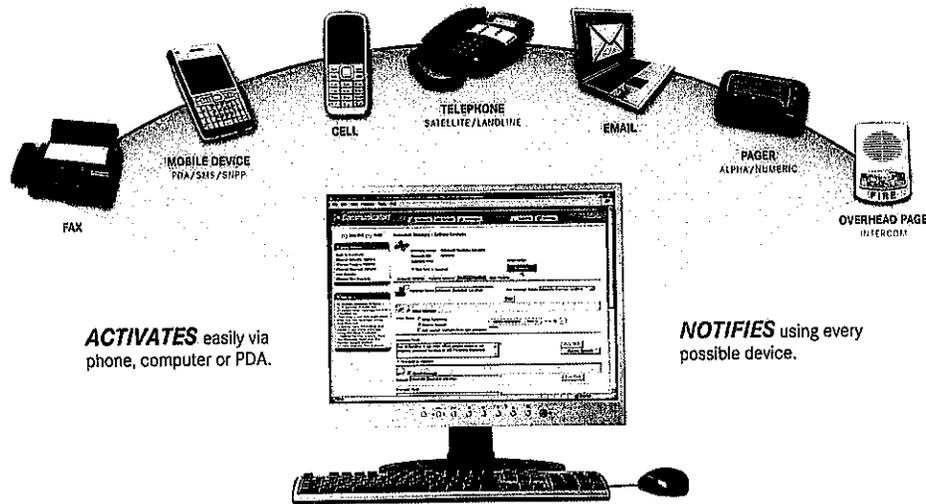
- Security-hardened offerings; passing of rigorous vulnerability assessments
- Multiple Tier III, geographically dispersed and SSAE 16 (formerly SAS 70) certified data centers
- Earned Joint Interoperability Test Command (JITC) certification
- ISO 9001:2008-certified organization

## 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).

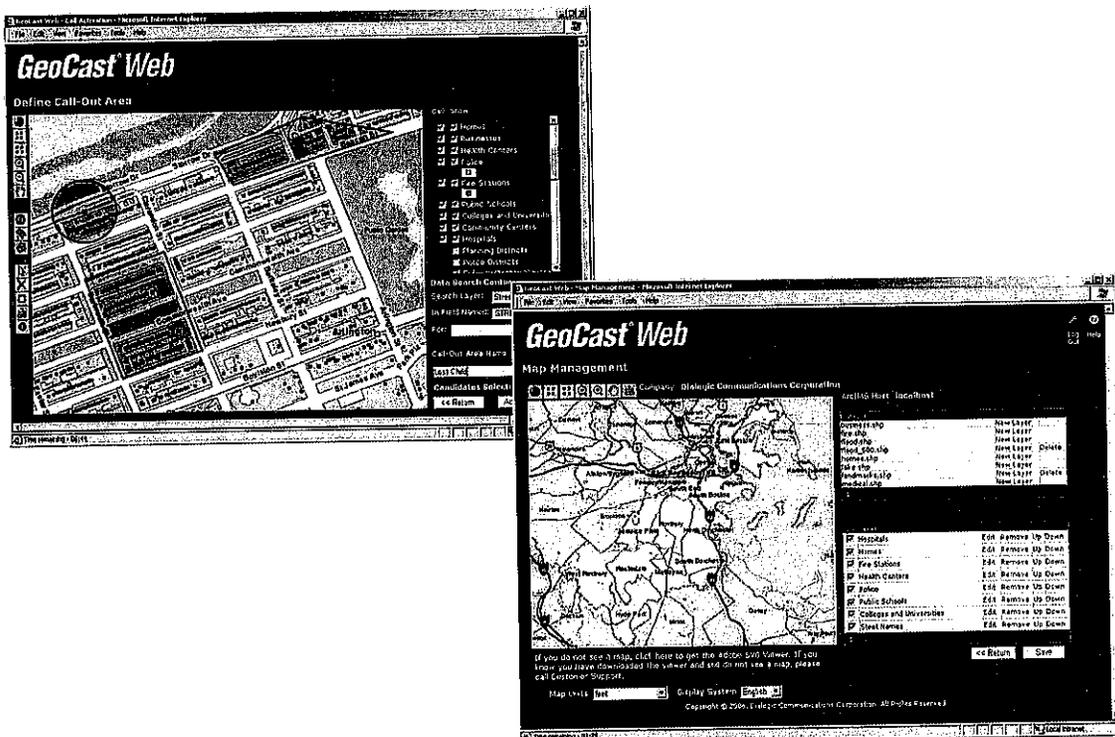
With The Communicator! NXT solution, notifications can be activated directly from the desktop or remotely by phone. Users can modify contacts, prepare messages and assess results, easily managing communications from start to finish.



Built on ESRI's ArcIMS technology, the GeoCast® Web™ solution from Cassidian Communications brings true, one-to-many communication to the worldwide web, making the Internet a safe and secure environment for even the most critical and widespread of notifications. Simply log into a password-protected website to view digital, street-level maps of your specific area, and then isolate location(s) requiring communication. GeoCast Web automatically builds a contact list, rapidly alerting people based on their geographic location.

A few key features include:

- Seamless geocoding of 9-1-1 data and mapping coordinates
- Highly flexible directional calling capability (i.e., north to south, closest to farthest, etc.)
- Comprehensive reporting for a full audit trail
- Accommodates unlimited map layers, entities, scale values and attributes
- Saves messages, including text-to-speech (TTS), and pre-defined goezones for future use
- TTY/TDD detection for hearing-impaired notification



**Town of Wayne, Maine**

**Customer: Aaron Chrostowsky**

**Date: 2/6/2014**

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

**Proposal: DIRxxxxx**

**hope.baker@cassidiancommunications.com**

---

*(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
-

- 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

---

### **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
--------------------------------	-------

### **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.

## **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

**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



## 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 do some work on the road to improve drainage. I can complete any easement work necessary for this project. This project has seemed to be 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="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> |
|--|---|
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>249,818.00</b>	<b>159,369.96</b>	<b>80,448.04</b>	<b>66.45</b>
<b>01 - Salaries</b>	<b>149,924.00</b>	<b>94,989.61</b>	<b>54,934.39</b>	<b>63.36</b>
01 - Selectmen	7,162.00	4,774.80	2,387.20	66.67
05 - Town Manager	44,500.00	30,614.58	13,885.42	68.80
10 - Bookkeeper	6,500.00	2,690.00	3,810.00	41.38
15 - Treasurer	3,000.00	2,000.00	1,000.00	66.67
20 - Tax Collector	20,800.00	6,695.57	14,104.43	32.19
25 - Town Clerk	20,800.00	14,651.57	6,148.43	70.44
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	5,705.82	2,320.18	71.09
75 - Health Insurance	30,964.00	18,188.20	12,775.80	58.74
80 - Retirement	3,265.00	99.05	3,165.95	3.03
81 - Income Protection plan	751.00	262.68	488.32	34.98
<b>02 - Operating Expense</b>	<b>30,350.00</b>	<b>18,927.33</b>	<b>11,422.67</b>	<b>62.36</b>
01 - Office Expense	4,000.00	2,645.91	1,354.09	66.15
05 - Travel expenses	2,500.00	1,354.88	1,145.12	54.20
10 - Training Expense	4,000.00	1,290.00	2,710.00	32.25
15 - Maintenance and Repairs	2,000.00	58.99	1,941.01	2.95
20 - Dues	2,200.00	2,131.00	69.00	96.86
25 - Computer Repairs	4,000.00	801.50	3,198.50	20.04
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	173.95	26.05	86.98
50 - Tax Administration	2,500.00	2,205.70	294.30	88.23
<b>03 - Contractual</b>	<b>48,744.00</b>	<b>40,143.86</b>	<b>8,600.14</b>	<b>82.36</b>
01 - Legal Services	15,000.00	9,402.21	5,597.79	62.68
05 - Audit Services	4,800.00	4,800.00	0.00	100.00
10 - Banking	500.00	0.00	500.00	0.00
15 - Insurance	19,044.00	16,995.50	2,048.50	89.24
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>18,597.24</b>	<b>27,861.76</b>	<b>40.03</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>14,272.23</b>	<b>25,727.77</b>	<b>35.68</b>
60 - Fire Dept Operations	22,000.00	12,381.15	9,618.85	56.28
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>14,666.64</b>	<b>4,833.36</b>	<b>75.21</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>14,666.64</b>	<b>4,533.36</b>	<b>76.39</b>
30 - Assessing/Mapping	13,600.00	9,066.64	4,533.36	66.67
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>9,002.18</b>	<b>4,166.82</b>	<b>68.36</b>
<b>01 - Salaries</b>	<b>12,269.00</b>	<b>8,674.68</b>	<b>3,594.32</b>	<b>70.70</b>
56 - Code Enforcement Officer	11,397.00	8,187.48	3,209.52	71.84
70 - Med/Fica	872.00	487.20	384.80	55.87
<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>20,509.16</b>	<b>11,138.84</b>	<b>64.80</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>3,744.16</b>	<b>3,255.84</b>	<b>53.49</b>
20 - Street lights	7,000.00	3,744.16	3,255.84	53.49
<b>109 - Roads</b>	<b>322,783.00</b>	<b>215,884.69</b>	<b>106,898.31</b>	<b>66.88</b>
<b>03 - Contractual</b>	<b>155,933.00</b>	<b>100,632.75</b>	<b>55,300.25</b>	<b>64.54</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	2,186.66	-286.66	115.09
60 - Road Plowing	149,533.00	94,703.98	54,829.02	63.33
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>310.11</b>	<b>89.89</b>	<b>77.53</b>
05 - Electricity	400.00	310.11	89.89	77.53
<b>25 - ROADS</b>	<b>166,450.00</b>	<b>114,941.83</b>	<b>51,508.17</b>	<b>69.05</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	10,522.00	14,478.00	42.09
30 - Signs	3,000.00	1,944.05	1,055.95	64.80
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>52,159.19</b>	<b>60,340.81</b>	<b>46.36</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>50,975.69</b>	<b>57,024.31</b>	<b>47.20</b>
65 - Transfer Station	108,000.00	50,975.69	57,024.31	47.20
<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 Spport	755.00	755.00	0.00	100.00
70 - Big Brother	500.00	500.00	0.00	100.00
75 - United Cerebal	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>804.89</b>	<b>195.11</b>	<b>80.49</b>
<b>02 - Operating Expense</b>	<b>1,000.00</b>	<b>804.89</b>	<b>195.11</b>	<b>80.49</b>
95 - NW Schoolhouse	200.00	606.25	-406.25	303.13
96 - NW Building	600.00	113.99	486.01	19.00
97 - Town House	200.00	84.65	115.35	42.33
<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>1,139,147.96</b>	<b>569,574.04</b>	<b>66.67</b>
<b>60 - INTER GOVERNMENT</b>	<b>1,708,722.00</b>	<b>1,139,147.96</b>	<b>569,574.04</b>	<b>66.67</b>
15 - RSU #38	1,708,722.00	1,139,147.96	569,574.04	66.67
<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>2,015,194.51</b>	<b>902,562.04</b>	<b>69.07</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>2,734,778.52</b>	<b>113,171.03</b>	<b>96.03</b>
01 - Banking Interest	1,800.00	651.26	1,148.74	36.18
02 - xxxxxxx	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	7,605.49	2,394.51	76.05
05 - MV Agent fees	4,000.00	2,629.00	1,371.00	65.73
06 - IFW Agent fees	1,000.00	327.75	672.25	32.78
07 - Motor Vehicle excise	187,000.00	126,196.27	60,803.73	67.48
08 - Boat Excise	4,000.00	1,206.90	2,793.10	30.17
09 - Vitals	300.00	138.80	161.20	46.27
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	30,445.45	17,323.55	63.73
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>754.00</b>	<b>246.00</b>	<b>75.40</b>
01 - Dog fees	700.00	729.00	-29.00	104.14
02 - Dog late fees	300.00	25.00	275.00	8.33
<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>2,792,821.12</b>	<b>124,935.43</b>	<b>95.72</b>



# General Ledger Summary Report

Fund(s): ALL  
ALL

Account	Beg Bal Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
<b>General Fund - O&amp;M</b>						
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	1,118.50	915.00	-203.50	3.00	-194.50
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	11,141.68	11,141.68	0.00	0.00	0.00
330-15 Fica withholding	0.00	13,969.40	13,969.40	0.00	0.00	0.00
330-20 Medicare withholding	0.00	3,267.26	3,267.26	0.00	0.00	0.00
330-25 State withholding	0.00	3,094.66	3,094.66	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	2,362.84	-2,266.00	-204.57	-2,470.57
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>5,101,243.83</b>	<b>5,891,352.82</b>	<b>790,108.99</b>	<b>0.00</b>	<b>1,790,943.85</b>
500-00 Expense control	0.00	1,998,518.79	2,923,064.35	924,545.56	0.00	924,545.56
510-00 Revenue control	0.00	3,101,818.03	2,967,381.46	-134,436.57	0.00	-134,436.57
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>112,975.31</b>	<b>112,975.31</b>	<b>0.00</b>	<b>-1,699.28</b>	<b>-1,699.28</b>
<b>Assets</b>	<b>8,776.37</b>	<b>52,361.91</b>	<b>50,069.92</b>	<b>2,291.99</b>	<b>-1,699.28</b>	<b>9,369.08</b>

# General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal	----- Y T D -----			Pending Activity	Balance Net
	Net	Debits	Credits	Net		
<b>1 - Operations CONTR</b>						
199-01 Due to/from	8,776.37	52,361.91	50,069.92	2,291.99	-1,699.28	9,369.08
<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>60,163.07</b>	<b>62,455.06</b>	<b>2,291.99</b>	<b>0.00</b>	<b>11,068.36</b>
500-00 Expense Control	0.00	60,163.07	0.00	-60,163.07	0.00	-60,163.07
510-00 Revenue Control	0.00	0.00	62,455.06	62,455.06	0.00	62,455.06
520-00 Fund Balance	8,776.37	0.00	0.00	0.00	0.00	8,776.37
<b>2 - Special Events</b>						
<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>						
<b>Assets</b>	<b>0.00</b>	<b>1,467,140.89</b>	<b>1,467,140.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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 - WAFUCU - 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 Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
<b>Capital - WC - CMFD</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>Trust Funds</b>						
<b>Assets</b>	<b>62,711.07</b>	<b>3,845.94</b>	<b>2,148.55</b>	<b>1,697.39</b>	<b>0.00</b>	<b>64,408.46</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	2,148.55	314.85	0.00	314.85
<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>781.09</b>	<b>2,478.48</b>	<b>1,697.39</b>	<b>0.00</b>	<b>64,408.46</b>
500-00 Expense Control	0.00	773.55	0.00	-773.55	0.00	-773.55
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>12,523,691.83</b>	<b>12,523,691.83</b>	<b>0.00</b>	<b>4,712.87</b>	<b>4,712.87</b>

## Town News – March 2014

Your third and final installments of property taxes are **due by April 1st, 2014**. Interest will begin to accrue on April 2<sup>nd</sup>, 2014 at 7% per annum.

The Town Office **is now be accepting debit / credit cards** for all transactions. You will be assessed a fee per transaction by the Town's third party credit processing group. If you have any questions, please don't hesitate to contact the Town Office at (207) 685-4983.

Winter is here! **Winter sand** is available for residents use only. This sand can be picked up at the Fairbank Road site. Please be considerate of your neighbors and only take two (2) five (5) gallon buckets per storm.

The Town's **Assessor Agent** Matt Caldwell from RJD Appraisal will be available by appointment on **Monday March 24, 2014** to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

The **Comprehensive Plan Committee** will be meeting on Wednesday March 19, 2014, at 6:00 PM at the Wayne Elementary School Library to begin reviewing the final draft.

The Town Office is creating an **email distribution list** for special announcements, alerts, and meeting notices. These emails will only be used by Town Officials. If you are interested receiving these notices, please don't hesitate to contact the Town Office.

Under authority of Title 29-A, MRSA §2395 and Title 30-A MRSA §3009, the Town will **post all town highways temporarily from early March 1 to May 15, 2014 (heavy vehicle traffic)**, to prevent damage to town ways and bridges, which may be caused by vehicles of excessive weight (heavy vehicle traffic), to lessen safety hazards and the risk of injury to the traveling public, to extend the life expectancy of town ways and bridges, and to reduce the public expense of their maintenance and repair. Any town highway may temporarily be closed or re-opened to vehicles of excessive weight (heavy vehicle traffic) as conditions permit. If you have any questions about the condition of a road or need a permit, please don't hesitate to contact the road commissioner at the Wayne Town Office at (207) 685-4983.

### BOARD OF DIRECTORS 2013-2014

**PRESIDENT:**

Gregory Gill, Belgrade

**VICE PRESIDENT:**

Irene Belanger, China

**SECRETARY/TREASURER:**

Ann Beverage, Waterville

**DIRECTORS:**

- Robert Worthley, Anson
- Roger Averill, Benton
- Gloria Jean Shaw, Bingham
- Josh Reny, Fairfield
- Nate Rudy, Gardiner
- Harold Buker, Hartland
- Dana Berry, Madison
- Timothy McDonald, Monmouth
- Michelle Flewelling, Norridgewock
- Dana Wrigley, Oakland
- Mark Fisher, Oakland
- Kathryn Ruth, Pittsfield
- Allen Curtis, Readfield
- Stefan Pakulski, Readfield
- Sharon Moody, Troy
- Ben Twitchell, Winslow

### KVCOG STAFF:

**EXECUTIVE DIRECTOR:**

Rosie Vanadestine

**PLANNING DIVISION:**

Chris Huck, Director

Ross Nason, Environmental Planner

Joel Greenwood, Community Planner

**COMMUNITY DEVELOPMENT MGR:**

Gail Chase

**OFFICE STAFF:**

Sarah Ross, Executive Assistant

Maralyn Jones, Bookkeeper

**PARTNERS AT KVCOG:**

Janet Roderick, CEI/Maine SBDC

## Executive Director's Report February 2014

KVCOG has had a change in our Board Leadership. John Doucette of Skowhegan has stepped down as the President of KVCOG. Greg Gill of Belgrade has stepped up from Vice President to the President position. On February 11<sup>th</sup> the Board voted in Irene Belanger of China as the new Vice President of KVCOG. We would like to thank John Doucette for his many years of service as a board member of KVCOG and for his leadership as President during our transition period. I am looking forward to working with Greg, Irene and the rest of the Board of Directors as we continue to improve KVCOG.

As we start the New Year and begin working on budgets that are difficult, the opportunity arises to engage in conversation around collaborative efforts. In January the City of Gardiner hosted a Regionalization Summit to start those conversations in their region. The attendance was great with many legislative and municipal leaders in the room. We all know these conversations are difficult and we all know that local control is very important to Maine citizens. However, there are great examples where collaboration works well and it is best if crafted locally and not a mandate that comes from the State level, as was the case with the school consolidations.

KVCOG is interested in assisting with these conversations and facilitating the process for any of our member communities. It all starts with a discussion.

A five person committee reviewed the four proposals and has selected the consultant to create the Central & Northern Somerset County Economic Development Strategic Plan. Camoin Associates, with an office in Scarborough, ME, was the firm chosen from the four proposals submitted. Camoin will be led by Jim Damicis and work with KVCOG and Somerset Economic Development Corporation (SEDC) staff over the next nine months to complete this project. This project is funded through a \$50,000 EDA grant, \$25,000 private cash match and \$25,000 of in-kind match.

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Our town surveys were sent out at the beginning of January to all municipalities within the KVCOG region and have been coming in with some great feedback and input. If you haven't returned your survey yet, this is your opportunity to tell us exactly how KVCOG can assist your town and be the valuable resource that you need. Don't forget we will be drawing one lucky town from those responding to our survey to receive 5 hours of free GIS mapping services.

KVCOG staff is finalizing our municipal outreach program. This program will assign KVCOG staff to our municipalities as a liaison. Staff will be contacting their towns/cities 3-4 times per year and attend a minimum of one Council/Selectmen meeting. They will also be your first contact for any needs or services the town might have. KVCOG is able to assist municipalities by providing planning staff for your planning board, administer your towns revolving loan funds if you have them, assist with your comprehensive planning needs, assist with your economic development needs, work with your local committees and provide facilitation services. KVCOG has such a diverse staff and skill set that we are able to assist with most municipal needs.

KVCOG is embarking on a new marketing strategy that will better educate our municipalities, the citizens and businesses on our services and how we can assist them. We want to make KVCOG your first call. If the request isn't something that we can do, we will know who to connect you with. We are updating our website, working on a new logo and new brochures. We have asked all of our towns to provide us with some information and photos from your town for these purposes. As we work with consultants on this work, we are engaging them in conversations of a partnership which will allow us to provide our members with these services at reduced rates as well.

KVCOG has contracted with the Town of Benton to assist them with the creation of their TIF application and development program. This is a new service that we are offering to our member towns. Another new area that KVCOG staff is providing is economic development at the local level. We have contracted with the Town of Monmouth to assist their Economic and Community Development Committee with their implementation of their TIF development plan. We have also assisted the Town of China's Economic and Community Development Committee with guidance on process, structure, project management etc. with their local grassroots efforts.

The new workshop series geared toward entrepreneurs and new start up businesses has gotten off to a good start. Janet Roderick of the Small Business Development Centers has provided the first two workshops. The next two workshops will be held on February 26 and March 19, and are titled *Developing your Business Plan/Marketing Plan* and *Cash Flow Projections*, respectively. These workshops will culminate into a "Launch Your Dream" event in April with the winner receiving a valuable prize package. These events are a great way to support our local entrepreneurs and to work at growing our economy one business at a time. The goal is to have this become an annual event.

At the last Comprehensive Economic Development Strategy (CEDS) meeting, a discussion was held around workforce development. These discussions are important as the Local Workforce Investment Board (LWIB) creates their 5-year plan. There are some synergies within the regions that the LWIB covers, and our regional CEDS should include some of those findings as well. Logical connections that benefit our regions and provide for better outcomes makes sense. Working on opportunities or filling gaps together is a wise use of our resources and ensures a higher success rate when everyone works together for the same goal. We have added workforce development to our Mobilize Kennebec Valley Education Action Team to start identifying workforce development projects that will benefit our region.

As always we are looking for people to get involved with our committees. The action teams of Mobilize Kennebec Valley include Local Farms and Foods, Innovation/Entrepreneurism, Natural and Built Environment and Education/Workforce. Our CEDS committee will be working on the economic development strategy for our region and will also review any projects that want EDA funding within our region. Give us a call to join a committee and get involved, we'd love to have you.

Please do not hesitate to contact KVCOG for all of your needs - from planning board queries to solid waste management services or possible financing options for that start-up business moving into your downtown. We're always happy to hear from your municipality.

## Business Lending Services at KVCOG: What You Need to Know

KVCOG provides financing assistance to small businesses in Kennebec, Somerset and western Waldo Counties. We specialize in assisting start-up businesses and those who are unable to finance their project from their own resources or through commercial credit at reasonable rates and terms.

**Amount:** Up to \$200,000

**Interest Rates:** Fixed competitive rates

**Terms:** Typically 15 years or less based on cash flow and useful life of financed assets.

**Fees:** 1.5 to 2% Origination fee plus closing costs

### Eligible Uses of Funds

- Real Estate Acquisition
- Building Improvements
- Furniture and Fixtures
- Equipment
- Inventory and Supplies
- Working Capital
- Refinancing Debt

Please contact Sarah Ross at 453-4258 ext. 223 or [sross@kvkog.org](mailto:sross@kvkog.org) for more information on how KVCOG can assist businesses in your town.

## Effective Municipal Solid Waste Management Saves Money

Ross Nason, Environmental Planner

The holidays are long over, winter still has us in its grips, and it's that fun time of the municipal planning and management year that every town manager and department head looks forward to: annual budgeting! While many elements of our budgets are external and impossible to change, public works and solid waste are often still handled at the town level, and therefore can be examined and possibly even adjusted. Program review and basic efficiency studies of your municipal solid waste (MSW) program are one of many services that KVCOG offers to its municipal members. For this article, I will talk about some of the easily over-looked possibilities for budgetary improvements within your MSW system; some avenues of exploration to consider when faced with challenging budget requirements, as well as some exceptionally effective policy changes you may want to consider adopting.

There are as many types of MSW systems as there are styles of Maine towns. Curbside private collection, municipal collection, transfer station, public private partnerships and some mix of these are what I see primarily in the Kennebec region. All (but the purely municipally run curbside collection) rely on contracts with outside vendors such as trucking, supplies, disposal, recycling, or container services. The often overlooked cost saver is your existing contracts. When was the last time your town changed service providers? Gone out to bid for these services? Who crafted your bid documents? These are all important questions to ask. Even though you may like and support your current vendor, it is critical to regularly bid out your services to save funds and to keep vendors striving for excellence in servicing your community. One example is a fee for hauling service, which might be in the \$500 range, which some towns in our region have re-bid to lower trucking fees down to \$200 or less! Other highly negotiable MSW services include: container fees, special recycling such as single stream or construction and demo, hazardous waste pumping fees and chipping/grinding costs. KVCOG offers some regional contracting that your town can participate in for specialty wastes, call me if you're interested.

Many cost-saving measures are not popular with residents, but that does not mean that they shouldn't be considered, especially when pitted against raising property taxes. In MSW, once such budgetary control that gets passed over is the elimination of what I like to call 'special services'. If a special solid waste service costs the town significant money (more than 3% of the entire MSW budget) it should be considered. Take, for example, brush piles. Many full service transfer

stations (or even some city curb-side collections) take bush. Brush is expensive to handle and even more so if it is ground up or disposed of in a land fill. Brush piles are a fire hazard, a litter and dumping magnet, and a DEP sore spot, and therefore the town should consider banning brush collection as a cost (and headache) saving measure.

Finally, the most powerful, yet challenging, management tool for controlling MSW costs is policy change at the municipal level. This might include adopting or changing a solid waste ordinance, or it could mean adapting the type of services your town offers. I will briefly touch on what I consider the most effective policy change to manage costs and affect the waste stream in a profound manner, and that is unit based financing. Many (over 1/3) Maine towns already use a unit fee system to manage MSW budgets. Charging residents for the waste that they dispose of is an extremely fair and effective way to tackle tough MSW budget issues. Upon implementation of unit based financing, your town solid waste tonnage will decrease dramatically, recycling will increase significantly, and you will be able to offset the cost of your program by whatever amount you and your resident's desire. A typical system attempts to offset ½ the cost of the program, usually opting for funding a curbside collection program with unit fees. This type of program can work across a wide range of systems, from transfer stations to curbside collections, both private and public.

These three management methods for reducing MSW expense are just a few of the many tools that are available to municipal leaders. If you find your town budget or solid waste committee, or select board proposing cuts to your public works or transfer station budget, call us. KVCOG is here to help you examine potential changes for cost savings, without sacrificing key services, while maintaining professional and environmentally responsible solid waste management for your community. In the world of tight municipal budgeting, I don't believe there are any easy solutions remaining, but I know there are some difficult ones, especially for solid waste management.

## KVCOG's Brownfields Program

Gail Chase, Community Development Manager

In 2011, the U.S. Environmental Protection Agency (EPA) awarded KVCOG a \$1,000,000 Revolving Loan Fund grant to assist communities in cleaning up sites contaminated by hazardous materials or petroleum. Approximately half of the funds may be used for sub-grants to municipalities, the other half for very low interest loans to developers. A municipality may use subgrant funds for a publicly owned property, then sell the property to a developer who may borrow funds from KVCOG.

The Brownfields program is unusual in that it combines the goal of improving the environment through mitigation or removal of contaminants with the economic and community development goals of a municipality. The program does not allow funds to be spent speculatively: a municipality may not clean up a contaminated site in order to attract a developer. Rather, there must be a clear re-use plan that may include job creation, business expansion, creation of green space, or other activities that will improve the economic and community life of the municipality. It is an excellent tool that can be utilized to develop properties for re-use, assist local business, put abandoned properties back on the tax rolls and eliminate a health hazard.

### Status

Currently, there are three municipalities in our region that are actively seeking funds through KVCOG's Brownfields program. All three have had environmental assessments performed on their sites, and one has sent eligibility information to EPA for approval. All three communities are interested in funds to mitigate contamination from hazardous materials; when they are accepted into the program, KVCOG will no longer have hazardous materials funding. However, we still have funds for sub-grants and low interest loans for sites contaminated with **petroleum** products. If there is a deserted gas station in your city or town that could be acquired and re-purposed, please call Gail Chase at 453-4258 x218 to determine if the Brownfields program is appropriate for the site.

## Future

EPA routinely replenishes Brownfields RLF funds if they are being used. KVCOG's hazardous materials money is now spoken for; if some of the petroleum money is sub-granted or lent, we will be able to apply for more funds with an assumption of success.

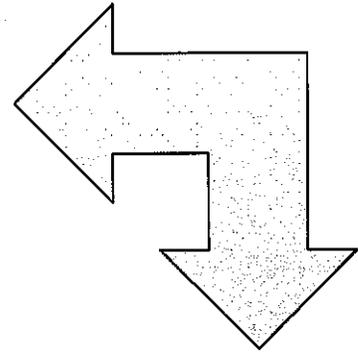
KVCOG applied for Brownfields Assessment funds this year, and should know if the application was successful in the early summer. This money would allow our municipalities to have assessments performed for free. Once assessed, the sites most likely will be eligible for Brownfields clean-up funds.

### **City and Town Data Summaries**

KVCOG compiles demographic and statistical data for the towns in our region, which we label "Community Profiles." The most recent editions have just been posted on our website. Go to [kvkog.org](http://kvkog.org) and look for the pull-down menu in the left-hand column.

The *American Fact Finder* is the Census Bureau's new approach to retrieving and reporting sampled demographic data – what used to be called "the long form." American Fact Finder data is reported annually instead of decennially, but for most towns with small sample sizes, the data is a compilation of five years' worth of samples. Data for KVCOG towns (and other geographic units) is now available for the period 2008-2012.

American Fact Finder data is accessible from the census website [census.gov](http://census.gov), but the search engine is not very user-friendly. If you are having difficulty finding data for your municipality, call Chris, at 453-4258 ext. 222.

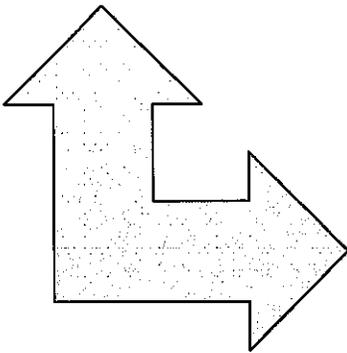


### **Joint Purchasing at KVCOG**

In December, KVCOG made a bulk purchase of the booklet *2014 Maine Planning and Land Use Laws*, the handbook that most code officers and planning boards use as a quick reference. After filling the pre-orders, we have a limited number remaining. They are available for \$20 each to member towns, \$23 to non-members.

*Heavy Loads Limited* and *Bump* signs are now available from KVCOG. HLL signs are \$1.40 each for member towns, \$2.00 for non-members; BUMP are \$0.75 for members, \$1.25 for non-members. We will ship them out if necessary and add the postage to the bill.

Early April will be the busy time for KVCOG's joint purchasing. Towns will be asked to submit estimates for *culverts*, *Calcium Chloride*, and *geotextiles* on April 4<sup>th</sup>. We will solicit the bids from the vendors, and have them available for purchase by the end of the month.



## Planning for Somerset County

Chris Huck, Planning Director

Upper Somerset County will be the focus of multiple planning activities over the coming year. Principal among these is the Strategic Plan for Economic Development for Central and Northern Somerset County. This planning project is a joint effort of KVCOG and Somerset Economic Development Corp. (SEDC), who have hired Camion Associates, of Scarborough, to run the process. The plan will examine opportunities and conflicts specifically in the sectors of wind power and tourism, and implement marketing and development strategies. The project includes significant local involvement over the next 6-8 months. KVCOG and SEDC will be having organizational and planning meetings with the consultant during February, with public kickoff probably in early March.

Since much of the upper Kennebec is also contained within the scenic byway corridor, KVCOG is also planning to work with Maine DOT and the Old Canada Road to update the byway's management plan and prepare a multi-modal corridor plan. The current management plan was written in 1999. The multi-modal plan is a new initiative of the DOT, addressing transportation needs in response to anticipated land use and economic development changes. These planning processes will also include outreach and marketing strategies, with many of the same stakeholders as the economic development plan, so it makes a lot of sense to run both processes at the same time.

The corridor will also be a focus of another transportation planning effort over the next few months. KVCOG has been asked by the DOT to prepare a regional bicycle plan. This is a grander vision of several separate efforts, including interest in promoting more bike travel along the scenic byway and throughout the river valley, eventually connecting with the existing Augusta-to-Gardiner rail trail (which will extend further south). Somerset County is also a cog in a statewide plan to route a backcountry bicycle expedition-level trail from western Maine through to Moosehead Lake and into Aroostook County. The regional bike plan will explore routing and feasibility for the segment through Somerset County.

To top it off, the Land Use Planning Commission (LUPC) has approached SEDC and KVCOG about the possibility of running the community-guided land use planning process for the unorganized territories in Somerset County. While this process, too, will involve many of the same stakeholders as the economic development and corridor plans, the proposal is still in a nebulous (and unfunded) stage; it is not yet known if we will be able to coordinate all of the planning on the same timeline.

## Beginning Women Farmers Course at KVCOG

Gail Chase, Community Development Manager

For the fifth consecutive year, KVCOG is offering a course for beginning women farmers. With sponsorship from Holistic Management International and funds from U.S. Department of Agriculture, KVCOG presents whole-day classes in goal-setting, methods of testing decisions, financial planning, business planning, marketing, leadership and communication, land planning, soil fertility and grazing planning. The course comprises ten sessions, eight of which are held in a classroom setting at KVCOG on Sundays in the winter and spring. Two are held on host farms in the late spring and early summer. The course is being offered in five New England states

The U.S. Department of Agriculture recognizes women to be an underserved population in agriculture. In Maine, the statistics for women farmers are interesting. While there certainly are far fewer primary agricultural operators who are women than who are men (in 2007 there were 1,559 women and 5,637 men as primary operators), the number of female primary operators has increased by **124** percent from 1997 to 2007, while the number of male primary operators has increased by 10.9 percent. In addition, while Maine has the highest median age in the country, Maine has the fifth **lowest** age of agricultural operators. Clearly, agriculture is drawing young people to Maine, and many women – from

within and without the State – are becoming farmers. This is not to say that women are not underserved. On the contrary, despite their growing numbers, they often lack the infrastructure and connections that male farmers traditionally have enjoyed. A course devoted specifically to women and their needs has resulted in beginning farmers who receive not only useful information but also a network of other women farmers. Each year, the class members in each of the participating States (five New England States, plus New York) are added to the beginning women farmer list serve. There are now nearly 500 farmers in the list serve who ask, and receive answers to, practical questions that range from whether a certain breed of goose can be trusted to the efficacy of certain products. Each year I ask about the usefulness of single-gender study. And each year even younger women, who have been fewer gender-based impediments than had their mothers and grandmothers, report that being in a class restricted to women allowed them to assert themselves and to learn more than in equivalent classes with no gender restriction.

In 2015, KVCOG will host the last ten-session course in its present form. The USDA grant will have been spent, and we will need to look carefully at what other entities are offering to assist farmers. Whatever the future of this specific course, KVCOG remains committed to agriculture as a viable economic sector.

## Shoreland Zoning News

Joel Greenwood, Community Planner

The DEP convened and facilitated a stakeholder group in 2011 to receive feedback on ways to improve the Chapter 1000 Guidelines.

With the input they received from this process, as well as recent changes to the Mandatory Shoreland Zoning Act, their staff has been drafting a new version of the Guidelines. Included in this draft are DEP policies concerning shoreland zoning, such as what density of development would exempt an area from being designated as Resource Protection and what is required for a re-vegetation plan.

The new rule will look vastly different than the current Guidelines, as it is written not as a model ordinance but similar to other DEP rules; however, KVCOG will soon have available a model ordinance as a guidance document to provide ordinance language options for municipalities, so amending local ordinances will be simpler.

This new version of the Guidelines will be posted in 2014 for review and comment and a public hearing will also be held.

### **The 30% Rule: What you need to know! Non-conforming Structures in the Shoreland Zone**

If communities wish to look into amend their Shoreland Zoning Ordinance to meet the new 30% rule please contact Joel Greenwood [jgreenwood@kvkog.org](mailto:jgreenwood@kvkog.org) or 453-4258 x219

#### **What is a non-conforming structure?**

A non-conforming structure is one that does not meet one or more of the following dimensional requirements: shoreline setback (including setbacks from tributary streams, 2006), height, or lot coverage. It is allowed to remain solely because it was in lawful existence at the time the ordinance or subsequent amendments took effect.

Non-conforming structures can be maintained and improved, without a permit, as part of *normal* upkeep. However, significant reconstruction or repair, additions, expansions, or relocations require a permit from the municipal officials before work can begin.

**Are there limitations on expansions of non-conforming structures?**

Yes. Since January 1, 1989 the State's Mandatory Shoreland Zoning Act (Section 439-A(4)) has prohibited any portion of a structure which does not meet the shoreline setback requirement (typically 75 or 100 feet) from being expanded by 30% or more in floor area and volume. In addition, such structures cannot be expanded closer to the shoreline.

Effective July 9, 1998 the Shoreland Zoning Act was further amended to provide municipalities with an optional alternative for regulating expansions of structures that do not meet the waterbody or wetland setback standard. This option enables a municipality to limit expansion of such nonconforming structures based on total floor area and structure height, taking into consideration the structure's distance from the shoreline. A municipality can only administer this alternative, rather than the long-standing 30% expansion limitation rule, if it is specifically incorporated into the local ordinance. Otherwise, the 30% expansion limitation rule is in effect.

**The 30% Expansion Rule**

The expansion limitation noted in the above paragraph applies only to that part of the structure which is nonconforming. It does not apply to that part of the structure which meets the setback requirement. For example, if only a 10' x 28' section of a 40' x 28' building is non-conforming as to setback, only the 10' x 28' section is subject to the floor area and volume limitation. The remainder of the building can be expanded in compliance with other applicable standards, including lot coverage and building height limitations. (see diagram "A")

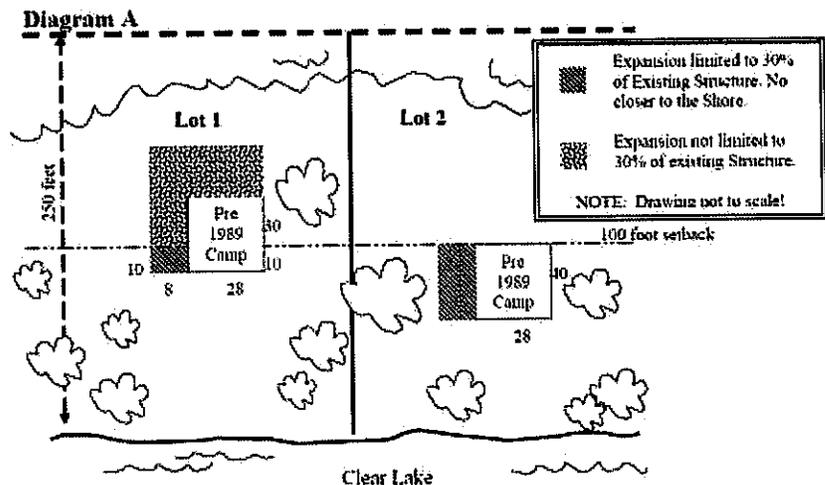
**How are "volume" and "floor area" calculated?**

Under the State Guidelines, floor area is the total square footage of all floors plus any porches and deck areas. Volume is defined as the cubic footage of all spaces enclosed within the exterior walls and roof of a structure.

IMPORTANT NOTE: Some town ordinances define volume and floor area to exclude certain areas such as unfinished attics, basements and certain storage areas. It is important to check the town ordinance before developing your plans.

**Can I expand both the floor area and volume of my fully non-conforming structure up to the 30% limitation?**

Yes. Both the volume and floor area can be expanded up to the 30% limitation. However, neither the floor area nor volume expansions can exceed the limitation. For example, if a proposal is made to expand the floor area by only 10%, but the proposed volume expansion is 35%, the project cannot be approved until the volume expansion is reduced below 30%.



**Basic Provisions of the Optional Alternative to the 30% Expansion Rule**

A municipality may, but is not required to adopt an alternative to the 30% expansion limitation rule, consistent with provisions enacted by the legislature in 1998. This optional method of limiting expansions of non-conforming structures is based on the following criteria:

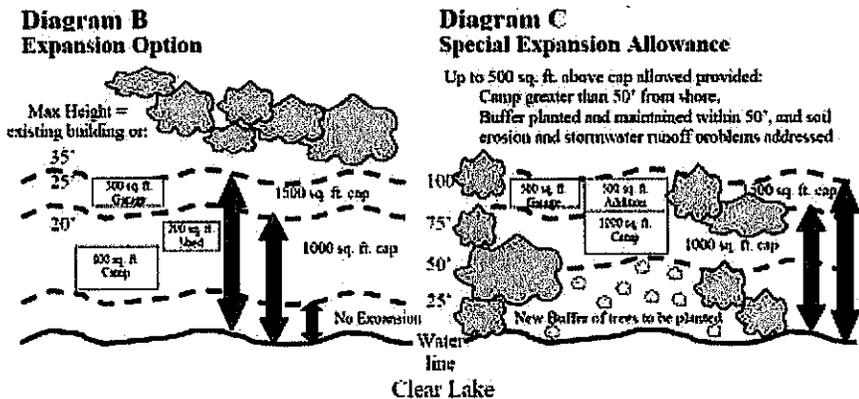
1. No portion of a structure located within 25 feet of the shoreline can be expanded.
2. Expansion of an accessory structure that is located closer to the shoreline than the principal structure is prohibited.

3. For structures located less than 75 feet from the shoreline, the maximum combined total floor area of all structures is 1000 square feet, and the maximum height of any structure is 20 feet or the height of the existing structure, whichever is greater.
4. For structures located less than 100 feet from a great pond or river flowing to a great pond, the combined maximum total floor area for all structures is 1500 square feet, and the maximum height of any structure is 25 feet or the height of the existing structure, whichever is greater, except that any portion of those structures located less than 75 feet from the shoreline must meet the floor area and height limits of criterion 3 above.

For the purposes of the alternative expansion limitation, an existing basement is not calculated toward floor area. (See diagram B for a visual display of the basic alternative method of limiting expansions.)

**The Special Expansion Allowance Pursuant to the Alternative Method of Limiting Expansions.**

Under the alternative method of limiting expansions of nonconforming structures, a municipality may permit up to 500 additional square feet of floor area than that allowed above if: the structure is located at least 50 feet from the shoreline; an adequate 50-foot vegetated buffer exists or the owner agrees to plant a suitable buffer; and the owner agrees to implement a plan addressing erosion and stormwater runoff problems on the property. Other requirements may also apply. (See diagram C for a visual display of special expansion allowance)



**If a municipality adopts the basic 1000/1500 square foot limits of the alternative to the 30% rule, does it also have to adopt the special expansion allowance?**

No. The special expansion allowance (extra 500 square feet) is an optional provision. Whether to adopt the provision is for the municipality to decide.

**Does the floor area cap apply to just the principal structure?**

No. The cap applies to the total floor area of all principal and accessory structures located within the shoreline setback area, including the upper floors of multi-story buildings. As with the 30% expansion limitation rule, decks, porches, and patios also count as floor area.

**Can a municipality adopt both the 30% expansion limitation and the alternative method of limiting expansions of nonconforming structures?**

No. The expansion option, if adopted, replaces the 30% rule. The option cannot be used in conjunction with the 30% rule to maximize expansions of nonconforming building expansions. The intent of the option is to provide a comparable, and equitable, amount of expansion in a format that is also easier to administer.

**Additional Standard Issues Pertaining to Non conforming Structures**

**Why does the Mandatory Shoreland Zoning Act Establish a Cap on Expansions of Nonconforming Structures?**

There are several reasons for the 30% expansion limitation. However, the primary goal is to balance the need to maintain vegetated areas near the shoreline in order to protect water quality and control stormwater runoff, and to preserve the natural character of Maine's shoreland areas, while providing some expansion potential for structures which are closer to the shoreline than current standards allow.

**Can a non-conforming structure be expanded in all directions?**

No. Expansions, which reduce the already non-conforming setback, are not permitted. For example, regarding water and wetland setback requirements, no structure that is less than the required setback from the water or wetland, can be expanded toward the water or wetland. Similarly, a structure, which exceeds the height limitation, cannot be expanded upward. The same is true for the lot coverage limitation. If the buildings, driveways, and other non-vegetated areas already exceed the total lot coverage limitation, these areas cannot be expanded to further increase the lot coverage.

Although the Guidelines do not require structures to be set back a minimum distance from roads and side lot lines, many local ordinances do contain such limitations and must be considered.

**Can a foundation be added to a non-conforming structure?**

Yes. Construction or enlargement of a foundation beneath an existing non-conforming structure is permitted. However, that addition will count toward the 30% expansion limitation unless: the structure and new foundation are placed such that the setback requirement is met to the greatest practical extent (may require movement of structure away from a waterbody or wetland); the foundation does not extend beyond the exterior dimensions of the structure; and the foundation does not cause the structure to be elevated by more than three (3) additional feet. The State Guidelines do not require a structure to be moved away from the water or wetland when the replacement foundation is simply new posts. However, new cement slabs, frost walls, crawl spaces and basements will trigger the requirement to relocate the structure further from the water or wetland, if practical. In most cases, the planning board reviews applications for new or enlarged foundations.

**Can a non-conforming structure be relocated on the same parcel provided that the setback is not further reduced?**

Yes. However, if the structure is relocated it must meet the shoreline setback requirement to the greatest practical extent. If the lot has enough depth to relocate the structure beyond the setback requirement, the owner will be required to move the structure to that location. If the structure cannot be moved to the setback line, the owner will be required to move the building to the furthest practical distance from the waterbody or wetland.

**If a non-conforming structure is damaged or destroyed can it be reconstructed or replaced?**

Yes. If a structure is damaged or destroyed by less than 50% of the market value before such damage or destruction, it may be reconstructed in place after obtaining a permit from the local code enforcement officer. However, if the structure is damaged or destroyed by more than 50% of the market value of the structure before such damage or destruction occurred, it can only be reconstructed or replaced if the new structure is placed such that the setback requirement is met to the greatest practical extent, as determined by the planning board. The planning board must consider several factors when determining the appropriate setback, including the type and condition of any foundation that may have been part of the original structure.

The words "damaged" and "destroyed" include voluntary removal by the owners, as well as "Acts of God" such as fire, flood, wind or other causes.

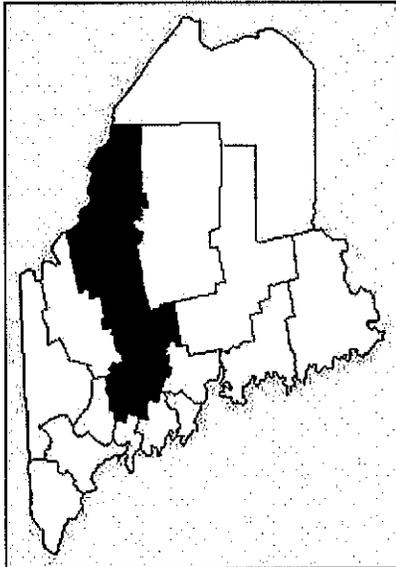
**Can the use of a non-conforming structure be changed to another use?**

Perhaps. The use of a non-conforming structure can be changed provided that the new use will have no greater adverse impact on the water body or wetland, on the property itself, or on adjacent properties. The planning board makes that determination.

**If I have a non-conforming structure and wish to modify it, whom should I contact?**

You should first contact the local code enforcement officer for information on permitting requirements. In most cases the code officer can provide appropriate application forms and will direct you to the planning board. Most significant modifications to non-conforming structures must go through planning board review.

# KVCOG



**Serving municipalities  
and businesses in  
Kennebec, Somerset,  
and western Waldo  
Counties**

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on the web at  
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It is located on the left side bar  
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or email [sgross@kvcog.org](mailto:sgross@kvcog.org).*

## Member Communities Make it Happen

Member municipalities are the backbone of KVCOC. Membership fees provide matching funds for over \$200,000 of Federal and State grants; make our website, newsletter, data collection, analysis, and other vital services possible; and allow flexibility in creating new programs to respond to specific local needs.

Dedicated municipal officials serve on KVCOC's General Assembly and Executive Board, guiding policies and programs.