

Town of Wayne Board of Selectmen

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

Regular Meeting Agenda

Date: Tuesday, June 17, 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 – June 3, 2014.**

Manager Recommendation: Move the Board to approve meeting minutes of the Board of Selectmen – June 3, 2014.

- b. **Consider approving of meeting minutes of the Annual Town Meeting – June 10, 2014.**

Manager Recommendation: Move the Board to approve meeting minutes of the Annual Town Meeting – June 10, 2014.

Warrants.

- a. **Consider approving of Warrant #48 (Payroll).**

Manager Recommendation: Move the Board to approve Warrant #48 (Payroll).

- b. **Consider approving of Warrant #49 (Accounts Payable).**

Manager Recommendation: Move the Board to approve Warrant #49 (Accounts Payable).

Business Agenda.

- a. **Consider Application for Liquor License for Incorporated Civic Organization for Wayne Library Association.**

Manager Recommendation: Move the Board to approve Application for Liquor License for Incorporated Civic Organization for Wayne Library Association.

- b. **Annual appointments FY 2014-2015 for various town officials, boards and committees. (Executive Session, if needed, 1 MRSA §405 (6) A Personnel)**

Manager Recommendation: Discussion and take any action necessary.

c. Consider advertising for Board vacancies.

Manager Recommendation: Move the Board to authorize the Town Manager to advertise to fill vacancies for various town officials, boards and committees.

d. Consider forming a “Roads Committee”

Manager Recommendation: Move the Board to authorize the Town Manager to advertise for members of a “Road Committee.”

e. GIS Mapping Services

Manager Recommendation: Move the Board to authorize the Town Manager to advertise for GIS Mapping Services.

f. Personal and Real Estate Property Tax Write-off Policy

Manager Recommendation: Move the Board to adopt the Personal and Real Estate Property Tax Write-off Policy

g. Discuss 66 North Wayne Road Illegal Junkyard

Manager Recommendation: Move the Board to authorize the Town Manager and Code Enforcement Officer to work with the Town Attorney to proceed with enforcement proceedings by filing a civil complaint in Court.

h. Town Meeting Wrap-Up.

Manager Recommendation: Discussion Only

Supplements / Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday, July 1, 2014 at 6:30 PM** at the **Wayne Elementary School - Gymnasium.**

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday June 3, 2014
Wayne Elementary School**

Call Meeting to Order/ Selectmen Present

Co-Chairman Paradis determined quorum and called meeting to order at 6:30 PM with the following members present: Peter Ault, Stephanie Haines, Carroll Paradis, and Stephen Saunders. Gary Kenny was absent.

Others Present: Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk

Audience: Bruce Mercier and Robert Stephenson

Pledge of Allegiance

Meeting Minutes

- a. A motion was made to approve the meeting minutes of the May 20, 2014 Board of Selectmen meeting. (Haines/Saunders) (4 /0)

Warrants

- b. The Board approved Warrant #45 (Payroll) in the amount of \$5,712.63. (Saunders/Haines) (4/0)
- c. The Board approved Warrant #46 (Payroll) in the amount of \$6,875.98. (Saunders/Haines) (4/0)
- d. The Board approved Warrant #47 (Accounts Payable) in the amount of \$25,411.59. (Saunders/Haines) (4/0)

Business Agenda

- a. Motion was made to sign the RSU#38 Budget Referendum Warrant. (Saunders/Haines) (4/0)
- b. Motion was made to purchase one speed table to be placed in the vicinity of the library and church area. The Board was moved to authorize the Town Manager to install additional recommended signage, brush tree removal in the Village Center and request further KSO directed speed patrols in Village Center. (Saunders/Haines) (4/0)
- c. Discussion about ideas for MMA's 2015-2016 Legislative Agenda.
- d. Motion was made to authorize the Town Manager to distribute and post invitation to bids on FY 14/15 Full Depth Reclamation and Paving Project. (Saunders/Haines) (4/0)
- e. Discussion about the 2014 Annual Town Meeting Presentation.
- f. Discussion about Wayne Village Center Planning-Sidewalks and Wastewater.

Supplements / Abatements: None

Town Manager News:

Mark your calendars! Wayne Annual Town Meeting – Election of Officers, Tuesday June 10, 2014, 8:00 AM to 8:00 PM at the Ladd Recreation Center; **Annual Town Meeting – Budget Meeting**, Wednesday June 11, 2014, 6:00 PM at the Ladd Recreation Center. Absentee ballots will be available at the Town Office. If you have not registered to vote, please stop by the Town Office to register to vote

During the month of June, the Town of Wayne will be using the services of the Town of Readfield to conduct dust control. They will be applying calcium chloride to all gravel roads this month. Calcium chloride being applied to gravel roads is used to harden the road surface to improve the drivability of the road by keeping the fines (dust) in the road. This process will take about four weeks. We will apply more when needed throughout the summer, as needed; please don't hesitate to contact the Town Manager's office at 685-4983, if you are having problems with dust at your house.

The Board of Selectmen is looking to fill a vacancy on Readfield – Wayne Solid Waste Committee. They meet quarterly to discuss the overall operation and management of the Readfield Transfer Station. If you are interested please don't hesitate to contact the Town Office.

Tuesday June 23, 2014 to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

In observance of Independence Day, Friday July 4, 2014, the Town Office will be closed. It will re-open on Monday July 7, 2014, during our regularly scheduled hours.

The Comprehensive Plan Committee will be holding a public forum outlining meeting on Wednesday July 16, 2014, at 5:30 PM at the Wayne Elementary School Gym to seek public comments on the Comprehensive Plan. Refreshments will be served.

Town Manager discussed projects such as plans to clear brush around the "Welcome to Wayne" signs, and replace flag at the North Wayne Fire Station.

Board Member Reports:

1. Stephanie Haines asked about pre-paying for sheriff services, and that the sheriffs did not show up for the day of the Library road race as requested. The Town Manager to speak with Sheriff Department to request a refund/audit.
2. Steve Saunders suggested the Town Manager write letters to thank the Memorial Day Committee members for a great job done.
3. Carroll Paradis suggested issues with the extension cord running across the street for power to the speaker system at the Memorial Day celebration. Also, suggested solar lamp for the flag pole in the park.

Public Comments: None

Adjourn.

Motion to Adjourn at 7:50 PM. (Saunders/Haines) (4/0)

The next Select Board Meeting is scheduled for Tuesday, June 17, 2014 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
2014 ANNUAL TOWN MEETING MINUTES

STATE OF MAINE
KENNEBEC, SS

To Cathy Cook, a resident in the Town of Wayne, County of Kennebec, and State of Maine:

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the Ladd Recreation Center on Tuesday June 10, 2014 at 8:00 AM to elect a Moderator to preside at said meeting, and to elect Town Officers for the ensuing years. Polls are to be opened from 8:00 AM to 8:00 PM. The meeting will recess after the ballot count. The residents of the Town of Wayne, qualified to vote in Town Affairs, are hereby also warned to assemble at the Ladd Recreation Center at 26 Gott Rd, Wayne, Maine 04284 at 6:00 PM on Wednesday June 11, 2014 to act on Article 3 to end of Warrant.

ARTICLE 1. To elect a Moderator to preside at said meeting.

TIM MILLS, elected Moderator

DOUG STEVENSON, appointed Deputy Moderator

ARTICLE 2. To proceed with the voting, by secret ballot, as directed by statute, on the election of Town Officers for the ensuing years.

- Two Selectman, 3-year terms

GARY KENNY

DON WELSH

- One Regional School Unit Board of Trustee Member, 3-year term

DICK SPENCER, Ph.D.

- One Regional School Unit Board of Trustee Member, 3-year term (1-year remaining)

GARY CARR

- One Local School Committee, 3-year term

GARY CARR

Lincoln Ladd presented the Helen Healy Hicks Award for outstanding citizenship, commitment, and volunteerism within the community to the following residents:

- **Judy Danielson**
- **Ken Bate**

Gary Kenny presented the Spirit of America Award for their tremendous commitment and volunteerism to the Town to the following residents:

- **Ray Giglio**
- **Robert Stephenson**

Gary Kenny presented the Annual Town Report dedication to the following residents:

- **Margaret Knight**
- **Bea Horne**
- **Betty Bennett**
- **Neala Jennings**

A motion was approved to allow a non-resident and Town Manager Aaron Chrostowsky to speak at the Annual Town Meeting.

ARTICLE 3. To see if the Town will authorize interest on taxes due, but not yet paid by each installment date, at a rate of 7% per year. **PASSED**

ARTICLE 4. To see if the Town will allow the Tax Collector to accept money for taxes before taxes are committed. **PASSED**

ARTICLE 5. To see if the Town will establish a 3% interest payment for tax abatements (per annum). **PASSED**

ARTICLE 6. To see if the Town will authorize the Selectboard, on behalf of the Town, to enter into contracts for ambulance, assessing, auditing and dispatching services, and to enter into contracts for terms not to exceed five years for roadside mowing, park and lots maintenance and snowplowing, on such terms and conditions as they deem appropriate. **PASSED**

A motion was approved to allow the Deputy Moderator to suspend the reading of the articles.

ARTICLE 7. To see if the Town will vote to appropriate all funds received from the State of Maine for snowmobile registrations during the current fiscal year, to the Thirty-Mile Snowmobile Club for the purpose of maintaining their snowmobile trails within the Town, and to authorize the municipal officers to enter into an agreement with the Club for that purpose, under such terms and conditions as the municipal officers may deem advisable, including the condition that the trails will be open to the public as long as the trails are frozen and adequately covered in snow. **PASSED**

ARTICLE 8. To see what sum of money the Town will raise and appropriate for GENERAL ADMINISTRATION.

General Admin.	Approved FY 13 / 14	BUDGET FY 14 / 15
Selectmen's Stipend	\$7,162	\$7,162
Town Manager Salary	\$44,500	\$45,390
Tax Collector wages	\$20,800	\$20,050
Town Clerk wages	\$20,800	\$21,216
Meeting Recording Clerk wages	\$1,156	\$1,179
Office Clerk wages	\$1,000	\$1,000
Special Project wages	\$2,000	\$0
Treasurer stipend	\$3,000	\$3,000
Bookkeeper stipend	\$6,500	\$0
Social Security/ Medicare Match	\$8,026	\$7,573
Disability	\$751	\$863
Retirement	\$3,265	\$4,430
Health Insurance	\$30,964	\$31,905
Dues (MMA & KVCOG)	\$2,200	\$4,826
Contingent	\$4,000	\$5,000
Legal	\$15,000	\$15,000
Office Expense	\$4,000	\$4,000
Travel Expense	\$2,500	\$2,000
Training Expense	\$4,000	\$4,000
Audit Reporting	\$4,800	\$7,100
Monthly Bank Fees	\$500	\$0
Telephone	\$ 2,800	\$ 2,800
Tax Administration	\$2,500	\$4,000
Capital	\$4,000	\$0
Insurance	\$19,044	\$20,000
Computer maintenance	\$4,000	\$2,000
Website management	\$750	\$750
Computer software (Trio)	\$7,000	\$8,000
Copier lease & maintenance	\$2,500	\$2,000
Maintenance & Repair	\$2,000	\$1,000
Town Report	\$1,200	\$1,000
Sunshine Fund	\$200	\$200
Town Office Rent	\$6,900	\$6,700
Subtotal	\$239,818	\$234,144

Select Board Recommends: \$234,144
 Budget Committee Recommends: \$234,144 **PASSED**

ARTICLE 9. Shall the Town (1) approve a capital project consisting of road reconstruction and repair, including transaction costs and other expenses reasonably related thereto; (2) appropriate the sum of \$300,000 to fund the project; (3) authorize the Town Treasurer and the Chair of the Selectboard to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$300,000 to fund the appropriation; and (4) delegate to the Treasurer and the Chair of the Selectboard the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

Total Town Indebtedness:

A.	Outstanding balance of bonds previously issued:	\$170,000
B.	Bonds authorized and unissued:	\$-0-
C.	Anticipated amount of bonds to be issued:	<u>\$300,000</u>
	Total:	\$470,000

Costs: At an estimated net interest rate of 2.5% for a five (5) year maturity, the estimated cost of this bond issue will be:

Total Principal	\$300,000.00
Interest:	<u>\$ 20,000.00</u>
Total Debt Service:	\$320,000.00

Validity: The validity of the bonds and the voter's ratification of the bonds may not be affected by any errors in the above estimates, the ratification by the voters is nonetheless conclusive and the validity of the bonds is not affected by reason of the variance.

Treasurer
Town of Wayne

A motion was made to amend the language in Article 9 to make it specify road construction to the Old Winthrop Road. After a brief discussion, motion was withdrawn.

PASSED

ARTICLE 10: To what sum of money the Town will raise and appropriate for DEBT SERVICE.

Debt Service	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Village Dam Payment	\$ -	\$ -
Pond Road Reconstruction Bond	\$ -	\$ -
North Wayne Road Reconstruction Bond	\$ 60,000	\$ 34,000
Old Winthrop Road Reconstruction Bond	\$ -	\$ 65,000
Subtotal	\$ 60,000	\$ 99,000

Select Board Recommends: \$99,000

Budget Committee Recommends: \$99,000

PASSED

ARTICLE 11. To see what sum of money the Town will raise and appropriate for HEARINGS AND ELECTIONS.

Elections/ Hearings	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Election / Ballot Clerks wages	\$1,900	\$1,800
Social Security/ Medicare Match	\$145	\$138
Election Supplies	\$2,200	\$2,000
Subtotal	\$4,245	\$3,938

Select Board Recommends: \$3,938
 Budget Committee Recommends: \$3,938 **PASSED**

ARTICLE 12. To see what sum of money the Town will raise and appropriate for GENERAL ASSISTANCE.

General Assistance	APPROVED FY 13 / 14	BUDGET FY 14 / 15
General Assistance Officer stipend	\$1,000	\$0
Social Security/ Medicare Match	\$77	\$0
General Assistance	\$6,000	\$5,000
Subtotal	\$7,077	\$5,000

Select Board Recommends: \$5,000
 Budget Committee Recommends: \$5,000 **PASSED**

ARTICLE 13. To see what sum of money the Town will raise and appropriate for the FIRE DEPARTMENT.

Fire Department	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Chief Officers' stipends	\$6,000	\$6,000
Firefighters' stipends	\$0	\$7,000
Social Security/ Medicare match	\$459	\$995
Operations	\$22,000	\$22,000
Communications	\$4,000	\$4,000
Capital	\$14,000	\$14,000
Subtotal	\$46,459	\$53,995

Select Board Recommends: \$53,995
 Budget Committee Recommends: \$53,995 **PASSED**

ARTICLE 14. To see what sum of money the Town will raise and appropriate for ASSESSING.

Assessing Mapping	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Assessing/ Mapping	\$13,600	\$14,000
Quarter Review	\$5,600	\$5,700
Tax Maps	\$300	\$0
Ordinance Work	\$0	\$0
Subtotal	\$19,500	\$19,700

Select Board Recommends: \$ 19,700
 Budget Committee Recommends: \$ 19,700 **PASSED**

ARTICLE 15. To see what sum of money the Town will raise and appropriate for ANIMAL CONTROL.

Animal Control	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Animal Control Officer stipend	\$3,000	\$3,000
Social Security/ Medicare match	\$230	\$230
Humane Society	\$1,900	\$1,900
Subtotal	\$5,130	\$5,130

Select Board Recommends: \$ 5,130
 Budget Committee Recommends: \$ 5,130 **PASSED**

ARTICLE 16. To see what sum of money the Town will raise and appropriate for CODE ENFORCEMENT & LAND USE BOARDS SUPPORT.

Code Enforcement & Land-Use Board Support	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Code Enforcement Officer stipend	\$11,397	\$11,625
Social Security/ Medicare match	\$872	\$889
Planning Board	\$300	\$0
Board of Appeals	\$300	\$0
Conservation Commission	\$300	\$0
Ordinance/ Mapping	\$0	\$1,000
Subtotal	\$13,169	\$13,514

Select Board Recommends: \$13,514
 Budget Committee Recommends: \$13,514 **PASSED**

ARTICLE 17. To see what sum of money the Town will raise and appropriate for PUBLIC SAFETY.

Public Safety	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Street Lights	\$7,000	\$6,000
Ambulance Service	\$8,917	\$9,512
Sheriff's Department	\$4,000	\$4,000
PSAP & Dispatching contracts	\$11,731	\$11,850
Subtotal	\$31,648	\$31,362

Select Board Recommends: \$31,362
 Budget Committee Recommends: \$31,362 **PASSED**

ARTICLE 18. To see what sum of money the Town will raise and appropriate for the ROADS.

Roads	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Road Administration	\$3,000	\$2,000
Roadside Mowing	\$3,500	\$4,000
Brush/ Tree Removal	\$14,000	\$15,000
Calcium Chloride	\$9,000	\$9,000
Grading	\$12,000	\$15,000
Sweeping	\$5,000	\$4,000
Patching	\$3,500	\$5,000
Ditching	\$30,000	\$40,000
Prep for paving	\$25,000	\$0
Catch basin cleaning	\$1,000	\$1,000
Washouts	\$4,000	\$4,000
Signs & posts	\$3,000	\$3,000
Crosswalk painting	\$750	\$750
Culverts	\$6,500	\$20,000
Gravel	\$15,500	\$20,000
Mow landfill	\$1,000	\$1,000
Winter Plowing	\$149,533	\$152,503
Winter Salt	\$18,000	\$21,000
Plowing lots	\$1,900	\$3,100
Footbridge	\$200	\$0
Sand/ Salt Shed lights	\$400	\$500
Crack sealing	\$11,000	\$2,000
Subtotal	\$322,783	\$318,853

Select Board Recommends: \$318,853
 Budget Committee Recommends: \$318,853 **PASSED**

ARTICLE 19. To see what sum of money the Town will raise and appropriate for the TRANSFER STATION.

Transfer Station	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Transfer Station	\$108,000	\$106,959
Backhoe	\$3,500	\$3,000
Hazardous Waste	\$1,000	\$1,000
Subtotal	\$112,500	\$110,959

Select Board Recommends: \$110,959
 Budget Committee Recommends: \$110,959 **PASSED**

ARTICLE 20. To see what sum of money the Town will raise and appropriate for OUTSIDE AGENCIES.

Outside Agencies	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Library	\$5,000	\$6,000
Library Renovation Fund	\$5,000	\$0
Archival Board	\$500	\$600
Messenger	\$1,200	\$1,200
Cemetery Association	\$3,500	\$3,500
Rural Community Action	\$3,300	\$3,300
Senior Spectrum	\$1,004	\$1,004
Hospice	\$1,000	\$1,000
Healthy Futures	\$500	\$0
Family Violence	\$1,025	\$0
Maine Public Broadcasting	\$100	\$100
Kennebec Valley Mental Health	\$1,600	\$1,600
Red Cross	\$1,100	\$1,200
Crisis Support Center	\$755	\$416
United Cerebral Palsy	\$1,000	\$0
Big Brothers/ Big Sisters	\$500	\$0
Winthrop Food Pantry	\$0	\$400
Subtotal	\$27,084	\$20,320

A motion was made to amend the language in Article 20 to remove Maine Public Broadcasting from the Warrant. After a brief discussion, motion was withdrawn.

PASSED

ARTICLE 21. To see what sum of money the Town will raise and appropriate for RECREATION:

Recreation	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Memorial Day	\$300	\$300
Town Parks - Mowing	\$2,700	\$2,150
LRC - Programs	\$3,300	\$3,300
LRC - Lawn Mowing Services	\$2,300	\$3,200
LRC - Sport Field Maintenance	\$1,000	\$1,000
Wayne Athletic League	\$500	\$500
Lake Protection Projects	\$500	\$5,000
Androscoggin Lake Improvement	\$1,000	\$1,500
Androscoggin Yacht Club - Docks	\$500	\$500
30 Mile River Watershed Association	\$3,000	\$4,000
Kennebec Land Trust	\$250	\$250
Friends of Cobbossee Watershed - Wilson Pond Boat Inspection	\$1,000	\$1,300
Subtotal	\$16,350	\$23,000

Select Board Recommends: \$23,000
 Budget Committee Recommends: \$23,000 **PASSED**

ARTICLE 22. To see what sum of money the Town will raise and appropriate for LAND & BUILDINGS.

Land & Buildings	APPROVED FY 13 / 14	BUDGET FY 14 / 15
North Wayne Schoolhouse Utilities	\$200	\$200
North Wayne Building Utilities	\$600	\$200
Wayne Town House Utilities	\$200	\$200
Historic Properties Mowing	\$0	\$900
Subtotal	\$1,000	\$1,500

Select Board Recommends: \$1,500
 Budget Committee Recommends: \$1,500 **PASSED**

ARTICLE 23. To see what sum of money the Town will raise and appropriate for the CAPITAL RESERVE ACCOUNTS.

Capital Reserve	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Fire Truck	\$15,000	\$20,000
Fire "Small Capital Equipment"		\$5,000
Footbridge Replacement Fund	\$1,500	\$0
Cemetery Stone Cleaning Fund	\$2,500	\$2,500
Land and Buildings	\$10,500	\$10,000
Town Hall Building	\$15,000	\$15,000
Village Center Improvement Projects		\$5,000
Technology Replacement Plan		\$3,000
GIS Mapping System		\$18,000
Road Reconstruction & Paving	\$30,000	\$60,000
Subtotal	\$74,500	\$138,500

Select Board Recommends: \$138,500
Budget Committee Recommends: \$138,500 **PASSED**

ARTICLE 24. To see if the Town will vote to use \$30,000 from Transfer Station Capital Reserve Account to reduce the 2014-2015 tax commitment, thereby reducing the amount to be raised from property taxes.

Select Board Recommends: \$30,000
 Budget Committee Recommends: \$30,000 **PASSED**

ARTICLE 25. To see what sum of money the Town will vote to apply from various sources to the 2014-2015 tax commitment, thereby reducing the amount to be raised from property taxes.

Revenues	APPROVED FY 13 / 14	BUDGET FY 14 / 15
Lien Costs	\$2,000	\$2,000
Interest on taxes	\$10,000	\$10,000
Checking Interest	\$1,300	\$1,000
Investment Income	\$500	\$0
MV Agent Fees	\$4,000	\$4,000
IF&W Agent Fees	\$1,000	\$500
MV Excise	\$187,000	\$200,000
Boat Excise	\$4,000	\$2,000
Vitals	\$300	\$250
Building Permits	\$1,600	\$1,000
Dog license fee	\$700	\$750
Dog license - late fee	\$300	\$0
Cable TV franchise	\$4,300	\$4,300
Misc. Revenues	\$10,000	\$10,000
Transfer from Undesignated Fund Balance "Surplus"	\$20,000	\$100,000
Tree Growth	\$4,100	\$4,000
Veteran Reimbursement	\$900	\$900
General Assistance	\$3,000	\$2,500
State Revenue Sharing	\$47,769	\$44,079
Road Assistance	\$34,476	\$33,292
BETE Reimbursement	\$ -	\$ -
Homestead Exemptions	\$25,000	\$25,000
TOTAL	\$361,976	\$445,571

Select Board Recommends: \$445,571
 Budget Committee Recommends: \$445,571 **PASSED**

ARTICLE 26. To see if the Town will collect and appropriate the following categories of funds for the specified uses:

- Plumbing Permit Fees, for plumbing permit administration
- Dog License Fees, for animal control expenses
- Ladd Center Revenue, for operation and maintenance of Ladd Rec. Center

PASSED

A non-binding motion was made to Municipal Officials to have available at Annual Town Meeting a comparative budget statement next year.

PASSED

Given under our hands this 22nd day of May, 2014

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Board of Selectmen

Attest: A true copy of a warrant entitled "Town of Wayne 2014 Annual Town Meeting Warrant", as certified to me by the municipal officers of Wayne on the 20th day of May, 2014.

Wayne Town Clerk



**APPLICATION FOR LICENSE FOR u
INCORPORATED CIVIC ORGANIZATION**
\$50.00 Fee / \$10.00 Filing Fee
Check Payable: Treasurer State of Maine

1. (a) Full Name of Applicant: Wayne Library Association
(Corporate Name)
- (b) Corporate Address: 17 Old Winthrop Road Wayne Maine 04284
Street Address City/Town State Zip Code
- (c) Authorized Corporate Office: Wayne Library Association
- (d) Address: 17 Old Winthrop Road Wayne Maine 04284
Street Address Town/City State Zip Code
- (e) Telephone Number: 207 685 3612 Fax: NA

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. (a) Title and Purpose of Event: Book Sale Party/ fund raiser for the Cary Memorial Library
in Wayne
- (b) Date of Event: July 11, 2014 Time From: 6:00 PM To: 9:00 PM
- (c) Inside Outside Event (If **Outside**, attach diagram of area)
- (d) Location of Event: Williams House, 14 Old Winthrop Road, Wayne, Maine 04284
- (e) Number of Persons Attending: 60
- (f) Name and Address of Sponsor: Wayne Library Association
Address: 17 Old Winthrop Road Town/City: Wayne State: Maine
- (g) Name and Address of Caterer: Not Applicable

Address: _____ Town/City: _____ State: _____

(If other than licensee):

(If food is to be served):

(h) Type of building to be occupied: former residence - now library annex

(i) Area to be licensed: first floor interior

Dated at: Wayne, Maine on June 9, 2014
Town/City, State Month/Day

NOTE:

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer/Country Commissioners and filed with the Liquor Licensing & Inspection Division.

WAYNE LIBRARY ASSOCIATION

NAME OF CORPORATION

BY: Judy Danielson
CHAIRPERSON
CORPORATE OFFICER'S SIGNATURE -- TITLE

JUDITH DANIELSON,

PRINTED NAME & TITLE

STATE OF MAINE

Dated at: Wayne, Maine, Kennebec ss

On June , 2014

The undersigned being municipal offices/selectmen of the town of Wayne, Maine,

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

Signature	Print

**72 Hours in Advance of Said Event or Gathering
REQUESTED**

WAYNE TOWN OFFICIALS

July 1, 2013

Elected Town Officials

Board of Selectmen/Assessors and Overseers of the Poor [3YR-Elected]

Gary Kenny, Chair	Term Expires in 6/30/2014
Carroll Paradis, Vice Chair	Term Expires in 6/30/2014
Stephanie Haines	Term Expires in 6/30/2015
Steve Saunders	Term Expires in 6/30/2015
Peter Ault	Term Expires in 6/30/2016

Budget Committee

[5YR-Elected]

Susan Reynolds	Term Expires in 6/30/2018
James Perkins	Term Expires in 6/30/2018
Dallas Folk	Term Expires in 6/30/2018
David Stevenson	Term Expires in 6/30/2018
Donald Welsh	Term Expires in 6/30/2017

Moderator

Douglas Stevenson

RSU #38 School Board

[3YR-Elected]

Lynette Johnson	Term Expires in 6/30/2017
Richard Spencer	Term Expires in 6/30/2015

School Committee

[3YR-Elected]

Gary Carr
Theresa Kerchner
Lynette Johnson

Appointed Town Officials

Animal Control Officer

Mark Birtwell

Assessor Agent (RJD Appraisal)

Matt Caldwell

Code Enforcement Officer and Local Plumbing Inspector

Kenneth Pratt

Deputy Road Commissioner

Dennis Bruen

E-911 Addressing Officer

Bruce Mercier

Fence Viewer

Charles King

Fire Department

Bruce Mercier, **Fire Chief, Fire Warden and Emergency Management Director**

Brian Roche, **Deputy Fire Chief and Fire Warden**

James Welch, **Assistant Fire Chief and Fire Warden**

Chris Roche

Ty Barker

Mark Bachelder

Patrick Donaghy

Bill Coolidge

Pauline Coolidge

Kevin Parks Jr

Jareb Dyer

Steve Booth

Jillian Booth

John Christopher

Elaine Christopher

Tax Collector

Dawna Gardner

Town Clerk, Registrar of Voters and General Assistance Administrator

Cathy Cook

Town Manager, Road Commissioner and Health Officer

Aaron Chrostowsky

Treasurer

Bruce Mercier

Village Dam keeper

Wayne Bryant

Boards, Commissions, and Committees

Archival Board

Judy Danielson

Ed Kallop

Carroll Paradis

Gerry Paradis

Vacancy

Board of Appeals

Laura Briggs, Chair

David Ault

Anne Huntington

Theresa Kerchner

Vacancy

Cemetery Association

Warren Davenport, President

George Draper, Secretary

Tom Fylstra, Treasurer

Ken Foss, Sexton

Britt Norton

Ray Giglio

Vacancy

Cobbosse Watershed District Trustee

Jane Andrews

Comprehensive Plan Committee

Theresa Kerchner, Co-Chair

Lloyd Irland, Co-Chair, Conservation Commission Rep.

Anne Huntington, Board of Appeals Rep.

Steve McLaughlin, Planning Board Rep.

Steve Saunders, Selectboard Rep.

Bruce Mercier

Teco Brown

Dave Petell

Conservation Commission

Lloyd Irland, Chair

Pamela Green

Leslie Latt

Ken Spalding

Anne Huntington

Vacancy

Vacancy

Farmers' Market Committee

Tammy Birtwell
Leslie Burhoe
Jane Davis
Trent Emery
Theresa Kerchner
Emily Perkins

Facilities Committee

Norm Barris
Ken Bate
Fred Duplisea
Dallas Folk
Gary Kenny

North Wayne Schoolhouse Preservation Committee

Linda McKee

Planning Board

Ford Stevenson, Chair
Steve McLaughlin
Fred Duplisea
Seth Emery
Robert McKee

Memorial Day Committee

Peter Ault
Doug Stevenson
Holly Stevenson
Don Welsh

Readfield/ Wayne Solid Waste Committee

Mary Farnham
Stephanie Haines, Selectboard Representative
Vacancy

Village Center Development Committee

Sandra Dwight-Barris
Margot Gyorgy
Martha Hoddinot
Carol Ladd
Sam Saunders
Nancy Teachout
Vacancy

30-Mile River Watershed Association Representative

Robert Stephenson

Ladd Recreation Committee

Lincoln Ladd – Permanent

Gloria Williams Ladd - Permanent

Betsy Ladd - Permanent

Sarah Albert

Sharon Bonney

George Dragonetti

Gina LaMarche

Chase Morrill

Mackenzie Stevenson

Nancy Teachout

Ladd Recreation Center Director

Donna Freeman

Town of Wayne

P.O. Box 400; 48 Pond Road

Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

Notice of Vacancy

The Town of Wayne Board of Selectmen is actively seeking residents interested in serving their community on a Town Board or Committee. Through positive volunteerism and dedicated work, you can be the conduit that energizes your community. We want you to be a part of your Town.

The following Boards and Committees have vacancies:

Archival Board (1 member). The Archival Board has the responsibility for the preservation and maintenance of the Town of Wayne Historical Collection at the Cary Memorial Library.

Board of Appeals (1 member). The Board of Appeals shall have jurisdiction to hear and decide any appeals by any person aggrieved by any decision, order, determination, regulation, or failure to act by the Code Enforcement Officer, the Planning Board or any other board or official responsible for enforcing the Town's land use ordinances including any codes of regulations or enforceable standards incorporated by reference into such ordinances. The Board of Appeals may grant a variance from the Town's land-use consistent with 30-A M.R.S.A. § 4353.

Budget Committee (1 member). The Budget Committee shall consider the tentative budget submitted by Town Manager and shall, by vote of the majority of the Committee, make recommendations relative to proposed budget as the Budget Committee deems expedient and proper in the interests of the Town.

Cemetery Association (1 member). The Cemetery Association shall have responsibility for the care and maintenance of cemeteries.

Conservation Commission (2 members). The Conservation Commission conducts research, in conjunction with the planning board, if any, into the local land areas. Develop an index of all open areas within the municipality, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the municipal officers or any municipal body or board, or any body politic or public agency of the State, a program for the better protection, development or use of those areas, which may include the acquisition of conservation easements.

Planning Board (1 alternate). Planning Board shall advise the Board of Selectmen and Town Manager on any matter affecting the physical development of the town; propose modifications to the Town's Comprehensive Plan and bring such proposals to the voters; review and make recommendations to the town administration and public regarding any proposed land use ordinances; review subdivisions in accordance with laws of the State of Maine.

Readfield/ Wayne Solid Waste Committee (1 member). They meet quarterly to discuss the overall operation and management of the Readfield Transfer Station.

Road Advisory Committee (5 members). Road Advisory Committee members assist Town administration in developing priorities for road construction and maintenance.

Village Center Development Advisory Committee (1 member). The Village Center Development Advisory Committee will assist the Board of Selectmen with several initiatives including but not limited to studying the feasibility of making the village center more accessible and safe for pedestrians, to maintain the rural historic charm of the village center, and assess the parking needs for the village center.

If you are interested in serving on a Town Board or Committee, please don't hesitate to contact the Town Manager's office by telephone at (207) 685-4983, or email at townmanager@waynemaine.org and in person at the Town Office at 48 Pond Road, Wayne, ME 04284 for questions or an application.

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

COMMITTEE ORGANIZATION

Type of Committee: The Road Advisory Committee is an advisory committee to the Board of Selectmen required to provide information and options regarding improvements to both paved and gravel roads.

Number of Members: Minimum 5 and Maximum 7.

Residency Requirement: Wayne residents only.

Qualifications of Members: Previous experience in earth work and construction management, road design and civil engineering, heavy equipment operator and highway maintenance worker, and public administration.

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

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

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

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

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

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

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

COMMITTEE DIRECTIVE

The Road Advisory Committee will conduct committee meetings and seek public input to review, research, develop road/ construction plans, develop cost estimates for road work.

Assists Road Commissioner and Board of Selectmen with the following activities:

- Evaluates/ assesses the condition of Town-owned road;
- Develops a 5-Year Road Plan;
- Develops annual highway work plan;
- Develops road work specifications;
- Evaluating contractor bids;
- Provides quality assurance on Town road work projects;

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Establishing A Road Committee

(from *Maine Townsman*, April 1991)

By Jo Josephson

The condition of the roads. Could anything be more controversial? More political? The source of so many opinionated opinions at town meeting?

Could anything be more divisive? Setting newcomers who live on the back roads against the natives who were "smart enough" to live out on the state road?

Could anything be more frustrating than the relationship between the board of selectmen and the independent-minded, fully-equipped, elected road commissioner?

In some towns the heated debates over how well the road commissioner is doing his job, how much to spend on the roads and where and why have become a town meeting ritual. if not tradition; dreaded by some, savored by others.

Consider the action at the Cornville (pop. 926) town meeting this year where things became so extreme that not a penny was raised for paving or as the headlines describes it "Cornville nixes road work." Not because there was no need or no money but because residents couldn't come to a consensus as to which roads to spend their money on.

Following defeat of an article to construct a portion of a certain road, at least ten residents were reported to have stormed out of the town hall."

Extreme? Nothing unusual? Traditional? All of the above?

It need not be.

Consider Cornville again, where in the midst of the meeting, the moderator, speaking as a member of the budget committee, reportedly made a plea for a more rational "more comprehensive approach to fixing up the roads. The board of selectmen took the suggestion seriously, according to Selectman Gilbert Poland. Following the meeting, they appointed a ten-member road committee, which was to include a member of the board of selectmen, the road commissioner and eight residents, "to draw up a list of priorities."

Road Committee?

In case you hadn't heard, in the past ten years, a small number of towns have established such committees in an attempt to deal with what is probably the most hotly debated and second most costly item next to the school budget.

Some of the towns contacted for this article. like Vassalboro and China have had road committees for about ten years: others like Troy, Westport, Brooksville, Hartford. Mt Vernon and New Sharon are more recent.

Others are just being born, like those in Palermo and Albion, the product of the current comprehensive planning process. If all goes according to schedule, road committees will become commonplace in small towns as offshoots or spin-offs of the comprehensive planning process.

This article looks at the arguments for establishing such a committee; it also suggests ways to go about establishing one: what to consider, what to avoid. It also looks at the workplans of various committees, the road management plans they have come up with and the resources they have drawn upon.

Value of A Road Committee

Advisory in nature, road committees appear to be most needed in towns which do not have their own road equipment and where there is no manager to act as a road commissioner.

They are seen as a way to take the politics out of the paving." Arguing that the road committees are "apolitical" and therefore will "depoliticize" the decision making process, advocates say that the committee, if wisely chosen and directed, will end the rule by favoritism or the squeaky wheels. "The cost is too great to leave the decision to political preference or whim," says Michael Roy, who serves Vassalboro (pop. 3,954) as both town manager and road commissioner. Road committees rather than being an adversary of the road commissioners are there to ease their burden, point out others, providing them with extra eyes, ears and legs as well as planning capabilities. "Road commissioners are traditionally not administrators; they drive trucks and run equipment, says Troy Selectman Judy Rock, whose town has had a road committee since 1987 and whose current road commissioner has a full-time job and does the town's work when he can.

Road committees are also a boon to overworked boards of selectmen "It's a way to keep the town from going to the town manager form of government," says Leonard Dow, the chairman of the Comprehensive Planning Committee in Albion, a town noted for its strong record of volunteerism. Two years ago, a three member "road subcommittee" of the comprehensive planning committee was established to inventory the conditions of the town's roads.

Albion's final plan now calls for the establishment of a permanent five member road committee to develop standards and priorities "in cooperation with the selectmen and road commissioner."

While many road committees appear to be established to inventory the conditions of the roads and prepare long-term road management plans, there are endless other road-related tasks they can perform, including recording the maintenance history of the roads, rescuing it from the brain and dashboard of the road commissioner, conducting a legal inventory of the roads. In some towns, such as Palermo, the committee is being asked to work with the selectmen to "write a job description for the road commissioner."

And finally, in the larger towns such as Vassalboro, where the town manager serves as the road commissioner, the committee is most valuable in broadening the support for the final plan when it comes before town meeting. While they were not in on the collection

of data and formation of the plan, they are there to review and comment on it before it goes before the voters, notes Vassalboro's Roy.

Establishing A Road Committee

There are three traditional approaches to forming a road committee or for that matter any committee: by authority of the selectmen, by passage of an warrant article at town meeting, or by passage of an ordinance by the legislative body.

All are equally legal. The difference is more a matter of scope and effect. Action by the selectmen is usually without much detail leaving the future prey to political maneuvering and foot dragging; the same is usually the case when it comes to a general article in the warrant. For explicit goals, responsibility and authority, you will want to pass a "Road Committee Ordinance," suggests MMA Staff Attorney Joseph Wathen.

For guidance in establishing a committee by ordinance see the Legal note on "Ordinance Enactment," on page 29 of the April 1989 issue of the TOWNSMAN. The MMA also has a model Budget Committee Ordinance that can be adapted for the establishment of a Road Committee.

The comprehensive planning process, from which future road committees are expected to spring, as noted above, provides yet a fourth way. By its very nature, the comprehensive planning process requires an inventory of the town roads and the development of a ten-year plan. The inventory is conducted by a temporary road committee; the creation of the plan falls to a road committee, which can be temporary or permanent.

One such example of a proposed permanent committee is to be found in Palermo. Its draft comprehensive plan states that the road committee "will be considered to be created upon adoption of the comprehensive plan and that the selectmen will appoint members as soon as is practical but no later than April 1992; annually thereafter."

Membership

Who? How many? Should it include the selectmen? The road commissioner? Those contacted for this article report as few as three (Troy) as many as ten (Vassalboro) are serving on their committees. In some the road commissioner is a member, in some cases there is a representation from the board of selectmen.

The number of people on the committee could be a problem, as they found out in Troy, where the article establishing the committee called for seven members, including the road commissioner and three selectmen. But as many as 15 said they wanted to be on the committee, causing the selectmen to make a motion that as many as wanted could be on the committee. Needless to say, the first year was a stormy, confrontational year with little accomplished.

The next year, the committee was reduced to three members and an alternate, with the selectmen and road commissioner purely advisory. Suggestions from those who have weathered the committee experience are as follows:

The most irate and vocal people at town meeting don't necessarily make the best members of a committee as they may not know how to listen to others. It is critical that members are able to work with others in a committee setting.

While it is important to have some technical expertise on the committee, it is not critical that all members have expertise as long as they are willing to go to the experts for information and advice. Many towns were fortunate to have a retiree from the Maine Department of Transportation living in their town; others include former road commissioners and retired contractors as well as school bus coordinators and mail carriers on their committees. Some say it is important to include a member of the board of selectmen and a member of the budget committee.

It goes without saying that you want to avoid members who have vested interests such as developers, contractors or the squeaky wheels who want their road paved. Look for members who have the interest of the entire town. If you have several distinctive neighborhoods or geographic centers in town, be sure to have representatives from all of them, suggests China Town Manager, who has three such centers and whose five-member committee is appointed by the board of selectmen.

It is not a good idea to have the membership made up mostly of newcomers, as was the case in Brooksville, where the only native member was the road commissioner according to member Brett Brubaker. The plan they came up with was an "expensive one;" the report was "thorough but unrealistic; it was a little too ambitious," says Brubaker and since defeat, he reports the committee has not been active.

The most critical member, say some, is the chairman; it works best if he or she is a patient listener who knows something, but not too much about the subject. Their job is to keep the discussion on track; it works best if the person is "looked up to by the community," says Bill Mitman, a member of the Westport Road Committee. It goes without saying, they should also know how to run a meeting.

Perhaps the most difficult decision is whether the road commissioner should be on the committee. If anyone knows the roads, it is the road commissioners and it is important to invite them to join the committee. But not all road commissioners view the formation of the committee favorably. Initial apprehension and defensiveness and even paranoia by road commissioners should be expected. In some towns the road commissioners are members of the committee; in others they are advisory; in yet others they have been invited to join but have declined. In at least one town, Hartford, not only is the road committee the same as the budget committee, it also serves as the road commissioner!

Workplan

If the workplan is not set forth in the document that established the committee, it will be up to the committee to develop its own workplan.

In New Sharon (pop. 1,122), the committee consists of eight members including the road commissioner. According to chairman Tom Nelson, the committee was charged with the task of exploring the condition of the paved and un-surfaced roads and making recommendations for repair. It was also asked to explore the feasibility of long-term contracting of winter and summer road equipment; to explore the condition of the iron bridge and decide, whether to repair or dismantle it; and to explore or verify the legal status of "questionable roads."

In Mt. Vernon (pop. 1,192), where there is a six member committee including the road commissioner, the goals are to make certain road monies are spent most wisely; to support the road commissioner; to act as a liaison between the road commissioner and the selectmen; and to educate all about the conditions of the road.

"We are not a watchdog over the road commissioner, some would like to see it that way," stresses Ron Hodgdon, chairman of Mt. Vernon's Road Committee, "our relationship with the road commissioner is a cooperative one intended to make his life easier."

In Westport (pop. 520), the committee's mandate was general: to study the roads and report back the cost of the best way of improving them. In its report to the town, the committee further defined its function as follows: assist the selectmen and road commissioner; file an annual report; design a bidding package for the road work; keep track of construction performance and budget allocations; and attend workshops by the Maine Local Roads Center.

In Palermo (pop. 865), the comprehensive plan has set the following goals for its future three member road committee: develop a road management plan, establish overall policies and priorities including a regular maintenance program; develop road standards for adoption by the town; provide guidance to the road commissioner on an ongoing basis; make annual recommendations to the budget committee; and make an annual report to the town.

Rough Starts

Some committees reported a turbulent first year. Others appear not to be out of the woods yet. And yet others are not sure of their future.

To cite Troy as just one example whose rough start made the news soon after it was established. The local paper noted that the town was "rapidly finding out that it might be easier to design a workable road than a workable committee" when it was faced with a committee made up of whoever wanted to join and conflicting articles establishing its authority.

With numerous members, including the road commissioner and the selectmen, the meetings became confrontational and defensive, according to chairman David Rock. It took at least a year for things to settle out before the work could begin on Troy's long-term plan.

Mt. Vernon also got off to a rough start. "It was relatively ineffective at first, with people refusing to work cooperatively," reports Ron Hodgdon, an instructor of forestry who agreed to take on the chairmanship of the committee about a year ago. As this article

went to press, there were news reports of "friction" among the members and resignations from the committee.

Westport's Mitman waxes philosophical on committees and rough starts and says he sees the first stage of the committee as a "miniature town meeting where everybody has a chance to get rid of their pent-up opinions before getting down to business." He says it is an important stage that should not be overlooked.

Road Management Plans

A road management plan is seen by some as part of a Capital Improvement Program (CIP). But not everyone, including Vassalboro Town Manager Michael Roy sees them as such arguing that capital improvements have a longer life, roads must be done annually.

Whatever you choose to call it the goals and strategies are essentially the same and are perhaps best described in the "Capital Improvements Programming Guidebook for Maine Communities," a publication of the Maine State Planning Office, as follows:

"In its most basic form, the CIP is no more than a schedule listing capital (road) improvements, in order of priority, together with cost estimates and the proposed method of financing them. The CIP is not merely a list of desired projects . . . but rather, it is a schedule of needed projects encompassing both realistic costs and financing elements."

Descriptions and excerpts of two road management plans follow. The first, Vassalboro's, is presented here for its form. The second, Troy's, is presented in terms of its content.

Vassalboro

Vassalboro's 20-page road management plan is developed by the town manager, who also serves as the road commissioner, with input from an advisory road committee that meets three to six times a year. The plan is divided into three sections each is subdivided into paved and gravel: Section I contains a complete inventory and work history of all town roads. Each road is described according to location length and work history, including funds spent. The historical report is both narrative and tabular; Section II contains an assessment of existing conditions based on a survey using the Maine Road Surface Management System. The assessment details problems with pavements, culverts, ditches, etc., and classifies the roads according to those existing conditions.

Section III consists of a priority plan for meeting all the needs expressed. There are four general strategies in this section: routine and preventative maintenance (the most cost effective activity), resurfacing, reconstruction (the most expensive and planned 5-10 years in advance), and deferred action.

Troy

The following "content" is taken from a five-page summary of Troy's five year road improvement and maintenance plan that appeared in the town's 1989 annual report. Among the facts noted about the approximate 30 miles of town roads were: During the next five years, approximately half the gravel road system will need improvement; during the same period, all the paved roads will need improvement. The cost of improving the gravel roads will range from a low of \$10,000 per mile to a high of \$25,000; the cost of

improving paved roads will range from a low of \$12,000 per mile to a high of \$45,000 per mile for a complete rebuild and resurface.

During the past five years the voters rejected seven road improvement articles (\$261,000) and approved three (\$37,000); this came to an annual investment of only \$13,400; in contrast the figure for summer maintenance has been \$30,000 a year.

During the next five years, the road improvement program calls for resurfacing 11.14 miles of paved roads and improving 9.2 miles of the 17.78 miles of gravel roads; the total construction budget for this program is estimated to be \$322,000 (at 1990 prices), a cost which will have to be financed out of local taxes (property and excise) and require both borrowing and mil rate increases.

The 1990 program includes resurfacing 1.7 miles of North Dixmont Road, improving .9 miles of gravel roads (Mitchell and Ward Hill), and continuing the rebuild of Barker (1.8 miles); the total cost including short-term debt service is estimated at \$71,000; if raised entirely from property tax, would require a rate increase of \$3 per \$1,000 of valuation.

Resources

Maine Local Road Center. The major source of information and technical assistance available to municipal road committees is the Maine Local Roads Center. Not only does it provide videos and handbooks on the subject of roads, it also offers numerous workshops, including one of particular value to inventory-minded road committees: the Road Surface Management System.

According to the Center's publicity, the Road Surface Management System program will "help your municipality, whether it is as small as Meddybemps or as large as Lewiston . . . to develop a rational and well thought out method to manage its road surface work."

The system enables a municipality to rate the conditions of its roadways (both paved and unpaved) so that it can develop a management plan. Center Co-Director Coughlan stresses that it is not an engineering but rather a management tool that:

- screens out those roads that need the most attention
- determines what is the most beneficial material to repair it with given the cost and expected life of the road; and
- prioritizes the work to be done.

The system can be picked up in a two-day hands-on, on-the-road workshop that the Center conducts around the state at a cost of \$25 a day. The workshops will be conducted in Ellsworth, Machias and Rockport this spring. In late summer; early fall, the workshops will be conducted in Caribou, Guilford, Portland, Sanford, Farmington and Norway.

The program uses a laptop computer to in-put the data. But it can also be done manually on data collection sheets, says Coughlan. Once you have picked up the technique in the workshop, you can borrow the computers from your regional planning commission, the commissions are also gearing up to input the data from the collection sheets for a small fee, says Coughlan.

For a complete listing of their workshops, videos and publications, contact the Maine Local Roads Center, Technical Services Division, Maine Department of Transportation, Station 16, Augusta, Maine 04333, (207) 289 2151.

Maine Municipal Association. The Association's Municipal Roads Manual (updated 1989), which should be in every town office library, provides a legal approach to roads, focusing on the adoption and discontinuance of roads among other things. It also includes material on the duties and relationships between selectmen and road commissioners.

DOT Maintenance Division Offices. The maintenance supervisors in the seven DOT offices around the state (they are listed in the Municipal Roads Manual) are available to walk the roads and share some on-the-spot pointers on what to look for in terms of paving, ditching and culverts.

Maine Office of Comprehensive Planning. The 1986 publication "Capital Improvements Programming Guidebook for Maine Communities," is a good basic tool for developing a CIP.

AUTHOR'S NOTE: I would like to acknowledge those individuals who shared their insights and experiences with road committees to make this article possible. Leonard Dow of Albion, Brett Brubaker of Brooksuille, Gary Brown of China, Gilbert Poland of Cornville, William Somers of Hartford, Ronald Hodgdon of Mt. Vernon, Tom Nelson of New Sharon, Cathy Fuller of Palermo, David and Judy Rock of Troy, Michael Roy of Vassalboro, Patrician Mendes and Richard Mitman of Westport and Peter Coughlan of the Maine Local Roads Center.

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Developing A Road Inventory

(from *Maine Townsman*, "Legal Note," April 1991)
from Legal Notes Archive Collection
by Joseph Wathen, MMA Staff Attorney

It happens to every municipal officer at some point: a couple walks in to the town hall and demands to know why the town hasn't fixed the road where they have built a new home, and if it isn't fixed soon, their lawyer will sue the town.

This situation causes aggravation and confusion in the town office, since no one is sure how to quickly determine the town's legal rights and responsibilities with respect to a particular road or street. The municipal officers are called on to determine the status of the road, and they need the answer as soon as possible.

One way to deal with this situation is to develop and maintain a "road inventory," which is a book (or computer disc) containing information needed to answer legal questions about roads. A road inventory can also be kept for physical maintenance purposes (which roads need what repair), but that is not the subject of this article. The Local Roads Center of the MDOT should be contacted at 289-2151 for information about a physical maintenance road inventory.

This article explains why and how a town should keep a road inventory for legal purpose, and what information is needed to determine the status of a road.

Why have a road inventory? The goal of a road inventory is to reduce problems and arguments associated with roads. In other words, it should make it easier for the selectmen or road commissioner to determine the status of a road and respond to questions from the public. By collecting and compiling all road-related information into a single volume or disc, you can provide quick and accurate answers to what may now be thorny and time-consuming questions.

State law does not require that a road inventory be kept at all. Many towns keep an informal inventory, while others rely only on the road commissioner's memory for guidance. The drawback with this is that, when the road commissioner goes, so does all your information. It is much better to have that information available in writing for future use, so that you need not "re-invent the wheel" every time the legal status of a road is in question.

There are three main areas in which a road inventory should prove useful:

- 1) As a source of information for assisting and educating the public. For example, if new residents have questions about what maintenance to expect on their particular road, the inventory would provide that information quickly and succinctly.

2) An inventory helps municipal officials plan for the future. For example, the town has 50 miles of roads which have fallen into disrepair, and the selectmen want to know whether they can discontinue or abandon those roads. The information needed to decide this could be found in the road inventory.

3) To provide information relating to the town's legal liability (for potholes, defects, accidents and so on) and legal rights. For example, a question may arise about an obstruction in a road, and the inventory would help the town official decide what steps the town can or should take. Since a town's legal rights and obligations vary depending on the status of the road and its boundaries, it is beneficial to have that information within easy reach.

What information should the inventory contain? The goal of the inventory is to help answer legal questions, so the inventory should contain at least the following basic information: name of road, its status (as either a town way, public easement, or privately-owned road), its width including the right of way, approximate length, and a designation of whether it was ever abandoned or discontinued. It may also be useful to take a town map, block it into numbered grids, and give each road a grid reference for easier location.

An inventory can contain as much information as is considered useful. For example, it could identify buildings, driveways and culverts along a particular road, it could state whether a road is posted or closed in the winter, or it could indicate whether the town owns the road in fee simple or by easement only. The inventory should refer to deeds, surveys, maps or other documents if these exist. The key is to keep the inventory accurate and manageable—too much information may destroy its usefulness.

How should the inventory be structured? There is no right or wrong way to structure the inventory, but like any filing system it needs to be convenient and understandable to the people using it. A typical inventory is simply a chart with separate squares for the name of the road, status of road, and other pertinent information. An alphabetical listing of roads is most commonly used and is well-suited to updates and new listings. Information which is too bulky to fit on the chart can be kept elsewhere and referenced in the chart. For example, if you have a deed describing the road by metes and bounds, or a record of the town's acceptance of the road, these documents could be referred to by book and page number, or by the year of the town report where the full text can be located. This would allow the user to find the full text of the document without cluttering up the inventory.

How is the road inventory actually created? This will require a joint effort by municipal officials. One person can be in charge of putting information into a book or onto a disc, but getting that information in the first place will be a time-consuming task for one. This problem—collection of the necessary information—is difficult but not impossible. The key is to start with a manageable inventory and build it up, rather than trying to do a complete and perfect list the very first time. The status and boundaries of many roads may not be in question, so those can be inventoried fairly easily. Other roads may require research before accurate information is found, but these can be done as time and resources permit. A road inventory is never truly "complete" since information will always be added or deleted. Once an inventory is started, it will be less work to maintain and update it.

In some cases, information will be missing or incomplete. The inventory should refer to notes that reflect what was found and not found, and the scope of the search. This will save some other official from wasting time on a fruitless search, and it may also help an official make a decision. For example, if there is a question about whether a road is abandoned, and the selectmen look back over fifty years' of records and find no evidence of regular maintenance, they could deem the road to be abandoned. A person opposing this decision would have the burden of producing rebuttal evidence, and it is unlikely that any such evidence exists or it would have been discovered by the selectmen. If such evidence is produced, then the inventory could be corrected accordingly.

What are the sources of information? Information for the road inventory comes from several sources. First and foremost, look at past Town Reports for references to particular roads or the budget for roads. This may answer questions about what maintenance, if any, has been done over the years. Likewise, Town Reports should contain articles about accepting or discontinuing roads. The vote on the article may appear in the Report, or be found in the Clerk's minutes for that town meeting. Also, look for any notes or records from past Selectmen's meetings as well as those kept by former road commissioners.

A second source of road information is the public. Longtime residents or former municipal officials may remember what was done (or not done) on particular roads. Likewise, developers putting in new roads will usually have good information—surveys, deeds, and the like—about those roads. Getting this now may avoid a headache ten years from now. Much of the information obtained from the public will be oral (memory and recollection) rather than written, but it can be good evidence nonetheless. It may be worthwhile to get an affidavit from a person whose health or memory is failing, in case that information is needed several years hence.

A third source of information about roads is the records of other town boards. For example, the records of a case before the Planning Board or Board of Appeals may contain road descriptions, deeds, surveys, agreements or other evidence useful in the road inventory.

Records from the county or state governments may also be useful, particularly since many town ways were at one time state or county roads. Records in question include maintenance reports, discontinuance actions, surveys and deeds, and road budget documents. The town may find information which establishes that a road was discontinued at the county level and never became a town way.

The Registry of Deeds is the central source of recorded information. This includes deeds, plats subdivision plans, easements, surveys and other documents related to land transactions. The boundaries of a road may be determined by the deeds of abutters along the road. Formal action by the town to create or discontinue a road will also be recorded in the Registry.

Finally, do not overlook Superior and District court records involving land or boundary disputes. Title and boundary disputes are usually heard in Superior court, but not always. Those cases may refer to the boundaries or legal status of a road, even if the case itself involved a different matter. Obviously, if a case concerns the status of a road specifically, the Court's decision should be noted in the inventory.

What is the process for determining the status of a road? The municipal officers (selectmen or councilors) are responsible for making the initial determination of a road's status. A final determination can be made only by a judge.

At the local level, the first step is to identify and pinpoint the road or portion of road in question. Then, review both written and oral information about that road. Critical items include records of laying out and acceptance, history of maintenance, and records of discontinuance, if any. The third step is to reach a conclusion based on the available evidence. Even if the records are sparse, it is important to note what was found. Make copies of any pertinent documents found in the Registry, at court or in other places outside the town office. Likewise, make notes or get affidavits if the information is a person's recollection.

Once a decision as to the road's status is made, any person opposing that decision will have the burden of producing evidence in rebuttal. That person will have to go to court for a final decision unless the municipal officers are convinced otherwise by the new evidence.

What are the rules about road status? The goal is to determine whether a road is a town way, public easement, or privately-owned road. The following is a list of general legal principles in this regard:

Creation of roads: town roads can be created by formal action of the town (eminent domain, laying out and acceptance, or dedication and acceptance) or informally by prescriptive use. The formal methods must be approved by the voters, so there should be documents to this effect in the town reports and Registry of Deeds. Read those documents carefully as they often indicate whether a road is a town way or public easement. Prescriptive use requires that the town maintain a road in an "open and notorious" manner for at least 20 consecutive years. Evidence of this may be in town reports or from residents' recollections.

Discontinuance: formal town action is required to discontinue a road. Records of a discontinuance will be recorded in the Registry, and should be found as well in the minutes of the annual or special town meetings of the years in question. Review these records carefully to make certain that the procedure was done in accordance with the laws in effect at that time. The laws have changed over the years and present law may require something not required when the discontinuance took place.

Abandonment: abandonment occurs without formal action of the town. What is required is that no regular maintenance occur for a period of 30 consecutive years. Sporadic maintenance such as patching potholes or replacing a culvert will not rebut a presumption of abandonment. Much of the evidence in abandonment cases is personal recollection, although a review of town reports (particularly road budgets) should be done. A thorough search is always recommended as it builds the town's case and also reveals evidence against the town.

For more details on the legal principles governing road status, see MMA's *Municipal Roads Manual* and see Title 23, Maine Revised Statutes Annotated (the State law).

What does the road inventory not do? A road inventory should not be considered the final word on road-related questions. The inventory is a guide to make better decisions, but only a Court can make final and binding decisions with respect to legal rights and obligations. With a good inventory, however, you may be able to keep a dispute from going to court. Even if litigation occurs, a road inventory saves time and legal fees by providing information quickly.

Town of Wayne, Maine
Road Inventory

Highway Name:	Description	Type:	Feet:	Miles:
Berry Road	Kings Highway to Pond Road	Paved	6,547	1.24
Besse Road	End of Pavement to End	Gravel	1,630	0.31
Besse Road	Main Street to End of Pavement	Paved	1,043	0.20
Bridge Street	Main Street to Main Street	Paved	422	0.08
Christmas Tree Lane	Main Street to End	Gravel	440	0.08
Church Street	Kents Hill Road to End	Paved	581	0.11
Coolidge Road	End of Pavement to End	Gravel	850	0.16
Coolidge Road	Main Street to End of Pavement	Paved	893	0.17
Cross Road	Main Street to Winthrop T.L.	Paved	634	0.12
Dexter Pond Road	Mount Pisgah Road to Winthrop T.L.	Gravel	3,062	0.58
Fairbanks Road	Main Street to Old Winthrop Road	Paved	6,230	1.18
Farnham Road	North Wayne Road to End	Gravel	650	0.12
Gott Road	Old Winthrop Road to End	Paved	2,798	0.53
Green True Road	Main Street to End	Paved	3,379	0.64
Hardscrabble Road	End of Pavement to Monmouth T.L.	Gravel	9,877	1.87
Hardscrabble Road	Morrison Heights Road to End of Pavement	Paved	2,689	0.51
Hathaway Road	North Wayne Road to Winthrop T.L.	Paved	1,110	0.21
House Road	Old Winthrop Road to End	Gravel	2,112	0.40
Innes Ridge Road	Kents Hill Road to Readfield T.L.	Paved	2,798	0.53
Kents Hill Road	North Wayne Road to End	Paved	4,540	0.86
Kings Highway	Main Street to Berry Road	Paved	2,693	0.51
Lake Shore Road	Leeds Road to Leeds T.L.	Paved	3,274	0.62
Lake Street	Memorial Pak Lane to End	Paved	475	0.09
Leadbetter Road	Coolidge Road to End	Paved	3,168	0.60
Lincoln Point Road	End of Pavement to Private Road	Gravel	450	0.09
Lincoln Point Road	Hardscrabble to End of Pavement	Paved	765	0.14
Lord Road	End of Pavement to End	Gravel	3,131	0.59
Lord Road	Main Street to End of Pavement	Paved	512	0.10
Lovejoy Pond Road	Walton Road to Fayette T.L.	Paved	5,700	1.08
Maxim Road	Lord Road to Green True Road	Gravel	5,000	0.95
Memorial Park Lane	Main Street to End	Paved	792	0.15
Morrison Heights Road	Old Winthrop Road to Hardscrabble Road	Paved	7,656	1.45

Town of Wayne, Maine
Road Inventory

Highway Name:	Description	Type:	Feet:	Miles:
Mount Pisgah Road	Old Winthrop Road to Winthrop T.L.	Paved	6917	1.310038
North Wayne Road	Kents Hill Road to Winthrop T.L.	Paved	11,933	2.26
Old Winthrop Road	Main Street to Fairbanks Road	Paved	15,629	2.96
Pond Road	Main Street to Walton Road	Paved	10,085	1.91
Richmond Mills Road	Walton Road to Fayette T.L.	Paved	2,587	0.49
Strickland Ferry Road	Leeds Road to Tucker Road	Gravel	6,495	1.23
Tucker Road	Strickland Ferry Road to Livermore Falls T. Gravel	Gravel	7,286	1.38
Walton Road	Pond Road to North Wayne Road	Paved	10,032	1.90
Whispering Pines Circle	Lake Shore Road to End	Gravel	1,220	0.23
White Road	North Wayne Road to End	Gravel	2,640	0.50
Total			160,725	30.44

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

GIS Mapping Services
Advertisement for Bids

General Specifications/ Instruction for Bidders

The Town of Wayne, ME is seeking bids for a contractor to provide GIS Mapping Services. All work shall be provided as outlined in these specifications and as directed by the Municipal Representative. The Town of Wayne reserves the right to do any or all of the following work, as our budget will allow.

Scope of the Work:

- UPDATE MEGIS LEVEL III PARCEL LAYER
- TAX MAP TEXT CONVERSION SERVICES
- CREATE DIGITAL ZONE MAP
- DEVELOP ONLINE GIS APPLICATION

The Town of Wayne will only accept bids from contractors that have demonstrated capability and experience to provide these services.

All bids must be submitted on the bid form supplied by the Town. The bid form must be completed in ink or typewriter. And, the person signing the bid form must initial changes or corrections to the bid form. Bids must be submitted to Town Manager, P.O. Box 400; 48 Pond Road, Wayne, ME 04284 in a sealed envelope clearly labeled on the outside "**GIS Mapping Services.**" Bids emailed or faxed will not be accepted. Bids are due by **2:00 PM on Thursday July 10, 2014.** Bids opened in public at **2:00 PM on Thursday July 10, 2014.** The project will be awarded at the Board of Selectmen's next meeting on **Tuesday July 15, 2014 at 6:30 PM** at the Wayne Elementary School Gymnasium at 48 Pond Road, Wayne, ME 04284.

All questions regarding the bidding or specifications must be directed to **Aaron Chrostowsky, Town Manager**, by mail at **P.O. Box 400, Wayne, ME 04284**, by email at townmanager@waynemaine.org, and by telephone at (207) 685-4983.

The Contractor shall furnish, to the municipality, a certificate of insurance, with bid form demonstrating insurability.

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.

Technical Specifications

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 its 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 shape file 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.

**Town of Wayne
GIS Mapping Services
Advertisement for Bids**

BID FORM

Scope of the Work:

- UPDATE MEGIS LEVEL III PARCEL LAYER \$ _____
- TAX MAP TEXT CONVERSION SERVICES \$ _____
- CREATE DIGITAL ZONE MAP \$ _____
- DEVELOP ONLINE GIS APPLICATION \$ _____

Total Project Cost: \$ _____

Date: _____

Company: _____

Mailing Address: _____

Print Name: _____

Title: _____

Signature: _____

Tel. No.: _____

Fax No.: _____

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

Personal and Real Estate Property Tax Write-off Policy

We, the Municipal Officers of the Town of Wayne, Maine upon the request of the Tax Collector of the Town of Wayne, Maine, hereby create the following Personal and Real Estate Property Tax Write-off Policy.

- This policy directs the Tax Collector to make all reasonable attempts to collect property tax on all accounts;
- However, understanding that placing a lien on a property account costs the Town money through postage costs and recording fees at the Registry of Deeds;
- Therefore, this policy authorizes and directs the Tax Collector to write-off annually up to five (\$5.00) dollars prior to a lien is placed on any property tax account.
- The Tax Collector will be responsible for annually reporting to the Board of Selectmen which property tax accounts that will be recommended for write-off.
- The Tax Collector will be write-off all property tax accounts to the Intergovernmental: Overlay, Write-off account (Expense account: 118-60-31).

Municipal Officers:

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Dated: June 14, 2014

Non Zero Balance on Non Lien Accounts

Write-off

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
721 R	ATKINS, BRUCE R.	2012	3,634.74	3,632.66	2.08
607 R	BABCOCK JOHN	2012	2,384.29	2,382.68	1.61
734 R	BOGDAN AUDREY R	2012	3,647.38	3,646.21	1.17
42 R	BRUSH CHARLES E.	2012	442.58	442.41	0.17
917 R	CROWLEY THOMAS	2012	1,421.86	1,420.89	0.97
971 R	DOUCETTE JEANNE M	2012	1,170.37	1,170.04	0.33
224 R	FAIRPOINT	2012	150.34	136.79	13.55
184 R	FARNUM BENJAMIN G	2012	531.09	530.80	0.29
717 R	HEARD R SHERMAN	2012	3,249.77	3,249.76	0.01
967 R	HEPFNER JOHN S	2012	4,557.82	4,557.81	0.01
530 R	HERZFELD, JOHN	2012	3,196.38	3,195.56	0.82
1074 R	HERZFELD, MATTHEW B	2012	733.41	733.22	0.19
1011 R	HISCOCK CHRISTOPHER J	2012	78.68	78.53	0.15
783 R	IRELAND JEFFREY A	2012	2,585.20	2,584.54	0.66
185 R	ISAACSON, JAMES,	2012	599.93	599.59	0.34
489 R	KAHL, DAVID H.	2012	1,213.92	1,213.59	0.33
984 R	LAWSON, PATRICIA A	2012	2,106.09	2,105.96	0.13
518 R	LYNCH WILLIAM F JR	2012	306.29	305.94	0.35
608 R	MANDUCA MARK W	2012	2,269.07	2,268.45	0.62
89 R	PETTENGILL ROBERT H	2012	5,611.57	0.00	5,611.57
715 R	ROSENBERGER KARL W.	2012	3,806.15	3,806.00	0.15
1084 R	RUDENKO HENRY D	2012	782.59	782.18	0.41
806 R	TYBURSKI DOREEN D	2012	2,656.86	2,654.30	2.56
542 R	WEAVER ALAN D	2012	1,367.07	1,365.30	1.77
630 R	WEITZKE WILLIAM J. JR.	2012	1,965.60	1,964.28	1.32
Total for 25 Accounts:			50,469.05	44,827.49	5,641.56

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	718.88	9.51	0.00	728.39
I - Interest Charged	0.00	30,139.13	0.00	30,139.13
P - Payment	45,149.43	-30,407.06	0.00	14,742.37
Y - Prepayment	65.03	0.00	0.00	65.03
Total	45,933.34	-258.42	0.00	45,674.92

Non Lien Summary

2012-1	5,641.56
Total	5,641.56

→ write-off s before lien / foreclosure

Write-offs

Wayne
06:33 PM

Non Zero Balance on Non Lien Accounts

06/12/2014

Tax Year: 2013-1 To 2013-1

Page 1

As of: 06/12/2014

Acct	Name ----	Year	Original Tax	Payment / Adjustments	
734	R BOGDAN AUDREY R	2013	3,686.32	3,686.31	0.01
269	R CHENEA PAUL F	2013	7,445.06	7,445.05	0.01
907	R GARDNER, BONNELL	2013	110.76	110.75	0.01
1173	R MCALEE, RICHARD G RE	2013	22.72	22.66	0.06
446	R SNOW LYMAN L	2013	1,131.74	1,131.68	0.06
429	R BRISKE, JUDITH A	2013	1,189.96	1,189.88	0.08
1152	R OTTERBEIN, ERIN BALL	2013	257.02	256.92	0.10
720	R BUCK JOHN	2013	3,960.38	3,960.27	0.11
360	R HAWLEY FAMILY TRUST	2013	633.32	633.20	0.12
121	R JONES CHRISTINE	2013	934.36	934.24	0.12
1013	R DEFLURIN ROBERT E	2013	541.02	540.82	0.20
586	R LANE, LINDON F	2013	139.16	138.94	0.22
649	R COOLIDGE WILLIAM W	2013	1,899.96	1,899.71	0.25
87	R GRIMSHAW SCOTT & PA	2013	2,208.10	2,207.82	0.28
929	R JUDD ROBERT H	2013	2,186.80	2,186.52	0.28
406	R LINCOLN CARLISLE A.	2013	610.60	610.32	0.28
284	R JOHNSON, CHARLES W	2013	447.30	447.01	0.29
789	R MURPHY, JOSEPH J., III	2013	1,867.30	1,866.99	0.31
849	R BURNS VINCENT & VINI	2013	2,832.90	2,832.54	0.36
777	R BURNS, VINCENT	2013	2,805.92	2,805.56	0.36
619	R BARLEY, FRANCIS J	2013	1,307.82	1,307.44	0.38
629	R FLEURY VICTOR E	2013	2,006.46	2,006.07	0.39
465	R HINDS DALE	2013	2,006.46	2,006.07	0.39
968	R LAPE KRISTEN ISAACSO	2013	3,082.82	3,082.43	0.39
830	R CONDON BRIAN D JR TF	2013	3,253.22	3,252.80	0.42
1012	R PATTERSON, DONALD A	2013	397.60	397.17	0.43
608	R MANDUCA MARK W	2013	2,293.30	2,292.86	0.44
552	R SESSLER NORMA & WILI	2013	708.58	708.14	0.44
1019	R PATTERSON, DONALD A	2013	414.64	414.19	0.45
896	R BANDY FAMILY TRUST	2013	2,452.34	2,451.87	0.47
957	R BARNES FAMILY TRUST	2013	2,352.94	2,352.45	0.49
573	R WISMER DONALD R	2013	2,066.10	2,065.56	0.54
584	R ATKINSON, DANA R	2013	291.10	290.52	0.58
964	R ROCHA MANUEL A.	2013	2,937.98	2,937.38	0.60
523	R LYNCH EDWARD M III	2013	245.66	245.05	0.61
963	R BARNES SHIRLEY M	2013	2,935.14	2,934.52	0.62
484	R PLANTE, ELSIE & RICHA	2013	2,381.34	2,380.67	0.67
593	R WILLEY, JOHN L	2013	451.56	450.89	0.67
591	R RCR PROPERTIES, LLC,F	2013	1,036.60	1,035.92	0.68
177	R MAHONEY JOHN V XMT	2013	3,534.38	3,533.69	0.69
829	R BURNS VINCENT	2013	5,495.40	5,494.69	0.71
754	R BOURGAULT MARY JANE	2013	408.96	408.23	0.73
785	R MOORE, BRIAN M	2013	2,869.82	2,869.08	0.74
216	R BURNS VINCENT B	2013	6,115.94	6,115.16	0.78
685	R ROCHKIND MARK M & P	2013	4,153.50	4,152.69	0.81

184 R FARNUM BENJAMIN G	2013	536.76	535.91	0.85
526 R CRISS, DAVID W.	2013	3,369.66	3,368.79	0.87
138 R MCALEE, RICHARD G RE	2013	343.64	342.71	0.93
621 R GREIF CHARLES E., JR E	2013	2,955.02	2,954.06	0.96
291 R GREEN DAVID A	2013	1,630.16	1,629.18	0.98
675 R VAUTOUR LAWRENCE H	2013	2,817.28	2,816.28	1.00
210 R TRACHTENBERG JAY G	2013	5,353.40	5,352.36	1.04
454 R WOODSUM KAREN M	2013	3,629.52	3,628.45	1.07
51 R JAEGER KARL	2013	505.52	504.35	1.17
345 R BAUER, JOSEPH A IV	2013	2,290.46	2,289.25	1.21
541 R BAGLEY, MARJORIE P	2013	350.74	349.52	1.22
803 R PITCHER, MICHAEL L. &	2013	3,141.04	3,139.79	1.25
946 R SMITH PETER T. TRUSTI	2013	1,628.74	1,627.19	1.55
762 R BREED, NANCY	2013	3,390.96	3,389.36	1.60
144 R WASYLOW MICHAEL	2013	523.98	522.30	1.68
948 R JANGRAW, SUSAN B	2013	2,159.82	2,158.03	1.79
1015 R GAZMURI PATRICIA	2013	3,122.58	3,120.77	1.81
517 R LYNCH EDWARD M III	2013	748.34	746.49	1.85
967 R HEFNER JOHN S	2013	4,606.48	4,604.60	1.88
643 R RICH, ALISON LINCOLN	2013	4,349.46	4,346.87	2.59
757 R JOHNSON JESSIEANN	2013	4,191.84	4,189.15	2.69
123 R OLIVA, PAUL M	2013	2,916.68	2,913.87	2.81
791 R DORSON DANIEL	2013	2,073.20	2,070.33	2.87
1065 R MERCIER, ERIKA J	2013	271.22	268.35	2.87
48 R JAEGER, KARL	2013	1,343.32	1,340.22	3.10
260 R LEMMON, GEORGE TRU:	2013	1,759.38	1,755.74	3.64
1050 R ATKINSON, DANA	2013	2,233.66	2,229.22	4.44
1085 R CHRISTENSEN MIRIAM	2013	3,541.48	3,536.81	4.67
119 R SCOTT, WILLIAM T TES	2013	1,052.22	1,047.35	4.87
355 R HAWLEY FAMILY TRUST	2013	3,014.66	3,009.68	4.98

\$81.87

May 6, 2014

Earl Welch

PO Box 331

Wayne, Maine 04284

Dear Mr. Welch,

As you know, pursuant to Title 30-A MRSA, Sections 3751-3760, the Town of Wayne is charged with the enforcement of Maine laws relating to the keeping of unregistered, un-inspected, and/or junk vehicles on all properties in Town, as well as the outside storage of discarded, worn out, or junked plumbing, heating supplies, household appliances, and furniture; discarded, scrap and junked lumber; and scrap metals, rubber, rags, batteries and other wastes. This statute is frequently referred to as the "Junkyard Statute," and you have been cited previously for violations of this law.

The Junkyard Statute declares that a yard, field, or other outside area used to store these types of materials constitutes a "Junkyard," and is a public nuisance subject to regulation and control and, as such, the property owner where such materials are kept is responsible for disposing of them, or for obtaining a permit to operate a junkyard. You do not have, nor have you ever applied for, a Junkyard permit, and it does not appear a permit would be possible given the proximity of this Junkyard to the public right of way. If the owner of an unlicensed Junkyard such as yours chooses not to comply with the statute, then they are subject to court action to remove the nuisance, and will face fines and payment of the Town's expenses if the court enters an order to enforce the statute.

On April 17, 2014 while inspecting your property shown on The Town of Wayne Tax Map 8, Lot 21-2, located at 66 North Wayne Road, I found the following types of items stored on the property in violation of the Junkyard Statute:

discarded, worn out or junked plumbing, heating supplies, household appliances, furniture, garbage, paper, mattresses, scrap metal, scrap lumber, rubber, rags, and batteries. (See enclosed photographs).

In order to correct these violations you must take the following action within thirty (30) days of this letter:

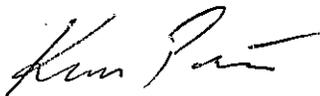
remove all discarded, worn out or junked plumbing, heating supplies, household appliances, furniture, garbage, paper, mattresses, scrap metal, scrap lumber, rubber, rags, and batteries that are currently stored outside on the property.

If you do not abate the violations voluntarily within the time stated in this letter, the Town will proceed with an enforcement action through the court. The Town will request injunctive relief in the form of an order that you remove the offending material and maintain the property without future violations, assessment of daily fines that are a minimum of \$100 per day since the date of my inspection, and payment of the Town's attorney's fees for pursuing the action. If you do not abate the nuisance after an order of the court, the Town is empowered to clean the premises, and assess the cost against you as a tax on the property.

These conditions have occurred on your property repeatedly in the past. This is advance notice is not required, but is being provided in a final effort to resolve this ongoing violation with your cooperation. If you voluntarily abate this nuisance in response to this letter, if these conditions occur in the future, even for short term storage of junk or vehicles, the Town of Wayne will immediately commence an enforcement action without notice.

If you have any questions please feel free to call me at 576-1413. My office hours are: Monday & Wednesday 9:30 a.m. – 12:00 p.m. Thank you for your time concerning this matter.

Sincerely,



Kenneth Pratt, CEO

Cc: occupant, 66 North Wayne Road

Map Lot 008-021-002

Account 545

Location 66 North Wayne Road

Card 1 Of 1 6/14/2014

WELCH, EARLE N JR

P.O. BOX 331

WAYNE ME 04284

B1527P548 B3222P303 B10470P131 B10662P214

Previous Owner

WELCH EARLE N JR

WELCH CINDY W

P.O. BOX 331

WAYNE ME 04284

Sale Date: 1/28/2011

Property Data

Neighborhood 9

Tree Growth Year 0

1ST MORTGAGE 0

2ND MORTGAGE 0

Zone/Land Use 11 Residential

Secondary Zone

Topography 2 Rolling

1 Level 4 Below St 7 Rough

2 Rolling 5 Low 8

3 Above St 6 Swampy 9

Utilities 4 Drilled Well 7 Septic

1 Summer Wtr 4 Dr Well 7 Septic

2 Water 5 Dug Well 8 Spring

3 Sewer 6 Lake Water 9 None

Street 1 Paved

1 Paved 4 Proposed 7

2 Semi Imp 5 R/O/W 8

3 Gravel 6 9 None

TG PLAN YEAR 0

Inspection Witnessed By:

X

No./Date Description Date Insp.

1 Land 4 Mobile 7 C/I L&B

2 L & B 5 Other 8

3 Building 6 C/I Land 9

Financing 9 Unknown

1 Convent 4 Seller 7

2 FHA/VA 5 Private 8

3 Assumed 6 Cash 9 Unknown

Validity 3 Distressed Sale

1 Valid 4 Split 7 Renovate

2 Related 5 Partial 8 Other

3 Distress 6 Exempt 9

Verified 5 Public Record

1 Buyer 4 Agent 7 Family

2 Seller 5 Pub Rec 8 Other

3 Lender 6 MLS 9

Notes: Tax Acct: W0230R 5/2/07 n/c. 1/27/09 REV FROM RD NEW D-WIDE AND OLD DWELLING BEING CONVERTED TO GARAGE N/C YET CHECK DURING SPRING WORK 5/29/09 W/MR HSE CONVERTED TO GARAGE AND ADD NEW D-WIDE/SLAB. 6/22/10-N/C

Wayne

Assessment Record

Year Land Buildings Exempt Total

2005 35,500 8,500 13,000 31,000

2006 35,500 8,500 13,000 31,000

2007 35,500 8,500 13,000 31,000

2008 35,500 8,500 13,000 31,000

2009 35,500 66,600 11,830 90,270

2010 35,500 64,800 9,000 91,300

2011 35,500 63,200 9,700 89,000

2012 35,500 63,200 10,000 88,700

2013 35,500 60,300 10,000 85,800

Land Data

Front Foot Type Effective Depth Influence Code Influence Codes

11.Regular lot 1 Use

12.Delta Triangle 2 R/W

13.Nable Triangle 3 Topography

14.Rear Land 4 Size/Shape

15.Miscellaneous 5 Access

16.Regular lot 6 Restriction

17.Secondary Lot 7 Vacancy

18.Hydro Facility 8 Semi-Improved

19.Improvements 9 Fract Share

20.Miscellaneous 30.Rear 3 Acres

21.Homesite (Fract) 31.Rear 4

22.Base Lot (Fract) 32.Pasture

23.(Fract) Acres 33.Crop

24.Homesite 34.Hortical I

25.Base Lot 35.Hortical II

26.Frontage 1 36.Orchard

27.Frontage 2 37.Softwood

28.Rear 1 38.Mixed Wood

29.Rear 2 39.Hardwood

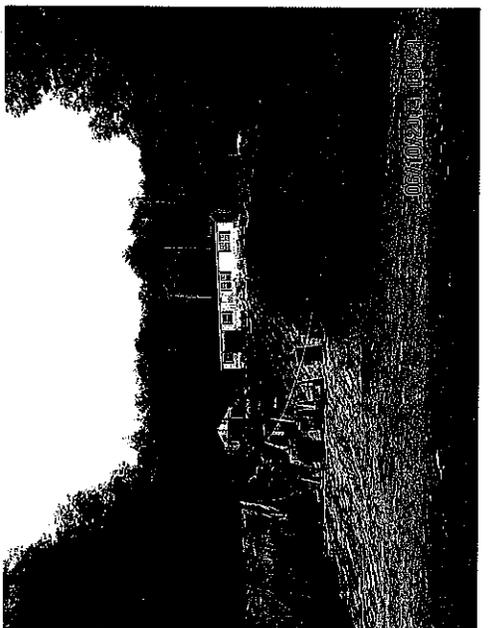
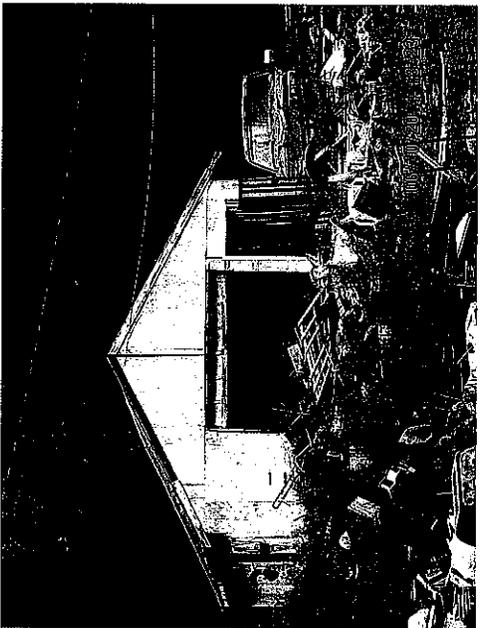
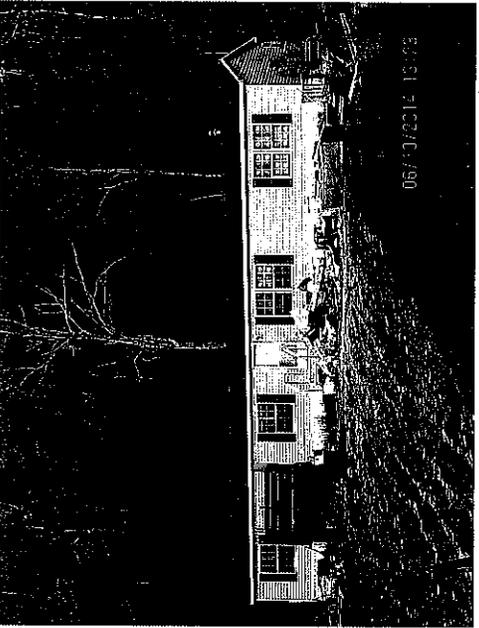
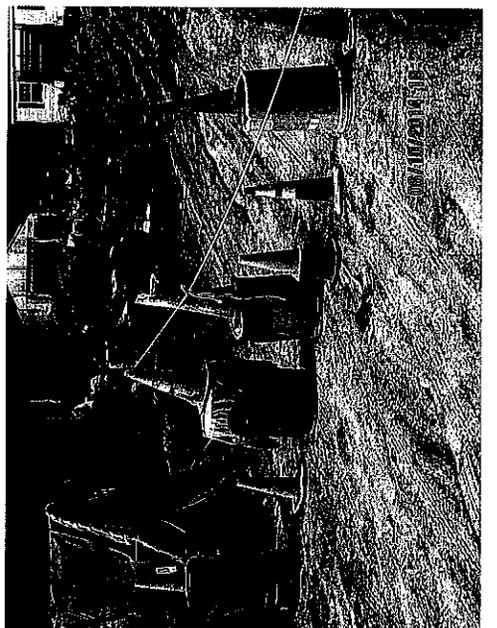
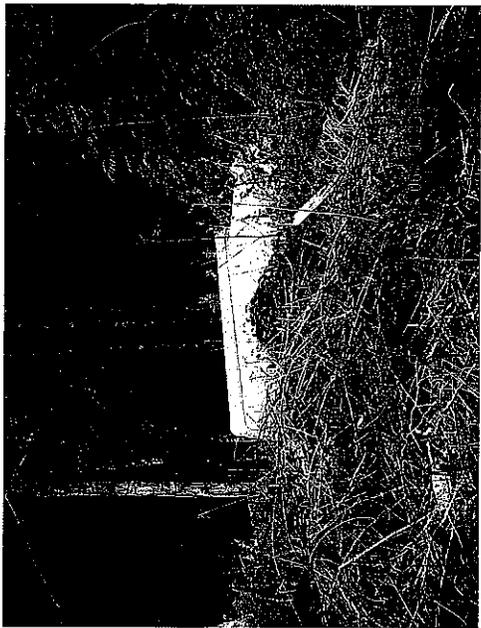
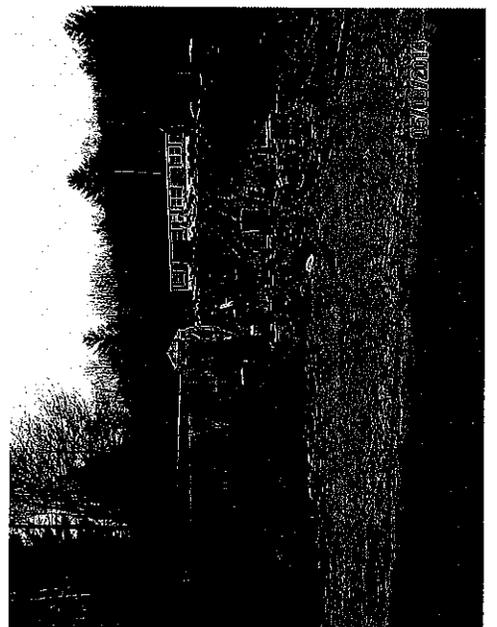
40.Westland 41.Gravel Pit

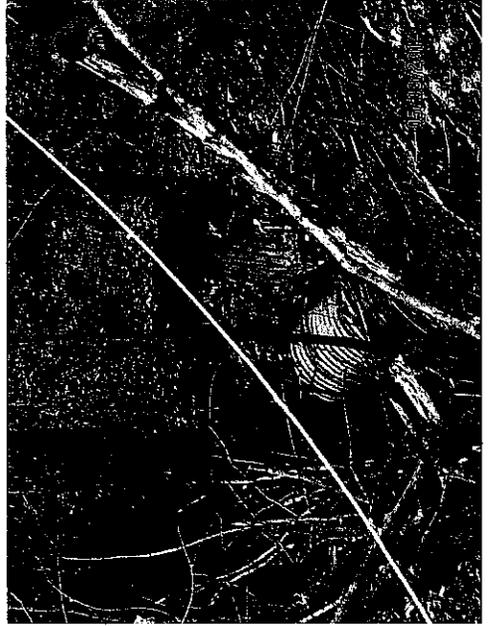
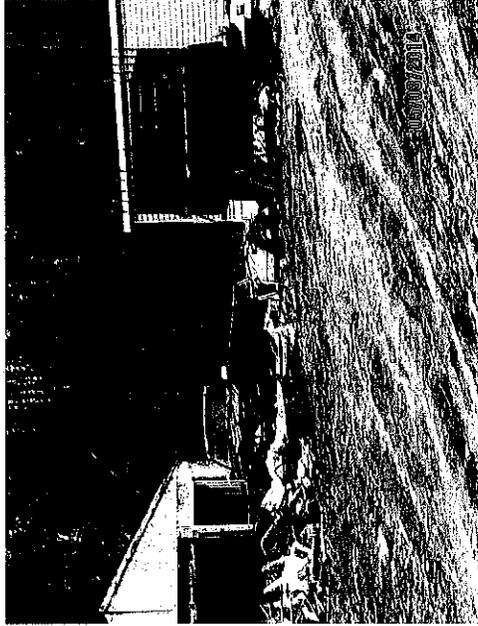
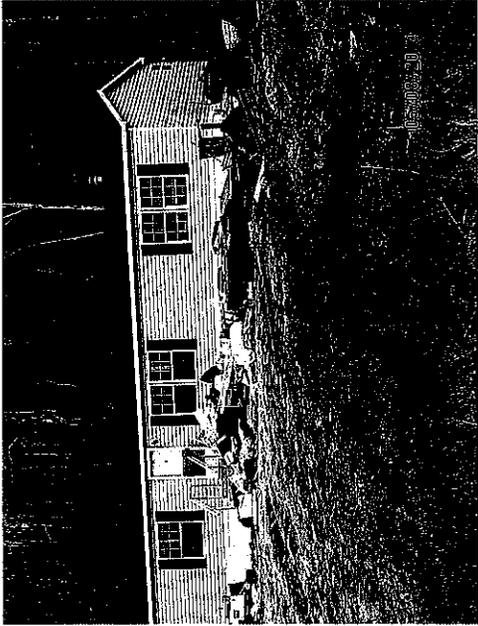
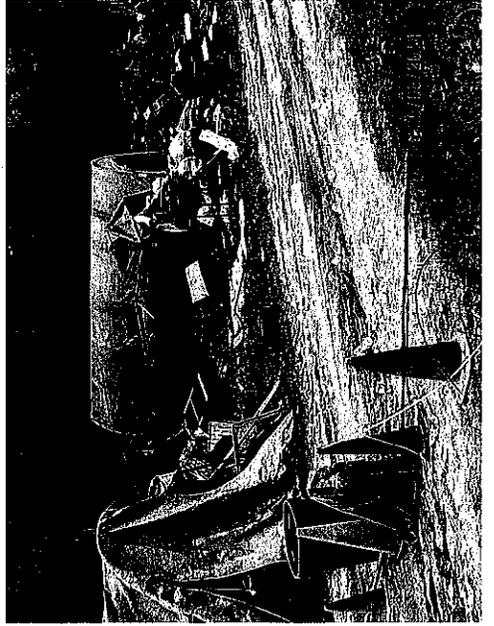
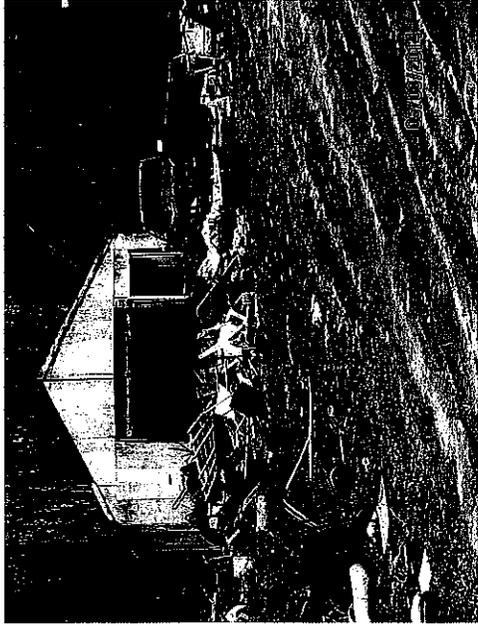
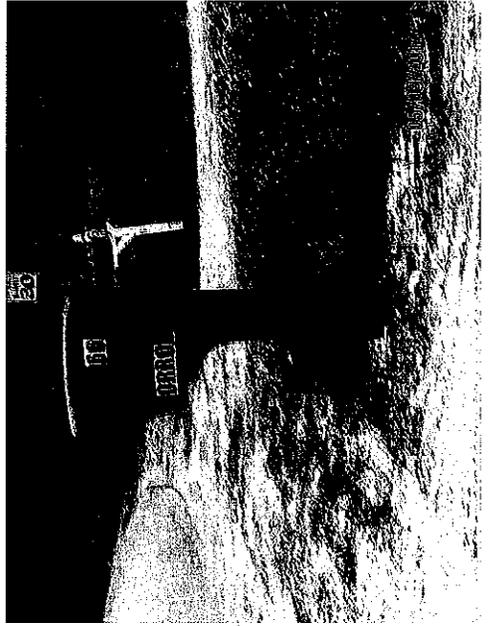
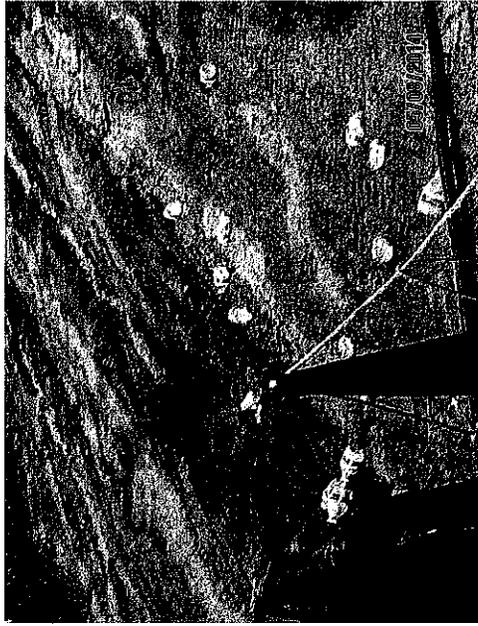
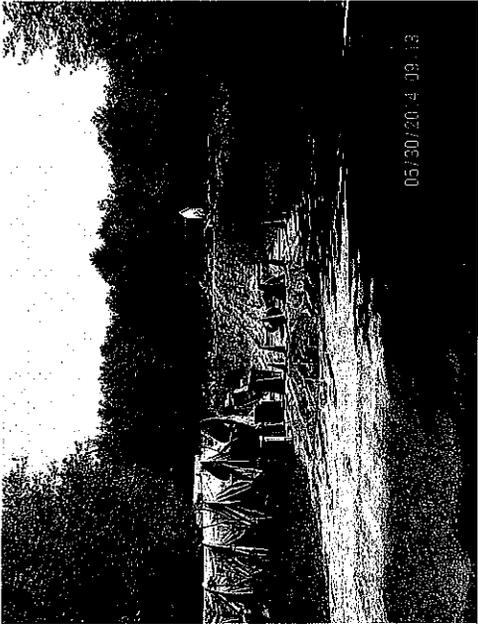
42.MoHo Site 43.Developed Area

43.Lot Improvemen 44.Lot Improvemen

45.Mobile Home Ho 46.Golf Course

Total Acreage 6.90





Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - General Admin	239,818.00	211,967.16	27,850.84	88.39
01 - Salaries	149,924.00	134,644.41	15,279.59	89.81
01 - Selectmen	7,162.00	7,162.20	-0.20	100.00
05 - Town Manager	44,500.00	42,694.23	1,805.77	95.94
10 - Bookkeeper	6,500.00	3,090.00	3,410.00	47.54
15 - Treasurer	3,000.00	3,000.00	0.00	100.00
20 - Tax Collector	20,800.00	12,151.67	8,648.33	58.42
25 - Town Clerk	20,800.00	20,365.79	434.21	97.91
30 - Office Clerk	1,000.00	9,049.25	-8,049.25	904.93
35 - Meeting Clerk	1,156.00	279.90	876.10	24.21
40 - Special Project Clerk	2,000.00	0.00	2,000.00	0.00
70 - Med/Fica	8,026.00	7,737.41	288.59	96.40
75 - Health Insurance	30,964.00	28,577.11	2,386.89	92.29
80 - Retirement	3,265.00	99.05	3,165.95	3.03
81 - Income Protection plan	751.00	437.80	313.20	58.30
02 - Operating Expense	30,350.00	23,588.22	6,761.78	77.72
01 - Office Expense	4,000.00	3,706.14	293.86	92.65
05 - Travel expenses	2,500.00	1,931.51	568.49	77.26
10 - Training Expense	4,000.00	2,942.53	1,057.47	73.56
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	851.50	3,148.50	21.29
30 - Computer Software	7,000.00	7,660.14	-660.14	109.43
35 - Website	750.00	617.76	132.24	82.37
40 - Town Report	1,200.00	720.00	480.00	60.00
45 - Sunshine Fund	200.00	173.95	26.05	86.98
50 - Tax Administration	2,500.00	2,794.70	-294.70	111.79
03 - Contractual	48,744.00	42,485.86	6,258.14	87.16
01 - Legal Services	15,000.00	11,744.21	3,255.79	78.29
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
05 - Utilities	2,800.00	3,858.47	-1,058.47	137.80
01 - Telephone	2,800.00	3,858.47	-1,058.47	137.80
65 - Unclassified	8,000.00	7,390.20	609.80	92.38
01 - Contigent	4,000.00	5,104.87	-1,104.87	127.62
05 - Capital	4,000.00	2,285.33	1,714.67	57.13
101 - Debt Service	60,000.00	60,000.00	0.00	100.00
15 - Debt Service	60,000.00	60,000.00	0.00	100.00
05 - North Wayne Road	60,000.00	60,000.00	0.00	100.00
102 - Elections & Hearings	4,245.00	992.09	3,252.91	23.37
01 - Salaries	2,045.00	873.30	1,171.70	42.70
41 - Elections clerk	1,900.00	849.17	1,050.83	44.69
70 - Med/Fica	145.00	24.13	120.87	16.64
02 - Operating Expense	2,200.00	118.79	2,081.21	5.40
01 - Office Expense	2,200.00	118.79	2,081.21	5.40
103 - General Assistance	7,077.00	424.35	6,652.65	6.00

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
103 - General Assistance CONT'D				
01 - Salaries	1,077.00	15.45	1,061.55	1.43
45 - General Assistance clerk	1,000.00	14.54	985.46	1.45
70 - Med/Fica	77.00	0.91	76.09	1.18
10 - Social Services/Community Serv	6,000.00	408.90	5,591.10	6.81
85 - General Assistance	6,000.00	408.90	5,591.10	6.81
104 - Fire Department	46,459.00	33,674.79	12,784.21	72.48
01 - Salaries	6,459.00	6,458.94	0.06	100.00
50 - Chief Officers stipends	6,000.00	5,999.94	0.06	100.00
70 - Med/Fica	459.00	459.00	0.00	100.00
02 - Operating Expense	40,000.00	27,215.85	12,784.15	68.04
60 - Fire Dept Operations	22,000.00	23,312.63	-1,312.63	105.97
61 - Fire Communications	4,000.00	2,790.06	1,209.94	69.75
62 - Fire Capital	14,000.00	1,113.16	12,886.84	7.95
105 - Assessing	19,500.00	19,199.96	300.04	98.46
02 - Operating Expense	300.00	0.00	300.00	0.00
70 - Tax Maps	300.00	0.00	300.00	0.00
03 - Contractual	19,200.00	19,199.96	0.04	100.00
30 - Assessing/Mapping	13,600.00	13,599.96	0.04	100.00
35 - Quarterly review	5,600.00	5,600.00	0.00	100.00
106 - Animal Control	5,130.00	4,647.39	482.61	90.59
01 - Salaries	3,230.00	3,229.50	0.50	99.98
55 - Animal control officer	3,000.00	3,000.00	0.00	100.00
70 - Med/Fica	230.00	229.50	0.50	99.78
10 - Social Services/Community Serv	1,900.00	1,417.89	482.11	74.63
90 - Humane Society	1,900.00	1,417.89	482.11	74.63
107 - Code Enforcement	13,169.00	12,429.80	739.20	94.39
01 - Salaries	12,269.00	12,102.30	166.70	98.64
56 - Code Enforcement Officer	11,397.00	11,371.50	25.50	99.78
70 - Med/Fica	872.00	730.80	141.20	83.81
65 - Unclassified	900.00	327.50	572.50	36.39
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
108 - Public Safety	31,648.00	30,054.98	1,593.02	94.97
03 - Contractual	24,648.00	24,689.41	-41.41	100.17
40 - Ambulance	8,917.00	8,917.50	-0.50	100.01
45 - Sheriff Dept	4,000.00	4,040.91	-40.91	101.02
50 - PSAP Dispatching	11,731.00	11,731.00	0.00	100.00
05 - Utilities	7,000.00	5,365.57	1,634.43	76.65
20 - Street lights	7,000.00	5,365.57	1,634.43	76.65
109 - Roads	322,783.00	305,083.22	17,699.78	94.52
03 - Contractual	155,933.00	156,229.71	-296.71	100.19
55 - Parking lot Plowing	1,900.00	2,955.00	-1,055.00	155.53
60 - Road Plowing	149,533.00	149,532.60	0.40	100.00
75 - Roadside mowing	3,500.00	3,566.49	-66.49	101.90

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
109 - Roads CONT'D				
80 - Landfill mowing	1,000.00	175.62	824.38	17.56
05 - Utilities	400.00	533.29	-133.29	133.32
05 - Electricity	400.00	533.29	-133.29	133.32
25 - ROADS	166,450.00	148,320.22	18,129.78	89.11
01 - Roads Administration	3,000.00	947.90	2,052.10	31.60
05 - Brush/Tree removal	14,000.00	15,413.60	-1,413.60	110.10
10 - Calcium chloride	9,000.00	3,632.75	5,367.25	40.36
15 - Sweeping	5,000.00	6,523.00	-1,523.00	130.46
20 - Patching	8,500.00	5,241.00	3,259.00	61.66
25 - Paving preparation	25,000.00	10,522.00	14,478.00	42.09
30 - Signs	3,000.00	3,460.25	-460.25	115.34
40 - Culverts	6,500.00	15,817.43	-9,317.43	243.35
45 - Gravel	15,500.00	16,880.82	-1,380.82	108.91
46 - Winter salt	18,000.00	17,020.22	979.78	94.56
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	9,643.50	2,356.50	80.36
75 - Ditching	30,000.00	33,488.75	-3,488.75	111.63
80 - Catch Basin	1,000.00	910.00	90.00	91.00
110 - Transfer Station	112,500.00	73,729.66	38,770.34	65.54
02 - Operating Expense	4,500.00	2,634.75	1,865.25	58.55
80 - Hazardous waste	1,000.00	0.00	1,000.00	0.00
85 - Backhoe rental/Transfer station	3,500.00	2,634.75	865.25	75.28
03 - Contractual	108,000.00	71,094.91	36,905.09	65.83
65 - Transfer Station	108,000.00	71,094.91	36,905.09	65.83
111 - Outside Agencies	27,084.00	26,512.00	572.00	97.89
10 - Social Services/Community Serv	27,084.00	26,512.00	572.00	97.89
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
112 - Recreation	16,350.00	17,718.03	-1,368.03	108.37
03 - Contractual	2,700.00	4,068.03	-1,368.03	150.67
70 - Mowing	2,700.00	2,696.58	3.42	99.87
71 - Ladd Mowing	0.00	1,371.45	-1,371.45	---

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
112 - Recreation CONT'D				
10 - Social Services/Community Serv	13,150.00	13,150.00	0.00	100.00
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	300.00	0.00	100.00
95 - Ladd Recreation	6,600.00	6,600.00	0.00	100.00
96 - Athletic League	500.00	500.00	0.00	100.00
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
65 - Unclassified	500.00	500.00	0.00	100.00
25 - Lake Protection	500.00	500.00	0.00	100.00
113 - Land and Buildings	1,000.00	1,308.97	-308.97	130.90
02 - Operating Expense	1,000.00	923.26	76.74	92.33
95 - NW Schoolhouse	200.00	634.33	-434.33	317.17
96 - NW Building	600.00	157.82	442.18	26.30
97 - Town House	200.00	131.11	68.89	65.56
03 - Contractual	0.00	385.71	-385.71	----
70 - Mowing	0.00	385.71	-385.71	----
114 - Capital Reserves transfers	74,500.00	74,500.00	0.00	100.00
52 - CAPITAL RESERVE	74,500.00	74,500.00	0.00	100.00
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
115 - School RSU #38	1,708,722.00	1,566,328.49	142,393.51	91.67
60 - INTER GOVERNMENT	1,708,722.00	1,566,328.49	142,393.51	91.67
15 - RSU #38	1,708,722.00	1,566,328.49	142,393.51	91.67
116 - County Tax	200,390.00	200,133.30	256.70	99.87
60 - INTER GOVERNMENT	200,390.00	200,133.30	256.70	99.87
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
117 - Cobbossee Watershed District	2,127.00	2,127.00	0.00	100.00
60 - INTER GOVERNMENT	2,127.00	2,127.00	0.00	100.00
25 - Cobbossee Watershed District	2,127.00	2,127.00	0.00	100.00
118 - Overlay	25,254.55	4,259.93	20,994.62	16.87
60 - INTER GOVERNMENT	25,254.55	4,259.93	20,994.62	16.87
30 - Overlay	25,254.55	4,259.93	20,994.62	16.87
Final Totals	2,917,756.55	2,645,091.12	272,665.43	90.65

Revenue Summary Report

Fund: 1
ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
100 - General Admin	2,847,949.55	2,827,195.01	20,754.54	99.27
01 - Banking Interest	1,800.00	1,282.04	517.96	71.22
02 - xxxxxx	0.00	0.00	0.00	----
03 - Lien costs	2,000.00	1,586.97	413.03	79.35
04 - Interest on taxes	10,000.00	10,591.85	-591.85	105.92
05 - MV Agent fees	4,000.00	4,226.00	-226.00	105.65
06 - IFW Agent fees	1,000.00	603.75	396.25	60.38
07 - Motor Vehicle excise	187,000.00	195,255.30	-8,255.30	104.41
08 - Boat Excise	4,000.00	3,813.90	186.10	95.35
09 - Vitals	300.00	172.40	127.60	57.47
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	9,608.31	391.69	96.08
15 - Surplus	20,000.00	0.00	20,000.00	0.00
21 - State revenue sharing	47,769.00	39,819.71	7,949.29	83.36
25 - Tax Commitment	2,555,780.55	2,555,779.90	0.65	100.00
27 - Payment in Lieu of Taxes	0.00	200.00	-200.00	----
103 - General Assistance	3,000.00	0.00	3,000.00	0.00
01 - GA Reimbursement	3,000.00	0.00	3,000.00	0.00
105 - Assessing	30,915.00	23,666.60	7,248.40	76.55
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
106 - Animal Control	1,000.00	787.00	213.00	78.70
01 - Dog fees	700.00	762.00	-62.00	108.86
02 - Dog late fees	300.00	25.00	275.00	8.33
107 - Code Enforcement	1,600.00	1,265.00	335.00	79.06
01 - Building permits	1,600.00	1,265.00	335.00	79.06
109 - Roads	33,292.00	33,292.00	0.00	100.00
01 - Local Road Assist Program	33,292.00	33,292.00	0.00	100.00
119 - Snowmobile	0.00	589.18	-589.18	----
01 - State Reimbursement	0.00	589.18	-589.18	----
Final Totals	2,917,756.55	2,886,794.79	30,961.76	98.94

General Ledger Summary Report

Fund(s): ALL
ALL

Account	Beg Bal Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
1 - General Fund						
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	1,259.00	958.00	-301.00	0.00	-295.00
310-35 State Plumbing Fee 25%	321.50	125.00	820.00	695.00	0.00	1,016.50
310-36 DEP Plumbing Fee \$15.00	0.00	90.00	120.00	30.00	0.00	30.00
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	1,384.50	1,790.00	405.50	0.00	371.37
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	15,391.29	15,391.29	0.00	0.00	0.00
330-15 Fica withholding	0.00	20,363.94	20,363.94	0.00	0.00	0.00
330-20 Medicare withholding	0.00	4,762.84	4,762.84	0.00	0.00	0.00
330-25 State withholding	0.00	4,503.58	4,503.58	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	6,310.88	4,090.36	-2,220.52	-415.20	-2,635.72
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
Fund Balance	1,000,834.86	5,751,938.13	5,998,282.98	246,344.85	0.00	1,247,179.71
500-00 Expense control	0.00	2,646,585.24	2,923,891.85	277,306.61	0.00	277,306.61
510-00 Revenue control	0.00	3,104,445.88	3,073,484.12	-30,961.76	0.00	-30,961.76
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
2 - Ladd Rec Operations	0.00	160,302.34	160,302.34	0.00	0.00	0.00
Assets	8,776.37	78,456.13	71,302.73	7,153.40	0.00	15,929.77

General Ledger Summary Report

Fund(s): ALL
ALL

Account	Beg Bal	Y T D		Net	Pending Activity	Balance Net
	Net	Debits	Credits			
2 - Land Rec Operations - CONT'D						
199-01 Due to/from	8,776.37	78,456.13	71,302.73	7,153.40	0.00	15,929.77
Liabilities	0.00	450.33	450.33	0.00	0.00	0.00
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
Fund Balance	8,776.37	81,395.88	88,549.28	7,153.40	0.00	15,929.77
500-00 Expense Control	0.00	81,395.88	871.97	-80,523.91	0.00	-80,523.91
510-00 Revenue Control	0.00	0.00	87,677.31	87,677.31	0.00	87,677.31
520-00 Fund Balance	8,776.37	0.00	0.00	0.00	0.00	8,776.37
3 - Special Revenues						
Assets	0.00	48,155.43	48,155.43	0.00	0.00	0.00
101-00 SNOWMOBILE CASH ANDRO 7768	5,964.90	3.78	5,968.68	-5,964.90	0.00	0.00
102-00 FARMERS MARKET ANDRO 6785	65.70	0.00	65.70	-65.70	0.00	0.00
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	11,647.48	10,260.67	1,386.81	0.00	18,048.41
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	23,692.20	36,504.17	30,860.38	-5,643.79	0.00	18,048.41
500-00 Expense Control	0.00	10,291.97	0.00	-10,291.97	0.00	-10,291.97
510-00 Revenue Control	0.00	1,020.00	29,360.38	28,340.38	0.00	28,340.38
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
4 - Capital Reserves						
Assets	0.00	1,487,978.61	1,487,978.61	0.00	0.00	0.00
104-00 ROADS - ANDRO - 45107581	259.39	0.18	259.57	-259.39	0.00	0.00
105-00 Fire Truck - Andro 45107522	10,687.64	6.77	10,694.41	-10,687.64	0.00	0.00
106-00 Salt/Sand - Andro - 45107821	630.15	0.41	630.56	-630.15	0.00	0.00
107-00 Bld Maint - Andro - 45107733	151.94	0.08	152.02	-151.94	0.00	0.00
108-00 Land/Bldg - Andro - 45107792	2,846.72	1.81	2,848.53	-2,846.72	0.00	0.00
109-00 Fire Truck - WAFCU - 24852-00	25.00	0.00	0.00	0.00	0.00	25.00

General Ledger Summary Report

Fund(s): ALL
ALL

Account	Beg Bal Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
4 - Capital Reserves (CONT'D)						
110-00 Fire Truck - WAFCU - 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	557,820.01	477,459.69	80,360.32	0.00	268,563.39
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	452,689.66	930,149.35	989,433.83	59,284.48	0.00	511,974.14
500-00 Expense Control	0.00	477,459.69	224,934.92	-252,524.77	0.00	-252,524.77
510-00 Revenue Control	0.00	0.00	764,498.91	764,498.91	0.00	764,498.91
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
5 - Trust Funds						
Assets	0.00	4,671.23	4,671.23	0.00	0.00	0.00
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 WAFCU 25542-ID 00	25.00	0.00	0.00	0.00	0.00	25.00
106-00 Ladd WAFCU 25542-ID 10	14,655.89	0.00	0.00	0.00	0.00	14,655.89
107-00 Ladd WAFCU 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	2,507.60	2,148.55	359.05	0.00	359.05
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	62,711.07	781.09	2,522.68	1,741.59	0.00	64,452.66
500-00 Expense Control	0.00	773.55	0.00	-773.55	0.00	-773.55
510-00 Revenue Control	0.00	7.54	2,522.68	2,515.14	0.00	2,515.14
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
Final Totals	0.00	14,205,231.34	14,205,231.34	0.00	2,015.95	2,015.95

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836
<http://www.waynemaine.org>

June 14, 2014

The Honorable Angus King
4 Gabriel Drive, Suite3
Augusta, ME 04330

Dear Senator King:

On behalf of the Wayne Board of Selectmen, I am writing to express our concern about the potential for closing the Wayne, Maine Post Office (04284). I am writing to ask for assistance in preventing the U.S. Postal Service from closing Wayne's only post office.

The Wayne Maine Post Office is vital to the community of Wayne; we are small seasonal community located in the heart of the Winthrop Lakes Region. The closing of our local post office will hurt the social and economic fabric of our community. At any given day, residents, visitors and business owners stop at the post office to conduct business and chat with their neighbors and friends. The closing of the Wayne Post Office will cause a local shop owner or artisan to close his or her shop early to go for a longer drive to ship a local handmade product to a customer losing business, it will prevent a young camper from mailing a post card with a Wayne postmark to his parents commemorating his visit to Wayne and it will cause a grandmother to drive further to buy a stamp to mail a birthday card to her grandchild. The nearest post office would be at least 10 miles in neighboring communities forcing residents, visitors and business owners to travel a distance to conduct their business.

We strongly encourage you to consider closing other Post Offices in neighboring communities with similar social and economic demographics as Wayne, but have multiple post offices, for example, Monmouth has two post offices (Monmouth and North Monmouth), Livermore Falls has two post offices (Livermore Falls and East Livermore), Readfield (Readfield and Kent's Hill) and Winthrop (Winthrop and East Winthrop). At the very least, if you could keep the post office open, but at a reduced schedule would be our preference.

Thank you for your time and considering my request.

Sincerely,

Aaron Chrostowsky
Town Manager

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

June 14, 2014

Dear Memorial Day Committee:

On behalf of a grateful Wayne Board of Selectmen, they wanted to express our deep appreciation for your efforts for providing residents and visitors a moving and lasting tribute to veterans this Memorial Day.

Your execution with the details from the flags downtown, flowers in the park, brush removed by the mill pond, to the parade, laying a wreath at the memorial stone in Memorial Park, the speaker at the memorial service in Roderick Park and the wonderful tribute to Wayne service members at the Williams House was outstanding.

It is people like you, who are the unsung heroes for small towns all across America, who give so much to their community, to make it a better place for others to live, play and work. On behalf of a grateful community, thank you for making Wayne better for all of us. We look forward to next year!

Sincerely,

Aaron Chrostowsky
Town Manager

From: Glenn Israel <gisrael@bernsteinshur.com>
Sent: Thursday, June 05, 2014 12:27 PM
To: 'townmanager@waynemaine.org'
Cc: Matthew Tarasevich
Subject: Stipends

Aaron,

As you requested, I have researched the issue of whether volunteers are required to complete W-4 and I-9 forms. The short answer is that any volunteer who receives a stipend that is not purely a reimbursement for expenses incurred and documented by receipts is considered to be an employee by IRS and USCIS and must complete both a W-4 and an I-9 Form. Unpaid volunteers are not required to complete the forms.

Glenn Israel

Shareholder

gisrael@bernsteinshur.com

207 228-7291 direct

207 774-1200 main

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

BERNSTEIN SHUR | Click for Address: [Portland, ME](#) | [Augusta, ME](#) | [Manchester, NH](#) | bernsteinshur.com

Member, Lex Mundi, the world's leading association of independent law firms.

Confidentiality notice: This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message including any contained in your reply. Thank you.

IRS notice: Unless specifically indicated otherwise, any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (a) avoiding tax-related penalties under the Internal Revenue Code, or (b) promoting, marketing, or recommending to another party any transaction or matter addressed herein.

Town of Wayne

P.O. Box 400; 48 Pond Road

Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>

June 14, 2014

Dear Firefighters:

Welcome Aboard! The Wayne Board of Selectmen appreciates your interest in volunteering for your community by joining the fire service.

At 2014 Annual Town Meeting voters authorized the Board of Selectmen to offer all active duty firefighters as determined by the Fire Chief, an annual stipend which will be paid in December and June of each year as a token of their appreciation for your service to the community.

However, before you may volunteer, you must complete the following forms and return them to the Town Office, where they will be processed and stored in a secure location at the Town Office. See attached forms.

- **Form I-9:** Employers must complete and retain Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired to work in the United States.
- **Form W-4:** Complete the W-4 form, so that your employer (Town of Wayne) can withhold the correct federal income tax from your pay.
- **Form W-4 ME:** Complete the W-4 ME form, so that your employer (Town of Wayne) can withhold the correct state income tax from your pay.

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

Sincerely,

Aaron Chrostowsky
Town Manager



Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit www.justice.gov/crt/about/osc.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

1. A citizen of the United States

2. A noncitizen national of the United States: Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

3. A lawful permanent resident: A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

4. An alien authorized to work: If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

If you check this box:

a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CBP).

(1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

(2) If you obtained your admission number from USCIS *within the United States*, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

Preparer and/or Translator Certification

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

Minors and Certain Employees with Disabilities (Special Placement)

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on www.uscis.gov/I-9Central before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include (1) the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and (2) the employer writing "minor under age 18" or "special placement" under List B in Section 2.

Section 2. Employer or Authorized Representative Review and Verification

Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A **OR** a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should **not** present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

- a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); **and** the program end date from Form I-20 or DS-2019.
3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.
4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.
5. Sign and date the attestation on the date Section 2 is completed.
6. Record the employer's business name and address.
7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for **ALL** new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.

Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central (www.uscis.gov/I-9Central) for examples.

Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.
2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.
2. Record the number and other required document information from the actual document presented.
3. Initial and date the change.

See the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* at www.uscis.gov/I-9Central for more information on receipts.

Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when reverifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the reverification requirement, the employer should reverify by the earlier date.

For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
 - a. The employment authorization or employment authorization document of a current employee is about to expire and requires reverification; or
 - b. You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

To complete Block C:

- a. Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
 - b. Record the document title, document number, and expiration date (if any).
4. After completing block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

For reverification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during reverification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of reverification, you must complete Section 3 of that version of the form.

What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the "USCIS Privacy Act Statement" below.

USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)*.

You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9Central, by e-mailing USCIS at I-9Central@dhs.gov, or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028**.

To obtain USCIS forms or the *Handbook for Employers*, you can download them from the USCIS Web site at www.uscis.gov/forms. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by contacting the USCIS National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired), call **1-800-767-1833**.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by e-mailing USCIS at E-Verify@dhs.gov or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028**.

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling **1-888-897-7781**. For TDD (hearing impaired), call **1-877-875-6028**.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number		E-mail Address		Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

3-D Barcode
Do Not Write In This Space

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			Zip Code



Employer Completes Next Page



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

**3-D Barcode
Do Not Write In This Space**

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name (Family Name)		First Name (Given Name)		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town	State	Zip Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
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C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
-----------------	------------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child 	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>

For accuracy, complete all worksheets that apply.

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 2014
1 Your first name and middle initial Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5 <u> </u>	6 \$ <u> </u>
7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ <u> </u>		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2014 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1950) of your income, and miscellaneous deductions. For 2014, you may have to reduce your itemized deductions if your income is over \$305,050 and you are married filing jointly or are a qualifying widow(er); \$279,650 if you are head of household; \$254,200 if you are single and not head of household or a qualifying widow(er); or \$152,525 if you are married filing separately. See Pub. 505 for details. 1 \$ _____
- 2 Enter: $\left\{ \begin{array}{l} \$12,400 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,100 \text{ if head of household} \\ \$6,200 \text{ if single or married filing separately} \end{array} \right\}$ 2 \$ _____
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-". 3 \$ _____
- 4 Enter an estimate of your 2014 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$ _____
- 5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2014 Form W-4* worksheet in Pub. 505.) 5 \$ _____
- 6 Enter an estimate of your 2014 nonwage income (such as dividends or interest) 6 \$ _____
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-". 7 \$ _____
- 8 **Divide** the amount on line 7 by \$3,950 and enter the result here. Drop any fraction 8 _____
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 9 _____
- 10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 10 _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1 _____
 - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2 _____
 - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet. 3 _____
- Note.** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet 4 _____
 - 5 Enter the number from line 1 of this worksheet 5 _____
 - 6 **Subtract** line 5 from line 4 6 _____
 - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____
 - 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
 - 9 Divide line 8 by the number of pay periods remaining in 2014. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2014. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are--	Enter on line 2 above	If wages from LOWEST paying job are--	Enter on line 2 above	If wages from HIGHEST paying job are--	Enter on line 7 above	If wages from HIGHEST paying job are--	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$6,000	0	\$0 - \$74,000	\$590	\$0 - \$37,000	\$590
6,001 - 13,000	1	6,001 - 16,000	1	74,001 - 130,000	990	37,001 - 80,000	990
13,001 - 24,000	2	16,001 - 25,000	2	130,001 - 200,000	1,110	80,001 - 175,000	1,110
24,001 - 26,000	3	25,001 - 34,000	3	200,001 - 355,000	1,300	175,001 - 385,000	1,300
26,001 - 33,000	4	34,001 - 43,000	4	355,001 - 400,000	1,380	385,001 and over	1,560
33,001 - 43,000	5	43,001 - 70,000	5	400,001 and over	1,560		
43,001 - 49,000	6	70,001 - 85,000	6				
49,001 - 60,000	7	85,001 - 110,000	7				
60,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**FORM
W-4ME**

**MAINE
Employee's Withholding Allowance Certificate**

1. Type or print your first name _____ M.I. _____ Last name _____ Home address (number and street or rural route) _____ City or town _____ State _____ ZIP code _____	2. Your social security number _____ - _____ - _____ 3. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withholding at higher single rate <small>Note: If married but legally separated, or spouse is a nonresident alien, check the single box.</small>
4. Total number of allowances you are claiming from line C of the personal allowances worksheet below 4. _____	
5. Additional amount, if any, you want withheld from your paycheck..... 5. \$ _____	
6. If you do not want any state income tax withheld, check the appropriate box that applies to you (you must qualify - see instructions below). By signing below, you certify that you qualify for the exemption that you select:	
a. You claimed "Exempt" on line 7 of your federal Form W-4 6a. <input type="checkbox"/>	
b. You completed federal Form W-4P and checked the box on line 1 6b. <input type="checkbox"/>	
c. You are a resident employee with no Maine tax liability in prior or current year 6c. <input type="checkbox"/>	
d. You are a recipient of periodic retirement payments with no tax liability in prior or current year 6d. <input type="checkbox"/>	
e. Your spouse is a member of the military assigned to a location in Maine and you qualify for exemption under the Military Spouse's Residency Relief Act. You must attach supporting documents. See instructions..... 6e. <input type="checkbox"/>	

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances or the exemption claimed on this certificate.

EMPLOYEE'S/PAYEE'S SIGNATURE

(Form is not valid unless you sign it.) ▶

Date ▶

TO BE COMPLETED BY EMPLOYER/PAYER (see instructions)

7. Employer/Payer Name and Address (Employer/Payer: Complete lines 7, 8, 9, and 10 only if sending to Maine Revenue Services) _____	8. Identification Number _____
9. Employer/Payer Contact Person: _____	10. Contact Person's Phone Number: _____ (_____) _____ - _____

----- Cut here and give the certificate above to your employer. Keep the part below for your records. -----

Personal Allowances Worksheet - for line 4 above

A. Number of allowances claimed on federal Form W-4, line 5 or Form W-4P, line 2. A. _____	
B. Less: Number of allowances claimed on federal Form W-4 Personal Allowances Worksheet, line G for the Child Tax Credit..... B. _____	
C. Maximum number of allowances for Maine purposes (line A minus line B). Enter here and on line 4 above. See line 4 instructions below if you want to claim fewer allowances or more allowances than claimed for federal purposes..... C. _____	

Employee/Payee Instructions

Purpose: Complete Form W-4ME so your employer/payer can withhold the correct Maine income tax from your pay. Because your tax situation may change, you may want to recalculate your withholding each year.

Line 4. If you qualify for one of the Maine exemptions from withholding, please complete lines 1, 2, 3 and 6, and sign the form. Otherwise, complete the Personal Allowances worksheet above. You may claim fewer allowances than you are entitled to, but you must obtain special permission from the State Tax Assessor if you want to claim more allowances than claimed on your federal Form W-4.

Box 3. Select the marital status that applies to you. You must select the same marital status you selected on your federal Form W-4, except that married individuals have the option of withholding at the higher single rate. Nonresident aliens are required to check the single box regardless of actual marital status.

Line 6. Exemptions from withholding:

Line 6a. You may check this box if you claimed "Exempt" on line 7 of your federal Form W-4. Do not check this box if you want Maine income taxes

withheld even though you are exempt from federal withholding.

Line 6b. You may check this box if you completed federal Form W-4P and put a check in the box on line 1. Do not check this box if you want Maine income taxes withheld even though you are exempt from federal withholding.

Line 6c. You may elect this exemption if you are an employee receiving wages and you meet both of the following conditions:

1. You had **no** Maine income tax liability last year, and
2. You reasonably expect to have **no** Maine income tax liability this year.

This exemption will expire at the end of the year and you must complete a new Form W-4ME for next year or you will be subject to Maine withholding at the maximum rate.

Line 6d. You may elect this exemption if you receive periodic retirement payments pursuant to IRC § 3405, you had no Maine income tax liability in the prior year and you reasonably expect you will have no Maine income tax liability this year. This election will remain in effect until you complete a new Form W-4ME.

instructions continued on next page

Line 6e. If you are the spouse of a member of the military, you may claim exemption from Maine withholding if you meet the following requirements:

1. Your spouse is a member of the military located in Maine in compliance with military orders.
2. You are in Maine solely to be with your spouse.
3. You and your spouse have the same domicile in a state other than Maine.
4. You attach a copy of your spouse's latest Leave and Earning Statement reflecting an assignment location in Maine.

5. You present your military ID to your employer. The ID must identify you as a military spouse.

Your exemption will expire at the end of the calendar year during which you submit Form W-4ME claiming the exemption, at which time you must complete and submit a new Maine Form W-4ME for the new year.

Note: You may be subject to penalty if you do not have sufficient withholding to meet your Maine income tax liability.

Notice to Employers and Other Payers

Maine law requires employers and other persons to withhold money from certain payments, most commonly wages, retirement payments and gambling winnings, and remit to Maine Revenue Services for application against the Maine income tax liability of employees and other payees. The amount of withholding must be calculated according to the provisions of Rule No. 803 (See www.maine.gov/revenue/rules) and must constitute a reasonable estimate of Maine income tax due on the receipt of the payment. Amounts withheld must be paid over to Maine Revenue Services on a periodic basis as provided by Title 36 M.R.S.A. Chapter 827 (§§ 5250 - 5255-B) and Rule No. 803 (18-125 CMR 803).

Employer/Payer Information for Completing Form W-4ME

An employer/payer is required to submit a copy of Form W-4ME, along with a copy of any supporting information provided by the employee/payee, to Maine Revenue Services if:

- A. The employer/payer is required to submit a copy of federal Form W-4 to the Internal Revenue Service either by written notice or by published guidance as required by federal regulation 26 CFR 31.3402(f)(2)-1(g); or
- B. An employee performing personal services in Maine furnishes a Form W-4ME to the employer containing a non-Maine address and, for any reason, claims no Maine income tax is to be withheld. This submission is not required if the employer reasonably expects that the employee will earn annual Maine-source income of less than \$5,000 or if the employee is a nonresident working in Maine for no more than 10 days for the calendar year and is, therefore, exempt from Maine income tax withholding pursuant to MRS Rule 803 Section 3.1.1.1.

Submit copies of Form W-4ME directly to the MRS Withholding Unit separately from any other tax filing.

Employers/Payers must complete lines 7 through 10 only if required to submit a copy of Form W-4ME to Maine Revenue Services.

- ✓ Line 7 Enter employer/payer name and business address.
- ✓ Line 8 Enter employer/payer federal identification number (EIN and/or SSN).
- ✓ Line 9 Enter employer/payer contact person who can answer questions about withholding (i.e. human resources person, company officer, accountant, etc.)
- ✓ Line 10 Enter employer/payer contact person's phone number.

Important Information for Employers/Payers

Missing or invalid Forms W-4, W-4P or W-4ME. If any of the circumstances below occur, the employer or payer must withhold as if the employee or payee were single and claiming no allowances. Maine income tax must be withheld at this rate until such time that the employee or payee provides a valid Form W-4ME.

- (1) The employee/payee has not provided a valid, signed Form W-4ME;
- (2) The employee's/payee's Form W-4 or W-4P is determined to be invalid for purposes of federal withholding;
- (3) The Assessor notifies the employer/payer that the employee's/payee's Form W-4ME is invalid; or
- (4) The employee's/payee's Personal Withholding Allowance Variance Certificate has expired, a new variance certificate has not been approved and submitted to the employer/payer and the payee has not provided the payer with a valid Form W-4ME.

Exemptions from withholding Form W-4ME, line 6. Generally, employers/payers must withhold from payments subject to Maine income tax unless an exemption is claimed on line 6.

Federal exemption from withholding (see lines 6a and 6b). An employee/payee who is exempt from federal income tax withholding is also exempt from Maine income tax withholding. This includes recipients of periodic retirement payments who are exempt from federal income tax withholding. The employee/payee must check the applicable box on line 6. An employee/payee exempt from federal withholding that wants Maine withholding must leave line 6 blank.

Resident employee exemption from Maine withholding (see line 6c). A resident employee who is subject to federal income tax withholding is exempt from Maine income tax withholding if the employee had no Maine tax liability for the prior year and expects to have no Maine tax liability for the current year. The exemption on line 6c expires at the end of each year. If the employee fails to submit a new Form W-4ME for the next calendar year, the employer must begin withholding at the single rate with no allowances.

Withholding from payments to nonresident employees. An employee who is exempt from Maine income tax because of the nontaxable thresholds applicable to nonresidents is not required to complete and submit Form W-4ME; however, an employee becomes subject to Maine income tax withholding immediately upon exceeding a threshold at any time during the year. Because all income earned in Maine is taxable by Maine once a threshold is exceeded, employers should work with affected employees to ensure that Maine withholding is adequate to cover Maine income tax liability for the year. This may require the employee submitting a new Form W-4ME with the employer.

Withholding exemption for periodic retirement payments (see line 6d). Recipients of periodic retirement payments as defined by IRC § 3405 that are subject to federal income tax withholding are exempt from Maine income tax withholding if the recipient certifies (by checking the box on line 6c) that he or she had no Maine income tax liability for the prior year and expects to have no Maine income tax liability for the current year. The exemption remains in effect until the recipient submits an updated Form W-4ME.

Exemptions under the Military Spouse's Residency Relief Act (MSRRA). If the box on line 6e is checked, the employer must:

- (1) Ensure that a copy of the military member's Leave and Earnings Statement (LES) is attached, and verify that the assignment location entered on the LES is a location in Maine; and
- (2) Review the employee's military ID to ensure that the date on the ID is not more than four years prior to the date on the employee's Form W-4ME, and that the ID denotes the employee as a current military spouse.

An exemption claimed on line 6e expires at the end of the calendar year. If the employee does not submit a new Maine Form W-4ME, the employer must begin withholding for the first pay period in the following year at the maximum rate (single with one allowance).

See the employee instructions for line 6e above for more information about this exemption.