

Town of Wayne Selectboard

MEMBERS: Don Welsh, Trent Emery, Amy Black, Stan Davis, and Lloyd Irland

Meeting Agenda

Date: Tuesday July 21, 2020

Time: 6:30 PM.

Place: "Remote Participation Only"

Join Zoom Meeting

<https://us02web.zoom.us/j/83714984829?pwd=aGxyRHJmTDVaVFNkRzBUT2hZRjVWQT09>

Meeting ID: 837 1498 4829

Passcode: 933353

Selectboard Members Present / Quorum.

Call Meeting to Order.

We encourage everyone in attendance to read the Selectboard Bylaws.

Selectboard Meetings are working meetings between Board members and town staff.

All participants must be recognized by the Chairperson before speaking.

Pledge of Allegiance.

Selectboard Present / Quorum.

Business Agenda.

a. OATH OF OFFICE: SELECTMAN/ ASSESSOR/ OVERSEER OF POOR.

Don Welsh (3-Year Term).

Lloyd Irland (3-Year Term).

b. ELECTION OF CHAIR & VICE-CHAIR.

MOTION: Move to nominate _____ for Chair.

MOTION: Move to nominate _____ for Vice-Chair.

c. BYLAWS OF SELECTBOARD

Manager Recommendation: Move the Board to adopt Bylaws of Selectboard.

d. SELECTMEN MEETING DATES / TIME / PLACE FOR FISCAL YEAR 2020 / 2021.

Manager Recommendation: Move the Board to adopt the manager recommended Selectboard Meeting Schedule including DATES / TIME / PLACE FOR FISCAL YEAR 2020 / 2021.

e. ORDER OF THE MUNICIPAL OFFICERS, Pursuant to 36 M.R.S.A. § 906.

Manager Recommendation: Move the Board to adopt Order of the Municipal Officers, Pursuant to 36 M.R.S.A. § 906.

f. Maine Freedom of Access Law.

Manager Recommendation: Discussion Only.

g. Board Goal Setting and Priorities.

Manager Recommendation: Take any action needed.

Meeting Minutes.

h. Consider approving the Selectboard meeting minutes for June 16, 2020.

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for June 16, 2020.

i. Consider approving the Selectboard meeting minutes for July 7, 2020.

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for July 7, 2020.

j. Consider approving the Annual Town Meeting Minutes for July 14, 2020.

Manager Recommendation: Move the Board to approve the **Annual Town Meeting Minutes** for July 14, 2020.

Warrants.

a. Consider approving Payroll Warrant #3.

Manager Recommendation: Move the Board to approve Payroll Warrant #3 in the amount of \$____.____.

b. Consider approving Accounts Payable Warrant #4.

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #4 in the amount of \$____.____.

New Business.

a. Appoint Don Welsh to be the Town's Representative to the Androscoggin Lake Improvement Corporation.

Manager Recommendation: Move the Board to appoint Don Welsh to be the Town's Town Representative to the Androscoggin Lake Improvement Corporation.

b. Mooring Ordinance.

Manager Recommendation: Move the Board to appoint a representative or representatives to investigate a residents complaint regarding moorings.

c. Diversity Policy/ Training

Manager Recommendation: Take any action deemed necessary.

Old Business.

Selectboard Goals.

a. Aging at Home

b. Broadband.

- Consider adopting similar Board Resolution.

c. Facilities Plan

d. High-water Event.

- Met with MEMA Dam Inspector regarding Wayne Village Dam.

e. Village Advisory Committee.

- Met with MaineDOT to discuss Rte. 133 Roadwork.

f. Renewable Energy Advisory Committee.

Supplements and Abatements.

Town Manager Report.

a. Paving Update.

b. Roadside Mowing.

c. Sand/ Shed Update.

d. Transfer Station Update.

e. Town News.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled for **Tuesday August 4, 2020 at 6:30 PM** "Remotely".

Please remember Selectboard Meetings are working meetings between Board members and town staff.

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>

Selectboard FY 2020 - 2021

Don Welsh

220 Leadbetter Road
Wayne, Maine 04284
(207) 685-4117
dtwelsh277@gmail.com

Term Expires 2023
(3-Year Term)

Trent Emery

137 Besse Road
Wayne, Maine 04284
(207) 615-4488
emeryfarm@gmail.com

Term Expires 2022
(3-Year Term)

Amy Black

383 Old Winthrop Road
Wayne, ME 04284
(207) 592-6439
ablack1503@aol.com

Term Expires 2021
(3-Year Term)

Stan Davis

409 North Wayne Road
Wayne, ME 04284
(207) 685-9639
stanleyfdavis@gmail.com

Term Expires 2021
(3-Year Term)

Lloyd Irland

174 Lord Road
Wayne, ME 04284
(207) 685-9613
lcirland@gmail.com

Term Expires 2023
(3-Year Term)

Staff Contact:

Aaron Chrostowsky, Town Manager

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
(207) 685-4983
townmanager@waynemaine.org

OATH OF MUNICIPAL OFFICIAL
(Except Moderator or Clerk)

Town of Wayne, Maine

*I, **Don Welsh**, do solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States, and of the State of Maine; that I will in all respects observe the provisions of the Charter and Ordinances of the Town of Wayne, and will faithfully discharge the duties of the office of **Selectboard, Board of Assessors and Overseer of Poor**. SO HELP ME GOD!*

Dated: 7/21/2020

Don Welsh

Wayne, Maine

Subscribed and sworn to before me,

Town Manager

OATH OF MUNICIPAL OFFICIAL
(Except Moderator or Clerk)

Town of Wayne, Maine

*I, **Lloyd Irland**, do solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States, and of the State of Maine; that I will in all respects observe the provisions of the Charter and Ordinances of the Town of Wayne, and will faithfully discharge the duties of the office of **Selectboard, Board of Assessors and Overseer of Poor**. SO HELP ME GOD!*

Dated: 7/21/2020

Lloyd Irland

Wayne, Maine

Subscribed and sworn to before me,

Town Manager

**TOWN OF WAYNE
SELECTBOARD**

**Election of Board Leadership
SECRET BALLOT**

CHAIR: _____

VICE-CHAIR: _____

TOWN OF WAYNE, MAINE SELECTBOARD BYLAWS

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Selectboard (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Qualifications, Terms, Vacancy, and Board Roles and Responsibilities

Basic Qualifications:

To serve as Municipal Officer (Selectboard member), you must be at least 18 years old, a resident of the State in addition to a US citizen, and a register voter in municipality in which you serve (30-A MRSA §2526(3)).

Terms:

The Selectboard shall consist of five members who shall be elected by the legislative body and who shall be registered voters of the Town. Members shall serve for terms of three years. *No other official or employee of the Town may be a voting member.*

Vacancy:

If a vacancy exists, the selectmen may call a special town meeting to elect a qualified person to fill the vacancy. The appointment is for the full, unexpired term. (30-A MRSA §2602).

Board Roles and Responsibilities:

The Selectboard is the executive branch for the Town Meeting-Selectboard-Town Manager Form of Government. The Selectboard has several general key areas oversight:

- Management of the municipal finances;
- Protect the health, safety and welfare of the residents, in accordance with federal, State, and local laws and regulations;
- Management of public property and personnel;
- Management of contracts and relations with other State and local agencies and public;
- Authority to make law (ordinances- traffic control, general assistance);
- Issuing certain permits and licenses (liquor permits);

Section 4. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice-Chair to be chosen annually at the first Board meeting in July by and from among Board members. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority.

Notwithstanding the presence of the Chair, the Selectman may, by unanimous consent, authorize the Vice-Chair to preside at that Board meeting. In that instance the Vice-Chair is to have and exercise any and all authority conferred upon the Chair. In a situation where the Chair and the Vice-Chair of the Board are absent, the Board shall appoint by affirmative majority vote of its present members present, a temporary Chair of the Board to serve until such a time as the Chair or Vice-Chair returns to the Chair. The temporary Chair is to have and exercise any and all authority conferred upon the permanent Chair. The Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 4. Meetings

Regular meetings of the Board should be held every other Tuesday at 6:30 PM or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member at least twenty-four hours in advance, whenever possible, and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law. The Town Manager or designee will post all meeting notices at the following locations:

1. Wayne Post Office;
2. Wayne General Store;
3. Cobbie's Corner Store;
4. Town Office;
5. North Wayne Building "Old Town Office"; and
6. Town of Wayne Website

All such meetings shall be open to the public except otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. The regular order of business at meetings shall be as follows:

1. Selectboard members Present/ Quorum.

2. Call meeting to Order.

We encourage everyone in attendance to read the Selectboard Bylaws. Selectboard Meetings are working meetings between Board members and town staff. All participants must be recognized by the Chairpersons before speaking.

3. Pledge of Allegiance.

4. Conflict of Interest.

5. Meeting Minutes.

6. Warrants.

7. Old Business.

8. New Business.

9. Supplements / Abatements

10. Town Manager Report.

11. Board Member Reports.

12. Public Comments.

13. Adjourn.

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The motion to go into executive session must indicate the precise subject matter, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process. The motion also must “include a citation of one or more sources of statutory or other authority that permits an executive session for that business”.

<u>Reason for Executive Session</u>	<u>Statutory Citation</u>
• Personnel Matters:	1 M.R.S.A §405(6)(A)
• Acquisition or sale of real property or economic development:	1 M.R.S.A §405(6)(B)
• Labor negotiations:	1 M.R.S.A §405(6)(C)
• Consultations with legal counsel:	1 M.R.S.A §405(6)(E)
• Discussion of confidential records:	1 M.R.S.A §405(6)(F)
• Poverty abatements:	36 M.R.S.A §841(2)

The motion must carry by at least 3/5 of the members present. No topic other than that referred to in the motion shall be discussed during executive session. All matters discussed during the executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board. No votes/ decisions shall be made in Executive Session. All votes/ decisions shall be made out of executive session for the record.

Section 5. Public to Address Board

The Selectboard encourages citizens of the Town of Wayne to attend Board meetings, conducted at the Town office at 6:30 Tuesday evenings, which are open to both the press and the public except during executive sessions. Executive sessions, which usually occur at the end of a meeting, deal with topics that the open discussion of which may potentially harm the Town, affected individuals or both, or are authorized / mandated by state law. The Selectboard follows state law with regard to executive sessions. The Board encourages residents to bring issues of concern or interest of an individual or of the community to the attention of the Selectboard. Citizen involvement in Town governance enhances the sense of community that makes Wayne a great place to live, work and visit. Selectboard meetings follow an agenda, which lists the issues the Board will address. The Board wants to hear from citizens and recognizes one way for residents to participate is to speak out in the "Public Comments" sections of each Select Board Meeting. The Selectboard also recognizes that efficient, productive and orderly meetings are essential to ensure full and fair consideration of agenda subjects at each meeting. To balance these two interests, the Selectboard adopts this Policy to govern the "Public Comments" agenda item of the meetings.

Citizens will be allowed to comment on each agenda item, with comments pertaining only to the item being discussed before final action is taken. Comments will be limited to three to five minutes per person.

There will be one "Public Comments" segment at each regularly scheduled Select Board Meeting at the end of the meeting. Each "Public Comments" segment is limited to fifteen minutes, allowing three (3) minutes per person. Repeat speakers shall be allowed to speak again after anyone wishing to speak has done so and we are still in the fifteen minute allotted time frame. The full fifteen minute time interval will not be reserved for potential discussion. A citizen who is present at the meeting may request the Select Board to extend the Public Comments time, with the Select Board voting on the amount of time and either accepting or rejecting the additional time allocation requested.

All Public comments or questions shall be directed to the Chairperson, who will recognize each speaker in turn. Remarks may not exceed three minutes per speaker. ***Each speaker must identify him/herself and the group he/she represents***, if applicable. Speakers may not "read into the record" remarks prepared for or directed to another person or entity. This segment of the agenda is intended for brief, usually informal, discussions.

A speaker requesting to present a more formal or comprehensive discussion may request in advance to be on the agenda for that evening. To request to be on the agenda, one should contact the Town Manager by Wednesday noon prior to the following scheduled Select Board Meeting. The "Public Comments" segment is not an

appropriate time to request an interpretation and/or decision of the Select Board. All reasonable requests will be considered, but will be at the Select Board Chairperson's discretion whether to allow an agenda item, depending on the nature of the request and the time available at a specific meeting. Any request to be on the agenda denied by the Chairperson of the Board, may be brought forth before the entire Select Board during Public Comments time for the entire Select Board to review. If a motion is made and passes to add the item to a future agenda, the Chairperson will add it to the agenda within the next two scheduled Select Board meetings.

The Select Board will not accept written materials distributed at a Select Board meeting, other than petitions submitted in accordance with state law. Individuals or groups must submit written materials for the Board's attention to the Chairperson of the Select Board, no later than noon on the Monday before the next scheduled Select Board meeting. The Chairperson shall provide to the Town Manager any written materials received from the public for distribution to all Board members.

Individuals or groups who desire a response from the Select Board are advised to contact the Town Manager and all Select Board Members to request placing an item on the Board's agenda for discussion or submit a letter rather than relying on a "Public Comments" session. The Select Board shall note any concerns, questions, comments and communications from the public and possibly address at a following meeting. The Chairperson also could direct the individual or group to an appropriate resource for further information. The Select Board will not enter into debate with the public on a topic but may provide factual information regarding the substance of a comment or ask clarifying questions. Following the meeting, the Chairperson, on behalf of the Select Board will submit contact information (if provided) for the member of the public who asked a question or provided a comment to the appropriate resource for further information, if needed.

Questions about Town affairs and criticisms or concerns about Town policies, actions, or programs are welcome, provided they do not become personal.

No personal attacks on any individual or firm, including Town employees, Town officials, or members of the public, will be tolerated during any meetings. Please direct concerns about Town officials to the Chairperson of the Select Board outside the public meeting. Complaints concerning any employee of the Town, other than the Town Manager, shall be directed only to the Town Manager and are not permitted to be publicly discussed, pursuant to Maine Labor Laws. Complaints involving the Town Manager shall be directed to the Select Board for consideration, but are not permitted to be discussed pursuant to Maine Labor Laws.

The Select Board vests in its Chairperson the discretion to terminate any remarks if the speaker does not adhere to this policy. At any time, remaining Select Board may call a point of order and ask the Chairperson to address any individual(s) that are not abiding by this policy. This pertains to the public, Select Board Members, and all Town employees.

Section 6. Workshop Sessions

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

Section 7. Agenda Items

All agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager three working days prior to any regular or special meeting. The Town Manager will draft the agenda and obtain the Chair's approval before distribution. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The Chair may present the matter to be considered by the Board, with a majority vote of Board members present required for it to be included on the agenda.

The Town Manager will post and distribute agenda packets to all Selectboard members by Monday at ~~12 Noon~~ 5:00 PM before the Selectboard meeting unless express permission given by the Board Chair.

Section 8. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however that formal rule of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that

the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 9. Board Action.

Selectboard members have no individual authority in the administration; however, the Town's action is based on the Selectboard's collective authority.

Majority of the full board must vote in the affirmative to pass a motion. "Not the majority of those present and voting take action." For our Selectboard, which has 5 members, majority would be 3 members, so in order for motion to pass, 3 members would need to vote in the affirmative.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other. Disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown. Those present, in those circumstances, who refuse to vote are regarded as having voted affirmatively – for the motion on the floor- if there is a tie vote. If there is a majority vote, then they are regarded as having voted with the majority.

Section 10. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 11. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 12. Waivers; Amendments

These bylaws, or any provisions thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Board.

Section 13. Oath of Office.

At the first Board meeting in July, the Oath of Office will be administered by the Town Clerk or his/her designee to newly elected Selectboard members.

Below is the Oath of Office to be administered:

I, XXXX, do solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States, and of the State of Maine; that I will in all respects observe the provisions of the Charter and Ordinances of the Town of Wayne, and will faithfully discharge the duties of the office of Selectboard, Board of Assessors and Overseer of Poor. SO HELP ME GOD.

Section 14. Training For Elected Officials on Maine's Freedom of Access Law.

Selectboard members must complete training on the requirements of Maine's Freedom of Access laws relating to public records and proceedings (1 M.R.S.A. § 412). Selectboard members must complete the training within 120 days after the official takes the oath of office.

After completing the training, Selectboard members are required to make a written record attesting that the training has been completed. The record will be filed at the Town Office, which will be available to the public upon request.

Section 15. Legal Counsel.

1. The Town Manager will promptly inform the Selectboard Chair as to the Town's receipt of service of a Complaint or other pleading filed against the Town in Federal, State, or other judicial or administrative forum and will promptly notify the Town's liability insurer as to the receipt of a complaint or other pleadings which may potentially be covered under the Town's insurance policy. Within fourteen (14) days after the Town's receipt of service, the Board will meet to determine whether legal counsel needs to be retained, and decide what legal counsel will be retained to represent the Town's interest in defense of such legal action.

2. A Notice of Tort Claim served upon the Town will promptly be delivered to the Town's Liability Insurer and a copy will be provided to each Selectboard member before the next Board meeting.

3. No legal action will be filed or otherwise prosecuted by the Town without prior authorization by the Selectboard.

4. The authorization to retain legal service for a specific matter will be approved by the Selectboard.

5. Only current members of the Selectboard, Town Manager, Town Clerk and Code Enforcement may request written and/ or telephonic legal opinions from the Maine Municipal Association (MMA) Legal Department.

Section 16. Personnel Complaints

The Selectboard agrees to follow this specific procedure for receiving, investigating and responding/ resolving citizen complaints about town government action or inaction including the conduct of any Town Official or department.

1. In the event that a member of the Selectboard, resident, non-resident and/ or staff member transmits to the Town Manager, either verbally or in writing, a complaint or grievance about town government action or inaction, including the conduct of any Town Official or department, that Member or Town Manager shall prepare a written memorandum summarizing the complaint or grievance, which shall be confidentially filed by the Town Manager and confidentially forwarded to all other members of the Selectboard, such as by confidential inclusion in the next Selectboard Meeting packet of information.

2. The Town Manager may, in his discretion, await further action by the Selectboard, including its decision whether to schedule an executive session for a personnel issue, before proceeding further to investigate or respond to the matter.

RULES OF PROCEDURES ADOPTED BY THE SELECTBOARD ON August 21, 2019 BY:

Donald Welsh

Trent Emery

Amy Black

Stan Davis

Lloyd Irland

Attest:

Aaron Chrostowsky, Town Manager

Last Updated: 7/2019

**Town of Wayne, Maine
SELECTBOARD
FY 2020-2021
Meeting Schedule**

July 2020

July 7, 2020
July 21, 2020

August 2020

August 4, 2020
August 18, 2020

September 2020

September 1, 2020
September 15, 2020

October 2020

October 6, 2020
October 20, 2020

November 2020

November 3, 2020
November 17, 2020

December 2020

December 1, 2020
December 15, 2020

January 2021

January 5, 2021
January 19, 2021

February 2021

February 2, 2021
February 16, 2021

March 2021

March 2, 2021
March 16, 2021

April 2021

April 6, 2021
April 20, 2021

May 2021

May 4, 2021
May 18, 2021

June 2021

June 1, 2021
June 8, 2021²
June 9, 2021³
June 15, 2021

Notes:

1. Annual Town Meeting – Election of Town Officers, Referendum
2. Annual Town Meeting – Budget Meeting

All regular meetings will be held at the Wayne Elementary School at 48 Pond Road, Wayne, ME at 6:30 PM. Notices will be posted for all regular, special and emergency meetings at following locations around Town; 1) Wayne General Store; 2) Wayne Post Office; 3) old Town Office in North Wayne; 4) outside new Town Office and the Town website at <http://www.waynemaine.org/>. Please don't hesitate to contact the Town Office at (207) 685-4983, if you have any questions about the agenda or meeting date, time or location.

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>

ORDER OF THE MUNICIPAL OFFICERS Pursuant to 36 M.R.S.A. § 906

We, the Municipal Officers of the Town of Wayne, Maine upon the request of the Tax Collector / Treasurer of the Town of Wayne, Maine, hereby authorize and direct the Tax Collector / Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, Section 906, to apply any tax payment received from an individual as payment for any property tax against an outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Dated: July 21, 2020

Municipal Officers:

Donald Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

ACKNOWLEDGEMENT

We, the Tax Collector and Treasurer of the Town of Wayne, Maine, hereby acknowledge making the aforesaid request and receipt of the above Order.

Dated: July 21, 2020

Dawna Gardner, Tax Collector

Bruce Mercier, Treasurer

Maine Freedom of Access Act: Your Right to Know

Home → Training

Training For Elected Officials on Maine's Freedom of Access Law

Training related to public records and public proceedings

Beginning July 1, 2008, elected officials must complete training on the requirements of Maine's Freedom of Access laws relating to public records and proceedings. The law, enacted upon the recommendation of the Right to Know Advisory Committee, requires that those elected officials serving in office on July 1, 2008 must complete the training by November 1, 2008. Public officials elected after July 1st must complete the training within 120 days after the official takes the oath of office.

Minimum requirements for training

At a minimum, the training must be designed to be completed in less than 2 hours and include instruction in:

1. the general legal requirements regarding public records and public proceedings;
2. the procedures and requirements regarding complying with a request for a public record;
and
3. the penalties and other consequences for failure to comply with the law.

Elected officials can meet the training requirement by conducting a thorough review of the material on the Frequently Asked Question (FAQ) page of this website or by completing another training course that includes all of this information but may include additional information. *Training courses do not need the approval of the Right to Know Advisory Committee, or any other State agency.*

Elected officials required to complete training

Elected officials required to complete the training include:

1. the Governor;
2. Attorney General, Secretary of State, Treasurer of State and State Auditor;
3. Legislators elected after November 1, 2008;
4. Commissioners, treasurers, district attorneys, registers of deeds, registers of probate and budget committee members of any county;
5. Municipal officers, clerks, treasurers, assessors and budget committee members of municipal governments;
6. Officials of school units and school boards; and
7. Officials of regional or other political subdivisions, including officials of water districts, sanitary districts, hospital districts, transit districts or regional transportation districts.

Certification and record of completed training

After completing the training, elected officials are required to make a written or electronic record attesting that the training has been completed. The record, which will be available to the public, must be kept by the elected official or filed with the public entity to which the official was elected. A sample training completion form (PDF) (This file requires the free Adobe Reader) is available for use by elected officials.

Credits

Copyright © 2012
All rights reserved.

Maine Freedom of Access Act: Your Right to Know

Home → Frequently Asked Questions

Frequently Asked Questions (FAQ)

General Questions | Public Records | Public Proceedings

GENERAL QUESTIONS

What is the Freedom of Access Act?

The Freedom of Access Act (FOAA) is a state statute that is intended to open the government of Maine by guaranteeing access to the "public records" and "public proceedings" of state and local government bodies and agencies.

Are federal agencies covered by the Freedom of Access Act?

No. The FOAA does not apply to federal agencies operating in Maine or to federal government records. A similar but different federal statute called the Freedom of Information Act (FOIA) applies to the federal government. This federal statute does not apply to state or local government bodies, agencies or officials.

For more general information on the Freedom of Information Act go to:

[FOIA.gov](https://www.foia.gov) - Freedom of Information Act

Who enforces the Freedom of Access Act?

Any aggrieved person may appeal to any Superior Court in the state to seek relief for an alleged violation of the FOAA. 1 M.R.S. § 409(1)

Relief can be in the form of an order issued by the court that directs the government body, agency or official to comply with the law, such as by providing access to a public proceeding or by making public records available for inspection or copying.

In addition, the Office of the Attorney General or the District Attorneys may bring an enforcement action seeking penalties if the alleged violation is willful. 1 M.R.S. § 410

What are the penalties for failure to comply with the Freedom of Access Act?

A state government agency or local government entity whose officer or employee commits a willful violation is subject to a fine of not more than \$500 for the first violation; a fine of not more than \$1,000 for a civil violation that was committed not more than 4 years after a previous adjudication of a violation by an officer or employee of the same state government agency or local government entity; or a fine of not more than \$2,000 for a civil violation committed not

more than 4 years after 2 or more previous adjudications of a civil violation by an officer or employee of the same state government agency or local government entity. 1 M.R.S. § 410 Under the current law, there are no criminal penalties for failure to comply with a request for public records. It is a Class D crime to intentionally remove, alter, or destroy documents belonging to a state office. 1 M.R.S. § 452

What is the Public Access Ombudsman?

The Legislature created a public access ombudsman position to review complaints about compliance with the FOAA and attempt to mediate their resolution, as well as answer calls from the public, media, public agencies and officials about the requirements of the law. The ombudsman is also responsible for providing educational materials about the law and preparing advisory opinions. The ombudsman works closely with the Right to Know Advisory Committee in monitoring new developments and considering improvements to the law.

How do I contact the Public Access Ombudsman?

Call the Office of the Attorney General at (207) 626-8577 or get more information online at:

Your Right to Know: Maine's Freedom of Access Act

Who is required to take training on the Freedom of Access Act?

Public access officers and certain officials subject to this section must complete a course of training on the requirements of the FOAA. 1 M.R.S. § 412

Which officials are required to take Freedom of Access training?

Officials required to complete the training include:

- the Governor
- Attorney General, Secretary of State, Treasurer of State and State Auditor
- Legislators
- Commissioners, treasurers, district attorneys, sheriffs, registers of deeds, registers of probate and budget committee members of any county
- Municipal officers, clerks, treasurers, assessors and budget committee members of municipal governments
- Officials of school administrative units
- Officials of regional or other political subdivisions, including officials of water districts, sanitary districts, hospital districts, transit districts or regional transportation districts
- Public access officers.

What is a public access officer?

A public access officer must be designated to serve as the contact person for an agency, county, municipality, school administrative unit and regional or other political subdivision for public records requests. An existing employee is designated public access officer and is responsible for ensuring that public record requests are acknowledged within five working days of receiving the

request and that a good faith estimate of when the response to the request will be complete is provided.

What does the training include?

At a minimum, the training must be designed to be completed in less than 2 hours and include instruction in:

- the general legal requirements regarding public records and public proceedings
- the procedures and requirements regarding complying with a request for a public record
- the penalties and other consequences for failure to comply with the law

Officials and public access officers can meet the training requirement by conducting a thorough review of the material in this FAQ section of the State's Freedom of Access website or by completing another training course that includes all of this information but may include additional information.

Do training courses need to be certified by the Right to Know Advisory Committee?

No. Training courses do not need the approval of the Right to Know Advisory Committee, or any other State agency.

When must the training be completed?

The training requirement must be completed not later than the 120th day after the date the official assumes the person's duties as an official or the person is designated as a public access officer.

How do officials and public access officers certify they have completed the training?

After completing the training, officials and public access officers are required to make a written or electronic record attesting that the training has been completed. The record, which will be available to the public, must be kept by the official or filed with the public entity to which the official was elected or appointed. A public access officer must file the record with the agency or official that designated the public access officer. A sample training completion form is available (PDF) (This file requires the free Adobe Reader).

PUBLIC RECORDS

What is a public record?

The FOAA defines "public record" as "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the

possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business". A number of exceptions are specified. (See the discussion of exemptions below.) 1 M.R.S. § 402(3)

Do I have to be a citizen of this state to submit a Freedom of Access Act request for a public record?

No. The FOAA provides that "a person" has the right to inspect and copy public records. 1 M.R.S. § 408-A

How do I make a Freedom of Access Act request for a public record?

See the How to Make a Request page on this site.

Is there a form that must be used to make a Freedom of Access Act request?

No. There are no required forms.

Does my Freedom of Access Act request have to be in writing?

No. The FOAA does not require that requests for public records be in writing. However, most governmental bodies and agencies ask individuals to submit requests in writing in order to maintain a record of when the request was received and what records were specifically requested.

What should I say in my request?

In order for the governmental body, agency or official to promptly respond to your request, you should be as specific as possible when describing the records you are seeking. If a particular document is required, it should be identified precisely-preferably by author, date and title. However, a request does not have to be that specific. If you cannot identify a specific record, you should clearly explain the type of records you are seeking, from what timeframe and what subject the records should contain. For example, assume you want to obtain a list of active landfills near your home. A request to the state Department of Environmental Protection asking for "all records on landfills" is very broad and would likely produce volumes of records. The fees for such a request would be very high; the agency would likely find your request too vague and ask that you make it more specific. On the other hand, a request for "all records identifying landfills within 20 miles of 147 Main Street in Augusta" is very specific and the request might fail to produce the information you desire because the agency has no record containing data organized in that exact fashion. You might instead consider requesting any record that identifies "all active landfills in Augusta" or "all active landfills in Kennebec County." It is more likely that a record exists which contains this information. You might also want to explain to the agency exactly what information you hope to learn from the record. In other words, if you are really trying to determine whether any active landfills near your home in Augusta accept only wood waste, this additional explanation may help the agency narrow its search and find a record that meets the exact request.

Does an agency have to acknowledge receipt of my request?

Yes. An agency or official must acknowledge receipt of a request within 5 working days of receipt of the request. 1 M.R.S. § 408-A(3)

How does an agency determine the date a request for public records was received?

The date a request for public records was received is the date a sufficient description of the record is received by the agency or official at the office responsible for maintaining the record. 1 M.R.S. § 408-A(3)

Does an agency have to forward my request if I sent it to an office within the agency that does not maintain the record?

A request for records that are maintained by the agency but not by the office of the agency that received the request must be forwarded to the appropriate office or official within the agency without willful delay. 1 M.R.S. § 408-A(3)

Can an agency ask me for clarification concerning my request?

Yes. An agency or official may request clarification concerning which public record or public records are being requested. 1 M.R.S. § 408-A(3)

Does an agency have to estimate how long it will take to respond to my request?

Yes. An agency or official must provide a good faith, nonbinding estimate of how long it will take to comply with the request within a reasonable time of receiving the request. The agency or official shall make a good faith effort to fully respond within the estimated time. 1 M.R.S. § 408-A(3)

When does the agency or official have to make the records available?

The records must be made available "within a reasonable period of time" after the request was made. 1 M.R.S. § 408-A The agency or official can schedule the time for your inspection, conversion and copying of the records during the regular business hours of the agency or official, and at a time that will not delay or inconvenience the regular activities of the agency of official. 1 M.R.S. § 408-A(5)

Can an agency or official delay responding if my request was not directed to the agency public access officer?

No. An agency that receives a request to inspect or copy a public record must acknowledge and respond regardless of whether the request was directed to the public access officer. The unavailability of a public access officer may not be reason for a delay. 1 M.R.S. § 413(3)

What if the agency or official does not have regular office hours?

If the agency or official does not have regular office hours, the name and telephone number of a contact person authorized to provide access to the agency's or official's records must be posted in a conspicuous public place and at the office of the agency or official, if an office exists. 1 M.R.S. § 408-A(5)

Does an agency have to produce records within 5 days of my request?

No. The records that are responsive to a request must be made available "within a reasonable period of time" after the request was made. 1 M.R.S. § 408-A Agencies must acknowledge the request within 5 working days of receipt.

Do I have to go to the agency to inspect the records or can I ask the agency or official to mail me the records?

A person may inspect or copy any public record in the office of the agency or official during reasonable office hours. The agency or official shall mail the copy upon request. The agency may charge a reasonable fee to cover the cost of making the copies for you, as well as actual mailing costs. 1 M.R.S. § 408-A(1), (2), (8)(E)

When may a governmental body refuse to release the records I request?

The FOAA provides that certain categories of documents are not public records. Included among these are records that have been designated confidential by statute, documents subject to a recognized legal privilege such as the attorney-client privilege or the work-product privilege, records describing security plans or procedures designed to prevent acts of terrorism, medical records, juvenile records, and the personal contact information of public employees contained within records.

For a list of records or categories of records deemed by statute to be confidential or otherwise not a public record, see the Statutory Exceptions List. While this listing may not be totally complete, it contains the vast majority of exceptions to the FOAA.

What happens if a public record holds some information that is open to the public and some information that falls within an exception to the Freedom of Access Act?

Some public records contain a mixture of information that is public and information that is confidential or otherwise not subject to public inspection under the FOAA. If the record you requested contains any confidential or excepted information, the custodian will decide if the confidential or excepted information can be adequately redacted or blacked out so that public access can be provided or if public access to the document should be denied.

Must an agency have computer technology resources that allow for maximum accessibility to public records while protecting confidential information?

When purchasing and contracting for computer software and other information technology resources, an agency shall consider the extent to which it will maximize accessibility and

exportability while protecting confidential information that may be contained in the public records. 1 M.R.S. §414

Does an agency have to explain why it denies access to a public record?

Yes. An agency has 5 working days after the receipt of a request to deny the request and state the reason for the denial or state that some or all of the responsive records may be denied once they are located and reviewed. 1 M.R.S. § 408-A(4)

What can I do if an agency fails to provide a written denial?

If an agency does not provide a written denial or a statement that the request may be denied in full or in part following a review within 5 working days of the receipt of the request, this is considered a failure to allow inspection or copying and is subject to appeal. 1 M.R.S. § 408-A(4)

What can I do if I believe an agency has unlawfully withheld a public record?

If you are not satisfied with an agency's decision to withhold access to certain records, you are entitled to appeal, within 30 calendar days of your receipt of the written notice of denial, to any Superior Court within the state. 1 M.R.S. § 409(1)

Can an agency deny a request because it is unduly burdensome?

An agency may seek protection from a request for inspection or copying that is unduly burdensome or oppressive by filing an action in the Superior Court for the county where the request was made within 30 days of receipt. The agency must document the terms of the request, the good faith estimate and efforts to clarify or modify the request. Notice must be provided to the requester at least 10 days before the agency files for an order of protection. Upon a showing of good cause, the court can establish the terms of production and limit or deny the request. 1 M.R.S. § 408-A(4-A)

May a governmental body ask me why I want a certain record?

The FOAA does not specifically prohibit agencies or officials from asking why an individual is requesting a public record. However, if asked, the individual is not required to provide a reason for seeking a record, and the agency cannot deny an individual's request based solely on either the individual's refusal to provide a reason or the reason itself. An agency or official may request clarification concerning which public record or public records are being requested. 1 M.R.S. § 408-A(3)

Can I ask that public reports or other documents be created, summarized or put in a particular format for me?

No. A public officer or agency is not required to prepare reports, summaries, or compilations not in existence on the date of your request. 1 M.R.S. § 408-A(6)

If the public record is electronically stored, the agency or official subject to a request must provide the public record either as a printed document or in the medium in which the record is

stored, except that the agency or official is not required to provide access to an electronically stored public record as a computer file if the agency or official does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. 1 M.R.S. § 408-A(7)

Must the agency or official provide me with access to a computer terminal to inspect electronically stored public records?

No. The agency or official is not required to provide access to a computer terminal. 1 M.R.S. § 408-A(7)(B)

I asked a public official a question about a record, but he/she didn't answer. Is the official required to answer my question?

No. A public officer or agency is not required to explain or answer questions about public records. The FOAA only requires officials and agencies to make public records available for inspection and copying.

Are an agency's or official's e-mails public records?

Any record, regardless of the form in which it is maintained by an agency or official, can be a public record. As with any record, if the e-mail is "in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business" and is not deemed confidential or excepted from the FOAA, it constitutes a "public record". 1 M.R.S. § 402(3)

An agency or official must provide access to electronically stored public records, including e-mails, as a printed document or in the medium it is stored at the discretion of the requestor. If an agency or official does not have the ability to separate or prevent the disclosure of confidential information contained in an e-mail, the agency is not required to provide the records in an electronic format. 1 M.R.S. § 408-A(7)

Email messages are subject to the same retention schedules as other public records based on the content of the message. There are no retention schedules specific to email messages.

Is information contained in a communication between a constituent and an elected official a public record?

Information of a personal nature consisting of an individual's medical information, credit or financial information, character, misconduct or disciplinary action, social security number, or that would be confidential if it were in the possession of another public agency or official is not a public record. However, other parts of the communication are public. 1 M.R.S. § 402(3)(C-1)

Can an agency charge for public records?

There is no initial fee for submitting a FOAA request and agencies cannot charge an individual to inspect records unless the public record cannot be inspected without being compiled or converted. 1 M.R.S. § 408-A(8)(D) However, agencies can and normally do charge for copying records. Although the FOAA does not set standard copying rates, it permits agencies to charge "a reasonable fee to cover the cost of copying". 1 M.R.S. § 408-A(8)(A)

Agencies and officials may also charge fees for the time spent searching for, retrieving, compiling or redacting confidential information from the requested records. The FOAA authorizes agencies or officials to charge \$15 per hour after the first hour of staff time per request. 1 M.R.S. § 408-A(8)(B) Where conversion of a record is necessary, the agency or official may also charge a fee to cover the actual cost of conversion. 1 M.R.S. § 408-A(8)(C)

The agency or official must prepare an estimate of the time and cost required to complete a request within a reasonable amount of time of receipt of the request. If the estimate is greater than \$30, the agency or official must notify the requester before proceeding. The agency may request payment of the costs in advance if the estimated cost exceeds \$100 or if the requester has previously failed to pay a fee properly assessed under the FOAA. 1 M.R.S. § 408-A(9), (10)

I cannot afford to pay the fees charged by the agency or official to research my request or copy the records. Can I get a waiver?

The agency or official may, but is not required to, waive part or all of the total fee if the requester is indigent, or if the agency or official considers release of the public record to be in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of government and is not primarily in the commercial interest of the requester. 1 M.R.S. § 408-A(11)

Is a public agency or official required under the Freedom of Access Act to honor a "standing request" for information, such as a request that certain reports be sent to me automatically each month?

No. A public agency or official is required to make available for inspection and copying, subject to any applicable exemptions, only those public records that exist on the date of the request. Persons seeking to inspect or obtain copies of public records on a continuing basis are required to make a new request for any additional records sought after the date of the original request.

PUBLIC PROCEEDINGS

What is a public proceeding?

The term "public proceeding" means "the transactions of any functions affecting any or all citizens of the State" by the Maine Legislature and its committees and subcommittees; any board or commission of a state agency or authority including the University of Maine and the Maine Community College System; any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision; the full membership meetings of any association, the membership of which is comprised exclusively of counties, municipalities, school districts, other political or administrative subdivisions, or

their boards, commissions, agencies or authorities; and any advisory organization established, authorized or organized by law, resolve or executive order. 1 M.R.S. § 402 (2)

What does the law require with regard to public proceedings?

The FOAA requires all public proceedings to be open to the public and any person must be permitted to attend. 1 M.R.S. § 403

When does a meeting or gathering of members of a public body or agency require public notice?

Public notice is required of all public proceedings if the proceedings are a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406

What kind of notice of public proceedings does the Freedom of Access Act require?

Public notice must be given in ample time to allow public attendance and must be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency. 1 M.R.S. § 406

Can a public body or agency hold an emergency meeting?

Yes. Public notice of an emergency meeting must be provided to local representatives of the media, whenever practicable. The notice must include the time and location of the meeting and be provided by the same or faster means used to notify the members of the public body or agency conducting the public proceeding. 1 M.R.S. § 406 The requirements that the meeting be open to the public, that any person be permitted to attend and that a record of the meeting be made and open for public inspection still apply. 1 M.R.S. § 403

Can public bodies or agencies hold a closed-door discussion?

Yes. Public bodies or agencies are permitted, subject to certain procedural conditions, to hold closed "executive sessions" on specified subjects after a public recorded vote of 3/5 of the members present and voting. 1 M.R.S. § 405(1)-(5)

Can the body or agency conduct all of its business during an executive session?

Generally, no. The content of deliberations during executive sessions is restricted to the matters listed in the FOAA, such as the following: discussions regarding the suspension or expulsion of a student; certain employment actions; the acquisition, use or disposition of public property; consultations between a body and its attorney concerning its legal rights and responsibilities or pending litigation; and discussion of documents that are confidential by statute. In addition, any governmental body or agency subject to the FOAA is prohibited from giving final approval to any ordinances, orders, rules, resolutions, regulations, contracts, appointments or other official action in an executive session. 1 M.R.S. § 405(2), (6)

What if I believe a public body or agency conducted improper business during an executive session?

Upon learning of any such action, any person may appeal to any Superior Court in the State. If the court determines the body or agency acted illegally, the action that was taken by the body or agency will be declared to be null and void and the officials responsible will be subject to the penalties provided in the Act. 1 M.R.S. § 409(2)

Can members of a body communicate with one another by e-mail outside of a public proceeding?

The law does not prohibit communications outside of public proceedings between members of a public body unless those communications are used to defeat the purposes of the FOAA. 1 M.R.S. § 401

E-mail or other communication among the members of a body that is used as a substitute for deliberations or decisions which should properly take place at a public meeting may likely be considered a "meeting" in violation of the statutory requirements for open meetings and public notice. "Public proceedings" are defined in part as "the transactions of any functions affecting any or all citizens of the State..." 1 M.R.S. § 402 The underlying purpose of the FOAA is that public proceedings be conducted openly and that deliberations and actions be taken openly; clandestine meetings should not be used to defeat the purpose of the law. 1 M.R.S. § 401 Public proceedings must be conducted in public and any person must be permitted to attend and observe the body's proceeding although executive sessions are permitted under certain circumstances. 1 M.R.S. § 403 In addition, public notice must be given for a public proceeding if the proceeding is a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406

Members of a body should refrain from the use of e-mail as a substitute for deliberating or deciding substantive matters properly confined to public proceedings. E-mail is permissible to communicate with other members about non-substantive matters such as scheduling meetings, developing agendas and disseminating information and reports.

Even when sent or received using a member's personal computer or e-mail account, e-mail may be considered a public record. 1 M.R.S. § 402(3) As a result, members of a body should be aware that all e-mails and e-mail attachments relating to the member's participation are likely public records subject to public inspection under the FOAA.

Can I record a public proceeding?

Yes. The FOAA allows individuals to make written, taped or filmed records of a public proceeding, or to broadcast the proceedings live, provided the action does not interfere with the orderly conduct of the proceedings. The body or agency holding the proceeding can make reasonable rules or regulations to govern these activities so long as the rules or regulations do not defeat the purpose of the FOAA. 1 M.R.S. § 404

Do members of the public have a right to speak at public meetings under the Freedom of Access Act?

The FOAA does not require that an opportunity for public participation be provided at open meetings, although many public bodies or agencies choose to permit public participation.

Is a public body or agency required to make a record of a public proceeding?

Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee. 1 M.R.S. § 407(1), (2)

If the public proceeding is an "adjudicatory proceeding" as defined in the Maine Administrative Procedure Act, the agency is required to compile a record that complies with statutory specifications, including a recording in a form susceptible of transcription. 5 M.R.S. § 8002(1); 5 M.R.S. § 9059

Is the agency or body required to make the record or minutes of a public proceeding available to the public?

Yes. Any legally required record or minutes of a public proceeding must be made promptly and shall be open to public inspection. In addition, every agency is required to make a written record of any decision that involves conditional approval or denial of any application, license, certificate or other type of permit and to make those decisions publicly available, 1 M.R.S. § 403 , 407; 5 M.R.S. § 9059 (3)

Credits

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CERTIFICATION OF COMPLETION OF
FREEDOM OF ACCESS TRAINING REQUIRED BY 1 M.R.S.A. § 412

I, _____, hereby certify that I have met the training
(Name of elected official)

requirements set forth in 1 M.R.S.A. § 412 on _____ by
(date of training)

completing the following training:

- A thorough review of all of the information made available on the Frequently Asked Questions portion of the State website, www.maine.gov/foaa/faq.

- Another training course that includes this information, identified as follows:

(Title of Course)

(Name of Course Provider)

Dated this _____ day of _____, 20____.

Signature

Printed Name

Elected Office

Note: Training must be completed within 120 days after an elected official takes the oath of office.

Board Goal Setting and Priorities.

FY 19-20

- **Aging at Home.**
- **Broadband.**
- **Facilities Plan.**
- **High-water Event.**
- **Village Advisory Committee.**
- **Renewable Energy Advisory Committee.**

Other Possible Goals

- **Diversity**
- **Charter**

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday June 16, 2020
Wayne Elementary School**

Call Meeting to Order/ Selectmen Present

Don Welsh determined quorum and called meeting to order at 6:30 PM with the following members present: Amy Black, Stan Davis, Trent Emery, Lloyd Irland, and Don Welsh.

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

By Remote Participation only due to Covid-19 Pandemic

Meeting Minutes:

- a. The Board approved the Selectboard meeting minutes for June 2, 2020. (Davis/ Black) (5/0).

Warrants:

- a. The Board approved Payroll Warrant #60 in the amount of \$21,443.84. (Black/Emery) (5/0).
- b. The Board approved Accounts Payable Warrant #61 in the amount of \$60,713.33. (Black/Emery) (5/0).

Consent Agenda:

- a. **Consider Adopting the FY 2020-2021 Annual Town Budget.**
Manager Recommendation: The Board adopted the FY 20-21 Annual Town Budget. (Black/Davis) (5/0).
- b. **Consider Approving the 2020 Annual Town Meeting Warrant.**
Manager Recommendation: The Board approved the 2020 Annual Town Meeting Warrant. (Black/Davis) (5/0).
- c. **Consider Approving the Annual Town Meeting Secret Ballot.**
Manager Recommendation: The Board approved the Annual Town Meeting Secret Ballot. (Black/Davis) (5/0).
- d. **Consider Notice of Public Hearing for June 30, 2020.**
Manager Recommendation: The Board approved the Notice of Public Hearing for June 30, 2020. (Black/Davis) (5/0).

New Business.

- a. **Consider Nominating ___ for MMA's Ethel Kelley Memorial Award.**
The Board Tabled indefinitely.
- b. **Consider Adopting Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax**
The Board agreed to place on future Special Town Meeting Warrant.
- c. **Consider Appointing Jaime Hanson, Code Enforcement Officer and Local Plumbing Inspector.**

The Board appointed Jaime Hanson, Code Enforcement Officer and Local Plumbing Inspector for the period June 2020. (Black/ Davis) (5/0).

d. Consider Other Town Appointments.

Manager Recommendation: The Board approved Town Appointments. (Black/ Davis) (5/0).

Old Business.

e. Paving Update.

New Business: None

Old Business: None

Supplements and Abatements: None

Town Manager Report: None

Board Member Reports: None

Public Comments: None

Motion to Adjourn at 7:00 PM. (Black/Davis) (5/0)

The next Select Board Meeting is scheduled for Tuesday, July 7, 2020 at 6:30 p.m. by Remote Participation.

Recorded by:
Aaron Chrostowsky, Town Manager

Select Board Members

Don Welsh

Trent Emery

Amy Black

Stan Davis

Lloyd Irland

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday July 7, 2020
Wayne Elementary School**

Call Meeting to Order/ Selectmen Present

Don Welsh determined quorum and called meeting to order at 6:30 PM with the following members present: Amy Black, Trent Emery, Lloyd Irland, and Don Welsh. Members Absent: Stan Davis

Others Present: Aaron Chrostowsky, Town Manager

By Remote Participation only due to Covid-19 Pandemic

Meeting Minutes:

- a. The Board tabled approving the Selectboard meeting minutes for June 16, 2020.

Warrants:

- a. The Board approved Payroll Warrant #62 in the amount of \$6,386.97. (Black/Emery) (4/0).
- b. The Board approved Accounts Payable Warrant #63 in the amount of \$240,110.75. (Black/Emery) (4/0).
- c. The Board approved Accounts Payable Warrant #64 in the amount of \$21,236.06 (Black/Emery) (4/0).
- d. The Board approved Payroll Warrant #1 in the amount of \$10,764.65. (Black/Emery) (4/0).
- e. The Board approved Accounts Payable Warrant #2 in the amount of \$28,882.56. (Black/Emery) (4/0).

Consent Agenda:

New Business.

- a. AYC Mooring Working Group
The Board agreed to appoint Amy Black to AYC Working Group.
- b. Proposed Building Permit Fees
The Board agreed to table until Planning Board makes a recommendation.
- c. Review Draft Audited Financial Statements for FYE June 30, 2019
The Board agreed to authorize the Town Manager and Selectboard Chairperson to sign approving the Audited Financial Statements for FYE June 30, 2019. (Emery/ Black) (4/0).
- d. Consider Cindy Williams request for easement/ or offer to purchase town owned land on Wilson Pond. The Board agreed to have the Conservation Commission to review request.

Old Business.

- a. Paving Update.
- b. HHW Collection.

Supplements and Abatements: None

Town Manager Report: None

Board Member Reports: None

Public Comments: None

Motion to Adjourn at 7:46 PM. (Black/Emery) (4/0)

The next Select Board Meeting is scheduled for Tuesday, July 21, 2020 at 6:30 p.m. by Remote Participation.

Recorded by:
Aaron Chrostowsky, Town Manager

Select Board Members

Don Welsh

Trent Emery

Amy Black

Stan Davis

Lloyd Irland

**TOWN OF WAYNE
2020 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 Wayne Elementary School Gymnasium (48 Pond Road) on **Tuesday July 14, 2020** at 8:00 AM to elect a Moderator to preside at said meeting, to elect Town Officers for the ensuing years and vote by secret ballot on Article 2 to end of Warrant. Polls are to be opened from 8:00 AM to 8:00 PM.

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

The election of Annual Town Meeting Moderator will be held Tuesday, July 14, 2020 at 8:00 AM, for which the moderator will preside over the secret ballot referendum election that day until 8:00 PM at Wayne Elementary School Gymnasium, 48 Pond Road, Wayne, ME.

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 Selectboard (3-Year term, Term Expires 2023);
Don Welsh, Yes 394 / No 3
Lloyd Irland, Yes 391 / No 6
- one Budget Committee (5-Year term, Term Expires 2025);
Emily Clifton, Yes 379 / No 2
- one RSU#38 School Board (3-Year term, Term Expires 2023);
David Twitchell, Yes 385 / No 3
- one Local School Committee (3-Year term, Term Expires 2023);
David Twitchell, Yes 389 / No 4

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. **TOWN MEETING APPROVED - Yes 301 / No 133**

ARTICLE 4. To see if the Town will allow the Tax Collector to accept money for taxes before taxes are committed. **TOWN MEETING APPROVED - Yes 386 / No 48**

ARTICLE 5. To see if the Town will establish a 3% interest payment for tax abatements (per annum). **TOWN MEETING APPROVED - Yes 306 / No 118**

ARTICLE 6. To see if the Town will authorize the Selectboard, on behalf of the Town, to enter into contracts and interlocal agreements not exceed five years for ambulance, assessing, auditing, cemetery maintenance, code enforcement, computer and software, dispatching services, park maintenance, personnel, road maintenance and construction, snowplowing and solid waste operations, on such terms and conditions as they deem appropriate. **TOWN MEETING APPROVED - Yes 398 / No 45**

ARTICLE 7. To see if the Town will authorize the Board to accept grants and gifts on such terms and conditions as the Board deems appropriate, apply any such grants or gifts, along with any fees, to categories deemed appropriate by the Board, including the following categories:

Aging at Home (AAH) program fees, donations, grants set aside for the operation of AAH program,
 Building and Plumbing Permits fees, set aside for Code Enforcement administration,
 Dog License Fees set aside for animal control expenses,
 Grants, for capital projects and operations,
 Gifts/ donations, for capital projects and operations,
 Farmers Market vendor fees set aside for the operation of farmers market,
 Franchise Fees set aside for broadband expansion projects,
 Ladd Rec. Ctr. (LRC), program fees, facility rentals, donations for the operation of LRC.
 Wayne Athletic League (WAL) program fees, donations, for the operation of WAL.

TOWN MEETING APPROVED - Yes 410 / No 32

ARTICLE 8. 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. **TOWN MEETING APPROVED - Yes 414 / No 25**

ARTICLE 9. Shall the Town vote to raise and appropriate **\$237,006** for **GENERAL ADMINISTRATION**?

General Admin.	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Selectmen's Stipend	\$7,162	\$5,175
Town Manager Salary	\$50,500	\$50,500
Treasurer stipend	\$3,000	\$3,000
Tax Collector wages	\$22,716	\$24,079
Town Clerk wages	\$23,608	\$24,978
Meeting Recording Clerk wages	\$628	\$641
Social Security/ Medicare Match	\$8,498	\$8,291
Health Insurance	\$40,565	\$42,084
Retirement	\$4,811	\$4,978
Disability	\$960	\$960
Office Expense	\$4,000	\$4,000
Travel Expense	\$1,600	\$900
Training Expense	\$300	\$300
Dues (MMA)	\$2,600	\$2,600
Computer maintenance	\$500	\$500
Computer software (Trio)	\$13,000	\$14,000
Website management	\$1,000	\$1,000
Town Report	\$1,000	\$1,000
Tax Administration	\$4,000	\$3,000
Legal	\$12,000	\$7,826
Audit Reporting	\$5,500	\$6,000
Insurance	\$18,000	\$18,000
Town Office Rent	\$6,656	\$6,656

Copier lease & maintenance	\$4,000	\$3,439
Telephone	\$2,500	\$3,100
Subtotal	\$241,304	\$237,006

Select Board Recommends: **\$237,006**
Budget Committee Recommends: **\$237,006**

TOWN MEETING APPROVED - Yes 386 / No 53

ARTICLE 10: Shall the Town vote to raise and appropriate **\$204,866** for **DEBT SERVICE?**

Debt Service	BUDGET FY 19 / 20	BUDGET FY 20 / 21
North Wayne Road Bond		
Old Winthrop Road Bond	\$61,293	
Kings Highway Road Bond (5/5)	\$61,326	\$61,318
Mt. Pisgah Road Bond (4/5)	\$50,002	\$49,007
Lovejoy Road Bond (3/5)	\$38,534	\$37,658
Walton Road Bond (2/5)	\$58,778	\$56,883
Subtotal	\$271,268	\$204,866

Select Board Recommends: **\$204,866**
Budget Committee Recommends: **\$204,866**

TOWN MEETING APPROVED - Yes 381 / No 54

ARTICLE 11. Shall the Town vote to raise and appropriate **\$2,115** for **HEARINGS AND ELECTIONS?**

Elections/ Hearings	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Election / Ballot Clerks wages	\$1,000	\$1,500
Social Security/ Medicare Match	\$77	\$115
Election Supplies	\$500	\$500
Subtotal	\$1,577	\$2,115

Select Board Recommends: **\$2,115**
Budget Committee Recommends: **\$2,115**

TOWN MEETING APPROVED - Yes 365 / No 75

ARTICLE 12. Shall the Town vote to raise and appropriate **\$13,815** for **HUMAN SERVICES?**

Human Services	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Aging at Home Coordinator	\$3,840	\$11,440
Social Security/ Medicare Match	\$294	\$875
Town support for LADD GA Fund	\$0	\$0
General Assistance	\$1,500	\$1,500
Subtotal	\$5,634	\$13,815

Select Board Recommends: **\$13,815**
 Budget Committee Recommends: **\$13,815**

TOWN MEETING APPROVED - Yes 326 / No 109

ARTICLE 13. Shall the Town vote to raise and appropriate **\$57,425** for the **FIRE DEPARTMENT** budget category for the following budget lines with any unexpended balances to carry forward to **Misc. Fire Equipment Capital Reserve Fund**?

Fire Department	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Chief Officers' stipends	\$6,000	\$6,000
Firefighters' stipends	\$10,000	\$10,000
Social Security/ Medicare match	\$1,425	\$1,425
Operations	\$22,000	\$22,000
Communications	\$4,000	\$4,000
Equipment	\$14,000	\$14,000
Subtotal	\$57,425	\$57,425

Select Board Recommends: **\$57,425**
 Budget Committee Recommends: **\$57,425**

TOWN MEETING APPROVED - Yes 416 / No 23

ARTICLE 14. Shall the Town vote to raise and appropriate **\$24,800** for **ASSESSING**?

Assessing Mapping	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Assessing/ Mapping	\$14,900	\$15,400
Quarter Review	\$6,400	\$6,600
GIS Mapping	\$2,800	\$2,800
Subtotal	\$24,100	\$24,800

Select Board Recommends: **\$24,800**
 Budget Committee Recommends: **\$24,800**

TOWN MEETING APPROVED - Yes 359 / No 70

ARTICLE 15. Shall the Town vote to raise and appropriate **\$6,462** for **ANIMAL CONTROL**?

Animal Control	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Animal Control Officer stipend	\$3,000	\$3,000
ACO wages	\$1,150	\$1,070
Social Security/ Medicare match	\$317	\$311
Humane Society	\$2,000	\$2,081
Subtotal	\$6,467	\$6,462

Select Board Recommends: \$6,462
 Budget Committee Recommends: \$6,462

TOWN MEETING APPROVED - Yes 383 / No 55

ARTICLE 16. Shall the Town vote to raise and appropriate \$39,219 for **CODE ENFORCEMENT & LAND USE BOARDS SUPPORT?**

Code Enforcement & Land-Use Board Support	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Code Enforcement Officer stipend	\$16,224	\$0
Shared CEO/ LPI Contract	\$0	\$36,000
Social Security/ Medicare match	\$1,242	\$0
Mileage	\$0	\$600
KVCOG Membership	\$0	\$2,619
Ordinance/ Mapping	\$1,000	\$0
Subtotal	\$18,466	\$39,219

Select Board Recommends: \$39,219
 Budget Committee Recommends: \$39,219

TOWN MEETING APPROVED - Yes 280 / No 152

ARTICLE 17. Shall the Town vote to raise and appropriate \$38,541 for **PUBLIC SAFETY?**

Public Safety	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Street Lights	\$7,320	\$7,320
Ambulance Service	\$12,009	\$13,519
Sheriff's Department	\$4,000	\$520
NotifyWayne (Code Red)	\$0	\$1,000
Fire/ EMS Dispatch (Winthrop)	\$2,604	\$2,865
Rural Patrol Dispatch (State)	\$10,008	\$10,344
PSAP (Somerset)	\$2,794	\$2,973
Subtotal	\$38,557	\$38,541

Select Board Recommends: \$38,541
 Budget Committee Recommends: \$38,541

TOWN MEETING APPROVED - Yes 384 / No 54

ARTICLE 18. Shall the Town vote to raise and appropriate **\$302,659** for **ROADS**?

Roads	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Lot Plowing	\$4,000	\$4,042
Highway Plowing	\$174,883	\$174,967
Village Snow Removal	\$1,500	\$3,000
Roadside Mowing	\$3,300	\$3,300
Sand/ Salt Shed lights	\$600	\$600
Road Administration	\$2,000	\$0
Brush/ Tree Removal	\$10,000	\$10,000
Calcium Chloride	\$6,000	\$5,000
Sweeping/ Catch basin cleaning	\$4,000	\$4,000
Patching	\$4,000	\$5,000
Signs & Posts	\$2,000	\$2,000
Culverts	\$8,000	\$8,000
Gravel	\$24,000	\$20,000
Winter Salt	\$16,500	\$16,250
Guardrail	\$2,000	\$0
Cracksealing	\$8,000	\$8,000
Line Painting	\$1,000	\$1,000
Grading	\$8,000	\$17,500
Outside Contracting	\$30,000	\$20,000
Subtotal	\$309,783	\$302,659

Select Board Recommends: **\$302,659**

Budget Committee Recommends: **\$302,659**

TOWN MEETING APPROVED - Yes 408 / No 32

ARTICLE 19. Shall the Town vote to raise and appropriate **\$87,143** for **TRANSFER STATION & LANDFILL**?

Transfer Station	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Transfer Station Operation Cost	\$79,299	\$80,012
Transfer Station Capital Cost	\$6,344	\$6,401
Backhoe	\$0	\$0
Mow Landfill	\$0	\$0
Hazardous Waste	\$1,500	\$730
Subtotal	\$87,143	\$87,143

Select Board Recommends: **\$87,143**

Budget Committee Recommends: **\$87,143**

TOWN MEETING APPROVED - Yes 400 / No 34

ARTICLE 20. Shall the Town vote to raise and appropriate **\$27,105** for **RECREATION**?

Recreation	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Memorial Day	\$600	\$600
Town Parks Mowing	\$2,646	\$2,917
Town support for Ladd Recreation Center Operation	\$4,300	\$4,300
Park Maintenance	\$1,000	\$0
LRC – Health Insurance	\$13,880	\$1,200
Ladd Rec. Ctr. Mowing	\$4,506	\$5,385
WAL – Youth Services Coordinator	\$2,000	\$2,000
WAL – Social Security/ FICA	\$153	\$153
WAL – Equipment	\$1,000	\$0
Androscoggin Lake Improvement Corp.	\$3,000	\$3,000
Androscoggin Yacht Club - Docks	\$500	\$500
30 Mile River Watershed Association	\$5,500	\$5,500
Kennebec Land Trust	\$250	\$250
Friends of Cobbossee Watershed - Wilson Pond Boat Inspection	\$1,300	\$1,300
Subtotal	\$40,635	\$27,105

Select Board Recommends: **\$27,105**
 Budget Committee Recommends: **\$27,105**

TOWN MEETING APPROVED - Yes 360 / No 72

ARTICLE 21. Shall the Town vote to raise and appropriate **\$2,067** for the **LAND & BUILDINGS**?

Land & Buildings	BUDGET FY 19 / 20	BUDGET FY 20 / 21
North Wayne Schoolhouse Utilities	\$150	\$150
North Wayne Building Utilities	\$500	\$500
Wayne Town House Utilities	\$200	\$200
Footbridge Utilities	\$168	\$0
Maintenance & Repair	\$1,000	\$0
Historic Properties Mowing	\$1,105	\$1,217
Subtotal	\$3,123	\$2,067

Select Board Recommends: **\$2,067**
 Budget Committee Recommends: **\$2,067**

TOWN MEETING APPROVED - Yes 376 / No 53

ARTICLE 22. Shall the Town vote to raise and appropriate **\$131,355** for the **CAPITAL RESERVE ACCOUNTS?**

Capital Reserve	BUDGET FY 17 / 18	BUDGET FY 18 / 19
Besse Road	\$0	\$0
Broadband Expansion	\$5,000	\$4,355
Cemetery Stone Cleaning	\$0	\$0
Dam	\$0	\$0
Emergency Management	\$0	\$0
Feasibility/ Consultant	\$5,000	\$0
Fire Pond	\$0	\$0
Fire Truck	\$30,000	\$30,000
Fire "Misc. Fire Equipment"	\$0	\$0
Footbridge	\$0	\$0
Hardscrabble Road	\$0	\$0
Ladd Recreation Center	\$0	\$0
Land and Buildings	\$0	\$0
Lord Road	\$0	\$0
Planning/ Grant Assistance	\$0	\$0
Road Reconstruction & Paving	\$30,000	\$95,000
Salt/Shed	\$5,000	\$0
Technology	\$2,000	\$2,000
Town Office	\$0	\$0
Transfer Station	\$0	\$0
Village Center Improvement Projects	\$0	\$0
Water Quality	\$0	\$0
Wilson Pond Lot "Open Space"	\$0	\$0
Subtotal	\$77,000	\$131,355

Select Board Recommends: **\$131,355**
 Budget Committee Recommends: **\$131,355**

TOWN MEETING APPROVED - Yes 369 / No 66

ARTICLE 23. Shall the Town vote accept the following Estimated Revenues in the amount of **\$530,811** to reduce the **2020 Tax Commitment**, thereby reducing the amount to be raised from property taxes?

Revenues	BUDGET FY 19 / 20	BUDGET FY 20 / 21
Lien Costs	\$3,200	\$3,000
Interest on taxes	\$10,000	\$10,000
Checking Interest	\$4,000	\$4,000
MV Agent Fees	\$5,000	\$5,000
IF&W Agent Fees	\$500	\$500
MV Excise	\$275,000	\$260,000
Boat Excise	\$5,000	\$5,000
Vitals	\$800	\$800
Building Permits	\$1,000	\$1,000
Yard Sale	\$5	\$5
Plumbing Permits	\$2,000	\$2,000
Burning Permits	\$50	\$50
Dog license fee	\$750	\$750
Dog license - late fee	\$100	\$100
Cable TV franchise	\$5,000	\$4,355
Misc. Revenues	\$9,000	\$7,500
Supplemental Taxes	\$1,500	\$1,500
Transfer from Aging at Home Special Reserve	\$0	\$2,000
Transfer from Transfer Station Capital Reserve	\$6,344	\$6,401
Transfer from Undesignated Fund Balance "Surplus"	\$0	\$0
Tree Growth Reimbursement	\$3,700	\$3,700
Veteran Reimbursement	\$1,400	\$1,400
General Assistance Reimbursement	\$750	\$750
State Revenue Sharing	\$48,498	\$70,000
Local Road Assistance Program	\$31,000	\$30,000
BETE Reimbursement	\$9,000	\$11,000
Homestead Exemptions Reimbursement	\$72,000	\$100,000
TOTAL	\$495,797	\$530,811

Select Board Recommends: **\$530,811**
 Budget Committee Recommends: **\$530,811**

TOWN MEETING APPROVED - Yes 394 / No 42

- ARTICLE 24.** Shall the Town vote to raise and appropriate the requested amount \$6,000 for the Library?
TOWN MEETING APPROVED - Yes 379 / No 57
- ARTICLE 25.** Shall the Town vote to raise and appropriate the requested amount \$3,000 for the Messenger?
TOWN MEETING APPROVED - Yes 344 / No 84
- ARTICLE 26.** Shall the Town vote to raise and appropriate the requested amount \$12,600 for the Cemetery Association?
TOWN MEETING APPROVED - Yes 269 / No 154
- ARTICLE 27.** Shall the Town vote to raise and appropriate the requested amount \$5,000 for the Rural Community Action?
TOWN MEETING APPROVED - Yes 346 / No 80
- ARTICLE 28.** Shall the Town vote to raise and appropriate the requested amount \$1,004 for the Spectrum Generations?
TOWN MEETING APPROVED - Yes 342 / No 81
- ARTICLE 29.** Shall the Town vote to raise and appropriate the requested amount \$1,000 for the Hospice?
TOWN MEETING APPROVED - Yes 372 / No 56
- ARTICLE 30.** Shall the Town vote to raise and appropriate the requested amount \$1,000 for the Family Violence Project?
TOWN MEETING APPROVED - Yes 376 / No 53
- ARTICLE 31.** Shall the Town vote to raise and appropriate the requested amount \$100 for the Maine Public Broadcasting?
TOWN MEETING APPROVED - Yes 345 / No 91
- ARTICLE 32.** Shall the Town vote to raise and appropriate the requested amount \$1,600 for the Kennebec Valley Behavioral Health?
TOWN MEETING APPROVED - Yes 357 / No 72
- ARTICLE 33.** Shall the Town vote to raise and appropriate the requested amount \$1,200 for the Red Cross?
TOWN MEETING APPROVED - Yes 363 / No 67
- ARTICLE 34.** Shall the Town vote to raise and appropriate the requested amount \$1,562 for the Crisis & Counseling Center?
TOWN MEETING APPROVED - Yes 368 / No 61
- ARTICLE 35.** Shall the Town vote to raise and appropriate the requested amount \$595 for the Children's Center?
TOWN MEETING APPROVED - Yes 378 / No 50
- ARTICLE 36.** Shall the Town vote to raise and appropriate the requested amount \$417 for the Sexual Assault Crisis Support Center?
TOWN MEETING APPROVED - Yes 375 / No 55
- ARTICLE 37.** Shall the Town vote to raise and appropriate the requested amount \$1,500 for the Winthrop Food Pantry?
TOWN MEETING APPROVED - Yes 397 / No 39
- ARTICLE 38.** To see if the Town will vote to exceed the maximum property tax levy limit (LD1) established by State law in the event that the municipal budget approved results in a tax commitment in excess of the property tax levy otherwise allowable, such that the increased maximum property tax levy hereby established will equal the amount committed, or see what action the Town will take. (By State Law, the vote on this article must be by written ballot)

Note: This article only requires action if the town budget exceeds the tax levy limit establish by State law.

Selectmen Recommend: YES
Budget Committee Recommend: YES

TOWN MEETING APPROVED - Yes 255 / No 127

Given under our hands this 21st day of July, 2020

Don Welsh

Trent Emery

Amy Black

Stan Davis

Lloyd Irland

Selectboard

Attest: A true copy of a warrant entitled “Town of Wayne 2020 Annual Town Meeting Minutes”, as certified to me by the municipal officers of Wayne on the 21st day of July, 2020.

Wayne Town Manager

TOWN

		Votes	Write-Ins
Article 1:	Moderator - Eric Gardner		
Article 2:	Selectboard - Lloyd Irland	391	6
	Selectboard - Don Welsh	394	3
	Budget Committee - Emily Clifton	379	2
	School Committee - David Twitchell	389	4
	RSU#38 Board - David Twitchell	385	3
		YES	NO
Article 3:	Interest on Taxes Due - 7%	301	133
Article 4:	Tax Collector accept money before taxes	386	48
Article 5:	Tax Abatement Interest - 3%	306	118
Article 6:	Contracts & Interlocal Agreements	398	45
Article 7:	Grants and Gifts	410	32
Article 8:	Snowmobile	414	25
Article 9:	General Administration	386	53
Article 10:	Debt Service	381	54
Article 11:	Hearings and Elections	365	75
Article 12:	Human Services	326	109
Article 13:	Fire Department	416	23
Article 14:	Assessing	359	70
Article 15:	Animal Control	383	55
Article 16:	Code Enforcement & Land Use Boards Support	280	152
Article 17:	Public Safety	384	54
Article 18:	Roads	408	32
Article 19:	Transfer Station & Landfill	400	34
Article 20:	Recreation	360	72
Article 21:	Land & Buildings	376	53
Article 22:	Capital Reserve Accounts	369	66
Article 23:	Revenue	394	42
Article 24:	Library	379	57
Article 25:	Messenger	344	84
Article 26:	Cemetery Association	269	154
Article 27:	Rural Community Action	346	80
Article 28:	Spectrum Generations	342	81
Article 29:	Hospice	372	56
Article 30:	Family Violence Project	376	53
Article 31:	Maine Public Broadcasting	345	91
Article 32:	Kennebec Valley Behavioral Health	357	72
Article 33:	Red Cross	363	67
Article 34:	Crisis & Counseling Center	368	61
Article 35:	Children's Center	378	50
Article 36:	Sexual Assault Crisis Support Center	375	55
Article 37:	Winthrop Food Pantry	397	39
Article 38:	LD1	255	127

SCHOOL

		YES	NO
Question 1:	Budget Validation	370	72

Selectboard		
Lloyd Irland		391
Write-Ins:		
	David Stevenson	1
	Hazel Stevenson	1
	Susan Stevenson	1
	Jane Davis	1
	Niken O'Rourke	1
	Bugs Bunny	1
Selectboard		
Don Welsh		394
Write-Ins:		
	Tyler Stevenson	1
	Sherry Hooker	1
	Heather Gallant	1
Budget Committee		
Emily Clifton		379
Write-Ins:		
	Tom Liscord	1
	Stephanie Haines	1
Local School Committee		
David Twitchell		389
Write-Ins:		
	Keltie "Mullen" Beaudoin	4
RSU#38 Board of Directors		
David Twitchell		385
Write-Ins:		
	Keltie "Mullen" Beaudoin	3

State Referendum	Yes	No
Question #1: High-Speed Internet Infrastructure Bond	344	101
Question #2: Transportation Infrastructure Bond	370	76
Total Non-Partisan Votes Cast	450	

Democratic Primary

US Senator	Gideon, Sara	37
	Kidman, Bre	28
	Sweet, Betsy	127
2nd District Congressional	Golden, Jared	221
Maine Senator - District 22	Poliquin, Martha	188
Maine Representative - District 76	Emery, Deborah	214
Sheriff, Kennebec County	Sayers, Michael	200
Probate Judge, Kennebec County	Mitchell, Elizabeth	203
Total Democratic Votes Cast		235

Republican Primary

US Senator	Collins, Susan	136
2nd District Congressional	Bennett, Adrienne	36
	Brakey, Eric	31
	Crafts, Dale	55
Maine Senator - District 22	Timberlake, Jeffrey	126
Maine Representative - District 76	Keschl, Dennis	128
Probate Judge, Kennebec County	Sullivan, Kevin	130
Total Republican Votes Cast		151

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

Selectboard's Office

MUNICIPALITY OF WAYNE

July 21, 2020

To **Don Welsh** of **Wayne, Maine**: There being a vacancy in the position of **Town Representative to the Androscoggin Lake Improvement Corporation**, the Selectboard of the Municipality of Wayne do, in accordance with the provisions of the law of the State of Maine, hereby appoint you to the **Town Representative to the Androscoggin Lake Improvement Corporation** within and for the Municipality of Wayne, such appointment to be effective July 21, 2020.

Given under our hand this 21st day of July 2020.

By The Selectboard of Wayne, Maine

STATE OF MAINE

County of Kennebec

July 21, 2020

Personally appeared the above named **Don Welsh** who has been duly appointed by the Selectmen as the **Town Representative to the Androscoggin Lake Improvement Corporation** in said Municipality, and took the oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

_____ Town Manager

This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for filing.

**Town of Wayne
Mooring Ordinance**

SECTION I. PURPOSE.

The purpose of this Ordinance is to regulate the placement of moorings on lakes and ponds in Wayne. Pursuant to Title 38 M.R.S. sec. 7 the Town is entitled to enact ordinances to regulate the placement of moorings and other activities in its lakes and ponds and this Ordinance is pursuant to this statute. By doing so the Town expressly declines to adopt any other provisions of Title 38 M.R.S. secs. 1-6.

SECTION II. MOORINGS

All moorings shall be placed in a way that does not impede passage of other boats. In areas where there are multiple moorings all moorings shall be placed a reasonable distance apart such that other boats can pass, allowing for a 20' navigable channel, and a reasonable distance apart so as not to come into contact with other moored boats.

SECTION III. ENFORCEMENT

The Board of Selectmen may appoint a representative to be responsible for enforcing this Ordinance through the administration of a ticket system. Violations of the Ordinance shall incur a fine of \$25 for a first offense, \$50 for a second offense, and \$100 for a third offense and each offense thereafter. Appearances in court may be waived by payment within 10 days to the Wayne Treasurer.

SECTION IV. AMENDMENTS

This Ordinance may be amended by the Board of Selectmen at any properly noticed meeting.

SECTION V. EFFECTIVE DATE

This Ordinance shall take effect upon its passage.

Adopted by the Board of Selectmen of the Town of Wayne, Maine this February day of 18th, 2020.

Wayne Town Manager

From: Pete Davis <phdavis@earthlink.net>
Sent: Friday, July 17, 2020 6:09 AM
To: Wayne Town Manager
Subject: Fwd: Moorings

Begin forwarded message:

From: Pete Davis <phdavis@earthlink.net>
Subject: Moorings
Date: July 16, 2020 at 12:51:25 PM EDT
To: Aaron Chrostowsky <ajchrostowsky@gmail.com>

Aaron,

Because the town has not designated mooring placement etc. in the Mooring Ordinance, by state law each lot is allowed only one . I would like this state law enforced.

Thank you,
Peter Davis

§3. Mooring sites

In all harbors wherein channel lines have been established by the municipal officers, as provided in section 2, and in all other coastal and tidal waters, harbors and great ponds where mooring rights of individuals are claimed to be invaded and protection is sought of the harbor master, the harbor master shall assign and indicate only to the masters or owners of boats and vessels the location that they may occupy for mooring purposes and shall change the location of those moorings from time to time when the crowded condition of that harbor or great pond, the need to conform to section 7-A or other conditions render the change desirable. [PL 1991, c. 838, §16 (AMD).]

Unless permitted by an ordinance adopted under section 3-A, mooring assignments may not be transferred. Assignments may not be rented unless the provision for rental was part of the agreement when the mooring was assigned. [PL 1991, c. 685, §1 (AMD).]

Assignment of these mooring privileges does not confer any right, title or interest in submerged or intertidal lands owned by the State. To the extent that there is any inconsistency between this subchapter and any law that establishes or otherwise provides for a port authority, board of harbor commissioners or similar authority for any coastal waters of the State, that inconsistency must be resolved in favor of this subchapter. [PL 2003, c. 660, Pt. A, §23 (AMD).]

Whenever practicable, the harbor master shall assign mooring privileges in those waters where individuals own the shore rights to a parcel of land, are masters or owners of a boat or vessel and are complainants, and shall locate suitable mooring privileges therefor for boats and vessels, temporarily or permanently, as the case may be, fronting their land, if so requested, but not to encroach upon the natural channel or channels established by municipal officers; provided that not more than one mooring

may be assigned to any shorefront parcel of land under this privilege. Notwithstanding section 11, persons who, prior to January 1, 1987, owned shore rights of at least 100 feet of frontage regardless of the size of the lot have mooring privileges assigned according to this section. The limitation of one mooring assigned under this privilege does not prevent the owner of a shorefront parcel from receiving additional mooring assignments under the allocation system for all other residents. [PL 2003, c. 660, Pt. A, §23 (AMD).]

NAPLES — More than 100 waterfront property owners in this Lakes Region town might find themselves with a problem when they go to take out their motorboats, sailboats and jet skis this spring.

Only one watercraft per property will get a spot to tie up offshore.

“I’ve had two moorings forever,” said Joseph Dole, surprised to hear he’d get only one this year by his home on Brandy Pond.

The change in the town’s rule — from a limit of one mooring for every 50 feet of shorefront property to a limit of one for every property owner — came about because of a lawsuit filed by Cynthia White, a resident of Long Lake, who had a problem with the placement of her neighbor Peter Serunian’s second mooring. Moorings are heavy anchors that stay in place all season and are attached to buoys so boats can easily be tied up when not in use.

A Cumberland County Superior Court judge found in August that Serunian wasn’t allowed to have a second mooring at all — and no one else is either.

State law says harbor masters can assign moorings to property owners “provided that not more than one mooring may be assigned to any shorefront parcel of land.”

Advertisement

Naples officials are now breaking the bad news to property owners seeking mooring permits

Request for Public Records

Wayne Public Access Officer Town Clerk
Wayne Town Office
P.O. 400: 48 Pond Road
Wayne, Maine 04284

I am requesting the following public records.

1). "About the Androscoggin Yacht Club"

Prepared for the Wayne selectboard March 17, 2017

2). "Mooring Field Androscoggin Lake"

Prepared by the Wayne Conservation Commission March 20, 2017

Thank You,



7/20/20

Peter Davis
21 Davis Point Rd
Wayne, Maine 04284
207-242-4098

Request for Public Records

Wayne Public Access Officer Town Clerk
Wayne Town Office
P.O. 400: 48 Pond Road
Wayne, Maine 04284

I am requesting the following public records.

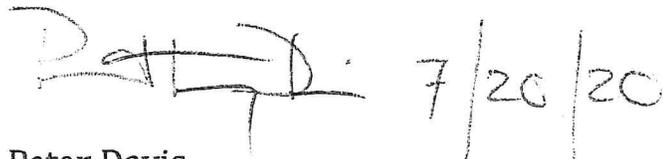
1). "About the Androscoggin Yacht Club"

Prepared for the Wayne selectboard March 17, 2017

2). "Mooring Field Androscoggin Lake"

Prepared by the Wayne Conservation Commission March 20, 2017

Thank You,

A handwritten signature in black ink, appearing to read "Peter Davis", followed by the date "7/20/20". The signature is written in a cursive style.

Peter Davis
21 Davis Point Rd
Wayne, Maine 04284
207-242-4098

BOARD RESOLUTION:

WHEREAS, broadband internet services in Fayette are poor and many areas of town do not have access to the FCC recommended minimum speeds of 25 megabits download and 3 megabits upload capacity, and;

WHEREAS, it is increasing likely that our residents will need to work from home and require broadband internet service speeds greater than the FCC minimum speeds, and;

WHEREAS, not having reliable high-speed access in our community will negatively affect our property values, and;

WHEREAS, we have completed an inventory and mapped locations of unserved, underserved and claimed to be served by existing service providers, and;

WHEREAS, our town is part of a six-town partnership called the Western Kennebec Lakes Community Broadband Association seeking to improve broadband internet services which includes the towns of Fayette, Vienna, Readfield, Wayne, Leeds and Mount Vernon, and;

WHEREAS, there are numerous opportunities for grants to help pay for increasing the reliability and connectivity speeds to broadband services, and;

WHEREAS, there are many companies interested in providing those services,

NOW THEREFORE, the Fayette Board of Selectmen resolve to participate in a joint effort led by the Western Kennebec Lakes Community Broadband Association to provide uniform reliable highspeed broadband internet services to all of our commercial and residential property owners. The goals of this effort is:

1. If the solution is hybrid fiber/coax infrastructure, it must deliver minimum speeds of 100 Mbps download and 10 Mbps upload, with optional speeds of up to 940 Mbps download and 35 Mbps upload.
2. If the solution is Fiber-to-the-Home (FTTH) infrastructure, it must deliver minimum symmetrical speeds of 100 Mbps, with options to increase to 1 Gbps symmetrical.
3. Reliability of service provided must meet a standard of 99% availability during any 24-hour period.
4. Availability of service provided must be provided to 100% of the potential subscribers within each community.
5. Discounted service must be available for low-income households with demonstrated need.

Wayne Town Manager

From: Joe Young <joe@moosehillfarm.com>
Sent: Monday, July 20, 2020 9:28 AM
To: Connie.ireland@gmail.com; csmithbuild@gmail.com; jennyinleeds@gmail.com; jrackliff1@hotmail.com; markbender@aol.com; mjarrell25@gmail.com; Aaron Chrostowsky; Amy Black; Bob Weingarten; Brian Lippold; Bruce Bourgoine; Carl Rogers; Christine Sammons; Chuck Wright; Clyde Dyar; Dennis Price; Don Welsh; Doris Thompson; Edward D Lawless; Eric Dyer; George Boff; George Joseph; Heather Peel; Jan B. Wiegman; Jim Perkins; Jim Wright; Jim.anderberg; Joseph McLean; Joseph Stevenson; Joyce Pratt; Kathryn Woodsum; Larry Grant; Laura Church; Lawrence Bell; Liam Wallace; Lloyd Irland; Mark Robinson; Michael Wenzel; Mike D; Mike Wenzel; Patricia Jackson; Paul Crockett; Ralph Eno; Ray Braithwood; Richard Polsinello; Stacey Rose; Stan Davis; Taylor Crosby; Tom Jewett; Trent Emery; William Rosenberg
Cc: Berndt and Elaine Graf; Cronin, Nancy E; Joe Young; Jon Beekman; Lacy Badeau
Subject: Broadband Meeting thursday 7pm
Attachments: SelectmenResolution.docx

Good Morning Everyone,
Looks Like Thursday is the best date this week I hope you all can make it.

It would be especially helpful if Selectmen representatives could attend to discuss the attached resolution.

1. The Communications Sub Committee has nearly completed its work in developing a web site to provide information to our towns and that will be reviewed also.
2. Community Meeting Updates
3. Brian will provide an update regarding any interest from companies interested in submitting proposals to us.
4. Brian has distributed our report to several internet service providers and it would be very helpful to have resolutions like this approved by each town Board of Selectmen to reinforce the intent of our towns to support improvements to internet services in our communities.
5. Grant Opportunity discussion <https://www.mainecef.org/apply-for-a-grant/available-grants-deadlines/community-broadband-grant-program/> Applications are due by August 1st so it is a very tight turn around time. It would be helpful to pay for a postcard or some other mail in survey of town residents to determine the level of interest in towns financial support for improving service. Many do not have internet service. Brian and the communications committee may have some other ideas for grant purpose

Brian can you schedule a zoom meeting for us?

Joe Young
[Moose Hill Farm](#)
[159 Moose Hill Road](#)
Fayette, ME 04349
Land Line 207-897-3093
Mobile 207-931-7626

[Back to Web Site](#)

Town of Wayne, Maine

Route 133 Paving Work

The Maine Department of Transportation will be performing paving work along with making pedestrian safety and drainage improvements on Route 133 in Wayne. The project area begins at Wayne Village Fire Station to the Wayne/ Livermore Falls Town Line. Work is expected to begin on July 13th and end on September 11, 2020.

Below are select milestone dates for this project:

- Milling of the road surface, week of July 20, 2020;
- Install new catch basin at intersection of Old Winthrop Rd., week of July 20, 2020;
- Shim/ Basecoat paving, week of July 27, 2020;
- Sidewalk work, the week of Aug. 17, 2020;
- Surface coat paving, the week of Aug. 31, 2020;
- Seed/ mulch, the week of Sept. 7, 2020;

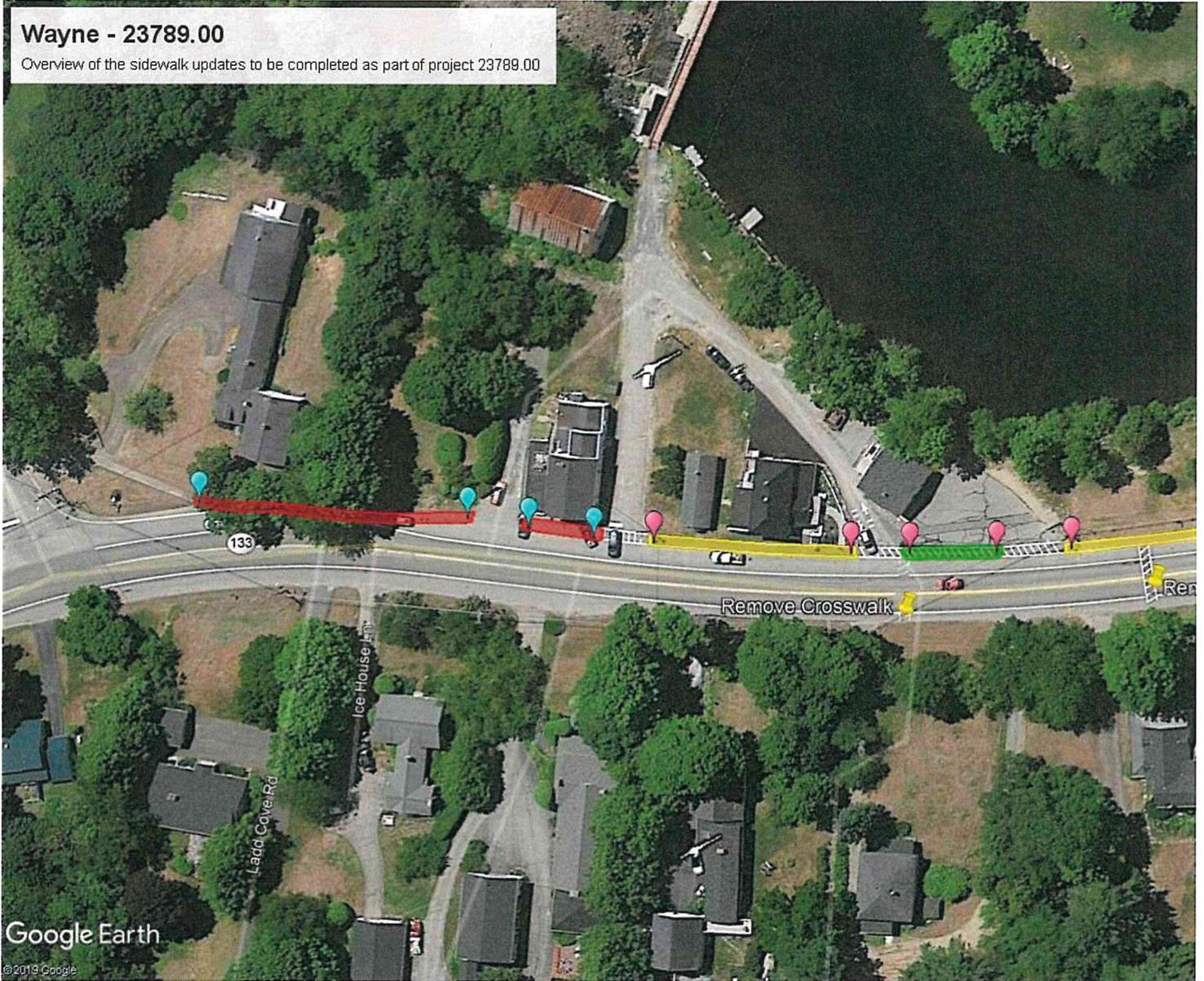
These times are subject to change.

Drivers should expect a single-lane traffic pattern during this work.

The contractor on this project is Pike Industries out of Fairfield. The project cost is \$1,439,566.50.

 [Village Project Map](#)

Official Web Site of Wayne, Maine. Copyright 2013 Town of Wayne. All Rights Reserved.



Wayne Town Manager

From: Eric Dyer <manager@readfieldmaine.org>
Sent: Thursday, July 16, 2020 11:14 AM
To: csammons@readfieldmaine.org; dprice@readfieldmaine.org; reno@readfieldmaine.org; kwoodsum@readfieldmaine.org; bbourgoine@readfieldmaine.org
Cc: clerk@readfieldmaine.org; Info; townmanager@waynemaine.org; 'Mark Robinson'; transferstation@readfieldmaine.org
Subject: Sunday Hours at the Transfer Station

Good morning,

The link below leads to an announcement about special Sunday hours from 8-12 at the Transfer Station. We've had several days this summer, mostly Saturdays (or Friday and Tuesday in the case of the 4th of July) where traffic was dangerously backed up and residents were fuming in their cars for half an hour or more. I spoke with the SWRC last night on the issue, and have the support of the Assistant Transfer Station Manager. This is a trial only and will be revisited. The cost of the extra staff time is being offset by budgeted hours for backup staff at the Transfer Station, and the additional revenues (above those budgeted) we have consistently realized over the past year.

Hopefully adding a few hours on Sunday when most of our residents can come to the station will let off a little steam and smooth out operations.

<https://www.readfieldmaine.org/home/news/new-summer-sunday-hours-transfer-station>

Be well,

Eric

Eric Dyer, Town Manager
Town of Readfield, ME
Office – 207-685-4939
Direct Line – 207-685-1818
Cell – 207-242-5437
Website - www.readfieldmaine.org



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Readfield Select Board

Mr. Donald Welsh
Select Board Chair
Town of Wayne, Maine

May 26, 2020

Dear Donald;

Thank you for your letter of April 29, 2020 expressing concerns regarding transfer station employees and the wearing of face coverings. Our Select Board discussed the matter on May 11, 2020.

Our Board fully appreciates the concerns raised. It has entrusted our Transfer Station Manager, also our Town Manager, with making, directing, and implementing appropriate employee policy with regards to coronavirus pandemic practices at the facility. We believe the policy to be practiced, following our discussion with the Manager, is both appropriate and addresses the issues you have raised.

Employees at the Transfer Station are to wear face coverings in all situations where recommended physical distancing cannot be achieved. Our discussion helped clarify that it is our further intention that the policy of wearing face coverings extends to situations where employees may be rapidly moving in and out of appropriate physical distancing ranges.

Our Manager has now reinforced the policy with employees. Should you or any citizen have a further concern, please let your Town Manager know the specifics involved, so he may discuss the matter directly with our Manager to resolve it.

In closing, our Select Board recognizes that we are all operating in a completely new and rapidly changing environment with a lot of challenges due to the coronavirus pandemic. To that end, I hope that all of us in governance and administration achieve ongoing success to serve the public well.

Kind Regards;

Bruce Bourgoine
Select Board Chair
Town of Readfield, Maine

CC: Eric Dyer, Kathryn Woodsum

REGIONAL HHW COLLECTION - JULY 25

8:00 am - 12:00 pm

Readfield Transfer Station

14 Recycle Rd, Readfield, ME

**Household Hazardous Waste
collection for the residents of
Readfield, Wayne & Fayette**

For more info please contact your local town
office or Gabe Gauvin, Environmental
Planner. 207-453-4258 ext.220

ggauvin@kvcog.org