

Town of Wayne Board of Selectmen

MEMBERS: Gary Kenny, Stephanie Haines, Stephen Saunders, Peter Ault and Don Welsh

Meeting Agenda

Date: Tuesday, June 16, 2015

Time: 6:30 PM

Place: Wayne Elementary School – Gymnasium

Call Meeting to Order.

Pledge of Allegiance.

Selectmen Present / Quorum.

Meeting Minutes.

- a. **Consider approving of meeting minutes of the Wayne Board of Selectmen – June 2, 2015.**
Manager Recommendation: Move the Board to approve meeting minutes of the Wayne Board of Selectmen – June 2, 2015.
- b. **Consider approving of meeting minutes of the 2015 Annual Town Meeting – June 9, 2015.**
Manager Recommendation: Move the Board to approve meeting minutes of the 2015 Annual Town Meeting – June 9, 2015.

Warrants.

- a. **Consider approving of Payroll Warrant #53.**
Manager Recommendation: Move the Board to approve Payroll Warrant #53.
- b. **Consider approving of Accounts Payable Warrant #54**
Manager Recommendation: Move the Board to approve Accounts Payable Warrant #54.

Business Agenda.

- a. **Town Meeting Round-up**
Manager Recommendation: Discussion Only.
- b. **Mooring concerns at Androscoggin Yacht Club.**
Manager Recommendation: Discussion Only.
- c. **Brush Removal concerns**
Manager Recommendation: Discussion Only.
- d. **Approve changes to Financial Management Policy.**
Manager Recommendation: Move the Board to approve changes to Financial Management Policy.

e. 2015 Road Construction Work

Manager Recommendation:

f. Appointment of Town Officials

Manager Recommendation: Move the Board to appoint Town Officials.

Supplements / Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday June 30, 2015 at 6:30 PM** at the Wayne Elementary School - Gym.

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday June 2, 2015
Wayne Elementary School**

Call Meeting to Order/ Selectmen Present

Gary Kenny determined quorum and called meeting to order at 6:30 PM with the following members present: Peter Ault, Stephanie Haines, Gary Kenny, Stephen Saunders, and Don Welsh.

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

Audience: Peter Davis and Lloyd Irland

Pledge of Allegiance

Meeting Minutes

- a. A motion was made to approve the meeting minutes of the Board of Selectmen on May 19, 2015, with revisions. (Haines/Saunders) (4/0) Kenny abstained

Warrants

- a. The Board approved Warrant #51(Payroll) in the amount of \$5,783.75. (Haines/Welsh) (5/0)
- b. The Board approved Warrant #52 (Payroll) in the amount of \$178,644. (Haines/Saunders) (5/0)

Business Agenda

- a. Discussion Proposed Town Forest Management Policy.
Lloyd Irland discussed fact sheet he was going to hand out at a meeting planned by Conservation Commission to inform residents about tentative costs and benefits to the town.
- b. Discussion about Financial Management Policy. Board made suggestions for possible changes. Tabled until next meeting.
- c. The Board was moved to authorize and direct Property Tax Collector to write-off annually up to \$5. Prior to a lien is placed on any property tax account. (Welsh/Haines) (5/0)
- d. Discussion Road Plan. Town Manager presented Proposed Paving Options 2015-2016.
- e. Town Meeting Preparations. Town Manager stated he had sound system reserved. Discussed Spirit of America recipients. Town Manager to provide Proposed Town Forest handouts with diagram.
- f. Earl Welch Property update. Town Manager reported the Bank of Maine willing to pay for the clean- up of property. Town Manager will solicit bids to provide Bank of Maine with estimate cost.
- g. Roadside mowing. Town Manager suggested Readfield sickle type mower not doing a good job, and would like to look into using a Boom mower for next budget year, which could do better job and save money in long term.

Select Board Meeting Minutes 6-2-2015

- h. Memorial Day. Town Manager expressed thanks to Memorial Day Committee.
- i. Farmers Market Safety discussion. Theresa Kerchner expressed concern about Farmers Market safety as traffic going through town too fast and people parking on both sides of street creating possible dangerous situation. Theresa asked for pedestrian signs. Board discussed other possible locations such as Memorial Park, Wayne Elementary school, or Ladd Recreation Center. Town Manager to look into other possible locations.

Supplements/ Abatements:

Acreage Error. Assessed at 3.60 acres and lot is actually 2.60 acres

The Board was moved to accept the following abatements.(Welsh/Saunders) (5/0)

- a. Lawrence & Kristina Stewart, \$3,500 x 0.01437 (2014 mil rate) = \$50.30
- b. Lawrence & Kristina Stewart, \$3,500 x 0.01420 (2014 mil rate) = \$49.70
- c. Lawrence & Kristina Stewart, \$3,500 x 0.01405 (2014 mil rate) = \$49.10

Town Manager Report:

This month the Board of Selectmen will be meeting on June 2, June 16, and June 30 at 6:30 PM at the Wayne Elementary School Gymnasium.

Mark your calendars! Wayne Annual Town Meeting – Election of Officers, Tuesday June 9, 2015, 8:00 AM to 8:00 PM at the Ladd Recreation Center; Annual Town Meeting – Budget Meeting, Wednesday June 10, 2015, 6:00 PM at the Ladd Recreation Center. Absentee ballots will be available at the Town Office. If you have not registered to vote, please stop by the Town Office to register to vote.

Spring is here! Our friendly neighborhood geese are back in town. In order to make them less of a nuisance, please don't feed the geese. If you live along the shore, consider creating buffer zone by either plant non-invasive native plants and/ or stop mowing your lawn to help prevent geese grazing on your lawn and protect water quality.

The Town's Assessor Agent Matt Caldwell from RJD Appraisal will be available by appointment on Monday June 22, 2015 to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

A representative from Senator Angus King's office will be holding constituent service hours to hear your concerns, Tuesday June 23, 2015 between 2:00 and 4:00 PM at the Wayne Town Office.

In observation of Independence Day, Friday July 3, 2015, the Town Office will be closed. It will re-open on Monday July 5, 2015, during our regularly scheduled hours. The Transfer Station will be closed on Saturday July 4, 2015; it will reopen on Tuesday July 7, 2015, during regularly scheduled hours.

Board Member Reports: None

Public Comments:

- a. Peter Davis stated he was dissatisfied with the Town and the Androscoggin Yacht Club for not addressing his concerns about the moorings near the AYC and Davis property shoreline on Androscoggin Lake. His concern is for moorings placed too far down the stream in "aquatic plant area." Peter stated he wanted to see the Town adopt a mooring ordinance and hire a harbormaster, who he suggested would be paid from mooring fees. Selectboard members stated they observed AYC trying to work with Peter and surprised he was not satisfied. Peter stated he felt Selectboard was favoring AYC.

Adjourn.

Motion to Adjourn at 8:28 PM. (Haines/Saunders) (5/0)

The next Select Board Meeting is scheduled for Tuesday, June 16, 2015 at 6:30 p.m. at the Wayne Elementary School Gym.

Recorded by:
Cathy Cook, Town Clerk

Select Board Members

Gary Kenny

Stephanie Haines

Stephen Saunders

Peter Ault

Don Welsh

TOWN OF WAYNE
2015 ANNUAL TOWN MEETING MINUTES

STATE OF MAINE
KENNEBEC, SS

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

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the Ladd Recreation Center on **Tuesday June 9, 2015** at 8:00 AM to elect a Moderator to preside at said meeting, to elect Town Officers for the ensuing years and vote on Articles 3-5 by secret ballot. Polls are to be opened from 8:00 AM to 8:00 PM. The meeting will recess after the ballot count.

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

Tim Mills, Moderator

Douglas Stevenson, Deputy Moderator

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

➤ **Two Selectman, 3-year terms (Expires 2018)**

Stephanie Haines – 200

Jonathan Lamarche – 193

Write-in: Charles Bergman, Gary Carr, Joan Farrar, Heather Gallant, Sherwood Mullen, Jim Perkins, Josh Reynolds, Ken Spalding, Ford Stevenson

➤ **One Regional School Unit Board of Trustee Member, 3-year term (Expires 2018)**

Gary William Carr, Ph.D. – 181

Write-in: Anyone Else but Gary Carr, Gary Carr Ph. D, Laurel Danforth, Donald Duck, Dallas Folk, Kim McKee, Linda McKee, Stefan Pakulski, Earl Pease, Bev Petell, Kate Saunders, Rebecca Reynolds, Holly Stevenson

➤ **One Regional School Unit Board of Trustee Member, 2-year term (Expires 2017)**

Write-in: Wayne Crowley, Stan Davis, Mary Farnham, Joan Farrar, Robert Fyler, Susan Hudson, Steven Hudson, Anita Lovejoy, Ken Martin, Bob McKee, Kim McKee, Stefan Pakulski, Dave Petell, Perry Ryerson, Jill Welch

➤ **One Local School Committee, 3-year term (Expires 2018)**

Write-in: M. T. Clark, Susan Hudson, Joan Farrar, Jane Giglio, Margot Gyorgy, Lynette Johnson, Earl Pease, Mark St. John, Anita Lovejoy, Homer Simpson, David Twitchell, Jim Welch

➤ **One Local School Committee, 2-year term (Expires 2017)**

Write-in: Peter Ault, Ken Bate, Gary Carr, Stan Davis, Stephanie Dodge, Peter Emery, Gaeton English, Joan Farrar, Margot Gyorgy, Lynette Johnson, Ray Kelley, Kim King, Pat McNamara, Linda Morin, Stefan Pakulski, Bev Petell, Shelly Reed, Sam Saunders, Tom Towns

ARTICLE 3. Shall this municipality authorize the State to issue licenses for the sale of liquor to be consumed on the premises of licensed establishments on days other than Sunday?

Town Meeting: Yes – 246 No – 41 PASSED

ARTICLE 4. Shall this municipality authorize the State to issue licenses for the sale of liquor to be consumed on the premises of licensed establishments on Sundays?

Town Meeting: Yes – 214 No – 75 PASSED

ARTICLE 5. To see if the Town will vote to appropriate \$15,000 for legal expenses associated with quieting the title and undertaking related legal activities in regard to the tax-acquired property on the House Road formerly owned by Robert Pettengill?

Town Meeting: Yes – 178 No – 110 PASSED

The residents of the Town of Wayne, qualified to vote in Town Affairs, are hereby also warned to assemble at the Ladd Recreation Center at 26 Gott Rd, Wayne, Maine 04284 at 6:00 PM on **Wednesday June 10, 2015** to act on Article 6 to end of Warrant.

Community Recognitions

Lincoln Ladd, presented the following award:

- **Helen Hicks Healy Award – Blanche Fyler**

Gary Kenny, Selectboard Chair, presented the following awards:

- **Spirit of America Award – Gloria and Lincoln Ladd**
- **Town Report Dedication – Eloise Ault, Ray Giglio and Jack Mahoney**

Meeting Called to Order by Douglas Stevenson, Moderator at 6:00 PM - 90 Register Voters Present

Town Meeting: A motion was made to allow Town Manager to speak at Town Meeting because he is not a registered voter. **PASSED**

Brief Presentations

Gary Kenny, Selectboard Chair, made the following presentation:

- **Tax Acquired Property “Former Pettengill Property”**
- **Road Plan**

Aaron Chrostowsky, Town Manager, made the following presentation:

- **Budget / Tax Impact**

ARTICLE 6. 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: PASSED**

ARTICLE 7. To see if the Town will allow the Tax Collector to accept money for taxes before taxes are committed. **Town Meeting: PASSED**

ARTICLE 8. To see if the Town will establish a 3% interest payment for tax abatements (per annum). **Town Meeting: PASSED**

ARTICLE 9. To see if the Town will authorize the Selectboard, on behalf of the Town, to enter into contracts for ambulance, assessing, auditing and dispatching services, and to enter into contracts for terms not to exceed five years for roadside mowing, park and lots maintenance and snowplowing, on such terms and conditions as they deem appropriate. **Town Meeting: PASSED**

ARTICLE 10. 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: A motion was made to amend Article 10 by changing Thirty-Mile Snowmobile Club to Thirty-Mile River Snowmobile Club (Thomas Barden/ Gary Kenny). **ARTICLE/ AMENDMENT PASSED**

ARTICLE 11. To see what sum of money the Town will raise and appropriate for **GENERAL ADMINISTRATION.**

General Admin.	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Selectmen's Stipend	\$7,162	\$7,162
Town Manager Salary	\$45,390	\$46,752
Treasurer stipend	\$3,000	\$3,000
Tax Collector wages	\$20,050	\$21,805
Town Clerk wages	\$21,216	\$22,619
Office Clerk wages	\$1,000	\$0
Meeting Recording Clerk wages	\$1,179	\$1,257
Special Project wages	\$0	\$0
Social Security/ Medicare Match	\$7,573	\$7,907
Health Insurance	\$31,905	\$33,360
Retirement	\$4,430	\$2,480
Disability	\$863	\$877
Office Expense	\$4,000	\$4,000
Travel Expense	\$2,000	\$2,000
Training Expense	\$4,000	\$3,000
Maintenance & Repair	\$1,000	\$0
MMA Membership	\$4,826	\$2,300
Computer maintenance	\$2,000	\$1,500
Computer Software (Trio)	\$8,000	\$8,500
Website management	\$750	\$750
Town Report	\$1,000	\$1,000
Sunshine Fund	\$200	\$200
Tax Administration	\$4,000	\$4,000
Legal	\$15,000	\$15,000
Audit Reporting	\$7,100	\$5,040
Bookkeeping Assistance	\$0	\$1,000
Insurance	\$20,000	\$20,000
Town Office Rent	\$6,700	\$6,700
Copier lease & maintenance	\$2,000	\$3,100
Telephone	\$2,800	\$2,800
Contingent	\$5,000	\$0
Subtotal	\$234,144	\$228,109

Select Board Recommends: \$228,109
 Budget Committee Recommends: \$228,109
Town Meeting: PASSED

ARTICLE 12. Shall the Town (1) approve a capital project consisting of road reconstruction and repair, including transaction costs and other expenses reasonably related thereto; (2) appropriate the sum of \$300,000 to fund the project; (3) authorize the Town Treasurer and the Chair of the Selectboard to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$300,000 to fund the appropriation; and (4) delegate to the Treasurer and the Chair of the Selectboard the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

Total Town Indebtedness:

A.	Outstanding balance of bonds previously issued:	\$436,000
B.	Bonds authorized and unissued:	\$-0-
C.	Anticipated amount of bonds to be issued:	<u>\$300,000</u>
	Total:	\$736,000 (Principal)

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

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

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

Treasurer
Town of Wayne

Town Meeting: PASSED

ARTICLE 13: To what sum of money the Town will raise and appropriate for **DEBT SERVICE.**

Debt Service	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Village Dam Payment	\$ -	\$ -
Pond Road Reconstruction Bond	\$ -	\$ -
North Wayne Road Reconstruction Bond	\$ 34,000	\$ 37,155
Old Winthrop Road Reconstruction Bond	\$ 65,000	\$ 66,630
Subtotal	\$ 99,000	\$ 103,785

Select Board Recommends: \$103,785
 Budget Committee Recommends: \$103,785
Town Meeting: PASSED

ARTICLE 14. To see what sum of money the Town will raise and appropriate for **HEARINGS AND ELECTIONS.**

Elections/ Hearings	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Election / Ballot Clerks wages	\$1,800	\$1,500
Social Security/ Medicare Match	\$138	
Election Supplies	\$2,000	\$1,000
Subtotal	\$3,938	\$2,500

Select Board Recommends: \$2,500
 Budget Committee Recommends: \$2,500
Town Meeting: PASSED

ARTICLE 15. To see what sum of money the Town will raise and appropriate for **GENERAL ASSISTANCE.**

General Assistance	APPROVED FY 14 / 15	BUDGET FY 15 / 16
General Assistance Officer stipend	\$0	\$0
Social Security/ Medicare Match	\$0	\$0
Town support for LADD GA Fund	\$0	\$500
General Assistance	\$5,000	\$2,500
Subtotal	\$5,000	\$3,000

Select Board Recommends: \$3,000
 Budget Committee Recommends: \$3,000
Town Meeting: PASSED

ARTICLE 16. To see what sum of money the Town will raise and appropriate for the **FIRE DEPARTMENT.**

Fire Department	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Chief Officers' stipends	\$6,000	\$6,000
Firefighters' stipends	\$7,000	\$7,000
Social Security/ Medicare match	\$995	\$995
Operations	\$22,000	\$22,000
Communications	\$4,000	\$4,000
Equipment	\$14,000	\$14,000
Subtotal	\$53,995	\$53,995

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

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

Assessing Mapping	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Assessing/ Mapping	\$14,000	\$14,400
Quarter Review	\$5,700	\$5,800
GIS Mapping	\$0	\$1,800
Tax Maps	\$0	\$0
Ordinance Work	\$0	\$0
Subtotal	\$19,700	\$22,000

Select Board Recommends: \$22,000
 Budget Committee Recommends: \$22,000
Town Meeting: PASSED

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

Animal Control	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Animal Control Officer stipend	\$3,000	\$3,000
Social Security/ Medicare match	\$230	\$230
Humane Society	\$1,900	\$1,950
Subtotal	\$5,130	\$5,180

Select Board Recommends: \$5,180
 Budget Committee Recommends: \$5,180
Town Meeting: PASSED

ARTICLE 19. To see what sum of money the Town will raise and appropriate for **CODE ENFORCEMENT & LAND USE BOARDS SUPPORT.**

Code Enforcement & Land-Use Board Support	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Code Enforcement Officer stipend	\$11,625	\$11,625
Social Security/ Medicare match	\$889	\$889
Planning Board	\$0	\$0
KVCOG Membership	\$0	\$2,700
Board of Appeals	\$0	\$0
Conservation Commission	\$0	\$0
Ordinance/ Mapping	\$1,000	\$1,000
Subtotal	\$13,514	\$16,214

Select Board Recommends: \$16,214
 Budget Committee Recommends: \$16,214
Town Meeting: PASSED

ARTICLE 20. To see what sum of money the Town will raise and appropriate for **PUBLIC SAFETY.**

Public Safety	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Street Lights	\$6,000	\$6,500
Ambulance Service	\$9,512	\$9,810
Sheriff's Department	\$4,000	\$4,000
PSAP & Dispatching contracts	\$11,850	\$12,610
Subtotal	\$31,362	\$32,920

Select Board Recommends: \$32,920
 Budget Committee Recommends: \$32,920
Town Meeting: PASSED

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

Roads	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Road Administration	\$2,000	\$2,000
Roadside Mowing	\$4,000	\$3,500
Brush/ Tree Removal	\$15,000	\$13,000
Calcium Chloride	\$9,000	\$8,000
Grading	\$15,000	\$8,000
Sweeping/ Catch basin cleaning	\$5,000	\$3,500
Patching	\$5,000	\$4,000
Ditching	\$40,000	\$40,000
Signs & Posts	\$3,000	\$3,000
Line Painting	\$750	\$750
Culverts	\$20,000	\$15,000
Gravel	\$20,000	\$25,000
Landfill Mowing	\$1,000	\$1,000
Highway Plowing	\$152,503	\$155,493
Winter Salt	\$21,000	\$20,000
Lot Plowing	\$3,100	\$3,600
Sand/ Salt Shed lights	\$500	\$500
Crack sealing	\$2,000	\$0
Subtotal	\$318,853	\$306,343

Select Board Recommends: \$306,343
 Budget Committee Recommends: \$306,343
Town Meeting: PASSED

ARTICLE 22. To see what sum of money the Town will raise and appropriate for the **TRANSFER STATION.**

Transfer Station	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Transfer Station	\$106,959	\$107,998
Backhoe	\$3,000	\$3,250
Hazardous Waste	\$1,000	\$1,000
Subtotal	\$110,959	\$112,248

Select Board Recommends: \$112,248
 Budget Committee Recommends: \$112,248
Town Meeting: PASSED

ARTICLE 23. To see if the Town will vote to expend \$6,250 from the Transfer Station Capital Reserve Fund for Roll-off Container Covers for the Readfield Transfer Station.

Select Board Recommends: \$6,250
 Budget Committee Recommends: \$6,250
Town Meeting: PASSED

ARTICLE 24. To see what sum of money the Town will raise and appropriate for **OUTSIDE AGENCIES.**

Outside Agencies	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Library	\$6,000	\$6,000
Archival Board	\$600	\$600
Messenger	\$1,200	\$2,000
Cemetery Association	\$3,500	\$3,500
Rural Community Action	\$3,300	\$3,700
Spectrum Generations	\$1,004	\$1,004
Hospice	\$1,000	\$1,000
Healthy Futures	\$0	\$0
Family Violence	\$0	\$1,000
Maine Public Broadcasting	\$100	\$100
Kennebec Valley Behavioral Health	\$1,600	\$1,600
Red Cross	\$1,200	\$1,200
Community Health and Counseling Service	\$0	\$100
Crisis & Counseling Center	\$0	\$1,977
Sexual Assault Crisis Support Center	\$416	\$417
United Cerebral Palsy	\$0	\$0
Big Brothers/ Big Sisters	\$0	\$0
Winthrop Food Pantry	\$400	\$400
Subtotal	\$20,320	\$24,598

Town Meeting: A motion was made to amend Article 24 by reducing Kennebec Behavioral Health from \$1,600 to \$1,000, Crisis & Counseling Center from \$1,977 to \$1,000 and increasing Winthrop Food Pantry from \$400 to \$1,977. (Holly Stevenson). **AMENDMENT FAILED**

A motion was made to amend Article 24 by increasing Winthrop Food Pantry from \$400 to \$1,500. (Bob Stephenson). **ARTICLE/ AMENDMENT PASSED**

ARTICLE 25. To see what sum of money the Town will raise and appropriate for **RECREATION:**

Recreation	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Memorial Day	\$300	\$300
Town Parks Mowing	\$2,150	\$2,244
Ladd Mowing	\$3,200	\$3,339
Town support for Ladd Recreation Center Operations	\$4,300	\$4,300
Wayne Athletic League	\$500	\$500
Lake Protection Projects	\$5,000	\$0
Androscoggin Lake Improvement Corp.	\$1,500	\$1,500
Androscoggin Yacht Club - Docks	\$500	\$500
30 Mile River Watershed Association	\$4,000	\$4,000
Kennebec Land Trust	\$250	\$250
Friends of Cobbossee Watershed - Wilson Pond Boat Inspection	\$1,300	\$1,300
Subtotal	\$23,000	\$18,233

Select Board Recommends: \$18,233

Budget Committee Recommends: \$18,233

Town Meeting: A motion was made to amend Article 25 by increasing Androscoggin Lake Improvement Corporation from \$1,500 to \$3,000. (Bill Messer). **AMENDMENT FAILED**

ORIGINAL ARTICLE PASSED

ARTICLE 26. To see what sum of money the Town will raise and appropriate for **LAND & BUILDINGS.**

Land & Buildings	APPROVED FY 14 / 15	BUDGET FY 15 / 16
North Wayne Schoolhouse Utilities	\$200	\$200
North Wayne Building Utilities	\$200	\$200
Wayne Town House Utilities	\$200	\$200
Maintenance & Repair	\$0	\$1,000
Historic Properties Mowing	\$900	\$940
Subtotal	\$1,500	\$2,540

Select Board Recommends: \$2,540

Budget Committee Recommends: \$2,540

Town Meeting: **PASSED**

ARTICLE 27. To see what sum of money the Town will raise and appropriate for the **CAPITAL RESERVE ACCOUNTS** with the balances in these accounts to be used by the Board for the purpose of each account as deemed necessary.

Capital Reserve	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Dam Repair and Replacement	\$0	\$0
Fire Truck	\$20,000	\$25,000
Fire "Small Capital Equipment"	\$5,000	\$0
Footbridge Replacement	\$0	\$0
Cemetery Stone Cleaning	\$2,500	\$0
Land and Buildings	\$10,000	\$2,500
Town Office	\$15,000	\$15,000
Village Center Improvement Projects	\$5,000	\$2,500
Technology	\$3,000	\$2,000
GIS Mapping System	\$18,000	\$0
Water Quality	\$0	\$5,000
Road Reconstruction & Paving	\$60,000	\$50,000
Subtotal	\$138,500	\$102,000

Select Board Recommends: \$102,000
 Budget Committee Recommends: \$102,000
Town Meeting: PASSED

ARTICLE 28. To see what sum of money the Town will raise and appropriate for the **CONTINGENCY ACCOUNT.**

Contingency	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Misc. Contingency	\$0	\$5,000
Subtotal	\$0	\$5,000

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

ARTICLE 29. To see what sum of money the Town will vote to apply from various sources to the 2015-2016 tax commitment, thereby reducing the amount to be raised from property taxes.

Revenues	APPROVED FY 14 / 15	BUDGET FY 15 / 16
Lien Costs	\$2,000	\$5,000
Interest on taxes	\$10,000	\$12,000
Checking Interest	\$1,000	\$1,000
Investment Income	\$0	\$0
MV Agent Fees	\$4,000	\$4,000
IF&W Agent Fees	\$500	\$500
MV Excise	\$200,000	\$200,000
Boat Excise	\$2,000	\$2,000
Vitals	\$250	\$500
Building Permits	\$1,000	\$1,000
Dog license fee	\$750	\$750
Dog license - late fee	\$0	\$0
Cable TV franchise	\$4,300	\$4,200
Misc. Revenues	\$10,000	\$10,000
Supplemental Taxes		\$10,000
Transfer from Undesignated Fund Balance "Surplus"	\$100,000	\$100,000
Transfer from Transfer Station Capital Reserve	\$30,000	\$6,250
Tree Growth	\$4,000	\$4,000
Veteran Reimbursement	\$900	\$1,500
General Assistance	\$2,500	\$1,250
State Revenue Sharing	\$44,079	\$44,726
Road Assistance	\$33,292	\$30,532
BETE Reimbursement	\$ 40	\$ -
Homestead Exemptions	\$26,010	\$26,000
TOTAL	\$476,621	\$465,208

Select Board Recommends: \$465,208
 Budget Committee Recommends: \$465,208
Town Meeting: PASSED

ARTICLE 30. To see if the Town will collect and appropriate the following categories of funds for the specified uses:

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

Town Meeting: PASSED

ARTICLE 31. To see if the Town will vote to consolidate and transfer existing funds in the Road Capital Reserve Fund and the Paving Capital Reserve Fund to the Road Reconstruction and Paving Capital Reserve Fund.

Select Board Recommends: Yes

Town Meeting: PASSED

This new Road Reconstruction and Paving Capital Reserve Fund will transfer existing funds from the Road Capital Reserve Fund and Paving Capital Reserve Fund, to be designated for the capital road projects including paving, road reconstruction, road rehabilitation, ditching, shoulder repair and replacement, chip sealing, guardrail installation, bridge and culvert replacement.

ARTICLE 32. To see if the Town will vote to consolidate and transfer existing funds in the Lovejoy Pond Capital Reserve Fund to the Dam Repair and Replacement Capital Reserve Fund.

Select Board Recommends: Yes

Town Meeting: PASSED

This new Dam Repair and Replacement Capital Reserve Fund will transfer existing funds from the Lovejoy Pond Dam Capital Reserve Fund to be designated for the general repair and replacement of both the North Wayne Village (Lovejoy Pond) and Wayne Village Dam (Mill Pond).

ARTICLE 33. To see if the Town will vote to consolidate and transfer existing funds in the Future Town Office Capital Reserve Fund, Building Maintenance Capital Reserve Fund, ADA Compliance Special Revenue Fund with the Municipal Building Study Special Revenue Fund to the Town Office Capital Reserve Fund.

Select Board Recommends: Yes

Town Meeting: PASSED

This new Town Office Capital Reserve Fund will consolidate and transfer existing funds from the Future Town Office Capital Reserve Fund, Building Maintenance Capital Reserve Fund, ADA Compliance Special Revenue Fund with the Municipal Building Study Special Revenue Fund to be designated for the planning and construction of a new town office.

ARTICLE 34. To see if the Town will vote to consolidate and transfer existing funds in the Voting Machine Capital Reserve Fund, Technology Capital Reserve Fund with GIS Mapping Capital Reserve Fund to the Technology Capital Reserve Fund.

Select Board Recommends: Yes

Town Meeting: PASSED

This new Technology Capital Reserve Fund will transfer existing funds from the Voting Machine Capital Reserve Fund, Technology Capital Reserve Fund with GIS Mapping Capital Reserve Fund to be designated for the replacement of website development, sound systems, computers, photocopiers, printers, servers, PowerPoint projectors and voting machines.

Note: (Selectboard intends to offer a motion to conduct a non-binding straw poll)

To discuss possible options regarding the use of the tax-acquired property on the House Road, formerly owned by Robert Pettengill, which may include retaining and granting a conservation easement to the Kennebec Land Trust for conservation and recreational purposes, or donating the property to the Kennebec Land Trust for conservation and recreational purposes?

Town Meeting: **At the Moderator's recommendation, this matter was deferred until following adjournment of the Town Meeting.**

Town Meeting adjourned at 8:00 PM.

Given under our hands this 16th day of **June, 2015**

Gary Kenny

Stephanie Haines

Stephen Saunders

Peter Ault

Don Welsh

Board of Selectmen

Attest: A true copy of meeting minutes entitled "Town of Wayne 2015 Annual Town Meeting Minutes", as certified to me by the municipal officers of Wayne on the 16th day of **June, 2015**.

Wayne Town Clerk

To: Wayne Board of Selectmen

From: Aaron Chrostowsky, Town Manager

Re: Local Mooring Ordinance

Date: 6/15/2015

At the last Selectboard meeting, Peter Davis expressed the following concerns:

- Potential harm to vegetation in Androscoggin Lake;
- Limit water access to properties on Davis Point;

In your packet the following information is enclosed:

- Town of Harrison, Maine Mooring Ordinance
- State Navigational Aids Rules
- Title 38 (Waters and Navigation) M.R.S.A. Section 3 (Mooring sites)
- Email from Peter Davis to Town Manager Re: Complaint dated 6/15/15
- Email from George Powell (Director, Boating Facilities Division) to Town Manager Re: Moorings dated 7/10/14

Thoughts

- **Mooring placement**
State moorings must be within 200 ft. from shore or 1/3 distance depending on the distance across the cove as to not to interfere with navigation (see enclosed maps).
- **# of mooring per shorefront owner**
State law (see enclosed Title 38 Waters and Navigation §3 Mooring sites), limits one mooring per landowner only if a local mooring ordinance is in place. If no local mooring ordinance, can have any number of moorings on the Great Pond as long as lake is navigable. Still must follow State Navigational Aids Rules.
- **Mooring Enforcement and Violation**
It seems that individual moorings at the Yacht Club are in violation of the State Navigational Aids Rules. As explained these violations are civil. The mooring owners would be responsible for the civil penalty. However, the State doesn't really have an enforcement arm for these types of violations but with a complaint they might be forced to issue a citation.

- **Complaint/ Outcome**

It appears that Peter Davis concerns don't are in conflict with each other. We might not be able to satisfy his concerns. According to State Navigational Aids Rules, moorings must be with 200 ft. from shore or 1/3 distance depending on the distance across the cove as to not to interfere with navigation. This however, would place moorings near shore in aquatic plant habitat and would limit access to his point.

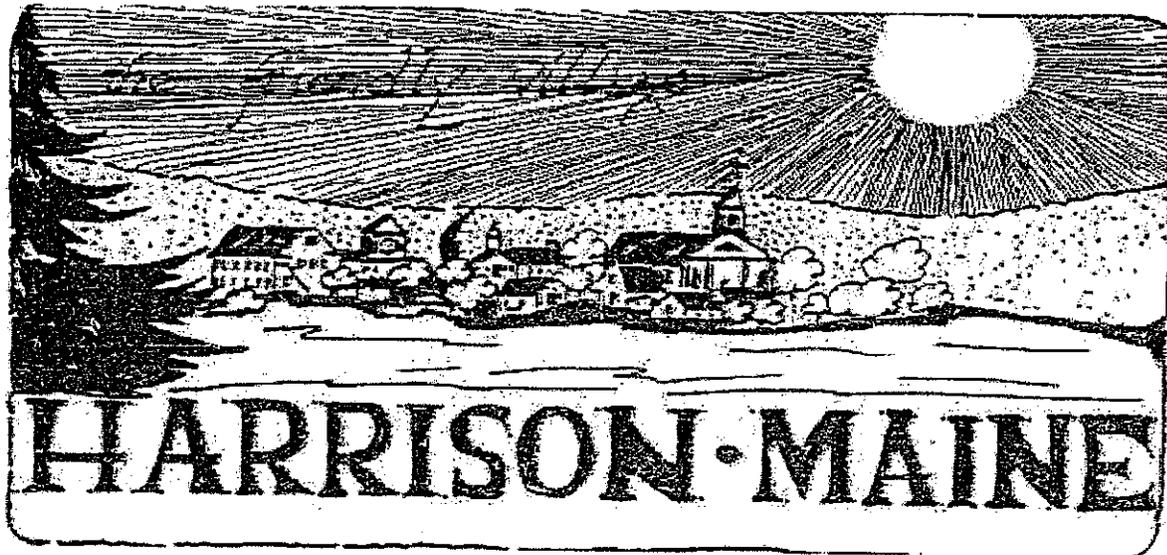
Conclusion

I think our best bet is to work with the State, AYC, boat owners and complainant to move the moorings out of the channel.

TOWN OF HARRISON

MOORING REGULATIONS

ORDINANCE



ADOPTED FEBRUARY 17, 2004
(At A Special Town Meeting)

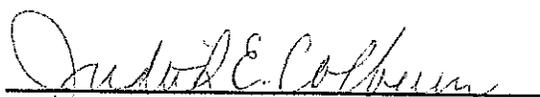
AMENDED ON JUNE 15, 2005
(At The Annual Town Meeting)

AMENDED ON JUNE 13, 2007
(At The Annual Town Meeting)

AMENDED ON JUNE 10, 2009
(At The Annual Town Meeting)

A True Attested Copy: Date: June 13, 2007

A True Attested Copy: Date: June 11, 2009



Judith E. Colburn, Town Clerk

Town of Harrison

Mooring Regulations Ordinance

**AMENDED JUNE 10, 2009
At The Annual Town Meeting**

SECTION 1: TITLE

This Ordinance shall be known and cited as the “Town of Harrison Mooring Regulations Ordinance”.

SECTION 2: AUTHORITY

The Town of Harrison Mooring Regulations Ordinance is adopted pursuant to the enabling provisions of Article 8, Part 2, Section 1 of the Maine Constitution; the provisions of Title 30-A M.R.S.A. Section 3001 (Home Rule), and the provisions of the Planning and Land Use Regulations Act, Title 30-A M.R.S.A. Section 4312 et seq. and the provisions set in Title 38 M.R.S.A. Sections 1-13.

Definitions in Section 17 of the Harrison Shoreland Zoning Ordinance shall also apply to this Ordinance. Any term not defined in this Ordinance, or in Section 17, shall be deemed to have its commonly accepted meaning. The mooring of watercraft is considered an accommodation for a watercraft, float, float plane or Swim Area Floats and is regulated by this ordinance and the Harrison Shoreland Zoning Ordinance.

SECTION 3: PURPOSE

The standards are designed to insure that mooring installation does not impair the health, safety, and welfare or result in lower water quality, loss of aquatic habitat, interference with navigation, interference with a fairway, or infringe on the interest of property owners.

SECTION 4: APPLICABILITY

This rule allows the installation of moorings for the purpose of securing a watercraft, float, float plane or Swim Area Floats in a great pond.

SECTION 5: CONFLICT AND SEVERABILITY

A. Conflict with Other Ordinances

When a provision of this regulation conflicts with or is inconsistent with any other ordinances, regulations or statute, the more restrictive provision shall apply.

B. Severability

The invalidity of any part of this regulation shall not invalidate any other part of this regulation.

SECTION 6: DEFINITIONS

1. **Great Pond:** Any inland body of water which in a natural state has a surface area in excess of 10 acres.
2. **Mooring:** Any device designed to float, and is attached to the anchoring device that secures a watercraft, float, or float plane to the bottom of a water body.
3. **Mooring Location:** A rectilinear area on a body of water in which the master or owner of a boat or vessel has been permitted to place a mooring.
4. **Common Access Area:** An area where multiple inland landowners share deeded rights to a great pond with a common access easement.
5. **Fairway:** Shall mean a navigable channel in a water body, which may, but need not, be marked with channel markers.
6. **Watercraft:** Shall mean any craft meeting the Federal or State definition of a watercraft.
7. **Shorefront Mooring Zone:** The area of water within one hundred (100) feet of the normal high-water line, or one third (1/3) the distance to the opposite normal high-water line, whichever is less.
8. **Designated Mooring Zone:** The area of water from 100' to 200' of the normal high-water line.
9. **Right-of-Way:** As used in this ordinance, refers to a deeded right-of-way of non-shorefront landowners over a designated portion of a shorefront property.
10. **Float:** A floating platform moored or anchored for use by swimmers or boats, that is not integrated and connected with a dock.

SECTION 7: MOORING STANDARDS

A. Shorefront Mooring Zone

Mooring Placement shall be the responsibility of the property owner subject to the following conditions:

- 1. A mooring may be placed by a shorefront property owner or another individual with the shorefront property owner's written permission.**
- 2. A mooring shall be placed in the Shorefront Mooring Zone directly adjacent to the owner's property.**
- 3. The mooring shall be restricted to water within 100 feet of the normal high-water line, or one third (1/3) the distance to the opposite normal high-water line, whichever is less. If a mooring is deemed to create a navigation hazard, it shall be removed or moved to a safe location specified by the Harbor Master.**
- 4. If the property owner can prove he cannot establish a mooring area within 100 feet from the normal high-water line, the Harbor Master may allow one established as near to the 100 foot mark as possible provided that it does not create a hazard to navigation.**
- 5. There shall be no more than one mooring for every 50 feet of shoreline of each lot. In cases where the lot has less than 50 feet of shoreline, the Harbor Master shall determine where a safe mooring can be installed.**
- 6. A mooring shall not be allowed if watercraft attached to it will interfere with the watercraft attached to other lawful moorings and/or Swim Area Floats.**
- 7. All moorings in the Shorefront Mooring Zone shall be permitted by the Town of Harrison without fee.**
- 8. The number of moorings for existing campgrounds, summer children's camps, motels and marinas shall be one per 25' of shoreline frontage.**
- 9. No mooring may be rented, sold, or transferred by the party receiving the permit.**
- 10. The mooring of a watercraft, float, float plane or Swim Area is considered an accommodation for a watercraft, float, float plane or Swim Area and is regulated by this ordinance and the Harrison Shoreland Zoning Ordinance.**

B. Designated Mooring Zone

Moorings in the Designated Mooring Zone will be made available for Harrison residents and non-resident taxpayers according to the following rules:

- 1. Availability:**

- a. **Mooring privileges shall be granted upon an application to the Harbor Master on a first come-first serve basis. The Board of Selectmen will select the annual application date for mooring applications and advertise that date at least two weeks in advance.**
 - b. **Waiting List: When the number of applications exceeds the number of available mooring spaces as determined by the Harbor Master, the Harbor Master shall maintain a waiting list of all applicants who have not been issued a mooring permit, which shall be available at the town office. The list shall be used by the Harbor Master in issuing mooring permits as mooring spaces become available, as the first person on the list will get the next available mooring space, except as set forth in © below.**
 - c. **Nonresidents: If a nonresident wishes to moor a watercraft, the principal use of which is noncommercial, and less than 10% of the moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list.**
 - d. **Renewals: Permits issued during a previous year may be renewed by the owner for the same location. Any mooring permit not renewed by the annual date set by the Selectmen will be canceled and the owner's name added to the waiting list. Notice of the loss of the permit shall be sent to the owner by certified mail.**
 - e. **Abandonment: Any mooring which has not been occupied with a watercraft for one boating season will lose its permit, and the owners name added to the waiting list. Notice of the loss of the permit shall be sent to the owner by certified mail. If the mooring is not removed within 2 weeks (14 days), the Harbor Master may cause the mooring ball to be removed and a fee of \$50.00 will be assessed to the owner as well as any incidental expenses.**
 - f. **Common Access Areas: One mooring per 50' of shoreline frontage may be placed in the Shoreland Mooring Zone in front of the deeded access area. Additional moorings may be placed in the Designated Mooring Zone. All moorings will be placed in a location specified by the Harbor Master and shall be permitted by the Town of Harrison without fee.**
2. **Requirements: any applicant must meet the following requirements:**
- a. **Lake Access: Access over private property must be documented with written permission of the property owner or by the deed. Deeded lake access entitles the owner to apply for one mooring permit without fee.**
 - b. **Parking: Parking a vehicle or a watercraft enabling access to a mooring on private property must be documented with written permission of the property owner. Parking in the public road at Zakelo Beach shall not be**

allowed for permitted mooring owners, as it shall continue to be preserved for Harrison resident swimmers.

3. **Permits:** Moorings in this zone shall be allowed with an annual permit from the Harrison Harbor Master.
4. **Fee:** Annual moorings fees shall be paid at the time of obtaining a mooring permit. Mooring fees will be set each year by the Board of Selectmen.
5. **No Transfer:** No mooring may be rented, sold, or transferred by the party receiving the permit.
6. **Forfeit: by Trespass:** Any owner of a mooring permit who trespasses on private property to reach the mooring will automatically forfeit the mooring permit, and that owner may not reapply for a new mooring permit for the following two boating seasons.
7. **Location Standards:** In issuing mooring permits in the Designated Mooring Zone, the Harbor Master shall follow the following standards:
 - a. There shall be no more than one mooring for every 80 feet of shoreline.
 - b. The mooring location shall not materially adversely affect great pond vegetation, lake wildlife, or any natural aquatic habitat.
 - c. The mooring location shall not interfere with other moorings, navigation, or a fairway.

C. Mooring Specifications

Moorings must conform to all the specifications and permits required by this Ordinance as well as all applicable Federal and State regulations and laws. This Ordinance shall not preclude those individuals who wish to “anchor” a boat temporarily for a period of time not to exceed twenty-four (24) hours within the 200 foot water safety zone. All anchored boats shall be anchored in the Designated Mooring Zone and maintain a dusk to dawn quiet. Those failing to do so will be in violation of M.R.S.A. Title 17-A sections 501 and 502, disturbing the peace, and will be asked to cease and desist by the Harbor Master. Any further complaint will result in a summons and be asked to leave the area.

Specifications

1. All anchors shall be of stone, granite or cured reinforced concrete or mushroom anchor without dangerous protrusions or others as approved by the Harbor Master.

2. The anchor line between the anchor and the buoy shall be chain of a size to fit boat exposure and water depth as approved by the Harbor Master. The summer buoy, as set by the Maine Department of conservation, shall be colored white with a single BLUE horizontal band clearly visible above the water line. The buoy must be removed by December 1st.
3. A winter buoy may be made of polyball, plastic bottles or plastic material. The buoy must be white, have the owner's name and permit number affixed to it.
4. The mooring permit holder must affix the assigned mooring permit number in at least three-inch letters on contrasting color. If the mooring does not display this and cannot be otherwise identified, it shall be considered in violation of this ordinance. If the number is not displayed within 10 days of a written warning by the Harbor Master, the mooring will be removed by the Harbor Master and a \$50.00 penalty will be assessed before the mooring can be recovered.
5. Metal devices, engine blocks and other materials which may release contaminants shall not be used in construction of anchoring structures.

MARINAS

To enhance the safety of the residents and visitors to the Town of Harrison and its surrounding waters, the mooring of watercraft in marinas is regulated by this Ordinance and the Harrison Shoreland Zoning Ordinance. All moorings in the Shorefront Mooring Zone and in the Designated Mooring Zone adjacent to a marina will be placed in a location designated by the Harbor Master.

SECTION 8: ENFORCEMENT AND VIOLATION

A. Harbor Master

The Board of Selectmen of Harrison shall appoint a Harbor Master to carry out and enforce provisions of the Harrison Mooring Regulations Ordinance. The Harbor Master shall be appointed for a term of no less than one (1) year by State law and shall be subject to all the duties and liabilities of that office as prescribed by municipal ordinances and regulations adopted by the Board of Selectmen. The Board of Selectmen may establish the Harbor Master's compensation and, for cause by them declared in writing, after due notice to the officer and hearing, if requested, remove the Harbor Master and appoint a replacement.

Given approval by the Harrison Board of Selectmen, the Harbor Master may appoint deputies who, under his direction, shall aid in enforcing and carrying out the rules and regulations of this Ordinance.

The Harbor Master may refuse to assign mooring privileges to any applicant who has not paid any fee, charge for services, forfeiture, or penalty levied.

B. VIOLATIONS

The Harbor Master shall determine whether provisions of the Harrison Mooring Regulations Ordinance have been violated. The Harrison Board of Selectmen, together with the Harbor Master, shall assess the nature and severity of the violation and shall take the necessary course of corrective action, which may include assessment of a penalty or loss of mooring privileges. If an illegally placed mooring is not removed within 10 days of a warning by the Harbor Master by certified mail, the Harbor Master may remove the mooring and the owner will be responsible for all Expenses incurred.

Any person who violates any provision of this Ordinance shall be subject to a civil penalty of not less than \$100.00 and not more than \$2,500.00 for a first violation. The violator may be ordered to correct or abate the violation unless the court finds that such action will create a threat or hazard to public health or safety, substantial environmental damage, or substantial injustice. Each day that such a violation continues to exist shall be considered a separate violation. This Ordinance shall be enforced pursuant to Title 30-A, M.R.S.A. Section 4452 and the municipality shall be entitled to recover its costs, including attorney fees and expert witness fees if it prevails. The failure to obey the lawful order of a Harbor Master shall be punished as a Class E crime pursuant to Title 38 M.R.S.A. Section 13.

C. APPEALS PROCESS AND PROCEDURES

Appeals by any person aggrieved by a decision, act, or failure to act by the Harbor Master as it relates to the implementation and enforcement of the Ordinance shall be made to the Board of Appeals. In all cases, a person aggrieved by an order or decision made or failure to act by the Harbor Master shall file his appeal within fourteen (14) days of receipt of notice of the decision or order appealed. The appeal shall specifically describe the grounds for such action. The Administrative Assistant shall notify the Board of Selectmen, Town Manager, the Harbor Master and the Board of Appeals of the appeal.

04 DEPARTMENT OF CONSERVATION

059 BUREAU OF PARKS & LANDS

Chapter 3: MAINE STATE AIDS TO NAVIGATION SYSTEM

SUMMARY: These rules present a uniform system for the buoying of the Maine Waters.

MAINE STATE
AIDS TO NAVIGATION SYSTEM
DEPARTMENT OF CONSERVATION
BUREAU OF PARKS & LANDS
BOATING FACILITIES DIVISION

The Director, Maine Bureau of Parks and Lands, as authorized by Title 12 MRSA, Section 1894, adopts the following Rules and Regulations.

The Maine State Aids To Navigation System is the basic system of waterway markers used on state waters as recommended by the U.S. Coast Guard for the purpose of minimizing hazards to navigation.

Maine cooperates in this nationwide marking system to insure that these buoys and markers will have the same meaning in all states. The system is consistent with the International Association of Lighthouse Authorities (IALA) Maritime Buoyage System (Region B) and is compatible with existing U.S. Coast Guard regulations.

SECTION 1 - GENERAL

A. PURPOSE

The waterway marking system of this State, "Maine State Aids To Navigation System (M.S.A.T.N.S.)," has been developed to guide the watercraft operator by:

1. Delineating safe boating channels;
2. Indicating the presence of either natural or artificial obstructions and hazards;
3. Marking restricted or controlled areas;
4. Providing directions.

The Director of the Bureau of Parks and Lands shall decide when, in his/her opinion, hazards to navigation exist and mark the waters of the State, within the resources and funds available, by placement of aids to navigation and regulatory markers on the waters consistent with the rules provided in Title 12 MRSA, Section 1894.

The Director, Maine Bureau of Parks and Lands, as authorized by Title 12 MRSA, Section 1894, adopts the following Rules and Regulations.

C. DEFINITION OF TERMS

Certain terms, as used in these Rules and Regulations, are defined as follows:

AGREEMENT OF ASSISTANCE. A written agreement whereby an organization or political subdivision may assist the State in waterway marking.

AID TO NAVIGATION OR AID. A waterway marker placed in, on, or near the water, designed to indicate a channel or the presence of a navigational hazard.

BEACON. Any device designed in a fixed manner in the water or adjacent land (structure constructed of pilings, etc.), which is used to convey a message of Navigational Aid to watercraft operators.

BOATING PUBLIC. Those persons who trade and/or travel by passenger craft, yachts, houseboats, fishing boats, motorboats, sail boats, personal watercraft and other watercraft, whether or not operated for hire or profit.

BUOY. Any device designed to float, anchored in water and is used to convey a message, the exception being a mooring buoy, which is used to moor a watercraft.

BUREAU. The Bureau of Parks and Lands, Maine State Department of Conservation.

DISPLAY AREA. The area on a buoy or sign used for display of a water marker symbol and /or pertinent boating information.

FAIRWAY. A navigable channel in a restricted area of a water body which may or may not be marked with channel markers.

FREE NAVIGATION. The right of the boating public to utilize a water body subject only to those restrictions imposed by legal authority.

GREAT POND. Any natural body of water ten (10) acres or larger or any artificial body of water thirty (30) acres or larger.

MOTORBOAT. Any watercraft, including airmobiles, equipped with propulsion machinery of any type, whether or not the machinery is the principle source of propulsion, is permanently or temporarily attached, or is available for propulsion on the watercraft.

NAVIGATION HAZARDS. Any obstructions to navigation submerged in or floating on the waters of the State occurring either naturally or placed in or on the waters by individuals.

ORGANIZED SWIM AREA. Any developed swim area, especially those areas developed by summer camps, community organizations and other shoreline owners, which is enclosed by line floats and delineated by at least two "Swim Area" markers at the outer off shore bounds.

PERMIT, STATE (Waterway Marking). Written consent of the State, given for the placement and maintenance of navigational aids or regulatory markers.

REGULATORY MARKERS. Waterway markers placed in, on, or near the water to indicate or convey: Danger, Restricted or Controlled areas and/or information.

SHORELINE. The demarcation between land and water at any specific time. The shoreline will vary as the water elevation fluctuates.

SIGN. A device for carrying a message which is attached to another object such as a buoy, beacon structure, post, piling, or the land itself.

SKI JUMP, WATER. Structure to allow water skiers to leave the normal water surface, placed on the surface of the waters of the State and anchored to the bottom.

SKI SLALOM COURSE, WATER. Buoyed course through which water skiers zigzag.

SWIMMING AND DIVING FLOATS. Any floating structure for swimming and/or diving, placed on the surface of the waters of the State and temporarily or permanently anchored to the bottom.

SYMBOLS. Figures, geometric in shape, such as a diamond, circle, rectangle, square, or other as deemed necessary, used to convey information.

WATERCRAFT. Any type of floating vessel, boat, canoe, or craft used or capable of being used as a means of transportation on water other than a sea plane.

WATERS OF THIS STATE. All inland waters and all coastal waters within the jurisdiction of the State of Maine.

WATER SAFETY ZONE. That area of water within 200 feet of any shoreline, whether the shoreline of the mainland or of an island. The State does not normally buoy hazards within this zone except when marking a channel or critical, high traffic areas.

WATERWAYS. Water, navigable in fact, which, by itself, or by uniting with other waters, navigable in fact, forms a waterway on which watercraft may travel.

WATERWAY MARKER. Any device designed to be placed in, on, or near waters of this State, to convey an official message to a watercraft operator on matters which may affect health, safety or well-being.

SECTION II - REGULATIONS

A. EFFECTS OF REGULATIONS

The Director of the Bureau of Parks and Lands may make rules for the uniform marking of the water areas of this State not otherwise regulated, through the placement of aids to navigation and regulatory markers. No city, county or person shall mark the waters of this State in any manner conflicting with the marking system prescribed by the Director of the Bureau of Parks and Lands.

B. VIOLATIONS OF RULES AND REGULATIONS

Whoever violates any of the rules and regulations or any notices posted by the Bureau of Parks and Lands at public boat launch facilities, or who willfully mutilates, defaces or destroys any notice, monument or marker lawfully erected within or adjoining the borders of these public facilities shall be guilty of a Class E Crime.

Whoever marks waters contrary to the rules established by the Director of the Bureau of Parks and Lands shall be guilty of a Class E crime.

Whoever moors a watercraft to any buoy, beacon or permanent structure placed by the State or any organization authorized to place markers by permit in waters of this State, or in any manner makes fast thereto, shall be guilty of a Class E crime.

Whoever intentionally destroys, defaces, damages, moves off station or sinks any buoy, beacon or marking device either floating on the waters of the State or permanently fixed to the land or structures adjacent to the water areas of the State,

placed by the State, or any organization authorized to place markers by permit, shall be guilty of a Class E crime.

C. DISTRICT AND SUPERIOR COURTS HAVE CONCURRENT JURISDICTION

The District Court and the Superior Court shall have concurrent jurisdiction in all prosecutions under any provision of this chapter. Any person arrested as a violator of said chapter may be taken before the District Court in the division where the offense was committed, or in any adjoining division. Jurisdiction in such cases is granted to the District Court to be exercised in the same manner as if the offense had been committed in that division.

SECTION III - SYSTEM OF AIDS TO NAVIGATION & WATERWAY MARKERS

The Maine State Aids To Navigation System (M.S.A.T.N.S.) has been developed to guide the watercraft operators on waters of this State.

State waterway markers shall not normally be placed within the Water Safety Zone (200 feet or less from any shoreline), except when marking channels or hazards to navigation in critical high traffic areas. Floating State waterway markers normally will mark hazards covered by less than four (4) feet of water at low water during the boating season. (Typically from Memorial Day to October 1st each year.)

The M.S.A.T.N.S. consists of five (5) types of markers:

1. Lateral types of Aids to Navigation;
 2. Safe water markers;
 3. Inland waters obstruction markers;
 4. Regulatory and Information markers;
 5. Other waterway Marking Devices and Waterborne Structures.
1. Lateral type aids to navigation mark defined channels. They define the port and starboard sides of a route to be followed and their most frequent use is to mark the sides of a channel. The coloring and numbering of Lateral aids are determined by their position with respect to the navigable channel, as such channels are entered and followed upstream or toward the head of navigation. There are two (2) distinctively colored aids used to indicate the sides of a channel.
 - a. Solid Colored GREEN Aids (All Green Can) shall indicate that side of a channel to be kept to the left (port side) of a watercraft when proceeding

upstream or returning from the main water body. Go between all-green aid and a companion all-red aid. The green aid is used together with the all-red aid to mark the entrance of a channel. While traversing the remainder of said channel, all-green aids shall be kept on the same side of the watercraft as indicated by placement of aids at the entrance to the channel.

- b. Solid Colored RED Aids (All Red Nun) shall indicate that side of a channel to be kept to the right (starboard side) of a watercraft when proceeding upstream or returning from the main water body.

Go between all-red aid and a companion all-green aid. The red aid is used together with the all-green aid to mark the entrance of a channel. While traversing the remainder of said channel, all-red aids shall be kept on the same side of the watercraft as indicated by placement of aids at the entrance of the channel.

2. Safe water markers indicate that there is navigable water all around the marker. Their most frequent use is to indicate fairways or mid-channels.
 - a. A RED and WHITE Vertically Striped Aid shall mark the Fairway or center of a channel. Watercraft can safely pass close by either side of these markers when following them in sequence. Stripes shall be of approximately equal width and marker shall display red spherical topmark.
3. Inland waters obstruction markers indicate that the hazard extends from the nearest point of land to the buoy.
 - a. BLACK and WHITE Vertically STRIPED Aids shall mark obstructions extending from the nearest shore to the aid and shall indicate to a watercraft operator not to navigate between the aid and the nearest shore. The number of stripes is discretionary, provided the white stripes are twice the width of the black stripes.
4. Regulatory and Information Markers are used to alert the watercraft operator of the existence of dangerous areas, restricted or controlled areas, and which provide general information and directions.

All regulatory waterway markers shall be colored white with orange color bands and symbols. Symbols (geometric shapes) shall be placed between horizontal colored bands of a marker body and shall be colored orange.

Authorized symbols and their meanings are as follows:

- a. A vertical open-faced diamond symbol to mean DANGER. The nature of the danger may be indicated by words and/or well-known abbreviations in

black block letters above, below or beside the symbol in the white background. Some examples of words that may be used are: "Hazard Area," "Shallow Area," "Rock," or "Dam."

- b. A vertical open-faced diamond symbol having a cross centered within the diamond indicates that all watercraft are excluded from the marked area. All motorboats must KEEP OUT. The nature of the restriction may be indicated by words and/or well-known abbreviations in black block letters above, below, or beside the symbol in the white background. Some examples of words that may be used are: "Swim Area," "Water Intake," or "Area Closed."
 - c. A circular symbol indicates that a watercraft operated in the marked area is subject to certain operating CONTROLS or RESTRICTIONS. The nature of the controls or restrictions shall be indicated by words, numerals, and/or well-known abbreviations in black block letters inside or beside the circle. Extra explanation may be given above, below, or beside the symbol in the white background. Some examples of words that may be used are: "Headway Speed Only," "Safety Slow Zone," or "No Ski." Note - Not all restricted or controlled areas are marked by buoys.
 - d. A square or rectangular symbol to give INFORMATION or DIRECTIONS. The information shall be indicated by words and/or well-known abbreviations in black block letters above, below, beside or inside the symbol in the white background.
5. Other waterway marking devices and anchored or stationary waterborne structures:

In the interest of safety and uniformity, anyone placing any of the following types of waterway marking devices or waterborne structures in or on State waters must comply with State regulations. In addition, no object may be placed in State waters in a marked channel or a Fairway or in a manner that would impede access to a public boat launch facility or deny the right of Free Navigation.

- a. **MOORING BUOYS:** To avoid mistaking mooring buoys for aids to navigation or regulatory markers, they shall be colored white with a single BLUE horizontal band clearly visible above the water line. No mooring may be installed so that it or the object moored thereto extends beyond the water safety zone (200 feet from any shore) or one-third the distance to the opposite shore, whichever is less.
- b. **ORGANIZED SWIM AREA, MARKING OF:** All organized swim areas must be enclosed with line floats (alternate colored white and orange or alternate colored white and blue) to delineate the limits of said area, and

must be marked at the outer offshore bounds by at least two (2) Swim Area markers, i.e. Regulatory Waterway Markers with the vertical open-faced diamond symbol, having a cross centered in the diamond and the words SWIM AREA to indicate that all motorboats must keep out of the area. No swim area may extend beyond the water safety zone (200 feet from any shore) or one-third the distance to the opposite shore, whichever is less. A State Permit is not necessary to establish an organized swim area.

- c. FLOATS - SWIMMING AND DIVING: No such structure will be anchored or moored beyond the Water Safety Zone (200 feet from any shore), or one-third the distance to the opposite shore, whichever is less.
- d. SKI SLALOM COURSE, WATER: All water ski slalom courses shall be marked with RED and YELLOW, minimum nine (9) inch spherical markers and arranged in compliance with the American Water Ski Association Regulations for slalom courses. No part of a water ski slalom course shall be within the Water Safety Zone (within 200 feet of any shoreline) unless authorized to do so by the Maine Dept. of Inland Fisheries and Wildlife.
- e. SKI JUMP, WATER: All water ski jump structures will be equipped with orange reflectors or reflecting tape visible from all sides. Any such structure anchored beyond the water safety zone (200 feet from any shore) between the hours of sunset and sunrise, shall be illuminated with a single white light showing all around the horizon.
- f. REGATTA, WATERWAY PARADE, RACE AND/OR EXHIBITION MARKERS: Whoever wishes to hold or initiate an organized Regatta, Waterway Parade, Race or Exhibition on State waters must receive authorization to do so from the Maine Department of Inland Fisheries and Wildlife, Registration Information, Augusta, Maine 04333 and comply with the regulations contained herein for the specific type of marker or structure concerned.
 - 1. Permanent Race Course Markers: Race Course markers shall be colored white with orange horizontal bands and display an orange colored triangular pennant. The alternate white and orange bands (white band uppermost) shall be of four (4) inch height, and that portion of a marker must extend a minimum of two (2) feet above the waters' surface. Pennants for these markers must be orange in color, triangular in shape.
 - 2. Temporary Regatta, Waterway Parade, Race and/or Exhibition Markers: Any markers placed in, on, or near State waters incidental to an authorized Regatta, Waterway Parade, Race or Exhibition,

shall comply with the following regulations: Markers shall be of the "Regulatory" type, with circular symbol indicating a controlled area, with proper wording affixed, i.e. Regatta Area, Parade Route, Boat Race, etc. The length of time these markers shall be permitted may not exceed forty-eight (48) hours prior to or following the scheduled event. All authorized races must use race course markers as depicted in the preceding paragraph.

- g. **DIVERS' FLAGS or DIVERS' SIGNS:** This Waterway marker shall, when displayed on the water, either from a float or watercraft, indicate the presence of diving activities in the immediate water area, and shall be displayed only when diving activities are actually in progress.

Watercraft operators shall remain at least one hundred (100) feet from any diver's flag or sign and exercise every precaution while in the area.

The diver's flag or sign shall be of a RED color with a WHITE diagonal stripe running from the upper left-hand corner to the lower right-hand corner (on a flag, from the mast head to the lower outside corner of the fly).

- h. **BRIDGE CLEARANCE LIGHTS:** where needed or desired on bridges, these shall be fixed (constant rather than flashing) RED lights marking the boundary or margin of each side of the channel, with a fixed single GREEN light placed over the center of the safe channel so as to indicate the maximum vertical clearance at that point.
- i. **ORGANIZED CAMP PERIMETER MARKERS:** may be utilized by organized camp owners in waters adjacent to their waterfront property. This waterway marker is used as a cautionary device to alert vessel operators of the camp's existence. Perimeter markers shall be a regulatory type marker, which indicates control or restriction. The word SLOW shall be printed within the circle symbol, ORG'D printed over the symbol and CAMP printed under the symbol.
- j. **SPECIAL PURPOSE MARKERS:** Markers for special purposes shall be colored as follows:

SEAPLANE LANDING AREAS OR MILFOIL AREAS. When marked shall be marked with SOLID YELLOW buoys. These markings have no significance as regards safe waters for the operation of watercraft, other than to inform the watercraft operator that seaplanes may be operating in the area or the existence of other special features.

BAIT TRAPS: shall be WHITE in color and shall be identified as to ownership. From ice out to ice in; A baitfish trap buoy or baitfish holding

box buoy placed or located within the inland waters of the State must be a minimum of four (4) inches in diameter and Twelve (12) inches in height and be covered with a reflective coating that is visible from all sides and covers a minimum of 25% of the visible surface area of the buoy.

SECTION IV - SPECIFICATIONS PERTINENT TO THE MAINE STATE AIDS TO NAVIGATION SYSTEM

- A. **SIZE, SHAPE, MATERIAL AND CONSTRUCTION OF AIDS TO NAVIGATION AND WATERWAY MARKERS:** the size, shape, material and construction of all markers, both fixed and floating, shall be such as to be observable under normal conditions of visibility at a distance such that the significance of the markers or aids will be recognizable before the observer is in danger.
- B. **NUMBERS, LETTERS OR WORDS ON MARKERS:**
1. Numbers, letters or words on an aid to navigation or regulatory marker shall be placed in a manner to enable them to be clearly visible to an approaching or passing watercraft. They shall be block style, well proportioned and as large as the available space permits. Numbers and letters on red or green backgrounds shall be white, numbers and letters on white backgrounds shall be black. All markers shall be conspicuously numbered for identification purposes.
 2. On Lateral (channel) markers, ODD numbers shall be used to identify solid colored green markers; EVEN numbers shall be used to identify solid colored red markers.

All numbers shall increase in an upstream direction or toward the head of navigation whenever this is reasonably definable (odd to left or port - even to right or starboard). On waterways where the head of navigation is not reasonably definable, marker numbers shall be assigned at the discretion of the Bureau and/or Permittee.
 3. Numbers shall be required on all navigational aids or regulatory markers. For uniformity, this number shall be near the top of floating markers and in the lower right hand part of sign markers. Numbers shall be a minimum of two (2) inches in height.
 4. A mooring buoy may bear ownership identification provided that the manner and placement of the identification does not detract from the meaning intended to be conveyed by the color code (scheme).
- C. **REGULATORY MARKER SYMBOLS:** The symbols (geometric shapes) displayed on a regulatory marker are intended to convey specific meaning to watercraft operators, whether or not they should stay well clear of the marker or may safely approach the marker in order to read any wording on the marker. Wording on regulatory markers shall be black in color.

When a regulatory marker consists of a square or a rectangular-shaped sign displayed from a buoy or structure, the sign shall be white with an orange colored border. When a diamond or circular geometric shape is associated with the meaning of the marker, it shall be centered on the signboard.

- D. **REGULATORY BUOY BANDS:** Buoys used to display regulatory markers shall have a clearly visible orange colored band near the TOP and at the BOTTOM of the buoy. The bottom band should be visible above the buoys' waterline. The white portion between the bands will be used to display the appropriate symbol and wording, if any.
- E. **REFLECTORS OR REFLECTIVE MATERIALS:** shall be used on all navigational aids and regulatory markers. When used on markers having lateral (channel) significance, GREEN reflectors or retro-reflective materials shall be used on solid colored green markers; RED reflectors or retro-reflective materials shall be used on solid colored red markers; WHITE reflectors or retro-reflective materials shall be used for all other markers, except that orange reflectors or retro-reflective materials may be used on the orange portions of regulatory markers and yellow reflectors or retro-reflective materials may be used on all special purpose markers.
- F. **LIGHTING OF AIDS TO NAVIGATION AND WATERWAY MARKERS:** Navigational aids, when lighted, shall conform to the following: lights on solid colored markers shall be regularly flashing, regularly oscillating or equal interval lights. For ordinary purposes the frequency of flashes will not be more than 30 flashes per minute (slow flashing). When it is desired that lights have a distinct cautionary significance, as at sharp turns or sudden constrictions in the channel or to mark artificial or natural obstructions, the frequency of flashes may not be less than 60 flashes per minute (quick flashing).

Colors of lights shall be GREEN light on solid colored green markers, a RED light on solid colored red markers and WHITE or AMBER lights for all other markers.

- G. **SPECIAL LIGHTING REQUIREMENTS:** Whenever a structure (anchored or stationary) is erected in a position on or adjacent to the edges of navigable channels or fairways or beyond the "Water Safety Zone" (200 feet from any shore), the Bureau may require lights to mark such structures when, in its judgment, lights are necessary for the safety of the boating public.

SECTION V - PRIVATE PERMITTED WATERWAY MARKERS

- A. **AUTHORIZATION:** To place any navigational aid or regulatory marker on, in, or near waters of this State, written authorization must first be obtained through the Maine Department of Conservation, Bureau of Parks and Lands, under its State Permit System.

The provisions of the above paragraph shall not apply to aids to navigation under the jurisdiction of the United States Coast Guard, nor to those aids and markers which come under the political subdivision paragraphs of this section.

- B. **POLITICAL SUBDIVISION AUTHORITY:** Title 12 MRSA Section 1894; If the Bureau of Parks and Lands, after written request from the governing body of any city or town, either declines to mark a waterway or is unable to mark a waterway, then the governing body of the city or town may mark hazards to boating on that waterway within its jurisdiction. The Bureau of Parks and Lands shall be deemed to have declined to mark a particular waterway if the Bureau does not respond to a written request within thirty (30) days of its receipt.

The Bureau of Parks and Lands may at any time reverse a decision not to mark a certain waterway or portion of that waterway and replace any existing markings in accordance with the rules of uniform marking promulgated by the Bureau.

- C. **PRIVATE PERMITTED NAVIGATIONAL AIDS AND REGULATORY MARKERS:** A Lake Association, organization or political subdivision may be authorized by State Permit to construct, place, and maintain aids to navigation and/or regulatory markers in/on State waters.

Those desiring a State Permit must comply with the following regulations:

1. Obtain form WM-11 from the State Bureau of Parks and Lands, Navigational Aids Program;
 2. All markers must conform to the Maine State Aids To Navigation System Rules and Regulations; Regulations governing specific markers can be found in Section III and IV of these Regulations.
 3. Inspection - All permitted waterway markers shall be maintained in proper condition and location, or be replaced or removed. The organization shall inspect the location and condition of markers regularly, at least every three (3) weeks, to assure they are in position, and keep a record of these verifications. Failure to keep written verifications shall be sufficient reason for the cancellation of this permit and removal of markers.
-

MAINE UNIFORM STATE WATERWAY MARKING SYSTEM

STATUTORY AUTHORITY: 12 MRSA §1894

EFFECTIVE DATE:

June 1, 1976

RE-ADOPTED:

July 1, 1979

REPEALED AND REPLACED:

November 13, 1989

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 4, 1996

NON-SUBSTANTIVE CORRECTION:

August 7, 1997 - (10) added to definition of "Great Pond."

AMENDED:

July 20, 1999 - also converted to MS Word format; renamed chapter to MAINE STATE AIDS TO NAVIGATION SYSTEM.

NON-SUBSTANTIVE CORRECTIONS:

November 9, 1999 - minor punctuation and formatting.

AMENDED:

November 4, 2001

Maine Revised Statutes

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Title 38: WATERS AND

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NAVIGATION

Chapter 1: OPERATION OF VESSELS

Subchapter 1: HARBOR MASTERS

§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. [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. [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. [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.

[2003, c. 660, Pt. A, §23 (AMD).]

A harbor master may refuse to assign mooring privileges to any vessel or boat owner or master who has not paid any fee, charge for services, forfeiture or penalty levied pursuant to this subchapter. [1987, c. 655, §3 (NEW).]

Municipalities may not charge mooring fees for and do not have jurisdiction over the siting or specifications of structural moorings used to secure aquaculture equipment within the boundaries of a lease site when that site's lease is issued pursuant to Title 12, section 6072, 6072-A or 6072-B. [2003, c. 660, Pt. A, §23 (NEW).]

Municipalities have jurisdiction over boat and vessel moorings within the boundaries of a lease site when that site's lease is issued pursuant to Title 12, section 6072, 6072-A or 6072-B. A municipality may not charge a mooring fee for a boat or vessel within the boundaries of a lease that is inconsistent with that municipality's other mooring fees for commercial vessels. [2003, c. 660, Pt. A, §23 (NEW).]

SECTION HISTORY

1987, c. 412, §§3,8 (RPR). 1987, c. 655, §3 (RPR). 1991, c. 685, §1 (AMD). 1991, c. 838, §16 (AMD). 2003, c. 660, §A23 (AMD).

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State House Room 108
Augusta, Maine 04333-0007**

Maine Revised Statutes

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Title 38: WATERS AND NAVIGATION

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Chapter 1: OPERATION OF VESSELS Subchapter 1: HARBOR MASTERS

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§7. Relation to other laws

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Nothing in this subchapter may be construed to be a limitation on the authority of municipalities to enact ordinances to regulate the assignment or placement of moorings and other activities in their harbors. These ordinances may include, but are not limited to: A process for assigning mooring privileges and determining the location of moorings; a waiting list for the assignment of mooring privileges; a fee schedule; construction standards for moorings; time limits on the mooring of vessels; a process for appeals from decisions of the harbor master; provisions that recognize that mooring privileges in lawful existence on the effective date of an ordinance may be preserved or continued after adoption of that ordinance, the location and use to be determined by the harbor master or other appropriate local authority; and provisions that establish a harbor commission or committee to administer the ordinance or ordinances and oversee the duties of the harbor master. Regulations adopted by the municipal officers under section 2 remain in effect unless the municipality's legislative body enacts an ordinance pertaining to the same matter pursuant to the Constitution of Maine, Article VIII, Part 2, and Title 30-A, section 3001. [1997, c. 89, §1 (AMD).]

SECTION HISTORY

1985, c. 692, §§2,4 (NEW). 1987, c. 412, §§6,8 (AMD).
1987, c. 655, §5 (RPR). 1997, c. 89, §1 (AMD).

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§7 Title 38: WATERS AND NAVIGATION §8

Chapter 1: OPERATION OF VESSELS Subchapter 1: HARBOR MASTERS

§7-A. Waiting lists; nonresident moorings

1. Waiting lists. If a municipality receives more applications for mooring privileges on state-owned lands that are controlled by its rules or ordinances than there are mooring spaces, the municipality shall assign spaces as they become available from a waiting list or lists according to its rules or ordinances, except as provided in this section. Waiting lists in effect at the time that this section becomes law may continue in effect, but persons shall be selected from those lists in accordance with the allocation provisions of this section. If at the time a person applies for a mooring there is no waiting list, this person may be assigned a mooring without regard to the allocation provisions of this section.

[1987, c. 655, §6 (NEW) .]

2. Allocations to nonresidents. If there are applicants who are nonresidents who wish to moor a vessel the principal use of which is noncommercial and less than 10% of the moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list. If there are applicants who are nonresidents who wish to moor a vessel the principal use of which is commercial and less than 10% of the assigned moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list. If both nonresident noncommercial and nonresident commercial assignments are below 10% and there are both types of applicants on the waiting list, the available space shall be assigned to an applicant in the category that is the farthest below 10%. The burden of proof in determining residence and the principal use of a vessel shall be upon the applicant.

Each year, persons with mooring assignments shall report to the harbor master their anticipated residency status for the next year and whether they anticipate the principal use of their boats to be commercial or noncommercial. The harbor master shall update the percentage of mooring holders in each category from this data.

It is not a requirement of this section that a person lose a current mooring assignment to meet the objectives of this section.

Shorefront property owners shall be assigned mooring privileges as established in section 3.

If the mooring fee charged to nonresidents exceeds \$20 a year, the fee

charged shall be reasonable in relation to the costs involved in providing that mooring and shall not exceed 5 times the amount charged to residents.

This subsection shall be construed broadly in order to accomplish the distribution of moorings to nonresidents as specified in this section.

[1987, c. 655, §6 (NEW) .]

SECTION HISTORY

1987, c. 655, §6 (NEW).

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Chapter 1: OPERATION OF VESSELS Subchapter 1: HARBOR MASTERS

§11. Definitions

As used in this subchapter, unless the context otherwise indicates, the following terms have the following meanings. [1991, c. 548, Pt. D, §9 (AMD).]

1. Municipal resident. "Municipal resident" means any person who occupies a dwelling within the municipality for more than 180 days in a calendar year. A municipality may by ordinance include other persons in the definition of resident.

[1987, c. 412, §§ 7, 8 (NEW) .]

2. Parcel of land. "Parcel of land" means the larger of the minimal buildable lot size in the municipality or 20,000 square feet and, in either case, including 100 feet of shoreline frontage.

[1987, c. 412, §§ 7, 8 (NEW) .]

3. Watercraft. "Watercraft" means any type of vessel, boat, barge, float or craft used or capable of being used as a means of transportation on water other than a seaplane.

[1987, c. 412, §§ 7, 8 (NEW) .]

SECTION HISTORY

1987, c. 412, §§7,8 (NEW). 1991, c. 548, §D9 (AMD).

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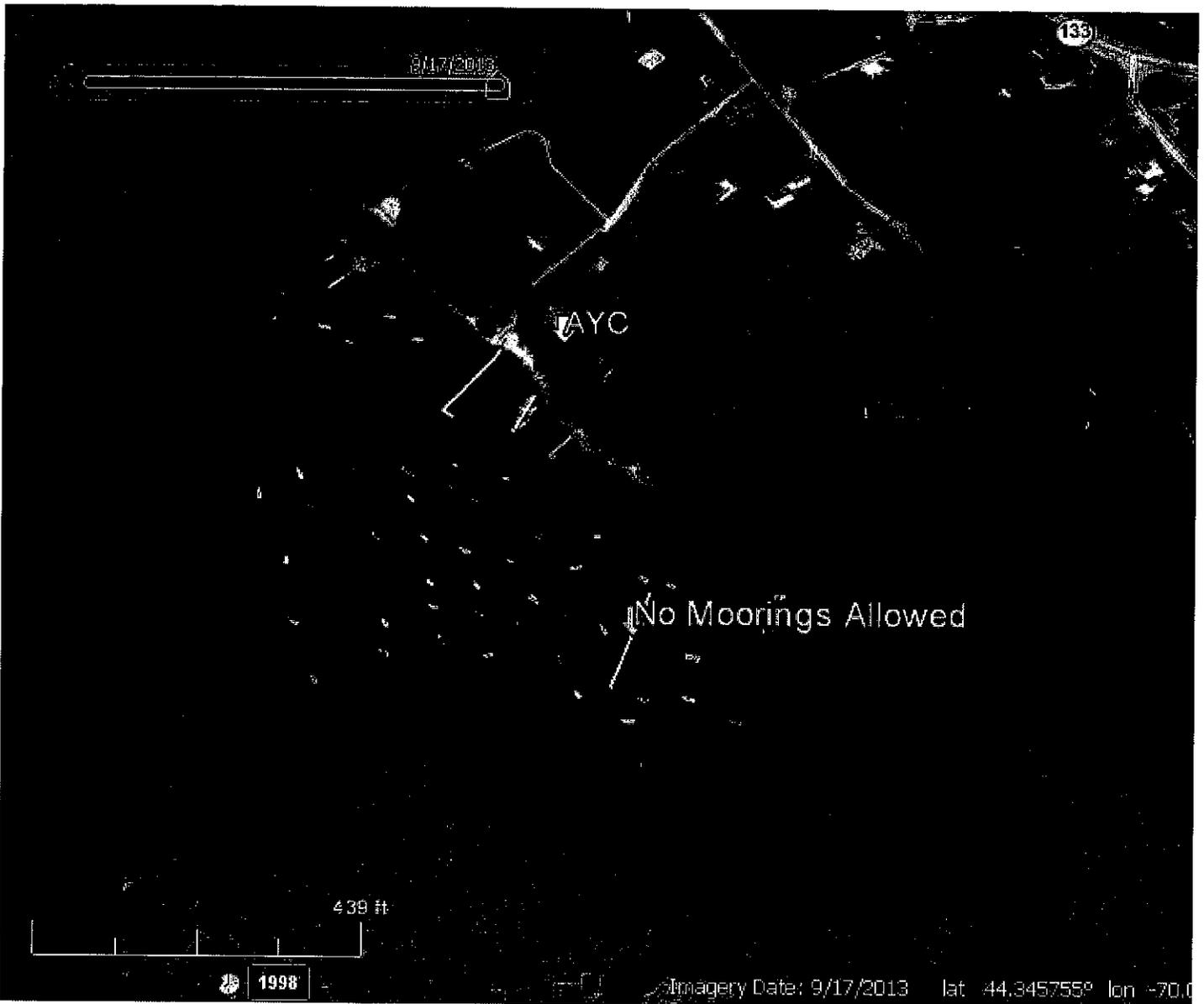
Augusta, Maine 04333-0007

Wayne Town Manager

From: Powell, George <George.Powell@maine.gov>
Sent: Thursday, July 10, 2014 4:06 PM
To: townmanager@waynemaine.org
Subject: Moorings
Attachments: 059c003.doc; 38 MRSA Section 3.pdf

Aaron,
Attached are copies of:

1. Navigational Aids Rules (see Section III. 5. a.),
2. Aerial showing my interpretation of our mooring restrictions, and
3. State law limiting the way a harbor master can allocate mooring.



With regards to the aerial map, in some cases the 200 ft. restriction would apply and in others the 1/3 distance applies depending on the distance across the cove.

The state law states that if a harbor master is allocating moorings, he can only issue one per waterfront property unless he goes through a prescribed allocation process.

I will get you more information on the Submerged Lands Rules and Regulations.

George Powell, Director
Boating Facilities Division
Bureau of Parks & Lands
Department of Agriculture, Conservation and Forestry
22 SHS
Augusta, ME 04333
207.287.4964
Fax 287.8111

See State-owned and State-sponsored boating facilities on Google Earth at
<http://www.maine.gov/doc/parks/programs/boating/googlemaps.html>

Wayne Town Manager

From: Pete Davis <phdavis@earthlink.net>
Sent: Monday, June 15, 2015 12:13 PM
To: townmanager@waynemaine.org
Subject: Fwd: re 7/10/14 letter to Wayne Town Manager

Aaron hi,

Here is a response I received from those that uphold the laws...If the Androscoggin Yacht Club continues to be uncooperative in efforts to resolve my fully justified issues, I will have no avenue but to proceed on this course. I still feel that it would be in everyones interest to solve this locally, but have been stonewalled at every turn.

Respectfully,
Peter Davis

Begin forwarded message:

From: "Powell, George" <George.Powell@maine.gov>
Subject: RE: re 7/10/14 letter to Wayne Town Manager
Date: June 15, 2015 9:10:52 AM EDT
To: Pete Davis <phdavis@earthlink.net>

Mr. Davis,

I think you are referring to 01-670 Code of Maine Regulations Chapter 3, Section III, 5.a. which restricts placing moorings outside the water safety zone (200 ft. from shore) or beyond 1/3 the distance to the opposite shore, whichever is less. It also prohibits the moored craft from extending beyond the WSZ. That rule is still in effect. If you are aware of a suspected violation, our rules are enforceable (under 12 MRSA, Section 1806) by any law enforcement officer, which includes local police, county sheriffs, state police and game wardens. The violation is a civil violation subject to a forfeiture of up to \$500.

If you have any questions, please let us know.

George Powell, Director
Boating Facilities Division

-----Original Message-----

From: Pete Davis [<mailto:phdavis@earthlink.net>]
Sent: Sunday, June 14, 2015 7:50 PM
To: Powell, George
Subject: re 7/10/14 letter to Wayne Town Manager

Mr. Powell,

I was wondring if the rules in 38 MRSA Section 3(III.5.A) are still in effect? The blocking of the waterway on lake Androscoggin is still a problem that needs to be addressed. I would like some guidance in this matter.

Thank you,
Peter Davis
242-4098

June 13, 2015

Dear Town Manager and Board of Selectmen for Wayne,

I have lived at 205 Old Winthrop Road since 1981.

My mother died in October of 2014 in Indiana, and I have been there, getting her house ready to sell and working on closing her estate, and came home to Wayne on May 6 of this year. Soon after arriving home, during a walk along the road, I observed that much regarded trees along my side of the stone wall alongside the road, which had been growing and flourishing and providing valuable privacy and noise reduction, had been removed. I saw stump after stump, not cleanly cut with a chainsaw, but ragged. Heartick at the loss of trees that were very important to me (how our properties look from the road near our homes really determines the character of the whole property), and puzzled because I couldn't figure out what could have happened to them all, I called Aaron Chrostowsky to inquire. He mentioned a bad winter, heavy snow pushed on the trees, as a possibility, but was nice enough to say that he would come and take a look. The first visit, he only had five minutes, but the moment he saw the damage, he knew just what had happened. He said it wasn't winter or the snow plow. To his credit, he was honest and said it was "special mowing," to prepare for repaving the Old Winthrop Road in the fall of 2014 (when I was not here. A big, powerful, non-specific mowing machine came through,

carelessly removing long vertical swaths of bark from
100 year old specimen Canadian Hemlock trees, left
high branches in tatters (branches that didn't need to
be taken because they were so high and because their
habit is to point upwards), and removed tree after
tree ^{clearly} on my property (mostly evergreens, 25 - 35 years
old). I had been working diligently on the woods near the
house to get everything just right, and ^{along} the road, near the
house and down the road toward Morrison Heights for a few
hundred feet was PERFECT, just beautiful, and in just
one day, all of that beauty was decimated, needlessly,
recklessly, with no regard whatsoever for private
property or doing quality, intelligent work.

I believe in the past, we were told that the town's
right of way on this road was 18 feet from the center
of the road on both sides. But lately, people are
saying it is 20 feet on either side. Don Welsh was
nice enough to come and take a look at what
happened, and measured from the center of the road,
and all of the trees ^{that were mistakenly cut,} that were on the map I made and
showed to Aaron, were more than 20 feet from the
center of the road. Several were 24, 25 and 26 feet
from the center of the road.

They were all beautiful, healthy trees. Most were decades-old.

Here is a bit of the trees that were wrongly taken:

- 1 Balsam fir tree
 - 1 American beech tree
 - 2 pagoda dogwood trees
 - 4 Canadian hemlock trees
 - 9 Northern white cedars
(*Thuja occidentalis*)
-

Here is what I'm asking all of you for:

Fractional compensation for the full amount of money which would cover:

- 1) Replacement value for much smaller trees than were taken (in most cases, $\frac{1}{4}$ to $\frac{1}{3}$ as tall as the trees that were cut

Roaring Brook Nursery in Wales (639 Gardner Rd.)

207-375-4884 sells the size of white cedar and hemlocks that I am asking ^{for} compensation for.

Hemlocks, 6'-7' \$250 each with a slight discount for municipalities

Northern white cedars, 7'-8' \$125 each for towns.

(Anything smaller than 8' would be gobbled up by deer in short order. Next to apple trees, cedars seem to be their passionate preference). Their 'Nigra' cultivar is closest to the trees I lost.

Longfellow's in Manchester carries pagoda dogwoods (\$89.99 each) and balsam fir (59.99 each).

Longfellow's might be able to special order an American beech, or an installer would know a good source and a price for a medium-sized beech tree.

2) The cost for a landscaper to remove stumps of trees that were wrongfully taken, transport trees here, and plant, using ^{large} machines (root balls of trees from Roaring Brook for cedars and hemlocks can be hundreds of pounds in weight).

Roaring Brook recommended only one landscape person, Aaron Robertson of Down to Earth Landscaping, from Winthrop. 377-3603, as being reliable and good.

Aaron Chrostowsky told me that he has used Stuechi in the past. I would ask that you, to determine how much the job would cost, for trees and labor, pay Aaron Robertson or Stuechi to come here and write up an estimate for you. Cedars and hemlocks of less size than Roaring Brook's would not be acceptable. They give good value for medium-sized trees. I would ask that Don Welsh would meet either or both landscapers here & show them exactly what they would be giving an estimate for, tree by tree, if he has time and is

willing to do this, as he has seen each severed tree,
and measured and taken pictures.

Rather than have the job of making things right, to some
extent, while I am away tending to my mother's estate,
I am asking to be financially compensated for the
amount it would cost if it were to be done now.

I am not asking for

1) Replacement of a lovely ^{which I planted} red maple on my property that
(by the mowing machine) was cut, because it was not as important to me as the
others were.

2) Trees as large as what you took. I hope you can
try to appreciate this, because I think I would have
a right to expect you to compensate me for the tree
value of the trees (I saw some 6' bushy hemlocks at
Struch's last year + asked how much they were, just
out of curiosity - they were set aside in a group and
didn't have price tags - the lady, ~~the~~ Cindy, I believe, said
\$800 each, so I can only imagine how much a 22' tall
hemlock would be).

3) I am not asking for compensation for the 4 hemlock
trees which were badly butchered but left standing,
or the cedars that once were beautiful but have had
their bark scraped off and branches torn away needlessly.

(cedars have a very narrow growing habit).

To use a mowing machine for a job that requires a licensed arborist who is skilled and intelligent is tantamount to declaring war on the town. Please consider reversing your stand on this matter, and protecting the people of Wayne, who are depending upon you to have their best interests at heart. I doubt if any of you would appreciate having 17 of your most valuable trees mowed down (not to mention, quite a few ^{all but} ruined). So, why would you want to do that to somebody else? Whenever we let monetary concerns override basic decency, we are descending down a dangerous slope. Everything good is worth sacrificing for. Licensed arborists, in my view, are going to help you keep the good will of the citizens, help you not to incur further liability, and help you do your jobs with a high degree of quality. If this were the ugliest town in the ugliest state, and all of the citizens agreed, sure, go ahead and use a mowing machine. But this is Maine. And this is a particularly beautiful town. Please reconsider before you offend each and every homeowner, just to save money. I'm sure to speak for nearly every citizen. We would rather pay for a bucket truck. Dennis Brien's nephew is highly competent, and now I

hear that Taylor Stevenson may be doing that kind of work also.

Natural beauty inspires, heals, and encourages us. Part of Wayne's extraordinary beauty can be seen along most of her roads.

Once you determine how much it would cost to compensate me for what I am asking to be compensated for, I ask that you do not ask me to compromise on that amount. I am already compromising as much as I can by not asking to be compensated for trees the same size as the ones which were wrongfully taken, and for not asking for compensation for the trees which are still there but have been ruined or all but ruined (some were valuable trees).

Thank you so much to those of you who gave your time to come over, and thank you for considering my request.

Most sincerely,
Gwendolyn Bowen

P.S. I have never complained before about anything.

Light

Small
5-10"
20/10"
H H C

1-1 1/2"
Pagoda
2 1/3"

21'8" 21'8"
C C
3 1/2-4 6"
C C

22'4"
H wrecked
still there
Bark

22'11"
H C
wrecked
Bark

3 maples
1 maple
16"
C

3 small
pines
cedars

16"
C

Hemlock cut
above well 20

cedars plus groups of small ones
see wrecks

pagoda dogwood

3 cedars
2 hemlocks

Inventory

~~Papaya~~

~~Hemlock~~
8"-9"

~~H~~
4 1/2"

~~Beech~~
4"

Hemlock
still there
ruined
11" ← ?

fall

Hemlock
still
there
cutting

~~26~~
(25, 3")

~~22~~
(21, 11")

log cut + cut

~~hemlock~~

fir
7'-8"
24

1 papaya

2 hemlock cut, 2 ruined

1 beech

1 fir

Road Boundaries

One of the more common problems related to municipal roads is defining the legal boundaries of roads. Most rights-of-way are wider than the traveled portion of the way, and include a non-traveled portion of the right of way. For example, a three-rod road is forty-nine and one-half feet (49.5) wide, but often only twenty-five to thirty feet is paved or graded for the passage of vehicles. Questions arise when abutters or others want to use the land which is outside the traveled way but still within the right of way or when the municipality needs to widen the road: how much property does the municipality own outside the traveled way, and does it need to purchase or take more property?

Outlined below are several methods for determining road boundaries.

Deed and Survey Descriptions

In some cases, particularly for roads established since the 1960's, there will be an exact description of the road contained in a deed, subdivision plan, or survey. For roads created by purchase and acceptance, dedication and acceptance, or eminent domain, it is likely that one or more of the documents involved will accurately define the road's boundaries; check both the registry of deeds and the town office for information on the road in question. However, do not rely solely on the description of a road boundary in a tax map; tax maps are not generally reliable as a source of legal descriptions. If the road in question is a former county road, contact the MaineDOT Property Office Division, 16 State House Station, Augusta, ME 04333 or call (207) 624-3000/3460 for information. That office has records on most old county roads and can often help determine the road's bounds. The county commissioners' files also may be useful sources of information for former county roads.

Lost Boundary Statute

When a road's boundaries cannot be determined, Maine law permits the municipal officers to treat it as a three-rod road (49.5 feet wide).¹ This width is measured from the center of the traveled way, i.e., one and one-half rods on each side of the centerline. However, the municipality must award damages to abutters whose property is taken as a result of the municipality exercising its rights under this law. For example, if an existing road is thirty feet wide (fifteen feet either side of the centerline), and the municipal officers wish to make it a three-rod road, compensation must be paid for the additional twenty feet of unimproved land (ten feet either side of the existing road) so taken.² The municipality does not take fee simple title to property under the Lost Boundary Statute, rather, it takes an easement interest (see Chapter 1 for discussion of title).

Longtime Buildings and Fences Law

The boundaries of a road may be changed by the long existence of buildings and fences in the right of way.³ The length of time required will depend on whether the road boundaries are known or unknown in the first place. This law is an exception to the well-established rule that public property cannot be taken by adverse possession⁴ or by prescriptive use.⁵ This law is not really a method to establish road boundaries; it is more accurately a limitation on the municipality's ability to set road boundaries.

Boundaries Unknown. Where the road boundaries are *unknown* and cannot be made certain by records or monuments, any buildings or fences fronting the road that have been in existence more than *twenty years* will be deemed to be the true bounds of the road. For example, if the road boundaries are unknown, and there is a one hundred year old stone wall abutting each side of the road, those walls will be the boundaries. *This law should not be used by the town to take property for highway purposes.* For example, where the boundaries of a road are unknown, but there is a stone wall two hundred feet back from the travel way, the town should not claim that the stone wall is the road boundary, because that wall does not really “front” the road. In that situation, it is more appropriate to use the Lost Boundary Statute or some other method for determining the true bounds.

Boundaries Known. Where the road boundaries are *known*, any building or fence which encroaches within these bounds and is allowed to remain there for *forty years* or more will be deemed to exist legally, and thus will narrow the true boundary of the road. It is very important, therefore, to prevent such encroachments. Note that this provision applies only to the extent that the building or fence physically exists. For example, a road is two miles long and forty feet wide (boundaries are known). A two hundred foot long chicken barn was built fifty years ago and it encroaches four feet into the road boundary. The barn is now legally allowed to remain, and the road width is thirty-six feet for the length of the barn. The remainder of the road is still forty feet wide.

In view of the longtime buildings and fences law, municipal officials should be attentive to buildings and fences near or within road boundaries, and should take steps to remove them (see Chapter 6) before the statute protects their encroachment.

MaineDOT has the authority to establish the boundaries of state and state-aid highways.⁶

Agreement with Abutters

Another means of clarifying the boundary of a road is to enter into an agreement with each landowner whose property abuts the road and with all others who have a legal interest in the road. Any such agreement must be in writing should be in the form of a deed, should be prepared by an attorney and should be recorded in the registry of deeds. It also may require the services of a surveyor. This method can be quick and inexpensive

Maine Revised Statutes
Title 23: TRANSPORTATION
Chapter 301: GENERAL PROVISIONS

§2952. LONGTIME BUILDINGS AND FENCES AS BOUNDS; ESTOPPEL

When buildings or fences have existed more than 20 years fronting upon any way, street, lane or land appropriated to public use, the bounds of which cannot be made certain by records or monuments, such buildings or fences shall be deemed the true bounds thereof. When the bounds can be so made certain, no time less than 40 years will justify their continuance thereon, and on indictment and conviction they may be removed. Persons owning lands beside a highway or town way on which are buildings or fences that encroach within the limits of said way may, by a writing under seal by them signed and acknowledged and recorded in the registry of deeds for the county or registry district in which the land lies, admit to the municipal officers of the town in which said way exists the true bounds or limits of said way and the extent of their wrongful occupancy thereof. Thereafter such persons, and all claiming title under or through them, shall be estopped from asserting any right to the continuance of such buildings or fences within said limits for the full term of 40 years from the date of such deed.

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**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

Be it hereby ordained that the Town of Wayne adopts the following Financial Management and Investment policies as described herein:

SECTION I	FINANCIAL MANAGEMENT	Page 2
SECTION II	TAX COLLECTIONS, LIENS, & FORECLOSURES	Page 6
SECTION III	INVESTMENT POLICY	Page 7
SECTION IV	FIXED ASSET POLICY	Page 11
SECTION V	FUND BALANCE	Page 13
SECTION VI	COMPUTER SYSTEM CONTROL.	Page 15
SECTION VII	DEBT/ BORROWING LIMITATIONS.	Page 17
SECTION VIII	ADOPTION/ADMENDMENTS.	Page 18

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 1. FINANCIAL MANAGEMENT

I. Accounting System

- A. The Town of Wayne has adopted the double-entry bookkeeping system. Every payment (debit) will have a second entry as a credit item, and records are maintained on TRIO governmental accounting and payroll software.
- B. Each department head will be required to review any invoices they incurred and to sign off on them that the work or item was satisfactorily received before any payment, or portion thereof, is made.
- C. The Town Manager will review and approve all invoices for payment prior to their processing.
- D. All payroll checks shall be void if not cashed within 60 days of the date of issue.
- E. Each employee accessing the Town's accounting system (TRIO) shall be assigned a password and must access accounting system using password. This password must be kept secure and shall not be shared with anyone.

II. Transactions at the Counter

- A. All transactions are entered into the Town computer system. The purpose of this is to track the revenues and to provide a receipt to the person conducting the transaction.
- B. Unless approved by the Town Manager, two-party checks will not be accepted for any transaction.
- C. Post-dated checks will not be accepted.
- D. Funds (checks only) may be left by a customer in advance of the transaction. If payments are left in advance of a transaction, the transaction is recorded by the "Clerk/ Collector" as soon as the check is received. A receipt is printed and mailed to all customers who leave payments in advance of a transaction.
- E. There shall be a \$35 charge for all checks returned to the Town for non-sufficient funds. (See Protested Check Policy).

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- F. Staff will attempt to limit the amount of cash in the drawer to no more than \$500 throughout the work day. Cash in excess of \$500 will be placed in a bank bag and taken to the vault and locked.
- G. Credit and debit cards will be accepted at a rate charge equal to the banks for all online and at counter transactions.

III. Daily Cash-up Procedures

- A. At the end of each day, the appropriate balance shall be left for the cash drawer. The amount in the drawer shall be \$100. Each teller "Clerk/ Collector" will have a separate cash drawer; at no time should a "Clerk/ Collector" comingle cash drawers. Each cash drawer should be lock-up every night in the vault.
- B. The Treasurer shall maintain in an appropriate location all receipts for deposits. The Clerk/ Collector shall post and maintain the daily audit paperwork/reports.

IV. Proofing of Previous Day's Work

- A. When adequate staff is available at work, staff not involved with the previous day's cash-up will review the previous day's work to ensure that all work was done properly and that the correct funds were collected. The staff performing the proofing shall initial each category of work checked.
- B. A total of receipts shall be compared to the daily audit reports to determine if the day's work is in balance. If the work does not match the reports, activities will be examined to identify the discrepancy.
- C. Any work found to be deficient should be forwarded to the clerk responsible for the transaction for corrective action.

V. Deposits

- A. It shall be the normal procedure to make a deposit of cash receipts at least weekly or if cash receipts total more \$1,000.
- B. All deposits for a day's activity shall be accounted for on an individual deposit slip.
- C. If there is a discrepancy identified in the deposit while at the bank, the entire deposit shall be returned to the Town Office for reconciliation.
- D. At least once a year, a Selectman shall review a week of bank deposit activity by

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

comparing daily cash-up sheets to deposit slips and then to bank statements to insure timely deposits and that deposits are intact. This will determine that the Town's policy is being followed.

VI. Front Counter Procedures

- A. The Town Clerk and/ or Tax Collector shall alternate waiting on customers at the front counter.
- B. Customers will be attended to as soon as they enter the building to avoid customer line-ups.
- C. Town employees shall represent the Town of Wayne in a professional manner.
- D. If a customer is irate and cannot be calmed or satisfied by front office personnel, he/she shall be referred to the Town Manager.

VII. Cash Reconciliation

- A. The Treasurer is required to make a monthly reconciliation of all accounts with the bank statement. Each month's reconciliation will be reviewed and signed off by a Select board member and Town Manager to ensure proper accounting and bank balance.
- B. Each month, the Treasurer shall prepare a biweekly Cash Status Statement and a biweekly Financial Report of all financial activity for the previous month.

VIII. Authorizations

A. **General Fund: Contingency Account (Town-wide).** At any Town Meeting money may be set aside in a non-departmental contingency account to be used for unexpected unbudgeted expenses. These funds shall lapse into the Town's Undesignated Fund Balance at the end of the fiscal year. The Town Manager shall require authorization from the Board of Selectmen to use General Fund: Contingency Account (Town-wide) funds.

B. **Capital Reserve Fund.** At any Town Meeting funds may be set aside for special large capital purposes (i.e. Fire Truck, Road). These funds shall not-lapse into the Town's Undesignated Fund Balance at the end of the fiscal year. The Town Manager and/or Department Head shall require authorization from the Board of Selectmen to use Capital Reserve Funds for Town Meeting approved purposes. In order to change use of Town Meeting approved Capital Reserve Funds, the Board of Selectmen must receive Town Meeting approval.

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

C. **Special Revenue Fund.** These funds may only be created by the Board of Selectmen. These funds shall not-lapse into the Town's Undesignated Fund Balance at the end of the fiscal year. These Special Revenue Funds are largely non-tax supported funds for purposes intended by Board of Selectmen. If a Third-Party exists, the Third Party must negotiate a Memorandum of Understanding to explain the use of funds. The Town Manager shall enforce said Memorandum of Understanding.

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 2. TAX COLLECTION, LIENS AND FORECLOSURES

I. Tax Payment

- A. Taxes shall be posted against the oldest year owed on any account unless otherwise approved by the Town Manager.
- B. Multiple distribution payments will be verified in advance of data entry to ensure that the payments reflect the amount owed.
- C. Partial payments are accepted.
- D. Payments in advance of commitment are accepted.
- E. Payments by credit card or other electronic manner are not accepted.
- F. Request for information from mortgage holders or real estate agents shall be handled by the Assessors' Agent or Tax Collector.

II. Liens

- A. Approximately 12 months after tax bills are mailed, a 30-day notice will be sent to property owners who have a balance on their taxes.
- B. Only cash or bank checks will be acceptable payment the seven (7) days before liens are mailed.
- C. The seven (7) days prior to foreclosures coming due, only cash or bank checks will be accepted.

**III. Tax Foreclosure – Tax-Acquired Property
(See Ordinance Regarding Tax Acquired Property)**

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 3. INVESTMENT POLICY

I. Policy

It is the policy of the Town of Wayne to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town and conforming to all state and local statutes governing investment of public funds.

II. Scope

This investment policy applies to all financial assets of the Town of Wayne. These funds are accounted for in the Town of Wayne Annual Financial Report and include:

- General Fund
- Ladd Recreation Operations Fund
- Special Revenue Fund
- Capital Reserve Fund
- Trust Fund

III. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

IV. Objective

The primary objectives of the Town of Wayne’s investment activities shall be:

- A. Safety. Safety of principal is the foremost objective of the investment program. Investments of the Town of Wayne shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

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To attain this objective, *diversification* is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

- B. Liquidity. The Town of Wayne's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements, which might be reasonably anticipated.

- C. Return on Investments. The Town of Wayne's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the Town's investment risk constraints and the cash flow characteristics of the portfolio.

V. Delegation of Authority

Authority to manage the Town of Wayne's investment program is derived from State Statute. Management responsibility for the investment program is hereby delegated to the Town Manager in conjunction with the Town Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

VI. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions and investment officials shall disclose to the Board of Selectmen any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town of Wayne.

VII. Authorized Financial Institutions

The Town Manager shall deal with well-established financial institutions (banks, credit unions) or other recognized investment services. If the Town Manager desires, she should request a certified audit from any financial institution the Town of Wayne invests in.

VIII. Authorized & Suitable Investments

The Wayne Board of Selectmen desires that special care be taken to ensure that instruments of investment include only those allowed by law and that they approve of the Town Manager's investments. Items such as, but not limited to the following, are acceptable instruments of investment: CDs, repurchase agreements, bank savings accounts, U.S. Treasury securities, or investment accounts.

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FINANCIAL MANAGEMENT & INVESTMENT POLICY

All of the funds in the custody of the Town of Wayne must be fully insured in Category 1 investments, either through FDIC insurance, perfected sureties or collateralization. When using collateralization as a method for securing Town monies, the Town of Wayne will not engage in any measure less than perfected securities (bank securities and bonds to be held by a third party, in the Town's name, to be turned over to the Town in the event of a bank failure.)

IX. Investment Program Management

The Town of Wayne hereby adopts a policy using Cash Flow Analysis as a basis for measuring the term of investments. The Town seeks to allow maximum flexibility and liquidity while still obtaining favorable yields.

The Town Manager and Treasurer shall prepare and review an annual Cash Flow Analysis on or before January 1. The annual Cash Flow Analysis shall be presented to the members of the Board of Selectmen and Budget Committee for their information, comments, and approval, unless the requirement is waived by a majority of the members of the Board of Selectmen and Budget Committee.

X. Safekeeping and Custody

All investment transactions entered into by the Town Manager for the Town of Wayne shall be held in safe keeping and in certain instances based on the type of investment held by a third party designated by the Town Manager. The Town of Wayne will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the Town's total investment portfolio will be invested in a single security type or with a single financial institution.

XI. Maximum Maturities

To the extent possible, the Town of Wayne will attempt to match its investments with anticipated cash flow requirements. Reserve funds or capital project funds may be invested in various securities for deferring time frames such that investments are made to coincide as nearly as practicable with the expected use of funds.

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

XII. Redemption

Upon maturity of investment instruments, or as required by the town to meet its cash flow requirements, the Town Manager, or in her/his absence, the Treasurer, shall redeem the investment securities so the proceeds of such investments shall be applied to the purpose for which the monies were originally designated or shall be placed in the Town Treasury. All monies from the redemption of investment instruments shall be transferred directly to an account of the Town.

XIII. Internal Control

The Town Manager shall annually have an independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures and lawful investment of funds.

XIV. Performance Standards

The investment portfolio shall be designated with the objective of obtaining a rate of return throughout the budgetary process and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The Town Manager shall randomly review market yields and determine appropriate investment strategy on current yields and considering future market trends.

XV. Reporting

The Town Manager and Treasurer shall provide the Wayne Board of Selectmen investment reports, which provide a clear picture of the status of the current investment portfolio as needed. The Town Manager and Treasurer may randomly include other pertinent information in reference to investment strategies, economic conditions, or possible changes in the portfolio.

XVI. Investment Policy Adoption

The Town of Wayne Board of Selectmen shall adopt the investment policy. The Town Manager and Treasurer and/or the Board of Selectmen may review the adopted policy annually and any modification thereto by majority vote of the Board of Selectmen. The investment policy once adopted shall remain in effect unless action shall be taken by the Board of Selectmen to amend the document, create a new policy, or cancel the existing investment policy.

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 4. FIXED ASSET POLICY

I. Policy

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the Town of Wayne, Maine's annual financial statements in order to comply with the requirements of GASB Statement Number 34. This policy also addresses other considerations for recording and depreciating fixed assets in order to comply with the provisions of GASB Statement number 34.

II. Capital Asset Definition

Capital Asset will be defined as tangible and intangible assets that have initial useful lives that extend beyond a single reporting period.

III. Capitalization Method

All Capital Assets will be recorded at historical costs as of the date acquired or constructed. If historical cost information is not available, assets will be recorded at estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

IV. Capitalization Thresholds

Fixed Asset Limits:

- A. Land. All land and permanent rights to land (i.e., easements) shall be recorded without regard to significant value.
- B. Buildings. All buildings shall be recorded at acquisition cost without regard to significant value. Additions to buildings less than \$5,000 per building shall not be recorded.
- C. Equipment. Equipment costing \$5,000 and more shall be recorded as Fixed Assets. Additions to equipment costing \$5,000 or more shall be recorded as Fixed Assets.
- D. Additional Fixed Assets. Additional fixed assets shall be recorded and maintained when required by other terms or agreements, if different from what is stated above.
- E. Items not Classified as Fixed Assets. As described above may be included in an inventory listing for internal control purposes.

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FINANCIAL MANAGEMENT & INVESTMENT POLICY

V. Infrastructure Assets

In accordance with GASB Statement number 34, the Town will record, at a minimum, “major” infrastructure assets as defined in Statement 34 that were acquired, constructed or significantly reconstructed, or that received significant improvements after June 30, 1980. Other infrastructure assets may be capitalized as deemed appropriate. The Town does not intend to use the “modified approach” to record infrastructure.

VI. Other Assets

Detailed records shall be maintained for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory discussed below. These items include computer equipment that falls below the established thresholds and any other asset specified by the Town Manager.

VII. Depreciation and Useful Life

Each appropriate Department Head will assign an estimated useful life to all assets for the purpose of recording depreciation. The attached “Suggested Useful Lives” schedule will be used to establish lives for most assets. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Depreciation will be recorded based on the straight-line method using the half-year convention and depreciation down to the assets salvage value.

VIII. Safeguarding and Controlling Fixed Assets

All machinery and equipment, vehicles and furniture will be assigned an asset number and identified with a fixed asset tag. As fixed assets are purchased or disposed of, the department head in custody of that asset will be responsible for preparing a fixed asset data sheet, which will then be forwarded to the Town Manager to ensure proper recording. A physical inventory will be taken annually on or about June 30 and compared to the physical inventory records. The results will be forwarded to the Town Manager where appropriate adjustments will be made to the fixed asset records.

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 5. FUND BALANCE

I. Purpose

Sufficient fund balance is required to maintain liquidity, assure positive cash flow, prevent borrowing through tax anticipation notes, and provide effective cash management. Fund balance is not completely represented by liquid assets, such as cash, but includes unrealized receivables and other assets as components which require a certain period of time to convert to cash. Because of these factors, the Town of Wayne adopts this policy to maintain a healthy fund balance that will provide adequate funds to carry the Town through times of relatively low cash flow periods and provide funds for emergency situations.

II. Determination of Recommended Fund Balance

Two general rules are commonly promulgated which define an appropriate municipal fund balance. The first is that undesignated fund balance should be, at a minimum, ten percent of the commitment plus one month's expenditures. Based upon a tax commitment figure of \$2,600,000, the Town would require fund balance of **\$509,000 at a minimum**. (*10% of \$2,600,000 = \$260,000, plus 8.3% of \$3,000,000 = \$249,000. \$260,000 + \$249,000 = \$509,000*). Another rule of thumb commonly used in practice requires fund balance to approximate three month's expenditures. This amount could be calculated using one-fourth of the total appropriations as an estimate, which, with an annual total appropriation of \$3,000,000, would be **\$750,000 at a minimum**.

These figures reflect minimum requirements only. Additional factors must be evaluated by management of each individual town in light of current economic conditions and specific facts relative to its own financial environment. Large expected cash outlays in the near future, capital planning and budgeting as well as economic stability of the Town's largest taxpayers must be considered in the formula.

III. Policy

The Town of Wayne hereby establishes a policy that recommends the Town to maintain a minimum undesignated fund balance approximately equal to three month's expenditures (25% of total appropriations.) *[For example, if total appropriations are \$3,000,000 in fiscal year 2013-2014, 25% (3 months) would equal \$750,000. Therefore, a minimum of \$750,000 should be in the undesignated fund balance at the end of the year.]*

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

The policy further establishes that, in no case, shall the undesignated fund balance be allowed to fall to less than 10% of the tax commitment plus one-month's expenditures.

This "minimum range fund balance policy" provides a minimum *range* for the undesignated fund balance in FY14 from \$509,000 to \$750,000 based on the proposed FY14 budget.

IV. Procedures & Oversight

The Treasurer's biweekly Cash Flow Analyses, bank statements, and financial reports will be used by the Treasurer, the Town Manager, and the Board of Selectmen to monitor the undesignated fund balance each month, noting that the fund balance will ebb and flow according to cash flow (tax payments, other revenue collection, and expenditures.) An approximate idea of the fund balance will be known through the use of the aforementioned tools, but the actual year-end fund balance will finally be known upon the completion of the year-end audit. Financial planners must keep this policy in mind when determining the budget and its funding sources for each upcoming year.

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

SECTION 6. COMPUTER SYSTEM CONTROLS

I. Computer Back-ups

- A. Policy. To ensure the proper safeguarding of Town records and data stored on the Town's computer system, it is the Town's policy to perform daily computer back-ups.
- B. Procedure. Along with backing up data on the computer system itself, the Town's computer system data will be backed up daily. Each day's work will be backed up on a flash drive daily and stored in a safe location (vault). The Town Clerk will keep a log of daily back-ups to document implementation of this policy.
- C. Oversight. The Town Manager shall review the Town Clerk's procedures and back-up log to ensure adherence to the policy.

II. Computer Access and Passwords

- A. Policy. To ensure the security, confidentiality, and privacy of individual employees' work products, it is the Town of Wayne's policy to issue passwords to individual employees that will allow them to access only their own computer work venue.
- B. Procedure. Each employee shall have her/his own restricted work area on the computer system, entitled with her/his name, which may be accessed only by that particular employee's password. Computer technicians under contract to and supervision by the Town of Wayne provide administration services to the Town of Wayne's computer system. All employee passwords shall be issued and installed by those contracted computer technicians. In addition, only Town of Wayne contracted computer technicians shall be allowed to install and maintain Town of Wayne hardware and software.
- C. Document Sharing. The Town of Wayne computer system provides a shared work area called, "MyFiles" at which any employee may create, share, and work on documents that are available to anyone with access to the Town of Wayne computer system.
- D. Oversight. TMAC, Inc., computer technicians, or other computer technicians contracted by the Town of Wayne, shall oversee the implementation of this policy, with the advice and consent of the Town Manager.

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

III. Internet Use

- A. Policy. To ensure appropriate use of the Internet and employees' time at work, it is the Town of Wayne's policy to restrict Internet use at work for Town of Wayne work-related purposes only. The Town has adopted a policy regulating Internet and Email use by employees.
- B. Procedure. Employees shall limit their use of the Internet on the Town's computer system for purposes related only to Town of Wayne work and research.
- C. Oversight. This policy will be overseen by the Town Manager.

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 7. DEBT/ BORROWING LIMITATION

I. State Statute 30-A M.R.S.A §5702. Limitation

“No municipality may incur debt which would cause its total debt outstanding at any time, exclusive of debt incurred for school purposes, for storm or sanitary sewer purposes, for energy facility purposes or for municipal airport purposes to exceed 7 1/2% of its last full state valuation, or any lower percentage or amount that a municipality may set. A municipality may incur debt for school purposes to an amount outstanding at any time not exceeding 10% of its last full state valuation, or any lower percentage or amount that a municipality may set, for storm or sanitary sewer purposes to an amount outstanding at any time not exceeding 7 1/2% of its last full state valuation, or any lower percentage or amount that a municipality may set, and for municipal airport and special district purposes to an amount outstanding at any time not exceeding 3% of its last full state valuation, or any lower percentage or amount that a municipality may set; provided, however, that in no event may any municipality incur debt which would cause its total debt outstanding at any time to exceed 15% of its last full state valuation, or any lower percentage or amount that a municipality may set.”

II. The Wayne Board of Selectmen through this policy have set the following Debt/ Borrowing Limitations for the Town:

- Total Bonded Indebtedness for **Roads** shall not to exceed \$1,000,000 any fiscal year.

III. All Bonded Debt must be approved at Town Meeting.

**TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY**

SECTION 8. ADOPTION/ AMENDMENTS

This policy may be amended by the Municipal Officers of Wayne, Maine at a duly warned regularly scheduled Board of Selectmen meeting at any time.

Gary Kenny

Stephanie Haines

Stephen Saunders

Peter Ault

Don Welsh

Adopted this _____ day of _____, 20_____.

Attest: _____
Aaron Chrostowsky, Town Manager

Town of Wayne Proposed Paving Options FY 2015-2016

Year #1

Kings Highway Rd./ Berry Rd. (Route 133 intersection to new pavement on Berry Rd.)

Approximate Dimensions: 3,100 ft. long x 22 ft. wide

		2015
Reclaim	7,577 SY	\$12,123.20
Surface (1")	426 tons	\$46,025.04
Tack Coat	N/A	\$1,045.00
Base (2")	853 tons	\$66,687.54
Subtotal		\$125,881

Walton Road / Kents Hill Rd.

(Lovejoy Pond Rd. intersection to Church Street)

Approximate Dimensions: 528 ft. long x 22 ft. wide

		2015
Reclaim	1291 SY	\$2,066
Surface (1")	73 tons	\$7,887
Tack Coat	N/A	\$
Base (2")	146 tons	\$11,414
Subtotal		\$21,367

Hathaway Road (North Wayne Rd. to Winthrop Town line)

Approximate Dimensions: 1,056 ft. long x 22 ft. wide

		2015
Reclaim	2,581 SY	\$4,130
Surface (1")	146 tons	\$15,774
Tack Coat	N/A	\$
Base (2")	292 tons	\$22,829
Subtotal		\$42,733

Cross Road (Winthrop Town line to Rte. 133)

Approximate Dimensions: 528 ft. long x 22 ft. wide

		2015
Reclaim	1291 SY	\$2,066
Surface (1")	73 tons	\$7,887
Tack Coat	N/A	\$
Base (2")	146 tons	\$11,414
Subtotal		\$21,367

Town of Wayne Proposed Paving Options FY 2015-2016

Kent's Hill Road (Church Street to Tall Timbers Road)

Approximate Dimensions: 775 ft. long x 22 ft. wide

		2015
Surface (1")	107 tons	\$11,560
Tack Coat	N/A	N/A
Shim	N/A	N/A
Subtotal		\$11,824*

Church Street (Kent's Hill Rd. intersection to end of road)

Approximate Dimensions: 581 ft. long x 22 ft. wide

		2015
Surface (1")	80 tons	\$8,643
Tack Coat	N/A	N/A
Shim	N/A	N/A
Subtotal		\$8,643*

Kings Highway/ Berry Road	\$125,881
Walton/ Kents Hill Road	\$21,367
Hathaway Road	\$42,733
Cross Road	\$21,367
Church Street	\$8,643
Kent Hill Road	\$11,824
Total:	\$231,815

**Town of Wayne
Proposed Paving Options
FY 2015-2016**

Year #2

Mount Pisgah Road (Old Winthrop Rd. to Winthrop T.L.)

Approximate Dimensions: 6,917 ft. long x 22 ft. wide

		2015
Reclaim	16,908 SY	\$27,052.80
Surface (1")	951 tons	\$102,746.04
Tack Coat	N/A	\$2,326.50
Base (2")	1,902 tons	\$148,698.36
Subtotal		\$280,823.70

Year #3

Lovejoy Pond Road (Walton Rd. intersection to Fayette T.L.)

Approximate Dimensions: 5,660 ft. long x 22 ft. wide

		2015
Reclaim	13,835 SY	\$22,136
Surface (1")	778 tons	\$84,055.12
Tack Coat	N/A	\$1,903.00
Base (2")	1,557 tons	\$121,726.26
Subtotal		\$229,820.38

Year #4

Gott Road

Approximate Dimensions: 2,798 ft. long x 22 ft. wide

		2015
Reclaim	6,839 SY	\$10,942
Surface (1")	385 tons	\$41,595
Tack Coat	N/A	N/A
Base (2")	770 tons	\$60,199
Subtotal		\$112,736

WAYNE TOWN OFFICIALS
July 1, 2015

Elected Town Officials

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

Gary Kenny, Chair	Term Expires in 6/30/2017
Stephanie Haines, Vice Chair	Term Expires in 6/30/2018
Peter Ault	Term Expires in 6/30/2016
Don Welsh	Term Expires in 6/30/2017
Jonathan Lamarche	Term Expires in 6/30/2018

Budget Committee

[5YR-Elected]

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

Moderator

Douglas Stevenson

RSU #38 School Board

[3YR-Elected]

Gary Carr	Term Expires in 6/30/2018
Vacant	Term Expires in 6/30/2017

School Committee

[3YR-Elected]

Gary Carr
Theresa Kerchner

Appointed Town Officials

Animal Control Officer

Mark Birtwell

Assessor Agent (RJD Appraisal)

Matt Caldwell

Code Enforcement Officer and Local Plumbing Inspector

Kenneth Pratt

Deputy Road Commissioner

Dennis Bruen

E-911 Addressing Officer

Bruce Mercier

Fence Viewer

Charles King

Fire Department

Andrew Knight, **Fire Chief Emeritus**

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

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

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

Mark Bachelder

Andy Blais

Steve Booth

Jillian Booth

John Christopher

Elaine Christopher

Bill Coolidge

Pauline Coolidge

Matt Davenport

Jareb Dyer

Taylor Stevenson

Tim Sullivan

Tax Collector

Dawna Gardner

Town Clerk, Registrar of Voters and General Assistance Administrator

Cathy Cook

Town Manager, Road Commissioner and Health Officer

Aaron Chrostowsky

Treasurer

Bruce Mercier

Wayne Village Dam keeper

Wayne Bryant

Boards, Commissions, and Committees**Archival Board**

Judy Danielson

Ed Kallop

Carroll Paradis

Gerry Paradis

Vacancy

Board of Appeals

Laura Briggs, Chair

David Ault

Anne Huntington

Theresa Kerchner

Vacancy

Cemetery Association

Warren Davenport, President

George Draper, Secretary

Tom Fylstra, Treasurer

Ken Foss, Sexton

Britt Norton

Vacancy

Vacancy

Cobosse Watershed District Trustee

Jane Andrews

Comprehensive Plan Committee

Theresa Kerchner, Co-Chair

Lloyd Irland, Co-Chair, Conservation Commission Rep.

Anne Huntington, Board of Appeals Rep.

Steve McLaughlin, Planning Board Rep.

Steve Saunders, Selectboard Rep.

Bruce Mercier

Teco Brown

Dave Petell

Conservation Commission

Lloyd Irland, Chair

Pamela Green

Leslie Latt

Ken Spalding

Anne Huntington

Vacancy

Vacancy

Farmers' Market Committee

Tammy Birtwell

Leslie Burhoe

Jane Davis

Trent Emery

Theresa Kerchner

Emily Perkins

Facilities Committee

Norm Barris

Ken Bate

Fred Duplisea

Dallas Folk

Gary Kenny

North Wayne Schoolhouse Preservation Committee

Linda McKee

Planning Board

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

Memorial Day Committee

Peter Ault
John Estrada
Ernie Farrar
Doug Stevenson
Holly Stevenson
Don Welsh

Readfield/ Wayne Solid Waste Committee

Mary Farnham
Stephanie Haines, Selectboard Representative
Jon Lamarche

Village Center Development Committee

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

30-Mile River Watershed Association Representative

Robert Stephenson

Ladd Recreation Committee

Lincoln Ladd -- Permanent
Gloria Williams Ladd - Permanent
Betsy Ladd - Permanent
Sarah Albert
Sharon Bonney
George Dragonetti
Gina Lamarche
Chase Morrill
Mackenzie Stevenson
Nancy Teachout

Ladd Recreation Center Director

Donna Freeman

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - General Admin	234,144.00	245,054.67	10,910.67	104.66
01 - Salaries	143,768.00	137,179.89	6,588.11	95.42
01 - Selectmen	7,162.00	7,162.20	-0.20	100.00
05 - Town Manager	45,390.00	45,385.60	4.40	99.99
10 - Bookkeeper	0.00	600.00	-600.00	----
15 - Treasurer	3,000.00	3,000.00	0.00	100.00
20 - Tax Collector	20,050.00	20,983.75	-933.75	104.66
25 - Town Clerk	21,216.00	22,238.25	-1,022.25	104.82
30 - Office Clerk	1,000.00	0.00	1,000.00	0.00
35 - Meeting Clerk	1,179.00	68.00	1,111.00	5.77
70 - Med/Fica	7,573.00	7,561.02	11.98	99.84
75 - Health Insurance	31,905.00	29,680.17	2,224.83	93.03
80 - Retirement	4,430.00	0.00	4,430.00	0.00
81 - Income Protection plan	863.00	500.90	362.10	58.04
	31,776.00	31,310.58	465.42	98.54
02 - Operating Expense	4,000.00	5,346.47	-1,346.47	133.66
01 - Office Expense	2,000.00	735.17	1,264.83	36.76
05 - Travel expenses	4,000.00	1,556.00	2,444.00	38.90
10 - Training Expense	1,000.00	1,465.91	-465.91	146.59
15 - Maintenance and Repairs	4,826.00	4,973.00	-147.00	103.05
20 - Dues	2,000.00	1,055.90	944.10	52.80
25 - Computer Repairs	8,000.00	8,986.97	-986.97	112.34
30 - Computer Software	750.00	750.00	0.00	100.00
35 - Website	1,000.00	870.00	130.00	87.00
40 - Town Report	200.00	339.95	-139.95	169.98
45 - Sunshine Fund	4,000.00	5,231.21	-1,231.21	130.78
50 - Tax Administration	50,800.00	70,032.48	-19,232.48	137.86
03 - Contractual	15,000.00	37,328.82	-22,328.82	248.86
01 - Legal Services	7,100.00	5,540.00	1,560.00	78.03
05 - Audit Services	20,000.00	17,401.00	2,599.00	87.01
15 - Insurance	6,700.00	6,656.00	44.00	99.34
20 - Rent	2,000.00	3,106.66	-1,106.66	155.33
25 - Copier lease	2,800.00	2,549.05	250.95	91.04
05 - Utilities	2,800.00	2,549.05	250.95	91.04
01 - Telephone	5,000.00	3,982.67	1,017.33	79.65
65 - Unclassified	5,000.00	3,982.67	1,017.33	79.65
01 - Contigent				
101 - Debt Service	99,000.00	37,944.00	61,056.00	38.33
15 - Debt Service	99,000.00	37,944.00	61,056.00	38.33
05 - North Wayne Road Bond	34,000.00	37,944.00	-3,944.00	111.60
15 - Old Winthrop Road Bond	65,000.00	0.00	65,000.00	0.00
102 - Elections & Hearings	3,938.00	1,193.17	2,744.83	30.30
01 - Salaries	1,938.00	753.15	1,184.85	38.86
41 - Elections clerk	1,800.00	725.22	1,074.78	40.29
70 - Med/Fica	138.00	27.93	110.07	20.24
02 - Operating Expense	2,000.00	440.02	1,559.98	22.00
01 - Office Expense	2,000.00	440.02	1,559.98	22.00
- General Assistance	5,000.00	1,384.76	3,615.24	27.70
- Social Services/Community Serv	5,000.00	1,384.76	3,615.24	27.70

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
103 - General Assistance CONT'D	5,000.00	1,384.76	3,615.24	27.70
85 - General Assistance				
104 - Fire Department	53,995.00	35,169.32	18,825.68	65.13
01 - Salaries	13,995.00	10,765.02	3,229.98	76.92
50 - Chief Officers stipends	6,000.00	5,999.94	0.06	100.00
52 - Firefighter stipends	7,000.00	4,000.00	3,000.00	57.14
70 - Med/Fica	995.00	765.08	229.92	76.89
02 - Operating Expense	40,000.00	24,404.30	15,595.70	61.01
60 - Fire Dept Operations	22,000.00	21,598.30	401.70	98.17
61 - Fire Communications	4,000.00	2,806.00	1,194.00	70.15
62 - Fire Capital	14,000.00	0.00	14,000.00	0.00
105 - Assessing	19,700.00	19,699.92	0.08	100.00
03 - Contractual	19,700.00	19,699.92	0.08	100.00
30 - Assessing/Mapping	14,000.00	13,999.92	0.08	100.00
35 - Quarterly review	5,700.00	5,700.00	0.00	100.00
106 - Animal Control	5,130.00	5,120.02	9.98	99.81
01 - Salaries	3,230.00	3,229.50	0.50	99.98
55 - Animal control officer	3,000.00	3,000.00	0.00	100.00
70 - Med/Fica	230.00	229.50	0.50	99.78
10 - Social Services/Community Serv	1,900.00	1,890.52	9.48	99.50
90 - Humane Society	1,900.00	1,890.52	9.48	99.50
107 - Code Enforcement	13,514.00	13,701.66	-187.66	101.39
01 - Salaries	12,514.00	12,731.16	-217.16	101.74
56 - Code Enforcement Officer	11,625.00	11,826.36	-201.36	101.73
70 - Med/Fica	889.00	904.80	-15.80	101.78
65 - Unclassified	1,000.00	970.50	29.50	97.05
30 - Ordinance & Mapping	1,000.00	970.50	29.50	97.05
108 - Public Safety	31,362.00	30,329.58	1,032.42	96.71
03 - Contractual	25,362.00	23,949.19	1,412.81	94.43
40 - Ambulance	9,512.00	9,512.00	0.00	100.00
45 - Sheriff Dept	4,000.00	4,000.00	0.00	100.00
50 - PSAP Dispatching	11,850.00	10,437.19	1,412.81	88.08
05 - Utilities	6,000.00	6,380.39	-380.39	106.34
20 - Street lights	6,000.00	6,380.39	-380.39	106.34
109 - Roads	318,853.00	303,946.04	14,906.96	95.32
03 - Contractual	160,603.00	157,627.24	2,975.76	98.15
55 - Parking lot Plowing	3,100.00	3,250.00	-150.00	104.84
60 - Road Plowing	152,503.00	153,236.60	-733.60	100.48
75 - Roadside mowing	4,000.00	1,140.64	2,859.36	28.52
80 - Landfill mowing	1,000.00	0.00	1,000.00	0.00
05 - Utilities	500.00	535.08	-35.08	107.02
05 - Electricity	500.00	535.08	-35.08	107.02
- ROADS	157,750.00	145,783.72	11,966.28	92.41
11 - Roads Administration	2,000.00	6,134.12	-4,134.12	306.71
- Brush/Tree removal	15,000.00	16,531.00	-1,531.00	110.21
- Calcium chloride	9,000.00	7,746.61	1,253.39	86.07

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
109 - Roads CONT'D				
15 - Sweeping	4,000.00	0.00	4,000.00	0.00
20 - Patching	5,000.00	3,439.75	1,560.25	68.80
30 - Signs	3,000.00	2,368.89	631.11	78.96
35 - Painting	750.00	900.00	-150.00	120.00
40 - Culverts	20,000.00	9,227.12	10,772.88	46.14
45 - Gravel	20,000.00	27,212.33	-7,212.33	136.06
46 - Winter salt	21,000.00	16,194.04	4,805.96	77.11
55 - Crack sealing	2,000.00	3,100.00	-1,100.00	155.00
70 - Grading	15,000.00	5,934.00	9,066.00	39.56
75 - Ditching	40,000.00	46,893.86	-6,893.86	117.23
80 - Catch Basin	1,000.00	102.00	898.00	10.20
110 - Transfer Station	110,959.00	112,629.02	-1,670.02	101.51
02 - Operating Expense	4,000.00	3,427.25	572.75	85.68
80 - Hazardous waste	1,000.00	0.00	1,000.00	0.00
85 - Backhoe rental/Transfer station	3,000.00	3,427.25	-427.25	114.24
03 - Contractual	106,959.00	109,201.77	-2,242.77	102.10
65 - Transfer Station	106,959.00	109,201.77	-2,242.77	102.10
111 - Outside Agencies	20,320.00	19,720.00	600.00	97.05
10 - Social Services/Community Serv	20,320.00	19,720.00	600.00	97.05
01 - Library	6,000.00	6,000.00	0.00	100.00
10 - Archival board	600.00	0.00	600.00	0.00
15 - Messenger	1,200.00	1,200.00	0.00	100.00
20 - Cemetery Association	3,500.00	3,500.00	0.00	100.00
25 - Community Action	3,300.00	3,300.00	0.00	100.00
30 - Senior Spectrum	1,004.00	1,004.00	0.00	100.00
35 - Hospice	1,000.00	1,000.00	0.00	100.00
45 - Public Broadcasting	100.00	100.00	0.00	100.00
50 - Kennebec Mental health	1,600.00	1,600.00	0.00	100.00
60 - Red Cross	1,200.00	1,200.00	0.00	100.00
65 - Crisis Spport	416.00	416.00	0.00	100.00
94 - Winthrop Food Pantry	400.00	400.00	0.00	100.00
112 - Recreation	23,000.00	20,246.03	2,753.97	88.03
02 - Operating Expense	4,300.00	4,300.00	0.00	100.00
90 - Ladd Operational expenses	4,300.00	4,300.00	0.00	100.00
03 - Contractual	5,350.00	5,419.03	-69.03	101.29
70 - Park Mowing	2,150.00	2,177.85	-27.85	101.30
71 - Ladd Mowing	3,200.00	3,241.18	-41.18	101.29
10 - Social Services/Community Serv	8,350.00	8,350.00	0.00	100.00
91 - Kennebec Land Trust	250.00	250.00	0.00	100.00
92 - Friends of Cobbossee Watershe	1,300.00	1,300.00	0.00	100.00
93 - Memorial Day	300.00	300.00	0.00	100.00
96 - Athletic League	500.00	500.00	0.00	100.00
97 - Andro Lake Improve Corp	1,500.00	1,500.00	0.00	100.00
98 - Andro Yacht club	500.00	500.00	0.00	100.00
99 - 30 Mile Wateshed	4,000.00	4,000.00	0.00	100.00
65 - Unclassified	5,000.00	2,177.00	2,823.00	43.54
25 - Lake Protection	5,000.00	2,177.00	2,823.00	43.54

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
113 - Land and Buildings CONT'D				
113 - Land and Buildings	1,500.00	1,428.37	71.63	95.22
02 - Operating Expense	600.00	516.80	83.20	86.13
15 - Maintenance and Repairs	0.00	51.34	-51.34	---
95 - NW Schoolhouse	200.00	121.14	78.86	60.57
96 - NW Building	200.00	189.88	10.12	94.94
97 - Town House	200.00	154.44	45.56	77.22
03 - Contractual	900.00	911.57	-11.57	101.29
72 - Historic Property Mowing	900.00	911.57	-11.57	101.29
114 - Capital Reserves transfers	188,500.00	188,500.00	0.00	100.00
52 - CAPITAL RESERVE	188,500.00	188,500.00	0.00	100.00
02 - Fire Equipment	5,000.00	5,000.00	0.00	100.00
05 - Fire Truck	70,000.00	70,000.00	0.00	100.00
30 - Cemetery Stone Cleaning Fund	2,500.00	2,500.00	0.00	100.00
45 - Land and Buildings	10,000.00	10,000.00	0.00	100.00
50 - Road Recon. & Pav. Project	60,000.00	60,000.00	0.00	100.00
65 - Town Hall Building	15,000.00	15,000.00	0.00	100.00
70 - Village Improvement Projects	5,000.00	5,000.00	0.00	100.00
75 - Technology Replacement Plan	3,000.00	3,000.00	0.00	100.00
80 - GIS Mapping Project	18,000.00	18,000.00	0.00	100.00
115 - School RSU #38	1,774,654.00	1,781,310.00	-6,656.00	100.38
60 - INTER GOVERNMENT	1,774,654.00	1,781,310.00	-6,656.00	100.38
15 - RSU #38	1,774,654.00	1,781,310.00	-6,656.00	100.38
116 - County Tax	197,225.98	197,225.98	0.00	100.00
60 - INTER GOVERNMENT	197,225.98	197,225.98	0.00	100.00
20 - Kennebec County Tax	179,882.30	179,882.30	0.00	100.00
21 - six month budget instl 5yr pay	17,343.68	17,343.68	0.00	100.00
117 - Cobbossee Watershed District	2,233.00	2,233.00	0.00	100.00
60 - INTER GOVERNMENT	2,233.00	2,233.00	0.00	100.00
25 - Cobbossee Watershed District	2,233.00	2,233.00	0.00	100.00
118 - Overlay	21,336.90	6,258.13	15,078.77	29.33
60 - INTER GOVERNMENT	21,336.90	6,258.13	15,078.77	29.33
30 - Overlay	21,336.90	6,258.13	15,078.77	29.33
Final Totals	3,124,364.88	3,023,093.67	101,271.21	96.76

Revenue Summary Report

Fund: 1
ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
100 - General Admin	3,025,872.94	2,916,338.77	109,534.17	96.38
01 - Banking Interest	1,000.00	1,297.20	-297.20	129.72
03 - Lien costs	2,000.00	5,624.92	-3,624.92	281.25
04 - Interest on taxes	10,000.00	12,492.28	-2,492.28	124.92
05 - MV Agent fees	4,000.00	4,302.00	-302.00	107.55
06 - IFW Agent fees	500.00	629.25	-129.25	125.85
07 - Motor Vehicle excise	200,000.00	213,757.24	-13,757.24	106.88
08 - Boat Excise	2,000.00	4,005.80	-2,005.80	200.29
09 - Vitals	250.00	566.20	-316.20	226.48
10 - Cash Short/ Over	0.00	4.00	-4.00	----
13 - Cable TV Franchise	4,300.00	4,108.78	191.22	95.55
14 - Misc revenue	10,000.00	-637.95	10,637.95	-6.38
15 - Surplus	150,000.00	0.00	150,000.00	0.00
20 - Insurance Dividends/Reimburse	0.00	1,031.00	-1,031.00	----
21 - State revenue sharing	44,079.00	42,661.16	1,417.84	96.78
25 - Tax Commitment	2,597,743.94	2,597,744.07	-0.13	100.00
26 - Supplemental Taxes	0.00	14,967.23	-14,967.23	----
27 - Payment in Lieu of Taxes	0.00	200.00	-200.00	----
28 - Tax Acquired Property Sale Pro	0.00	13,585.59	-13,585.59	----
103 - General Assistance	2,500.00	144.50	2,355.50	5.78
01 - GA Reimbursement	2,500.00	144.50	2,355.50	5.78
104 - Fire Department	0.00	74.00	-74.00	----
01 - Burning Permit	0.00	74.00	-74.00	----
105 - Assessing	30,949.94	31,097.42	-147.48	100.48
01 - Tree Growth	4,000.00	3,739.42	260.58	93.49
02 - Homestead Exemption	26,009.70	25,858.00	151.70	99.42
03 - Veteran reimbursement	900.00	1,460.00	-560.00	162.22
04 - BETE Reimbursement	40.24	40.00	0.24	99.40
106 - Animal Control	750.00	767.00	-17.00	102.27
01 - Dog fees	750.00	742.00	8.00	98.93
02 - Dog late fees	0.00	25.00	-25.00	----
107 - Code Enforcement	1,000.00	2,092.00	-1,092.00	209.20
01 - Building permits	1,000.00	2,090.00	-1,090.00	209.00
02 - Yard Sale Permit	0.00	2.00	-2.00	----
109 - Roads	33,292.00	30,532.00	2,760.00	91.71
01 - Local Road Assist Program	33,292.00	30,532.00	2,760.00	91.71
110 - Transfer Station	30,000.00	0.00	30,000.00	0.00
15 - Transfer from Cap. Reserve Fnd	30,000.00	0.00	30,000.00	0.00
119 - Snowmobile	0.00	589.18	-589.18	----
01 - State Reimbursement	0.00	589.18	-589.18	----
Final Totals	3,124,364.88	2,981,634.87	142,730.01	95.43

Town of Wayne Board of Selectmen

MEMBERS: Gary Kenny, Stephanie Haines, Stephen Saunders, Peter Ault and Don Welsh

Meeting Agenda

Date: Tuesday, June 16, 2015

Time: 6:30 PM

Place: Wayne Elementary School – Gymnasium

Call Meeting to Order.

Pledge of Allegiance.

Selectmen Present / Quorum.

Meeting Minutes.

- a. Consider approving of meeting minutes of the Wayne Board of Selectmen – June 2, 2015.**
Manager Recommendation: Move the Board to approve meeting minutes of the Wayne Board of Selectmen – June 2, 2015.
- b. Consider approving of meeting minutes of the 2015 Annual Town Meeting – June 9, 2015.**
Manager Recommendation: Move the Board to approve meeting minutes of the 2015 Annual Town Meeting – June 9, 2015.

Warrants.

- a. Consider approving of Payroll Warrant #53.**
Manager Recommendation: Move the Board to approve Payroll Warrant #53.
- b. Consider approving of Accounts Payable Warrant #54**
Manager Recommendation: Move the Board to approve Accounts Payable Warrant #54.

Business Agenda.

- a. Town Meeting Round-up**
Manager Recommendation: Discussion Only.
- b. Mooring concerns at Androscoggin Yacht Club.**
Manager Recommendation: Discussion Only.
- c. Brush Removal concerns**
Manager Recommendation: Discussion Only.
- d. Approve changes to Financial Management Policy.**
Manager Recommendation: Move the Board to approve changes to Financial Management Policy.

e. 2015 Road Construction Work

Manager Recommendation:

f. Appointment of Town Officials

Manager Recommendation: Move the Board to appoint Town Officials.

Supplements / Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday June 30, 2015** at **6:30 PM** at the Wayne Elementary School - Gym.