

Town of Wayne Board of Selectmen

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

Meeting Agenda

Date: Tuesday, July 16, 2013

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 – July 2, 2013.**

MOTION: Move the Board to approve meeting minutes of the Wayne Board of Selectmen – July 2, 2013.

Warrants.

- a. **Consider approving of Accounts Payable Warrant #26b.**

MOTION: Move the Board to approve Accounts Payable Warrant #26b.

- b. **Consider approving of Accounts Payable Warrant #2.**

MOTION: Move the Board to approve Accounts Payable Warrant #2.

- c. **Consider approving of Payroll Warrant #4.**

MOTION: Move the Board to approve Payroll Warrant #4.

- d. **Consider approving of Payroll Warrant #5 (Ladd Rec.).**

MOTION: Move the Board to approve Payroll Warrant #5 (Ladd Rec.).

Business Agenda.

- a. **Comprehensive Plan update.**

MOTION: Discussion Only.

- b. **PUBLIC HEARING: Town Ordinance Regarding Tax Acquired Property for the Special Town Meeting.**

MOTION: Move the Board to open public hearing for Town Ordinance regarding Tax Acquired Property for the Special Town Meeting.

MOTION: Move the Board to close public hearing for Town Ordinance regarding Tax Acquired Property for the Special Town Meeting.

c. Consider approving the Special Town Meeting Warrant for August 13, 2013.

MOTION: Move the Board to approve the Special Town Meeting Warrant for August 13, 2013.

d. PUBLIC HEARING: Adoption of the Maine Municipal Association Model Ordinance General Assistance Appendix A (OVERALL MAXIMUMS) for the period of July 1, 2013 to June 30, 2014, as revised and Appendices B-F (Food, Housing, Utilities, Heating Fuel and Personal Care & Household Supplies Maximums) for the period of October 1, 2013 to September 30, 2014, as revised.

MOTION: Move the Board to open the public hearing to adopt of the Maine Municipal Association Model Ordinance General Assistance Appendix A (OVERALL MAXIMUMS) for the period of July 1, 2013 to June 30, 2014, as revised and Appendices B-F (Food, Housing, Utilities, Heating Fuel and Personal Care & Household Supplies Maximums) for the period of October 1, 2013 to September 30, 2014, as revised.

MOTION: Move the Board to close the public hearing to adopt of the Maine Municipal Association Model Ordinance General Assistance Appendix A (OVERALL MAXIMUMS) for the period of July 1, 2013 to June 30, 2014, as revised and Appendices B-F (Food, Housing, Utilities, Heating Fuel and Personal Care & Household Supplies Maximums) for the period of October 1, 2013 to September 30, 2014, as revised.

e. Consider adopting the Maine Municipal Association Model Ordinance General Assistance Appendix A (OVERALL MAXIMUMS) for the period of July 1, 2013 to June 30, 2014, as revised and Appendices B-F (Food, Housing, Utilities, Heating Fuel and Personal Care & Household Supplies Maximums) for the period of October 1, 2013 to September 30, 2014, as revised.

MOTION: Move the Board to adopt adopting the Maine Municipal Association Model Ordinance General Assistance Appendix A (OVERALL MAXIMUMS) for the period of July 1, 2013 to June 30, 2014, as revised and Appendices B-F (Food, Housing, Utilities, Heating Fuel and Personal Care & Household Supplies Maximums) for the period of October 1, 2013 to September 30, 2014, as revised.

f. Discuss additional paving in conjunction with North Wayne Road Reconstruction and Paving Project.

MOTION: Move the Board to authorize the Town Manager to proceed with paving recommended additional roads.

g. Consider authorizing Town Manager to sign Kennebec Valley Humane Society Shelter Agreement for January 1st, 2014

MOTION: Move the Board to authorize the Town Manager to sign Kennebec Valley Humane Society Shelter Agreement for January 1st, 2014.

h. BYLAWS OF BOARD OF SELECTMEN.

MOTION: Move the Board to approve Bylaws of the Board of Selectmen.

i. Consider approving Town-wide comprehensive financial policies.

MOTION: Move the Board to approve Town-wide comprehensive financial policies.

j. Review and discuss draft non-profit distribution policy.

MOTION: Discussion only.

k. Fireworks Ordinance enforcement.

MOTION: Discussion Only.

Supplements / Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday, July 30, 2013 at 6:30 PM** at the Wayne Elementary School.

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday July 2, 2013
Wayne Elementary School**

The Board convened at 6:30 PM with the following members present: Peter Ault, Stephanie Haines, Gary Kenny, and Stephen Saunders. Carroll Paradis was absent. Aaron Chrostowsky, Town Manager and Dawna Gardner, Deputy Town Clerk were present.

Audience: Mary Farnham, Louis Sigel, and Robert Stephenson

Pledge of Allegiance

Opened Meeting – determined quorum

4 members present

Business Agenda

- a. Oath of Office: Selectman/Assessor/Overseer of the Poor: Peter Ault was sworn in for the 3- Year Term
- b. Election of Chair & Vice-Chair
 - a. Gary Kenny was nominated for Chairman of the Board (Haines/Saunders) (4/0)
 - b. Carroll Paradis was nominated for Vice Chairman of the Board (Saunders/Haines) (4/0)
- c. Bylaws of Board of Selectmen: After a brief discussion, the Board agreed to update the document.
- d. Selectmen Meeting Dates/ Time/ Place for Fiscal Year 2013/2014 voted on with exception of the meeting on New Year's Eve eliminated. (Saunders/Haines) (4/0)
- e. The Board voted to make the Board of Selectmen's numerous town appointments effective July 1st, 2013 until June 30th, 2014. (/) (4/0)
- f. The Board reviewed and expressed concern over the line striping to designate handicap parking at the Cary Memorial Library on Old Winthrop Road, and the Board agreed to place a handicap parking sign instead of line striping the road. The Town Manager will discuss this matter with Library Association.
- g. The Board voted to deny resident Louis Sigel for a refund on his vehicle excise tax in the amount of \$86.40. (/) (4/0)
- h. The Board made a motion to authorize the Town Manager sign the Quit Claim Deed to discharge the lien on the Winterbottom property after speaking with Lee Bragg, Town Attorney. (Haines/Saunders) (4/0)
- i. The Board made a motion to award the North Wayne Road Reconstruction and Paving Project contract to C.H. Stevenson. (Saunders/Haines) (4/0)
The Board approved the Town Manager's proposal to modify the North Wayne Road Reconstruction and Paving Project specifications to change the following items: 1) surface course hot mix asphalt from 12.5 mm (C mix) to 9.5 mm (D mix); 2) eliminate 3" of Type D gravel; and 3) remove existing asphalt with full depth reclamation to change the bid amount to \$225,640.30.
- j. The Board voted to authorize the Town Manager to post Notice for Invitation to Bid for General Obligation Bonds. (Haines/Saunders) (4/0)
- k. The Board voted to approve the language in the Town Ordinance Regarding Tax Acquired Property for the Special Town Meeting Warrant. The Town Manger will advertise the special town meeting and public hearing schedule in the Wayne Messenger, The Kennebec Journal, Winthrop Advertiser and on the Town website.(Saunders/ Haines) (4/0)
- l. The Board discussed the Proposed Special Town Meeting Warrant for August 6, 2013, and decided they wouldn't sign the Special Town Meeting warrant until after the 1st public hearing on July 13, 2013 at the next Select board meeting.
- m. Reviewed and discussed the draft Town's comprehensive financial policies.

- n. Discussion of Town Manager hours of operation and goals. Approval of Town Manager working a 40 hour work week. (Saunders/Haines) (4/0)
- o. The Board approved meeting minutes of the Wayne Board Selectmen June 18, 2013 (Haines/Kenny) (3/1) Saunders abstained
- p. The Board approved Warrant #26a, dated July 7, 2013 in the amount of \$ 24,137.43. (/) (4/0)
- q. The Board approved Warrant # 1, dated July 7, 2013 in the amount of \$ 4,622.66. (/) (4/0)
- r. The Board approved Town Payroll Warrant # 1, dated July 7, 2013 in the amount of, \$ 4,539.94 (Haines/Saunders) (4/0)
- s. The Board approved Ladd Rec Payroll Warrant # 1, dated July 7, 2013 in the amount of, \$ 3856.09 (Haines/Saunders) (4/0)

Supplements / Abatements- None

Town Manager Report:

FY 2012-2013 Year End

The Town's financial year closed on June 30th, 2013. The Town has created a special warrant for payables for the July 2nd, 2013 meeting. The Town has completed in the black. Over the next two weeks I will be working with the bookkeeper and the auditor to make several adjustments.

Implementation of new budget/ financial policies/ audit recommendations

Beginning July 1st, 2013, the Town will have a new chart of accounts. The Town will be filing our payables by vendor. Also, the Town will have two separate warrants at each Selectmen's meeting (1) payroll and (2) accounts payable. The final implementation of the new chart of accounts will July 16, 2013.

Independence Day

In observation of Independence Day, Thursday July 4, 2013, the Town Office will be closed. It will re-open on Friday July 5, 2013, during our regularly scheduled hours. The Town Manager will be using a vacation day on Friday July 5th, 2013.

Roadside Mowing

The Town has begun roadside mowing in July.

Treework

Bruen Tree Service has begun removing trees and brush along the House Road, Hathaway, Old Winthrop Road, and Berry Road.

Gravel Road Rehabilitation

Bruen Construction has begun ditching and replacing several culverts along the Green True Road. Bruen Construction will be rehabilitating (ditching, installing geo textile fabric, culverts) the Maxim and House Roads.

Inmate Work Crew

Kennebec County inmate work crew will be staining the footbridge July 12, 13 and 14.

Next Meeting Agenda

- Approve new comprehensive financial policies
- Review draft non-profit donation policy
- Approve request for proposal for lake quality/ protection grant
- Comprehensive Plan Committee update

Reminder Upcoming Meetings

Board of Selectmen Meeting
Comprehensive Plan Meeting

July 16, 2013 @6:30 PM
July 17, 2013 @5:00 PM

Board of Selectmen Meeting

July 30, 2013 @6:30 PM

Board Member Reports: Carroll mention that no parking signs were faded on Rte. 133 near State Boat Launch.

Public Comments: Robert Stephenson discussed Town House improvement projects that are needed.

Motion to Adjourn. 9:30 PM. (Saunders/Haines)(4/0).

The next **Select Board Meeting** is scheduled for **Tuesday, July 16, 2013** at 6:30 p.m. at the Wayne Elementary school.

Recorded by:
Cathy Cook, Town Clerk

Select Board Members

Gary Kenny

Carroll Paradis

Peter Ault

Stephanie Haines

Stephen Saunders

Wayne Intense Rainfall Events of July 2013

The NWS expert at Gray station advises that Wayne can expect events of this intensity 2-3 times per season; number and intensity this year is unusual. The Dead River Gage has virtually revisited its spring peak three times so far this summer (attached). Instantaneous rainfall intensities are not measured by NWS; at their stations they get hourly readings, which underestimate the brief, most intense periods. Daily totals (also attached) show what we already know – total rainfall was well above longterm averages.

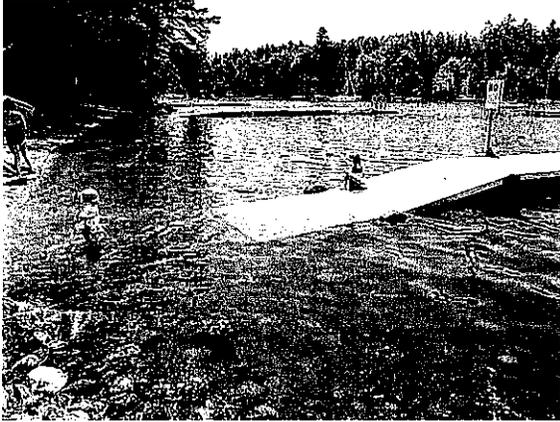
The erosive power of water varies with the 4th power of the velocity (not a misprint). Intense storms produce rapid runoff, even on very mild slopes.

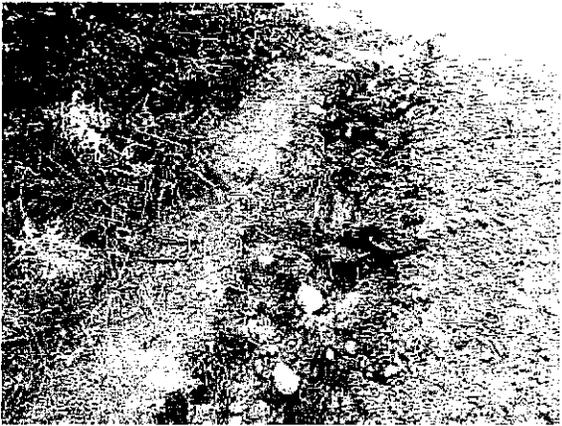
Eroding roads, primarily camp roads are estimated to generate 40% of the Phosphorous entering our lakes. Most of this erosion occurs during just a few events each season.

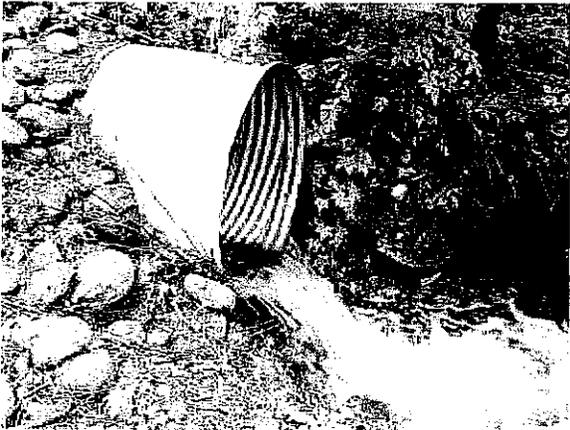
Managing this problem is difficult:

- unless you look closely, the erosion is usually not strikingly visible.
- Even sediment into waterways may not be visually noticeable shortly after the event.
- the erosion is most noticeable during the rains when people avoid being out.
- no individual instance of erosion is significant in itself; the significance is in the sum total of all of them. Few would imagine that their eroding ditch could be a real problem.

--many of these episodes produce minor damage to roads, driveways, and culverts that is readily repaired. The unseen damage to waterways is not noticed. Until the algae blooms...



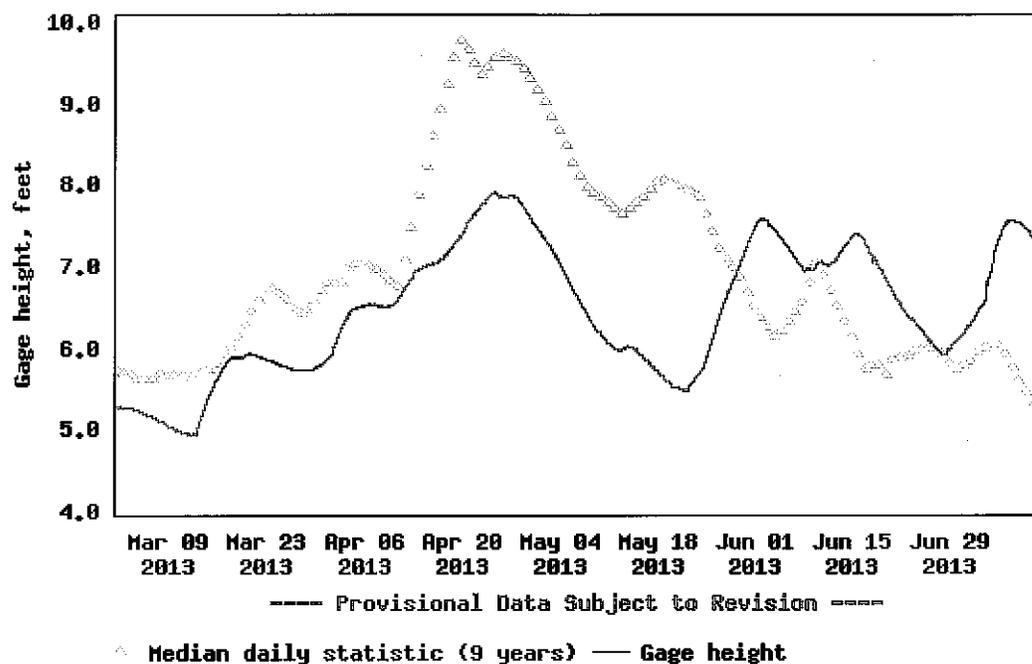




Gage height, feet

Most recent instantaneous value: 7.25 07-11-2013 08:15 EDT

USGS 01055220 Dead River at Leeds, Maine

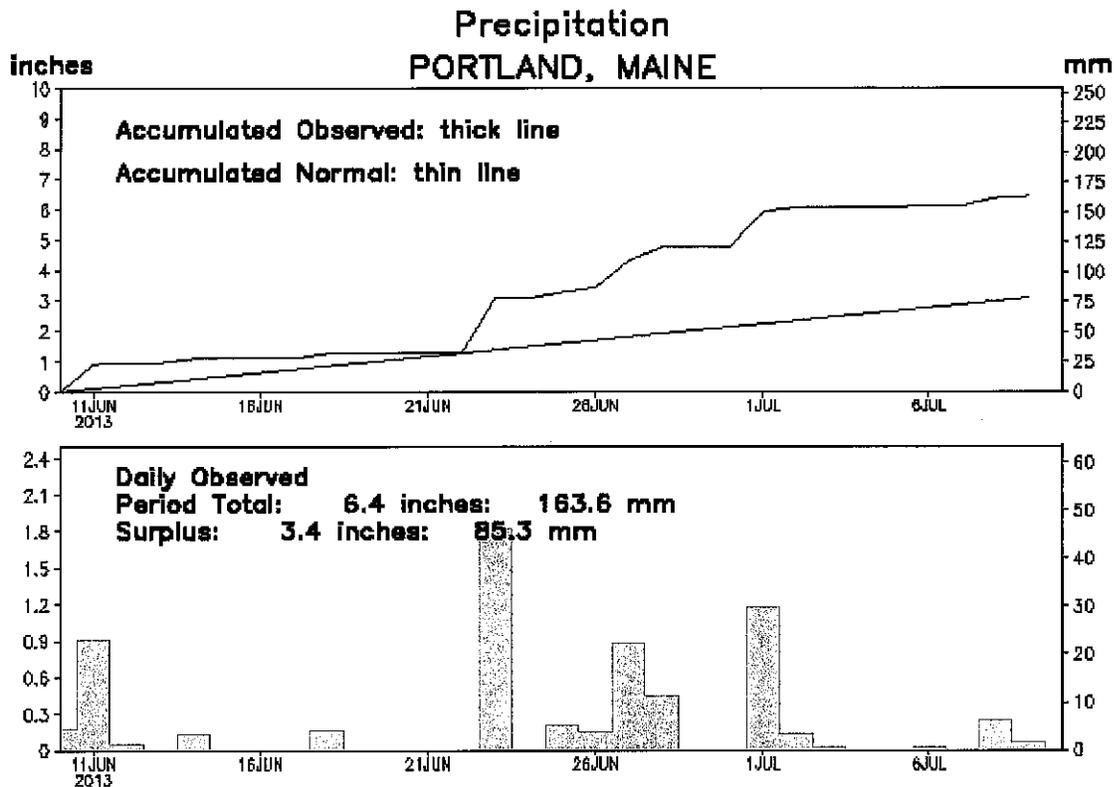


Daily gage height, feet -- statistics for Jul 11 based on 9 years of record [more](#)

Min (2007)	25th percen- tile	Median	Mean	75th percen- tile	Most Recent Instantaneous Value Jul 11	Max (2009)
3.50	4.03	5.10	5.30	5.84	7.25	9.47

USGS website

There is no official rain gage history closer than Portland readily available (ck Augusta or Lewiston Airport; Twitchell's?)



Date updated through 09 JUL 2013

CLIMATE PREDICTION CENTER/NCEP

NOAA website

http://www.cpc.ncep.noaa.gov/products/global_monitoring/precipitation/sn72606_30.gif

Ordinance Regarding Tax Acquired Property

Proposed Timeline:

Public Hearing: Tuesday July 16, 2013 at 6:30 PM

Public Hearing: Tuesday July 30, 2013 at 6:30 PM

Special Town Meeting: Tuesday August 13, 2013 at 6:00 PM

Proposed Changes:

- Document was originally called policy, however, was treated as an Ordinance. A policy is a board document; an ordinance is a legislative body document (Open Town Meeting). Changed the wording throughout to reflect that change.
- Updated language regarding the sale of tax acquired property: such as timing of tax sale; location and procedure.
- Includes a provision allowing the Town upon request from Treasurer to waive the right to foreclosure in special cases when the risk of owning the property outweighs the tax obligations.
- This document keeps authority with legislative body to amend Ordinance.

Town of Wayne

Public Hearing(s) for Town's Ordinance Regarding Tax Acquired Property for the Special Town Meeting

The Wayne Board of Selectmen will conduct public hearing(s) on the Town's Ordinance Regarding Tax Acquired Property for Special Town Meeting on August 13, 2013 at 6:00 PM. The Public Hearing(s) will be held on Tuesday July 16, 2013 at 6:30 PM and Tuesday July 30, 2013 at 6:30 PM in the Wayne Elementary School Gymnasium at 48 Pond Road, Wayne, Maine. A copy of the draft Special Town Meeting Warrant and the Town's Ordinance Regarding Tax Acquired Property will be available for inspection at the Town Office during normal business hours and on the Town's website. If you have any questions, regarding these public hearings, Special Town Meeting or Ordinance, please don't hesitate to contact the Town Office at (207) 685-4983.

Town of Wayne
Ordinance Regarding Tax Acquired Property

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

ARTICLE 1. General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 2. MANAGEMENT OF TAX ACQUIRED PROPERTY

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

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

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

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

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

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

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

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

ARTICLE 3. SALE OR TRANSFER OF TAX ACQUIRED PROPERTY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 4. WAIVER OF FORECLOSURE OF TAX LIEN.

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

ARTICLE 5. SEVERABILITY

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

ARTICLE 6. ADOPTION

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

Wayne Board of Selectmen

Gary Kenny, Chair

Carroll Paradis, Vice-Chairman

Peter Ault, Selectmen

Stephen Saunders, Selectmen

Stephanie Haines, Selectmen

**TOWN OF WAYNE
SPECIAL TOWN MEETING WARRANT
AUGUST 13, 2013**

STATE OF MAINE
KENNEBEC, SS

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

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the Wayne Elementary School on Tuesday, August 13, 2013 at 6:00 PM to elect a Moderator to preside at said special town meeting and act on Article 2 and 3.

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

Article 2. To see if the Town will adopt the Ordinance Regarding Tax-Acquired Property, which contains procedures regarding the retention or disposition of property acquired by the Town due to non-payment of taxes, and which includes the authorization to waive the statutory automatic foreclosure when requested to do so by the Treasurer.

Article 3. To see if the Town will vote to authorize the Selectmen to reduce the amount to be raised from taxation by appropriating \$20,000 from the Undesignated Fund Balance, which sum represents the amount necessary to offset the reduction in revenue from the State under the Municipal Revenue Sharing Program?

Given under our hands this 16th day of July 2013

Wayne Board of Selectmen

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Attest: A true copy of warrant entitled "Town of Wayne Special Town Meeting Warrant," as certified to me by municipal officers of Wayne on the ____ day of _____, 2013.

Wayne Town Clerk

GENERAL ASSISTANCE ORDINANCE
APPENDICES A
2013-2014

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices A for the period of July 1, 2013 — June 30, 2014. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

GENERAL ASSISTANCE ORDINANCE
APPENDICES B - E
2013-2014

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices B - E for the period of October 1, 2013 — September 30, 2014. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year) by the municipal officers:

(Print Name)

(Signature)

GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendix A* are effective from **July 1, 2013 to June 30, 2014**. The maximums found in *Appendices B, C, D, E, and F* are effective from **October 1, 2013 to September 30, 2014**.

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$68 per month.						
(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202
NOTE: For each additional person add \$150 per month.		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)				

FOR MUNICIPAL USE ONLY

GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	82	353	106	455	
1	82	353	107	460	
2	93	401	130	558	
3	120	514	166	714	
4	124	535	181	777	
Franklin County					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	95	408	117	505	
1	97	418	121	520	
2	114	491	144	620	
3	135	579	181	779	
4	206	887	263	1,129	
Hancock County					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	105	451	124	533	
1	117	503	140	602	
2	145	622	180	775	
3	197	845	240	1,031	
4	197	845	241	1,035	
Kennebec County					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	83	359	106	454	
1	94	404	123	527	
2	123	529	159	682	
3	159	685	200	862	
4	159	682	212	911	

Appendix C

Effective: 10/01/13-10/01/14

Non-Metropolitan FMR Areas

		<u>Unheated</u>		<u>Heated</u>	
<u>Knox County</u>	Bedrooms	Weekly	Monthly	Weekly	Monthly
	0	128	552	150	647
	1	128	552	150	643
	2	150	645	186	798
	3	197	846	240	1,032
	4	209	899	252	1,083
<hr/>					
<u>Lincoln County</u>	Bedrooms	Weekly	Monthly	Weekly	Monthly
	0	119	513	132	568
	1	124	535	145	622
	2	159	684	195	837
	3	200	862	244	1,048
	4	207	889	260	1,118
<hr/>					
<u>Oxford County</u>	Bedrooms	Weekly	Monthly	Weekly	Monthly
	0	89	382	114	490
	1	101	434	120	516
	2	113	487	153	657
	3	161	693	209	900
	4	216	928	274	1,179
<hr/>					
<u>Piscataquis County</u>	Bedrooms	Weekly	Monthly	Weekly	Monthly
	0	96	413	111	479
	1	103	441	125	539
	2	123	527	154	663
	3	157	675	196	844
	4	157	675	205	881
<hr/>					
<u>Somerset County</u>	Bedrooms	Weekly	Monthly	Weekly	Monthly
	0	94	405	122	523
	1	94	405	126	542
	2	107	459	151	650
	3	164	703	209	899
	4	164	703	209	899

Appendix C

Effective: 10/01/13-10/01/14

Non-Metropolitan FMR Areas

<u>Waldo County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		116	497	128	552
1		119	510	136	583
2		139	597	162	698
3		174	749	217	935
4		176	758	230	987

<u>Washington County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		93	402	108	463
1		95	410	118	507
2		108	465	141	607
3		134	575	182	782
4		163	703	222	954

Metropolitan FMR Areas

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		100	432	123	527
1		113	487	142	610
2		145	625	181	778
3		183	789	227	975
4		210	904	263	1,133

<u>Penobscot County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		99	424	114	491
1		99	424	114	491
2		100	429	131	565
3		136	587	172	741
4		155	668	214	919

<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		89	381	111	476
1		103	445	132	566
2		139	597	174	750
3		178	766	221	952
4		180	774	233	1,003

Appendix C

Effective: 10/01/13-10/01/14

Metropolitan FMR Areas

<u>Portland HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	142	611	154	666	
1	166	715	183	788	
2	214	922	238	1023	
3	271	1165	300	1292	
4	274	1180	318	1367	
<u>York/Kittery/S. Berwick HMFA</u>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	170	729	182	784	
1	170	729	182	784	
2	191	823	221	949	
3	289	1241	318	1368	
4	300	1289	343	1473	
<u>Cumberland County HMFA</u>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	111	479	124	534	
1	131	563	148	636	
2	167	720	119	821	
3	228	982	259	1115	
4	271	1167	308	1326	
<u>Sagadahoc County HMFA</u>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	140	603	153	658	
1	140	603	153	658	
2	155	667	179	768	
3	186	798	228	976	
4	271	1167	314	1351	
<u>York County HMFA</u>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	126	541	139	596	
1	126	541	147	633	
2	156	672	188	810	
3	216	928	259	1,114	
4	216	928	266	1,143	

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.20	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.10	\$82.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Potential Additional Paving

	<u>Length</u>	<u>Width</u>	<u>Tons</u>	<u>Price/ ton</u>	<u>Cost</u>
<u>Walton Road</u> <u>Overlay (1")</u> Lovejoy Pond Road intersection to bridge	142 ft.	22 ft.	19	\$85.80	\$1,630
<u>Kent's Hill Road</u> <u>Shim (1") and Overlay (1")</u> Innes Ridge Road intersection to end	700 ft.	20 ft.	86 86	\$85.80 \$90.20	\$7,379 \$7,757
<u>Kent's Hill Road</u> <u>Overlay (1")</u> End of new pavement to bridge	775 ft.	22 ft.	104	\$85.80	\$8,923
<u>Church Street</u> <u>Overlay (1")</u> Walton Road intersection to end of road	458 ft.	18 ft.	50	\$85.80	\$4,290
Total					\$29,979
Shim (1")				\$85.80	
Overlay (1")				\$90.20	

Kennebec Valley Humane Society

10 Pet Haven Lane, Augusta, ME 04330

p. 207.626.3491 • f. 207.621.6223

www.pethavenlane.org



July 1, 2013

Board of Directors

President

Alexandra Serra

Town of Wayne
3 Lovejoy Pond Road
Wayne ME 04284

Vice President

Marie Barengo, DVM

Treasurer

Julie Buffington

Dear Sir or Madam:

Secretary

Kim Nixon

The Kennebec Valley Humane Society has enjoyed the opportunity to serve you, your residents, and the animals of your community during the past year.

Julie Barter
Pamela J. Boivin, J.D.
Monica Castellanos
Paula Caughey
Deb Clark
Mark Ellis
Elissa Emmons
Leane Morin
Kathy Ann Shaw
Amy Sylvester

As the regional shelter for southern Kennebec County, we provided food, refuge, vaccinations, emergency veterinary care and a second chance for thousands of animals during 2012-2013. In addition, we quarantined stray animals for the state mandated rabies observation period and educated the public about responsible pet care.

This public/private partnership allows your community to economically meet State requirements for animal control, and the animals to benefit from our re-homing efforts.

If you have any questions about the enclosed contract, please don't hesitate to call me at 626-3491 ext. 100. In order to comply with the State's requirement to notify them which municipalities use our services, we need to have the 2014-2015 contract dated, signed and returned to the KVHS by July 31, 2013.

Honorary Directors

Charles Shuman
Nancy Shuman

Sincerely,

Executive Director

Hillary Roberts

Director of Operations

Melanie Martinez

Hillary Roberts
Executive Director

Enclosure

KENNEBEC VALLEY HUMANE SOCIETY

Pet Haven Lane, Augusta, ME 04330

Tel. 626-3491

2014-2015

THIS AGREEMENT, entered into this 1st day of January, **2014**, by and between Kennebec Valley Humane Society, a nonprofit corporation duly organized and existing under the laws of the State of Maine and having its principal place of business at Augusta, County of Kennebec and State of Maine, hereinafter referred to as the "Shelter", and **THE INHABITANTS OF THE TOWN/CITY OF Wayne**, a duly organized and existing Town/City situated in the County of Kennebec and State of Maine, hereinafter referred to as "Town/City" **THIS AGREEMENT SHALL TERMINATE on the 31st day of December, 2015.**

WHEREAS, Kennebec Valley Humane Society is the owner of certain real estate located at Pet Haven Lane in said Augusta, Maine, said real estate being known as the Connor Animal Shelter wherein it operates an animal shelter;

WHEREAS, the said Town/City is desirous of continuing to use the animal shelter facilities, and

WHEREAS, the parties are desirous of entering into an **AGREEMENT** for the services offered by said Kennebec Valley Humane Society;

NOW THEREFORE, in consideration of the covenants that follow, it is **AGREED** that:

- 1. The Town/City** shall have the right to use the animal shelter facilities from **January 1, 2014**, until **December 31, 2015**, to house and shelter stray, abandoned, or confiscated cats, dogs or other domesticated animals originating from said Town's/City's inhabitants, and also those animals whose origination is unknown, but which were found within the boundaries of said Town/City. Provisions for confiscated animals shall be as follows: Animals will be held at no charge to the municipality for a period of up to 60 days. By the end of 30 days, the municipality must report to the court requesting that the possession order be dissolved or that the matter be set for hearing within 30 days. After 60 days, room and board fees shall be assessed at the rate of **\$10.00** per day for each dog and **\$5.00** per day for each cat. If the owner is required by the court and makes payment to cover the cost of care of the animals while in our possession or if compensation is provided by the state for confiscated animals, those funds shall be applied to room and board fees.

The Town/City shall have access to the animal shelter facilities at all times and will be provided with a key to enable duly authorized Town/City employees to enter the shelter facilities at any time for the purpose of depositing any stray, abandoned or confiscated cat, dog, or other domesticated animal therein.

Said authorized employees shall abide by and follow proper procedure for admitting each animal as instructed by the Kennebec Valley Humane Society.

- 2. The Town/City** shall pay to Kennebec Valley Humane Society the sum of One Dollar Thirty Eight Cents (\$1.59) per capita 1189. **Per Capita** shall

mean the number of inhabitants residing in said Town or City as published by the **United States Census – (2010)**.

3. The Town/City shall pay its yearly per capita assessment at the beginning of each quarter as follows:

January 1, 2014	\$472.63	January 1, 2015	\$472.63
April 1, 2014	\$472.63	April 1, 2015	\$472.63
July 1, 2014	\$472.63	July 1, 2015	\$472.63
October 1, 2014	\$472.63	October 1, 2015	\$472.63

The Town/City agrees to indemnify and hold harmless the Kennebec Valley Humane Society and its respective officers, agents, and employees from and against any and all claims of loss, damages, sickness, injury, disease, or death sustained by any person resulting from negligence or other tortuous conduct of the Town/City employees or agents while using the Kennebec Valley Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. Town/City and Kennebec Valley Humane Society do not, however, waive any immunities or protections that each may have under Maine Law. **The Town/City** also agrees to defend the Kennebec Valley Humane Society and its respective officers, agents, and employees against any such claim at the expense of the Town/City and shall pay all attorney's fees, court costs, and litigation expenses.

With respect to any employee of the Town/City using the Kennebec Valley Humane Society facility, the Town/City shall carry a Liability Insurance Policy commonly known as "100,000/300,000/25,000" coverage for any claim of loss, damage, sickness, injury, disease, or death arising from the negligence or other tortuous conduct of the Town/City or its employees or agents. Proof of Liability Insurance coverage and Workers' Compensation Insurance coverage with respect to Town/City employees shall be provided by the Town/City prior to the activation date of the Agreement. If Worker's Compensation Insurance is not applicable, proof of exemption must be provided.

In the event of a breach of this Agreement by either party, the breaching party shall be liable for consequential damages, incidental damages, and costs of suit, including reasonable attorney's fees, and the non-breaching party may avail itself of all additional remedies provided by law.

In any event, breach of the Agreement by the Town/City shall entitle Kennebec Valley Humane Society to terminate its obligation under Agreement and to refuse to admit animals from said Town/City.

Furthermore, either party, Town/City or the Kennebec Valley Humane Society, may terminate this agreement by a thirty (30) day written notice.



Witness



K.V.H.S. Authorized Director

Witness

Town/City Selectperson/Manager

Please sign, make a copy for your records and return this copy to the Kennebec Valley Humane Society.

TOWN OF WAYNE, MAINE BYLAWS OF THE BOARD OF SELECTMEN

Section 1. Purpose and Scope

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

Section 2. Parliamentary Authority

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

Section 3. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice-Chair to be chosen annually at the first Board meeting in July by and from among Board members. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority. Notwithstanding the presence of the Chair, the Selectmen may, by unanimous consent, authorize the Vice-Chair to preside at that Board meeting. In that instance the Vice-Chair is to have and exercise any and all authority conferred upon the Chair. In a situation where the Chair and the Vice-Chair of the Board are absent, the Board shall appoint by affirmative majority vote of its members present, a temporary Chair of the Board to serve until such time as the Chair or Vice-Chair returns to the Chair. The temporary Chair is to have and exercise any and all authority conferred upon the permanent Chair. The Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 4. Meetings

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

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

1. Wayne Post Office;
2. Wayne General Store;
3. Town Office;
4. North Wayne building; and
5. Town of Wayne website.

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

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

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Selectmen Present / Quorum.
4. Meeting Minutes.
5. Warrants.
6. Business Agenda.
7. Supplements / Abatements.
8. Town Manager Report.
9. Board Member Reports.
10. Public Comments.
11. Adjourn.

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA § 405 and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The motion to go into executive session must indicate the precise subject matter although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process. The motion also must "include a citation of one or more sources of statutory or other authority that permits an executive session for that business". The motion must carry by at least 3/5 of the members present. No topic other than that referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

Section 5. Public to Address Board

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager, shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chair shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Wayne to address the Board regarding this particular agenda item. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member. After listening to any input from the public present, the Chair will close public comment on the issue and then provide for debate and vote of the issue by the Board.

Section 6. Workshop Sessions

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

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to

address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

Section 7. Agenda Items

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

Section 8. Hearings

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

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

Section 9. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its membership unless otherwise provided by law.

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

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

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

Those present, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

Section 10. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:30 p.m.

Section 11. Conflict with Laws

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

Section 12. Waivers; Amendments

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

RULES OF PROCEDURES ADOPTED BY THE BOARD OF SELECTMEN ON JULY 16, 2013 BY:

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Attest:
Aaron Chrostowsky, Town Manager

Last Updated: 7/2013

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

Be it hereby ordained that the Town of 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

**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 by the ~~Deputy~~ Treasurer or Bookkeeper.
- 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. There shall be a \$25 charge for all checks returned to the Town for non-sufficient funds. *(see Protested Check policy)*
- E. 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.
- F. Credit and debit cards will not be accepted unless for online payments

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

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 \$75. 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 and/or Bookkeeper shall maintain in an appropriate location all receipts for deposits. The Clerk/ Collector shall also post 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 receipts at least twice per week.
- 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 comparing daily cash-up sheets to deposit slips and then to bank statements to insure timely deposits and that deposit are intact. This will determine that the Town's policy is being followed.

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

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.

VIII. Cash Reconciliation

- A. The Bookkeeper 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 the Treasurer and Town Manager to ensure proper accounting and bank balance.
- B. Each month, the Treasurer shall prepare a monthly Cash Reconciliation statement and a monthly Financial Report of all financial activity for the previous month. The reports shall be presented to the Town Manager and Board of Selectmen no later than the 15th of each month.

**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 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. To attain this objective, *diversification* is required in order that potential losses on individual securities do

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

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, 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.

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

All of the funds in the custody of the Town of Wayne must be fully insured 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 shall prepare an annual Cash Flow Analysis on or before July 1 or each year for the fiscal year of the Town which commences on July 1 and ends on June 30. The annual Cash Flow Analysis shall be presented to the members of the Board of Selectmen for their information, comments, and approval. The Town Manager shall, unless the requirement is waived by a majority of the members of the Board of Selectmen, update the Cash flow Analysis no less frequently than on a calendar quarterly basis. The quarterly update of the Cash Flow Analysis shall be updated and presented to the members of the Board of Selectmen for their information within thirty (30) days of the close of each calendar quarter.

X. Safekeeping and Custody

All investment transactions entered into by the Town Manager and Treasurer 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 (bank representative or financial adviser) 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 Bookkeeper shall provide the Wayne Board of Selectmen monthly investment reports, which provide a clear picture of the status of the current investment portfolio. The Bookkeeper 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/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

TOWN OF WAYNE
FINANCIAL MANAGEMENT & INVESTMENT POLICY

inventory listing for internal control purposes.

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 Deputy Treasurer 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 Deputy Treasurer 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, 10 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.]*

\$ 972,973

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 Town Manager's monthly Cash Flow Analyses, bank statements, and financial reports will be used by the Deputy 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 on a flash drive daily. Each day's work will be backed up on its own flash drive. Each day at the close of work, the Town Clerk will remove that day's back-up flash drive from the Town Office and store it 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, "Shared Files" 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. Contracted 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.

SECTION 7. 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, Chair, Board of Selectmen

Carroll Paradis, Selectmen

Ray Giglio, Selectmen

Stephen Saunders, Selectmen

Stephanie Haines, Selectmen

Adopted this _____ day of _____, 20_____.

Attest: _____
Aaron Chrostowsky, Town Manager

Aaron Chrostowsky

From: Jane Davis <janedavismaine@gmail.com>
Sent: Sunday, June 23, 2013 9:18 PM
To: Wayne Town Manager
Cc: Hildie Lipson
Subject: town meeting and outside organizations

Dear Aaron,

This year's town meeting brought up an issue which we would like to see you and the Select Board address. That is, the money requested by outside organizations.

The woman who rose at town meeting wondering why we were being asked to support United Cerebral Palsy made, we feel, a valid point. Why are we supporting that group, even if it is a worthy cause, rather than one of many other worthy organizations which serve people with specific health concerns or disabilities?

Also, a few days after town meeting, Jane was told by someone that Healthy Futures was disbanded several years ago, and yet they were listed on the warrant as an organization requesting assistance.

These two events lead us to believe that organizations which request money from the town should be required to put their request in writing each year, and they should include a description of their services and how many Wayne citizens have benefited in the past from such services. Perhaps a person in the town office should be designated to contact organizations which have requested support in the previous year well before the warrant is drawn up, in order to remind them that a written request is required each year. This would prevent the inadvertent deletion of a worthy group because of missing paperwork. We are in favor of supporting organizations which serve our citizens, but feel that the process should be tightened up and more information should be provided to the voters. Perhaps you could put together a powerpoint slide for town meeting which shows more detail about services provided by outside organizations requesting financial support.

Many thanks for your hard work as town manager. The power point presentation which you gave at town meeting was quite informative.

Sincerely,

Jane Davis

Hildie Lipson

--

Jane Davis
409 N. Wayne Rd.
Wayne, Me 04284
207 685-9639

TOWN OF WAYNE, MAINE

POLICY FOR DONATIONS TO NOT-FOR-PROFIT AGENCIES

Purpose: The purpose of this policy is to set forth a written procedure for managing not-for-profit agencies' requests to be included in the Town's budget or to be placed on the Annual Town Meeting Warrant.

Exclusions: Dues to municipal-related organizations such as MMA or KVCOG are excluded from this policy. Organizations providing what are generally regarded as municipal services or services complementing Town of Wayne services or activities are excluded from this policy. Also, excluded are requests for small donations associated with a not-for-profit's fund raiser. (This exclusion for small donations does not imply the Board of Selectmen will approve any such requests for donations.)

Definition: *Not-for-profit agency* (agencies) shall mean an organization legally incorporated as a not-for-profit agency pursuant to Federal Internal Revenue Service regulations.

Policy:

- A. The Town Manager will mail out a notice to remind all not-for-profit agencies (who received funding from the prior year) of the procedure to apply for financial assistance by the Town of Wayne at the end of November.
- B. Any not-for-profit agency (agencies) wishing to apply for financial assistance must submit their letter requesting financial assistance by the first of January. Each application for financial assistance must include the following:
- Description of services provided to Wayne residents;
 - Number of Wayne residents served by the not-for-profit agency (agencies) the previous year;
 - Cost of these services provided to Wayne residents;
 - Latest financial statement (Profit/ Loss Statement and/ or Balance Sheet);
 - IRS letter of determination providing evidence that the not-for-profit agency (agencies) is recognized by the IRS as tax-exempt under IRS Code;
- C. The Board of Selectmen will afford an opportunity to any not-for-profit agency (agencies) who submitted a complete and timely application to attend a meeting of the Selectmen to address questions or concerns of the Board and/ or residents in February and/ or March.
- D. Both the Budget Committee and the Board of Selectmen will evaluate each not-for-profit agency's request for financial assistance for completeness, timeliness, able to demonstrate financial need, and service to Wayne residents. They will balance not-for-profit agency (agencies) request for financial assistance with all other priorities of the Budget Committee and the Board of Selectmen.
- E. Any agency wishing to make a presentation at Annual Town Meeting must contact the Town Manager's Office prior to Annual Town Meeting in June. After Annual Town Meeting the Town Manager will notify all not-for-profit agency (agencies).
- F. Any not-for-profit agency (agencies) receiving funding through this policy must submit a written report for the Town of Wayne Annual Town Report. This report must be for the fiscal year (July 1 - June 30) in which the donation was made. The report must be submitted to the Town Manager's Office with application for financial assistance by then October after the fiscal year ends.

F. The Town of Wayne will make payment to all Town Meeting approved financial requests by the end of December.

POLICY FOR DONATIONS TO NOT-FOR-PROFIT AGENCIES ADOPTED BY THE BOARD OF SELECTMEN ON JULY 16, 2013 BY:

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Attest:

Aaron Chrostowsky, Town Manager

Last Updated: 7/2013

July 9th 2013

To: Arnon Chrostowski
Town Manager - Wayne Maine

Dear Arnon,

I appreciate your taking time to discuss the issue of the Town Ordinance and the lack of meaningful enforcement opportunities.

The attached paper validates the concerns of the people on our road. We are certain there is an appropriate enforcement mechanism we can evolve through collective brainstorming.

Sincerely,
Jane Farady

685-4121

978-356-0079

Board of Selectmen
Town of Wayne

Re: Fireworks:

July 8, 2013

We, the undersigned Wayne residents and renters, were subjected last week to fireworks coming from various locations around Lake Pocasset. In one neighborhood alone along Bellefonda Road, there are 5 children under the age of 7, who had difficulty sleeping during the ruckus not to mention the adults. The fireworks occurred three nights in succession: Thursday, July 4, (from 9:45 pm to 10:30 pm) Friday, July 5 (from 8:45 pm to 11:45 pm) and Saturday, July 6 (from 8:45 pm to 10:00 pm).

There is a Town Ordinance which prohibits the use of fireworks. We should be able to contact an official, who could respond in a timely manner and take actions to curb the unlawful activity. We respectfully request that the Board implement a mechanism for enforcing the Town Ordinance against fireworks. Such violations clearly constitute a disturbance of the peace. Relief the next day does not help the children's or adult's disturbed sleep.

Sincerely,

Name	Address
Cocelyn Andrew	18 Bellefonda Rd
John Farady	30 Bellefonda Rd
Andrew McQuinn	56 Bellefonda Rd.
John Andrew (RENTER)	26 BELLA FONDA Rd.
Paul A. Farady	30 Bellefonda Rd.
Becky Foley	22 Bellefonda Rd.
Shirley Denny	34 Bellefonda Rd.
John Andrew	34 Bellefonda Rd
John Andrew	26 BELLA FONDA RD.
John Andrew	20 Bellefonda Rd
John Andrew	18 Bellefonda Rd

**Town of Wayne
Consumer Fireworks Ordinance**

ARTICLE I Purpose.

The purpose of this Ordinance is to prohibit the sale and use of consumer fireworks to ensure the safety of the residents and property owners of the Town of Wayne and of the general public.

ARTICLE II Title and Authority.

This Ordinance shall be known as the "Town of Wayne Consumer Fireworks Ordinance." This Ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and 30-A M.R.S. § 3001, and the provisions of P.L. 2011, ch. 416, § 5 (effective Jan. 1, 2012), *codified at* 8 M.R.S. § 223-A.

ARTICLE III Definitions.

The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Consumer Fireworks – "Consumer fireworks" has the same meaning as in 27 Code of Federal Regulations, Section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party testing laboratory as conforming with United States Consumer Product Safety Commission standards, in accordance with 15 United States Code, Chapter 47. "Consumer fireworks" does not include the following products:

- (1) Missile-type rockets, as defined by the State Fire Marshal by rule;
- (2) Helicopters and aerial spinners, as defined by the State Fire Marshal by rule; and
- (3) Sky rockets and bottle rockets. For purposes of this definition, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the State Fire Marshal by rule, with a wooden stick attached for guidance and stability that rise into the air upon ignition and that may produce a burst of color or sound at or near the height of flight.

ARTICLE IV Sale of Consumer Fireworks Prohibited.

No person or group of persons shall sell, or offer for sale, consumer fireworks within the Town of Wayne.

ARTICLE V **Use of Consumer Fireworks Prohibited.**

No person or group of persons shall use, display, fire or cause to be exploded consumer fireworks within the Town of Wayne.

ARTICLE VI **Violation and Enforcement.**

- A. PENALTY FOR VIOLATION:** Any person who violates the provisions of this Ordinance shall commit a civil violation punishable by a penalty of not less than One Hundred Dollars (\$100.00) and not more than Two Thousand Five Hundred Dollars (\$2,500.00) for each offense, plus attorneys fees and costs, to be recovered by the Town of Wayne for its use. Each day such violation occurs or continues to occur shall constitute a separate violation.

- B. ENFORCEMENT:** This Ordinance shall be enforced by any duly appointed agent of the Town.

- C. INJUNCTION:** In addition to any other remedies available at law or equity, the Town of Wayne, acting through its Town Manager, may apply to any court of competent jurisdiction to enjoin any planned, anticipated, or threatened violation of the Ordinance and to prohibit further and continued violation thereof.

- D. SEIZURE & DISPOSAL OF CONSUMER FIREWORKS:** The Town may seize consumer fireworks that the Town has probable cause to believe are used or sold in violation of this Ordinance and shall forfeit seized consumer fireworks to the State for disposal.

- E. EXCEPTIONS.** This section does not apply to a person issued a fireworks display permit by the Town of Wayne and/or by the State of Maine pursuant to 8 M.R.S. §§ 227-A to 237.

ARTICLE VII **Severability.**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of the Ordinance.

ARTICLE VIII **Effective Date.**

This Ordinance shall take effect and be in force from the time of its adoption by the voters of the Town of Wayne at Town Meeting.

8 §223-A. SALE OF CONSUMER FIREWORKS

8 §223-A. SALE OF CONSUMER FIREWORKS

1. Sale of consumer fireworks. A person may not sell consumer fireworks unless that person is 21 years of age or older and possesses:

- A. A federal permit to sell fireworks under 18 United States Code, Section 843; [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]
- B. A license under subsection 3; and [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]
- C. A municipal permit if required under subsection 2. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

2. Municipalities. The legislative body of a municipality may adopt an ordinance to prohibit or restrict the sale or use of consumer fireworks within the municipality. Municipalities that prohibit or restrict the sale or use of consumer fireworks shall provide to the Office of the State Fire Marshal a copy of the relevant restriction or prohibition within 60 days of adoption. A municipality may require that a person obtain a municipal permit for selling consumer fireworks within the municipality. A municipality that chooses to issue municipal permits under this subsection shall notify the Office of the State Fire Marshal at least 60 days prior to the initiation of its permitting program for the sale of consumer fireworks. A municipal permit may not be issued unless:

- A. The applicant is 21 years of age or older; [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- B. The applicant applies for a permit under this subsection on a form prescribed by the commissioner; [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- C. The applicant possesses the federal permit required under subsection 1, paragraph A; [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- D. The applicant complies with the provisions of subsection 4; and [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- E. The application is approved by the municipality's police chief, fire chief and code enforcement officer if those positions exist. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

A municipality may require a reasonable fee for a permit issued under this subsection. A person holding a permit issued by a municipality under this subsection may not sell consumer fireworks unless the person satisfies all the requirements of subsection 1.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

3. State license. The commissioner may issue a license to sell consumer fireworks to an applicant who:

- A. Is 21 years of age or older; [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- B. Possesses the permits required under subsection 1, paragraphs A and C; [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- C. Complies with the provisions of subsection 4; and [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]
- D. Has not been convicted of an offense or violated a state, federal or municipal law, rule or regulation involving fireworks or explosives within the 2 years prior to the application. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

The commissioner shall charge a fee of \$5,000 for the initial license issued to an applicant and \$1,500 for each annual license renewal. The term of a license is one year. A separate license is required for each location at which an applicant seeks to sell consumer fireworks. Fees collected under this subsection must be deposited in a nonlapsing account of the Office of the State Fire Marshal to be used for the purpose of enforcing this section.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

4. Storage and handling. A person authorized to sell consumer fireworks under subsection 1 may store and sell the fireworks only in a permanent, fixed, stand-alone building dedicated solely to the storage and sale of consumer fireworks in accordance with this subsection.

A. The building must be constructed, maintained and operated, and all consumer fireworks must be stored, in compliance with the requirements of National Fire Protection Association Standard 1124, as adopted by the Office of the State Fire Marshal, relevant building codes, zoning ordinances and other municipal ordinances. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

B. The building may not be less than 60 feet from another permanent building and may not be less than 300 feet from a structure at which gasoline, propane or other flammable material is sold or dispensed. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

C. Cigarettes, tobacco products or lighters or other flame-producing devices may not be permitted in the building. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

D. A person under 21 years of age may not be admitted to the building unless accompanied by a parent or guardian. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

E. Notwithstanding paragraph D, a person at least 18 years of age may handle and sell consumer fireworks if the person is under the direct supervision of a person 21 years of age or older. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

5. Insurance. A person authorized to sell consumer fireworks under subsection 1 shall at all times maintain public liability and product liability insurance with minimum coverage limits of \$2,000,000 to cover the losses, damages or injuries that might ensue to persons or property as a result of the person selling consumer fireworks.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

6. Advertising. A person may not advertise the sale of consumer fireworks in a way that is misleading about the conditions under which consumer fireworks may be purchased or used or about the requirements of this section. An advertisement for the sale of consumer fireworks must contain the words "Check with your local fire department to see if consumer fireworks are allowed in your community" in a conspicuous location and in a consistent font as approved by the commissioner.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

7. Civil liability. A person who violates the provisions of this section is liable in a civil action for damages for bodily injury or property damage resulting from violation, and the defenses under Title 14, section 156 or a defense based on assumption of risk may not be used by the person.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

8. Restrictions on use of consumer fireworks. The use of consumer fireworks is governed by this subsection.

A. Consumer fireworks may be used between the hours of 9:00 a.m. and 10:00 p.m., except that on the following dates they may be used between the hours of 9:00 a.m. and 12:30 a.m. the following day:

- (1) July 4th;
- (2) December 31st; and
- (3) The weekends immediately before and after July 4th and December 31st. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]

B. A person may use consumer fireworks only on that person's property or on the property of a person who has consented to the use of consumer fireworks on that property. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]

A person who violates this subsection commits a civil violation for which a fine of not less than \$50 and not more than \$500, plus court costs, may be adjudged for any one offense.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

9. Enforcement against licensees. The commissioner, a state law enforcement officer, a municipal law enforcement officer, a code enforcement officer or a fire safety official may petition the Superior Court or District Court to seize or remove at the expense of a licensee consumer fireworks sold, offered for sale, stored, possessed or used in violation of this section. The commissioner may immediately suspend a license granted under subsection 3 for a violation of this section. A person whose license is suspended under this subsection must receive a hearing within 10 days of the suspension under Title 5, chapter 375, subchapter 4. A person whose license is suspended under this subsection may not receive a license under subsection 3 for a period of at least one year from the date of suspension.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

10. Disclosures to customers. A person authorized to sell consumer fireworks shall provide to the purchaser at the point of sale written guidelines describing the safe and proper use of consumer fireworks. The guidelines must also include the following statements in a conspicuous location: "MAINE LAW EXPRESSLY PROHIBITS PERSONS UNDER 21 YEARS OF AGE FROM PURCHASING, POSSESSING OR USING CONSUMER FIREWORKS" and "FURNISHING CONSUMER FIREWORKS TO PERSONS UNDER 21 YEARS OF AGE IS A CRIMINAL OFFENSE IN MAINE." Such guidelines must be published or approved by the commissioner prior to distribution.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

11. Prohibited acts. This subsection governs prohibited acts.

A. A person may not sell consumer fireworks within the State unless that person holds a valid license or is an employee or agent of a person that holds a valid license. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]

B. A person licensed to sell consumer fireworks under this chapter may not sell consumer fireworks to a person under 21 years of age or who appears to be under the influence of alcohol or drugs. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]

C. Except as specifically allowed under subsection 4, paragraph E, a person may not knowingly:

- (1) Procure, or in any way aid or assist in procuring, furnish, give, sell or deliver consumer fireworks for or to a person under 21 years of age; or
- (2) Allow a person under 21 years of age under that person's control or in a place under that person's control to possess or use consumer fireworks. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF).]

D. A person under 21 years of age may not purchase, use or possess consumer fireworks within the State or present to a person licensed to sell consumer fireworks any evidence of age that is false, fraudulent or not actually the person's own for the purpose of purchasing consumer fireworks. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

It is an affirmative defense to prosecution for a violation of paragraph B or C that the licensee sold consumer fireworks to a person under 21 years of age in reasonable reliance upon fraudulent proof of age presented by the purchaser.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

12. Violations. The following penalties apply to violations of subsection 11.

A. A person who violates subsection 11, paragraph A, B or C commits a Class D crime. If the violation involves furnishing consumer fireworks to a minor, a fine of not less than \$500 must be imposed in addition to any term of imprisonment the court may impose. If a person violates subsection 11, paragraph A, B or C after having been convicted of violating the same paragraph one or more times within the previous 6-year period, a fine of not less than \$1,000 must be imposed in addition to any term of imprisonment the court may impose. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

B. A person who violates subsection 11, paragraph D commits a civil violation for which a fine of not less than \$200 and not more than \$400 must be imposed. If the person has been previously convicted of violating subsection 11, paragraph D one or more times, a fine of not less than \$300 and not more than \$600 must be imposed. [2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

Fines collected under this subsection must be deposited in a nonlapsing account of the Office of the State Fire Marshal to be used for the purpose of enforcing this section.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

13. Annual report to the Legislature. Beginning in 2013, the Office of the State Fire Marshal shall submit to the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters a written report regarding the sale and use of consumer fireworks in this State. The report must, at a minimum, include information on the issuance and oversight of licenses to sell consumer fireworks, reported consumer fireworks-related injuries, reported consumer fireworks-related fires or other property damage and municipal restrictions or prohibitions on the sale or use of consumer fireworks. The report must be submitted not later than March 1st each year.

[2011, c. 416, §5 (NEW); 2011, c. 416, §9 (AFF) .]

SECTION HISTORY

2011, c. 416, §5 (NEW). 2011, c. 416, §9 (AFF) .

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Town Manager's Report – July 16, 2013

FY 2012-2013 Year End

The Town's financial year closed on June 30th, 2013. The Town has completed in the black. Over the next two weeks I will be working with the bookkeeper and the auditor to make several adjustments.

Implementation of new budget/ financial policies/ audit recommendations

Beginning July 1st, 2013, the Town will have a new chart of accounts. The Town will be filing our payables by vendor. Also, the Town will have three separate warrants at each Selectmen's meeting (1) payroll and (2) accounts payable. The final implementation of the new chart of accounts will July 30, 2013.

Roadside Mowing

The Town has begun roadside mowing in July. Readfield's tractor broke down; they had to replace the clutch. This Friday, they started back mowing in Town. I asked that they attempt to mow the brush further back this year, even if it takes more time and money. Some of this debris has turned up in the road shoulders. I am trying to find a cheap and inexpensive way to remove this debris.

Gravel Road Rehabilitation

Bruen Construction has begun ditching and replacing several culverts along the Green True Road. Bruen Construction will be rehabilitating (ditching, installing geo textile fabric, culverts) the Maxim and House Roads. After the Independence Day Weekend storms we received minor damage to our roads including Maxim and House Roads. After Bruen Construction completes the Maxim Road project next week, I have directed him to fix a number of the washouts outs (Hardscrabble Road and Strickland Ferry).

North Wayne Road Reconstruction and Paving

C.H. Stevenson is excited to work on the road. They believe they can start work on this project August 1st, 2013 and have the project substantially completed by the start of school.

Solid Waste

The Town of Winthrop asked if the Town of Wayne would be interested using their Transfer Station. Are interested in exploring this partnership?

Lac Megantic

The Town of Farmington is the sister city of Lac Megantic, Quebec. They created a relief fund for individuals wishing to assist this community in their tragedy. They have asked Town's notify their residents and participate in this relief fund. Are we interested in contributing?

Inmate Work Crew

Kennebec County inmate work crew restored the footbridge on July 10, 2013 and will be staining the footbridge July 13 and 14. The inmates will be back September 16, 17, 19, and 20 to paint the Wayne Village Fire Station.

Next Meeting Agenda

- Public Hearing on Ordinance on Tax Acquired Property
- Approve draft non-profit donation policy
- Award General Obligation Bond for North Wayne Road Reconstruction and Paving Project.

Reminder Upcoming Meetings

Comprehensive Plan Meeting	July 17, 2013	@5:00 PM
Board of Selectmen Meeting	July 30, 2013	@6:30 PM

Aaron Chrostowsky

From: MTCMA-Members-owner@imail.memun.org on behalf of Richard P. Davis
<RDavis@Farmington-Maine.org>
Sent: Wednesday, July 10, 2013 1:49 PM
To: MTCMA-Members@imail.memun.org
Subject: Appeal for Help

Dear Colleagues,

As many of you know, last weekend a freight train carrying 73 tank cars of crude oil derailed and caused a huge explosion and fire in the small Quebec town of Lac-Megantic, about two hours north of Farmington. What you may not know is that Lac-Megantic is Farmington's Sister City.

Imagine this scenario in your community: fifteen of your citizens confirmed dead and at least 45 still missing, six blocks obliterated; the library, the historical society and some 40 commercial and residential buildings in your historic district all gone. Sections of streets have been reduced to sand, as the asphalt vaporized and manhole covers blew sky-high. To me, it is unimaginable.

Farmington and six other Franklin County fire departments were privileged to respond to our Sister City in its time of need. The citizens were overcome with gratitude. Now, they need our help on the long road to recovery.

Last night, Farmington's Board of Selectmen voted to establish an account at TD Bank to help Lac-Megantic in its recovery efforts. All contributions will go to the municipality of Lac-Megantic to use as needed.

I am asking for your help in making this a statewide effort. Would you please ask your Boards and Councils (and citizens, for that matter) to consider making a donation to a city that is in desperate need? Contributions may be sent to any TD Bank, payable to the *Lac-Megantic Relief Fund*.

The border between Maine and Quebec is merely an imaginary line, and the language barrier really no barrier at all to compassion and humanity. Any help you can provide, either in terms of a contribution or just getting the word out about this effort will be most appreciated.

I have provided a link to a local on-line news story about the disaster, just to give you a visual sense of the scale of this horrific event:

<http://www.dailybulldog.com/db/features/selectmen-give-establish-donation-account-for-sister-city-lac-megantic/>

Contributions may also be made to the Canadian Red Cross:

<http://www.redcross.ca/donate/donate-online/donate-to-the-fund-explosion-lac-megantic?lang=en-ca>

Again, I would appreciate any help you can provide. Please let me know if you have any questions.

Your friend,

Dick Davis

Richard P. Davis
Town Manager
Town of Farmington
153 Farmington Falls Road
Farmington, ME 04938
(207) 778-6538 Phone
(207) 778-5871 Fax
(207) 778-5873 TDD/TTY

<http://www.Farmington-Maine.org>

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You are here: [Home](#) » [Features](#), [News](#) » Selectmen establish donation account for sister city Lac-Mégantic

Selectmen establish donation account for sister city Lac-Mégantic

Posted by [Bobbie Hanstein](#) • July 9, 2013 •



Fire fighters battle the blaze in Lac-Mégantic, Quebec, after a runaway train, with its tanker cars seen flipped and stacked above and carrying crude oil, derailed and set the town on fire Saturday morning. (Photo by Farmington Fire Rescue Department)

FARMINGTON - At Tuesday's meeting, selectmen decided to give \$500 and open a bank account for people who would like to help the town of Lac-Mégantic, following the devastating fire that leveled 30 buildings there and killed dozens of people on Saturday. Since 1991, Farmington has been the sister city of Lac-Mégantic.

"We're all very devastated by what's happened," said Selectman Chair Ryan Morgan. He then asked those present at the meeting for a moment of silence to remember the victims of the fire that took many lives.

The massive fire began early Saturday morning after a 73-car runaway train carrying 2 million gallons of crude oil derailed in the downtown area of Lac-Mégantic. The derailment caused multiple fiery explosions and widespread damage. Officials don't yet know the total number of

fatalities, but 15 have been confirmed dead with another possible 40 missing in this town of 6,000 located 20 miles north of the Maine border at Coburn Gore.

Thirty Franklin County fire fighters from the towns of Farmington, Eustis, Rangeley, Phillips, Strong, New Vineyard and Chesterville brought trucks and equipment north after a request came from Quebec for help fighting the blaze.

Farmington Fire Chief Terry Bell told selectmen at their Tuesday night meeting, his crew arrived 6:30 Saturday morning in Lac-Mégantic after being waived through at the U.S.-Canada border.

"It was raining and you could see black smoke from quite a distance," he said. In the downtown, the train's tank-like cars, each carrying 30,000 gallons, were flipped over and his crew was assigned to keep spraying water on them to keep them cool and from exploding.

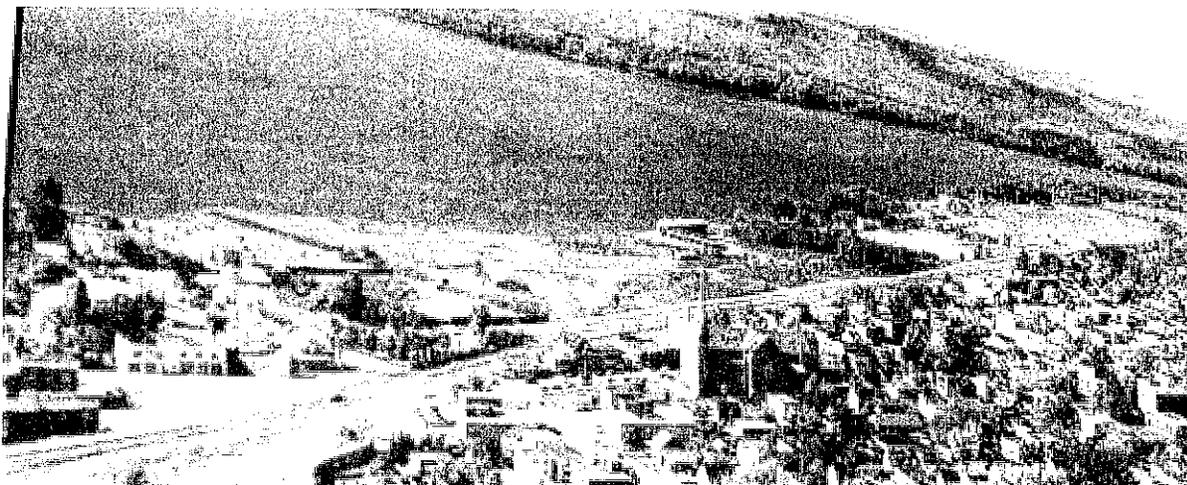
He noted the surrealistic devastation of half the town next to an untouched, empty café with drinks still left sitting on the table, evidence of patrons running in panic towards safety.

"You know when you see that there's been a loss of life," Bell said. He doesn't speak French so it appeared at times to be "hectic," he said, but everyone managed to worked together. The American firefighters were well taken care of with, at one point, food that had been prepared for a wedding that day.

"I'd love to go back to help out again," he said, if the call comes. "They were glad to see us." The scene "looked like a bomb went off, a war zone. All the roads were on fire," Bell said. The Farmington crew returned late Saturday night. At the border, the fire fighters were asked to list their names and birth dates, to make sure everyone is accounted for, Bell said, but otherwise, they were waived through and thanked.

"A lot of people want to do something," Morgan said. A commemorative Lac-Mégantic flag sat on the table as selectmen voted to kick in \$500 from the board's "discretionary fund," which totals \$3,000, to start a bank account for people who want to help out. The account will be started at TD Bank at 163 Broadway in Farmington and called, "The Lac-Mégantic Relief Fund," which those donors giving should indicate when dropping off or sending in their gift. Any donations will go to the municipality to help it in its rebuilding efforts.

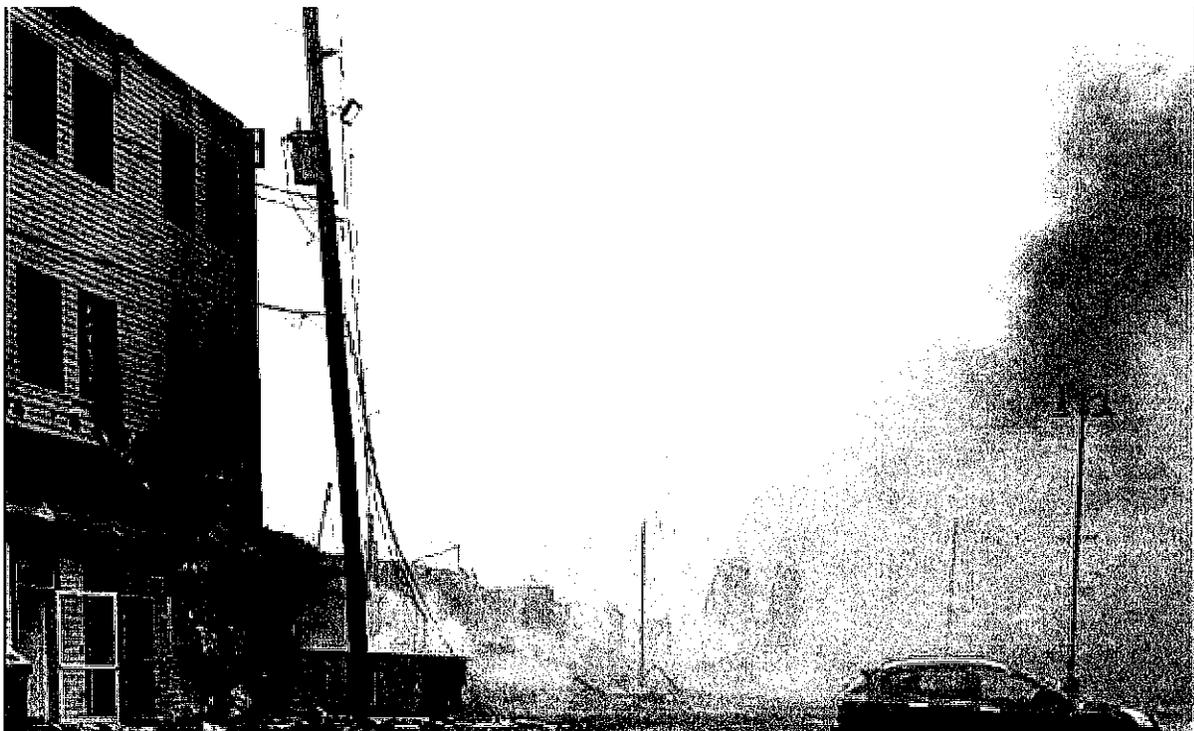
"There's been a tremendous outpouring of affection," Morgan said, "this gives an avenue." Another idea is The Canadian Red Cross for donations specifically going to Lac-Mégantic's needs and can be found here: <http://www.redcross.ca/donate/donate-online/donate-to-the-fund-explosion-lac-megantic?lang=en-ca>

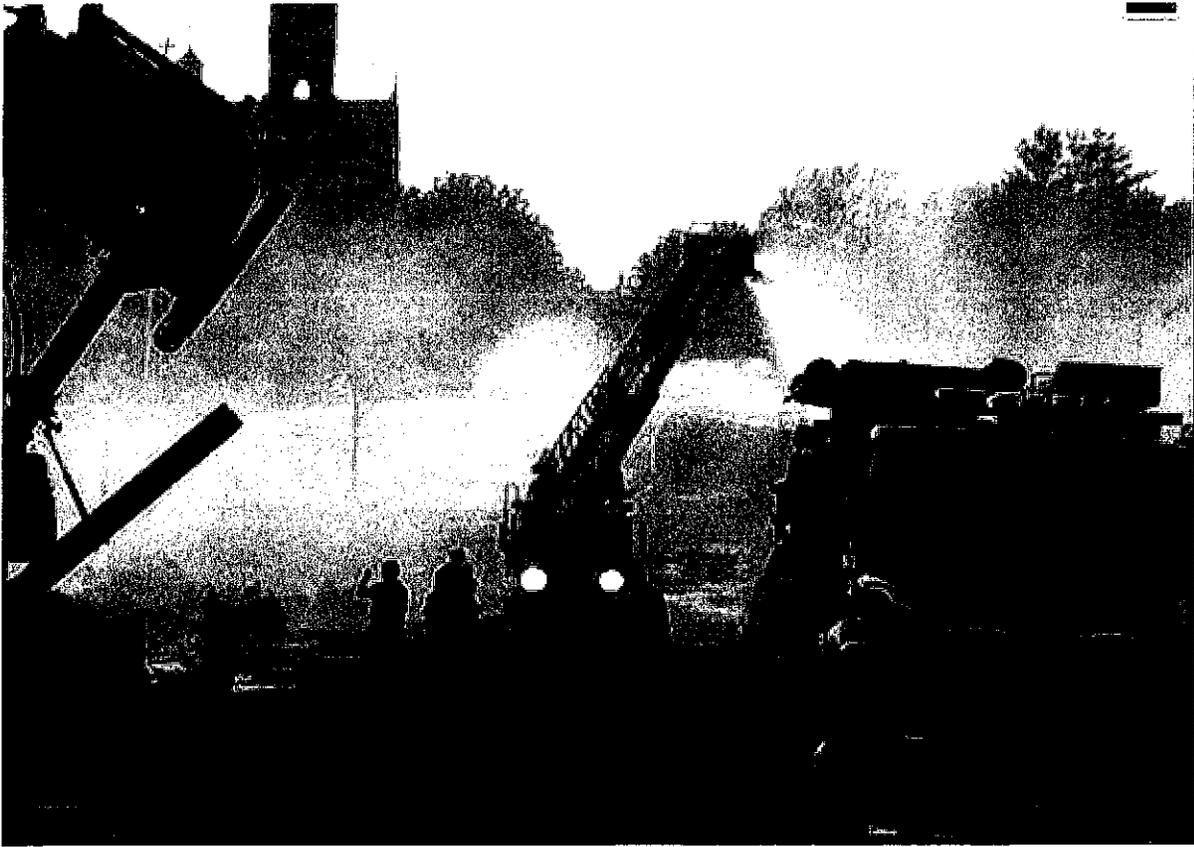
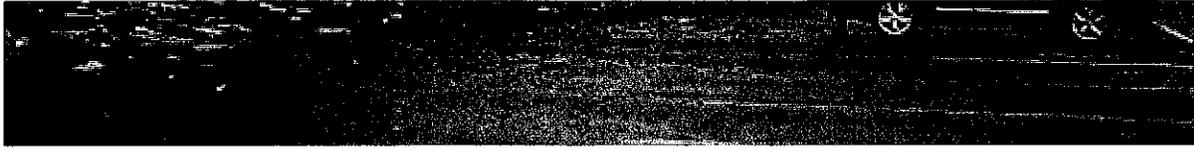




This aerial photo of Lac-Mégantic hangs in the Farmington Municipal Building's conference room where selectmen hold their meetings. Most of the devastation occurred from center to the left of the photo. In some of the photos below, you can see the cathedral's spires looking north in the smoky distance.

Below are photographs taken by members of the Farmington Fire Rescue Department in Lac-Mégantic on Saturday:









Farmington Fire Chief Terry Bell noted the surrealistic devastation of half the town next to an untouched, empty café with drinks still left sitting on the table, evidence of patrons running in panic towards safety.





LA PROCLAMATION DES VILLES SOEURS
LE 4 JUILLET 1991 LES GENS DE
FARMINGTON MAINE U.S.A. ET DU
LAC MEGANTIC, QUEBEC, CANADA
ON MISE PAR ECRIT LEUR DESIR DE SE
COMROMETTRE MUTUELLEMENT A L'AMELIORATION
DE L'EDUCATION DE LA CULTURE ET DE L'ECONOMIE

SISTER CITY PROCLAMATION
ON JULY 4 1991 THE PEOPLE OF
FARMINGTON, MAINE U.S.A. AND
LAC MEGANTIC, QUEBEC, CANADA
SET FORTH IN WRITING THEIR MUTUAL
COMMITMENT TO EDUCATIONAL CULTURAL
AND ECONOMIC GROWTH.

The historical marker of the proclamation of Farmington and Lac Meganic to become sister cities in 1991 sits in Meetinghouse Park.

Like Send 126 people like this.

7 Responses »

1. *marge*

July 10, 2013 • 5:47 am

It is such a sad time for the people of Lac Megantic and they need all our prayers and help to heal from this terrible tragedy and the loss of so many lives. Please keep them in your prayers.

2. *Susan Gagnon*

July 10, 2013 • 7:13 am

Thank you the Farmington Selectman, Farmington Fire Rescue and others who came to assist our sister community in the time of great sadness, tragedy and enormous need of support. Thank you all for your compassionate response to a community still amidst finding their family members.

3. *Farmingtonite*

July 10, 2013 • 8:07 am

Yesterday a friend of mine from PEI Canada came up to me and thanked me for the town's outpouring of help. Even though she is Canadian, she has lived and worked in the USA for nearly 15 years and considers herself as part of both countries. She was so impressed with all the Franklin county fire fighters and citizens had done, she was nearly in tears. It was great to hear, especially since she was not even from P.Q. Again thanks to all.

4. *Madeline Miller Beloff*

July 10, 2013 • 9:59 am

Such a tragic event for Lac-Megantic Farmington's Sister City.

5. *Larry Kuenning*

July 10, 2013 • 6:53 pm

Not to detract from the praise of the firefighters and all that, but this is the first time I've actually read that plaque all the way through (the one in the bottom picture), and, well, isn't there a mistake in the French? Shouldn't "ON MIT" be "ONT MIS"? ("The people ... **have put** in writing" not "The people ... **one puts** in writing").

6. *jonboy*

July 11, 2013 • 5:42 am

perfect time and place for a french lesson...

7. *Janet Billson*

July 11, 2013 • 11:24 am

Such a perfect way to express our solidarity with our Canadian cousins! Thanks for Farmington for setting up a good approach for us to help!

Leave a Response

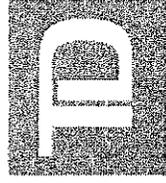
DONATE TODAY

LAC-MEGANTIC RELIEF FUND

The Lac-Megantic Relief Fund was established by the town of Farmington in cooperation with TD Bank to assist those who have been directly affected by the tragedy in Lac-Megantic.

Please consider giving generously. You may give cash donations or make checks payable to "Lac-Megantic Relief Fund". Donations may also be dropped off at any TD Bank location.

Thank you for your help!



Bank

America's Most Convenient Bank®

Donate to Lac-Mégantic Support fund

[Donate](#) [Donate Online](#)

Donate Online

DONATIONS IN
CANADA

Donate to the
Canadian Red
Cross Fund

Donate to the
Canadian Disaster
Relief Fund

Donate to the
Aboriginal
Outreach Fund

Donate to Your
Provincial Red
Cross

INTERNATIONAL
DONATIONS

Donate to the
International
Programs Fund

Donate to the
International
Disaster Relief
Fund

CURRENT APPEALS

Donate to the
Alberta Floods
Fund

Donate to Lac-
Mégantic Support
fund

Donate to the 2013
Tornadoes and
Severe Weather
USA Fund

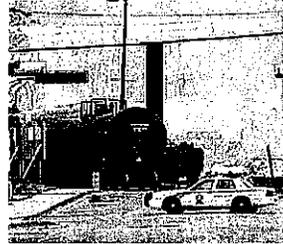
Donate to the
Middle East and
Northern Africa
Crisis

MONTHLY
DONATIONS

Make a single donation

\$75 \$150
 \$200 Other \$

[DONATE NOW >](#)



Lac-Mégantic Support

During the night of July 6th, a derailed train carrying crude oil caused explosions and a devastating fire in downtown Lac-Mégantic. Canadian Red Cross teams are actively responding to ensure that the needs of evacuees are being met. Some of these people have lost everything. Your help is urgently needed.

The best way you can help is by making a donation. Cash donations are the most efficient way for you to translate your care and concern into immediate, meaningful help for those affected by this disaster.

To make a donation by cheque or cash, please send your donation made payable to **The Canadian Red Cross** by mailing your donation to:
Canadian Red Cross
6 place du Commerce
Verdun (Quebec) H3E 1P4

Upon sending your donation, please earmark your donation for the **Lac-Mégantic Support fund** to ensure that your donation is directed accordingly.

Thank you again for your support of our work.

Questions About Donating?

Call: 1-800-418-1111

Email: WeCare@redcross.ca

News Releases

July 10, 2013

[Canadian banks accepting donations for Red Cross relief efforts in Lac-Mégantic](#)

July 08, 2013

[The Red Cross is mobilizing its resources to assist those affected by the disaster in Lac-Mégantic](#)

July 06, 2013

[Red Cross in Lac Mégantic to Come to the Aid of Evacuated People](#)

[MORE NEWS >](#)

Expense Summary Report

ALL Departments

ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne	2,841,317.00	2,799,970.08	41,346.92	98.54
01 - GENERAL ADMIN	173,776.00	153,123.16	20,652.84	88.12
01 - Contingent	5,000.00	3,532.60	1,467.40	70.65
05 - Legal	25,000.00	4,895.80	20,104.20	19.58
10 - Utilities	800.00	2,031.50	-1,231.50	253.94
15 - Office Expense	3,700.00	4,573.10	-873.10	123.60
20 - Travel Training	2,600.00	1,622.50	977.50	62.40
25 - Audit Reporting	5,500.00	5,500.00	0.00	100.00
26 - Monthly Bank Fees	500.00	0.00	500.00	0.00
30 - Telephone	2,600.00	2,619.37	-19.37	100.75
35 - Office Maintenance	1,000.00	74.82	925.18	7.48
40 - Tax Bills	1,000.00	2,851.26	-1,851.26	285.13
41 - Tax Administration	1,500.00	2,867.76	-1,367.76	191.18
45 - Capital	4,800.00	1,883.89	2,916.11	39.25
50 - Insurance	16,500.00	16,210.75	289.25	98.25
55 - Computer-Software/Hardware	4,750.00	5,856.07	-1,106.07	123.29
56 - Computer Software	6,900.00	6,931.73	-31.73	100.46
60 - Equipment Maintenance	1,000.00	1,160.10	-160.10	116.01
70 - Town Report	950.00	981.10	-31.10	103.27
75 - Sunshine Fund	200.00	209.21	-9.21	104.61
76 - Town Office Rent	6,660.00	6,656.00	4.00	99.94
80 - Village Dam Bond Payment	30,516.00	30,517.50	-1.50	100.00
82 - Pond Road Reconstruction Bond	52,300.00	52,148.10	151.90	99.71
02 - ELECTIONS/HEARINGS	4,100.00	3,291.11	808.89	80.27
05 - Administration	1,400.00	1,118.34	281.66	79.88
10 - Ballot Clerks	900.00	1,159.15	-259.15	128.79
15 - Election Machine	1,800.00	1,013.62	786.38	56.31
05 - SALARIES	170,254.00	166,736.42	3,517.58	97.93
01 - Town manager salary	40,000.00	38,721.20	1,278.80	96.80
05 - Selectmen's salary	7,162.00	7,162.20	-0.20	100.00
10 - Tax collector salary	20,400.00	20,710.59	-310.59	101.52
15 - Town clerk salary	20,400.00	19,805.35	594.65	97.09
25 - Bookkeeper pay	6,500.00	5,118.75	1,381.25	78.75
30 - Fire chief pay	2,000.00	1,999.98	0.02	100.00
35 - Assistant fire chief pay	4,000.00	3,999.96	0.04	100.00
40 - Animal control officer pay	3,000.00	3,180.00	-180.00	106.00
45 - General assistance officer pay	1,000.00	578.38	421.62	57.84
50 - Code enforcement officer pay	11,173.00	11,586.36	-413.36	103.70
55 - Staff Development	4,000.00	787.00	3,213.00	19.68
60 - Treasurer salary	3,000.00	3,000.00	0.00	100.00
65 - Benefits-HEALTH, PAYROLL	46,619.00	49,282.65	-2,663.65	105.71
70 - Office Clerk	1,000.00	804.00	196.00	80.40
10 - FIRE DEPARTMENT	42,000.00	41,992.70	7.30	99.98
05 - Fire Department Operations	22,000.00	26,410.29	-4,410.29	120.05
10 - Fire Department Communications	6,000.00	4,300.00	1,700.00	71.67
15 - Fire Department Capital	14,000.00	11,282.41	2,717.59	80.59
15 - ASSESSING MAPPING	19,800.00	19,372.88	427.12	97.84
05 - Assessing/Mapping	13,600.00	13,599.63	0.37	100.00
10 - Quarter Review	5,600.00	5,600.00	0.00	100.00
20 - Ordinance Work	300.00	173.25	126.75	57.75
25 - Tax maps	300.00	0.00	300.00	0.00
20 - PUBLIC SAFETY	28,830.00	15,189.11	13,640.89	52.69
10 - Street Lights	7,000.00	5,178.91	1,821.09	73.98

Expense Summary Report

ALL Departments
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne CONT'D				
15 - Ambulance Service	8,250.00	0.00	8,250.00	0.00
20 - Sheriffs Department	4,000.00	3,953.00	47.00	98.83
25 - Public Safety Answering Points	9,580.00	6,057.20	3,522.80	63.23
25 - ROADS	417,545.00	376,951.56	40,593.44	90.28
01 - Roads Administration	3,000.00	2,463.59	536.41	82.12
05 - Roadside mowing	3,500.00	1,700.21	1,799.79	48.58
10 - Brush Cutting	7,000.00	6,010.00	990.00	85.86
15 - Tree Removal	6,250.00	8,523.00	-2,273.00	136.37
20 - Calcium Chloride	9,000.00	7,746.58	1,253.42	86.07
25 - Grading	12,000.00	8,596.00	3,404.00	71.63
30 - Sweeping	4,500.00	3,592.00	908.00	79.82
35 - Patching	3,500.00	3,673.00	-173.00	104.94
40 - Ditching	30,000.00	845.00	29,155.00	2.82
45 - Prep for paving	25,000.00	26,866.01	-1,866.01	107.46
46 - Paving	95,000.00	90,347.44	4,652.56	95.10
50 - Catch basin cleaning	1,000.00	60.00	940.00	6.00
55 - Washouts	4,000.00	3,316.00	684.00	82.90
60 - Signs & Posts	1,700.00	3,139.96	-1,439.96	184.70
65 - Cross walk painting	750.00	600.00	150.00	80.00
70 - Culverts	6,500.00	12,572.50	-6,072.50	193.42
72 - Patch material	5,000.00	1,239.00	3,761.00	24.78
74 - Gravel	15,500.00	4,019.08	11,480.92	25.93
75 - Mow Landfill	1,000.00	0.00	1,000.00	0.00
76 - Winter Plowing	146,545.00	170,031.40	-23,486.40	116.03
80 - Winter Salt	18,000.00	8,097.34	9,902.66	44.99
82 - Plowing Lots	3,000.00	2,050.02	949.98	68.33
84 - Foot Bridge	200.00	0.00	200.00	0.00
86 - Steam Culvert	700.00	0.00	700.00	0.00
90 - Sand/Salt Lights	400.00	488.43	-88.43	122.11
91 - CRACK SEALING	14,500.00	10,975.00	3,525.00	75.69
30 - TRANSFER STATION	100,085.00	87,482.54	12,602.46	87.41
05 - Transfer Station	95,585.00	83,579.36	12,005.64	87.44
10 - Backhoe	3,500.00	3,110.63	389.37	88.88
15 - Hazardous Waste	1,000.00	792.55	207.45	79.26
35 - SOCIAL SERVICES	33,276.00	29,129.75	4,146.25	87.54
05 - General Assistance	6,000.00	2,388.07	3,611.93	39.80
10 - Memorial Day	300.00	300.00	0.00	100.00
15 - Cemetery Association	3,500.00	3,500.00	0.00	100.00
20 - Library	5,000.00	5,000.00	0.00	100.00
21 - Library Renovation Fund	5,000.00	5,000.00	0.00	100.00
25 - Messenger	1,200.00	1,200.00	0.00	100.00
30 - Conservation commission	600.00	140.00	460.00	23.33
35 - Archival Board	500.00	425.68	74.32	85.14
40 - Rural Community Action	3,300.00	3,300.00	0.00	100.00
41 - Senior Spectrum - KAA	1,004.00	1,004.00	0.00	100.00
42 - Hospice of Kennebec	1,000.00	1,000.00	0.00	100.00
43 - Healthy Futures	500.00	500.00	0.00	100.00
44 - Family Violence	575.00	575.00	0.00	100.00
46 - Maine Public Broadcasting	100.00	100.00	0.00	100.00
48 - Kennebec Valley Mental Health	1,565.00	1,565.00	0.00	100.00
50 - Red Cross	1,092.00	1,092.00	0.00	100.00
52 - Crisis Support Center	450.00	450.00	0.00	100.00

Expense Summary Report

ALL Departments
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne CONT'D				
54 - United Cerebral Palsy	500.00	500.00	0.00	100.00
55 - Big Brothers/ Big Sisters	500.00	500.00	0.00	100.00
56 - The Children's Center	590.00	590.00	0.00	100.00
40 - ORGANIZATIONS	4,550.00	4,250.52	299.48	93.42
05 - Humane Society	2,200.00	1,890.52	309.48	85.93
10 - Maine Municipal Association	2,100.00	2,110.00	-10.00	100.48
15 - Kennebec Land Trust	250.00	250.00	0.00	100.00
45 - RECREATION	16,300.00	15,038.08	1,261.92	92.26
05 - Town Parks	5,500.00	4,238.08	1,261.92	77.06
10 - Docks	500.00	500.00	0.00	100.00
15 - Androscoggin Lake Improvement	1,000.00	1,000.00	0.00	100.00
16 - 30 Mile River Watershed assc	3,000.00	3,000.00	0.00	100.00
20 - Baseball/Softball	500.00	500.00	0.00	100.00
25 - Baseball Ladd Recreation	1,000.00	1,000.00	0.00	100.00
35 - Lake Quality	500.00	500.00	0.00	100.00
36 - Boat inspection	1,000.00	1,000.00	0.00	100.00
40 - Ladd Rec Center	3,300.00	3,300.00	0.00	100.00
50 - SPECIAL REVENUE FUNDS	15,000.00	3,654.30	11,345.70	24.36
31 - Paving/Roads	15,000.00	0.00	15,000.00	0.00
55 - Farmers Market expense	0.00	1,154.30	-1,154.30	----
60 - Town Boat Launch	0.00	2,500.00	-2,500.00	----
52 - CAPITAL RESERVE	39,500.00	125,795.44	-86,295.44	318.47
05 - Fire Truck	15,000.00	0.00	15,000.00	0.00
25 - Footbridge Replacement Fund	1,500.00	0.00	1,500.00	0.00
30 - Cemetery Stone Cleaning Fund	2,500.00	0.00	2,500.00	0.00
45 - Land and Buildings	10,500.00	10,456.99	43.01	99.59
46 - Lovejoy Pond Dam	0.00	106,548.45	-106,548.45	----
50 - ROAD /PAVING/ GRAVEL	10,000.00	8,790.00	1,210.00	87.90
60 - INTER GOVERNMENT	1,776,301.00	1,757,962.51	18,338.49	98.97
15 - RSU #38	1,546,688.00	1,553,289.19	-6,601.19	100.43
20 - Kennebec County Tax	184,500.00	184,954.75	-454.75	100.25
21 - six month budget instl 5yr pay	17,750.00	17,355.57	394.43	97.78
25 - Cobbossee Watershed District	2,363.00	2,363.00	0.00	100.00
30 - Overlay	25,000.00	0.00	25,000.00	0.00
Final Totals	2,841,317.00	2,799,970.08	41,346.92	98.54

Revenue Summary Report

Department(s): ALL

ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
1 - Town of Wayne	335,500.00	2,884,606.92	-2,549,106.92	859.79
01 - Property Tax	0.00	2,512,119.99	-2,512,119.99	----
03 - Abatement	0.00	-3,200.56	3,200.56	----
04 - Lien costs	0.00	2,871.52	-2,871.52	----
05 - Interest on checking	0.00	1,296.72	-1,296.72	----
10 - Interest on taxes	0.00	13,756.90	-13,756.90	----
11 - Cash over(under)	0.00	61.00	-61.00	----
14 - NSF check fee	0.00	40.00	-40.00	----
15 - Investment income	0.00	22.74	-22.74	----
20 - MV agent fee	0.00	4,331.00	-4,331.00	----
22 - IF&W agent fees	0.00	804.25	-804.25	----
24 - Vitals	0.00	352.60	-352.60	----
26 - Building permit	0.00	1,740.50	-1,740.50	----
34 - Dog license fee town retained	0.00	774.00	-774.00	----
35 - Dog license late fee	0.00	150.00	-150.00	----
40 - Excise tax motor vehicle	185,000.00	200,344.18	-15,344.18	108.29
41 - Excise tax boats	0.00	5,257.09	-5,257.09	----
45 - Homestead exemption	0.00	25,444.00	-25,444.00	----
48 - Veteran reimbursement	0.00	925.00	-925.00	----
50 - State revenue sharing	67,500.00	70,561.27	-3,061.27	104.54
52 - General assistance	0.00	926.54	-926.54	----
57 - Trailer park license	0.00	25.00	-25.00	----
58 - Cable TV franchise	0.00	4,309.57	-4,309.57	----
59 - Misc. revenue/refunds	0.00	3,104.97	-3,104.97	----
61 - Local Roads	33,000.00	34,476.00	-1,476.00	104.47
62 - Tree Grant	0.00	4,111.64	-4,111.64	----
83 - Local entitlement	50,000.00	0.00	50,000.00	0.00
89 - Misc. revenue & reimbursement	0.00	1.00	-1.00	----
Final Totals	335,500.00	2,884,606.92	-2,549,106.92	859.79

Expense Summary Report

ALL Departments
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne	0.00	226,466.10	-226,466.10	----
01 - GENERAL ADMIN	0.00	16,953.38	-16,953.38	----
10 - Utilities	0.00	10.83	-10.83	----
20 - Travel Training	0.00	667.26	-667.26	----
25 - Audit Reporting	0.00	1,000.00	-1,000.00	----
36 - Copier lease	0.00	342.40	-342.40	----
50 - Insurance	0.00	7,585.25	-7,585.25	----
56 - Computer Software	0.00	7,347.64	-7,347.64	----
05 - SALARIES	0.00	9,804.05	-9,804.05	----
01 - Town manager salary	0.00	3,230.76	-3,230.76	----
10 - Tax collector salary	0.00	1,632.40	-1,632.40	----
15 - Town clerk salary	0.00	1,554.66	-1,554.66	----
25 - Bookkeeper pay	0.00	496.00	-496.00	----
50 - Code enforcement officer pay	0.00	909.72	-909.72	----
65 - Benefits-HEALTH, PAYROLL	0.00	1,248.51	-1,248.51	----
70 - Office Clerk	0.00	732.00	-732.00	----
10 - FIRE DEPARTMENT	0.00	344.00	-344.00	----
05 - Fire Department Operations	0.00	344.00	-344.00	----
15 - ASSESSING MAPPING	0.00	1,133.33	-1,133.33	----
05 - Assessing/Mapping	0.00	1,133.33	-1,133.33	----
20 - PUBLIC SAFETY	0.00	4,695.54	-4,695.54	----
10 - Street Lights	0.00	472.79	-472.79	----
25 - Public Safety Answering Points	0.00	4,222.75	-4,222.75	----
25 - ROADS	0.00	7,081.24	-7,081.24	----
70 - Culverts	0.00	681.24	-681.24	----
74 - Gravel	0.00	6,400.00	-6,400.00	----
35 - SOCIAL SERVICES	0.00	140.00	-140.00	----
30 - Conservation commission	0.00	140.00	-140.00	----
45 - RECREATION	0.00	2,650.00	-2,650.00	----
05 - Town Parks	0.00	2,650.00	-2,650.00	----
52 - CAPITAL RESERVE	0.00	165.94	-165.94	----
30 - Cemetery Stone Cleaning Fund	0.00	100.00	-100.00	----
35 - Old School House	0.00	65.94	-65.94	----
60 - INTER GOVERNMENT	0.00	183,498.62	-183,498.62	----
20 - Kennebec County Tax	0.00	182,789.62	-182,789.62	----
25 - Cobbossee Watershed District	0.00	709.00	-709.00	----
Final Totals	0.00	226,466.10	-226,466.10	----

Revenue Summary Report
Department(s): ALL
ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
1 - Town of Wayne	0.00	14,441.85	-14,441.85	----
04 - Lien costs	0.00	246.12	-246.12	----
10 - Interest on taxes	0.00	680.76	-680.76	----
20 - MV agent fee	0.00	222.00	-222.00	----
22 - IF&W agent fees	0.00	64.00	-64.00	----
24 - Vitals	0.00	36.00	-36.00	----
40 - Excise tax motor vehicle	0.00	6,201.67	-6,201.67	----
41 - Excise tax boats	0.00	491.30	-491.30	----
59 - Misc. revenue/refunds	0.00	6,500.00	-6,500.00	----
3 - Special Revenues	0.00	1,000.00	-1,000.00	----
01 - Town Boat Launch	0.00	1,000.00	-1,000.00	----
Final Totals	0.00	15,441.85	-15,441.85	----