

# **Town of Wayne Board of Selectmen**

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

## **Special Town Meeting**

**Date:** Tuesday, November 19, 2013

**Time:** 6:00 PM

**Place:** Wayne Elementary School - Gymnasium

**Call Meeting to Order.**

**Special Town Meeting Warrant articles.**

**Adjourn.**

## **Regular Meeting Agenda**

**Date:** Tuesday, November 19, 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 Board of Selectmen – November 5, 2013.**

**MOTION:** Move the Board to approve meeting minutes of the Board of Selectmen – November 5, 2013.

**Warrants.**

- a. **Consider approving of Warrant #15 (Payroll).**

**MOTION:** Move the Board to approve Warrant #15 (Payroll).

- b. **Consider approving of Warrant #16 (Accounts Payable).**

**MOTION:** Move the Board to approve Warrant #16 (Accounts Payable).

**Business Agenda.**

- a. **Presentation from Peter Nielsen, President of Maine Municipal Association regarding the implementation of a Town Charter**

**MOTION:** Discussion Only.

**b. Snowmobile Club**

**MOTION:** Move the Board to adopt Memorandum of Understanding between Town of Wayne and Thirty-Mile River Snowmobile Club.

**c. Executive Session**

**MOTION:** Move the Board to enter Executive Session – 36 MRSA §841 (2) Poverty Abatement

**MOTION:** Move the Board to exit Executive Session – 36 MRSA §841 (2) Poverty Abatement

**d. Any motions as a result of Executive Session.**

**Supplements / Abatements.**

**Town Manager Report.**

**Board Member Reports.**

**Public Comments.**

**Adjourn.**

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday, December 3, 2013 at 6:30 PM** at the **Wayne Elementary School - Gymnasium.**

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday November 5, 2013  
Wayne Elementary School**

**Regular Meeting Agenda**

The Board convened at 6:30 PM with the following members present: Gary Kenny, Peter Ault, Stephanie Haines and Stephen Saunders. Board members absent: Carroll Paradis

Others Present: Aaron Chrostowsky, Town Manager

Audience: Gary Carr, Mary Farnham, Bruce Mercier and Bob Stephenson

**Pledge of Allegiance**

**Opened Meeting – determined quorum**

- a. The Board approved the meeting minutes of the October 22, 2013 Wayne Board of Selectmen meeting. (Haines/ Saunders) 3-1-1 (Kenny abstained)
- b. The Board approved Warrant #13 (Payroll) in the amount of \$5,736.53 (Haines/ Saunders) (4/0)
- c. The Board approved Warrant #14 (Accounts Payable) in the amount of \$195,628.12. (Haines/Saunders) (4/0)

**Business Agenda**

- a. **Presentation from Steve Vose, RSU#38 Adult Education.** Not Present, no discussion.
- b. **Snowmobile Club.** The Board moved to appoint Stephanie Haines, Gary Kenny, and Bruce Mercier to a committee to determine the use of the snowmobile recreation funds. (Haines/Saunders) (4/0)
- c. **Special Town Meeting Warrant.** The Board moved to sign the Special Town Meeting Warrant for November 19, 2013. (Haines/Saunders) (4/0)
- d. **North Wayne Road Reconstruction and Paving Project.** The Board moved to hire Bruen Construction to construct an additional 3 foot wide shoulder on the North Wayne Road Reconstruction and Project. Also, remove the existing the erosion control mix prior to widen the shoulders. (Haines/Saunders) (4/0) The Board agreed that the Town Manager will write a letter of disappointment to C.H. Stevenson expressing our desire to continue to work with C.H. Stevenson in the future but they to improve on their project management timing and traffic control.

- e. **Winter Lot Maintenance Contract.** The Board agreed that the Town Manager will notify Jareb Dyer (J.D. Maintenance) to inform him that he is to not use the sand on Fairbanks Road for his commercial accounts including the Fire department, Ladd Recreation Center, old Town Office.
- f. **Consolidate cash accounts.** The Board agreed to consolidate a number of small cash accounts with Androscoggin Bank with the Town's Androscoggin Checking account.
- g. **Remove Pam Grimshaw from WAFCU Fire Truck Reserve account.** Move the Board to remove Pam Grimshaw and add Aaron Chrostowsky on WAFCU Fire Truck account. (Saunders/ Haines) (4/0)

### **Supplements / Abatements**

Move the Board to abate Paul and Pamela Chenea - 2011 (\$447.30), 2012 (\$442.57), and 2013 (\$442.57) taxes. (Haines/ Saunders) (4/0)

### **Town Manager Report:**

#### **Board Member Reports:**

Selectwoman Haines wanted to know the status of the Town bookkeeper. The Town Manager explained he has contracted the services of RHR Smith & Co. to provide interim bookkeeping services. They will be visiting the Town about three hours a month to reconcile the checkbook to the GL, reconcile the taxes and conduct staff training. The Town Manager is doing accounts payable and payroll.

Selectmen Kenny brought in information he has received over the years on water quality issues. He thinks the Town should notify camp road associations with such information.

Selectmen Haines recommends purchasing a gift for Peter Nielsen for his presentation at the next meeting. The Board agreed to purchase a \$50 gift card from a Home Improvement store.

#### **Public Comments:**

Bruce Mercier (Treasurer) is concerned about the Town's relationship with the auditing firm, RHR Smith & Co. He believes it is a conflict of interest for the same firm to audit and due the bookkeeping. He believes the auditor representative is unprofessional, too. The Town Manager explained that the representative (Vernice) that conducted the audit for last fiscal year's books has helped the Town out during the transition due to the loss of the bookkeeper. However, she will not be conducting this year's audit. The firm is a large accounting firm that works with municipalities in Vermont, New Hampshire and Maine at various capacities including bookkeeping and auditing. It is routine for small municipalities to use the same firm due to nature of the business. Vernice is not making any management decisions for the Town and is not a director of the RHR Smith & Co. The Board asked that the Town Manager look into this arrangement to determine with this ethical and appropriateness.

The Board agrees that the Town should continue to maintain our relationship with RHR Smith & Co.

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Gary Carr is concerned about standing water on the Berry Road. He strongly suggests that we fix the problem. The Town Manager explained that this on the work plan for next year. He will take a look at the problem to see if there is anything that can be done before winter. Mr. Carr requested the status of the Town's Standard Operating Manual. The Town Manager has drafted a number of procedures but is not complete. He also inquired about whether Peter Ault intends to keep his seat on the Budget Committee. Peter Ault expressed his desire to resign from the Budget Committee. The Board asked inquired how the Town should fill the vacancy.

Motion to Adjourn 8:30 PM. (Saunders/ Haines) (4/0).

The next regularly Select Board Meeting is scheduled for Tuesday, November 19, 2013 at 6:30 p.m. at the Wayne Elementary School Gym.

Recorded by:  
Aaron Chrostowsky, Town Manager

Select Board Members

\_\_\_\_\_  
Gary Kenny

\_\_\_\_\_  
Carroll Paradis

\_\_\_\_\_  
Peter Ault

\_\_\_\_\_  
Stephanie Haines

\_\_\_\_\_  
Stephen Saunders

**TOWN OF WAYNE  
SPECIAL TOWN MEETING WARRANT  
NOVEMBER 19, 2013**

STATE OF MAINE  
KENNEBEC, SS

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

**GREETINGS:**

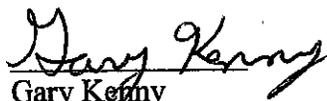
In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the Wayne Elementary School on Tuesday, November 19, 2013 at 6:00 PM to elect a Moderator to preside at said special town meeting and act on Article 2.

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

**Article 2.** To see if the Town will vote to appropriate all funds received from the State of Maine for snowmobile registrations during the current fiscal year, along with any funds currently being held by the Town under votes approved in prior years, to the Thirty-Mile Snowmobile Club for the purpose of maintaining their snowmobile trails within the Town, and to authorize the municipal officers to enter into an agreement with the Club for that purpose, under such terms and conditions as the municipal officers may deem advisable, including the condition that the trails will be open to the public as long as the trails are frozen and adequately covered in snow.

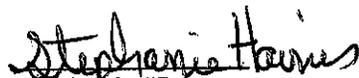
Given under our hands this 5<sup>th</sup> day of November 2013

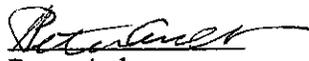
Wayne Board of Selectmen

  
Gary Kenney

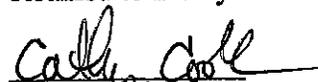
\_\_\_\_\_  
Carroll Paradis

  
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 5<sup>th</sup> day of November, 2013.

  
Wayne Town Clerk

To: Board of Selectmen

From: Aaron Chrostowsky, Town Manager

Re: 30-Mile River Snowmobile Club

Date: 9/21/2013

The 30-Mile River Snowmobile Club has requested funds given to the municipality every year from the state under 12 M.S.R.A §10206.

**Title 12 Conservation §10206. Disposition of specific revenues**

**2. Snowmobile and trail-grooming equipment revenues.** The Legislature shall appropriate to the department in each fiscal year an amount equal to the administrative costs incurred by the department in collecting revenue under this subsection. The department's administrative costs must be verified by the Department of Agriculture, Conservation and Forestry and the Department of Administrative and Financial Services.

A. After the transfers provided in section 13104, subsection 4, the snowmobile and trail-grooming equipment registration fee for residents collected under chapter 937 is credited as follows:

(1) Twenty-two percent is credited to the General Fund as undedicated revenue;

(2) Fifty-two percent is credited to the Snowmobile Trail Fund of the Department of Agriculture, Conservation and Forestry, Division of Parks and Public Lands; and

**(3) Twenty-six percent is annually distributed to the municipality of the owner's residence as shown on the owner's registration certificate, except that in unorganized territory, 26% is annually distributed to the county of the owner's residence as shown on the owner's registration certificate and credited to the unorganized territory fund of that county established in Title 30-A, section 7502. [2007, c. 556, §1 (AMD); 2011, c. 657, Pt. W, §§5, 7 (REV).]**

Currently, the Town has a balance of \$5,967.13 in the Snowmobile Special Revenue Fund. This represents around 8 years of funds.

The Town is not obligated to appropriate these funds for the use of the snowmobile club, although that is generally what towns do with that money, particular a community served by a snowmobile club. If this money is allocated to the club, it is generally allocated annually, not held in trust by the Town for many years. In order for the club to receive these funds, the club must grant public access to the snowmobile club trails.

In any case, if the town did want to use the money to support the club, the town meeting must vote to appropriate it for that purpose. Recommended warrant article:

(5) To see if the town will vote to appropriate \_\_\_\_\_ dollars out of the money received from the registration of snowmobiles to the \_\_\_\_\_ Club for the purpose of maintaining their snowmobile trails to be open to the use of the public at all times, and to authorize the municipal officers to enter into an agreement with the Club, under such terms and conditions as the municipal officers may deem advisable, for that purpose.

**EXPLANATION:** The snowmobile registration money must be appropriated annually by the town for whatever purpose it desires. If all or part of it is appropriated to a snowmobile club, one of the conditions of that appropriation must be that the club's trails are open to public use. Otherwise, it would be an illegal appropriation of public funds for a private group.

# ***Town of Wayne***

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

## **Memorandum of Understanding Town of Wayne and Thirty Mile River Snowmobile Club**

Let this memorandum of understanding serve as a basis of understanding between the Town of Wayne (Town) and the Thirty Mile River Snowmobile Club (Club). The formulation of this memorandum was brought about by the Town of Wayne's Board of Selectmen desire to coordinate and specify the expectation of the use of public dollars generated from registration of snowmobile and trail grooming equipment distributed to the municipalities annually as required by 12 MRSA §10206 (2).

**Thirty-Mile River Snowmobile Club** agrees to the following:

- Understands that the Town is not obligated to appropriate these funds to the Club by law;
- If at Special Town Meeting, the registered voters authorize the appropriation of the balance in the Snowmobile Special Revenue Fund to the Club, the Club agrees to submit documentation to the Town verifying the purchase of a snowmobile;
- If these funds are appropriated at Annual Town Meeting to the Club, these funds must be used for the purpose of maintaining their snowmobile trails and for the trails to be open for use by the public at all times;
- If these funds are appropriated at Annual Town Meeting to the Club, the Club will submit an annual report for submission/ publication in the Annual Town Report by the first of January outlining the Club's activities and their intended use of these funds for the upcoming year;

**Town of Wayne** agrees to the following:

- The Board of Selectmen agrees to hold a Special Town Meeting, whereas the registered voters of the Town of Wayne may appropriate the balance in the Snowmobile Special Revenue Fund. This represents around 8 years of these funds.
- The Board of Selectmen agrees to annually place an article on the Annual Town Meeting Warrant requesting authorization from the registered voters of the Town of Wayne.

**Town of Wayne**

**Thirty-Mile River Snowmobile Club**

\_\_\_\_\_  
Chair, Board of Selectmen

\_\_\_\_\_  
President, Thirty-Mile River Snowmobile Club



## Municipal Charters

Links to the following documents are provided as examples for informational purposes only. They have not been reviewed by MMA Legal Services. Do not use any sample unless it has been reviewed by your legal counsel and tailored to meet the needs of your municipality.

This packet includes the following attachments:

- [Title 30-A M.R.S.A. §§ 2101 - 2109](#)
- ["Municipal Charters," Maine Townsman, August 1992](#)
- ["Some Advice on Charters," Maine Townsman, August 1992](#)
- ["Charter Revision or Charter Amendment?" Maine Townsman, "Legal Notes," May 1982](#)

Important issues and considerations include:

### I. Municipal Home Rule

Municipalities, although legal corporations and political subdivisions of a state, have no inherent authority or responsibilities and derive their powers and duties solely from the state, which is the "sovereign" power. Historically, municipalities have had only those powers expressly conferred by the state legislature (by so-called "enabling" laws) and those that were implied from or incidental to such laws or were essential to the purposes of local government. Since the adoption of "home rule" by Maine in 1969, however, Maine municipalities have had power over all matters of a local or municipal character unless denied expressly or by clear implication ("preempted") (see Me. Const., Art. VIII, pt. 2, §1). This includes the power to adopt or amend municipal charters by local referendum election without the involvement of the Legislature (see 30-A M.R.S.A. §§ 2101-2109, linked above) as well as the power to enact ordinances on most subjects without the necessity of State enabling laws (see 30-A M.R.S.A. § 3001).

### II. Home Rule Charters

Although Maine law does not specifically define "charter," it is generally understood to mean a single document setting forth a plan of municipal government comparable to the State and federal constitutions. Typically, a charter specifies the form of government (e.g., town meeting-selectmen, town meeting-selectmen-manager or council-manager), the distribution of legislative, executive and other powers, the delegation of various legal and administrative functions, and the procedures for making and implementing budgetary decisions, among other things. In this sense, it is fundamentally different from the special act of the Legislature by which each town and city in Maine was incorporated or "chartered." For purposes of this packet, "charter" means that document drafted and adopted pursuant to the home rule powers (see "Municipal Home Rule" above) or enacted by the Legislature before home rule and now subject to amendment or revision according to the statutory procedures for home rule charters (see 30-A M.R.S.A. §§ 2101-2109 attached). Approximately 75 to 80 of Maine's 492 municipalities have adopted home rule charters.

### III. Rationale for Charters

Municipalities are not required to have a charter, nor do many of them need one. For example, a town meeting-selectmen-manager form of government may be adopted by simple vote of town meeting (see "Town Manager Plan by Charter or Statute," *Maine Townsman*, April 1977), and many municipal offices (e.g., clerk, tax collector, treasurer, road commissioner and planning and appeals boards) may be made either elected or appointed by town meeting vote. However, final legislative or budgetary authority over most matters may not be vested in a council or some body other than town meeting except by charter (see 30-A M.R.S.A. §§ 2001(9), 3007(1)). In addition, members of a school committee are not subject to recall unless pursuant to a charter (see 30-A M.R.S.A. § 2602(6)).

### IV. Adoption Procedure

A charter may not be adopted without a charter commission first being established by referendum (30-A M.R.S.A. §§ 2102-2103). This may be initiated either by order of the municipal officers or by petition of at least 20% of the number of voters in the last gubernatorial election (but not less than 10). Under the petition alternative, 5 voters must first file an affidavit as the "petitioners' committee" with the municipal clerk, who must prepare and issue the petition forms to them. If the completed petitions are timely filed (within 120 days) and certified "sufficient" by the clerk, the municipal officers must, within 30 days of the certificate (or their adoption of an order), submit the question of whether to establish a commission to the voters at the next regular or special municipal election held at least 90 days thereafter. If the question is approved, 3 "appointive" members must be appointed by the municipal officers within 30 days after the election. Election of "voter" members (generally 6) may be held at the same referendum as for the commission but must be held within 90 days thereafter. Once elected, the commission has 12 months (subject to a 12-month extension for certain reasons, see 30-A M.R.S.A. § 2103(5)(E)) to prepare and submit a final report to the municipal officers proposing a charter (see also "Role of the Commission" below). The municipal officers must submit the proposed charter to the voters by referendum at the next regular or special municipal election held at least 36 days thereafter. (Note: The procedure for calling a referendum election requires that the municipal officers approve an order to place a question on a ballot at least 45 days prior to the election, so it is recommended that the municipal officers comply with this "longer" time frame. Also, although the charter adoption statutes do not require a public hearing on this referendum, the secret ballot statute generally requires a public hearing on all referenda, and so we recommend a public hearing on a charter commission referendum. See 30-A M.R.S.A. § 2528(5).) At least 2 weeks before the election, they must also post the commission's report in the same manner as for proposed ordinances and make copies available to the voters in the clerk's office (See 30-A M.R.S.A. § 2105). If a majority approves the proposed charter and the total of votes cast (both for and against) is at least 30% of the total of votes cast in the last gubernatorial election, the charter takes effect on the first day of the next succeeding municipal year (except for provisions requiring elections, which take effect immediately). Within 3 days after the results of the election have been declared, the clerk must prepare and sign 3 certificates setting forth the charter as adopted and send one each to the Secretary of State, the State Law Library and the clerk's office (See 30-A M.R.S.A. § 2106). Within 30 days after the election, any 10 voters may petition the Superior Court for judicial review of the adoption procedures (See 30-A M.R.S.A. § 2108). However, the charter may not be invalidated because of procedural irregularities unless they "materially and substantially affected" the results. If the charter is invalidated for procedural reasons, the court may order it to be resubmitted to the voters to "cure" the defect. Otherwise, if no procedural challenge is timely filed, compliance with all procedures is "conclusively presumed."

### V. Role of the Commission

Establishment of a charter commission is a prerequisite to adoption (or revision) of a charter. Once the commission has been elected, the municipal clerk must "immediately" notify its members of the commission's organizational meeting at least 7 days in advance (See 30-A M.R.S.A. § 2103). Within 30 days after the organizational meeting, the commission must hold a public hearing (with at least 10 days' published notice) "to receive information, views, comments and other material relating to its functions." Within 9 months after its election, the commission must prepare and circulate a preliminary report proposing a charter (or charter revision). Within 12 months after its election (subject to a 12-month extension for certain reasons; see 30-A M.R.S.A. § 2103(5)(E)), the commission must submit a final report to the municipal officers (see "Adoption Procedure" above). The commission continues in existence for 30 days after submitting its final report unless judicial review is sought, in which case it continues until review and any appeals are finally completed.

#### VI. Revisions and Amendments

Basically, a charter revision is a fundamental change in the form or scheme of government as established by the charter, while a charter amendment is merely a change or correction of detail (see "Charter Revision or Charter Amendment?" *Maine Townsman*, May 1982). The difference is important because, while revisions are subject to the same procedures as for charter adoptions, including the requirement of a commission (see "Adoption Procedure" above), amendments do not require a commission and may be initiated directly, either by order of the municipal officers or by petition of at least 20% of the number of voters in the last gubernatorial election (See 30-A M.R.S.A. § 2104). Where a citizen-proposed charter amendment is unconstitutional and lacks an opinion from an attorney that it does not violate the law, the municipal officers may decline to submit the proposed amendment to the voters. *Nasberg v City of Augusta*, 662 A.2d 227 (Me. 1995). The procedures for submitting amendments to the voters are outlined in the statute (See 30-A M.R.S.A. § 2104).

#### VII. Method of Voting

The voting on all questions relating to charter adoption, revision or amendment must be by "secret ballot" process even if the municipality has not otherwise adopted the secret ballot method of voting (see 30-A M.R.S.A. § 2105; 30-A M.R.S.A. §§2528-2532; also MMA's *Town Meeting and Elections Manual*, January 2001). Among other things, this requires that nomination papers be available at least 85 days before the election for "voter" candidates for the commission, that the municipal officers adopt an order for placing a question on the ballot at least 45 days before the election, that absentee ballots be available at least 30 days before the election, and that the municipal officers hold a public hearing on all referendum questions at least 10 days before the election (with 7 days' posted notice thereof). In addition, the statute prescribes the form of the questions to be voted upon (see 30-A M.R.S.A. §§ 2102(5), 2105(1) and (2)).

#### VIII. Professional Counsel

Adapting, revising or amending a charter can be a complicated but worthwhile undertaking, involving numerous technical issues as well as more basic policy decisions. The statutes intend a charter commission to be broadly representative of community interests and to actively solicit citizen participation in its affairs, but there is also a role for experts. In fact, before a charter or charter revision or petitioned amendment may be voted upon, an attorney must certify that it does not contain any provision prohibited by the federal or State constitution or the general laws (See 30-A M.R.S.A. §§ 2103(5)(D), 2104(5)(B)). In addition, it is advisable that responsible municipal officials work closely with local counsel throughout the process to ensure not only that all procedural requirements are met but that the final product accurately reflects the intentions of the community and is consistent with the general laws and sound public policy.

Date of last revision: 1/08

This packet is designed to provide general information and is not intended as a substitute for legal advice for specific situations. The statutes and other information herein are only current as of the date of publication.

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# OAKLAND TOWN CHARTER

Approved by the Voters November 2, 2004

## ARTICLE I INCORPORATION AND POWERS OF THE TOWN

### **Sec. 101 Incorporation.**

The inhabitants of the Town of Oakland, within the boundaries now or hereinafter established in the manner provided by law, shall be a municipal corporation by the name of the Town of Oakland, Maine.

### **Sec. 102 Powers of the Town.**

The Town shall have and exercise all of the rights and powers and shall be subject to all the duties and obligations provided for, herein or otherwise, pertaining to or incumbent on the Town as a municipal corporation or on the inhabitants or municipal officers thereof. It may enact bylaws, regulations and ordinances not inconsistent with the constitution and laws of the State of Maine and it may impose penalties for the breach thereof, to be recovered to the use of the Town by appropriate action.

The Town may acquire property, within or without its corporate boundaries, for any town purpose in fee simple or any lesser interest or estate by purchase, gift, devise, lease or condemnation and may sell, lease, mortgage, hold, manage and control such property as its interests may require.

In this charter, the absence or incomplete declaration of a particular power shall not be construed to be exclusive or to restrict the scope of the powers invested in the Town as a municipal corporation; this charter shall be liberally construed to the end that the town may have all powers necessary or convenient for the conduct of its municipal affairs, including powers the Town may assume pursuant to state laws and to the provisions of the state constitution.

## ARTICLE II NOMINATIONS AND ELECTIONS

### **Sec. 201 Municipal Elections.**

The election of municipal officials shall be held to coincide with state elections held in November. Should there be no state (or federal) election in any given year, this municipal election will be conducted on the first Tuesday in November. The Council may, by resolution, order a special election at any time to fill vacancies in the Town Council as provided for in Section 411 of this Charter.

### **Sec. 202 Secret Ballot.**

The election of the members of the Town Council, the members of the Budget and Advisory Committee and the members of the Board of Directors of the School Administrative District

shall be by secret ballot in accordance with the nomination and election provisions established in Title 30-A of the Maine Revised Statutes, and such additional procedures established in Title 21-A that are expressly or reasonably applicable to municipal elections. Provision for absentee ballots shall be made at each such election.

**Sec. 203 Nominations.**

Nominations for any elected office under this article shall be made by nomination papers, such papers to be signed by no fewer than 25 registered voters of the Town of Oakland nor more than 100 such voters. Nominations papers shall clearly show the name of the nominee and the office and term for which he or she is to be nominated.

**Sec. 204 Filing.**

Nomination papers shall be filed with the Town Clerk at least 50 calendar days prior to the date of the election and may not be circulated earlier than 90 days prior to the election.

**Sec. 205 Qualifications of Elected Officials.**

In order to qualify for election to office in the Town of Oakland, nominees shall be registered voters of said Town and shall reside therein at the time of election and throughout the term of office. No Councilor will hold more than one municipal elective office at any time.

**Sec. 206 Election Officials.**

At least 10 days before any State general or special election, the Town clerk shall appoint a warden and a deputy warden, either of whom may be the Town Clerk, in addition to the regular ballot clerks.

ARTICLE III      TOWN MEETING

**Sec. 301 Annual and Special Town Meeting.**

The Annual Town Meeting for the consideration of the budget and the transaction of other town business shall be held on first Tuesday of May of each year. Unless otherwise specified in this Charter, the Annual Town Meeting and Special Town Meetings shall be called and conducted in accordance with the laws of the State of Maine.

**Sec. 302 Moderator.**

The first order of business at any town meeting shall be the election of a moderator, which election shall be by written ballot as provided for in the laws of the State of Maine.

**Sec. 303 When action of Town Meeting required.**

The annual budget, and any appropriation of \$10,001 or more in addition to or supplemental to the annual budget appropriation shall become effective only after being adopted at a town meeting by a vote of a majority of those voting at such meeting. The Town Meeting shall not increase the amount of any appropriation above that recommended by the Council, and it shall not increase the amount of any bond issue above the amount recommended in the warrant.

**Sec. 304 Expenditures of \$1,000,000 or More.**

Any single expenditure of \$1,000,000 or more shall be decided by a secret ballot vote in November. (Amended by the Voters November 6, 2012)

ARTICLE IV      TOWN COUNCIL

**Sec. 401 Authority.**

The members of the Town Council shall be and constitute the municipal officers of the Town of Oakland for all purposes required by statute, and except as otherwise herein specially provided, shall have all powers and authority given to, and perform all duties required of, municipal officers under the laws of the State.

**Sec. 402 Number, Election, Term.**

The Town Council shall consist of five members, each of whom shall be elected by the registered voters of the Town. At each annual Town Election held in accordance with Section 201, there shall be elected either one or two Councilors, as determined by the number of Councilors whose terms are due to expire in that year. Each shall be elected for a term of three years and serve until a successor is elected and qualified.

**Sec. 403 Qualification.**

Councilors shall meet all qualifications for elected officials (Sec. 205) and they shall hold no office of emolument or profit under the Town Charter or ordinance. If a councilor ceases to possess any of these qualifications, or is convicted of a crime punishable by imprisonment for more than six (6) months, the office of that councilor shall immediately become vacant.

**Sec 404. Powers and Duties.**

In this section, the absence or incomplete declaration of a particular power shall not be construed to restrict the scope of the powers invested in the Town Council by virtue of the authority granted in Sec. 401.

**Sec. 404.1**

Councilors provided for under this article shall serve instead of selectmen and overseers of the poor provided for by general statutes. All other powers now, or hereafter vested in the inhabitants of said Town and all powers granted by this charter, except as herein otherwise provided, shall be vested in said Town Council.

**Sec 404.2**

The Town Council shall, by majority vote, appoint a Health Officer, for a term of three years as provided in the Maine Revised Statutes.

**Sec. 404.3**

The Town Council shall, by majority vote, appoint annually a Town Treasurer and Tax Collector, and a Town Road Commissioner.

**Sec. 404.4 Town Clerk and Tax Assessor**

The Town Council shall by a majority vote of the entire Council have the power to appoint a Town Clerk and a Tax Assessor for a term not to exceed three (3) years.

The Town Council shall, by a majority vote of the entire Council, have the power to remove the Town Clerk or the Tax Assessor for cause. At least thirty (30) days before such removal shall become effective the Council shall adopt a preliminary resolution stating the reasons for his/her removal. The Town Clerk or Tax Assessor may ask for a hearing which shall be held not earlier than twenty (20) days nor later than thirty (30) days after filing of such request. This request shall be in writing.

The Town Clerk or Tax Assessor shall receive his/her regular compensation until the final resolution has been adopted.

**Sec. 404.5**

The Town Council shall have the power to inquire into the conduct of the Town Clerk, Tax Assessor and Town Manager and to investigate, as well as remove for cause, after notice and hearing according to the provisions set forth in Sections 404.4 and 415.

**Sec. 404.6**

The Town Council shall have the power to adopt and modify the official map of the Town.

**Sec. 404.7**

The Town Council shall submit the annual budget of the Town to the Budget and Advisory Committee as hereinafter provided, and subsequently to the Town Meeting.

**Sec. 404.8**

The Town Council may authorize unplanned expenditures of up to \$10,001. Appropriation requests of \$10,001 and above can only be approved by a Town Meeting vote.

**Sec. 405 Compensation.**

Town Councilors shall be compensated for each meeting attended based on a fee schedule adopted by the Council, which fee schedule shall not take effect until the Annual Town Meeting has approved an appropriation amount to support such schedule. As part of the annual budget review process, the Council shall determine the salaries of officials appointed either by the Town Council or by the Town Manager.

**Sec. 406 Judge of Qualifications.**

The Town Council shall be the judge of the election and qualifications of its members and, for such purpose shall have the power to subpoena witnesses and require reproduction of records. The decision of the Council shall, in any case, be subject to review by the courts.

**Sec. 407 Induction of Council into Office.**

Town Councilors-elect shall be, sworn to the faithful discharge of their duties by the Town Clerk or, in his or her absence, by a person qualified by law to administer oaths at the first meeting of the Town Council in January or as soon thereafter as circumstances require. Councilors elected in a special election shall be so sworn as soon as possible after their election.

**Sec. 408 Regular Meetings.**

The Council shall hold an organizational meeting at its first regular meeting in January and shall establish a regular time and place for holding its regular meetings. The Council shall meet regularly at least once a month and shall also provide a method of calling special meetings. All meetings of the Town Council shall be open to the public in accordance with the laws of the State of Maine.

**Sec. 409 Election of Officers.**

At its organizational meeting, the council shall, by majority vote of the council elect a chair and a vice chair for the ensuing year. Should a vacancy occur in either office, the council shall elect a replacement for that. The Chair shall preside at all meetings of the council and shall be recognized as the head of the Town government for all ceremonial purposes and by the Governor for the purposes of military law, but the Chair shall have no regular administrative duties. In the temporary absence or disability of the Chair and Vice Chair, the town council may elect a Chair Pro-tempore from among its members who shall exercise all the powers of Chair during such temporary absence or disability.

**Sec. 410 Quorum.**

Three members of the Town Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time or may compel attendance of absent members. At least 24 hours notice of the time and place of holding of such adjourned meetings shall be given to all members who were not present at the meeting from which adjournment was taken.

**Sec. 411 Vacancies in Council.**

In addition to vacancies caused by death, resignation, removal from town, or failure to elect a person to office, the Council may also declare a vacancy for an elected Councilor who fails to take the Oath of Office within one (1) month after the annual organizational meeting or for a Councilor who fails to attend four (4) consecutive Council meetings without notice to the Chair.

**Sec. 411.1** If a seat in the council becomes vacant more than six months prior to the next regular town election, the vacancy shall be filled for the unexpired term, within ninety days from the date the vacancy occurred, by a special election called for that purpose.

**Sec. 411.2** If a seat in the council becomes vacant with not more than six months of the term unexpired; a qualified person may be appointed, by majority vote of its remaining members, to fill the vacancy.

**Sec. 412 Rules of Procedure.**

The council shall determine its own rules and order of business. It shall keep a record of its proceedings and the record shall be open to public inspection at the Town Office during regular office hours. This record shall indicate how each Councilor has voted on each question.

**Sec. 413 Independent Annual Audit.**

Prior to the end of each fiscal year, the council shall designate the State Department of Audit or private Certified Public Accountant who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the town government and shall submit their report to the Council, the Town Manager, and the town meeting. Such accountants shall not maintain any records or accounts of the town business, but shall post-audit the books and documents kept by the department of finance and any separate or subordinate accounts kept by any other office, department or agency of the town government.

**Sec. 414 Appointment of Town Manager.**

The Council shall, by majority vote of the entire Council, contract with or appoint an official for the town, for a period not to exceed 3 years, who shall have the title of Town Manager and who shall have the powers and perform the duties as hereinafter provided. No Councilor shall receive such appointment during his or her term of office, nor within one year after the expiration of his or her term.

**Sec. 415 Removal of the Town Manager.**

The Council may only remove the Town Manager for cause, by a majority vote of the entire Council, unless the Council has negotiated termination or severance provisions into a contract with the Town Manager. At least 30 days before such removal shall become effective the Council shall adopt a preliminary resolution stating the reasons for the Town Manager's removal. The Manager may reply in writing and may request a public hearing which shall be held not earlier than 20 days nor later than 30 days after the filing of such request. After such public hearing, if one is requested, and after full consideration, the Council may suspend the Manager from duty, but the regular salary of the Manager shall continue to be paid during the period of suspension. If removal is approved, the Council shall then determine if any severance benefits are due the Manager. If removal is not approved the Council may continue to negotiate with the Manager to terminate the Manager's employment by the Town on terms beneficial to both parties.

**Sec. 416 Council Not to Interfere in Appointments or Removals.**

Neither the Council, nor any of its members shall direct or request the appointment to, or the removal from, office of any person chosen by the Manager or by any of the Manager's subordinates. Except for the purpose of inquiry, the Council and its members shall deal with all Town personnel solely through the Manager, and neither the council nor any member thereof shall give orders to any subordinates of the Manager, either publicly or privately.

**ARTICLE V            TOWN MANAGER**

**Sec. 501 Qualifications.**

The Town Manager shall be chosen solely on the basis of character and executive and administrative qualifications with special reference to actual experience in, or knowledge of, the accepted practice in respect to the duties of the office as hereinafter set forth.

**Sec. 502 Duties.**

The Town Manager shall be the administrative head of the Town government and shall be responsible to the Council for the administration of all departments of the Town over which the Council, under this charter and the Maine Revised Statutes, has control. The Manager's powers and duties, where not otherwise herein specified, shall be generally as follows:

- 502.1** To see that all laws and ordinances governing the town are faithfully executed.
- 502.2** To exercise control over all departments and offices established by general law or by ordinance; to appoint, prescribe the duties of and, when necessary for the good of the service, remove all officials and employees except as otherwise provided, and except as the Manager may authorize the head of a department or office to appoint or remove subordinates in such department or office.
- 502.3** To attend all meetings of the council except when the Manager's removal is being considered, and to recommend for adoption such measures, as the Manager may deem expedient.
- 502.4** To keep the council fully advised as to the financial conditions and future needs of the town.
- 502.5** To prepare, annually, a complete set of budget recommendations and submit it to the council; and to be responsible for the administration of the budget after its adoption.
- 502.6** To perform such other duties as may be prescribed in this charter or as may be required of the Manager by the Council, not inconsistent with this charter.

**Sec. 503 Purchasing Agent.**

As Purchasing Agent, the Town Manager shall purchase all supplies and materials for the Town and for the several departments and offices and shall see to the delivery of such supplies and materials to each department or office and shall take and file receipts thereof; and all accounts for the purchase of supplies and materials, or of work performed, for the Town shall bear the approval of the Town Manager when presented to the council for approval. The Manager shall be subject to purchasing limits or restrictions as provided for in a Purchasing Ordinance which may be adopted by the Council.

**Sec. 504 Salary.**

The Town Manager shall devote his or her entire time to said office and shall receive compensation for his or her services at a rate and schedule to be fixed by the Council.

**Sec. 505 Absence of Town Manager.**

During the Manager's temporary absence or disability the Manager may, by letter filed with the Town Clerk, and with the consent of the Council, designate a qualified person to perform the Manager's duties as administrative officer of the Town. In the event of the failure of the

Manager to make such designation the Council may, by resolution, appoint such a person to perform the Manager's duties until the Manager shall return or the disability shall cease.

## ARTICLE VI BUDGET PREPARATION

### **Sec. 601 Fiscal Year.**

The fiscal year of the town government shall begin on the first day of July and shall end on the thirtieth day of June of each calendar year. Such fiscal year shall constitute the budget and accounting year for the town. The term "budget year" shall refer to the fiscal year for which any particular budget is adopted and in which it is administered.

### **Sec. 602 Preparation and Submission of the Budget.**

The Town Manager, by February 15<sup>th</sup> of each year, shall submit to the Council a budget for the ensuing budget year, based on information furnished by the various department heads on forms, which may be designated by the Council. The Manager's recommended budget shall contain all of the information necessary for the Council to have a complete financial accounting for the town's needs for the upcoming fiscal year.

### **Sec. 603 Budget Review.**

The budget proposed by the Manager shall be reviewed by the Council and approved with or without amendments, by March 15<sup>th</sup>. The Budget and Advisory Committee shall review and make recommendations on the proposed budget no later than April 15<sup>th</sup>.

### **Sec 604 Transfer of Appropriations.**

At the request of the Manager and within the last three months of the budget year the Council may transfer any unencumbered balance or portion thereof between town departments. Such transfers shall not exceed the spending authority set forth in Section 404.8.

### **Sec. 605 Lapse of Funds.**

General fund appropriations, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that they have not been expended or encumbered, or except as prohibited by law or prior agreement. Such funds shall be transferred to the Town's fund equity account. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned.

## ARTICLE VII BUDGET AND ADVISORY COMMITTEE

### **Sec. 701 Authorization.**

There shall be established a Budget and Advisory Committee which shall consist of 12 members who shall be elected at large to serve for a period of 4 years, except that those first elected shall be as follows: 3 members to be elected for 4 years; 3 members to be elected for 3 years; 3 members to be elected for 2 years; and 3 members to be elected for 1 year. Thereafter, 3 members shall be elected annually, to serve for a period of 4 years. Members of this committee shall serve without compensation and shall be registered voters and residents of the Town of

Oakland, throughout their term, except that no elected or appointed town official shall be eligible to serve on this committee.

**Sec. 702 Election.**

Members of the Budget and Advisory Committee shall be elected at the annual Town Election as provided under Article II of this charter.

**Sec. 703 Vacancies.**

Any vacancy occurring in the membership of this committee shall be filled by a majority vote of the Town Council, said appointment to remain in effect through the unexpired term remaining at the time the vacancy occurred.

In addition to vacancies as described in Sec. 411 of this Charter, the Council may declare a vacancy for an elected Budget and Advisory Committee member who fails to take the Oath of Office within one (1) month after the annual organizational meeting or for a Budget and Advisory Committee member who fails to attend four (4) consecutive meetings without notice to the Chair.

**Sec. 704 Organization Meeting.**

The organizational meeting of the Budget and Advisory Committee shall be called by the Town Clerk and may be held at the same time as the first meeting to review the proposed town budget. A Chair and clerk shall be elected from the membership by a majority vote of the membership. The results of said election shall be filed with the Town Clerk. The Chair shall preside at meetings of the committee and shall be allowed a vote in its deliberations. The Clerk of the committee shall keep an accurate and concise record of all committee decisions.

**Sec. 705 Duties.**

The duties of the Budget and Advisory Committee shall be as follows:

**705.1**

To review all articles appearing in the warrant for all Annual and Special Town Meetings.

**705.2**

To hold open meetings with the Town Council for the purpose of discussing departmental budgets and other items appearing in the warrant.

**705.3**

To make written recommendations to the Annual or Special Town Meeting on each article appearing in the warrant except for those articles calling for the election of town officers; said written recommendations for the Annual Town Meeting to be submitted to the Council in time to allow its inclusion in the printing of the annual report of municipal officers.

## ARTICLE VIII.

## TAX ADMINISTRATION

### **Sec. 801 Assessor.**

There shall be established a division of Assessment, the head of which shall be the Town Assessor. The Assessor, appointed as herein before provided, shall have the duties and liabilities as provided under the laws of the State of Maine.

### **Sec. 802 Board of Assessment Review: Appointments; Vacancies.**

There shall be a Board of Assessment Review to consist of 3 members who shall be appointed by the Town Council for a term of 3 years except that, of those first appointed one shall be for a term of 3 years, one for a term of 2 years and one for a term of 1 year. Compensation to such members shall be determined by the Council. Vacancies in the membership of such board shall be filled by the Council for the unexpired term. Members shall be residents of the Town for their entire term and must not serve in any other appointed, elected or employment capacity with the town. Spouses or children of elected officials or employees are not eligible for appointment to this Board.

#### **802.1**

The Board of Assessment Review shall have two alternate members appointed by the Town Council. Initially, one member must be appointed for one year and one member for two years. Thereafter, the term of each alternate is three years.

### **Sec. 803 Board of Assessment Review: Powers and Duties.**

The Board of Assessment Review shall have the power to:

#### **803.1**

Review appeals from decisions of the Assessor regarding applications for abatements of property taxes and make determinations, including abatements, with respect to assessments in accordance with the general laws of the State of Maine.

#### **803.2**

Have the power to administer oaths, take testimony, and hold hearings as may be required in carrying out its functions.

#### **803.3**

Adopt, subject to the approval of the Town Council, rules and regulations for the transaction of its business consistent with 30-A M.R.S.A. § 2691(3), as amended from time to time.

## ARTICLE IX

## INITIATIVE AND REFERENDUM

### 901 General Authority.

#### 901.1 Initiative:

The qualified voters of the town shall have the power to propose ordinances to the Council through a petition process as described below. If the council fails to adopt any ordinance so proposed, without any change in substance, then the qualified voters shall have the power to adopt or reject such ordinance at a town meeting or secret ballot election provided that such ordinance power shall not extend to any personnel matters, any ordinance that by law is exclusively reserved to the municipal officers, or the regulation of the internal procedure of the Council.

#### 901.2 Petition For Review of Council Action:

The qualified voters of the town shall have the power to require reconsideration by the Council of any ordinance adopted by the Council or any resolution or vote of the Council except those ordinances and resolutions involving any personnel matters, the regulation of the internal procedure of the Council, ordinances that by law are exclusively reserved to the municipal officers, or any other matters decided by prior Town Meeting action. If the Council fails to repeal such an ordinance, resolution or vote, then the qualified voters shall have the power to approve or reject it at a town meeting or secret ballot election as provided for below.

### 902 Petition Process

#### 902.1 Commencement of Process:

Should the Council fail to repeal any ordinance, resolution or vote, or fail to adopt any proposed ordinance, except as otherwise provided in Section 901 of this Charter, then any qualified voter may commence the petition process by filing with the Town Clerk the proposed ordinance or the specific Council action to be repealed. Within sixty (60) days of Council action, all petitions must be returned to the Town Clerk's office. Should the 60th day fall on a holiday or week-end day, the deadline will be extended to the next business day.

#### 902.2 The Petition:

The Clerk shall provide the petitioner(s) with the appropriate forms with the proposed question as provided by the petitioner(s). Each petition signature must be executed in ink and be followed by the printed name and address of the person signing. At the time of filing, each petition form shall have attached an affidavit executed by the circulator stating that the circulator personally circulated the petition, the number of signatures thereon, that the signatures were affixed in the circulator's presence, that the circulator believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or the action to be reviewed.

**903 Post Filing Procedure.**

903.1

All petitions, whether for ordinance enactment or review of Council action shall be valid only if signed by qualified voters equal to a minimum of 10% of the number who voted in the last gubernatorial election.

903.2

Within five (5) business days from the filing of a petition, the Clerk shall certify if there are sufficient valid signatures. If so, then the Council action is suspended until such time as the Council reverses its earlier decision or the matter is decided by the electorate.

903.3

Once the Clerk has reported that the required number of signatures have been certified, the Council shall promptly consider the proposed ordinance or reconsider the Council action that is the subject of the petition.

903.4

If, within 15 days, the Council fails to enact the proposed ordinance or reverse its earlier decision, then the petition question shall be submitted to the voters at the next regularly scheduled Town Meeting or general election but, in no case earlier than 45 days or later than 1 year after the petition has been certified. The vote on the proposed initiative and/or referendum shall be by secret ballot. The Council may, at its discretion, provide for a special Town Meeting at an earlier date.

903.5

Before being submitted to a secret ballot vote, any such proposed ordinance shall be examined by legal counsel who may recommend corrections in its form for the purpose of avoiding repetitions, illegalities, and unconstitutional provisions, and to insure accuracy in its text and references and clearness and precision in its phraseology; but the attorney shall not materially change its meaning and effect.

**904 Results of Vote.**

904.1

If a majority of the qualified voters voting on a proposed ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as if adopted by the council.

904.2

If a majority of the qualified voters voting on a Council action vote to reverse it, the vote shall take effect immediately.

In order for any election under Section 901 of this Charter to be deemed valid, the total number of votes cast shall be equal to a minimum of 10% of the number who voted in the last gubernatorial election.

## ARTICLE X

## GENERAL PROVISIONS

### **Sec. 1001 Repealing Clause.**

All provisions of previous charters, bylaws, or acts inconsistent herewith, insofar as they relate to the Town of Oakland, in the County of Kennebec, are hereby repealed.

### **Sec. 1002 Separability Clauses.**

If any portion of this Charter shall be held to be invalid, such decision shall not effect the validity of the remaining portions thereof.

### **Sec. 1003 Ordinances not Inconsistent Continue in Force.**

All ordinances of the Town of Oakland in force when this charter revision takes effect and not inconsistent with provisions of this charter shall continue in force until amended or repealed.

### **Sec. 1004 Expiration of Terms of Present Elected Officers.**

The revision of the Oakland Town Charter shall not cause the expiration of the terms of elected town officers holding office at the time of the revision.

### **Sec. 1005 Continuance of Present Administrative Officials.**

All persons holding administrative office at the time when this charter revision takes effect shall continue in office and in the performance of their duties until provision shall have been made, in accordance therewith, for the performance of such duties or the discontinuation of such office.

### **Sec. 1006 Existing Contracts not Invalid Unless Inconsistent.**

All rights, actions, proceedings, prosecutions and contracts of the Town or any of its departments that are pending or unexecuted when this charter revision becomes effective, and which are not inconsistent herewith, shall be enforced, continued or completed in all respects as though begun or executed hereunder.

### **Sec. 1007 Oath of Office.**

Every officer of the Town shall, before entering upon the duties of his office, take and subscribe to the following oath or affirmation, to be kept and filed in the Office of the Town Clerk:

"I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Maine; that I will, in all respects, observe the provisions of the Charter and ordinances of the Town of Oakland, and will faithfully discharge the duties of the office of \_\_\_\_\_"

### **Sec. 1008 Bonding of Officials.**

The Town Council shall require the Treasurer/Tax Collector to be bonded in accordance with Title 30-A, Sec. 5601 of the Maine Revised Statutes. For all other employees entrusted with the collection, custody or disbursement of town funds, coverage will be provided through a Faithful Performance type policy.

**Sec. 1009 Removal of Officials and Employees.**

All appointed officials, members of boards, or employees may be removed by action of the appointment power for just cause after notice and a hearing, such removal to be final, except in the cases of the Town Manager, Tax Assessor and Town Clerk, who may be removed in accordance with the provisions of this charter, the Health Officer, who can be removed only as provided for in the Maine Revised Statutes, and members of the Budget and Advisory Committee appointed in accordance with Sec. 703 of this charter.

**Sec. 1010 Ratification.**

This Charter shall not become effective until it is ratified by the voters of the Town of Oakland at an Annual Town Meeting or at a Special Town Meeting called for that purpose by an appropriate article inserted in the call for said meeting. Voting shall be by checklist of qualified voters, and this Charter, when so ratified, shall take effect on the first day of the next succeeding municipal year.





## Poverty Abatements

Links to the following documents are provided as examples for informational purposes only. They have not been reviewed by MMA Legal Services. Do not use any sample unless it has been reviewed by your legal counsel and tailored to meet the needs of your municipality.

This packet includes the following attachments:

- Title [36 M.R.S.A. §§ 841-844](#)
- "Poverty Abatements," *Maine Townsman*, February 1991
- [2013 Poverty Guidelines](#) (U.S. HHS)
- [Sample Poverty Abatement Application Form](#) [PDF; Interactive], [Sample Application for Property Tax Abatement Because of Poverty and/or Disability](#) (Town of Brunswick)
- [Sample Notice of Executive Session](#)
- [Sample Notice of Decision](#)

Important issues and considerations include:

### I. Generally

Under [36 M.R.S.A. § 841](#), municipalities may abate (forgive) a property tax for "error or mistake," including illegality or irregularity (§ 841(1)), or for reason of "infirmity or poverty" (§ 841(2)). This latter section authorizes the municipal officers, "on their own knowledge or on written application," to "make such abatements as they believe reasonable in the real and personal taxes on all persons who, by reason of infirmity or poverty, are in their judgment unable to contribute to the public charges." See 36 M.R.S.A. § 841(2).

Although at first glance Section 841(2) appears succinct and straightforward, it provides very little in the way of guidance on the question of when to grant a poverty abatement. As a result, a review of relevant case law and an understanding of General Assistance (GA) financial analysis are essential for a thorough understanding of poverty abatements (see Sections III and IV below).

### II. Statutorily Required Procedures

While the statute does little to explain the operation of the eligibility standard that governs a poverty abatement application, it does provide procedures to guide the review of applications for poverty abatements. In summary, Section 841(2) provides that:

- An applicant may apply for an abatement within 3 years from the date the taxes are committed (although municipal officers may extend the 3-year period);
- The municipal officers must provide that any person who indicates an inability to pay all or part of assessed taxes will be informed regarding their right to apply for an abatement;
- Individuals making applications for abatement must receive assistance in filing an application (this assistance however, does not reduce the applicant's burden of proof);
- Application forms for requesting an abatement based on poverty or infirmity must be made available to applicants and must contain notice that a written decision shall be made within 30 days of the date of application;
- Municipal officers must provide persons the opportunity to apply for an abatement during normal business hours;
- Municipal officers must maintain the confidentiality of "all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement";
- Poverty abatement hearings and proceedings must be held in executive session;
- Municipal officers must provide persons applying for abatement written notice of their decision within 30 days of application; and
- Any decision on an application for poverty abatement must provide the applicant with the specific reason or reasons for the decision and must inform the applicant of the right to appeal and the procedure for requesting an appeal.

### III. Case Law

As previously mentioned, the statute ([§ 841\(2\)](#)) does not set forth an explicit eligibility standard for poverty abatement determinations. Therefore, it is necessary to rely on existing case law for guidance. The following selected principles derived from Maine Supreme Court cases may lead to a clearer understanding of poverty abatements:

- Although the law says municipal officers "may" grant abatements as they think reasonable, "may" will mean "shall" in cases where the word "may" is used for the purpose of imposing a public duty upon public officials for the sake of the public good (such as where an applicant's poverty is indisputable). *Schwanda v. Bonney*, 418 A.2d 163 (Me. 1980).
- Applicants seeking a poverty abatement have the burden of proving that they are eligible for the abatement. It is not the municipal officers' responsibility to prove that applicants are not entitled to an abatement. *Joyce v. Town of Lyman*, 565 A.2d 90 (Me. 1989).
- To obtain a poverty abatement, an applicant has the burden of proving that by reason of poverty or infirmity, the applicant is unable to contribute to the public charges. 36 M.R.S.A. § 841(2); *Macaro v. Town of Windham*, 468 A.2d 604 (Me. 1983); *Joyce v. Town of Lyman*, 565 A.2d 90 (Me. 1989); and *Gilmore v. City of Belfast*, 580 A.2d 698 (Me. 1990).
- The purpose of 36 M.R.S.A. § 841(2) (which is not clearly stated in the statute) is "to prevent towns from forcing the sale of property in order to collect taxes from those otherwise unable to pay." Therefore, while an applicant may possess a valuable asset such as a house, that applicant still may have no ability to pay property taxes, so that a municipality may not rely on the mere existence of the asset to deny a poverty abatement. The municipality instead must look to an applicant's realistic financial capacity to pay his or her taxes. *Macaro v. Town of Windham*, 468 A.2d 604 (Me. 1983).
- An applicant is only eligible for a poverty tax abatement for the tax year(s) in question and for the period subsequent to the application if the applicant shows no capacity to pay the taxes during that time. Thus, if an applicant was indigent at the time of application but not so during the tax year in question, the applicant would not be eligible. Further, if an applicant was indigent during the tax year in question but then at time of the poverty abatement application became able to pay the taxes due, that applicant also would be ineligible. *Gilmore v. City of Belfast*, 580 A.2d 698 (Me. 1990).
- A purchaser under a "land installment agreement" lacks standing to seek a poverty abatement of taxes on this property, even though the agreement may make the purchaser responsible for the payment of taxes, since the legal ownership of the property at issue remains with the seller. *Mason vs. Town of Readfield*, 1998 ME 201, 715 A.2d 179.
- The amount of a Circuit Breaker Program rebate received by the taxpayer should be applied to the amount of tax due before determining the amount of the poverty abatement. The Superior Court stated that "the Legislature left such determinations to the commissioners' independent judgment" and that there was support in the statutes for such a determination. 36 M.R.S.A. § 844, § 6216; *Sager v. Town of Bowdoinham*, 2004 ME 40, 845 A.2d 567.
- The Legislature in 2005 amended 36 M.R.S.A. § 841(2) to provide that the municipal officers may only grant abatements of taxes "on the primary residence of" infirm or impoverished applicants. That amendment was a legislative reversal of the Law Court's holding in the 2004 case of *Hustus v. Town of Medway*, 2004 ME 41, 845 A.2d 563. *Hustus* had provided that a poverty abatement could be granted for an entire property even though a portion of it was dedicated to commercial use.

#### IV. Determining Eligibility

**Poverty:** Despite the fact that the statute includes both "infirmary" and "poverty" as eligibility criteria, the real issue is "poverty." That having been said, it is important to recognize that Maine's poverty abatement scheme contains no specific formula for determining poverty, or the inability to contribute to the public charges. Municipal officers have some latitude regarding such determinations, but the test most generally used and accepted by municipal counsel is whether a person's reasonable expenses outweigh that person's income (as determined on the basis of a General Assistance - like financial assessment).

**Property:** As discussed above, 36 M.R.S.A. §841(2) now provides that poverty abatements are only available on an applicant's primary residence. However, the statute does not clarify whether the property must be used exclusively as a residence. The statute therefore gives municipal officers little guidance in a situation where an applicant maintains a home occupation out of his or her primary residence. The municipal officers might take the position that any poverty abatement granted be proportional to the percentage of property that is used for residential purposes, or they might take the position that dual-use property is simply not eligible for a poverty abatement. Either position is potentially open to challenge since the amended Section 841(2) has not yet been considered by the courts.

In such instances a municipality may reduce the risk of having a reviewing body or court overturn a denial that results from the nonresidential nature of the property by also determining the merits of the application. There are two principal reasons for doing so. First, after performing the analysis the municipality may establish that the applicant does not qualify for the abatement on financial grounds, and not just because of the nature of the property. Second, there also is an argument that the non-residential property in question might be viewed as an available "resource." Available resources are generally viewed, as items/property, which could be utilized by the applicant to generate funds needed to meet basic necessities (e.g., by selling or mortgaging).

**Financial Analysis:** A useful starting point is the U.S. DHHS (Department of Health and Human Services) Poverty Guidelines in order to determine whether the applicant meets the federal definition of poverty. However, denying an applicant simply because he or she exceeds these poverty guidelines probably would not be adequate, since this would not establish whether the applicant could in fact "contribute to the public charges" as required by the statute.

Perhaps a more helpful evaluative tool is a modified General Assistance (GA) financial analysis. Such an analysis assists in determining whether the applicant has (or had) sufficient income to meet basic necessities. A GA analysis compares an applicant's income against the applicant's (or household's) actual need and as such may provide a more accurate reading of the applicant's economic situation. By way of example, a family receiving TANF (Temporary Assistance for Needy Families) benefits may be considered over the federal poverty guidelines by virtue of their benefit amount. However, if that family had unforeseen emergency expenses (i.e., a portion of their home burned, a car needed replacement or major medical bills had to be paid), the family might qualify economically under this modified GA financial analysis. A GA-type analysis also will assist in determining whether the applicant failed to make use of available resources, and so may establish that the applicant had been otherwise able to contribute to the public charges. But remember, poverty abatements are not GA and a strict application of the GA rules or GA maximums is therefore not appropriate.

Please refer to the MMA's General Assistance Manual for in-depth guidance on conducting a GA financial analysis. Municipalities may also wish to contact MMA Legal Services 1 (800) 452-8786 or DHHS 1(800) 442-6003 with specific questions.

**The Application:** In addition to the above two program guidelines which assist in the analysis, applicants should be required to complete a poverty abatement application form. A good form will elicit all the basic information about the property in question and the applicant's financial situation for the year(s) in question. All such application forms must include a statement regarding the municipality's obligation to render a written decision within 30 days of receipt of the application.

**Period of Inquiry:** It is important to keep in mind that when performing a poverty abatement analysis for past taxes, the applicant's current financial situation is only partially at issue—the applicant's economic situation at all times since the taxes were due is central to the analysis. Also, an applicant's current GA eligibility does not automatically render him or her eligible for a poverty tax abatement for a prior tax year.

#### V. The Decision-Making Process

Section 841(2) requires that "[h]earings and proceedings held pursuant to [§841(2)] shall be in executive session." Therefore, a board or council should make a motion at a public meeting "to enter into executive session to deliberate over an abatement pursuant to 36 M.R.S.A. § 841 (2)." The motion must be approved by a 3/5 vote and must be recorded. Any deliberation regarding the application should occur in executive session. The municipal officers may invite other municipal officers to attend provided their attendance is necessary, i.e., they are involved in the case and will provide information. In addition, if the applicant requests to be present during the executive session, he or she may be allowed to attend. A notice (see sample linked above) informing of the fair hearing should be sent to the applicant/appellant. If the applicant is present, he or she should not interfere with the deliberations but may be asked to respond to questions. The board or council cannot make a decision in executive session; the purpose of the executive session is for deliberation only.

After coming out of executive session, the board or council should make a motion such as "I move to grant an abatement of the amount of \$ \_\_\_\_\_ pursuant to Title 36 M.R.S.A. § 841(2)." The municipal officers' ultimate decision is a matter of public record, but since poverty abatements are confidential, the recipient's name is not included in the public record (as opposed to a record of abatement of an over-assessment, which is a public record).

Regardless of the outcome, the board must issue a written decision to grant the abatement, deny the abatement or partially grant the abatement within 30 days of the date of application. The written decision must include the specific reasons for the decision and must inform the applicant of his or her appeal rights and of the procedure for requesting an appeal (see sample notice of decision linked above).

#### VI. Appeal

Applicants whose abatement requests are refused may appeal the decision within 60 days to one of two bodies, depending on the municipality. 36 M.R.S.A. §§ 843,844:

- Board of Assessment Review, in municipalities that have created this board, or
- County Commissioners, in municipalities which have not adopted a Board of Assessment Review.

Decisions of either body may be appealed to the Maine Superior Court.

#### VII. Confidentiality

Section 841 requires that "all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement shall be [kept] confidential." For more information on this subject refer to the Information Packet "General Assistance Confidentiality and Disclosure of Information" and also the General Assistance Manual.

#### VIII. Poverty Abatements & General Assistance

General Assistance may, in certain circumstances, be utilized to assist people requiring assistance with their property taxes. According to MMA's model ordinance (for those municipalities that have adopted it) those conditions are:

- a) The property tax in question is for the applicant's place of residence;
- b) There is a tax lien on the property which is due to mature within 60 days of the date of application;
- c) As a matter of municipal policy or practice, or on the basis of information obtained from the applicant's mortgagee, if any, it is reasonably certain that a tax lien foreclosure will result in subsequent eviction from the residential property; and

d) The applicant, with sufficient notice, applies for property tax relief through the Maine Resident Property Tax Program, when available.

In addition to the above conditions, the municipality must have informed the person applying for GA for assistance with their taxes that the poverty abatement process exists and is an option. It is then the applicant's choice whether to pursue one program over the other. It is important, however, to inform the applicant that GA would only be available in the event of an imminent eviction whereas the abatement procedure is available early on—from the date the taxes are committed.

#### IX. Other Tax Relief

Regardless of whether an applicant qualifies for a poverty abatement, municipal officials can provide residents with information regarding other types of property tax relief programs. There are several available programs that, either in addition to the poverty abatement process or in tandem with it, may offer relief to a taxpayer. These other programs include:

- Maine Residents Property Tax Refund Program (Circuit Breaker Program) (maximum refund \$1000) Contact: Maine Revenue Services (207) 287-2011
- Homestead Exemption (depending upon income, a portion of the value of a homestead is exempt from taxation; application form must be filed with the municipal assessor)
- Exemptions for widows or children of wartime veterans (see [36 M.R.S.A. § 653](#))
- Exemptions for veterans (see [36 M.R.S.A. § 653](#))
- Exemptions for the legally blind (see [36 M.R.S.A. § 654](#))

Note: Given the existence of these tax relief programs, it is not unreasonable for a municipality to advise a poverty abatement applicant to apply for potential tax relief from any or all of the above resources prior to applying for prospective abatements. This instruction should be indicated in the written decision. However, it would be inappropriate to impose such a requirement on an individual who had not been given an earlier instruction and/or when time exigencies (i.e., application deadlines) make it impossible to obtain relief.

[General Assistance Resources from MMA's Resource Center](#)  
[Links to Assistance Resources and Government Programs](#)

This packet is designed to provide general information and is not intended as a substitute for legal advice for specific situations. The statutes and other information herein are only current as of the date of publication.

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# Town of Wayne

Incorporated February 12, 1798

48 Pond Road  
Wayne, Maine 04282

Telephone 207-685-4983  
Fax 207-685-3836

## APPLICATION FOR ABATEMENT OF LOCAL PROPERTY TAX (Under 36 M.R.S.A. 841) INSTRUCTIONS FOR COMPLETION OF FORM

The attached form is to be used when seeking abatement of property taxes by the Town of Wayne based on a claim of poverty. (If abatement is sought for reasons of being infirm you should supply a doctor's statement as to the extent of your disability). Poverty only can be established if your REASONABLE expenses exceed available sources of income. Also, please appear before the Town Clerk And certify that the information contained in this form is accurate.

**If you feel you need help in completing this form please ask for the General Assistance Officer or their assistant, to help you.**

**NAME OF APPLICANT:** \_\_\_\_\_

**NAME OF SPOUSE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MARITAL STATUS:** Single \_\_\_ Widowed \_\_\_ Separated \_\_\_ Married \_\_\_ Divorced \_\_\_

**LIST ALL HOUSEHOLD MEMBERS, INCLUDING YOU AND YOUR SPOUSE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARE YOU OR YOUR SPOUSE A DISABLED VETERAN? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**IF EITHER YOU OR YOUR SPOUSE IS DISABLED, INDICATE WHO IS DISABLED AND**

**DESCRIBE THE DISABILITY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE THE REAL ESTATE FOR WHICH YOU NEED AN ABATEMENT:**

**DESCRIPTION:** For example,  
Land and buildings at 4 Pond Rd.  
Or, land and buildings Map 12  
Lot 23 (this information is on your tax bill)

**LOCATION: CURRENT ASSESSED VALUE**  
WAYNE LAND: \_\_\_\_\_  
BUILDINGS: \_\_\_\_\_

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**MORTGAGE OR ENCUMBRANCES ON THIS PROPERTY:** \$ \_\_\_\_\_

**LENDER/LENDING INSTITUTE:** \_\_\_\_\_

**NAME OR NAMES ON DEED TO THIS PROPERTY:** \_\_\_\_\_

**AMOUNT OF PROPERTY TAX ABATEMENT REQUESTED:** \$ \_\_\_\_\_  
(Write down the amount of tax that you cannot pay. This can either be the whole amount of the tax or just part of it.)

**REASON FOR REQUESTING ABATEMENT:** (for example, you don't have enough income to meet necessary expenses)

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**List the amounts of family income for every source received in a year:**

- |  | Yearly income |
|--|---------------|
| 1.) Social Security Benefits                     | \$ _____      |
| 2.) Supplemental Security Income (SSI)           | \$ _____      |
| 3.) Veteran's Pension:                           | \$ _____      |
| 4.) Aid to families with Dependent Children      | \$ _____      |
| 5.) General Assistance from Town or City:        | \$ _____      |
| 6.) Unemployment Compensation:                   | \$ _____      |
| 7.) Net income from Employment (after taxes):    | \$ _____      |
| 7-A name of Employer & Telephone #: _____        |               |
| 8.) Child Support Payments:                      | \$ _____      |
| 9.) Alimony                                      | \$ _____      |
| 10.) Income from Renters, Roomers, or Boarders*: | \$ _____      |

\*Because you are seeking an abatement of property taxes, the Town of Wayne might require that if there is any unused, habitable space in your home, that you might consider a boarder and include rent

as income. If you had such a space, and have not sought a boarder, reasonable income for such use may be assumed to be at \$200.00 +/- a month on average.

12. Other Income (You must include all sources of income):

SOURCE	YEARLY AMOUNT
_____	_____
_____	_____

13.) Average Income (The following will take place unless you are disabled. If all other sources of income do not at least equal what you would earn if you worked 40 hours in a week at minimum wage, the Town will average an income for you in that amount .

Average Income(Selectman use only) \$ \_\_\_\_\_  
**TOTAL OF ALL INCOME:** \$ \_\_\_\_\_

**OUTSTANDING INDEBTEDNESS (money owed)**

Creditor's Name:	Total Amount Owed
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**ESTIMATED YEARLY EXPENSES:** (If expenses are paid monthly multiply by 12 to obtain the yearly expense)

In reporting your yearly expenses, include any payments required to reduce outstanding debt. Also, your medical bills should be reported after deducting payments from Medicaid. Because you have reported the value of food stamps as income, you should report the gross amount of yearly food costs. These costs will be checked for reasonableness.

	Yearly Costs
1.) Food	\$ _____
2.) Household Supplies	\$ _____
3.) Personal Supplies	\$ _____
4.) Medications	\$ _____

5.) Medical Insurance \$ \_\_\_\_\_

6.) Dental Costs \$ \_\_\_\_\_

7.) Life and Other Insurance \$ \_\_\_\_\_

**SHELTER**

Yearly Costs

1.) Mortgage Payment \$ \_\_\_\_\_

2.) Property Tax \$ \_\_\_\_\_

3.) Trailer Lot Rent \$ \_\_\_\_\_

4.) Heating Fuel \$ \_\_\_\_\_

5.) Electricity \$ \_\_\_\_\_

6.) Gas \$ \_\_\_\_\_

7.) Telephone \$ \_\_\_\_\_

8.) Water \$ \_\_\_\_\_

9.) Sewage \$ \_\_\_\_\_

10.) Homeowner's Insurance \$ \_\_\_\_\_

**TRANSPORTATION**

Yearly Costs

1.) Vehicle \$ \_\_\_\_\_

2.) Vehicle Insurance \$ \_\_\_\_\_

3.) Child Care Costs \$ \_\_\_\_\_

**Other**

Yearly Costs

Installment Payments (credit cards, etc.) \$ \_\_\_\_\_

(Specify to whom \_\_\_\_\_)

**TOTAL OF ALL PAYMENTS** \$ \_\_\_\_\_

**TOTAL OF ALL INCOME** \$ \_\_\_\_\_

To the municipal officers for the Municipality of Wayne:  
In accordance with the provisions of 36 M.R.S.A. 841, I am applying for abatement of my property taxes as noted above. The above statements are true to the best of my knowledge and belief.

**Dated:** \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>100 - General Admin</b>	<b>2,981,810.00</b>	<b>2,607,410.74</b>	<b>374,399.26</b>	<b>87.46</b>
<b>01 - Salaries</b>	<b>149,924.00</b>	<b>50,578.74</b>	<b>99,345.26</b>	<b>33.74</b>
01 - Selectmen	7,162.00	2,387.40	4,774.60	33.33
05 - Town Manager	44,500.00	16,923.00	27,577.00	38.03
10 - Bookkeeper	6,500.00	1,540.00	4,960.00	23.69
15 - Treasurer	3,000.00	1,000.00	2,000.00	33.33
20 - Tax Collector	20,800.00	5,262.32	15,537.68	25.30
25 - Town Clerk	20,800.00	8,239.43	12,560.57	39.61
30 - Office Clerk	1,000.00	4,616.25	-3,616.25	461.63
35 - Meeting Clerk	1,156.00	199.93	956.07	17.29
40 - Special Project Clerk	2,000.00	0.00	2,000.00	0.00
70 - Med/Fica	8,026.00	3,514.55	4,511.45	43.79
75 - Health Insurance	30,964.00	6,753.03	24,210.97	21.81
80 - Retirement	3,265.00	99.05	3,165.95	3.03
81 - Income Protection plan	751.00	43.78	707.22	5.83
<b>02 - Operating Expense</b>	<b>30,350.00</b>	<b>12,669.96</b>	<b>17,680.04</b>	<b>41.75</b>
01 - Office Expense	4,000.00	1,080.77	2,919.23	27.02
05 - Travel expenses	2,500.00	1,147.93	1,352.07	45.92
10 - Training Expense	4,000.00	265.00	3,735.00	6.63
15 - Maintenance and Repairs	2,000.00	35.00	1,965.00	1.75
20 - Dues	2,200.00	0.00	2,200.00	0.00
25 - Computer Repairs	4,000.00	585.50	3,414.50	14.64
30 - Computer Software	7,000.00	7,647.64	-647.64	109.25
35 - Website	750.00	617.76	132.24	82.37
40 - Town Report	1,200.00	0.00	1,200.00	0.00
45 - Sunshine Fund	200.00	57.00	143.00	28.50
50 - Tax Administration	2,500.00	1,233.36	1,266.64	49.33
<b>03 - Contractual</b>	<b>48,744.00</b>	<b>28,494.86</b>	<b>20,249.14</b>	<b>58.46</b>
01 - Legal Services	15,000.00	7,274.71	7,725.29	48.50
05 - Audit Services	4,800.00	4,500.00	300.00	93.75
10 - Banking	500.00	0.00	500.00	0.00
15 - Insurance	19,044.00	7,774.00	11,270.00	40.82
20 - Rent	6,900.00	6,656.00	244.00	96.46
25 - Copier lease	2,500.00	2,290.15	209.85	91.61
<b>05 - Utilities</b>	<b>2,800.00</b>	<b>2,292.52</b>	<b>507.48</b>	<b>81.88</b>
01 - Telephone	2,800.00	2,292.52	507.48	81.88
<b>65 - Unclassified</b>	<b>8,000.00</b>	<b>2,037.94</b>	<b>5,962.06</b>	<b>25.47</b>
01 - Contigent	4,000.00	1,972.00	2,028.00	49.30
05 - Capital	4,000.00	65.94	3,934.06	1.65
<b>101 - Debt Service</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>15 - Debt Service</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.00</b>
05 - North Wayne Road	60,000.00	60,000.00	0.00	100.00
<b>102 - Elections &amp; Hearings</b>	<b>4,245.00</b>	<b>0.00</b>	<b>4,245.00</b>	<b>0.00</b>
<b>01 - Salaries</b>	<b>2,045.00</b>	<b>0.00</b>	<b>2,045.00</b>	<b>0.00</b>
41 - Elections clerk	1,900.00	0.00	1,900.00	0.00
70 - Med/Fica	145.00	0.00	145.00	0.00
<b>02 - Operating Expense</b>	<b>2,200.00</b>	<b>0.00</b>	<b>2,200.00</b>	<b>0.00</b>
01 - Office Expense	2,200.00	0.00	2,200.00	0.00
<b>103 - General Assistance</b>	<b>7,077.00</b>	<b>424.35</b>	<b>6,652.65</b>	<b>6.00</b>

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>103 - General Assistance CONT'D</b>				
<b>01 - Salaries</b>	<b>1,077.00</b>	<b>15.45</b>	<b>1,061.55</b>	<b>1.43</b>
45 - General Assistance clerk	1,000.00	14.54	985.46	1.45
70 - Med/Fica	77.00	0.91	76.09	1.18
<b>10 - Social Services/Community Serv</b>	<b>6,000.00</b>	<b>408.90</b>	<b>5,591.10</b>	<b>6.81</b>
85 - General Assistance	6,000.00	408.90	5,591.10	6.81
<b>104 - Fire Department</b>	<b>16,459.00</b>	<b>7,264.77</b>	<b>9,094.23</b>	<b>43.85</b>
<b>01 - Salaries</b>	<b>6,459.00</b>	<b>2,152.98</b>	<b>4,306.02</b>	<b>33.33</b>
50 - Chief Officers stipends	6,000.00	1,999.98	4,000.02	33.33
70 - Med/Fica	459.00	153.00	306.00	33.33
<b>02 - Operating Expense</b>	<b>40,000.00</b>	<b>5,192.24</b>	<b>34,807.76</b>	<b>12.98</b>
60 - Fire Dept Operations	22,000.00	4,519.44	17,480.56	20.54
61 - Fire Communications	4,000.00	672.80	3,327.20	16.82
62 - Fire Capital	14,000.00	0.00	14,000.00	0.00
<b>05 - Utilities</b>	<b>0.00</b>	<b>19.05</b>	<b>-19.05</b>	<b>---</b>
05 - Electricity	0.00	19.05	-19.05	---
<b>105 - Assessing</b>	<b>19,500.00</b>	<b>11,266.65</b>	<b>8,233.35</b>	<b>57.68</b>
<b>02 - Operating Expense</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>
70 - Tax Maps	300.00	0.00	300.00	0.00
<b>03 - Contractual</b>	<b>19,200.00</b>	<b>11,266.65</b>	<b>7,933.35</b>	<b>58.68</b>
30 - Assessing/Mapping	13,600.00	5,666.65	7,933.35	41.67
35 - Quarterly review	5,600.00	5,600.00	0.00	100.00
<b>106 - Animal Control</b>	<b>5,190.00</b>	<b>1,549.13</b>	<b>3,640.87</b>	<b>30.20</b>
<b>01 - Salaries</b>	<b>3,230.00</b>	<b>1,076.50</b>	<b>2,153.50</b>	<b>33.33</b>
55 - Animal control officer	3,000.00	1,000.00	2,000.00	33.33
70 - Med/Fica	230.00	76.50	153.50	33.26
<b>10 - Social Services/Community Serv</b>	<b>1,900.00</b>	<b>472.63</b>	<b>1,427.37</b>	<b>24.88</b>
90 - Humane Society	1,900.00	472.63	1,427.37	24.88
<b>107 - Code Enforcement</b>	<b>13,169.00</b>	<b>4,897.40</b>	<b>8,271.60</b>	<b>37.19</b>
<b>01 - Salaries</b>	<b>12,269.00</b>	<b>4,757.40</b>	<b>7,511.60</b>	<b>38.78</b>
56 - Code Enforcement Officer	11,397.00	4,548.60	6,848.40	39.91
70 - Med/Fica	872.00	208.80	663.20	23.94
<b>65 - Unclassified</b>	<b>900.00</b>	<b>140.00</b>	<b>760.00</b>	<b>15.56</b>
10 - Planning Board	300.00	0.00	300.00	0.00
15 - Board of Appeals	300.00	0.00	300.00	0.00
20 - Conservation Commission	300.00	140.00	160.00	46.67
<b>108 - Public Safety</b>	<b>31,648.00</b>	<b>16,966.57</b>	<b>14,681.43</b>	<b>53.61</b>
<b>03 - Contractual</b>	<b>24,648.00</b>	<b>14,920.25</b>	<b>9,727.75</b>	<b>60.53</b>
40 - Ambulance	8,917.00	4,458.75	4,458.25	50.00
45 - Sheriff Dept	4,000.00	2,420.00	1,580.00	60.50
50 - PSAP Dispatching	11,731.00	8,041.50	3,689.50	68.55
<b>05 - Utilities</b>	<b>7,000.00</b>	<b>2,046.32</b>	<b>4,953.68</b>	<b>29.23</b>
20 - Street lights	7,000.00	2,046.32	4,953.68	29.23
<b>109 - Roads</b>	<b>322,783.00</b>	<b>106,159.93</b>	<b>216,623.07</b>	<b>32.89</b>
<b>03 - Contractual</b>	<b>155,933.00</b>	<b>19,012.03</b>	<b>136,920.97</b>	<b>12.19</b>

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>109 - Roads CONT'D</b>				
55 - Parking lot Plowing	1,900.00	316.66	1,583.34	16.67
60 - Road Plowing	149,533.00	14,953.26	134,579.74	10.00
75 - Roadside mowing	3,500.00	3,566.49	-66.49	101.90
80 - Landfill mowing	1,000.00	175.62	824.38	17.56
<b>05 - Utilities</b>	<b>400.00</b>	<b>59.34</b>	<b>340.66</b>	<b>14.84</b>
05 - Electricity	400.00	59.34	340.66	14.84
<b>25 - ROADS</b>	<b>166,450.00</b>	<b>87,088.56</b>	<b>79,361.44</b>	<b>52.32</b>
01 - Roads Administration	3,000.00	340.00	2,660.00	11.33
05 - Brush/Tree removal	14,000.00	5,691.00	8,309.00	40.65
10 - Calcium chloride	9,000.00	0.00	9,000.00	0.00
15 - Sweeping	5,000.00	0.00	5,000.00	0.00
20 - Patching	8,500.00	2,586.50	5,913.50	30.43
25 - Paving preparation	25,000.00	4,083.24	20,916.76	16.33
30 - Signs	3,000.00	1,277.64	1,722.36	42.59
40 - Culverts	6,500.00	15,294.45	-8,794.45	235.30
45 - Gravel	15,500.00	9,971.88	5,528.12	64.33
46 - Winter salt	18,000.00	8,067.10	9,932.90	44.82
50 - Washouts	4,000.00	1,519.00	2,481.00	37.98
55 - Crack sealing	11,000.00	7,300.00	3,700.00	66.36
60 - Footbridge	200.00	0.00	200.00	0.00
65 - Cross walk painting	750.00	0.00	750.00	0.00
70 - Grading	12,000.00	3,971.00	8,029.00	33.09
75 - Ditching	30,000.00	26,986.75	3,013.25	89.96
80 - Catch Basin	1,000.00	0.00	1,000.00	0.00
<b>110 - Transfer Station</b>	<b>112,500.00</b>	<b>26,217.62</b>	<b>86,282.38</b>	<b>23.30</b>
<b>02 - Operating Expense</b>	<b>4,500.00</b>	<b>540.00</b>	<b>3,960.00</b>	<b>12.00</b>
80 - Hazardous waste	1,000.00	0.00	1,000.00	0.00
85 - Backhoe rental/Transfer station	3,500.00	540.00	2,960.00	15.43
<b>03 - Contractual</b>	<b>108,000.00</b>	<b>25,677.62</b>	<b>82,322.38</b>	<b>23.78</b>
65 - Transfer Station	108,000.00	25,677.62	82,322.38	23.78
<b>111 - Outside Agencies</b>	<b>27,084.00</b>	<b>26,234.00</b>	<b>850.00</b>	<b>96.86</b>
<b>10 - Social Services/Community Serv</b>	<b>27,084.00</b>	<b>26,234.00</b>	<b>850.00</b>	<b>96.86</b>
01 - Library	5,000.00	5,150.00	-150.00	103.00
05 - Library Renovation fund	5,000.00	5,000.00	0.00	100.00
10 - Archival board	500.00	0.00	500.00	0.00
15 - Messenger	1,200.00	1,200.00	0.00	100.00
20 - Cemetery Association	3,500.00	3,500.00	0.00	100.00
25 - Community Action	3,300.00	3,300.00	0.00	100.00
30 - Senior Spectrum	1,004.00	1,004.00	0.00	100.00
35 - Hospice	1,000.00	1,000.00	0.00	100.00
40 - Family Violence	1,025.00	1,025.00	0.00	100.00
45 - Public Broadcasting	100.00	100.00	0.00	100.00
50 - Kennebec Mental health	1,600.00	1,600.00	0.00	100.00
60 - Red Cross	1,100.00	1,100.00	0.00	100.00
65 - Crisis Support	755.00	755.00	0.00	100.00
70 - Big Brother	500.00	500.00	0.00	100.00
75 - United Cerebral	1,000.00	1,000.00	0.00	100.00
80 - Healthy futures	500.00	0.00	500.00	0.00
<b>112 - Recreation</b>	<b>16,350.00</b>	<b>14,125.16</b>	<b>2,224.84</b>	<b>86.39</b>

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>112 - Recreation CGNTID</b>				
<b>03 - Contractual</b>	<b>2,700.00</b>	<b>1,775.16</b>	<b>924.84</b>	<b>65.75</b>
70 - Park Mowing	2,700.00	1,775.16	924.84	65.75
<b>10 - Social Services/Community Serv</b>	<b>13,150.00</b>	<b>12,350.00</b>	<b>800.00</b>	<b>93.92</b>
91 - Kennebec Land Trust	250.00	250.00	0.00	100.00
92 - Friends of Cobbossee Watershe	1,000.00	1,000.00	0.00	100.00
93 - Memorial Day	300.00	0.00	300.00	0.00
95 - Ladd Recreation	6,600.00	6,600.00	0.00	100.00
96 - Athletic League	500.00	0.00	500.00	0.00
97 - Andro Lake Improve Corp	1,000.00	1,000.00	0.00	100.00
98 - Andro Yacht club	500.00	500.00	0.00	100.00
99 - 30 Mile Watershed	3,000.00	3,000.00	0.00	100.00
<b>65 - Unclassified</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>
25 - Lake Protection	500.00	0.00	500.00	0.00
<b>113 - Land and Buildings</b>	<b>1,000.00</b>	<b>665.02</b>	<b>334.98</b>	<b>66.50</b>
<b>02 - Operating Expense</b>	<b>1,000.00</b>	<b>665.02</b>	<b>334.98</b>	<b>66.50</b>
95 - NW Schoolhouse	200.00	568.81	-368.81	284.41
96 - NW Building	600.00	46.00	554.00	7.67
97 - Town House	200.00	50.21	149.79	25.11
<b>114 - Capital Reserves transfers</b>	<b>74,500.00</b>	<b>74,500.00</b>	<b>0.00</b>	<b>100.00</b>
<b>52 - CAPITAL RESERVE</b>	<b>74,500.00</b>	<b>74,500.00</b>	<b>0.00</b>	<b>100.00</b>
05 - Fire Truck	15,000.00	15,000.00	0.00	100.00
25 - Footbridge Replacement Fund	1,500.00	1,500.00	0.00	100.00
30 - Cemetery Stone Cleaning Fund	2,500.00	2,500.00	0.00	100.00
45 - Land and Buildings	10,500.00	10,500.00	0.00	100.00
50 - ROAD /PAVING/ GRAVEL	30,000.00	30,000.00	0.00	100.00
65 - Future Town Office	15,000.00	15,000.00	0.00	100.00
<b>115 - School RSU #38</b>	<b>1,708,722.00</b>	<b>711,967.43</b>	<b>996,754.57</b>	<b>41.67</b>
<b>60 - INTER GOVERNMENT</b>	<b>1,708,722.00</b>	<b>711,967.43</b>	<b>996,754.57</b>	<b>41.67</b>
15 - RSU #38	1,708,722.00	711,967.43	996,754.57	41.67
<b>116 - County Tax</b>	<b>200,390.00</b>	<b>182,789.62</b>	<b>17,600.38</b>	<b>91.22</b>
<b>60 - INTER GOVERNMENT</b>	<b>200,390.00</b>	<b>182,789.62</b>	<b>17,600.38</b>	<b>91.22</b>
20 - Kennebec County Tax	182,790.00	182,789.62	0.38	100.00
21 - six month budget instl 5yr pay	17,600.00	0.00	17,600.00	0.00
<b>117 - Cobbossee Watershed District</b>	<b>2,127.00</b>	<b>1,418.00</b>	<b>709.00</b>	<b>66.67</b>
<b>60 - INTER GOVERNMENT</b>	<b>2,127.00</b>	<b>1,418.00</b>	<b>709.00</b>	<b>66.67</b>
25 - Cobbossee Watershed District	2,127.00	1,418.00	709.00	66.67
<b>118 - Overlay</b>	<b>25,254.55</b>	<b>351.24</b>	<b>24,903.31</b>	<b>1.39</b>
<b>60 - INTER GOVERNMENT</b>	<b>25,254.55</b>	<b>351.24</b>	<b>24,903.31</b>	<b>1.39</b>
30 - Overlay	25,254.55	351.24	24,903.31	1.39
<b>Final Totals</b>	<b>2,917,756.55</b>	<b>1,342,970.41</b>	<b>1,574,786.14</b>	<b>46.03</b>

# Revenue Summary Report

Fund: 1  
ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
<b>100 - General Admin</b>	<b>2,847,049.55</b>	<b>2,660,857.61</b>	<b>187,091.90</b>	<b>93.64</b>
01 - Banking Interest	1,800.00	497.26	1,302.74	27.63
02 - xxxxxxx	0.00	0.00	0.00	----
03 - Lien costs	2,000.00	629.89	1,370.11	31.49
04 - Interest on taxes	10,000.00	2,049.20	7,950.80	20.49
05 - MV Agent fees	4,000.00	1,857.00	2,143.00	46.43
06 - IFW Agent fees	1,000.00	172.25	827.75	17.23
07 - Motor Vehicle excise	187,000.00	87,781.72	99,218.28	46.94
08 - Boat Excise	4,000.00	1,172.90	2,827.10	29.32
09 - Vitals	300.00	80.60	219.40	26.87
10 - Cash Short/ Over	0.00	-0.13	0.13	----
13 - Cable TV Franchise	4,300.00	0.00	4,300.00	0.00
14 - Misc revenue	10,000.00	3,681.23	6,318.77	36.81
15 - Surplus	20,000.00	0.00	20,000.00	0.00
21 - State revenue sharing	47,769.00	13,155.83	34,613.17	27.54
25 - Tax Commitment	2,555,780.55	2,555,779.90	0.65	100.00
<b>103 - General Assistance</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
01 - GA Reimbursement	3,000.00	0.00	3,000.00	0.00
<b>105 - Assessing</b>	<b>30,915.00</b>	<b>29,666.60</b>	<b>7,248.40</b>	<b>76.55</b>
01 - Tree Growth	4,100.00	4,066.60	33.40	99.19
02 - Homestead Exemption	25,915.00	19,600.00	6,315.00	75.63
03 - Veteran reimbursement	900.00	0.00	900.00	0.00
<b>106 - Animal Control</b>	<b>1,000.00</b>	<b>121.00</b>	<b>879.00</b>	<b>12.10</b>
01 - Dog fees	700.00	121.00	579.00	17.29
02 - Dog late fees	300.00	0.00	300.00	0.00
<b>107 - Code Enforcement</b>	<b>1,600.00</b>	<b>165.00</b>	<b>1,435.00</b>	<b>10.31</b>
01 - Building permits	1,600.00	165.00	1,435.00	10.31
<b>109 - Roads</b>	<b>33,292.00</b>	<b>0.00</b>	<b>33,292.00</b>	<b>0.00</b>
01 - Local Road Assist Program	33,292.00	0.00	33,292.00	0.00
<b>Final Totals</b>	<b>2,917,756.55</b>	<b>2,690,810.25</b>	<b>226,946.30</b>	<b>92.22</b>



# General Ledger Summary Report

Fund(s): ALL  
ALL

Account	Beg Bal Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
<b>General Fund CONTD</b>						
310-20 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
310-25 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
310-30 Dog License State	6.00	67.00	165.00	98.00	19.00	123.00
310-35 State Plumbing Fee 25%	321.50	125.00	197.50	72.50	0.00	394.00
310-36 DEP Plumbing Fee \$15.00	0.00	30.00	45.00	15.00	0.00	15.00
320-00 Accounts Payable	24,491.84	24,491.84	0.00	-24,491.84	0.00	0.00
320-01 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
320-05 LPI Plumbing Fee 75%	-34.13	500.00	592.50	92.50	0.00	58.37
320-10 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
330-05 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
330-10 Federal withholding	0.00	7,025.97	7,025.97	0.00	0.00	0.00
330-15 Fica withholding	0.00	8,684.38	8,684.38	0.00	0.00	0.00
330-20 Medicare withholding	0.00	2,031.18	2,031.18	0.00	0.00	0.00
330-25 State withholding	0.00	1,865.62	1,865.62	0.00	0.00	0.00
330-31 Vision Withholding	0.00	0.00	81.81	81.81	0.00	81.81
330-40 Retirement withholding	0.00	411.57	411.57	0.00	0.00	0.00
330-45 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
330-50 MMEHT with holding	0.00	976.31	1,380.15	403.84	0.00	403.84
340-05 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
340-07 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
340-08 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
340-10 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-15 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-25 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-35 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-40 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-45 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
350-50 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-05 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-10 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-15 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-26 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-30 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-35 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-40 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-45 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-60 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-65 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-70 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
360-75 xxxxxxxx	0.00	0.00	0.00	0.00	0.00	0.00
400-00 Deferred Tax Revenues	126,603.19	0.00	0.00	0.00	0.00	126,603.19
<b>Fund Balance</b>	<b>1,000,834.86</b>	<b>4,450,059.70</b>	<b>5,795,007.91</b>	<b>1,344,948.21</b>	<b>0.00</b>	<b>2,345,783.07</b>
500-00 Expense control	0.00	1,347,758.16	2,922,544.30	1,574,786.14	0.00	1,574,786.14
510-00 Revenue control	0.00	3,101,394.53	2,871,556.60	-229,837.93	0.00	-229,837.93
520-00 Undesignated fund balance	1,000,834.86	0.00	0.00	0.00	0.00	1,000,834.86
530-00 Designated fund balance	0.00	0.00	0.00	0.00	0.00	0.00
540-00 xxxxxxxxxxxx	0.00	907.01	907.01	0.00	0.00	0.00
<b>2 - Ladd Rec Operations</b>	<b>0.00</b>	<b>77,373.04</b>	<b>77,373.04</b>	<b>0.00</b>	<b>99.53</b>	<b>99.53</b>
<b>Assets</b>	<b>8,776.37</b>	<b>37,566.38</b>	<b>29,263.18</b>	<b>8,303.20</b>	<b>99.53</b>	<b>17,179.10</b>

# General Ledger Summary Report

Fund(s): ALL  
ALL

Account	Beg Bal Net	----- Y T D -----		Pending Activity	Balance Net
		Debits	Credits	Net	
<b>2 - Ladd Rec Operations CONTD</b>					
199-01 Due to/from	8,776.37	37,566.38	29,263.18	8,303.20	17,179.10
<b>Liabilities</b>	<b>0.00</b>	<b>450.33</b>	<b>450.33</b>	<b>0.00</b>	<b>0.00</b>
330-10 Federal Taxes	0.00	180.29	180.29	0.00	0.00
330-15 FICA	0.00	178.84	178.84	0.00	0.00
330-20 Medicare	0.00	41.82	41.82	0.00	0.00
330-25 State Taxes	0.00	49.38	49.38	0.00	0.00
<b>Fund Balance</b>	<b>8,776.37</b>	<b>39,356.33</b>	<b>47,659.53</b>	<b>8,303.20</b>	<b>17,079.57</b>
500-00 Expense Control	0.00	39,356.33	0.00	-39,356.33	-39,356.33
510-00 Revenue Control	0.00	0.00	47,659.53	47,659.53	47,659.53
520-00 Fund Balance	8,776.37	0.00	0.00	0.00	8,776.37
<b>3 - Special Revenues</b>					
	0.00	32,581.12	32,581.12	0.00	0.00
<b>Assets</b>	<b>23,692.20</b>	<b>3,238.71</b>	<b>4,150.21</b>	<b>-911.50</b>	<b>22,780.70</b>
101-00 SNOWMOBILE CASH ANDRO 7768	5,964.90	1.47	0.00	1.47	5,966.37
102-00 FARMERS MARKET ANDRO 6785	65.70	0.00	34.35	-34.35	31.35
120-01 Accounts Receivable	1,000.00	0.00	1,000.00	-1,000.00	0.00
199-01 Due to/from	16,661.60	3,237.24	3,115.86	121.38	16,782.98
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>23,692.20</b>	<b>29,342.41</b>	<b>28,430.91</b>	<b>-911.50</b>	<b>22,780.70</b>
500-00 Expense Control	0.00	3,130.21	0.00	-3,130.21	-3,130.21
510-00 Revenue Control	0.00	1,020.00	26,930.91	25,910.91	25,910.91
521-00 Fire Ponds	1,633.00	1,633.00	0.00	-1,633.00	0.00
522-00 Comp Plan	125.00	125.00	0.00	-125.00	0.00
523-00 Perambulation	966.00	966.00	0.00	-966.00	0.00
524-00 ADA Compliance	1,450.00	1,450.00	0.00	-1,450.00	0.00
525-00 Animal Control	2,244.00	2,244.00	0.00	-2,244.00	0.00
526-00 Pandemic	5,000.00	5,000.00	0.00	-5,000.00	0.00
527-00 Conservation	812.00	812.00	0.00	-812.00	0.00
528-00 Snowmobile	6,540.84	6,540.84	0.00	-6,540.84	0.00
529-00 Wayne Rescue	200.00	200.00	0.00	-200.00	0.00
530-00 Municipal Building	800.00	800.00	0.00	-800.00	0.00
531-00 Farmers Market	572.40	572.40	0.00	-572.40	0.00
532-00 Wayne History Project	3,973.42	3,973.42	0.00	-3,973.42	0.00
533-00 Andro Lake Improvements	875.54	875.54	0.00	-875.54	0.00
534-00 TOWN BOAT LAUNCH	-1,500.00	0.00	1,500.00	1,500.00	0.00
<b>4 - Capital Reserves</b>					
	0.00	1,463,823.79	1,463,823.79	0.00	0.00
<b>Assets</b>	<b>452,689.66</b>	<b>543,238.54</b>	<b>474,395.59</b>	<b>68,842.95</b>	<b>521,532.61</b>
104-00 ROADS - ANDRO - 45107581	259.39	0.07	0.00	0.07	259.46
105-00 Fire Truck - Andro 45107522	10,687.64	2.64	0.00	2.64	10,690.28
106-00 Salt/Sand - Andro - 45107821	630.15	0.16	0.00	0.16	630.31
107-00 Bld Maint - Andro - 45107733	151.94	0.04	0.00	0.04	151.98
108-00 Land/Bldg - Andro - 45107792	2,846.72	0.71	0.00	0.71	2,847.43
109-00 Fire Truck - WAFUCU - 24852-00	25.00	0.00	0.00	0.00	25.00

# General Ledger Summary Report

Fund(s): ALL  
ALL

Account	Beg Bal Net	----- Y T D -----		Net	Pending Activity	Balance Net
		Debits	Credits			
<b>4 - Capital Reserves CONT'D</b>						
110-00 Fire Truck - WAFUCU - 24852-64	243,385.75	0.00	0.00	0.00	0.00	243,385.75
120-01 Accounts Receivable	6,500.00	0.00	6,500.00	-6,500.00	0.00	0.00
199-01 Due to/from	188,203.07	543,234.92	467,895.59	75,339.33	0.00	263,542.40
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>452,689.66</b>	<b>920,585.25</b>	<b>989,428.20</b>	<b>68,842.95</b>	<b>0.00</b>	<b>521,532.61</b>
500-00 Expense Control	0.00	467,895.59	224,934.92	-242,960.67	0.00	-242,960.67
510-00 Revenue Control	0.00	0.00	764,493.28	764,493.28	0.00	764,493.28
521-00 Transfer Station	73,572.00	73,572.00	0.00	-73,572.00	0.00	0.00
522-00 Voting Machine	6,500.00	6,500.00	0.00	-6,500.00	0.00	0.00
523-00 Road Reserve	1,469.04	1,469.04	0.00	-1,469.04	0.00	0.00
524-00 Fire Truck Reserve	279,070.20	279,070.20	0.00	-279,070.20	0.00	0.00
525-00 Sand Salt Shed	2,918.23	2,918.23	0.00	-2,918.23	0.00	0.00
526-00 Footbridge	3,000.00	3,000.00	0.00	-3,000.00	0.00	0.00
527-00 Paving Reserve	21,855.15	21,855.15	0.00	-21,855.15	0.00	0.00
528-00 Town House Reserve	4,206.66	4,206.66	0.00	-4,206.66	0.00	0.00
529-00 Building maintenance	152.42	152.42	0.00	-152.42	0.00	0.00
530-00 Fire Station Addition	1,591.74	1,591.74	0.00	-1,591.74	0.00	0.00
531-00 Lord Road Paving	30,410.48	30,410.48	0.00	-30,410.48	0.00	0.00
532-00 Hardscrabble Road	2,810.53	2,810.53	0.00	-2,810.53	0.00	0.00
533-00 Lovejoy Pond Dam	20,167.97	20,167.97	0.00	-20,167.97	0.00	0.00
534-00 Land/Building Reserve	65.24	65.24	0.00	-65.24	0.00	0.00
535-00 Cemetery Stone Cleaning	4,900.00	4,900.00	0.00	-4,900.00	0.00	0.00
<b>5 - Trust Funds</b>						
<b>Assets</b>	<b>0.00</b>	<b>3,309.28</b>	<b>3,309.28</b>	<b>-0.00</b>	<b>0.00</b>	<b>0.00</b>
101-00 Jaworski Andro 45107709	1,136.72	0.28	0.00	0.28	0.00	1,137.00
103-00 Ruth Lee Andro 45107645	8,448.43	2.07	0.00	2.07	0.00	8,450.50
104-00 Ladd Worthy Poor Andro 4510761	21,056.91	5.19	0.00	5.19	0.00	21,062.10
105-00 Ladd WAFUCU 25542-ID 00	25.00	0.00	0.00	0.00	0.00	25.00
106-00 Ladd WAFUCU 25542-ID 10	14,655.89	0.00	0.00	0.00	0.00	14,655.89
107-00 Ladd WAFUCU 25542-ID 64	17,388.12	1,375.00	0.00	1,375.00	0.00	18,763.12
199-01 Due to/from	0.00	1,919.20	1,375.00	544.20	0.00	544.20
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>62,711.07</b>	<b>7.54</b>	<b>1,934.28</b>	<b>1,926.74</b>	<b>0.00</b>	<b>64,637.81</b>
510-00 Revenue Control	0.00	7.54	1,934.28	1,926.74	0.00	1,926.74
521-00 Jaworski Fund Balance	1,136.72	0.00	0.00	0.00	0.00	1,136.72
522-00 Ladd Recreation Capital FB	32,069.01	0.00	0.00	0.00	0.00	32,069.01
523-00 Ruth Lee FB	8,448.43	0.00	0.00	0.00	0.00	8,448.43
524-00 Ladd Worthy Poor FB	21,056.91	0.00	0.00	0.00	0.00	21,056.91
<b>Final Totals</b>	<b>0.00</b>	<b>10,928,530.09</b>	<b>10,928,530.09</b>	<b>0.00</b>	<b>2,991.16</b>	<b>2,991.16</b>

Subject **November 20 Comp Planning meeting 6 pm**  
 From Theresa Kerchner <tkerchner@yahoo.com>  
 kenneth pratt <ceolpi@msn.com>, LLoyd Irland  
 <lcland@gmail.com>, ssaunders@waynemaine.org  
 <ssaunders@waynemaine.org>, Bev Petell  
 <dbpetell@netzero.net>, anne.huntington173@gmail.com  
 <anne.huntington173@gmail.com>, teco.brown@gmail.com  
 To <teco.brown@gmail.com>, Aaron Chrostowsky  
 <TownManager@Waynemaine.org>,  
 mclaughlin.steve.a@gmail.com  
 <mclaughlin.steve.a@gmail.com>, theresa  
 <tkerchner@yahoo.com>, Bruce Mercier  
 <wmtreas@gmail.com>  
 Cc margot@sustainwayne.org <margot@sustainwayne.org>  
 Date 2013-11-16 06:21



Hello Comp Plan Committee members,  
 Looking forward to seeing you on Wednesday, November 20.  
 Thank you for your good work for our town.

Theresa

**Wayne Comprehensive Planning Committee Meeting November 20, 2013**  
**Wayne Elementary School 6-8 pm**

**Agenda**

- **Updates- 15 minutes Aaron, Ke, others**
- **Public Discussion Date- March 2014?**
- **Fire Department comments review- Dave Petell**
- **Economy- Goals, Policies, Strategies- Steve Saunders**

**Goals, Policies, Strategies FORMAT**

Goals represent an ideal that the Town would like to reach at some point in the future. Policies are more specific directives that should be followed to achieve the goals. Strategies are actions to be taken to implement the policies and achieve the goals.

FOR EACH OF THE STRATEGIES SET FORTH IN THIS SECTION, THE PLAN IDENTIFIES ONE OR MORE RESPONSIBLE PARTIES AND SUGGESTS A TARGET YEAR FOR COMPLETION OF THE ACTION. IN SOME CASES, THE ACTION IS ONE THAT REQUIRES A SUSTAINED EFFORT OVER A LONG PERIOD OF TIME, AND THESE ACTIONS DO NOT HAVE A SPECIFIC TARGET DATE BUT ARE HIGHLIGHTED BY THE TERM "ONGOING."

**ECONOMY** November 20, 2013  
 Steve Saunders, Selectman

**PUBLIC FACILITIES TRANSPORTATION** December 18, 2013  
 Aaron Chrostowsky, Wayne Town Manager

**TRANSPORTATION AND MUNICIPAL FINANCES** January 15, 2014  
 Aaron Chrostowsky, Wayne Town Manager

**FUTURE LAND USES** February 19, 2014  
 Steve McLaughlin, Planning Board and Ken Pratt, CEO, Wayne

# Town of Wayne

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

November 16, 2013

Adam Lake, Project Manager  
C.H. Stevenson, Inc.  
8 Tdo Way  
Wayne, ME 04284

Dear Mr. Lake,

I am writing to thank you for bidding on the North Wayne Road Reconstruction and Paving Project. It is our belief that this project was completed to specification. The Town appreciates your willingness to complete this project to our satisfaction.

It is the Town's desire to continue to work with C.H. Stevenson on future projects, but you need to work much better on project schedule timing, communications with the Town regarding changes to the schedule and traffic control. Those were areas of significant concern for us on this project.

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

Sincerely,

Aaron Chrostowsky  
Town Manager

Cc: Board of Selectmen

# Town of Wayne

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November 16, 2013

Jareb Dyer, Owner  
J.D. Maintenance  
12 Whispering Pines Circle  
Wayne, ME 04284

Dear Mr. Dyer,

The Wayne Board of Selectmen appreciates you requesting clarification from the Town before you took sand from the Town's Sand/Salt Shed and/or Town's sand pile for residents on Fairbanks Road.

However, the Board has agreed that J.D. Maintenance or any other commercial contractor is not to use any of the sand/salt in the Town's Sand/Salt Shed and/or Town's sand pile for residents on Fairbanks Road for any of your commercial accounts. This includes J.D. Maintenance's Town contracts with the Fire Department, Ladd Recreation Center and old Town Office. It is the responsibility of J.D. Maintenance to purchase this sand for your commercial contracts.

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

Sincerely,

Aaron Chrostowsky  
Town Manager

Cc: Board of Selectmen