

# Town of Wayne Selectboard

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

## Special Meeting Agenda

**Date:** Tuesday, May 19, 2020

**Time:** 6:30 PM.

**Place:** "Remote Participation Only"

Join Zoom Meeting

<https://us02web.zoom.us/j/81150216821?pwd=cmJMSGZ3MHdUMUR1Qy9sQU1YdlpJZz09>

Meeting ID: 811 5021 6821

Password: 146733

### Selectboard Members Present / Quorum.

#### Call Meeting to Order.

*We encourage everyone in attendance to read the Selectboard Bylaws.*

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

*All participants must be recognized by the Chairperson before speaking.*

#### Pledge of Allegiance.

#### Conflict of Interest.

#### Minutes.

- a. **Consider approving the Selectboard meeting minutes for May 5, 2020.**

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for May 5, 2020.

#### Warrants.

- a. **Consider approving Payroll Warrant #55.**

Manager Recommendation: Move the Board to approve Payroll Warrant #55 in the amount of \$6,833.04.

- b. **Consider approving Accounts Payable Warrant #6.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #56 in the amount of \$413,714.

#### Consent Agenda.

- a. **Authorize Town Manager to enter into Interlocal Agreement with Town of Readfield for Code Enforcement Officer and Hire Code Enforcement Officer starting June 1, 2020.**

Manager Recommendation: Move the Board to authorize Town Manager to enter into Interlocal Agreement with Town of Readfield for Code Enforcement Officer and Hire Code Enforcement Officer starting June 1, 2020.

#### New Business.

- a. **Tax Deadlines.**

#### Old Business.

- a. **Paving Update.**
- b. **Ladd Rec. Ctr. Update.**

#### New Business.

- a. **Employee Compensation.**

#### Selectboard Goals.

#### Supplements and Abatements.

- a. **Brenda Joseph.**

#### Town Manager Report.

Town News.

#### Board Member

#### Public Comments.

#### Adjourn.

The next regularly scheduled for **Tuesday June 2, 2020**, by Remote Participation Only.

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday May 5, 2020  
Wayne Elementary School**

**Call Meeting to Order/ Selectmen Present**

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

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

Audience: David Stevenson.

By Remote Participation only due to Covid-19 Pandemic

**Meeting Minutes:**

a. The Board approved the Selectboard meeting minutes for April 28, 2020. (Davis/ Irland)(3/0). (Emery and Black were not yet able to log in).

**Warrants:**

None

**New Business:**

- a. The Board awarded Lot Mowing to Norton Lawn Care, Wayne. (Davis/ Irland) (5/0).
- b. The Board awarded Roadside Mowing to Birtwell Farms, Wayne. (Davis/ Irland) (5/0).
- c. The Board awarded Street Sweeping to E.C. Barry & Son, Farmingdale. (Davis/ Irland) (5/0).
- d. The Board awarded Road Grading Services to Bruen Construction, Readfield. (Davis/ Irland) (5/0).
- e. The Board awarded Paving to St. Laurent, Lewiston. (Davis/ Irland) (5/0).
- f. The Board approved Contractor Rates. (Davis/ Irland) (5/0).
- g. The Board appointed Leo Mayo to Maine as Local Plumbing Inspector. (Davis/ Irland) (5/0).
- h. The Board Appointed Election Clerks. (Davis/ Black) (5/0).
- i. The Board voted to set Annual Town Meeting Municipal Officer Election for Tuesday July14, 2020 and Budget Meeting for Wednesday July 15, 2020 at Wayne Elementary School. (Davis/ Irland) (5/0).
- j. The Board adopted Proposed Wayne Town Office Re-Opening Plan. (Black/ Emery) (5/0).

**Old Business:**

- a. Discussion about new staff guage for the Bridge Street Dam, which Wayne Bryant, Dam Keeper, will install. Androscoggin Lakes Improvement Corporation would like to send

messages using an alert system to inform people of high water events on Androscoggin Lake. Town Manager to invite Town of Leeds to sign up for alert system as well.

- b. The Town Manager discussed concerns about Sustain Wayne and the possibility that they may lose the Block Grant, of which he has offered to help with. Suggests they may need an extension, but they have not answered his offers for assistance
- c. The Board signed Resolution for the Wayne Cane which was presented to Grace Burleigh Friday, May 1, 2020. (Davis/ Emery) (5/0).

**Supplements and Abatements:**

**Town Manager Report:** None

**Board Member Reports:** None

**Public Comments:** None.

**Motion to Adjourn** at 7:50 PM. (Black/Davis) (5/0)

The next Select Board Meeting is scheduled for Tuesday, May 19, 2020 at 6:30 p.m. by Remote Participation.

Recorded by:  
Cathy Cook, Town Clerk

Select Board Members

\_\_\_\_\_  
Don Welsh

\_\_\_\_\_  
Trent Emery

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Stan Davis

\_\_\_\_\_  
Lloyd Irland

To: Selectboard  
From: Aaron Chrostowsky, Town Manager  
Re: Proposed Shared Full-time Code Enforcement Officer/ Local Plumbing Inspector

**Cost**

- **Wages**  
\$27 hr.  
18 hrs. / wk.  
936 hrs. / year  
Total           **\$25,272**
- **Health Insurance (MMEHT)**  
Health:        \$1,119/ mo.  
Dental:        \$43/ mo.  
Total           **\$1,162/ mo. x 12/ mo. = \$6,972**
- **Retirement (ICMA-RC)**  
Total:           **\$1,264**
- **Med/FICA**  
Total:           **\$1,933**
- **Mileage**  
.58/ mi. x 20 miles = \$11.60/ wk.  
\$11.60/ wk x 52 wks. = \$603.20  
Total:           **\$603**

**Total                           \$35,441**

**Enclosed**

- Hiring Letter
- Interlocal Agreement with Readfield
- Job Description

INTERLOCAL AGREEMENT  
Wayne, MAINE AND Readfield, MAINE  
CODE ENFORCEMENT OFFICER

WHEREAS, the Town of Wayne (“Wayne”) has a need for the services of a Code Enforcement Officer; and

WHEREAS, the Town of Readfield (“Readfield”) is willing to provide the services of its Code Enforcement Officer (“CEO”) to Wayne subject to the sharing of cost and hours of work stipulated within this agreement; and

WHEREAS, pursuant to 30-A M.R.S.A. § 2201, etc. seq., municipalities are permitted to make the most efficient use of their powers by enabling them to cooperate with other municipalities on the basis of mutual advantage through entering into a interlocal agreement; and,

NOW THEREFORE, Readfield and Wayne agree as follows:

1. Appointment of Wayne CEO. Wayne, acting through its Town Manager, shall appoint the Readfield CEO, with the consent of Readfield, to be the Wayne CEO, but subject to the provisions in Paragraph 3 below the CEO shall at all times remain solely an employee of Readfield.
2. Scope of Services. The Readfield CEO shall perform all duties and responsibilities imposed by law on the CEO. Duties of the Wayne CEO are more clearly defined in the job description, attached as Attachment A. There is an expectation that the Readfield CEO will maintain a work schedule and physical presence in Wayne for 16-18 hours each workweek. Readfield may, by mutual agreement of Wayne, meet the requirement for the 16-18 hour per week work schedule, with more than one individual Readfield CEO.
3. Employer. The Readfield CEO shall remain an employee of Readfield during the term of this Agreement for all purposes including without limitation, pay, benefits and workers’ compensation coverage.
4. Wayne Responsibility. The Readfield CEO shall be an agent of Wayne for the purposes of statutory authorization pertaining to the duties and responsibilities of the CEO and for any other clerical or administrative functions and duties assigned by Wayne. Wayne shall be responsible for providing office space, furniture and equipment. Wayne shall be solely responsible for the cost and provision of legal counsel related to the duties and responsibilities assigned by Wayne to the CEO.
5. Cost. Wayne agrees to reimburse Readfield, on the first day of each month, the portion of the total annual compensation paid by Readfield to the CEO as detailed in Exhibit A. Compensation shall include a portion of wages, employee benefits, and other direct and indirect personnel costs attributable to the CEO paid by Readfield. This amount may be changed by written mutual agreement of Readfield and Wayne.

6. Indemnification. Should a claim be brought against Wayne arising out of, or within the scope of, the services performed by the Readfield CEO for Wayne shall defend, indemnify and hold harmless Readfield and its officials, agents and employees in their public and individual capacities from and against all such claims, damages, losses and expenses, including attorney fees. This section shall not be interpreted to waive the monetary limits and substantive areas of immunity under the Maine Tort Claims Act.

7. Term. This Agreement is effective May 19, 2020 and shall remain in effect indefinitely unless terminated in accordance with Section 8 of this Agreement. The Parties agree that any amendment to this Agreement may be upon mutual written and affirmative action of the governing bodies of both municipalities.

8. Termination of Agreement. Either party may terminate this Agreement for any reason by giving ninety (90) days advance notice in writing to the Town Manager.

9. Default. In the event a party defaults under this Agreement, the other party shall have those remedies available to it at law and in equity; provided it shall first give the defaulting party written notice and a reasonable time to cure.

10. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and replaces any prior agreement between the parties for CEO services. If any clause, section or provision is held to be invalid or unenforceable, that shall not affect the entire agreement and the parties agree to meet and negotiate a new clause, section, provision or agreement.

## Town of Wayne Position Description

Position Description: **Code Enforcement Officer**  
Reports To: Town Manager

Department: Administrative  
Pay Classification: Non-Exempt

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### **Nature of Work:**

This is responsible administrative and technical work in carrying out building and plumbing inspections, securing compliance with code and zoning regulations, and assisting in the planning and site plan review process.

Employee of this class is responsible for issuing building and plumbing permits; Conducting building and plumbing inspections; enforcing the state and municipal zoning ordinances; maintaining liaison with appropriate state and local agencies; maintaining departmental records and reports; and assisting with the Planning Board with review of plans and proposals, renders advice and assists with the maintenance of records. Work is performed under the general supervision of the Town Manager with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

### **Essential Duties and Responsibilities:**

Inspects buildings which are under construction, alteration or repair for compliance with building or zoning requirements;

Provides code information as requested by banks, lawyers, realtors, developers, and to individuals.

Reviews building and plumbing plans for soundness before issuing permits; makes recommendations to ensure compliance with codes.

Investigates complaints of possible code violations, including building, plumbing, and zoning, initiating appropriate action to ensure compliance as necessary.

Interviews applicants and reviews applications for building or plumbing permits; calculates fees and issues same.

Attends all meetings of the Planning Board and Zoning Board of Appeals; Assist in processing all requests for variances, subdivision, conditional use permits, flood plain review and shoreland zoning permits; renders professional planning advice; reviews plans; drafts revisions of ordinances; prepares and records plans and certificates at the Registry of Deeds; ensures that all required notices are given.

Assists in the preparation of the Town's comprehensive plan.

Prepares and maintains Planning Board and Code Enforcement records and reports.

Performs related work as required.

**Requirements of Work:**

Considerable knowledge of approved methods and materials used in building construction and plumbing repair and installations.

Considerable knowledge of local, State and federal enactment governing plumbing construction, use and occupancy, and ability to interpret same.

Considerable knowledge of planning principles and plan review methods.

Ability to analyze and interpret complex construction plans and specifications.

Ability to deal with the public firmly and courteously under adverse or strained conditions.

Ability to maintain records and prepare reports.

Ability to recognize codes violations and to take appropriate enforcement action.

Ability to communicate well both orally and in writing.

Prolonged walking over uneven terrain, on stairs in order to perform site inspections, specific studies, and evaluations.

**Training and Experience Required:**

Considerable knowledge of planning and zoning principles, legal interpretation, methods of construction and technical code interpretation; college degree in public policy management, public administration, or planning, supplemented by experience or training in construction methods; some legal training is desirable.

**Necessary Special Requirements:**

Must possess appropriate inspections licenses for direct inspections work performed.

Must possess valid motor vehicle operator's license.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Last Updated: 5/1/19



## TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Cell (207) 242-5437

Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)

May 18, 2020

Jaime Hanson  
[hansonhammer@me.com](mailto:hansonhammer@me.com)

Dear Mr. Hanson,

We are pleased to offer you the CEO/LPI position for the towns of Readfield and Wayne subject to your appointment by each town. The details of our offer are as follows:

- Combined CEO/LPI position with concurrent appointments in Readfield and Wayne
- Approximately 32-36 hours per week (minimum of 16 hours per week in each town)
- Tuesday through Friday scheduled hours (fixed days for each town)
- Wednesday evening Planning Board meetings (one to two per month per town)
- Starting rate of pay of \$27/hr. (with anticipated 2% minimum annual increases)
- Full individual health insurance under the POS 200 plan from MMEHT (or 50% buyout)
- Paid individual dental and vision benefit (IPP and other benefits available at cost)
- 12 vacation days per year (6 days per town)
- Up to 12 sick days per year (6 days per town)
- Up to 5% retirement contribution match
- Paid mileage at IRS rate from each Town Office for field work
- \$25/month cell phone stipend

The Towns of Readfield and Wayne will enter into an interlocal agreement to manage your employment, with jurisdictional oversight provided by the Manager of each town. Other administrative functions (primarily payroll and insurance) will be managed by the Town of Readfield. This interlocal agreement is being developed and we will share a copy with you as soon as possible.

Sincerely,

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Eric Dyer  
Readfield Town Manager

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Aaron Chrostowsky  
Wayne Town Manager

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### Specific Strengths

- Team leader, former military commissioned officer
- Design, supervision and inspection of commercial & residential buildings & civil site work, land surveying
- Industrial process piping & equipment design
- Facility engineering incl. Computerized Maintenance Management System (CMMS) system deployment
- Proficient with full Microsoft Office suite, Autodesk CAD & surveying products, databases including MS Access

### Employment History

- |  |   |
|--|---|
| • City of Augusta, Maine, Development Services<br>Code Enforcement Officer | NFPA, MUBEC Building Code, Uniform Plumbing Code<br>6/2018 to 05/2020           |
| • Ontarget Systems LLC<br>Construction Manager                             | Construction Loan Administration (Maine)<br>12/2015 to 04/2018                  |
| • Apex Engineering<br>Mechanical Design Engineer                           | Commercial & Energy Consulting Engineers (Maine)<br>4/2015 to 11/2015           |
| • Rocchi Construction<br>Project Superintendent/Mechanical Estimator       | Light Commercial & Industrial Construction (Maryland)<br>9/2013 to 12/2014      |
| • Cianbro<br>Project Engineer/Facilities Engineer                          | Heavy Commercial & Industrial Construction (Maine/Maryland)<br>1/2008 to 9/2013 |

### Education

- 2015 IBC, 2015 IRC, 2018 NFPA 101 Life Safety, 2009 Uniform Plumbing Code
- US Army Warrant Officer Advanced Course, Ft. Leonard Wood, MO (2014)
- BS Mechanical Engineering, University of Maine at Orono (2001)

### Experience

#### City of Augusta

- Performed as one of two Code Enforcement Officers reporting to the Director of Code Enforcement relating to MUBEC building and life safety codes as well as DEP shoreland zoning. This required regular coordination with Utility District, Police and Fire personnel and of course project managers and City residents.
- Local Plumbing Inspector
- Additional duty as the E-911 addressing officer
- Certified Third Party Inspector

#### Ontarget Systems, LLC

- As Construction Manager I assumed all construction duties from the owner, with the mission to increase profit and create a self-reliant construction division beside the existing property preservation company. I developed and implemented a far greater scope of services and we roughly doubled yearly construction loans serviced and tripled our profit during my tenure.

#### APEX Engineering

- Responsible for hydronic heating & gas piping 2D/3D drawings and piping isometrics using Autodesk Plant 3D.

#### Rocchi Construction

- I was the Procter & Gamble account manager servicing four local Cover Girl makeup manufacturing plants through office renovations, large industrial equipment demolition and installation with a focus on safety. Managed asphalt paving work for P&G
- Mechanical estimation for bid projects

#### Cianbro

- Project Engineer for industrial repair & upgrade projects. Account manager for five oil, gas or coal power plants in the Baltimore area. Several natural gas compressor station projects in Pennsylvania.
- Quality Control Engineer / 15 MW Solar Farm / Emmitsburg, Maryland
- Turnover Engineer; Surveyor / 5 Transmission & Distribution Substations / Southern and Central Maine
- Assistant Facilities Engineer / Pittsfield, Maine

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- o Planning and supervising maintenance of over 20 company-owned buildings.
  - o Implemented new ePAC brand CMMS software and developed employee training program.
  - Work Package Engineer & Turnover Engineer / Brewer, Maine
    - o Work package, planning and turnover documentation for the Motiva Project, the largest US capital expansion project in 2007, a Shell-Aramco oil refinery in Port Arthur, Texas.

#### *Military*

- Retired with 22 years of service. Formerly an active duty M1A1 tank gunner, then an Engineer branch Army Warrant Officer in the Maine Army National Guard.
- Served in Mosul, Iraq for 16 months in 2005-2006. Worked in coordination with US Army Corps of Engineers. I managed an IFEST (Iraqi Forward Engineer Support Team) of 8-13 Iraqi civilian engineers providing inspection and design services for infrastructure rebuilding and expansion projects in northern Iraq and Iraq-Syria border forts.
- Leadership of numerous road, parking lot and drainage structure projects for military and civilian municipal clients, in Alaska, Arizona, Maine, South Dakota and Germany.
- Site presence for engineering guidance, quality control and liaison to local leadership and contractors.
- Conducted building and property audits for military real property and as-built dimensions.
- Integrated CAD drawings of facilities into proprietary database for the efficient maintenance of Army real property. My office managed all Maine Army National Guard facility CAD files.
- Advise on facility maintenance and upgrade plans.

#### **Background**

I live in Augusta "out of town" near Togus Pond. I was born here and have returned twice after leaving for the Army. First was for college in 1997, leaving in 2012 and most recently in 2015. I am a single father raising four children. I have three girls, ages 4, 5 and 13, and my son is 11 years old. For the last three years, I have taught elementary gym class for one hour a day, two days a week at their school, Dirigere Christian Academy in Augusta. I am an usher and otherwise very active with my church and with my children's extra-curricular activities.

#### **References**

Robert Overton, Director of Code Enforcement, City of Augusta

Work: 626-2365 x4130

Mobile: 242-6798

[Robert.overton@augustamaine.gov](mailto:Robert.overton@augustamaine.gov)

Matt Nazar, Director of Development Services, City of Augusta

Work: 626-2365 x4137

Mobile: 931-6706

[matt.nazar@augustamaine.gov](mailto:matt.nazar@augustamaine.gov)



## MAINE MUNICIPAL ASSOCIATION LEGAL SERVICES

### EXECUTIVE ORDER 53: VEHICLE REGISTRATION, PROPERTY TAX DUE DATES AND INTEREST ACCRUAL DATES, AND PROPERTY TAX LIENS

On May 13, 2020 the Governor issued Executive Order No. 53 (EO No. 53) addressing several local tax issues in an effort to help municipalities operate more effectively at this time. The authorities provided in this Executive Order are listed and explained below.

**Update 5/15/20:** *It has come to MMA's attention that the Secretary of State's Office has raised concerns with the motor vehicle excise tax element of this Order. The Order has been revised and a corrected version posted that indicates that the excise tax provisions of the order will only take effect "upon further notice." All other elements of the order pertaining to property tax due dates and interest rates are still in place. This guidance will be updated when more information becomes available.*

#### **Extending 2019 Property Tax Due Dates and Interest Accrual Dates**

Municipal officers are now authorized to extend property tax due dates and interest accrual dates for 2019 property taxes. The Governor has extended this authority retroactively to March 15, 2020, effectively ratifying any actions taken by municipal officers to extend tax due dates prior to the effective date of this Executive Order.

#### **Setting 2020 Property Tax Due Dates, Interest Rates and Accrual Dates**

Emergency legislation enacted on March 17, 2020 (PL 2019, Ch. 617 § D-1), authorizes municipal officers to deem last year's budget as the operating budget for the ensuing year if the municipality is unable to approve its budget at annual town meeting. It also authorizes municipal officers to commit property taxes based on last year's budget if necessary. EO No. 53 clarifies that municipal officers exercising this authority to commit taxes may also set the due date, interest rate, and interest accrual date for such property taxes. Property tax due dates, interest rates, and interest accrual dates are normally required by law (36 M.R.S. § 505) to be approved by the legislative body of the municipality (either town meeting or city or town council), but EO No. 53 suspends this statutory requirement.

**Note:** Committing taxes pursuant to the emergency legislation should be viewed as a last resort. It is hoped that all municipalities will have the opportunity to adopt 2020 budgets and also allow their municipal legislative bodies to approve tax due date and interest rates for taxes committed this year.



## **Suspending Lien Notice and Filing Deadlines for Automatic Foreclosure (36 M.R.S. § 942)**

Tax collectors now have the authority (but not the obligation) to delay initiating the property tax lien process for delinquent taxes committed in 2019, without risk of losing the opportunity to use the automatic foreclosure process in 36 M.R.S. § 942. According to EO No. 53, tax collectors may delay sending the 30-day demand notice, required prior to filing a lien certificate under 36 M.R.S. § 942, until 60 days after the end of the state of emergency. As a reminder, the 30-day demand notice ordinarily must be sent after the end of 8-months and within 1-year of tax commitment.

Under EO No. 53, if the 30-day demand notice has already been issued and the property taxes remain unpaid but the lien has not been filed, the tax collector can delay filing the lien certificate in the Registry of Deeds and reinstate the lien process by resending a 30-day demand notice 60 days after the end of the state of emergency.

## **Reinstating Vehicle Registration Requirements**

*Note: Per a correction issued 5/15/20, this section of the Order is not currently in effect. It will take effect only upon further notice from the Governor's Office. We will update this guidance as soon new information is available.*

Within 30 days of the effective date of the Order, vehicles required to be registered in Maine with an expiring or expired registration must be registered, but only if the vehicle owner is a resident of a municipality that participates in the Maine Bureau of Motor Vehicle Rapid Renewal Program, or is accepting online or in-person excise tax payments through their municipal offices. Previous actions by the Governor suspending vehicle registration requirements during the state of emergency have been rescinded in part by this Order.

This means that municipalities may see increased excise tax collections, and may open municipal offices if necessary for excise tax collections, provided social distancing and sanitary requirements are followed.

## **Additional Information?**

Additional guidance is located on MMA's "Coronavirus Updates and Resources" page at [www.memun.org](http://www.memun.org). Municipal members are also invited to contact MMA Legal Services for specific advice on these topics at 800-452-8786 or [legal@memun.org](mailto:legal@memun.org).

Maine Municipal Association  
Legal Services Department  
May 13, 2020

# 2019-2020 TAX DATES

## 2019-2020

<b>*Tax Commitment:</b>	<b>7 / 23 / 19</b>
<b>Due Dates:</b>	<b>10 / 1 / 19</b> <b>1 / 31 / 20</b> <b>4 / 1 / 20</b>
<b>Pre-Lien Courtesy Letter:</b>	<b>5 / 19 / 2020</b>
<b>*30 Day Notice:</b>	<b>6 / 18 / 20</b>
<b>*Lien:</b>	<b>7 / 18 / 20</b>
<b>Pre-Foreclosure Courtesy Letter:</b>	<b>11 / 02 / 2021</b>
<b>*45-30 Day Notice:</b>	<b>12 / 02 / 2021- 01 / 18 / 2022</b>
<b>*Foreclosure:</b>	<b>2 / 18 / 2022</b>



## Town of Wayne

P.O. Box 400; 48 Pond Road

Wayne, ME 04284

Phone: (207) 685-4983

Fax: (207) 685-3836

<http://www.waynemaine.org>

*Tax Collector*  
Dawna Gardner  
[collector@waynemaine.org](mailto:collector@waynemaine.org)

### PRE-LIEN COURTESY LETTER

May 19, 2020

Dear Taxpayer:

The Town is sending you this notice to inform you that you have an unpaid balance on your 2019 real estate property tax account and is collecting interest @7% per annum, until it is paid. We want you to be made aware of this balance prior to our sending you the legally required 30 Day notice. The 30 Day notice is part of the formal process of placing a LIEN on your property, which adds fees and will be sent out on June 18, 2020.

If you owe multiple years of unpaid property taxes, with liens, according to town policy we are required to place any money on the oldest unpaid taxes. Also, if you own multiple accounts, please make it clear to us, how much you want to pay on each account.

If you need help paying your taxes, please contact the town office for assistance or fill out the form included in this letter and send it back to us.

Please call the office for your current account balance interest owed before mailing a check. It accrues daily until paid. I will be glad to assist you with any information about your property.

Sincerely,

Dawna Gardner  
Tax Collector

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Please see the back of this notice for important information regarding the processing of municipal tax liens.

## **What you should know about MUNICIPAL TAX LIENS:**

- The Tax Collector has a duty by law to collect taxes committed to him/her. State law allows the Tax Collector to place tax liens on properties when the tax remains uncollected between 8 months and 1 year after the tax bills are committed and get mailed. Municipal tax lien certificates create a tax lien mortgage that has priority over most other mortgages, liens and attachments.
- Tax liens are recorded at the Registry of Deeds, just as other documents such as deeds, easements, etc. This recording is public knowledge and **most credit bureaus keep track of liens** filed against an individual. In addition, many of these same credit bureaus fail to keep track of the discharge of these liens. Even when proof that the lien has been discharged is provided to them, many credit bureaus do not “wipe” this off your credit report. The liens are still listed, with discharge dates, making it more difficult to obtain credit, or knocking points off your credit score.
- **Lien costs are expensive** and are recouped by the Town from the taxpayer who is delinquent on paying taxes. These **costs are added to and become part of the tax already owed**. The cost of recording the lien and discharge at the Registry of Deeds is \$19.00. Since there are two recordings--the lien itself and the discharge, this is a total cost of \$38.00. Certified mail costs are \$6.85 per letter and add up quickly for the multiple copies of the lien certificate sent to interested parties and mortgage holders.
- The State-recognized assessment of ownership date is April 1<sup>st</sup> of each year. **If you sold your property after April 1, 2019** , the tax bill was assessed in *your name*. This means that regardless of the current ownership of the property, if the transfer did not take place until after April 1<sup>st</sup> and the tax remains unpaid, the tax is YOUR responsibility. Thus, the tax lien will also be placed in your name. It is your responsibility to be sure that taxes are paid prior to closing the deal on the transfer of ownership of your property or that your attorney has made arrangements with the buyers to pro-rate or pay the upcoming taxes. If the tax remains unpaid, you will need to either pay the tax yourself, or enforce any agreements made with the buyers.
- **18 MONTHS AFTER A TAX LIEN IS RECORDED YOU CAN LOSE YOUR PROPERTY.** The Town will have a right to foreclose on the tax lien and you will no longer own your property.

NOTE: If your personal liability for this tax has been discharged in a bankruptcy proceeding, then any demand for payment set forth is provided to you only to permit the municipality to retain its lien on your property and not as an attempt to have you pay the discharged debt.

## **SUGGESTIONS:**

- Make monthly or even weekly payments. The Town Office accepts partial payments on taxes. When your income tax refund comes in, make a pre-payment on next year's tax. For an individual who has a property tax of \$1,000, monthly payments would equal \$83.00, or a weekly payment would be less than \$20 per week. Prepaying also eliminates lien costs and interest charged. You can mail your partial payments with your account number to the Town Office, P.O. Box 400; 48 Pond Road, Wayne, ME 04284.
- Review your tax bill carefully. Be sure that your property is being assessed correctly, i.e. the amount of acreage, the assessed building and land value. If it seems wrong, stop by the Town Office to review your property tax card.

# Town of Wayne

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

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

<http://www.waynemaine.org>

## Delinquent Taxpayer Contact Information Form

We are requesting this information to better assist you, with paying off your property taxes.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone or Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Would you like to meet with the **Assessor** to discuss the accuracy of your property assessment and other property tax relief programs? Yes or No

Would you like to meet with the **Town Manager** to discuss if you are eligible for a Poverty or Disability Abatement? Yes or No

**Please return to Town Office ASAP. Thanks.**

For Office Use Only:

Account #: \_\_\_\_\_ Map/ Lot #: \_\_\_\_\_

# Town of Wayne

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

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

May 18, 2020

St. Laurent & Son, Inc.  
20 Highland Spring Road  
Lewiston, ME 04240

Dear Mr. Morin:

I am pleased to inform you, that the Selectboard awarded **St. Laurent & Son, Inc.**, for the 2020 Town Road Reconstruction and Paving Project in the amount of **\$303,502**.

**Bidder:**

<b>All State Asphalt</b>	<b>\$379,138</b>
<b>Pike Industries</b>	<b>\$336,538</b>
<b>St. Laurent &amp; Son, Inc.</b>	<b>\$303,502</b>

I would like to thank you for taking the time to submit a proposal and look forward to working with you on this project. Please don't hesitate to contact me, if you have any questions at (207) 685-4983 or [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org).

Sincerely,



Aaron Chrostowsky  
Town Manager

# Town of Wayne

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

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

<http://www.waynemaine.org>

May 11, 2020

Adam Brooks  
Besse Road  
Wayne, ME 04284

RE: Job Offer as Interim Ladd Recreation Director

Dear Mr. Brooks:

The Town of Wayne in conjunction with Ladd Recreation Board is pleased to offer you the following position:

- Interim Ladd Recreation Director

This job offer is contingent on the following conditions:

- Start Date: May 11, 2020
- Start Hourly Rate of Pay: \$36,000  
Paid Bi-weekly in 26 equal payments
- Immediate Supervisor: Aaron Chrostowsky, Town Manager  
Chase Morrill, Chair, Ladd Recreation Board
- Work Hours: Monday through Friday  
10:00 AM to 6:00 PM  
40 Hours per week
- Term: Until October 31, 2020.

There is a 6-month probationary period from the date of hire per Town of Wayne Personnel Policies. This is an extension of the selection process. At the successful conclusion of the 6-month probationary period. A performance and salary appraisal will occur annually from the date of your employment.

- Please see duties with attached Ladd Recreation Director Position Description.

# Town of Wayne

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

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

<http://www.waynemaine.org>

Benefits are as follows:

- **Paid Holiday (PP, pg. 8):** Shall be paid holidays for employees when recognized holidays fall on the scheduled workday of the employees. The employee will be paid for the number of hours that the employee was normally scheduled to work on that day.
- **Sick Leave (PP, pg. 9):** One day of sick leave per month shall be based on a 25-hour work week and prorated for more or less actual hours worked.
- **Vacations (PP, pg. 10):** One day of vacation per month shall be calculated at the rate of five (5) hours for a 25-hour work week and prorated for more or less actual hours worked.

If the above job offer is acceptable, please sign below. If the above job offer is acceptable, please sign below. We look forward to working with you. If you have any questions, please do not hesitate to contact us.

Sincerely,

---

Aaron Chrostowsky  
Town Manager

---

Chase Morrill  
Chair, Ladd Recreation Board

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Adam Brooks  
Interim, Ladd Recreation Center  
Job Offer Accepted, May 11, 2020

## Town of Wayne, Maine Position Description

Position Description: **Recreation Director**

Department: Recreation

Reports To: Ladd Recreation Center Board of Directors

Pay Classification: Non-Exempt

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### NATURE OF WORK:

The Recreation Director works with Ladd Recreation Center Board of Directors to oversee the management of the Center including but not limited to developing year-round recreation programs, hiring and supervising personnel, coordinating the use of the Center, developing and maintaining a budget, supervising the maintenance of building and grounds, and purchasing, publicity and attending monthly meetings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizing the year-round recreational programs:
  - A. Plan fall, winter and spring programs and events for adults and children.
  - B. Plan a summer program for children.
  - C. Schedule entertainment for special events in advance.
- Hiring and supervising auxiliary personnel:
  - A. Fall winter and spring
    - 1. Assistants as needed and approved by the board
    - 2. Specialists and entertainers as needed.
  - B. Summer staff
    - 1. One additional employee
    - 2. Middle school and high school students for a variety of duties
    - 3. Specialists in art, science or drama to conduct workshops.
- Coordinating the use of the Center by community organizations and groups:
  - A. Town meeting and elections have scheduling priority.
  - B. Maintain a calendar of facility use.
  - C. Baseball, softball and soccer leagues schedule their own games and practice time with the director's approval.
  - C. Rentals are granted as scheduling allows.
- Developing and maintaining a budget, with the approval of the board:
  - A. All current bills are listed biweekly on a warrant, which is then taken to the town office, which arranges for payment.
  - B. A statement of monthly expenditures and total budget expenditures in various categories is presented to the board at its monthly meeting.
  - C. A budget review is prepared and presented to the board annually.
  - D. A budget for the upcoming year is presented to the board each December for discussion and approval.
  - E. A record of petty cash expenses is maintained for board review.
  - F. Town bills (insurance and workers compensation) are obtained from the town

Office.

- Purchasing and keeping on hand all supplies necessary for the operation of the building and for use in crafts and scheduled activities.
- Supervising the maintenance of the building and grounds:
  - A. Perform routine housekeeping chores.
  - B. Coordinate when a cleaning person will work and hire specialists as needed (buffing and waxing floors, shampooing rugs
  - D. Hire persons to do mowing, trimming, and shoveling
  - E. Be certain trash is regularly picked up
  - F. Perform minor repairs when possible, refer more demanding problems to professional and bring major items to the attention to the board.
- Attending monthly meetings with the board of directors, review the previous months operation, provide a financial report (and other reports when appropriate), and present program plans as scheduled.
- Assuming responsibility for appropriate forms of publicity for the Center's programs and activities:
  - A. News to the Messenger every three weeks
  - B. Posters for summer programs and special events.
  - C. Notices in Community Advertiser and KJ
- Establishing and maintaining harmonious relationships with the community in general and, specifically, with all of the individuals and organizations necessary for attaining the objectives of the Center.

### REQUIREMENTS OF WORK

Thorough knowledge of modern office procedures, practices and equipment.

Ability to accurately complete work assigned.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Ability to keep sensitive / confidential information within the Town Office.

Ability to maintain records and prepare reports accurately.

Ability to understand and follow instructions.

### WORKING HOURS / CONDITIONS / DEMANDS

The Director's hours will be variable, based on the community needs, but will be approximately 40 hours per week.

Work from home or Ladd Recreation Center during normal hours of operation.

Able to work in field and set up equipment

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Uses computer keyboard and requiring eye-hand coordination and finger dexterity.

TRAINING AND EXPERIENCE REQUIRED

High School graduation and experience in office administration, scheduling, sports management and teaching.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

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External and internal applicants, as well as incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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DATE: May 11, 2020

<b>Tax Collector: Appointed</b>				
Account Name	Population	Hourly Rate	Annual Salary	Stipend/Other
Littleton	1,038			
Fayette	1,108			
Wayne	1,143			
Brownville	1,178			
Hartford	1,202	\$17.50	\$36,400	n/a
Ashland	1,231	\$27.83	\$57,886	
Lubec	1,248	\$18.37	\$17,672	
Sullivan	1,254			
Medway	1,294	\$13.45	\$25,878	
Kenduskeag	1,353			
Swanville	1,397			\$31,800.00
Surry	1,485	\$21.00	\$43,680	
Franklin	1,495	\$16.50	\$34,320	
Owls Head	1,552	\$0.00	\$0	\$41,720.00
Cushing	1,558	\$15.00	\$19,500	n/a
Lamoine	1,606	\$18.27	\$38,002	
Mount Vernon	1,645			
Dresden	1,657			
Wales	1,659	\$14.00	\$5,824	
Newcastle	1,695			
Randolph	1,695			
Livermore	2,084			
Canaan	2,240	\$16.35	\$34,008	n/a
Leeds	2,298			
Hallowell	2,315	\$25.78	\$53,622	n/a
Whitefield	2,336	\$16.00	\$26,624	
Manchester	2,525			
Pittston	2,611	\$20.00	\$41,600	n/a
Farmingdale	2,865			
Calais	2,937	\$17.29	\$35,963	n/a
Mechanic Falls	3,038			
Limerick	3,044			
Livermore Falls	3,145			
Newport	3,184	\$23.03	\$47,902	n/a
		<b>17.523125</b>		

		<b>Tax Collector (Current)</b>		<b>Tax Collector (Proposed)</b>
Salary				
Stipend				
Wages	\$	23,601.24	\$	24,598.08
	Hours	1404		1404
	Rate of Pay	\$ 16.81	\$	17.52
	Sick			
	Vacation			
	Holiday			
Med / FICA	\$	1,805.49	\$	1,881.75
Mileage/ Tele Stipend				
Retirement	\$	1,180.06	\$	1,229.90
Health	\$	13,428.00	\$	13,428.00
Dental	\$	528.00	\$	528.00
Vision	\$	72.00	\$	72.00
STD	\$	-	\$	-
Total	\$	40,614.80	\$	41,737.74

### Salary Adjustments

2012/13	
2013/14	\$ 20,800.00
2014/15	\$ 20,050.00
2015/16	\$ 21,805.00
2016/17	\$ 22,241.00
2017/18	\$ 22,686.00
2018/19	\$ 23,138.00
2019/20	\$ 23,716.00
2020/21	

### CoHort

Population	1,000 - 4,000
Valuation	\$150,000,000 - \$350,000,000
Pay Range	\$13.45 - \$27.83
Average	\$ 17.52

<b>Clerk: Appointed</b>				
Account Name	Population	Hourly Rate	Annual Salary	Stipend
Linneus	1,000	\$13.96	\$25,407	\$1,000.00
Stonington	1,054	\$16.00	\$33,280	n/a
Fayette	1,108			
Wayne	1,143			
Dixmont	1,164	\$19.54	\$25,402	
Hartford	1,202	\$17.78	\$38,832	\$0.00
Ashland	1,231	\$17.42	\$28,987	n/a
Lubec	1,248	\$28.07	\$27,733	
Castine	1,254	\$24.94	\$51,875	n/a
Milbridge	1,287	\$13.61	\$28,309	
Medway	1,294	\$13.40	\$26,130	
Swanville	1,397			\$10,100.00
Searsmont	1,447	\$18.34	\$38,147	n/a
Surry	1,485	\$21.75	\$45,240	
Porter	1,525	\$19.50	\$32,448	n/a
Washington	1,532	\$14.59	\$22,760	
Palermo	1,536	\$17.00	\$26,520	n/a
Northport	1,545	\$17.50	\$30,940	
Waterford	1,548	\$21.25	\$44,200	
Owls Head	1,552	\$0.00	\$0	\$1,841.00
Cushing	1,558	\$23.20	\$48,256	n/a
Greenville	1,560	\$20.57	\$42,786	n/a
Hope	1,580	\$17.81	\$27,876	
Hiram	1,636	\$17.00	\$35,360	
Mount Vernon	1,645			
East Millinocket	1,648	\$20.00	\$41,600	n/a
Wales	1,659	\$14.00	\$5,824	n/a
Nobleboro	1,685	\$27.00	\$56,160	n/a
Randolph	1,695	\$21.50	\$44,720	n/a
Dedham	1,717	\$17.58	\$31,081	
Hartland	1,734	\$19.75	\$41,080	
Veazie	1,868	\$17.00	\$30,940	n/a
Van Buren	1,934	\$17.08	\$35,526	\$3,000.00
Saint Albans	2,006	\$15.17	\$20,510	n/a
Machias	2,069	\$23.00	\$41,860	\$562.50
Livermore	2,084			
Corinna	2,155	\$17.63	\$36,670	n/a
Limestone	2,177	\$19.00	\$39,520	
Milo	2,269	\$19.00	\$39,520	n/a
Leeds	2,298	\$16.15	\$28,553	
Union	2,300	\$24.72	\$51,418	
Hallowell	2,315	\$24.49	\$50,939	n/a
Manchester	2,525	\$21.35	\$43,298	

Readfield	2,583			
Pittston	2,611	\$22.00	\$45,760	n/a
Minot	2,642	\$16.72	\$32,604	n/a
Searsport	2,650	\$19.03	\$31,666	n/a
Benton	2,731	\$21.00	\$10,483	
Farmingdale	2,865			
Calais	2,937	\$21.95	\$45,656	n/a
Mechanic Falls	3,038	\$17.57	\$33,805	
Livermore Falls	3,145			
Newport	3,184	\$18.38	\$38,230	n/a
Fort Fairfield	3,332	\$19.29	\$40,123	
Clinton	3,551	\$17.00	\$35,360	
Dexter	3,773	\$18.51	\$38,501	n/a
Winterport	3,851	\$20.00	\$41,600	
Dover-Foxcroft	3,998	\$20.69	\$43,035	\$4,093.64
		<b>\$18.80</b>		

	Town Clerk (Current)		Town Clerk (Proposed)	
Salary				
Stipend				
Wages	\$	22,672.00	\$	24,440.00
Hours	\$	1,300.00	\$	1,300.00
Rate of Pay	\$	17.44	\$	18.80
Sick				
Vacation				
Holiday				
Med / FICA	\$	1,734.41	\$	1,869.66
Mileage/ Tele Stipend				
Retirement	\$	1,133.60	\$	1,222.00
Health	\$	13,428.00	\$	13,428.00
Dental	\$	528.00	\$	528.00
Vision	\$	72.00	\$	72.00
STD	\$	-	\$	-
Total	\$	39,568.01	\$	41,559.66

### Salary Adjustments

2012/13	\$	20,800.00
2013/14	\$	20,800.00
2014/15	\$	21,216.00
2015/16	\$	22,619.00
2016/17	\$	23,071.00
2017/18	\$	23,532.00
2018/19	\$	24,008.00
2019/20	\$	24,608.00
2020/21		

### CoHort

Population	1,000 - 4,000
Valuation	\$150,000,000 - \$350,000,000
Pay Range	\$13.45 - \$27.83
Average	\$ 17.52

	<b>Manager/Administrator</b>			
Account Name	Population	Hourly Rate	Annual Salary	Stipend
Linneus	1,000	\$12.01	\$24,981	
Phillips	1,013	\$20.50	\$42,640	
Stonington	1,054	\$30.28	\$62,982	
Fayette	1,108			
Wayne	1,143			
Ashland	1,231	\$27.83	\$57,886	
Lubec	1,248	\$28.07	\$27,733	
Castine	1,254	\$33.65	\$69,992	n/a
Milbridge	1,287	\$33.05	\$68,744	
Bradford	1,325	\$17.00	\$35,360	n/a
Mars Hill	1,410	\$33.63	\$69,950	
Bradley	1,473	\$33.24	\$60,497	n/a
Northport	1,545	\$31.50	\$65,520	
Trenton	1,549	\$21.36	\$39,986	n/a
Greenville	1,560	\$29.06	\$68,000	n/a
Hope	1,580	\$24.31	\$50,565	
Hartland	1,734	\$30.25	\$62,920	n/a
West Paris	1,764	\$27.85	\$57,928	n/a
Veazie	1,868	\$24.04	\$50,003	n/a
Van Buren	1,934	\$31.87	\$66,290	
Saint Albans	2,006	\$27.96	\$58,157	n/a
Machias	2,069	\$31.76	\$66,061	
Livermore	2,084			
Corinna	2,155	\$28.17	\$58,594	n/a
Milo	2,269	\$25.74	\$53,539	\$17,500.00
Leeds	2,298			
Union	2,300	\$38.47	\$80,018	
Hallowell	2,315	\$34.07	\$70,866	n/a
Manchester	2,525	\$33.82	\$63,311	
Readfield	2,583			
Mexico	2,606	\$27.40	\$56,992	
Minot	2,642	\$27.64	\$57,491	\$2,800.00
Searsport	2,650	\$35.16	\$73,133	\$6,800.00
Carmel	2,851	\$24.04	\$50,003	
Calais	2,937	\$28.44	\$59,155	\$3,000.00
Mechanic Falls	3,038	\$33.78	\$64,993	
Livermore Falls	3,145			
Newport	3,184	\$39.72	\$82,618	
Fort Fairfield	3,332	\$42.10	\$87,568	
Clinton	3,551	\$27.00	\$56,160	
Dexter	3,773	\$31.00	\$64,480	n/a
Winterport	3,851	\$34.50	\$71,760	
Fort Kent	3,885	\$37.11	\$77,189	

Dover-Foxcroft	3,998	\$36.05	\$74,984	\$2,400.00
		<b>\$29.83</b>		

		<b>Town Manager (Current)</b>		<b>Town Manager (Proposed)</b>
Salary	\$	50,481.60	\$	50,481.60
Stipend				
Wages				
Hours	\$	2,080.00	\$	2,080.00
Rate of Pay	\$	24.27	\$	24.27
Sick Vacation Holiday				
Med / FICA	\$	3,861.84	\$	3,861.84
Mileage Stipend	\$	1,200.00	\$	600.00
Tele Stipend			\$	600.00
Retirement	\$	2,524.08	\$	2,524.08
Health	\$	13,428.00	\$	13,428.00
Dental	\$	528.00	\$	528.00
Vision	\$	72.00	\$	72.00
STD	\$	959.15	\$	959.15
<b>Total</b>	\$	<b>69,330.59</b>	\$	<b>69,330.59</b>

### **Salary Adjustments**

2012/13	\$	39,500.00
2013/14	\$	44,500.00
2014/15	\$	45,390.00
2015/16	\$	46,752.00
2016/17	\$	50,000.00
2017/18	\$	50,000.00
2018/19	\$	50,500.00
2019/20	\$	50,500.00
2020/21		

### **CoHort**

Population	1,000 - 4,000
Valuation	\$150,000,000 - \$350,000,000
Pay Range	\$12.01 - \$42.10
Average	\$ 29.83

# TOWN OF WAYNE

Incorporated February 12, 1798

48 Pond Road  
Wayne, Maine 04284

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

April 27, 2020

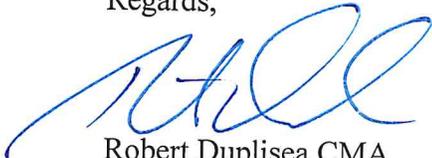
Brenda Joseph  
26 Clyde Wells Road  
Fayette ME 04349

RE: Application for Abatement of 2010 through 2016 and 2018 Property Taxes, Map 4  
Lot 21B

Brenda Joseph,

I have reviewed your application for abatement request dated 2/4/2020 (and back dated to September 23, 2019) for the above-referenced property. Pursuant to Title 36 MRSA Sections 841-849, abatement requests can only be filed for the three most recent tax years. Based on this, your requests for abatement for 2010 through 2016 will not be acted upon.

Regards,



Robert Duplisea CMA  
Assessors Agent  
Town of Wayne

APPLICATION FOR ABATEMENT OF PROPERTY TAXES  
(Title 36 M.R.S.A., Section 841)

OK  
See  
Sheet

This application must be signed and filed with the municipal assessor(s). A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.

1. Name of Applicant: Brenda W. Joseph
2. Mailing Address: 26 Clyde Wells Rd. Fayette, ME 04349
3. Property Address or Map/Lot: 004-021-0E
4. Tax year for which abatement is requested: 2019 ✓
5. Assessed valuation of real estate: \$ 44,600
6. Assessed valuation of personal property: 0
7. Abatement requested in real estate valuation: \$ 44,600
8. Abatement requested in personal property valuation: N/A
9. Reasons for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes):

This property has been deemed unbuildable by the acting code enforcement officer, but is assessed as buildable.

To the assessing authority of the Municipality of Wayne, ME.

In accordance with the provisions of Title 36 M.R.S.A., Section 841, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

02/04/2020  
Date

Brenda W Joseph  
Signature of Applicant

- backdated to 9/23/2019 when I first talked to assessor.

# TOWN OF WAYNE

Incorporated February 12, 1798

48 Pond Road  
Wayne, Maine 04284

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

April 27, 2020

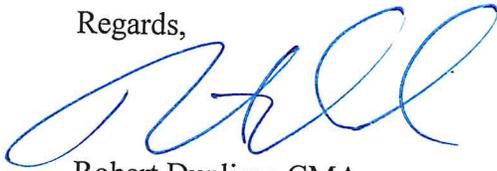
Brenda Joseph  
26 Clyde Wells Road  
Fayette ME 04349

RE: Application for Abatement of 2017 and 2018 Property Taxes, Map 4 Lot 21B

Brenda Joseph,

I have reviewed your application for abatement request dated 2/4/2020 (and back dated to September 23, 2019) for the above-referenced property. Pursuant to Title 36 MRSA Sections 841-849, abatements filed after one year but within three years of commitment cannot be granted to correct the valuation of property. Based on this, your request for abatement for 2017 and 2018 will not be acted upon.

Regards,



Robert Duplisea CMA  
Assessors Agent  
Town of Wayne

APPLICATION FOR ABATEMENT OF PROPERTY TAXES  
(Title 36 M.R.S.A., Section 841)

Abate  
2019  
only

This application must be signed and filed with the municipal assessor(s). A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.

- Name of Applicant: Brenda W. Joseph
- Mailing Address: 26 Clyde Wells Rd, Fayette, ME 04349
- Property Address or Map/Lot: 004-021B
- Tax year for which abatement is requested: 2010, 2011, 2012, 2013, 2014, 2015,
- Assessed valuation of real estate: \$21,500 (2016, 2017, 2018, 2019)
- Assessed valuation of personal property: 0
- Abatement requested in real estate valuation: \$21,500
- Abatement requested in personal property valuation: N/A
- Reasons for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes):

Because the property was improperly (no notification to landowner) designated as zone of R-5 but still taxed as buildable land for 10 years (at least), all tax money should be returned. The acting code enforcement officer has deemed this land as unbuildable.

To the assessing authority of the Municipality of Wayne, ME.

In accordance with the provisions of Title 36 M.R.S.A., Section 841, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

02/04/2020  
Date

Brenda W. Joseph  
Signature of Applicant

- updated to 9/23/2019 when I first talked to assessor.

4/27/2020

Abatement Calculations for Brenda Joseph

Map 4 Lot 21B Acc#195

Original Assessment \$21,500

Updated Assessment \$5,300

Full Value Difference \$16,200

2019 mil rate 0.01796

**Abatement Amount \$290.95**

Map 4 Lot 21E Acc#1257

Original Assessment \$44,600

Updated Assessment \$20,400

Full Value Difference \$24,200

2019 mil rate 0.01796

**Abatement Amount \$434.63**

## June Town News Update

Please be courteous of your neighbors and drive responsibly. The Town has contracted with Kennebec County Sherriff's Office for rural patrol this summer. Police will take notice.

Several years ago, the Town adopted a **Consumer Fireworks ban**. Please respect this ban for everyone's safety and peaceful enjoyment of town. The Town will enforce this ban.

This month the Selectboard will be meeting on **June 2** and **June 10** at **6:30 PM** remotely.

The Town's **Assessor Agent** Rob Duplisea from RJD Appraisal will be available by appointment on **Monday, June 15, 2020** between 9:00 AM to 3:00 PM to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

Governor Mills is mandating that all travelers arriving in Maine or returning to Maine, regardless of where they are from, to self-quarantine for 14 days to help slow the spread of the virus. If you have to self -quarantine, the Selectboard wanted to let you know that the Town has resources available to you. We will do our best to help assist you during your quarantine period. Thank you for protecting your neighbor and yourself.

Significant changes have been made to the dates, times, and locations of regarding election deadlines, polling locations and meeting times in response to the coronavirus pandemic. More changes may be forthcoming.

If you have not registered to vote, please stop by the Town Office to register to vote.

**Absentee ballots** will be available on **Monday, June 15, 2020**, at noon at the Town Office.

In observation of **Independence Day, Friday, July 3, 2020**, the Town Office will be closed. It will re-open on **Monday, July 6, 2020**, during our regularly scheduled hours

Reminder, **RSU #38, Annual Budget Meeting** will be held on **Wednesday, June 17, 2020**, at 7:00 PM at the Maranacook Community High School Gymnasium. Members of the RSU #38 School Board will explain the warrant articles within the budget, and the citizens of the four towns will vote on those warrant articles. The warrant articles will be explained in the RSU #38 Annual Report, which should arrive in the mail within the week. The RSU #38 budget represents 63% of your property tax bill in Wayne.

**State Primary, Referendum Questions and Annual Town Meeting – Election of Officers, Tuesday, July 14, 2020, 8:00 AM to 8:00 PM** at the **Wayne Elementary School Gymnasium**.

**Annual Town Meeting – Budget Meeting, Wednesday, July 15, 2020, 6:00 PM at the Wayne Elementary School Gymnasium.**

The Town Office is now open. However, significant changes have been made to maintain social distancing and meet CDC guidelines.

- New amended office hours are: 8:00 AM to 5:00 PM;
- Face coverings;
- Require one customer in the lobby at the time. All others wait outside.
- Require the customer to use disinfectant prior service;
- Limit 3 transaction per customer;
- No customers behind the counter;
- Enhanced Cleaning Practices (clean surfaces regularly);
- Vital Records (by appointment only);
- Code Enforcement Officer (by appointment only);
- Town Manager (by appointment only);

Despite our re-opening, we encourage you to utilize our many online services on [www.waynemaine.org](http://www.waynemaine.org).

If you have any questions, please don't hesitate to contact the Town Office at (207) 685-4983 for more information. If you don't get through, please leave a message, we will get back to you. Thank you for your patience and understanding.

To: Selectboard  
 Budget Committee  
 From: Aaron Chrostowsky, Town Manager  
 Re: Budget Development/ Town Meeting Timeline - Updated  
 Date: 04/27/2020

<u>Date</u>	<u>Board/ Committee</u>	<u>Time</u>	<u>Activity</u>
Mon. April 6, 2020		12:00 PM	Nomination Papers Available (100 days before ATM)
Tues. May 5, 2020	Selectboard	6:30 PM	
<del>Tues. May 12, 2020</del>	<del>Budget</del>	<del>6:00 PM</del>	
<b>Fri. May 15, 2020</b>		<b>4:30 PM</b>	<b>Nomination Papers Due &amp; Referendum Questions Due (60 days before ATM)</b>
Tues. May 19, 2020	Selectboard	6:30 PM	
Wed. May 20, 2020	RSU		Budget Approval
<b>Tues. May 26, 2020</b>	<b>Budget</b>	<b>6:00 PM</b>	
Tues. June 2, 2020	Selectboard	6:30 PM	
<b>Tues. June 9, 2020</b>	<b>Budget</b>	<b>6:00 PM</b>	
<b>Mon. June 15, 2020</b>		<b>12:00 PM</b>	<b>Absentee Ballots Available (30 days before ATM)</b>
Tues. June 16, 2020	Selectboard	6:30 PM	
<b>Tues. June 23, 2020</b>	<b>Budget</b>	<b>6:00 PM</b>	
Wed. May 20, 2020	RSU Board <sup>1</sup>	6:30 PM	Regular Meeting “Budget Approval”
Wed. June 17, 2020	RSU Board <sup>4</sup>	7:00 PM	Annual School Meeting “Budget Meeting”
Tues. July 14, 2020	Selectboard <sup>3</sup> RSU Board <sup>3</sup>	8AM – 8PM 8AM – 8PM	Annual Town Meeting “Election of Officers” Budget Validation Referendum
Wed. July 15, 2020	Selectboard <sup>5</sup>	6:00 PM	Annual Town Meeting “Budget Meeting”

**Notes:**  
 1. Maranacook High School Student Center; 2. Wayne Town Office; 3. Wayne Elementary School Gym; 4. Maranacook High School Gymnasium;