



# Select board Meeting

## 02/17/2022

# Town of West Bath

## Public Hearing and Select board Meeting Notice

**Select board:** Kathleen Lavallee, Chair  
Suzanne Andresen  
Madelyn Hennessey

**Town Administrator:** Kristine Poland

**Town Clerk:** Karly Perry

**A Public Hearing for proposed ordinance changes followed by the regular meeting of the West Bath Select board** will be held **Thursday February 17, 2022, at 5:30 pm** at the **West Bath Fire Hall, 192 State Road, West Bath, Maine.**

The proposed ordinance changes will be presented at a Special Town Meeting on Thursday, March 3rd at 5:30 pm at the Fire Hall. The Public is welcome to attend Public Hearings to add input. For proposed changes email the Town Clerk at [townclerk@westbathmaine.gov](mailto:townclerk@westbathmaine.gov) or call 443-4342 for more information.

### Tentative Agenda

- I. Call to Order
- II. Attendance and Establishment of Quorum
- III. Pledge of Allegiance
- IV. Consent Agenda
  1. Approval of Minutes:
    - a. February 3, 2022
  2. Approval of Warrant(s):
    - a. Municipal
    - b. School
  3. Upcoming select board Meeting(s):
    - a. Thursday March 3, 2022, at the Fire Hall, following the Special Town Meeting which will be called to order at 5:30 pm
- V. Select board Comments/Announcements
- VI. Business Items (Select board)
  1. Approval of the Special Town Meeting warrant
  2. Goal setting
  3. Town Administrator's report
  4. Future agenda items
- VII. Public Comment
- VIII. Executive Session
  1. The board will enter executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss the terms of the Town Administrator's contract
- IX. Adjournment



# Select board Meeting Minutes 02/03/2022

**Town of West Bath**  
**Select Board Meeting Minutes**  
**Thursday, February 3, 2022**

**Town of West Bath** Kathleen Lavalley, Chair - **Present**  
**Select Board:** Suzanne Andresen - **Present**  
Madelyn Hennessey - **Present**

**Town Staff Present:** Kristine Poland, Town Administrator  
Karly Perry, Town Clerk

**Public:** David Hennessey, Robert Webb, Darlene Estabrook, Perry Estabrook

A meeting of the Select Board was held at the West Bath Town Hall, Thursday, February 3, 2022, at 5:30 pm

- I. CALL TO ORDER at 5:30 pm
- II. ATTENDANCE AND ESTABLISHMENT OF QUORUM – Yes
- III. PLEDGE OF ALLEGIANCE WAS SAID.
- IV. CONSENT AGENDA
  - 1. Approval of Minutes:
    - a. January 20, 2022
  - 2. Approval of Warrant(s):
    - a. Municipal
    - b. School
  - 3. Upcoming Board of Selectmen Meeting(s):
    - a. Thursday, February 17, 2021, at 5:30 p.m. at the West Bath Fire Hall  
**Municipal Officer Hennessey moved to approve the warrants as presented, seconded by Municipal Officer Andresen. Select Board unanimously approved.**
- V. SELECT BOARD COMMENTS/ANNOUNCEMENTS

Municipal Officer Hennessey announced that she had been contacted by a resident asking for an update on the Sea-Kiss Subdivision, then confirmed with Town Administrator, Kristine Poland, that all fines and legal fees have been paid. Mrs. Poland confirmed that that all fines and fees have been paid, that the DEP has determined replanting to be completed, and that no new building permits have been issued to the property owner in question. Municipal Officer Hennessey noted concerns by the citizen that future permits will be issued, to which she and Mrs. Poland confirmed that as long as an applicant meets the requirements of the Land Use Ordinance and is not in current violation, the Town does not have the ability to deny a property owner the right develop land. Mrs. Poland further noted that the DEP and Code Enforcement will continue to monitor the property for the next seven years per State statute.
- VI. BUSINESS ITEMS (acting as Select Board)
  - 1. **Broadband Task Force (Discussion on Next Steps)**

Municipal Officer Lavalley announced that the Broadband Task Force has met and is looking to expand connectivity in the area of Mountain Road.

Municipal Officer Andresen added that Comcast has agreed to survey the Mountain Road and Birch Point Road (weather permitting) and that the Task Force has discussed grant opportunities, which she is recommending that the Town Administrator pursue should Comcast fail to comply with the build-out agreement with the Town. Municipal Officer Andresen noted that even if the build-out request is met, grants may still be beneficial to the Town to improve connectivity for other underserved areas of town.

Rob Webb, a member of the Task Force, spoke to underperforming areas of Town such as Fosters Point Road where speed of service differs between neighbors. Municipal Officer Andresen observed that in some

cases this may be resolved by improved equipment. Mrs. Poland agreed that a survey of the area will best determine which areas of Town are underserved.

**Municipal Officer Andresen moved to pursue grants to improve broadband access, seconded by Municipal Officer Lavallee. Select Board unanimously approved.**

Perry Estabrook asked if the build-out survey to be conducted was initiated by Comcast or by citizen input, to which Municipal Officer Andresen stated that she had contacted Comcast to request the survey.

## 2. Ordinance Amendments, Schedule Public Hearing and Special Town Meeting

Municipal Officer Lavallee announced that the Town Attorney has completed her review of proposed ordinance changes.

Municipal Officer Hennessey asked what changes will be presented at Town Meeting, to which Mrs. Poland reviewed changes as previously discussed to include those previously presented by the Planning Board but not yet voted upon. The Board then discussed the date and location of Town Meeting, which will be held at the Fire Hall and moved to the garage as necessary.

Darlene Estabrook, Planning Board Chair, stated that per requirements of the Land Use Ordinance for a Special Town Meeting, two public hearings must be held and in addition the Board of Appeals must hold a meeting.

Karly Perry, Town Clerk, clarified that per the Land Use Ordinance, the Board of Appeals is required to submit their input on proposed changes. Ms. Perry stated that she had called a meeting of the Board of Appeals which currently has three members (BOA requires three members to have a quorum). Upon notice of the meeting, one member resigned. A second member was unable to attend the scheduled meeting. Municipal Officer Lavallee met with Ms. Perry and Barry Kempson (BOA member) to which Mr. Kempson expressed concerns regarding the timeline for enactment of changes (an issue already caught by the Town Attorney). BOA member Ashleigh Randall later submitted comment that she had no changes and recommended moving forward as presented.

The Select Board discussed difficulty in recruiting members to serve on committees and agreed that review by board members is sufficient to move forward with the proposed changes.

**Municipal Officer Andresen moved to continue forward with all ordinance changes, seconded by Municipal Officer Lavallee. Ms. Perry confirmed that this motion included holding a Public Hearing on February 17, 2022, and a Special Town Meeting on March 3, 2022, both at 5:30pm at West Bath Fire Hall, to which the Select Board unanimously approved.**

## 3. Town Administrator's Report

Mrs. Poland reviewed a site visit to Sabino Landing with GEI Consultants on Friday, January 28<sup>th</sup>. The consultant is still processing data but observed that parking at the landing is a major issued and suggested that applying for a grant to improve the area may help. The letter of intent for the grant is due February 8, 2022. Mrs. Poland requested permission of the Board to apply for funding.

**Municipal Officer Lavallee moved that the Town Administrator put forward a letter of intent for a grant to improve the Sabino Landing, seconded by Municipal Officer Andresen. Select Board unanimously approved.**

Mrs. Poland announced that Walden Renewables has contacted the Town Attorney to notify the Town that they are still interested in moving forward with the process of pursuing a solar installation at Town-owned property on Arthur J. Reno Sr. Road. The Town Attorney is currently awaiting comments for Walden Renewables from their previous proposal.

Mrs. Poland addressed a breakdown in 911 communication on Rockweed Road, wherein a resident called in a complaint regarding gunshots which was not initially responded to. Sheriff Joel Merry is currently working to resolve the issue that led to the communication breakdown. The Select Board agreed to allow the Sheriff's Department to handle the issue without their involvement.

Mrs. Poland presented the Board with a proposed timeline for the FY 2022/23 budget, with all meetings of the Budget Committee to be held at the West Bath Fire Hall at 7pm with the exception of School Board meetings. Mrs. Poland confirmed that Superintendent Emily Thompson is comfortable holding Town Meeting at West Bath School this year.

**Municipal Officer Hennessey moved to set the date for Town Meeting to May 24, 2022, at 6pm**  
Municipal Officer Andresen announced that she will not be available that date.

**Municipal Officer Hennessey amended her motion to set the date for Town Meeting to May 26, 2022.**  
**Municipal Officer Hennessey moved to set the date for the Informational Session to May 15, 2022,**  
**and Annual Budget Town Meeting for May 17, 2022, seconded by Municipal Officer Lavallee.**  
**Select Board unanimously approved.**

Mrs. Poland reviewed information regarding a countywide EMA project to utilize ARPA funding which would improve radio communications by constructing a radio tower in Georgetown.

**4. Future Agenda Items**  
None

VII. BUSINESS ITEMS (ACTING AS THE BOARD OF ASSESSORS)

**1. Fran Zaborowski, Request to Combine Lots R07-016A and R07-22B**

Fran Zaborowski explained that he has two adjacent parcels that he is looking to combine into one lot in order to satisfy requests by neighbors.

Mrs. Poland cited state law requirements to combine lots. The Select board confirmed that the lots are separated by Houghton Pond Road only, to which Mr. Zaborowski confirmed.

**Municipal Officer Andresen moved to accept the request to combine parcels, seconded by Municipal Officer Hennessey. Select Board unanimously approved.**

**2. Other Abatement Requests**

Mrs. Poland presented a Certificate of Abatement prepared by Assessing Agent Ron Beal for a Veteran's Exemption previously overlooked.

**Municipal Officer Hennessey moved to grant the abatement to Francena Roberts in the amount of \$6000, seconded by Municipal Officer Lavallee. Select Board unanimously approved.**

VIII. PUBLIC COMMENT

Mr. Estabrook presented material regarding noise ordinances and proposed that the Select Board move forward with a noise ordinance to restrict commercial noise in residential areas.

Ms. Poland stated that the article presented was reviewed during a previous discussion regarding a noise ordinance.

Mr. Estabrook recommended that an ordinance be adopted prior to more issues development.

Ms. Estabrook recalled discussion by the Planning Board regarding businesses that open early and home occupations.

The Select Board agreed that enforcement for a noise ordinance is an issue. Mrs. Poland stated that a noise ordinance should be something that the Sheriff's Department is able to enforce. The Select Board agreed that they wish to create a noise ordinance, but that such a document needs to be well thought out.

Mr. Estabrook suggested preparing a noise ordinance for presentation at Town Meeting.

Municipal Officer Lavallee stated that a noise ordinance will be a controversial subject and may require more time to complete. Municipal Officer Hennessey agreed that she would not support an ordinance change of this magnitude to be rushed. Discussion continued on whether ordinance changes could be made quickly and what areas the noise ordinance would address. The Select Board agreed to discuss the matter further with MCOG.

Mr. Estabrook requested that statistical information on noise complaints be gathered, to which Mrs. Poland agreed to acquire this information.

**IX. ADJOURNMENT**

**Municipal Officer Lavalée moved to adjourn, seconded by Municipal Officer Hennessey.  
Select Board adjourned by unanimous acclimation at 6:48 pm.**

A true attested copy,

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Karly A. Perry, Town Clerk



# Select board Agenda Items 02/17/2022

Select board 02/17/2022

**Business Item 1**

**Approval of the Special Town Meeting Warrant**

The Special Town Meeting Warrant for March 3, 2022 is included for review.

The Town Clerk will provide the final warrant for approval by the board if there are no changes resulting from the public hearing. The final warrant will be numbered.

**TOWN OF WEST BATH  
SPECIAL TOWN MEETING  
MARCH 3, 2022  
West Bath Fire Station, 192 State Road, West Bath, Maine**

To: Jonathan Bean, a Constable of the Town of West Bath in the County of Sagadahoc and the State of Maine.

Greetings: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of West Bath, in said County and State, qualified by law to vote in Town affairs to meet at the **West Bath Fire Station, 192 State Road, West Bath, Maine on March 3, 2022 at 5:30 pm**, then and there to act upon the following articles to wit:

Art. \_\_\_\_\_ To choose a Moderator by written ballot to preside at said meeting.

Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Development Review Ordinance Regarding Application Submittal Deadlines" be enacted?

**2022 AMENDMENTS TO THE DEVELOPMENT REVIEW ORDINANCE  
REGARDING APPLICATION SUBMITTAL DEADLINES**

Amend Article III(3.2), Article V(5.1)(A), and Article VI(6.1)(A) of the Development Review Ordinance as set forth below (additions are underlined and deletions are ~~struck-out~~):

**DEVELOPMENT REVIEW ORDINANCE**

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**ARTICLE III – ADMINISTRATIVE PROCEDURE FOR SUBDIVISIONS**

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**3.2 Agenda.** In order to avoid unnecessary delays in processing applications for SUBDIVISION review, the Board shall have an agenda for each regularly scheduled meeting. Applicants shall request to be placed on the Board's agenda by submitting their application to the Town at least ~~twelve (12)~~ fifteen (15) days in advance of the regularly scheduled meeting. Applicants who attend a meeting but who are not on the Board's agenda may be heard but only after all agenda items have been completed, and then only if a majority of the Board so votes. However, the Board shall take no action on any application not appearing on the Board's agenda as published in the local paper.

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**ARTICLE V – PRELIMINARY PLAN FOR SUBDIVISION**

**5.1 Procedure.**

- A. Within six months of the on-site inspection by the Planning Board, the applicant shall submit 3 copies of the preliminary plan for review. Failure to do so shall require resubmission of the Sketch Plan to the Board. Applications shall be submitted at least ~~twelve (12)~~ fifteen (15) days prior to a scheduled meeting of the Board by mail or delivered by hand to the Town Office.

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**ARTICLE VI – FINAL PLAN FOR SUBDIVISION**

**6.1 Procedure.**

- A. Within six months after the approval of the Preliminary Plan, the applicant shall submit 3 copies of the Final Plan application for approval with the Planning Board. Applications shall be submitted at least ~~12~~ fifteen (15) days prior to a scheduled meeting of the Planning Board by mail or delivered by hand to the Town Office. If the application for the Final not submitted within six months after Preliminary Plan approval, the Planning Board may refuse without prejudice to act on the Final Plan and require resubmission of the Preliminary Plan.

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Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use and Development Review Ordinances Regarding Abutter Notification" be enacted?

**2022 AMENDMENTS TO THE LAND USE AND DEVELOPMENT REVIEW ORDINANCES  
REGARDING ABUTTER NOTIFICATIONS**

1. Amend Articles I(E)(4), I(I)(3), I(AA)(5) and IV(E)(4) of the Land Use Ordinance as set forth below (additions are underlined and deletions are ~~struck-out~~):

**LAND USE ORDINANCE**

**ARTICLE I  
GENERAL PROVISIONS**

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**E. APPROVALS AND PERMITS**

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4. ~~Approval or Permit~~ Applications – Application for approvals and permits shall be submitted in writing. The Code Enforcement Officer or the PLANNING BOARD may require the submission of whatever information is necessary to determine conformance with the provisions of this Land Use Ordinance and the Development Review Ordinance.

a. Right, title, or interest in the application property must be provided for all applications. Leases must be signed by lessor.

b. All required abutter notifications shall be sent to all appropriate parties via certified return receipt mail by Town staff no less than 14 days before any hearing. Notification fees shall be in accordance with the current Town Fees & Penalties Schedule and reimbursed to the Town by the Applicant at the time of application.

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**I. AMENDMENTS**

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3. Public Notification and Participation.

a. PLANNING BOARD Public Hearing. At the point in time where an amendment is proposed under the expedited process provided in this Subsection, the PLANNING BOARD shall schedule a Public Hearing. Notification of the Public Hearing shall be published in a newspaper of general circulation within the Town of West Bath. There shall be three publications, the first no less than fourteen (14) days prior to the scheduled Public Hearing, the second no less than seven (7) days prior to the scheduled Public Hearing, and the last no less than two (2) days prior to the scheduled Public Hearing. In addition, the PLANNING BOARD shall cause a Notice to be sent to all parties-in-interest and to all abutters whose properties lie within five hundred feet (500') of property owned by the proponent of the Land Use Ordinance change, including property located across TRAVELED WAYS. ~~Said~~ Said Notice to be by certified mail with return receipt requested, and to be sent at least fourteen (14) days prior to the scheduled Public Hearing.

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**ARTICLE III  
LAND USE STANDARDS**

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**AA. COMMUNICATIONS TOWERS**

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5. Notification of Abutters and Public Hearing

The Planning Board shall hold a public hearing within thirty (30) days of the filing of a completed application for a new Communications Tower. The Planning Board shall publish the time, date and place of hearing at least twice in a newspaper of area-wide circulation, the date of the first publication to be at least seven days prior to the public hearing. The abutting landowners within 1,000 feet of the proposed Communications Tower shall be notified ~~by the Applicant via certified letter of the hearing in accordance with LAND USE ORDINANCE, ARTICLE I, Section E.4.b. at least fourteen (14) days prior to the public hearing. Applicant shall provide proof of mailings to the Planning Board at the Public Hearing.~~ Public hearings by the Planning Board shall be conducted according to the procedures outlined in Title 30-A, M.R.S.A. § 2691(3)(a)-(e). ~~The cost of publication and notification of abutters shall be borne by the Applicant.~~

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**ARTICLE IV  
BOARD OF APPEALS**

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**E. VARIANCES**

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4. Procedure – The Code Enforcement Officer shall forward the application for variance to the Board of Appeals. Upon receipt of the application, the Board shall set the matter for hearing at its next scheduled meeting. The time, date, and place of the public hearing on the application shall be advertised in a newspaper having general circulation in the Town of West Bath at least seven days prior to the date of the hearing. The Board shall notify all abutters in writing of the pendency of the application in accordance with LAND USE ORDINANCE, ARTICLE I, Section E 4 b. by regular mail at least seven days prior to the date of said hearing. ~~s~~ Said notice to indicate the nature of the application, and the time, date and place of hearing. The Board shall act on the application within 45 (forty-five) days of the date of the first consideration.

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2. Amend Article V (5.1) of the Development Review Ordinance as set forth below (additions are underlined and deletions are ~~struck out~~):

**DEVELOPMENT REVIEW ORDINANCE**

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**ARTICLE V - PRELIMINARY PLAN FOR SUBDIVISION**

**5.1 Procedure.**

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- E. Upon determination that a COMPLETE APPLICATION has been submitted for review, the Planning Board member will ask the Clerk to add applicant to the Planning Board meeting Agenda and schedule a public hearing. The Planning Board shall hold the hearing within thirty days of receipt of a COMPLETE APPLICATION, and shall publish notice of the date, time, and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven days prior to the hearing. Abutters will be notified of the hearing in accordance with LAND USE ORDINANCE, ARTICLE I, Section E 4 b. by the Applicant via mail.

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Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use and Development Review Ordinances Regarding Signage" be enacted?

**2022 AMENDMENTS TO THE LAND USE AND DEVELOPMENT REVIEW ORDINANCES  
REGARDING SIGNAGE**

1. Amend Article III(C)(6) and III(V) of the Land Use Ordinance as set forth below (additions are underlined and deletions are ~~struck-out~~):

**LAND USE ORDINANCE**

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**ARTICLE III  
LAND USE STANDARDS**

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**C. BUSINESS, COMMERCIAL AND NON-RESIDENTIAL USE STANDARDS**

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6. All signs and sign STRUCTURES shall be located only on the premises where the business identified is conducted, other than directional signs installed by the State: Two signs with the name of the business and any words relating to goods and services sold on the premises shall be permitted, provided that each sign including any attached subsign(s) shall not exceed ~~45~~twenty-five (25) square feet in area. One free-standing sign is permitted which may have lettering on both sides of the sign. A second sign shall be permitted provided such sign is single sided and attached to the primary BUILDING. No other exterior signs, ~~other than those mandated by the State~~, billboards, banners, commercial or decorative flags or symbols, ~~other than those mandated by the State~~, are permitted. All existing signs that are non-conforming on April 1, 2022, at businesses that are operational and accepting clients as of that date shall be allowed to remain until that business ceases operations or is no longer physically present at the location. All business signage installed after April 1, 2022, shall conform to the requirements of this subsection (6).

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**V. HOME OCCUPATION STANDARDS**

A Home Occupation use may be approved by the PLANNING BOARD if the applicable municipal and state approvals are obtained, and the following standards are met.

1. The existence of the business shall not be discernable from outside the BUILDING.
2. The FLOOR AREA used for the business whether located in the dwelling or an outbuilding shall not exceed 25 percent of the total FLOOR AREA of the dwelling except for a Bed and Breakfast which is exempt.
3. Signage shall be limited to the name of the business on a standard size mailbox and a sign not exceeding ~~one~~three (3) square ~~feet~~feet in area for the business entrance.
4. The business shall be conducted by resident(s) of the household and no more than one additional PERSON at a given time.
5. Customary parking for assistants, clients, customers, and visitors shall be limited to two vehicles. Bed and Breakfasts shall have at least one parking space on-site per sleeping room.
6. There shall be no retail sales other than incidental sales related to the service provided.
7. Business uses must comply with all State requirements for that use.

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2. Amend Article XIII (13.4) of the Development Review Ordinance as set forth below (additions are underlined and deletions are ~~struck-out~~):

**DEVELOPMENT REVIEW ORDINANCE**

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**ARTICLE XIII – GENERAL PERFORMANCE STANDARDS FOR SITE REVIEW**

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**13.4 Business and Commercial Signs**

- A. Number and Size of Signs. A commercial LOT with a single business can have two (2) exterior signs, one (1) freestanding and one (1) BUILDING mounted, each with a maximum area of ~~fifteen (15)~~ twenty-five (25) square feet. The freestanding sign can have lettering on both sides and shall have a SETBACK of at least ten (10) feet from paved ROAD surfaces. Subsidiary signs such as those indicating credit card acceptance or notices may be directly attached to a freestanding sign but their area(s) plus that of the freestanding sign must not exceed the maximum allowed area. Businesses on corner LOTS at the intersection of two (2) MAJOR ROADS may have two (2) freestanding signs, one (1) on each ROAD, if it can be shown that a single sign cannot be properly seen from the ROADS or might prove distracting to drivers. The BUILDING mounted sign shall be single sided and mounted on the primary BUILDING. For purposes of this Ordinance, banners and flags, other than those of the nation and state, shall be considered as signs. Residential SUBDIVISIONS with more than five (5) LOTS may have a single sided sign with the name of the SUBDIVISION subject to architectural review. Said sign shall not exceed ~~fifteen (15)~~ twenty-five (25) square feet in area and can incorporate LOT identification and real estate contact information for a period of one (1) year.
- B. Sign Area and More Than One (1) Business Per LOT. In the case where there is more than one business on a single LOT, the maximum area of the freestanding sign is increased by five (5) square feet for each additional individual business. The freestanding sign can be configured as a vertical array with a separate sign of each business provided that the total allowed area is not exceeded. Each business can have its own BUILDING mounted single sided sign provided that it does not exceed ~~fifteen (15)~~ twenty-five (25) square feet in area.

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Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Development Review Ordinance Regarding Commercial Lighting be enacted?"

**2022 AMENDMENTS TO THE DEVELOPMENT REVIEW ORDINANCE  
REGARDING COMMERCIAL LIGHTING**

Amend Article XIII (13.5) of the Development Review Ordinance, regarding General Performance Standards for Site Review/Lighting Design Standards, as set forth below (additions are underlined and deletions are ~~struck-out~~):

**DEVELOPMENT REVIEW ORDINANCE**

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**ARTICLE XIII – GENERAL PERFORMANCE STANDARDS FOR SITE REVIEW**

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**13.5 Lighting Design Standards**

- A. The maximum height of free-standing lights shall be the same as the principal BUILDING but not exceeding 25 feet.
- B. All lights shall be shielded to restrict the maximum apex angle of the cone of illumination to 150 degrees.
- ~~C. Where lights along property lines will be visible to adjacent residents, the lights shall be appropriately shielded.~~
- CD. Free-standing lights shall be so located and or protected as to avoid being easily damaged by vehicles.
- DE. Lighting should be located along STREETS, parking areas, at intersections and crosswalks, and where various types of circulation systems merge, intersect or split.
- EF. Stairways and sloping or rising paths, BUILDING entrances and exits require illumination.
- EG. Display lighting shall be shielded and located and maintained so as not to create or constitute a hazard or nuisance to the traveling public or to neighbors.
- GH. Parking area lighting shall be shielded and located and maintained so as not to create or constitute a hazard or nuisance to the traveling public or to neighbors.
- HI. All exterior lighting shall be designed to not exceed 0.05 lumin 10' within ~~minimize adverse impact on~~ neighboring residential properties.

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Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use Ordinance Regarding Lot Coverage and Frontage Standards for Business, Commercial and Non-Residential Uses" be enacted?

**2022 AMENDMENTS TO THE LAND USE ORDINANCE  
REGARDING LOT COVERAGE AND FRONTAGE STANDARDS FOR BUSINESS,  
COMMERCIAL AND NON-RESIDENTIAL USES**

Amend Article III(C)(3) and (4) of the Land Use Ordinance, regarding Business, Commercial and Non-Residential Use Standards, as set forth below (additions are underlined and deletions are ~~struck-out~~):

**LAND USE ORDINANCE**

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**ARTICLE III - LAND USE STANDARDS**

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**C. BUSINESS, COMMERCIAL AND NON-RESIDENTIAL USE STANDARDS**

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3. LOT COVERAGE

- a. Business and Commercial Zone. LOT COVERAGE shall not exceed 40 percent unless THE PLANNING BOARD approves an increase up to a maximum of 60 percent provided that no more than 40 percent of said coverage shall be impermeable/impervious and that the LOT is large enough. for the width of any vegetative buffer strip to be increased to 30 feet and the side and rear SETBACKS shall be increased to 5335 feet.
  - b. Urban Development Park Zone. LOT COVERAGE shall not exceed 60 percent of the lot unless THE PLANNING BOARD approves an increase. The increase can be up to a maximum of 75 percent provided that the LOT is large enough for the width of all vegetative buffer strips to be increased to 30 feet and that all SETBACKS are increased to 50 feet from the property line of an adjacent residential lot or a commercial lot with a residential use.
2. Each LOT shall have the required frontage on a TRAVELED WAY. Minimum ROAD SETBACK, except for parking LOTS, shall be 75 feet from the center of the TRAVELED WAY. In the Business and Commercial District, the ROAD SETBACK for parking LOTS may be reduced by the PLANNING BOARD when necessary for functional or topographic reasons however the vegetative boundary strip requirement cannot be waived. Minimum SETBACK from side and back boundary lines shall be 35 feet ~~BUILDINGS, other STRUCTURES and manmade non-vegetative areas combined shall not occupy more than 40 % of the total LOT area.~~

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Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use Ordinance Regarding the Table of Land Uses for Retail Businesses and Consumer Services Establishments" be enacted?

**2022 AMENDMENTS TO THE LAND USE ORDINANCE  
REGARDING THE TABLE OF LAND USES FOR RETAIL BUSINESSES  
AND CONSUMER SERVICES ESTABLISHMENTS**

Amend Article II(B)(1)(E) of the Land Use Ordinance, regarding Use Regulations and Requirements/Table of Uses/Retail Businesses and Consumer Services Establishments, as set forth below (additions are underlined and deletions are ~~struck out~~):

**TABLE OF USE REGULATIONS**

KEY: P = PERMITTED

<u>Name of District or Overlay Zone</u>	<u>Abbreviation in Table</u>
High Density Shoreland	HDS
Residential	R
Rural Residential	RR
Mobile Home Park	MHP
Business and Commercial	BC
Urban Development Park*	UDP
Resource Protection Overlay Zone	RP

\*Wing Farm

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**PRINCIPAL USES**

**LAND USE DISTRICTS**  
HDS R RR MHP BC UDP RP

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**E. RETAIL BUSINESSES AND CONSUMER SERVICES ESTABLISHMENTS**

1.	Stores for retail sale of merchandise provided all storage and sales of materials are conducted within BUILDINGS and provided there is no manufacturing or assembly on the premises.				P	P	P
2.	Commercial studios for arts and handcrafts.				P	P	P
3.	Stores for retail sale of merchandise such as, but not limited to, lumber yards and BUILDING supply yards wherein merchandise is stored in the open, is screened from ground level view from any abutting STREET or abutting property line.				P	P	P
4.	Place for exhibition, lettering or sale of gravestones.				P	P	P
5.	Service businesses such as, but not limited to barber shops, shoe repair, self-service laundry, dry cleaning or pickup agencies, beauty parlors, tailoring shops or other similar use, copy/printing shops, caterers, or other similar uses.				P	P	P
6.	Veterinary establishments, kennels, pet shops or similar establishments Provided that animals can be kept wholly indoors except if on a leash and accompanied by staff for short periods of time.			P	P	P	P

**PRINCIPAL USES**

**LAND USE DISTRICTS**

		HDS	R	RR	MHP	BC	UDP	RP
7.	Places for repair, sale, rental, storage of boats.				P	P	P	
8.	Indoor <del>and outdoor</del> places <del>solely</del> for eating and drinking, no dancing or live entertainment permitted.				P	P		
<u>9.</u>	<u>Indoor and outdoor places for eating and drinking with dancing and live entertainment permitted</u>							<u>P</u>
<del>9</del> <u>10.</u>	Hotels, Motels and Inns				P	P	P	
<del>10</del> <u>11.</u>	Bed and Breakfast Establishments as a Home Occupation with five (5) or less bedrooms to let.				P	P	P	
<del>14</del> <u>12.</u>	Enclosed storage facility					P	P	

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Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use Ordinance Regarding the Table of Land Uses for Automotive Service and Open-Air Drive-In Retail Services/Flea Markets" be enacted?

**2022 AMENDMENTS TO THE LAND USE ORDINANCE  
REGARDING THE TABLE OF LAND USES FOR AUTOMOTIVE SERVICE AND  
OPEN-AIR DRIVE-IN RETAIL SERVICES/FLEA MARKETS**

Amend Article II(B)(1)(F) of the Land Use Ordinance, regarding Use Regulations and Requirements/Table of Uses/Automotive Service and Open-Air Drive-In Retail Services/Flea Markets, as set forth below (additions are underlined and deletions are ~~struck-out~~):

**TABLE OF USE REGULATIONS**

KEY: P = PERMITTED

<u>Name of District or Overlay Zone</u>	<u>Abbreviation in Table</u>
High Density Shoreland	HDS
Residential	R
Rural Residential	RR
Mobile Home Park	MHP
Business and Commercial	BC
Urban Development Park*	UDP
Resource Protection Overlay Zone	RP

\*Wing Farm

•••

**PRINCIPAL USES**

**LAND USE DISTRICTS**  
HDS R RR MHP BC UDP RP

•••

**F. AUTOMOTIVE SERVICE AND OPEN-AIR DRIVE-IN RETAIL SERVICES**

1. Gasoline service stations.	P	P				
2. Sale or rental of automobiles, and other motor vehicles.	P	P				
3. Automobile repair and parts shops, provided all work is carried out within the BUILDING.	P	P	P			
4. Car washing establishment.	P	P	P			
5. Sales places for flowers, garden supplies, AGRICULTURAL produce, constructed partly or wholly outdoors, including commercial greenhouses.	P	P	P			
6. Drive-in banks, eating places and other consumer services establishments where the motorist does not have to leave his/her car.	P	P				
7. Outdoor sports facilities conducted for profit.	P	P	P			
8. <u>Indoor and outdoor flea markets</u>						<u>P</u>

Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use Ordinance Regarding the Table of Land Uses for Automotive Service and Open-Air Drive-In Retail Services/Sports Facilities" be enacted?

**2022 AMENDMENTS TO THE LAND USE ORDINANCE  
REGARDING THE TABLE OF LAND USES FOR AUTOMOTIVE SERVICE  
AND OPEN-AIR DRIVE-IN RETAIL SERVICES/SPORTS FACILITIES**

Amend Article II(B)(1)(F) of the Land Use Ordinance, regarding Use Regulations and Requirements/Table of Uses/ Automotive Service and Open-Air Drive-In Retail Services/Sports Facilities, as set forth below (additions are underlined and deletions are ~~struck-out~~).

**TABLE OF USE REGULATIONS**

KEY: P = PERMITTED
--------------------

<u>Name of District or Overlay Zone</u>	<u>Abbreviation in Table</u>
High Density Shoreland	HDS
Residential	R
Rural Residential	RR
Mobile Home Park	MHP
Business and Commercial	BC
Urban Development Park*	UDP
Resource Protection Overlay Zone	RP

\*Wing Farm

•••

**PRINCIPAL USES**

**LAND USE DISTRICTS**  
HDS R RR MHP BC UDP RP

•••

**F. AUTOMOTIVE SERVICE AND OPEN-AIR DRIVE-IN RETAIL SERVICES**

1. Gasoline service stations.	P	P				
2. Sale or rental of automobiles, and other motor vehicles.	P	P				
3. Automobile repair and parts shops, provided all work is carried out within the BUILDING.	P	P	P			
4. Car washing establishment.	P	P	P			
5. Sales places for flowers, garden supplies, AGRICULTURAL produce, constructed partly or wholly outdoors, including commercial greenhouses.	P	P	P			
6. Drive-in banks, eating places and other consumer services establishments where the motorist does not have to leave his/her car.	P	P				
7. <u>Indoor and Outdoor</u> sports facilities conducted for profit.	P	P	P			

Art. \_\_\_\_\_ Shall an ordinance entitled "2022 Amendments to the Land Use Ordinance Regarding the Table of Land Uses for Industrial, Wholesale, and Transportation Uses" be enacted?

**2022 AMENDMENTS TO THE LAND USE ORDINANCE  
REGARDING THE TABLE OF LAND USES FOR INDUSTRIAL, WHOLESALE,  
AND TRANSPORTATION USES**

Amend Article II(B)(1)(G) of the Land Use Ordinance, regarding Use Regulations and Requirements/Table of Uses/Industrial, Wholesale, and Transportation Uses, as set forth below (additions are underlined and deletions are ~~struck out~~):

**TABLE OF USE REGULATIONS**

KEY: P = PERMITTED

<u>Name of District or Overlay Zone</u>	<u>Abbreviation in Table</u>
High Density Shoreland	HDS
Residential	R
Rural Residential	RR
Mobile Home Park	MHP
Business and Commercial	BC
Urban Development Park*	UDP
Resource Protection Overlay Zone	RP

\*Wing Farm

• • •

**PRINCIPAL USES**

**LAND USE DISTRICTS**  
HDS R RR MHP BC UDP RP

• • •

**G. INDUSTRIAL, WHOLESALE, AND TRANSPORTATION USES**

1.	Laundries and dry cleaning plants.				P	P	P
2.	Printing, binding, publishing, and related arts and trades.				P	P	P
3.	<u>Manufacturing and Bottling</u> of beverages				P	P	P
4.	Plumbing, electrical, or carpentry shops or other similar service or repair establishments.				P	P	P
5.	Places for light manufacturing, assembly, or packaging goods.				P	P	P
6.	Wholesale businesses and storage in roofed STRUCTURES.					P	P
7.	Trucking and freight terminals.					P <sup>4</sup>	
8.	Bulk petroleum and propane facilities including gas stations.					P <sup>5</sup>	
9.	Bulk Hazardous substance uses other than in 8 above.					P <sup>5,6</sup>	

<sup>4</sup> These transportation uses allowed only in the Special Industrial and Transportation Overlay Zone

<sup>5</sup> Bulk hazardous substance uses allowed only in the Special Industrial and Transportation Overlay Zone

<sup>5,6</sup> These bulk hazardous substance uses must be listed in Article XIV Section 14.7 Subsection B.

Select board 02/17/2022

## **Business Item 2**

### **Goal setting**

The previous goal setting session was May 6, 2021. The portion of the minutes of the meeting that pertain to the 'Select board Goals and Action Plan' are provided for review.

Ms. Perry noted that while the State is not currently offering preservation, she has reached out to a preservation company for a quote on preservation or digital archiving; and wanted to be sure that the Selectmen were in support of moving forward. The Board agreed that digital preservation of documents should be the priority.

**Selectman Hennessey moved to accept the offer of the West Bath Historical Society in order to pursue preservation of Town records, seconded by Selectman Andresen. Selectmen unanimously approved.**

#### 4. Select Board Goals and Action Plan

Mrs. Poland reviewed a list of items the Board had expressed interest in pursuing to be prioritized:

- Casella Operations
- Noise Ordinance
- Sabino Landing Improvements
- Comprehensive Plan Update
- Road Capital Plan
- Derelict Boats and Camper Trailer
- Land Use Ordinance Amendments
- Waterways and Harbors Ordinance Amendments
- Marine Resources Ordinance Amendments
- Fees and Penalties Schedule
- Human Resources Policy Manual
- Mooring Management
- Wing Farm Sewer

Selectman Lavalley highlighted the Land Use Ordinance, which Selectman Hennessey agreed should be a top priority. Mrs. Poland presented the Board with a proposal from MCEEDD for consultation services in regard to both the Land Use Ordinance and Comprehensive Plan.

Selectman Hennessey suggested that the fee schedule is a top priority.

Selectman Andresen stressed that the Noise Ordinance is important, to which the Board agreed developing the Ordinance will take time and can be ongoing while also addressing other items.

Selectman Lavalley noted that the Human Resource Manual is near completion and can be completed quickly along with the fee schedule.

Selectman Hennessey suggested that derelict boats should be priority #2, further suggesting that the Land Use Ordinance and Comprehensive Plan be priority #3.

Ms. Perry noted that the Broadband Committee was not listed; to which discussion followed on the importance of improving broadband specifically to Mountain Road.

Selectman Lavalley went on to stress the importance of the Sabino Landing, to which discussion followed on forming a committee to focus on the landing. Selectmen agreed to make Sabino Landing priority #4.

Discussion continued on the Comprehensive Plan and the Comprehensive Plan Committee, to which Mrs. Poland proposed finalizing for the November Town Meeting in order to qualify for grants.

The Board revisited the Human Resources Manual discussion and agreed to add that as priority #1B.

Selectman Hennessey reviewed the priorities as discussed.

Mrs. Poland suggested that mooring fees be revised with the fee schedule and that the Board consider an electronic mooring registry, reviewing the benefits of the program which include online registry and tracking. The cost of the program is \$6 per mooring.

Selectman Lavalley reviewed discussion with Casella and asked what the goal is moving forward. Selectman Andresen noted that the contract will be up for negotiation in 2022 and suggested that the Board be proactive in the terms of this agreement.

Selectman Lavalley asked if the solar project should be added to the list of priorities, to which Mrs. Poland countered that the Town Attorney is primarily handling the negotiations at this time.

Selectman Andresen asked if Casella should be invited to an upcoming meeting, to which discussion followed on including residents in the conversation surrounding the Transfer Station.

Selectman Hennessey suggested that a road plan should be prioritized over Casella, to which Selectman Lavalley suggested the formation of a Road Committee. Discussion followed regarding volunteers for a Road Committee, after which the Board agreed that Casella should be a low priority.

Selectman Lavalley presented the Wing Farm and suggested that it be a low priority, to which Selectman Andresen countered the liability involved in the sewer line. Selectman Hennessey argued that the sewer line is part of the Town's infrastructure. Mrs. Poland stated that while she had a productive conversation with Bath Public Works, the decision would ultimately fall to the City Council, to which she has been working with the Assistant City Manager to be placed on an agenda.

Ms. Wilson-Hennessey spoke to the Town of West Bath as deserving the attention and respect of the Bath City Council, highlighting the importance of West Bath's contributions to the City in reducing their tax burden, including West Bath supplementing the Patten Free Library. The Board agreed that this would be an ongoing priority for the Town to work on.

#### **5. Town Administrator's Report**

Mrs. Poland asked the Board for clarification on the Estabrook abatement request. Selectman Lavalley reviewed the Board's desire that a corrected bill be sent to the Estabrooks with all fees clearly labeled. Mrs. Poland reviewed that legally the Town cannot issue a corrected bill, however the Town can provide an itemized accounting of the account for clarification. Mrs. Poland further noted that tax interest is not typically abated. Selectman Lavalley reviewed issues in assessing tree growth. Selectman Andresen reiterated that a corrected assessment is requested.

Mrs. Poland reviewed the previous request for proposals for a Town reevaluation, two which there were two inquiries from out of state companies as well as one from Parker Appraisal, but no proposals received by the deadline. Mrs. Poland then reached out to Parker Appraisal and asked that they submit a proposal, with terms. Parker Appraisal has submitted a proposal for \$150,000 which would not include personal property, with a tentative date for work to begin July 2022. Mrs. Poland went on to recommend Parker Appraisal for their work in Bristol.

Selectman Hennessey asked how the Town would assess personal property. Mrs. Poland stated that she had spoken with Assessing Agent Ron Beal, who does not believe that there is significant personal property in West Bath. Ms. Wilson-Hennessey recommended that a freelance assessor could possibly assess personal property in a matter of a week. Mrs. Poland noted that the Town Attorney is currently reviewing the contract, which will be presented to the Selectmen at a later date.

David Hennessey asked if the Town had received further guidance on funds received through the CARES act, to which Mrs. Poland said they have not.

## **Executive Session**

A motion is required to: *enter into executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss the terms of the Town Administrator's contract.*

The current job description and the current employment agreement which ends on June 30, 2022, are included for review.

The minutes of the December 30, 2002, meeting of the Select board and a corresponding memorandum concerning the transfer of administrative duties and responsibilities to the Town Administrator are included for discussion purposes. It may be helpful for the current board to discuss and agree on the appropriate duties and expectations of the Town Administrator going forward.

State law defines the powers and duties of a *Town Manager*. The applicable statute is provided for additional information concerning possible duties of the Town Administrator position. The position of Town Administrator is *not* defined by State law.

**Town of West Bath  
Town Administrator  
Job Description**

**Work Hours:** This is a full-time position of 40 hours (+) per week. FLSA Status: Exempt.

**Experience:**

The individual should have prior management experience (preferably in a municipal capacity), be familiar with office procedures and equipment, and be proficient in the use of computers and software, including MS Word, Excel, and Power Point. Experience with TRIO and VISION, or the ability to quickly master these programs, is also required. A bachelor's degree in public administration or a related field is desired; however, any combination of experience and education that provides the knowledge and skills to perform the duties of the position will be considered. Excellent communications skills and the ability to understand and interpret all policies and applicable local and state regulations are essential. A background in ordinance and grant writing, as well as Town Meeting preparation, is advantageous.

**Nature of Work:**

*This is a responsible and professional administrative position involving participation in and oversight of a number of activities related to the operation of the Town government.*

The Administrator assists the Board of Selectmen in assuring that the Town is managed in accordance with local ordinances and policies and with state and federal law. The Town Administrator shall be appointed by, and is directly responsible to, the Board of Selectmen and shall perform such duties as are directed by the Board. Work involves personnel administration, including performance evaluations; making recommendations to the Board on hiring, termination, salaries and discipline; administering all applicable personnel policies and regulations; serving as a liaison with Department Heads, Town Committees and Boards, the public, civic groups, and various regional, state and federal agencies and organizations; developing administrative procedures and insuring compliance with the same; oversight of the Town's financial operations; preparation of Town Meeting Warrants; and oversight of the Annual Report. The Administrator is also responsible for identifying service needs of the community and bringing the same to the attention of the Board; and fostering and encouraging sound, positive public relations between the government and its citizens. The position involves a great deal of public contact and requires a significant amount of friendliness, tact, diplomacy and a professional appearance.

## **Duties Performed:**

Examples of the work performed include, but are in no way limited to, the following:

- Carry out the directives of the Board of Selectmen.
- Attend all meetings of the Board unless excused, preparing agendas and providing supporting documents, information and, if applicable, recommendations relevant to the agenda items.
- Identify necessary actions, programs and initiatives for recommendation as appropriate to the Board.
- Direct and evaluate the Town's office staff.
- Supervise the job performance of all Town departments, meeting at locations outside of the office as needed with those appointees/officials who do not frequently come into the Town Hall.
- Develop and implement administrative policies and procedures.
- Prepare the annual municipal budget calendar and work with the Board, Budget Advisory Committee and department heads to prepare a budget for inclusion in the Town Meeting Warrant; submit recommendations regarding both short and long-term capital improvement needs as part of the budget process.
- Oversee the administration of the approved budget and all financial affairs of the Town; establish strong internal controls; work with the Town's auditor to provide a timely and accurate Annual Audit; and monitor all revenues and expenditures, bringing any items of concern to the immediate attention of the Selectmen.
- Become familiar with the state's assessing regulations and work with the Assessing Agent to streamline/improve functions of that office as needed.
- As directed by the Selectmen, serve as the Board's advisor on other Town committees/boards; attend meetings of various regional and state agencies and organizations; and represent the Town on the same. The Selectmen will approve participation at the Town's expense only for those external committees, organizations and activities that are deemed to be of direct benefit to the Town or are otherwise in the Town's best interests.
- Serve as purchasing agent, delegating tasks as appropriate.
- Prepare grant applications and other appropriate financial assistance upon approval by the Board; oversee and administer the same.
- Maintain an "open door" policy with both staff and the public, being visible and easily assessable.
- Implement the programs, policies and actions of the Board of Selectmen.
- Perform other tasks as circumstances may require or as directed by the Board.

**Requirements of Work:**

- Thorough knowledge of municipal government, personnel management, and financial management (including budgeting and investments).
- Ability to communicate effectively both orally and in writing. Familiarity with and ability to quickly master complex computer programs
- Ability to maintain positive internal relations and to direct, supervise and motivate staff and to efficiently assign and delegate work as needed.
- Ability to organize and utilize time effectively
- Excellent analytical and decision-making skills
- Ability to listen to others and accept constructive criticism; must possess excellent conflict resolution and public relation skills



## Employment Agreement

This agreement is made and entered into this 24<sup>th</sup> day of June, 2019 between the Town of West Bath, Maine ("Town") and Kristine Poland ("Employee") pursuant to the following terms and conditions:

The Town of West Bath has created and funded the position of Town Administrator. The Town wishes to continue the services of the Employee as Town Administrator and would like to provide for certain procedures, benefits and requirements regarding the employment of the Employee by the Town. The Employee would like to accept continued employment as Town Administrator pursuant to the terms and conditions stated herein, **for the period of July 1, 2019 through June 30, 2022.**

In consideration of the mutual covenants contained herein, and intending to be legally bound hereby, the Town and Employee agree to the following:

1. **Duties:** The Town agrees to employ the Employee as Town Administrator of the Town of West Bath to perform all duties as specified in the attached job description for the position of Town Administrator, and other duties as may be assigned by the Board of Selectmen. The Employee shall, during the continuance of her employment, diligently and faithfully devote her time to her duties, and shall not engage in any outside activity which will interfere with her ability to perform the duties of said position.
2. **Compensation:** For the period beginning **July 1, 2019 through June 30, 2020**, the Town agrees to pay the employee the appropriated annual base salary of seventy thousand dollars (**\$70,000.00**), payable in accordance with the Town's usual payroll practices and procedures. For the period of July 1, 2020 through June 30, 2021, and for the period of July 1, 2021 through June 30, 2022, employee shall receive the same cost of living increase to which other employees of the Town of West Bath are entitled. The Board of Selectmen agree to conduct an annual performance evaluation. Based upon the results of said performance evaluation, an additional merit increase may be proposed for consideration at the Annual Town Budget Meeting.
3. **Terms of Employment:** **The term of this agreement shall be from July 1, 2019 through June 30, 2022**, unless terminated pursuant to the terms of this agreement. **No later than January 10, 2022, the parties agree to meet and discuss the possible extension of this agreement.** The term of this agreement may be extended by mutual written agreement.
4. **Performance Evaluation:** On an annual basis, the Board of Selectmen shall conduct an evaluation of the Employee's performance. This evaluation will help to define goals and

performance objectives for the effective daily operation of the Town government, and to set in place objectives for the future. As part of the evaluation process, the Board of Selectmen and the Town Administrator shall develop mutually agreeable criteria. The Employee shall be provided with adequate opportunity to discuss any evaluation with the Board of Selectmen, and to present concerns as part of the evaluation process as she may deem necessary and appropriate.

5. Termination Conditions and Pay:

- A. This agreement may be terminated and the Employee may be removed from office by the Board of Selectmen for cause in accordance with the procedures set forth in 30-A M.R.S.A. § 2601. In the event of termination, the Town's only obligation shall be to pay all compensation and vacation time accrued and unpaid as of the date of termination. The Employee shall not be entitled to payout of accrued sick leave.
- B. This agreement may be terminated and the Employee removed by the Board of Selectmen for convenience, or without cause. In the event the Board of Selectmen exercises this right during the term of this agreement, the Town agrees as follows:
  - i. To continue to pay Employee's salary and benefits for a period of one hundred and twenty (120) days following the date of termination, unless the Employee accepts new employment elsewhere prior to the expiration of said time period, in which case the Town's obligation under this subsection will cease.
  - ii. In the event the Employee is terminated due to a felony conviction, the Town shall have no obligation to pay the stipulated salary and benefits described in this subsection.

The Town and the Employee agree that termination of this agreement and removal of the Employee under these terms shall not require compliance with the procedures set forth in 30-A M.R.S.A. §2601, and that in the event of termination of the agreement for convenience, the Employee expressly waives any right or claim based upon 30-A M.R.S.A. §2601.

- C. Employee may terminate this agreement and resign from employment as Town Administrator upon thirty (30) days written notice to the Chairman of the Board of Selectmen. In the event the employee resigns from employment, the Town's only obligation shall be to pay all compensation and vacation time accrued, but unpaid, as of the effective date of the resignation.
6. Retirement Plan: A retirement benefit shall be provided to the Employee under the Maine Public Employee's Retirement System (MPERS). The contributions by the Town and by the Employee shall be determined by MPERS.
7. Automobile Allowance: The Employee shall provide her own automobile for use on Town business and the Town agrees to reimburse the Employee at the rate approved for automobile mileage deductions by the Internal Revenue Service (IRS). The Employee shall not be entitled to reimbursement for costs associated with her commute to and from the Town Office.
8. Cellphone Allowance: The Employee shall provide her own cellphone for use on Town business. There will be no additional stipend or compensation paid by the Town. The Employee, however may opt in to any discounts offered to all employees of the Town by

the Town's cellphone provider. The Town Administrator agrees to comply with all applicable provisions of the Maine Freedom of Access Act (FOAA).

9. Insurance Coverage:

- A. The Town agrees to provide health insurance coverage for the Employee and her spouse in accordance with the plans offered by the Town of West Bath through the Maine Municipal Employee's Health Trust.
- B. The Town shall provide life insurance in the amount of fifty thousand dollars (\$50,000) to the Employee. The Employee shall have the right to purchase additional life insurance under the same policy at her sole expense.
- C. The Town shall defend, hold harmless and indemnify the Employee against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Employee's duties as Town Administrator. The Town will defend, compromise or settle as appropriate any such claim or suit and pay the amount of any settlement or judgment. This section does not apply to any claims resulting from the Employee's willful misconduct or for claims arising outside of the Employee's duties as Town Administrator. Nothing herein shall be deemed to be a waiver of any indemnity or protection offered the Employee or the Town under the Maine Tort Claims Act.

10. Vacation, Sick Leave and Special Leave:

- A. The Employee received vacation time accrued on the basis of 1.54 hours earned per week of employment beginning on her first day of employment. The Employee's rate will increase based on years of service in accordance with the Town's usual policies and procedures. Employee may carry forward no more than five (5) days of vacation from one employment anniversary year to the next, with said anniversary year commencing on October 22<sup>nd</sup> of each year. In the event that the Employee resigns as Town Administrator after using vacation time that she has not fully earned, the Employee shall reimburse the Town for the days used, but not earned. Reimbursement for vacation time advanced may be withheld from any other monies that may be due the Employee at the time of separation.
- B. Employee shall have the right to sick leave as needed. Sick leave shall accrue at the rate of 1.85 hours earned per week of employment beginning as of the date of initial employment, October 22, 2018. No more than 60 days may be accrued. Employee may be granted additional days of paid, special leave during the period of this contract and any renewal thereof, with the approval of the Board of Selectmen, said approval not to be unreasonably withheld.
- C. Upon termination, whether voluntary or involuntary, the Town shall compensate the Employee for all vacation time accrued and unpaid. Said compensation shall be based upon the Employee's salary as of the date of termination.
- D. The Employee shall be entitled to paid holidays in accordance with the schedule determined annually by the Board of Selectmen.

11. Business Expenses: The Town shall reimburse the Employee for all business-related expenses, provided the Employee provides the Town with itemized receipts for all such expenses.

12. **Conferences, Training and Education:** The Town shall pay for the Employee's membership dues and attendance at meetings of the Maine Town and City Managers Association (MTCMA) and the Maine Municipal Association (MMA), and shall consider on an annual basis requests to attend other professional meetings, specialized training and educational programs which will enhance her knowledge and skills as a Town Administrator.
13. **General Benefits:** In addition to the benefits cited herein, the Town shall provide the Employee with any and all benefits that apply to other Town employees.
14. **General Provisions:**
- A. This agreement shall become effective as of July 1, 2019.
  - B. Whenever any provision of this agreement conflicts with or is inconsistent with those provisions of the Town's Personnel Policy applicable to the Town Administrator, the provisions of this agreement shall control.
  - C. If any provision or portion thereof contained in this agreement is proven to be unconstitutional, invalid, or unenforceable, the remainder of the agreement shall not be affected and shall remain in full force and effect.
  - D. No term or provision of this agreement shall be deemed to have been waived by either party unless such waiver is in writing and signed by both parties.
  - E. This agreement may be amended at any time, only in writing and duly executed by both parties.
  - F. The subject headings of the sections of this agreement are included for the purpose of convenience only and shall in no way affect the meaning, construction or interpretation of any provisions of this agreement.
  - G. The Town and the Employee agree to submit to binding arbitration for resolving any issues of dispute regarding the terms and conditions of this agreement, including the denial of termination benefits as set forth in section 5: Termination Conditions and Pay.
  - H. This agreement represents the entire and integrated agreement between the Town and the Employee and supersedes all prior negotiations, representations or agreements either written or oral.

In witness whereof, and intending to be legally bound, the parties have, in good faith, executed this agreement on this **24<sup>th</sup> day of the month of June, in the year 2019.**

**Town Administrator**

**Board of Selectmen**

\_\_\_\_\_  
Kristine Poland

\_\_\_\_\_  
Madelyn Hennessey

\_\_\_\_\_  
Peter Oceretko

\_\_\_\_\_  
Kathleen Lavallee

Board of Selectmen  
Chet Garrison, Chair  
Ralph Merry  
Roger Green

Town Administrator  
David Williams

thank you note for his years of service, and also one to Lisa Hewitt for her years of service to the Town (Lisa recently resigned from the Comp Plan Steering Committee and the Board of Appeals). Town Administrator reports that he is advertising for volunteers for all committees and boards.

**Transfer of Duties to Town Administrator.** The Selectmen reviewed a draft written by Mr. Garrison of a document that would transfer all supervisory and coordination duties for personnel and boards/committees to the Town Administrator, which is similar to what would happen if a statutory Town Manager plan was adopted. The Selectmen voted 3-0 to approve the final version. Selectmen requested that Town Administrator place the document on town letterhead for final signature and release by the Board of Selectmen.

**Abatement Request.** Town Administrator presented an abatement request for \$52.19, and a 2% interest refund of \$226.03 due to a tax bill being sent to an incorrect address. Apparently the individual did notify the town office of the address change, but it was put into the computer wrong. The bill was never returned to the town office as undeliverable. Although the town is not required by law to make sure a homeowner receives a tax bill, the Selectmen voted 3-0 to approve the abatement request. Mr. Merry expressed reservations about refunding the 2%, and only supported the refund because of a potential town office error.

**Legal Matters.** Selectmen request Town Administrator contact Town Attorney and express concern about open issues.

**Selectmen Meeting Schedule.** Roger Green made a motion to change the Selectmen meeting schedule from every Monday night to twice a month on Monday evenings starting at 6:30pm. Mr. Garrison stated it is up to the Chair to call the meetings by setting the time, date, and location of meetings. Mr. Merry expressed willingness to meet twice a month on a trial basis, but expressed concern about changing the schedule permanently. Selectmen agreed to allow the Chair and the Town Administrator to draft a schedule for the next three months, beginning February 2003, and quarterly thereafter to see how things go.

#### **Set Next Meeting**

6pm, Monday January 6, 2003 - West Bath Town Hall

Special Town Meeting at F.D. - Jan. 13, 2003 at 6:30pm

(A Selectmen's meeting will begin at 6pm, and an informational session will take place following the Special Town Meeting.)

**Adjournment** Voted 3-0 at 8:30pm

Board of Selectmen  
*Chet Garrison, Chair*  
*Ralph Merry*  
*Roger Green*

Town Administrator  
*David Williams*



219 Fosters Point Road  
West Bath, ME 04530

**BOARD OF SELECTMEN MINUTES –**

**December 30, 2002**

**Location:** West Bath Town Hall

**Call to Order** 6:01pm

**Presiding Selectman** Mr. Garrison

**Attendance** Mr. Merry, Mr. Green

**Others in Attendance**

David Williams, Town Administrator

**Approval of Minutes:**

Minutes for December 16, 2002 accepted as written.

(There was no meeting on December 23, 2002)

**Signing of Warrants**

Warrants signed as presented.

**Finance Committee** met with Selectmen to review the proposed articles for the Special Town Meeting on January 13, 2003. David Bourget, Jack McNary, Laura Small, Peter Oceretko, and David Hennessey (late) were present. Finance Committee recommended that a bid process should have been followed for the hose replacement of \$6700. Town Administrator stated that he believed that Fire Chief David Hudson gathered estimates and went with the lowest price, which complies with the bid policy even though a formal bid process wasn't held. Finance Committee expressed concern that the old hose shouldn't have been sold with the old truck, and that possibly the article for the Special Town Meeting allowing the F.D. to expend up to \$15,000 of the \$20,100 received from the sale of the truck shouldn't exceed more than \$13,000. Selectmen requested that Town Administrator make sure that Fire Chief submit an equipment list and cost estimates before the Special Town Meeting. David Bourget from Committee will attend next week's Selectman's meeting to review the F.D. list.

**Jim Whorff, Roads Commissioner**, requested permission from the Selectmen to put a tree trimming project out to bid, since it is a good time to do so when leaves aren't out, and the road surface could benefit from as much sunlight as possible. Cost estimate is \$6,000 to \$8,000, and would cost more if put out to bid in the spring. Town Administrator requested that Mr. Whorff write up a scope of work plan and hold a pre-bid meeting. Selectmen voted 3-0 to approve the project. Mr. Whorff also recommended improving a turnaround at the end of Sanford's Crossing with a \$6 to \$8,000 estimate. Selectmen recommend Mr. Whorff explore various possibilities but did not approve the project.

**Registrar Appointment.** Selectmen signed papers reappointing Diane Belanger, Town Clerk, as Registrar.

**Peter Oceretko, Planning Board Co-Chair**, reported that Wayne Renshaw of the Planning Board (term expires at end of December 2002) desires to be reappointed to his seat for another three year term. Selectmen agreed. Town Administrator requested that Mr. Oceretko ask the Town Clerk to draft the papers, and Selectmen will sign them next week. Selectmen request Town Administrator to send Mr. Renshaw a

*p. 1 of 2*

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*Visit the Town of West Bath on the Internet at:*  
<http://westbath.govoffice.com>



Board of Selectmen

MEMORANDUM

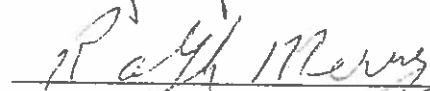
Date: January 6, 2003

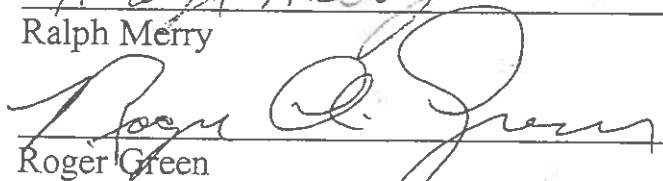
MEMORANDUM FROM THE BOARD OF SELECTMEN

Subj: Transfer of Administrative Duties and Responsibilities

This is to notify you that effective this date, the Board of Selectmen have transferred first line authority and responsibility for all Town of West Bath personnel to include, Department Heads and Boards and Committees, to the Town Administrator. He shall be responsible for performing organizational planning, manpower planning and provide work direction. He will be responsible for the overall financial management and the planning of all annual budgets, ensure propriety of purchases and proper maintenance of accounting data in that internal controls are effective and used in daily operations.

  
\_\_\_\_\_  
Chet Garrison, Chair

  
\_\_\_\_\_  
Ralph Merry

  
\_\_\_\_\_  
Roger Green



**§2636. Powers and duties of town manager**

The town manager: [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**1. Executive and administrative officer.** Is the chief executive and administrative official of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**2. Administer offices.** Is responsible to the select board for the administration of all departments and offices over which the select board has control;

[PL 2021, c. 275, §42 (AMD).]

**3. Execute laws and ordinances.** Shall execute all laws and ordinances of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**4. Department head.** Shall serve in any office as the head of any department under the control of the select board when directed by the select board;

[PL 2021, c. 275, §42 (AMD).]

**5. Appoint department heads.** Shall appoint, subject to confirmation by the select board, supervise and control the heads of departments under the control of the select board when the department is not headed by the town manager under subsection 4;

[PL 2021, c. 275, §42 (AMD).]

**6. Appoint town officials.** Unless otherwise provided by town ordinance, shall appoint, supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards, commissions, committees and single assessors; and appoint, supervise and control all other officials, subordinates and assistants, except that the town manager may delegate this authority to a department head and report all appointments to the select board;

[PL 2021, c. 275, §42 (AMD).]

**7. Purchasing agent.** Shall act as purchasing agent for all departments, except the school department, except that the town or the select board may require that all purchases greater than a designated amount must be submitted to sealed bid;

[PL 2021, c. 275, §42 (AMD).]

**8. Attend meetings of select board.** Shall attend all meetings of the select board, and the town manager may attend meetings when the manager's removal is being considered;

[PL 2021, c. 275, §42 (AMD).]

**9. Make recommendations.** Shall make recommendations to the select board for the more efficient operation of the town;

[PL 2021, c. 275, §42 (AMD).]

**10. Attend town meetings.** Shall attend all town meetings and hearings;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**11. Inform of financial condition.** Shall keep the select board and the residents of the town informed as to the town's financial condition; [PL 2021, c. 275, §42 (AMD).]

**12. Collect data.** Shall collect data necessary to prepare the budget;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD);

**13. Assist residents.** Shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices; and

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

**14. Remove appointments.** Has exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the select board. [PL 2021, c. 275, §42 (AMD).]

#### SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 2021, c. 275, §42 (AMD).

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Select board  
Correspondence  
02/17/2022



# CENTRAL MAINE POWER

An AVANGRID Company

Joseph Purington  
President and Chief Executive Officer

February 4, 2022

Ms Kathleen Lavallee  
Chair Selectboard  
Town of West Bath  
219 Fosters Point Rd  
West Bath, ME 04530

Dear Ms Kathleen Lavallee:

Every day, more than 646,000 Maine homes and businesses count on Central Maine Power Company (CMP) to efficiently deliver safe, reliable electricity from a supplier of their choice over our dependable infrastructure.

Many of our customers now are signing up with community solar providers for their source of electricity as these businesses, fueled by incentives passed by the Maine Legislature, are building or looking to site community solar arrays or similar renewable projects in their towns and cities.

At CMP, we're committed to helping the State of Maine reach its renewable energy goals by working to connect hundreds of proposed new solar and other distributed generation (DG) projects to our energy delivery system.

We understand that you are busy fielding questions from developers about town ordinances, permits and other processes, and from your local residents who wonder whether the new solar array will bring a discount on their bills (only if they subscribe to it.)

Our Distributed Generation projects team has produced a website that includes answers to the questions we've been asked most often plus other information regarding CMP's roles and responsibilities in the renewable energy field. We encourage you to share our website with your residents, including on your town's website or social media pages, as a service to help them learn more. It includes links to other agency sites that can provide additional information. Our website is [CMPconnectsDG.com](http://CMPconnectsDG.com). We've also included a few fliers to share.

Below, please find general information regarding our role, about those situations when a developer or CMP will seek permits, easements or access rights, and information about supply capacity.

### **CMP's Role:**

CMP is not a developer of distributed generation projects, including community generation and community solar, as we are not a power generator. Our role includes:

- Connecting DG to our energy grid: CMP works with renewable energy generators to interconnect their systems with ours and distributes the electricity over our infrastructure to homes and

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83 Edison Drive, Third Floor, Augusta, ME 04330  
Telephone 207.629.2032, Project Info Line 888.267.0831  
[www.cmpco.com](http://www.cmpco.com), [Deborah.Turcotte@cmpco.com](mailto:Deborah.Turcotte@cmpco.com)



An equal opportunity employer

businesses. A distribution line extension or upgrade may be needed, and CMP or its contractors will construct the extension or upgrade, not the developer.

- Applying credits to utility bills: CMP administers the bill crediting for residential, commercial and industrial customers who participate in or subscribe to a DG program, including community programs, in accordance with Maine Public Utilities Commission (PUC) rules.

The community solar developers are the primary contact with customers as these are their projects. CMP will reach out to households or businesses that may be affected by the construction of distribution line upgrades or extensions or regarding their billing credits.

#### **Supply Capacity:**

CMP has received a few questions regarding supply capacity on our system, namely “is there enough room” on our infrastructure in your area to support a generator’s interconnection. Here is a high-level answer that we hope you’ll find helpful:

*Capacity is studied upon receipt of a generator’s interconnection study application to CMP. There is no hard cap on the ability for generators to interconnect to the distribution system at any given location. If during the study it is determined that a larger or additional transformer (and possibly other elements) is required to accommodate the interconnection, the costs associated with those upgrades will be included in the study results and presented to our generation customer. The generation customer then can elect to move ahead with the interconnection or withdraw.*

#### **Developers’ Responsibilities:**

- **Permits:** The renewable energy developer is required to get all necessary local, state and/or federal permits for its project. If the facility requires a distribution line extension or upgrade to safely connect it to our grid, the developer or CMP will pursue any local, state, and/or federal permits that may be needed.
- **Easements:** Easements may be needed if a developer needs to extend or upgrade a distribution line. Property easements are obtained by the generator for the placement and maintenance of the line if it crosses private property, ensuring appropriate distance on each side of the line for CMP to have property access in order to perform maintenance or repairs due to an emergency.
- **Access Rights:** Developers, too, secure access rights on private properties if a road is needed to get to a renewable energy generation facility.

Please let us know if you have any additional questions. For CMP project-related questions, the Public Outreach team can be reached via our Project Information Line number at 1-888-267-0831 or email at [outreach@cmpco.com](mailto:outreach@cmpco.com). Customers with questions about their bills and credits should call our Customer Care Center at 1-800-750-4000 or visit [cmpco.com](http://cmpco.com).

Sincerely,



Joseph Purington  
President and Chief Executive Officer  
Central Maine Power Company



**CENTRAL MAINE  
POWER**

## MAKING CONNECTIONS Distributed Generation

### CONTACT

Project Information Line: **888.267.0831**  
Project Email: **outreach@cmpco.com**  
Refer to: **DG/Solar Development**  
Website: **CMPconnectsDG.com**

Customer Call Center: **800.750.4000**  
Hearing/Speech Impaired (TTY): **Dial 711**  
Customer Call Center email:  
**customer.service@cmpco.com**

### PROJECT OVERVIEW

Central Maine Power Company (CMP) is committed to efficiently delivering safe, reliable electricity from suppliers, that customers may choose, over our dependable energy grid.

Renewable energy incentives passed by the Maine State Legislature in 2019 have led to a surge of new solar and other distributed generation (DG) projects statewide.

### CMP'S ROLE

CMP supports the State of Maine's renewable energy goals and we are committed to interconnecting DG projects to the grid safely and reliably. CMP is not a developer of distributed generation projects, including community generation, as we do not generate power.

### DISTRIBUTED AND COMMUNITY GENERATION

Distributed generation (DG) is electricity produced by renewable energy sources such as solar, wind, hydro, and biomass near the point of interconnection to the grid or where the power will be used. DG is unlike traditional energy delivery where power is generated at large plants, travels through a substation to be stepped down to lower voltages and is then distributed to customers in the community. DG facilities connect to distribution lines that go both directly to customers and to substations. Power travels in both directions, requiring specific attention to safety and reliability.

A subset of DG is community generation in which a project is supported by residential and/or non-residential consumers through participation or subscriptions in exchange for credits on their utility bills. The most common is community solar. Customers may contract directly with these energy companies for their electricity supply.

### CREDITS AND UTILITY BILLS

Under community generation, residential and non-residential consumers can subscribe to or participate in a portion of the project in exchange for credits on their utility bills. Under one type of subscription program, the enrolled consumer earns credits for their portion of power generated and pays the business an agreed-upon rate for the credits. The credits, then, are applied to their CMP utility bill.

### INTERCONNECTIONS

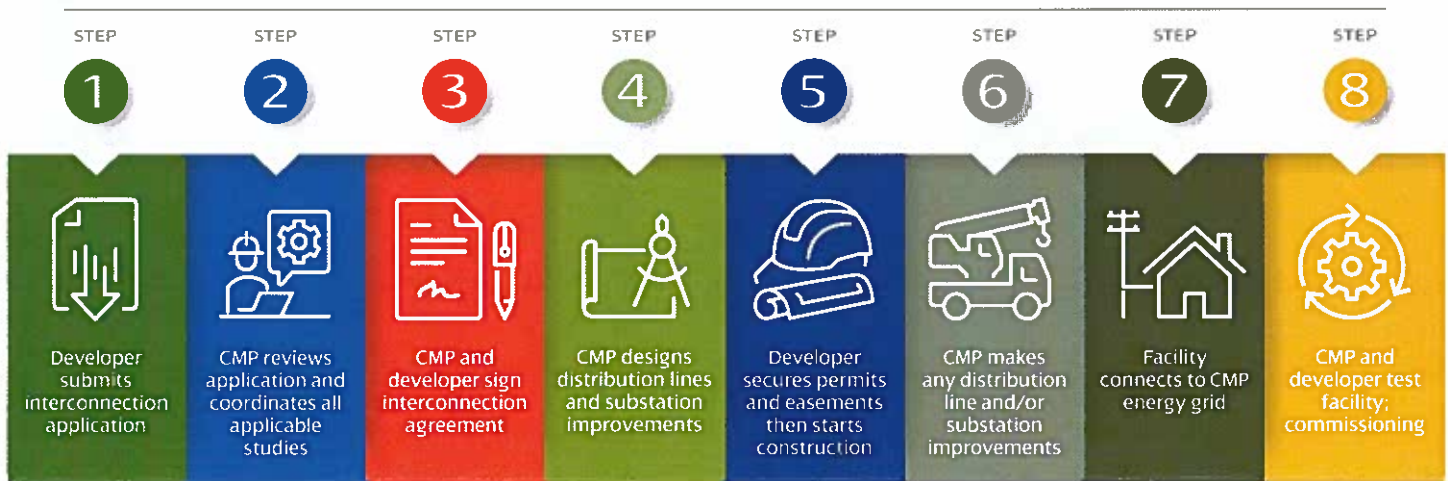
Since late 2019, CMP has received hundreds of applications for interconnections from dozens of solar developers. Most of these are community solar projects that will generate between 2 MW (megawatts) and 5 MW of electricity.

CMP follows an interconnection process established by the Maine Public Utilities Commission (PUC) that emphasizes timeliness, cost efficiency, and safety. We are a dedicated team of engineers, project managers, construction workers and others focusing solely on distribution generation projects and interconnections.

### STUDIES

Once we receive an interconnection application from a solar generator, it goes through a multi-faceted application/system phase review and a design/build phase review before testing and commissioning and then energizing. More information about these phases is listed in the MPUC's Chapter 324 rules and on CMP's website under "Services and Resources" and select "Interconnection."

# 8 STEPS FOR MAKING CONNECTIONS CMP and Distributed Generators



## DISTRIBUTION LINES

To facilitate the interconnection of a renewable energy project to CMP's grid, a developer may need to extend or upgrade a distribution line and partner with CMP to perform this work in a safe, efficient manner. If needed, property easements are obtained by the generator for the placement and maintenance of the line if it crosses private property, ensuring appropriate distance on each side of the line for property access in order to perform maintenance or repairs due to an emergency.

## PROPERTY OWNERS

CMP is not affiliated with any distributed (or community) generation business and will not approach landowners to lease their land for a project.

For distribution line upgrades or extensions, the distributed or community generator will secure the property needed for CMP to do the line work.

## PERMITS

Renewable energy generators will secure any local, state and/or federal permits needed for their project. For distribution line extensions or upgrades, CMP will secure local, state, and/or federal permits, if necessary.

## WORK HOURS/NOISE

For distribution line extensions or upgrades, most work will be done during daylight hours. For some projects, work may be needed at night and outages may be required. CMP will notify you. Construction noise may be present. We follow all community work and noise ordinances.

## SAFETY

AVANGRID, CMP's parent company, has strict work, job site, and Covid-19 safety protocols. Also, CMP and its contractors follow local, state, and federal safety rules.



# Select board Account Status as of 02/15/2022

**Exp / Rev Summary Report**  
ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>01 GEN GOVT</b>					
<b>REVENUES</b>					
01 AGENT FEES	12,000.00	7,456.75	7,456.75	4,543.25	62.14
03 PLUMB PERMIT	2,000.00	1,525.00	1,525.00	475.00	76.25
04 BLDG PERMIT	2,000.00	9,862.05	9,862.05	-7,862.05	493.10
08 SHELLFISH	4,500.00	80.00	80.00	4,420.00	1.78
10 BADCHECK FEE	0.00	-10.00	-10.00	10.00	0.00
13 FIRE DEPT MI	0.00	63.99	63.99	-63.99	0.00
14 GAIN ON SALE	0.00	501.59	501.59	-501.59	0.00
20 TOWN SHARE	1,000.00	799.00	799.00	201.00	79.90
22 MDOT	23,000.00	24,296.00	24,296.00	-1,296.00	105.63
24 MOORINGS	2,000.00	460.00	460.00	1,540.00	23.00
25 MISC. REV	0.00	97.73	97.73	-97.73	0.00
30 EXCISE TAX	490,000.00	307,306.23	307,306.23	182,693.77	62.72
31 BOAT EXCISE	8,000.00	1,601.20	1,601.20	6,398.80	20.02
32 SUSCOM CABLE	26,000.00	14,642.00	14,642.00	11,358.00	56.32
34 SNOWMOBILE	450.00	569.32	569.32	-119.32	126.52
53 VETERANS	1,600.00	1,542.00	1,542.00	58.00	96.38
55 PT INTEREST	6,000.00	-649.71	-649.71	6,649.71	-10.83
56 INT-CKBK	12,000.00	1,806.61	1,806.61	10,193.39	15.06
60 SALT SHED-R	3,300.00	7,320.96	7,320.96	-4,020.96	221.85
61 TRANS STA-R	46,800.00	27,300.00	27,300.00	19,500.00	58.33
62 TRANS STA-F	58,000.00	60,258.08	60,258.08	-2,258.08	103.89
70 SEPTIC FEES	0.00	1,925.00	1,925.00	-1,925.00	0.00
71 ARPA	0.00	101,720.44	101,720.44	-101,720.44	0.00
80 T.G.REIMB	5,000.00	6,585.06	6,585.06	-1,585.06	131.70
82 W.C. REIMB	2,000.00	569.00	569.00	1,431.00	28.45
83 P.C. REIMB	0.00	1,339.00	1,339.00	-1,339.00	0.00
85 SCHOOL GRANT	0.00	232,358.31	232,358.31	-232,358.31	0.00
86 SCHOOL LUNCH	0.00	32,919.92	32,919.92	-32,919.92	0.00
89 SCHOOL SUB	0.00	151,904.90	151,904.90	-151,904.90	0.00
90 R/E TAXES	0.00	4,144,617.88	4,144,617.88	-4,144,617.88	0.00
92 ABATEMENTS	0.00	-146.66	-146.66	146.66	0.00
93 INT ON TAXES	10,000.00	6,697.51	6,697.51	3,302.49	66.98
95 LIEN FEES	1,200.00	884.08	884.08	315.92	73.67
96 HOMESTEAD	63,000.00	98,628.00	98,628.00	-35,628.00	156.55
97 BETE REIMBUR	5,000.00	3,140.00	3,140.00	1,860.00	62.80
98 REV. SHARING	80,000.00	95,692.03	95,692.03	-15,692.03	119.62
Revenue Total	864,850.00	5,345,663.27	5,345,663.27	-4,480,813.27	618.10
<b>EXPENSES</b>					
<b>01 SELECTMEN</b>	<b>13,100.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>11,100.00</b>	<b>15.27</b>
01 PAYROLL	13,100.00	2,000.00	2,000.00	11,100.00	15.27
01 SALARIES	13,100.00	2,000.00	2,000.00	11,100.00	15.27
<b>02 TOWN ADMIN</b>	<b>71,820.00</b>	<b>45,579.60</b>	<b>45,579.60</b>	<b>26,240.40</b>	<b>63.46</b>
01 PAYROLL	71,820.00	45,579.60	45,579.60	26,240.40	63.46
01 SALARIES	71,820.00	45,579.60	45,579.60	26,240.40	63.46
<b>03 TAX COL/TREA</b>	<b>57,841.00</b>	<b>36,709.25</b>	<b>36,709.25</b>	<b>21,131.75</b>	<b>63.47</b>
01 PAYROLL	57,841.00	36,709.25	36,709.25	21,131.75	63.47
01 SALARIES	57,841.00	36,709.25	36,709.25	21,131.75	63.47
<b>04 TOWN CLERK</b>	<b>48,222.00</b>	<b>30,610.86</b>	<b>30,610.86</b>	<b>17,611.14</b>	<b>63.48</b>
01 PAYROLL	48,222.00	30,610.86	30,610.86	17,611.14	63.48
01 SALARIES	48,222.00	30,610.86	30,610.86	17,611.14	63.48
<b>05 CODE ENF</b>	<b>42,848.00</b>	<b>27,195.30</b>	<b>27,195.30</b>	<b>15,652.70</b>	<b>63.47</b>
01 PAYROLL	42,848.00	27,195.30	27,195.30	15,652.70	63.47
01 SALARIES	42,848.00	27,195.30	27,195.30	15,652.70	63.47

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>01 GEN GOVT CONT'D</b>					
<b>06 ASSESSING AG</b>	<b>26,160.00</b>	<b>15,260.00</b>	<b>15,260.00</b>	<b>10,900.00</b>	<b>58.33</b>
01 PAYROLL	26,160.00	15,260.00	15,260.00	10,900.00	58.33
01 SALARIES	26,160.00	15,260.00	15,260.00	10,900.00	58.33
<b>07 HEALTH OFF</b>	<b>1,578.00</b>	<b>1,578.00</b>	<b>1,578.00</b>	<b>0.00</b>	<b>100.00</b>
01 PAYROLL	1,578.00	1,578.00	1,578.00	0.00	100.00
01 SALARIES	1,578.00	1,578.00	1,578.00	0.00	100.00
<b>08 ROAD COMM</b>	<b>8,085.00</b>	<b>4,716.25</b>	<b>4,716.25</b>	<b>3,368.75</b>	<b>58.33</b>
01 PAYROLL	8,085.00	4,716.25	4,716.25	3,368.75	58.33
01 SALARIES	8,085.00	4,716.25	4,716.25	3,368.75	58.33
<b>09 ANIMAL CONT</b>	<b>2,052.00</b>	<b>1,128.60</b>	<b>1,128.60</b>	<b>923.40</b>	<b>55.00</b>
01 PAYROLL	2,052.00	1,128.60	1,128.60	923.40	55.00
01 SALARIES	2,052.00	1,128.60	1,128.60	923.40	55.00
<b>10 HARBOR MAST</b>	<b>2,332.00</b>	<b>1,166.00</b>	<b>1,166.00</b>	<b>1,166.00</b>	<b>50.00</b>
01 PAYROLL	2,332.00	1,166.00	1,166.00	1,166.00	50.00
01 SALARIES	2,332.00	1,166.00	1,166.00	1,166.00	50.00
<b>11 FIRE CHIEF</b>	<b>12,312.00</b>	<b>7,814.40</b>	<b>7,814.40</b>	<b>4,497.60</b>	<b>63.47</b>
01 PAYROLL	12,312.00	7,814.40	7,814.40	4,497.60	63.47
01 SALARIES	12,312.00	7,814.40	7,814.40	4,497.60	63.47
<b>12 DEPUTY</b>	<b>3,500.00</b>	<b>1,750.00</b>	<b>1,750.00</b>	<b>1,750.00</b>	<b>50.00</b>
01 PAYROLL	3,500.00	1,750.00	1,750.00	1,750.00	50.00
01 SALARIES	3,500.00	1,750.00	1,750.00	1,750.00	50.00
<b>13 FIRE CAPT 2</b>	<b>1,722.00</b>	<b>861.00</b>	<b>861.00</b>	<b>861.00</b>	<b>50.00</b>
01 PAYROLL	1,722.00	861.00	861.00	861.00	50.00
01 SALARIES	1,722.00	861.00	861.00	861.00	50.00
<b>15 LIEUTENANT</b>	<b>912.00</b>	<b>912.00</b>	<b>912.00</b>	<b>0.00</b>	<b>100.00</b>
01 PAYROLL	912.00	912.00	912.00	0.00	100.00
01 SALARIES	912.00	0.00	0.00	912.00	0.00
02 WAGES	0.00	912.00	912.00	-912.00	0.00
Expense Total	292,484.00	177,281.26	177,281.26	115,202.74	60.61
<b>Net Profit / (Loss)</b>	<b>572,366.00</b>	<b>5,168,382.01</b>	<b>5,168,382.01</b>	<b>4,596,016.01</b>	

**02 INS & BENE**

EXPENSES

<b>01 PAY TAXES</b>	<b>24,000.00</b>	<b>13,858.25</b>	<b>13,858.25</b>	<b>10,141.75</b>	<b>57.74</b>
02 INS/BENE	24,000.00	13,858.25	13,858.25	10,141.75	57.74
01 PAY TAXES	24,000.00	13,858.25	13,858.25	10,141.75	57.74
<b>02 RETIREMENT</b>	<b>26,300.00</b>	<b>17,905.26</b>	<b>17,905.26</b>	<b>8,394.74</b>	<b>68.08</b>
02 INS/BENE	26,300.00	17,905.26	17,905.26	8,394.74	68.08
02 MEPERS/ICMA	26,300.00	17,905.26	17,905.26	8,394.74	68.08
<b>03 INSURANCE</b>	<b>106,500.00</b>	<b>66,634.19</b>	<b>66,634.19</b>	<b>39,865.81</b>	<b>62.57</b>
02 INS/BENE	106,500.00	66,634.19	66,634.19	39,865.81	62.57
03 HEALTH INS	80,000.00	46,552.14	46,552.14	33,447.86	58.19
05 WORK COMP	6,000.00	2,574.05	2,574.05	3,425.95	42.90
06 PROP/CAS	19,500.00	16,794.00	16,794.00	2,706.00	86.12
07 VOLUNT FF	1,000.00	714.00	714.00	286.00	71.40
Expense Total	156,800.00	98,397.70	98,397.70	58,402.30	62.75
<b>Net Profit / (Loss)</b>	<b>(156,800.00)</b>	<b>(98,397.70)</b>	<b>(98,397.70)</b>	<b>58,402.30</b>	

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
03 TOWN ADMIN CONT'D					
03 TOWN ADMIN					
EXPENSES					
<b>01 OFFICE EXP</b>	<b>38,400.00</b>	<b>9,481.48</b>	<b>9,481.48</b>	<b>28,918.52</b>	<b>24.69</b>
05 PROF SERV	15,600.00	948.83	948.83	14,651.17	6.08
03 AUDIT	9,500.00	0.00	0.00	9,500.00	0.00
05 ADVERTISING	2,000.00	197.87	197.87	1,802.13	9.89
06 TOWN REPORT	2,600.00	0.00	0.00	2,600.00	0.00
10 REG OF DEEDS	1,500.00	750.96	750.96	749.04	50.06
06 SUPPLIES	9,100.00	4,002.12	4,002.12	5,097.88	43.98
01 OFFICE	3,600.00	1,370.66	1,370.66	2,229.34	38.07
02 POSTAGE	3,500.00	1,547.95	1,547.95	1,952.05	44.23
03 COPIER	2,000.00	1,083.51	1,083.51	916.49	54.18
07 DUES/TRAIN	5,800.00	495.58	495.58	5,304.42	8.54
01 PROF DUES	4,200.00	100.00	100.00	4,100.00	2.38
02 EMPL TRAIN	800.00	395.58	395.58	404.42	49.45
03 TRAVEL REIMB	800.00	0.00	0.00	800.00	0.00
08 UTILITIES	7,900.00	4,034.95	4,034.95	3,865.05	51.08
01 ELECTRIC	1,900.00	1,062.94	1,062.94	837.06	55.94
02 HEATING OIL	1,900.00	350.75	350.75	1,549.25	18.46
04 TELEPHONE	2,800.00	1,794.73	1,794.73	1,005.27	64.10
05 CELL PHONE	400.00	320.08	320.08	79.92	80.02
07 WATER	900.00	506.45	506.45	393.55	56.27
<b>03 COMP/TECH</b>	<b>51,000.00</b>	<b>43,688.00</b>	<b>43,688.00</b>	<b>7,312.00</b>	<b>85.66</b>
05 PROF SERV	50,000.00	43,688.00	43,688.00	6,312.00	87.38
11 CONTRACTS	50,000.00	43,688.00	43,688.00	6,312.00	87.38
06 SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
05 COMPUTER	1,000.00	0.00	0.00	1,000.00	0.00
<b>04 ASSESSING</b>	<b>0.00</b>	<b>3,504.82</b>	<b>3,504.82</b>	<b>-3,504.82</b>	<b>0.00</b>
05 PROF SERV	0.00	3,504.82	3,504.82	-3,504.82	0.00
14 ABATEMENT	0.00	3,504.82	3,504.82	-3,504.82	0.00
<b>06 SELECT CONT</b>	<b>10,000.00</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>6,800.00</b>	<b>32.00</b>
05 PROF SERV	10,000.00	3,200.00	3,200.00	6,800.00	32.00
11 CONTRACTS	10,000.00	3,200.00	3,200.00	6,800.00	32.00
<b>15 VOTING</b>	<b>3,300.00</b>	<b>1,227.90</b>	<b>1,227.90</b>	<b>2,072.10</b>	<b>37.21</b>
01 PAYROLL	2,000.00	643.44	643.44	1,356.56	32.17
02 WAGES	2,000.00	643.44	643.44	1,356.56	32.17
05 PROF SERV	500.00	149.60	149.60	350.40	29.92
05 ADVERTISING	500.00	149.60	149.60	350.40	29.92
06 SUPPLIES	800.00	434.86	434.86	365.14	54.36
01 OFFICE	700.00	434.86	434.86	265.14	62.12
08 FOOD	100.00	0.00	0.00	100.00	0.00
<b>20 OFFICE CLEAN</b>	<b>5,720.00</b>	<b>3,810.00</b>	<b>3,810.00</b>	<b>1,910.00</b>	<b>66.61</b>
05 PROF SERV	5,720.00	3,810.00	3,810.00	1,910.00	66.61
11 CONTRACTS	5,720.00	3,810.00	3,810.00	1,910.00	66.61
<b>21 BUILDING MNT</b>	<b>6,720.00</b>	<b>5,064.22</b>	<b>5,064.22</b>	<b>1,655.78</b>	<b>75.36</b>
06 SUPPLIES	200.00	225.03	225.03	-25.03	112.52
06 CLEAN/PAPER	200.00	225.03	225.03	-25.03	112.52
08 UTILITIES	2,120.00	1,977.26	1,977.26	142.74	93.27
06 ALARM	1,700.00	1,744.79	1,744.79	-44.79	102.63
08 DUMPSTER	420.00	232.47	232.47	187.53	55.35
10 REPAIRS/MAIN	4,400.00	1,986.54	1,986.54	2,413.46	45.15
02 BUILDING	1,000.00	396.54	396.54	603.46	39.65
05 LAWN CARE	3,100.00	1,590.00	1,590.00	1,510.00	51.29

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>03 TOWN ADMIN CONT'D</b>					
07 EQUIPMENT	300.00	0.00	0.00	300.00	0.00
15 VHCL/EQUIP	0.00	875.39	875.39	-875.39	0.00
03 NEW EQUIP	0.00	875.39	875.39	-875.39	0.00
<b>22 REVALUATION</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>0.00</b>
05 PROF SERV	150,000.00	0.00	0.00	150,000.00	0.00
11 CONTRACTS	150,000.00	0.00	0.00	150,000.00	0.00
Expense Total	265,140.00	69,976.42	69,976.42	195,163.58	26.39
<b>Net Profit / (Loss)</b>	<b>(265,140.00)</b>	<b>(69,976.42)</b>	<b>(69,976.42)</b>	<b>195,163.58</b>	
<b>04 LEGAL</b>					
EXPENSES					
<b>01 LEGAL</b>	<b>20,000.00</b>	<b>1,911.94</b>	<b>1,911.94</b>	<b>18,088.06</b>	<b>9.56</b>
05 PROF SERV	20,000.00	1,911.94	1,911.94	18,088.06	9.56
01 LEGAL	20,000.00	1,911.94	1,911.94	18,088.06	9.56
Expense Total	20,000.00	1,911.94	1,911.94	18,088.06	9.56
<b>Net Profit / (Loss)</b>	<b>(20,000.00)</b>	<b>(1,911.94)</b>	<b>(1,911.94)</b>	<b>18,088.06</b>	
<b>05 WELFARE</b>					
EXPENSES					
<b>01 GENERAL ASST</b>	<b>0.00</b>	<b>1,340.00</b>	<b>1,340.00</b>	<b>-1,340.00</b>	<b>0.00</b>
05 PROF SERV	0.00	175.00	175.00	-175.00	0.00
11 CONTRACTS	0.00	175.00	175.00	-175.00	0.00
30 GENERAL ASST	0.00	1,165.00	1,165.00	-1,165.00	0.00
01 HOUSING	0.00	1,165.00	1,165.00	-1,165.00	0.00
Expense Total	0.00	1,340.00	1,340.00	-1,340.00	0.00
<b>Net Profit / (Loss)</b>	<b>0.00</b>	<b>(1,340.00)</b>	<b>(1,340.00)</b>	<b>(1,340.00)</b>	
<b>10 PROTECTION</b>					
EXPENSES					
<b>05 AMB SERV</b>	<b>75,000.00</b>	<b>38,315.43</b>	<b>38,315.43</b>	<b>36,684.57</b>	<b>51.09</b>
05 PROF SERV	75,000.00	38,315.43	38,315.43	36,684.57	51.09
11 CONTRACTS	75,000.00	38,315.43	38,315.43	36,684.57	51.09
<b>10 HYDRANTS</b>	<b>27,544.00</b>	<b>20,657.40</b>	<b>20,657.40</b>	<b>6,886.60</b>	<b>75.00</b>
08 UTILITIES	27,544.00	20,657.40	20,657.40	6,886.60	75.00
10 HYDRANTS	27,544.00	20,657.40	20,657.40	6,886.60	75.00
<b>30 FD OPERATION</b>	<b>81,510.00</b>	<b>33,232.55</b>	<b>33,232.55</b>	<b>48,277.45</b>	<b>40.77</b>
06 SUPPLIES	14,190.00	3,960.54	3,960.54	10,229.46	27.91
01 OFFICE	850.00	0.00	0.00	850.00	0.00
05 COMPUTER	2,580.00	2,408.00	2,408.00	172.00	93.33
06 CLEAN/PAPER	0.00	138.51	138.51	-138.51	0.00
07 CLOTHING	10,260.00	607.58	607.58	9,652.42	5.92
08 FOOD	500.00	806.45	806.45	-306.45	161.29
07 DUES/TRAIN	5,670.00	3,938.51	3,938.51	1,731.49	69.46
01 PROF DUES	0.00	870.00	870.00	-870.00	0.00
02 EMPL TRAIN	5,670.00	3,068.51	3,068.51	2,601.49	54.12
08 UTILITIES	15,360.00	8,390.40	8,390.40	6,969.60	54.63
01 ELECTRIC	4,500.00	2,125.94	2,125.94	2,374.06	47.24
03 NATURAL GAS	4,000.00	2,536.98	2,536.98	1,463.02	63.42
04 TELEPHONE	720.00	435.05	435.05	284.95	60.42
05 CELL PHONE	2,240.00	1,310.70	1,310.70	929.30	58.51

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>10 PROTECTION CONT'D</b>					
06 ALARM	1,000.00	1,022.53	1,022.53	-22.53	102.25
08 DUMPSTER	1,800.00	280.00	280.00	1,520.00	15.56
09 INTERNET	1,100.00	679.20	679.20	420.80	61.75
10 REPAIRS/MAIN	11,400.00	4,673.66	4,673.66	6,726.34	41.00
02 BUILDING	11,400.00	4,592.19	4,592.19	6,807.81	40.28
07 EQUIPMENT	0.00	81.47	81.47	-81.47	0.00
15 VHCL/EQUIP	29,620.00	10,649.51	10,649.51	18,970.49	35.95
01 GAS/DIESEL	4,500.00	2,367.11	2,367.11	2,132.89	52.60
02 MAINT/REP	15,120.00	11,297.81	11,297.81	3,822.19	74.72
03 NEW EQUIP	10,000.00	-3,015.41	-3,015.41	13,015.41	-30.15
16 RESCUE	5,270.00	1,619.93	1,619.93	3,650.07	30.74
01 PHYS/SUPPL	5,270.00	636.00	636.00	4,634.00	12.07
03 SUPPLIES	0.00	983.93	983.93	-983.93	0.00
<b>32 FD INCENTIVE</b>	<b>22,580.00</b>	<b>11,290.00</b>	<b>11,290.00</b>	<b>11,290.00</b>	<b>50.00</b>
01 PAYROLL	22,580.00	11,290.00	11,290.00	11,290.00	50.00
02 WAGES	22,580.00	11,290.00	11,290.00	11,290.00	50.00
<b>35 FD CAPITAL</b>	<b>0.00</b>	<b>1,057.65</b>	<b>1,057.65</b>	<b>-1,057.65</b>	<b>0.00</b>
15 VHCL/EQUIP	0.00	1,057.65	1,057.65	-1,057.65	0.00
03 NEW EQUIP	0.00	1,057.65	1,057.65	-1,057.65	0.00
<b>40 ANIMAL CNTRL</b>	<b>5,198.00</b>	<b>3,088.15</b>	<b>3,088.15</b>	<b>2,109.85</b>	<b>59.41</b>
05 PROF SERV	2,863.00	2,721.65	2,721.65	141.35	95.06
11 CONTRACTS	2,863.00	2,721.65	2,721.65	141.35	95.06
07 DUES/TRAIN	1,535.00	35.00	35.00	1,500.00	2.28
01 PROF DUES	35.00	35.00	35.00	0.00	100.00
02 EMPL TRAIN	200.00	0.00	0.00	200.00	0.00
03 TRAVEL REIMB	1,300.00	0.00	0.00	1,300.00	0.00
08 UTILITIES	600.00	331.50	331.50	268.50	55.25
05 CELL PHONE	600.00	331.50	331.50	268.50	55.25
15 VHCL/EQUIP	200.00	0.00	0.00	200.00	0.00
03 NEW EQUIP	200.00	0.00	0.00	200.00	0.00
Expense Total	211,832.00	107,641.18	107,641.18	104,190.82	50.81
<b>Net Profit / (Loss)</b>	<b>(211,832.00)</b>	<b>(107,641.18)</b>	<b>(107,641.18)</b>	<b>104,190.82</b>	

#### 15 EDUCATION

##### EXPENSES

<b>01 SCHOOL</b>	<b>0.00</b>	<b>2,266,438.95</b>	<b>2,266,438.95</b>	<b>-2,266,438.95</b>	<b>0.00</b>
01 PAYROLL	0.00	871,054.32	871,054.32	-871,054.32	0.00
02 WAGES	0.00	871,054.32	871,054.32	-871,054.32	0.00
25 SCHOOL	0.00	1,395,384.63	1,395,384.63	-1,395,384.63	0.00
01 SCHOOL	0.00	1,395,384.63	1,395,384.63	-1,395,384.63	0.00
Expense Total	0.00	2,266,438.95	2,266,438.95	-2,266,438.95	0.00
<b>Net Profit / (Loss)</b>	<b>0.00</b>	<b>(2,266,438.95)</b>	<b>(2,266,438.95)</b>	<b>(2,266,438.95)</b>	

#### 20 HARBOR/WATER

##### EXPENSES

<b>01 SHELL WARDEN</b>	<b>20,790.00</b>	<b>9,890.02</b>	<b>9,890.02</b>	<b>10,899.98</b>	<b>47.57</b>
01 PAYROLL	15,390.00	7,243.56	7,243.56	8,146.44	47.07
02 WAGES	15,390.00	7,243.56	7,243.56	8,146.44	47.07
07 DUES/TRAIN	5,000.00	1,771.42	1,771.42	3,228.58	35.43
03 TRAVEL REIMB	5,000.00	1,771.42	1,771.42	3,228.58	35.43
08 UTILITIES	300.00	534.00	534.00	-234.00	178.00

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>20 HARBOR/WATER CONT'D</b>					
05 CELL PHONE	300.00	534.00	534.00	-234.00	178.00
15 VHCL/EQUIP	100.00	341.04	341.04	-241.04	341.04
03 NEW EQUIP	100.00	341.04	341.04	-241.04	341.04
<b>02 BOAT</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>	<b>0.00</b>
15 VHCL/EQUIP	800.00	0.00	0.00	800.00	0.00
01 GAS/DIESEL	200.00	0.00	0.00	200.00	0.00
02 MAINT/REP	500.00	0.00	0.00	500.00	0.00
03 NEW EQUIP	100.00	0.00	0.00	100.00	0.00
<b>04 SABINO LAND</b>	<b>0.00</b>	<b>-30.00</b>	<b>-30.00</b>	<b>30.00</b>	<b>0.00</b>
20 ROAD EXPENSE	0.00	-30.00	-30.00	30.00	0.00
01 SIGNS	0.00	-30.00	-30.00	30.00	0.00
<b>05 HRBR MSTR</b>	<b>1,800.00</b>	<b>759.96</b>	<b>759.96</b>	<b>1,040.04</b>	<b>42.22</b>
02 INS/BENE	300.00	0.00	0.00	300.00	0.00
08 INSURANCE	300.00	0.00	0.00	300.00	0.00
06 SUPPLIES	800.00	240.00	240.00	560.00	30.00
10 DEPT SUPPLY	800.00	240.00	240.00	560.00	30.00
15 VHCL/EQUIP	700.00	519.96	519.96	180.04	74.28
01 GAS/DIESEL	500.00	519.96	519.96	-19.96	103.99
02 MAINT/REP	200.00	0.00	0.00	200.00	0.00
Expense Total	23,390.00	10,619.98	10,619.98	12,770.02	45.40
<b>Net Profit / (Loss)</b>	<b>(23,390.00)</b>	<b>(10,619.98)</b>	<b>(10,619.98)</b>	<b>12,770.02</b>	

**25 SANITATION**

EXPENSES

<b>01 SOLID WASTE</b>	<b>11,750.00</b>	<b>6,718.04</b>	<b>6,718.04</b>	<b>5,031.96</b>	<b>57.17</b>
05 PROF SERV	11,750.00	6,718.04	6,718.04	5,031.96	57.17
12 RECYCLING	11,750.00	6,718.04	6,718.04	5,031.96	57.17
<b>02 RECYC CMTEE</b>	<b>2,800.00</b>	<b>1,404.84</b>	<b>1,404.84</b>	<b>1,395.16</b>	<b>50.17</b>
05 PROF SERV	2,800.00	1,404.84	1,404.84	1,395.16	50.17
11 CONTRACTS	2,800.00	1,404.84	1,404.84	1,395.16	50.17
Expense Total	14,550.00	8,122.88	8,122.88	6,427.12	55.83
<b>Net Profit / (Loss)</b>	<b>(14,550.00)</b>	<b>(8,122.88)</b>	<b>(8,122.88)</b>	<b>6,427.12</b>	

**30 PUBLIC WORKS**

EXPENSES

<b>01 GENERAL ROAD</b>	<b>378,800.00</b>	<b>124,044.37</b>	<b>124,044.37</b>	<b>254,755.63</b>	<b>32.75</b>
05 PROF SERV	500.00	0.00	0.00	500.00	0.00
05 ADVERTISING	500.00	0.00	0.00	500.00	0.00
06 SUPPLIES	100.00	0.00	0.00	100.00	0.00
01 OFFICE	100.00	0.00	0.00	100.00	0.00
07 DUES/TRAIN	200.00	0.00	0.00	200.00	0.00
03 TRAVEL REIMB	200.00	0.00	0.00	200.00	0.00
20 ROAD EXPENSE	378,000.00	124,044.37	124,044.37	253,955.63	32.82
01 SIGNS	1,000.00	73.09	73.09	926.91	7.31
03 PAINT/MOW	8,000.00	4,416.00	4,416.00	3,584.00	55.20
04 CULVERTS	10,000.00	0.00	0.00	10,000.00	0.00
05 PATCH	40,000.00	0.00	0.00	40,000.00	0.00
07 TREE TRIM	10,000.00	0.00	0.00	10,000.00	0.00
11 GRADING	4,000.00	3,790.00	3,790.00	210.00	94.75
12 REPAIRS	100,000.00	1,960.00	1,960.00	98,040.00	1.96
13 DITCHING	50,000.00	5,370.00	5,370.00	44,630.00	10.74

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>30 PUBLIC WORKS CONT'D</b>					
14 ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
96 PAVING	150,000.00	108,435.28	108,435.28	41,564.72	72.29
<b>03 SALT SHED</b>	<b>700.00</b>	<b>1,372.76</b>	<b>1,372.76</b>	<b>-672.76</b>	<b>196.11</b>
08 UTILITIES	600.00	519.07	519.07	80.93	86.51
01 ELECTRIC	600.00	519.07	519.07	80.93	86.51
10 REPAIRS/MAIN	100.00	853.69	853.69	-753.69	853.69
02 BUILDING	100.00	853.69	853.69	-753.69	853.69
<b>04 STREET LIGHT</b>	<b>2,000.00</b>	<b>993.99</b>	<b>993.99</b>	<b>1,006.01</b>	<b>49.70</b>
08 UTILITIES	2,000.00	993.99	993.99	1,006.01	49.70
01 ELECTRIC	2,000.00	993.99	993.99	1,006.01	49.70
<b>10 SNOW REMOVAL</b>	<b>240,250.00</b>	<b>148,923.46</b>	<b>148,923.46</b>	<b>91,326.54</b>	<b>61.99</b>
20 ROAD EXPENSE	40,300.00	20,623.46	20,623.46	19,676.54	51.17
08 SALT/SAND	40,000.00	20,490.45	20,490.45	19,509.55	51.23
10 CONTRACT/ADS	300.00	133.01	133.01	166.99	44.34
21 CONTRACTS	199,950.00	128,300.00	128,300.00	71,650.00	64.17
01 ROAD PLOW	184,950.00	123,300.00	123,300.00	61,650.00	66.67
02 TOWN LOTS	15,000.00	5,000.00	5,000.00	10,000.00	33.33
Expense Total	621,750.00	275,334.58	275,334.58	346,415.42	44.28
<b>Net Profit / (Loss)</b>	<b>(621,750.00)</b>	<b>(275,334.58)</b>	<b>(275,334.58)</b>	<b>346,415.42</b>	

35 COMMITTEES

EXPENSES

<b>02 CEMETERIES</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>
15 VHCL/EQUIP	300.00	0.00	0.00	300.00	0.00
02 MAINT/REP	300.00	0.00	0.00	300.00	0.00
<b>04 COMM AGENCY</b>	<b>46,959.00</b>	<b>44,096.00</b>	<b>44,096.00</b>	<b>2,863.00</b>	<b>93.90</b>
05 PROF SERV	46,959.00	44,096.00	44,096.00	2,863.00	93.90
09 COMM AGEN	46,959.00	44,096.00	44,096.00	2,863.00	93.90
<b>06 PLANNING BRD</b>	<b>3,000.00</b>	<b>-611.60</b>	<b>-611.60</b>	<b>3,611.60</b>	<b>-20.39</b>
01 PAYROLL	0.00	600.00	600.00	-600.00	0.00
02 WAGES	0.00	600.00	600.00	-600.00	0.00
05 PROF SERV	3,000.00	-1,222.39	-1,222.39	4,222.39	-40.75
05 ADVERTISING	3,000.00	-1,222.39	-1,222.39	4,222.39	-40.75
06 SUPPLIES	0.00	10.79	10.79	-10.79	0.00
01 OFFICE	0.00	10.79	10.79	-10.79	0.00
Expense Total	50,259.00	43,484.40	43,484.40	6,774.60	86.52
<b>Net Profit / (Loss)</b>	<b>(50,259.00)</b>	<b>(43,484.40)</b>	<b>(43,484.40)</b>	<b>6,774.60</b>	

40 SPEC ASSESS

EXPENSES

<b>01 COUNTY TAX</b>	<b>716,645.00</b>	<b>716,645.00</b>	<b>716,645.00</b>	<b>0.00</b>	<b>100.00</b>
05 PROF SERV	716,645.00	716,645.00	716,645.00	0.00	100.00
13 COUNTY	716,645.00	716,645.00	716,645.00	0.00	100.00
Expense Total	716,645.00	716,645.00	716,645.00	0.00	100.00
<b>Net Profit / (Loss)</b>	<b>(716,645.00)</b>	<b>(716,645.00)</b>	<b>(716,645.00)</b>	<b>(0.00)</b>	