Town of West Bath
Public Meeting Notice

Select Board: Kathleen Lavallee, Chair
Suzanne Andresen
Madelyn Hennessey

Town Administrator: Kristine Poland

Town Clerk: Karly Perry

A meeting of the West Bath Select Board / Board of Assessors will be held **Thursday July 20, 2023, at 5:30 pm** at the **West Bath Town Hall,** 219 Fosters Point Road.

Tentative Agenda

I. Call to Order

II. Attendance and Establishment of Quorum

III. Pledge of Allegiance

IV. Consent Agenda
1. Approval of Minutes:
    a. July 6, 2023
2. Approval of Warrant(s):
    a. Municipal
    b. School
3. Upcoming Select Board Meeting(s):
    a. August 3, 2023, at 5:30 pm at the West Bath Town Hall

V. Select Board Comments/Announcements

VI. Business Items (Select Board)
1. Broadband Task Force report
2. Purchasing and Bid Procedures, policy review
3. Planning assistance proposal, Midcoast Council of Governments
4. Sagadahoc County telecommunications facility, application for driveway/entrance permit
5. Conflict waiver, Maine Gravel and/or West Bath Parking LLC
6. Window replacement, request for quotes
7. Town Administrator's Report
8. Future agenda items

VII. Business Items (Board of Assessors)
1. Personal Property tax abatements

VIII. Public Comment

IX. Adjournment

Amended 07/17/2023

Select Board Meeting Minutes July 6, 2023

219 Fosters Point Road, West Bath ME 04530 · Phone (207) 443-4342 · Town Administrator email: townadministrator@westbathmaine.gov

Town of West Bath
Select Board Meeting Minutes
Thursday, July 6, 2023

Town of West Bath Select Board:	Kathleen Lavallee, Chair	- **Present**
	Suzanne Andresen	- **Present**
	Madelyn Hennessey	- **Present**
Town Staff Present:	Kristine Poland, Town Administrator Karly Perry, Town Clerk Julia House, Treasurer Steve Renaud, Road Commissioner	
Public:	David Hennessey	

A meeting of the Select Board was held at the West Bath Fire Hall on **Thursday, July 6, 2023, 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. June 15, 2023
2. Approval of Warrant(s):
   a. Municipal
   b. School
3. Upcoming Board of Selectmen Meeting(s):
   a. TBD at 5:30 pm at the West Bath Town 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:
None

VI. BUSINESS ITEMS

1. **Policy on Treasurer's Disbursement Warrants, Proposed Renewal**
   Municipal Officer Lavallee stated that these policies are signed annually. Ms. Poland noted that the wage and benefit warrant has been done annually and that the policy for State Fees serves the same purpose and should also be adopted annually.
   Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee to accept the policy as presented. Municipal Officer Hennessey moved, seconded by Municipal Officer Andresen, to amend to adopt both policies. Select Board unanimously approved.

2. **Payroll Service Update**
   Treasurer Julia House announced that the transition to a payroll service has been delayed by the school awaiting discussion with another school currently using the payroll service. Municipal Officer Andresen asked why there is a delay. Ms. House stated that the school has concerns regarding software and the number of journal entries necessary.

Municipal Officer Hennessey asked if Bangor Savings is ready to begin the transition, to which Town Administrator Kristine Poland noted that Bangor Saving still has some work to do on their end. She then stated that the payroll service would alleviate concerns regarding procedure, to which Ms. House agreed that a payroll service would eliminate many issues moving forward.

David Hennessey asked if the auditor would talk to the school, to which Ms. House agreed that they may. She then noted that the Town audit has been delayed due to a lag in state reporting.

3. **Personal Property Tax Collection, Request to Abate**
Municipal Officer Lavallee reviewed a legal opinion from the Town Attorney regarding personal property collection.

Municipal Officer Andresen asked that proper procedure be followed moving forward, to which Ms. Poland agreed, noting that the current procedure has been in place prior to the employment of any current Town employees.

Municipal Officer Andresen asked for examples of personal property for an auto repair shop. Ms. House noted that the personal property included tools and equipment.

Discussion followed regarding which accounts to abate. Ms. House stated her preference to prepare formal abatement paperwork for the Board to approve at a future meeting. She then noted that the cost of filing a lien may sometimes exceed the tax amount.

Municipal Officer Hennessey moved to authorize the Tax Collector to prepare abatements and notify outstanding 2022 accounts of potential liens. Discussion continued on procedure and which taxes to abate.

Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to authorize the Tax Collector to prepare abatements and notify outstanding accounts for 2022 of the lien procedure. Select Board unanimously approved.

4. **Policy on Town Committee Procedures, Proposed Amendment**
Municipal Officer Lavallee reviewed the redlined policy which has been reviewed by the Town Attorney, noting that language regarding the Select Board liaison has been removed as recommended by the Town Attorney.
Municipal Officer Hennessey moved, seconded by Municipal Officer Andresen, to approve the Town Committee Procedures as presented. Select Board unanimously approved.

5. **Select Board Rules of Procedure, Proposed Amendment**
Municipal Officer Lavallee reviewed the procedures, which include clarification on communication with legal counsel.
Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to approve the Select Board Rules of Procedure as presented. Select Board unanimously approved.

6. **Job Description Revisions, Review and Proposed Adoption**
Municipal Officer Lavallee reviewed proposed job descriptions for Treasure and Tax Collector, Town Clerk, Registrar of Voters, and Public Access Officer. She noted that duties performed by the Assessing Agent in the past are now included in the job descriptions for these positions and the Town Administrator position. Amendments to the Town Administrator job description are proposed as well.

Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee to approve the job descriptions as presented. Ms. House stated her concerns with handling personal property due to lack of time and experience. Ms. Poland stated that by her taking on the role of Deputy Treasurer would free up time for Ms. House to address personal property. Ms. House restated that she is uncomfortable handling personal property. Ms. Poland explained that the Assessing Agents will be assessing personal property and that the Tax Collector will be responsible for tracking, which is essentially already being done by this position. Discussion followed on the process for tracking personal property. Municipal Officer Andresen suggested that the process be reviewed in October, to which Ms. Poland stated that personal property is assessed in April. Discussion followed on procedure with Ms. Poland stating the necessity that as the Administrator she be allowed to initiate procedures for the Town Office. Mr. Hennessey recommended allowing administration to move forward. Ms. Poland added that changes can always be made should the office find that procedures are not working. **Select Board unanimously approved.**

7. **Purchasing Policy, Discussion**

Municipal Officer Lavallee presented the Purchasing Policy for discussion. Municipal Officer Hennessey noted that she was new to the Select Board when the policy was adopted and observed the increased cost of living since its induction. She encouraged the Board to increase limits.

Municipal Officer Lavallee asked the Board if they felt that the policy itself is acceptable aside from the costs, to which the Board agreed that it is.

Ms. Poland stated that her opinion that the Town Office limitations are appropriate and suggested that the Board focus on the limits for Public Works (Section 11).

Road Commissioner Steve Renaud spoke to the difficulty in finding contractors for smaller projects.

Mr. Hennessey recommended allowing the Road Commissioner to approve projects up to $10,000 and that projects above $30,000 require written estimates. He then stressed the urgency in completing road work. Municipal Officer Hennessey agreed and stated that the detail in the Town Meeting warrant has essentially approved the work to be done and recommended allowing the Road Commissioner the flexibility to move forward.

Municipal Officer Andresen recalled a request for road work standards, to which Mr. Renaud confirmed that the Town engineer is in the process of creating standards.

Municipal Officer Lavallee reviewed Mr. Hennessey's recommendations, to which the Board agreed that language should be included for sealed bids. Municipal Officers Lavallee and Hennessey agreed that projects up to $50,000 be allowed with written estimates. Municipal Officer Andresen stated her belief that the increase was too much compared to the previous policy.

Ms. Poland asked that the Board address change order limits, recommended that engineering project change orders be approved if the engineer determines that the change is necessary, and that non-engineered projects over $5000 require Select Board approval, to which the Select Board agreed.

Municipal Officer Lavallee asked how the Town could better track road expenditures, to which Mr. Renaud agreed would be helpful.

Municipal Officer Andresen asked if any progress has been made with road software. Mr. Renaud stated that he is waiting to hear back but has an additional contact who may be interested in assisting the Town.

Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to allow the Town Administrator and Road Commissioner to approve projects up to $10,000, that projects $10,000-$50,000 require three estimates, and that jobs over $50,000 require sealed bids. Change orders for engineered projects are to be approved by the Town Administrator and Road Commissioner. Change orders for non-engineered projects up to $5000 are to be approved by the Town Administrator and Road Commissioner, projects over $50000 are to be approved by the Select Board. Discussion followed on requiring equipment standards for projects. **Select Board approved 2 in favor and 1 opposed.** Municipal Officer Andresen asked that the record show she is strongly opposed.

8. **Androscoggin to Kennebec Trail, Proposed Funding Application**
Municipal Officer Lavallee reviewed a request for $5000 in matching funds for the Androscoggin to Kennebec Trail, noting that Bath and Brunswick each have $20,000 in escrow to cover their portion of the match. The remaining $5000 may be covered by the Kennebec Estuary Land Trust (KELT).

Ms. Poland expressed her support for the project.

Mr. Hennessey expressed concerns regarding trail maintenance.

Municipal Officer Lavallee spoke to community support for the project.
Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to authorize $5000 in funding for the Androscoggin to Kennebec Trail. Select Board unanimously approved.

9. **Town Administrator's Report**
Ms. Poland stated that the Town Attorney has added a new attorney to the firm. The new attorney brought with them Maine Gravel Services as a client, which will require a waiver from Maine Gravel Services in order to move forward. If a waiver cannot be obtained, the Town will need to seek alternate counsel on matters involving Maine Gravel Services.

Ms. Poland updated the Board on the Town-wide revaluation. Letters have been sent to property owners and appointments will be scheduled next week (July 10-14) for appointments the following week (July 17-21). Discussions will center around assessed values and not the mill rate.

Ms. Poland announced that the hot water tank at Town Hall failed and caused flooding. Insurance was notified and the carpet in the back room was removed. No documents were damaged. A new tank has been installed. Municipal Officer Andresen recommended an alarm system be installed on the tank. Discussion followed on the procedure for this type of event.

Municipal Officer Andresen addressed a letter from Senator Susan Collins. Ms. Poland stated that the letter which references the new fire station to be built in Bath. Ms. Poland sent a letter of support for Bath Fire Department on behalf of the West Bath as a mutual aid town. Municipal Officer Andresen asked that the Town follow up on the progress of the Sagadahoc County communications tower.

10. **Future Agenda Items**
Municipal Officer Lavallee asked that the Board discuss hiring a Town Planner. Discussion followed on the next meeting date, to which the Board agreed to meet on their regular date of July 20th.

Ms. Poland noted that the revised Bid Policy and personal property abatements will also be discussed, as well as request for bids for Town Office windows.

Municipal Officer Andresen requested that the Board discuss Town assets. Ms. Poland reviewed state requirements for selling tax-acquired properties. Municipal Officer Hennessey noted that many Town-owned properties are landlocked, to which Municipal Officer Andresen suggested that properties be researched for easements allowing access. Municipal Officer Lavallee spoke to the scarcity of public land and suggested that the Board carefully consider whether or not to sell property.

VII. PUBLIC COMMENT

VIII. EXECUTIVE SESSION

Municipal Officer Hennessey, seconded by Municipal Officer Andresen, moved to enter into executive session pursuant to 1 M.R.S. Chapter 13 §405 (6)(A) to discuss a personnel matter. Select Board unanimously. Select Board entered into executive session at 6:54. Select Board ended executive session at 7:37 pm.

IX. ADJOURNMENT

Municipal Officer Lavallee moved to adjourn, seconded by Municipal Officer Hennessey. Select Board adjourned by unanimous acclamation at 7:37 pm.

A true attested copy,

Karly A. Perry, Town Clerk

Business Item 1
Broadband Task Force report

Elliot Rosen, Chair, will provide a final report on Task Force activities. Recommendations will be made to the Select Board for future actions, including future franchise negotiations.

Business Item 2
Purchasing and Bid Procedures, policy review

The current Purchasing Policy was revised based on discussion at the July 6 meeting. The revised draft will be reviewed.

A redlined copy of the current policy and a clean copy of the policy with accepted revisions is provided for reference.

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

~~TOWN OF WEST BATH~~
~~PURCHASING POLICY~~
Purchasing and Bid Procedures

Section 1. Purpose.
~~The Board of Selectmen seeks t~~This policy ~~s~~tandardizes the purchasing and bid procedures of the Town of West Bath and ~~to~~ sets forth the duties and responsibilities of the Purchasing Agent, ~~and Department Heads (*e.g.*, Road Commissioner, Fire Chief~~the Fire Chief, and the Road Commissioner.~~), thereby securing for the Town the advantages of a uniform purchasing policy in an effort to save money,~~The provisions in this policy are intended to increase public confidence in the procedures for municipal purchasing and to promote the fair and equitable treatment of all suppliers of goods and services. ~~To that end, the Board of Selectmen establishes the following policy for the purchase of goods and services for the Town of West Bath.~~

Section 2. Purchasing Agent.
The Town Administrator is the Purchasing Agent for the Town of West Bath.

~~**Section 3. Purchase Orders.**~~
~~Department Heads or other authorized Town officials shall use Purchase Orders to document all expenditures prior to the procurement of any items or services for which Town funds are being used in which the total amount to be paid to a vendor is $1,000 or more. Except as otherwise provided herein (*see* Section 4(f)), all such Purchase Orders shall require the approval of the Purchasing Agent prior to the sales transaction taking place. Copies of completed Purchase Order forms shall be submitted to the vendor and Purchasing Agent as soon as practical. Purchases of a repetitive or on-going nature may be encompassed in a single document issued once per fiscal year.~~

Section 4. Purchase Limits (other than Public Works)**.**
(a) **$~~0~~1.00 - < $~~1,000~~999.00.** Purchases that are less than $1,000 are allowed with a sales receipt or other pertinent material submitted to the Purchasing Agent that shows the product or service being purchased, identifies the ~~vendor~~vendor, and states the cost of the item. The Purchasing Agent or other Department Head ~~can~~ may approve the purchase.

(b) **$1,000.00 - < $~~5,000~~4,999.00.** ~~Purchase Order requests~~Purchases that are at least $1,000 but less than $5,000 shall require documentation that at least three written and/or

oral price quotes from qualified bidders have been obtained, if available. ~~(written, oral, telephone and/or catalog methods are acceptable)~~. ~~Such documentation shall be forwarded to the Purchasing Agent as an attachment to the Purchase Order being submitted for approval~~. ~~Verbal quotations shall be solicited from a minimum of three qualified bidders, if available.~~ The quotes must be documented and ~~attached to the Purchase Order. A Purchase Order signed by~~forwarded to the Purchasing Agent ~~is required~~.

(c) **$5,000 - $20,000.** Purchases that are at least $5,000 but less than $20,000 must be made using a competitive bid ~~solicitation~~ process. Department ~~Heads~~ Heads may prepare a draft set of bid specifications for the Purchasing Agent or make a request for such a draft prior to the procurement of any item(s) or services ~~in this price~~within this range. The Purchasing Agent shall ~~promptly thereafter, provided budgeted funds are available,~~ finalize the competitive bid documents and solicit responses by ~~advertising~~ advertisement ~~and/or direct mailings~~or by direct mail to qualified vendors, provided that funds are available. Negotiations with bidders and the awarding of a contract shall be at the discretion of the Purchasing Agent in accordance with the provisions of this policy ~~as otherwise set forth herein~~. ~~Upon acceptance of a bid, vendor notification shall include a Purchase Order, unless otherwise exempt under this policy, with copies provided to the Purchasing Agent.~~

(d) **Over $20,000.** Purchases in the amount of $20,000 or more must be made using a sealed bid ~~solicitation~~ process. Department ~~Heads~~ Heads may prepare a draft set of bid specifications for the Purchasing Agent or make a request for such a draft prior to prior to the procurement of any item(s) or services ~~in this price~~within this range. The Purchasing Agent shall ~~promptly thereafter~~ prepare a final draft of the sealed bid specifications for submission to the ~~Board of Selectmen~~Select Board. Upon approval of the bid specifications by the ~~Board of Selectmen~~Select Board, the Purchasing Agent shall solicit sealed bids by ~~advertising~~ advertisement ~~and/or direct mailings~~or by direct mail to qualified vendors. The bid documents shall include a contract agreement and all other ~~such~~ terms and conditions that are acceptable to the ~~Board of Selectmen~~Select Board for the item(s) or services to be performed, using the guidelines set forth in Section 5. ~~Acceptance~~ The acceptance of sealed bids and awarding of a contract shall be at the sole discretion of the ~~Board of Selectmen~~Select Board. ~~Upon acceptance of a bid, vendor notification shall include a Purchase Order, unless otherwise exempt under this policy, with copies provided to the Purchasing Agent.~~ ~~In the event that~~If no bids or only one bid is received during a sealed bid ~~solicitation~~ process, the ~~Board of Selectmen~~Select Board shall decide how to proceed ~~using its sole discretion~~.

(e) The Purchasing Agent, Department Heads, and ~~Board of Selectmen~~the Select Board, as may be appropriate based on the ~~dollar amount~~ stated thresholds ~~as set forth above~~, may forego the formal bid processes described herein when ~~"piggybacking" onto a~~joining

a competitive bid process utilized by any federal, state, county, regional agency or other political unit that is made available to municipal governments.

(f) In the event of an emergency during which immediate threats to life and property exist, the Purchasing Agent or ~~a~~ Department Head is authorized to make ~~such~~ any necessary expenditures ~~as may be absolutely necessary~~ without going through the competitive or sealed bid processes set forth herein~~; provided, however,~~. ~~such~~ Such action must be made in good faith ~~(to avoid personal liability)~~ and require after-the-fact ~~ratification by the Board of Selectmen~~notification to the Select Board (in cases where budgeted funds are available), or Town Meeting approval (in cases where budgeted funds are not available)~~, or as otherwise required by law~~.

Section 5. Bid Guidelines.

(a) All bid specifications shall include the following statement: "The Town intends to award ~~this~~ the contract to the ~~individual or firm~~bidder that provides the lowest responsible and responsive bid that is deemed by the ~~Board of Selectmen~~Select Board to be in the best interests of the Town. The Town of West Bath reserves the right to reject any or all bids and to waive any formality or technicality in the submissions. The Town also reserves the right to negotiate with any ~~Bidder~~bidder.".

(b) Sealed bid openings shall be open to the public at a prescribed time and place. Faxed bids and late bids are not acceptable as part of the sealed bid ~~solicitation~~ process.

(c) Non-sealed bids may be opened at the convenience of the Purchasing Agent and may be subject to additional negotiations, project scope revisions, specification amendments, ~~etc.~~or other similar actions, at any time prior to ~~a bid being accepted~~acceptance of the bid.

(d) All bids ~~received~~received, and contract documents shall be considered public records unless otherwise provided by law.

(e) When evaluating the lowest responsive, responsible bid, the Town may also ~~take into account~~consider product availability, date of delivery, budgeted funds, product quality, vendor location, past service of vendor, vendor references, life cycle costs, shipping costs and other pertinent factors.

Section 6. Equipment, Vehicles, Materials and Supplies.

(a) The purchase of vehicles and heavy equipment shall be strictly limited based on the availability of budgeted funds in accordance with applicable Town Meeting ~~votes~~ action and as otherwise set forth herein.

(b) Whenever the purchase of materials and supplies requires a bid process, the award of a contract shall be based primarily on ~~unit~~the unit price.

Section 7. Contract Change Orders.
All change orders with a value less than or equal to $2,000 must be approved by the Purchasing Agent. All change orders with a value of more than $2,000 require ~~Board of Selectmen~~Select Board approval.

Section 8. Contracts for Labor Services.
(a) It shall be the responsibility of the Department Head to obtain a completed W-9 Form to be filed with the Purchasing Agent ~~as part of a Purchase Order request for the procurement of~~prior to procuring services with a value of $600 or more per calendar year, or as consistent with then current Internal Revenue Service rules and regulations. ~~In addition, nothing herein shall relieve a Department Head of this responsibility for purchases that do not require a Purchase Order.~~

(b) ~~All projects that require an expenditure of $10,000 or more shall require such payment, performance or other bonds and/or cash sureties and/or retainage as may be recommended by the Purchasing Agent and approved by the Board of Selectmen, to the extent permitted by law.~~

(~~e~~b) Except for written manufacturer's exclusions allowed by law, all contracted services for construction or installation of equipment, parts and materials shall ~~be warranteed~~provide a warranty to the Town for at least a one~~-~~year from the date of installation or substantial completion, whichever comes last, to include replacement and/or repairs at no cost to the Town.

(~~d~~c) The Town shall require all contractors, subcontractors and persons other than Town employees who perform labor services for the Town ~~with a calendar year value of $5,000 or more~~ to maintain insurance coverages and list the Town as an additional insured in accordance with the following minimum amounts, but in no event in an amount less than that required by the Maine Tort Claims Act, 14 M.R.S.A. § 8101, as may be amended:

(i)	general liability:	$1,000,000 per occurrence and $2 million in the aggregate
(ii)	property damage:	$500,000
(iii)	personal injury:	$500,000
(iv)	automotive liability:	$500,000
(v)	professional errors and omissions coverage (if applicable):	$1 million
(vi)	worker's compensation:	statutory requirements.

Prior to the start of any work to be performed, the Town must be ~~furnished with~~provided an insurance certificate as proof that these coverages are in place. Certificates shall be ~~placed on file with~~provided to the Purchasing Agent. Nothing in this Section shall be deemed to prohibit the Purchasing Agent or ~~Board of Selectmen~~the Select Board from requiring coverage amounts at a higher level, or imposing additional types of coverage up to the value of the entire project~~, as may be in the best interests of the Town~~.

(~~ed~~) Professional services contractors shall also be required to provide proof of insurance coverage for such professional services and/or product liability in an amount equal to the total cost of the project, subject to whatever reasonable limitations may be approved by the Purchasing Agent or ~~Board of Selectmen~~the Select Board, as may be applicable.

(~~fe~~) All contractors, ~~subcontractors~~subcontractors, and persons other than Town employees who perform services for the Town shall be required to defend, indemnify and hold harmless the Town of West Bath, its officers, agents and employees, for any and all damages, claims and liabilities which may arise as a result of work to be performed. Written bid specifications and contractual agreements shall include such language as otherwise set forth herein.

Section 9. Lease Purchases.

(a) The purchase or lease of any equipment, ~~vehicles~~ vehicle, or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein based on the total dollar value of the item(s).

(b) All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town Meeting.

Section 10. Exemptions and Waivers.

(a) It is understood that ~~pre-approved Purchase Orders and~~ multiple price quotes or bid procedures ~~requirements~~ may not be practical when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances, preference may be given to dealers approved by a manufacturer or sole source vendors with a satisfactory history of fair pricing and work quality in lieu of the specific bidding requirements set forth herein~~, upon authorization of the Purchasing Agent~~.

(b) It is recognized that alternative methods of product delivery (such as design-build, construction management, etc.) may be desired for certain projects when recommended by the Purchasing Agent and authorized by the ~~Board of Selectmen after notice and public hearing~~Select Board. Such alternative methods, including, but not limited to those set forth in 5 M.R.S.A. § 1743, as may be amended, may be used when reasonably determined by the ~~Board of Selectmen~~Select Board to be in the best interests of the Town.

(c) The provisions of this policy shall not apply to monthly utility bills, wage and salary payments for Town employees, nor shall it apply to employee benefits; provided, however, the disbursement of accumulated leave benefits at the time of employment separation and the selection of benefit vendors shall require the approval of the

Purchasing Agent, except in the case of payments to the Purchasing Agent, in which case the payments shall require the approval of the ~~Board of Selectmen~~Select Board. ~~Also, once an initial Purchase Order has been submitted for a specific project, it is not necessary for additional Purchase Orders to be submitted with each invoice on a project as work progresses.~~

Section 11. Public Works Exemptions and Waivers.

(a) $0 - < $~~5~~10,000.00. Public Works related purchases that are $10,000.00 or less ~~than $5,000~~ are allowed with a detailed invoice and any necessary supporting material submitted to the Purchasing Agent that shows the service being purchased, identifies the contractor, and states the cost of the work to be performed. The Purchasing Agent or Road Commissioner ~~can~~ may approve the purchase. ~~In the event~~ If the Road Commissioner is the ~~Contractor~~ contractor or an agent, officer, employee, or subcontractor of the ~~Contractor~~contractor, only the Purchasing Agent ~~can~~ may approve the purchase.

(b) $~~5~~10,000.00 - < $~~10~~50,000.00. Public Works related ~~Purchase Order requests~~purchases that are at least $~~5~~10,000.00 ~~but less~~and no more than $~~10~~50,000.00 shall require documentation of ~~a~~ written price quotes. Such documentation shall be forwarded to the Purchasing Agent ~~as an attachment to the Purchase Order being submitted for approval~~. The written quote shall ~~show the service being purchased,~~ identify the contractor and state the itemized cost of the service or work to be performed. ~~A Purchase Order signed by the Purchasing Agent is required.~~ If it is ~~felt~~ considered to be in the best interest of the Town, the Road Commissioner, Purchasing Agent, or ~~Board of Selectmen~~the Select Board may require three price quotes be obtained prior to ~~the~~ approval ~~of the Purchase Order~~. The Purchasing Agent shall inform the ~~Board of Selectmen~~Select Board of approved ~~Purchase Orders~~purchases at the next regularly scheduled ~~Selectmen's~~ Select Board meeting.

Section 12. Contract Change Orders.

All change orders with a value up to $5,000.00 may be approved by the Purchasing Agent and the Road Commissioner. Change orders with a value of more than $5,000.00 require Select Board approval. Change orders of any value that are deemed appropriate by a contracted engineering firm may be approved by the Purchasing Agent.

Section ~~12~~13. Severability; Amendments.

~~In the event that~~If any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect. This policy may be amended ~~from time to time by the Board of Selectmen~~at any time by the Select Board.

Section ~~13~~14. Prior Policies.

This policy supersedes and replaces ~~any and~~ all ~~like or comparable~~ policies related to purchasing and/or bid procedures or decisions previously ~~enacted or~~ adopted by the ~~Board of Selectmen~~Select Board.

~~Adopted by Board of Selectmen: _____, 2017~~
Date of adoption:

/s/ Kathleen Lavallee, Chair

/s/ Madelyn Hennessey

/s/ Suzanne Andresen

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

Purchasing and Bid Procedures

Adopted July 20, 2023

Section 1. Purpose.
This policy standardizes the purchasing and bid procedures of the Town of West Bath and sets forth the duties and responsibilities of the Purchasing Agent, the Fire Chief, and the Road Commissioner. The provisions in this policy are intended to increase public confidence in the procedures for municipal purchasing and to promote the fair and equitable treatment of all suppliers of goods and services.

Section 2. Purchasing Agent.
The Town Administrator is the Purchasing Agent for the Town of West Bath.

Section 4. Purchase Limits (other than Public Works).
(a) **$1.00 - < $999.00.** Purchases that are less than $1,000 are allowed with a sales receipt or other pertinent material submitted to the Purchasing Agent that shows the product or service being purchased, identifies the vendor, and states the cost of the item. The Purchasing Agent or other Department Head may approve the purchase.

(b) **$1,000.00 - < $4,999.00.** Purchases that are at least $1,000 but less than $5,000 shall require documentation that at least three written or oral price quotes from qualified bidders have been obtained, if available. The quotes must be documented and forwarded to the Purchasing Agent.

(c) **$5,000 - $20,000.** Purchases that are at least $5,000 but less than $20,000 must be made using a competitive bid process. Department Heads may prepare a draft set of bid specifications for the Purchasing Agent or make a request for such a draft prior to the procurement of any item(s) or services within this range. The Purchasing Agent shall finalize the competitive bid documents and solicit responses by advertisement or by direct mail to qualified vendors if funds are available. Negotiations with bidders and the awarding of a contract shall be at the discretion of the Purchasing Agent in accordance with the provisions of this policy.

(d) **Over $20,000.** Purchases in the amount of $20,000 or more must be made using a sealed bid process. Department Heads may prepare a draft set of bid specifications for the Purchasing Agent or make a request for such a draft prior to prior to the procurement of any item(s) or services within this range. The Purchasing Agent shall prepare a final draft of the sealed bid specifications for submission to the Select Board. Upon approval of the bid specifications by the Select Board, the Purchasing Agent shall solicit sealed bids by advertisement or by direct mail to qualified vendors. The bid documents shall include a contract agreement and all other terms and conditions that are acceptable to the Select Board for the item(s) or services to be performed, using the guidelines set forth in Section 5. The acceptance of sealed bids and awarding of a contract shall be at the sole discretion of the Select Board. If no bids or only one bid is received during a sealed bid process, the Select Board shall decide how to proceed.

(e) The Purchasing Agent, Department Heads, and the Select Board, as may be appropriate based on the stated thresholds, may forego the formal bid processes described herein when joining a competitive bid process utilized by any federal, state, county, regional agency or other political unit that is made available to municipal governments.

(f) In the event of an emergency during which immediate threats to life and property exist, the Purchasing Agent or Department Head is authorized to make any necessary expenditures without going through the competitive or sealed bid processes set forth herein. Such action must be taken in good faith and require after-the-fact notification to the Select Board (in cases where budgeted funds are available), or Town Meeting approval (in cases where budgeted funds are not available).

Section 5. Bid Guidelines.

(a) All bid specifications shall include the following statement: "The Town intends to award the contract to the bidder that provides the lowest responsible and responsive bid that is deemed by the Select Board to be in the best interest of the Town. The Town of West Bath reserves the right to reject any or all bids and to waive any formality or technicality in the submissions. The Town also reserves the right to negotiate with any bidder".

(b) Sealed bid openings shall be open to the public at a prescribed time and place. Faxed bids and late bids are not acceptable as part of the sealed bid process.

(c) Non-sealed bids may be opened at the convenience of the Purchasing Agent and may be subject to additional negotiations, project scope revisions, specification amendments, or other similar actions, at any time prior to acceptance of the bid.

(d) All bids received, and contract documents shall be considered public records unless otherwise provided by law.

(e) When evaluating the lowest responsive, responsible bid, the Town may also consider product availability, date of delivery, budgeted funds, product quality, vendor location, past service of vendor, vendor references, life cycle costs, shipping costs and other pertinent factors.

Section 6. Equipment, Vehicles, Materials and Supplies.
(a) The purchase of vehicles and heavy equipment shall be strictly limited based on the availability of budgeted funds in accordance with applicable Town Meeting action and as otherwise set forth herein.

(b) Whenever the purchase of materials and supplies requires a bid process, the award of a contract shall be based primarily on the unit price.

Section 7. Contract Change Orders.
All change orders with a value less than or equal to $2,000 must be approved by the Purchasing Agent. All change orders with a value of more than $2,000 require Select Board approval.

Section 8. Contracts for Labor Services.
(a) It shall be the responsibility of the Department Head to obtain a completed W-9 Form to be filed with the Purchasing Agent prior to procuring services with a value of $600 or more per calendar year, or as consistent with then current Internal Revenue Service rules and regulations.

(b)

(b) Except for written manufacturer's exclusions allowed by law, all contracted services for construction or installation of equipment, parts and materials shall provide a warranty to the Town for at least a one-year from the date of installation or substantial completion, whichever comes last, to include replacement and/or repairs at no cost to the Town.

(c) The Town shall require all contractors, subcontractors, and persons other than Town employees who perform labor services for the Town to maintain insurance coverages and list the Town as an additional insured in accordance with the following minimum amounts, but in no event in an amount less than that required by the Maine Tort Claims Act, 14 M.R.S.A. § 8101, as may be amended:

(i)	general liability:	$1,000,000 per occurrence and $2 million in the aggregate
(ii)	property damage:	$500,000
(iii)	personal injury:	$500,000
(iv)	automotive liability:	$500,000
(v)	professional errors and omissions coverage (if applicable):	$1 million
(vi)	worker's compensation: statutory requirements.	

Prior to the start of any work to be performed, the Town must be provided with an insurance certificate as proof that these coverages are in place. Certificates shall be provided to the Purchasing Agent. Nothing in this Section shall be deemed to prohibit the Purchasing Agent or the Select Board from requiring coverage amounts at a higher level, or imposing additional types of coverage up to the value of the entire project.

(d) Professional services contractors shall also be required to provide proof of insurance coverage for such professional services and/or product liability in an amount equal to the total cost of the project, subject to whatever reasonable limitations may be approved by the Purchasing Agent or the Select Board, as may be applicable.

(e) All contractors, subcontractors, and persons other than Town employees who perform services for the Town shall be required to defend, indemnify, and hold harmless the Town of West Bath, its officers, agents and employees, for any and all damages, claims and liabilities which may arise as a result of work to be performed. Written bid specifications and contractual agreements shall include such language as otherwise set forth herein.

Section 9. Lease Purchases.

(a) The purchase or lease of any equipment, vehicle, or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein based on the total dollar value of the item(s).

(b) All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town Meeting.

Section 10. Exemptions and Waivers.

(a) It is understood that multiple price quotes or bid procedures may not be practical when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances, preference may be given to dealers approved by a manufacturer or sole source vendors with a satisfactory history of fair pricing and work quality in lieu of the specific bidding requirements set forth herein.

(b) It is recognized that alternative methods of product delivery (such as design-build, construction management, etc.) may be desired for certain projects when recommended by the Purchasing Agent and authorized by the Select Board. Such alternative methods, including, but not limited to those set forth in 5 M.R.S.A. § 1743, as may be amended, may be used when reasonably determined by the Select Board to be in the best interest of the Town.

(c) The provisions of this policy shall not apply to monthly utility bills, wage and salary payments for Town employees, nor shall it apply to employee benefits; provided, however, the disbursement of accumulated leave benefits at the time of employment separation and the selection of benefit vendors shall require the approval of the Purchasing Agent, except in the case of payments to the Purchasing Agent, in which case the payments shall require the approval of the Select Board.

Section 11. Public Works Exemptions and Waivers.
(a) $0 - < $10,000.00. Public Works related purchases that are $10,000.00 or less are allowed with a detailed invoice and any necessary supporting material submitted to the Purchasing Agent that shows the service being purchased, identifies the contractor, and states the cost of the work to be performed. The Purchasing Agent or Road Commissioner may approve the purchase. If the Road Commissioner is the contractor or an agent, officer, employee, or subcontractor of the contractor, only the Purchasing Agent may approve the purchase.

(b) $10,000.00 - < $50,000.00. Public Works related purchases that are at least $10,000.00 and no more than $50,000.00 shall require documentation of written price quotes. Such documentation shall be forwarded to the Purchasing Agent. The written quote shall identify the contractor and state the itemized cost of the service or work to be performed. If it is in the best interest of the Town, the Road Commissioner, Purchasing Agent, or the Select Board may require three price quotes be obtained prior to approval. The Purchasing Agent shall inform the Select Board of approved purchases at the next regularly scheduled Select Board meeting.

Section 12. Contract Change Orders.

All change orders with a value up to $5,000.00 may be approved by the Purchasing Agent and the Road Commissioner. Change orders with a value of more than $5,000.00 require Select Board approval. Change orders of any value that are deemed appropriate by a contracted engineering firm may be approved by the Purchasing Agent.**Section 13. Severability; Amendments.**
If any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect. This policy may be amended at any time by the Select Board.

Section 14. Prior Policies.
This policy supersedes and replaces all policies related to purchasing and/or bid procedures or decisions previously adopted by the Select Board.

Date of adoption:

/s/ Kathleen Lavallee, Chair

/s/ Madelyn Hennessey

/s/ Suzanne Andresen

Business Item 3
Planning assistance proposal, Midcoast Council of Governments

A proposal for planning services was provided by MCOG at the request of the Town Administrator. The proposal is in draft form and is subject to change based on meeting discussion.

Max Johnstone plans to attend the meeting on MCOG's behalf.

Draft July 20, 2023

Agreement for Administrative, Planning and Technical Services between the Town of West Bath and the Midcoast Council of Governments

This letter of Agreement, on _____, 2023 is by and between Midcoast Council of Governments hereinafter called MCOG," and the Town of West Bath, hereinafter called "Town."

Whereas, MCOG is duly organized under Maine Statute to provide economic development, community development and planning services, and

Whereas, The Town is seeking assistance for site plan reviews that may exceed the annual Technical Services as part of their MCOG membership, and

Whereas, The Town anticipates additional help with implementing Ordinance changes due to State housing law (LD 2003); and

Therefore, The Town engages MCOG to administer all activities associated with the Town as described in Rider A.

Compensation: In consideration of the performance of the foregoing services, the Town agrees to pay MCOG $65 per hour, not to exceed $10,000 in total for this contract.

Term: MCOG shall provide the services described herein for the period beginning on August 1, subject to this Agreement, including those in Ryder A. This agreement shall continue through July 30, 2024, and shall be terminated upon notice by the Town.

Reporting: MCOG shall periodically provide the Town Administrator with a detailed report of its activities under this agreement. Such a report shall include a listing of the specific services and benefits provided to the Town. This report shall be provided in writing. The Town Administrator may request a report be done in-person.

Termination: Either party may terminate this agreement with cause provided at least 30-days prior notice in writing is mailed to the other party.

Assignment: No party to this Agreement shall assign, delegate, subcontract or otherwise transfer its rights or obligations hereunder without the prior consent of the other party, which consent shall not be unreasonably delayed or withheld.

Staff Assignment: MCOG shall assign Maxwell Johnstone to this project to perform the duties for the Town as described in Ryder A. Maxwell Johnstone may designate a replacement staff member to this project with written permission from the Town.

Independent Contractor: Notwithstanding any of the provisions set faith in this Agreement, the parties have entered into this agreement solely for the purposes set forth and their relationship shall be that of independent contractors. Each party shall be solely responsible for the manner and means by which it carries out its duties hereunder. Neither party, nor its employees, consultants, agents, and/or representatives shall have the power to bind the other party and the employees, consultants, agents and/or representatives shall not be construed for any purpose subject to the control and direction of the non-employing party.

This Agreement, including any reference to schedules, contains the entire agreement of the parties and supersedes all prior discussions, representations, understandings and agreements. No waivers, modifications or amendments to this agreement shall be effective without the express consent of the party to be so bound.

Draft July 20, 2023

In Witness Whereof, the parties hereunder duly authorized have executed and delivered this agreement as of the date first above written.

Duly Authorized for the Town of West Bath

_____ Date:_____

Kirstine Poland

Town Manager

Duly Authorized for MCOG

_____ Date: _____

Executive Director

Mathew Eddy

Draft July 20, 2023

Rider A

Specifications of Work to be Performed by MCOG

MCOG will assist the Town of West Bath with administrative assistance for monthly Planning Board meetings. The work to be completed will cover the following:

1. Site Reviews that require 3rd party input;
2. Revisions to the Land Use Ordinance:
    a. To be consistent with the draft Comprehensive Plan
    b. To make the Town compliant with LD 2003 by July 1, 2024
    c. To address any additional concerns highlighted by MCOG that are accepted by the Town.
3. Providing monthly reports on Planning Board reviews that were conducted;
4. If funds are available, creating new maps using GIS software that would assist with Site Plan Reviews.
5. Additional work agreed upon by the Town Administrator and MCOG in writing.

Business Item 4
Sagadahoc County telecommunications facility, application for driveway/entrance permit

The county is close to being approved by the State Division of Engineering on the application for driveway permit to access the proposed Sagadahoc County 911 communications telecommunications facility in West Bath from the DOT existing rest area on Route 1 adjacent to the proposed facility.

The permit requires the property owner's signature. The town attorney confirmed that the Select Board has the authority to sign the permit on the town's behalf.

Date Received:

Application No. _____

APPLICATION FOR DRIVEWAY/ENTRANCE PERMIT
MAINE DEPARTMENT OF TRANSPORTATION
P.O. Box 358
Scarborough, ME 04070
Phone: (207)-885-7000 FAX: (207)-883-3806

Application is hereby made to construct, change location, grade or use served by a driveway or entrance to property in accordance with Title 23 M.R.S.A. § 704 and §705.

Section A Property Owner Information

1. Land Owner's Name: Town of West Bath Phone# 207-443-4342
2. Land Owner's Mailing Address: 219 Foster Point Rd., West Bath, ME 04530 (Address / Town/City / State / Zip Code)
3. Applicant or Agent's Name: Sagadahoc County Phone # 207-751-1759
4. Applicant/Agent Mailing Address: 47 Enterprise Avenue, P.O. Box 57, Gardiner, ME 04345 (Address / Town/City / State / Zip Code)
5. Other contact information: Black Diamond Consultants, Inc Work 207-582-0056 Cell _____

Section B Property Location Information

6. Directions to property: Property off of Rt. 1 in West Bath. Property identified on Town Tax Map(1) as lot #9. Proposed access road to be located to the rear of existing Rt. 1 rest stop located approximately 1 1/2 miles northwest of intersection of Rt. 1 with Rt. 209 in Bath.
7. Route No. 1 Road Name: U. S. Route 1
8. ☐North ☒South ☐East ☐West – side of highway
9. City/Town: West Bath County: Sagadahoc
10. Distance from nearest intersection: 1 1/2 miles *(estimated in tenths of a mile)* Name of Intersection: Rt. 209
11. Nearest Utility Pole #: _____ Attach Survey Data *(if available)*
12. Map and Lot number 1,9 (**MUST** provide copy of tax map) Lot prior to May 25,2002? X Yes ___ No

Proposed Location of Driveway/Entrance shall be staked and flagged by applicant.

Section C Driveway/ Entrance Information

13. Desired width of Driveway/Entrance: 12 (feet) Type of Surface: Gravel (gravel, pavement, etc.)
14. Will the development associated with this driveway/entrance have more than 10,000 square feet of impervious surface draining towards the highway? YES ___ NO X ___ "Impervious surfaces" are the footprint of buildings, pavement, gravel, or other low-permeability or compacted surfaces, not including natural or man-made water bodies.
15. Does your property have an existing access? X yes _____ no (If no go to line 18)
16. If this is an existing access and you are changing its use, please describe State road rest area to State Road rest area and access to new County telecommunications facility. Go to Section D.
17. If this is an existing access and you are physically modifying, please describe: Extending existing road to rear of rest area by approximately 450 feet. Go to Section D.
18. Proposed Driveway/Entrance Purpose: ☐ Single Family Residence ☐ Home Business ☐ Commercial/Industrial ☐ Subdivision or Development ☐ Multi-family with 5 or less units ☐ Multifamily with more than 5 units ☐ Retail ☐ Office ☐School ☐Business Park ☐ Mall ☐ Other (explain) County telecommunications facility.
employees/day _____ # customers/day _____ Busiest time of day _____ # of Lots _____

Section D Construction Information

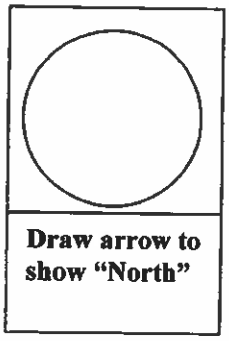
19. Construction expected to begin on 6/1/23 (date) and be completed on 8/30/23 (date)
20. Person/Company constructing entrance NDC Communications, LLC
21. Construction contacts name Mr. Brian Curtin Phone 207-217-6013

Site Sketch or attach Site Plan

Please see attached Survey Plan , tax map, and section of Site plan for additional information on access road connection to U.S. Route 1 in Town of West Bath.

THE OWNER HEREBY AGREES

1) Provide, erect and maintain all necessary barricades, lights, warning signs and other devices to direct traffic safely while the work is in progress.
2) **At no time cause the highway to be closed to traffic.**
3) Where the drive/entrance is located within a curb, curb and gutter, and/or sidewalk section, completely remove the existing curb, curb and gutter, and/or sidewalk as may be required to create the drive/entrance and restore drainage. All driveways/entrances abutting sidewalk sections shall meet the requirements set forth in the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12132 et seq.
4) Obtain, deliver to site and install any culverts and/or drainage structures necessary for drainage; the size, type and length of such culverts or structures shall be as specified in the permit pursuant to 23 M.R.S.A. § 705. **All culverts and/or drainage structures shall be new.**
5) Complete construction of proposed driveway/entrance within twelve months of commencement of construction.
6) **COMPLY WITH ALL FEDERAL, STATE AND MUNICIPAL LAWS AND ORDINANCES.**
7) Not alter, without the express written consent of the MDOT, any culverts, drainage patterns or swales within MDOT right-of-way.
8) File a copy of the approved driveway/entrance permit with the affected municipality or LURC, as appropriate, within 5 business days of receiving the MDOT approval.
9) Shall construct and maintain the entrance side slopes to be no steeper than the adjacent roadway side slopes, but in no case to be steeper than 3 horizontal to 1 vertical, unless the side slope is behind existing roadway guardrail, in which case it shall be no steeper than 2 horizontal to 1 vertical.
10) Notify the MeDOT(in writing) of a proposed change to use served by driveway/entrance when increase in traffic flow is expected to occur. This does not exempt the need for obtaining a Traffic Movement Permit (TMP) if trip generation meets or exceeds 100 passenger car equivalents (pce) during the peak hour of the day.



Draw arrow to show "North"

FURTHER CONDITION OF THE PERMIT:

The owner shall assume the defense of, and pay all damages, fines, and penalties for which he/she shall become liable, and shall indemnify and safe harmless said Department, its representatives, agents and employees from liability, actions against all suite, claims, damages for wrongful death, personal injuries or property damage suffered by any person or association which results from the willful or negligent action or inaction of the owner/applicant/agent and in proceedings of every kind arising out of the construction and maintenance of said entrance(s), including snow removal. Nothing herein shall, nor is intended to, waive and defense, immunity or limitation of liability which may be available to the MDOT, their officers, agents or employees under the Maine Tort Claims Act or any other privileges and/or immunities provided by law.

The submission of false or misleading statements on or with this application, or the omission of information necessary to prevent statements submitted herein or herewith from being misleading, is a crime punishable under Chapter 19 of the Maine Criminal Code, and any permit issued in reliance thereon will be considered null and void without notice or further action by the Department.

Date Filed: 4/10/23

Signature of Owner

Signature of Applicant James R. Hebert

☒ **By signing and checking this box I hereby certify that I have been granted permission from the property owner to act in their behalf.**

DESCRIPTION OF 50' EASEMENT:

[illegible]

DESCRIPTION OF LEASE AREA:

[illegible]

SURVEYOR'S NOTES:

This is not a Standard Boundary Survey as limited research was performed per client requests. Boundaries shown on this plan have been compiled from tax maps and face sheets and are apparent property lines only.

All bearings are Grid North.

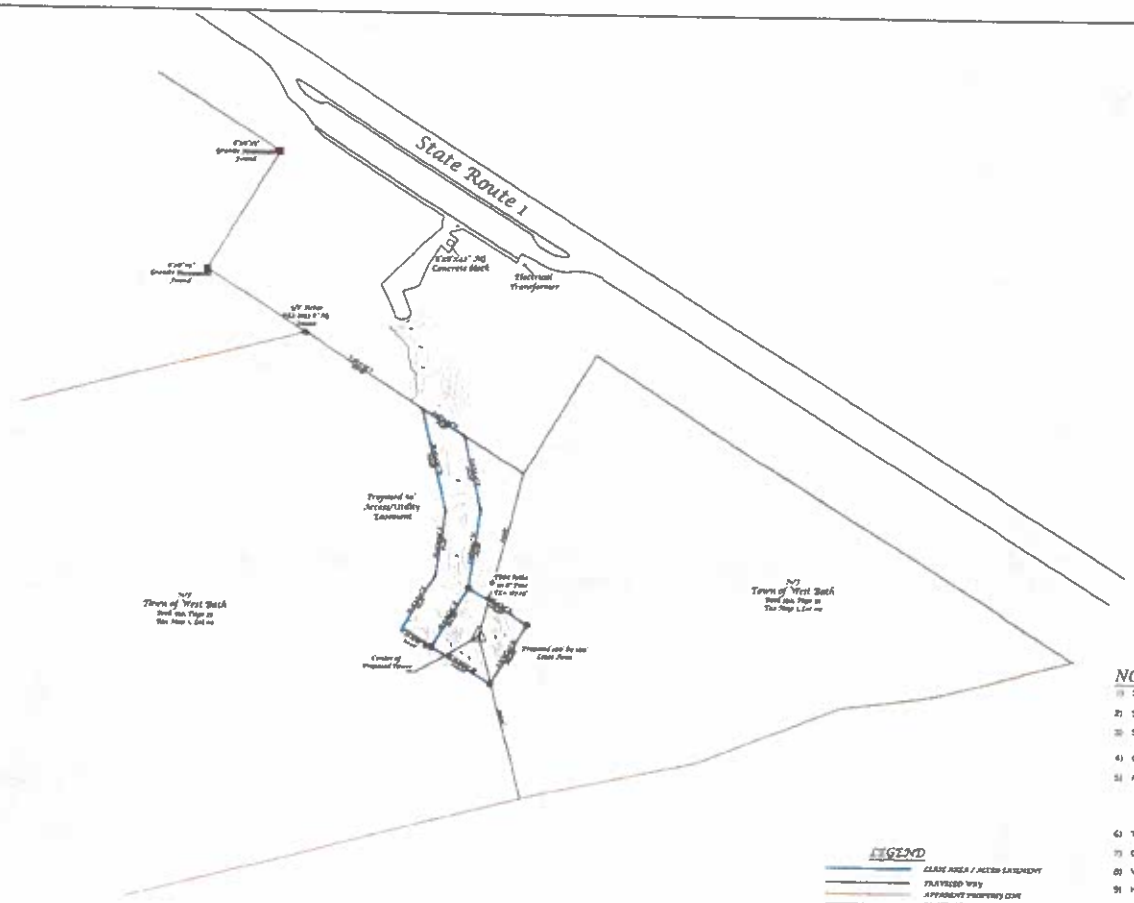
All distances are in US Survey Feet.

FAA CERTIFICATION-1A:

I hereby certify that the Latitude, Longitude, and elevation presented hereon meets the requirements of the FAA with the following accuracies:

+/- Three (3) feet vertically
+/- Twenty (20) feet horizontally

Edward M. Lawrence, PLS 2169 — 03/21/2023 DATE



NOTES:

1)	Site Name:	West Bath
2)	Site Number:	NA
3)	Site Address:	1 Route 1 West Bath, Maine 04530
4)	Owner:	Town Of West Bath
5)	Applicant:	Black Diamond Consultants, Inc. PO Box 57 47 Enterprise Avenue Gardiner, Maine 04345 207.582.0056
6)	Tax Parcel Identification:	Map 01 Lot 09
7)	Deed Reference:	Sagadahoc County Book 892, Page 35
8)	Vertical Datum:	North American Vertical Datum of 1988
9)	Horizontal Datum:	North American Datum of 1983 (NAD83)
10)	Date of Field Survey:	December 7, 2022
11)	Center of Proposed Tower:	Latitude = N 43° 54' 29.12" (NAD 83) Longitude = W 69° 50' 37.29" (NAD 83) Dist. Ground Elev. = 174.9'
12)	Directions Are:	Guidance

LEGEND

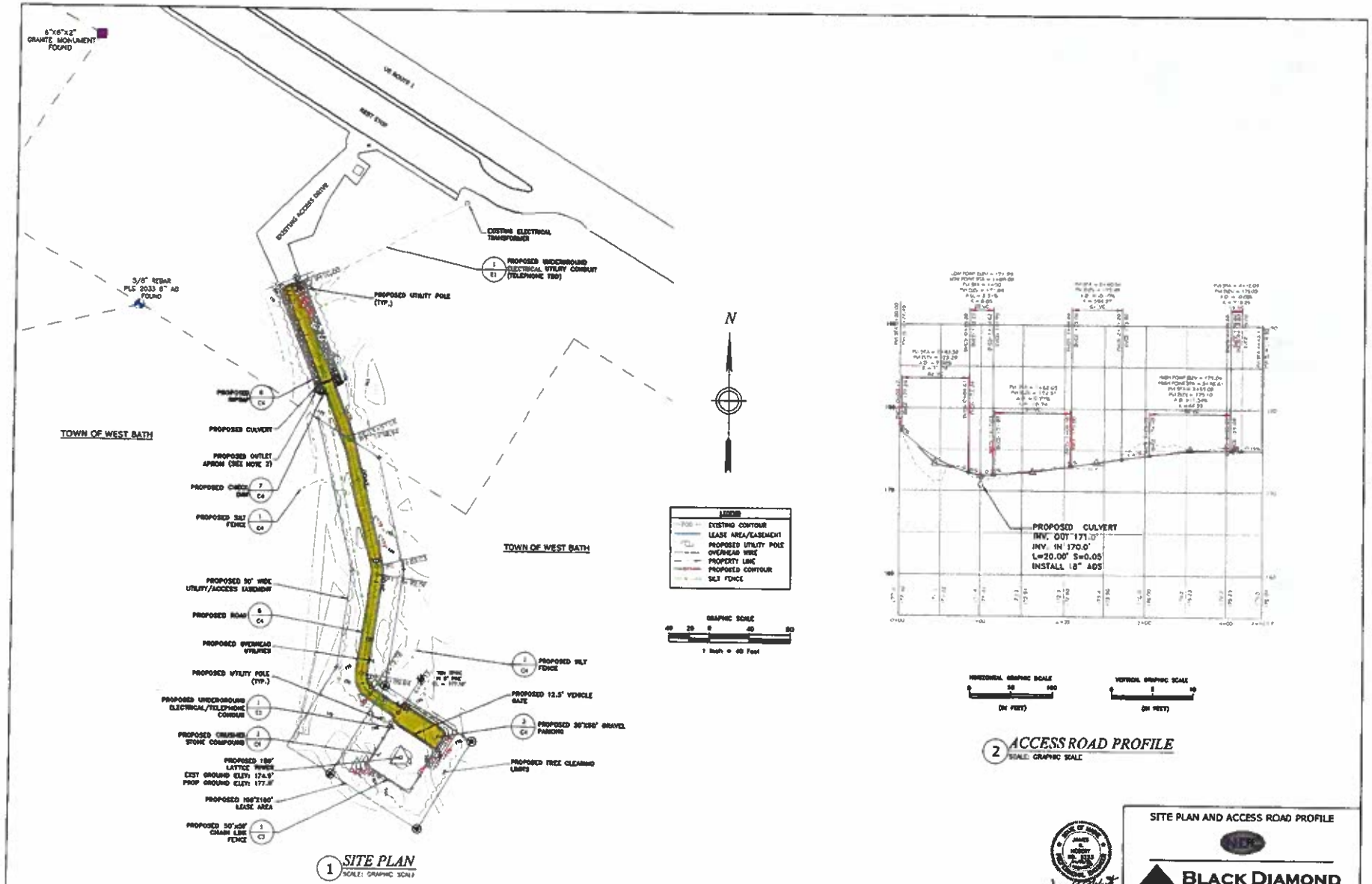
- LEASE AREA / ACCESS EASEMENT
- TRAVELED WAY
- APPARENT PROPERTY LINE
- RAILROAD WAY
- 5/8" REBAR PIN AND SET
- CAPPED 5/8" REBAR SPIKE
- GRANITE MONUMENT STONE
- ANGLE POINT
- LAND POST

PLOT PLAN

BLACK DIAMOND CONSULTANTS INC

PROJECT NUMBER NDC-06
SHEET NUMBER S1

Classification:	UNCLASSIFIED	SITE NAME:	WEST BATH
Quality Category:	NON-Q	SITE NUMBER:	N/A



1 SITE PLAN
SCALE: GRAPHIC SCALE

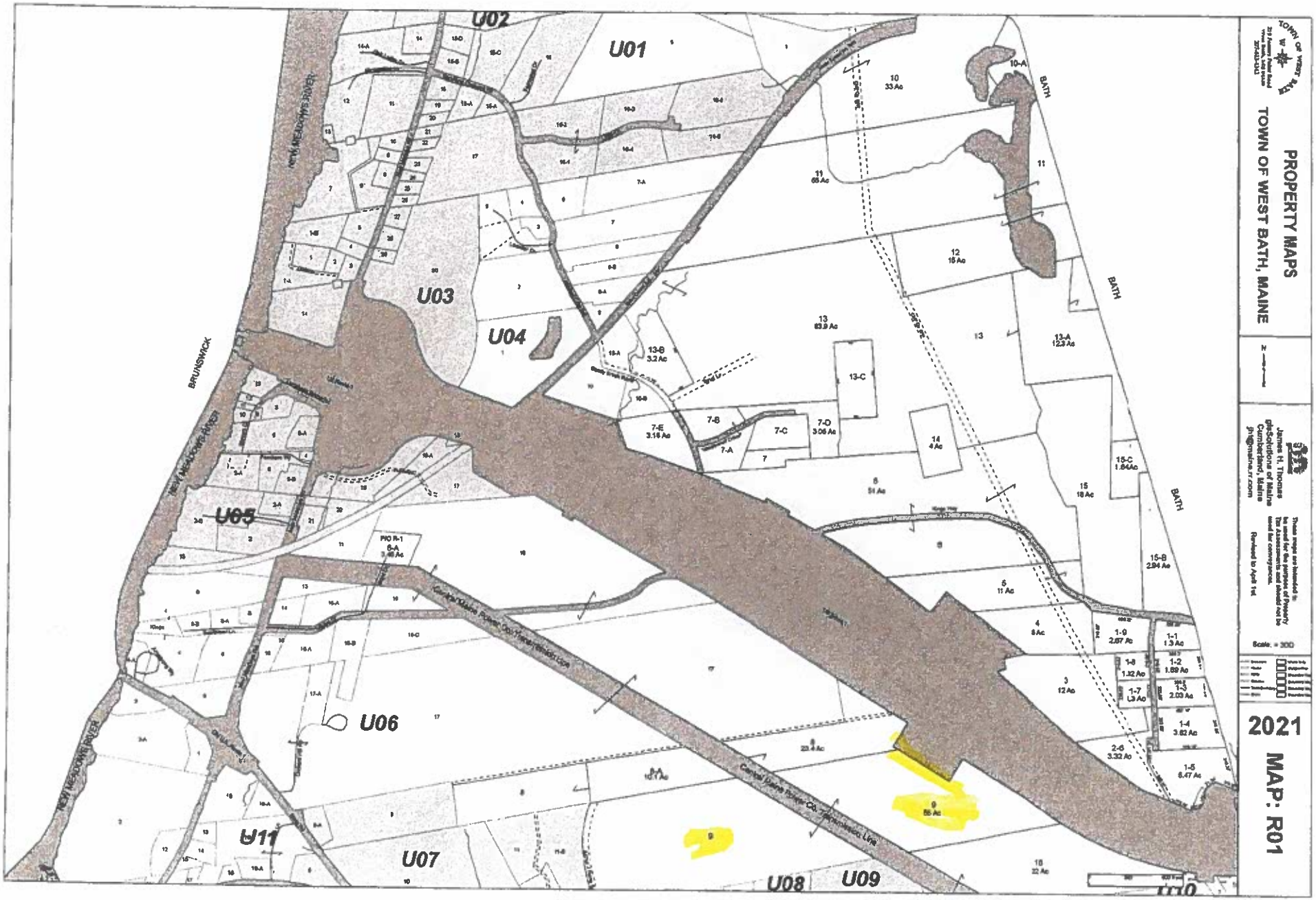
2 ACCESS ROAD PROFILE
SCALE: GRAPHIC SCALE

Classification:	UNCLASSIFIED
Quality Category:	NON-Q
SITE NAME:	WEST BATH
SITE NUMBER:	N/A

SITE PLAN AND ACCESS ROAD PROFILE

BLACK DIAMOND CONSULTANTS INC

PROJECT NUMBER NDC-06
SHEET NUMBER C1


PROPERTY MAPS
TOWN OF WEST BATH, MAINE
2021
MAP: R01
James H. Thomas
gisSolutions of Maine
Cumberland, Maine
jht@maine.rr.com
These maps are intended to be used for the purpose of Property Tax Assessments and should not be used for conveyances.
Revised to April 1st
Scale: = 300
U01
U02
U03
U04
U05
U06
U07
U08
U09
U11
BRUNSWICK
NEW MEADOWS RIVER
BATH
Central Maine Power Co. Transmission Line

Business Item 5
Conflict waiver, Maine Gravel and/or West Bath Parking LLC

Maine Gravel Services, Inc. and West Bath Parking, LLC (collectively, "Crooker") are clients of Jensen Baird, the firm that provides legal counsel to the Town of West Bath. They have not advised Crooker on the site plan application filed with the Planning Board that has now been appealed to the West Bath Board of Appeals. Under the Maine Rules of Professional Conduct, the firm cannot undertake to represent the interests of one client (in this case, the Town) when representation is or may be averse to the interests of another client (in this case, Crooker) unless each of the clients are fully informed of the conflict and proposed representation and give their consent in writing to such representation.

The attached letter was sent to Crooker seeking consent to Jensen Baird's representation of the Town on the Board of Appeals matter and any related court appeals, and they have consented. Jensen Baird needs similar consent from the Town before they can proceed to advise the Town on these matters. Under these circumstances, is the Town comfortable with Jensen Baird proceeding on the Town's behalf related to these matters? A return e-mail back to Jensen Baird would suffice.

Jensen Baird understands that the Town wants to decide each conflict waiver request on a case by case basis and so any consent here will not be construed as the Town's consent to any other conflict of interest situation that may arise.

JENSEN BAIRD
ATTORNEYS AT LAW

DAVID J. JONES
LESLIE E. LOWRY III
MICHAEL J. QUINLAN
RICHARD N. BRYANT
NATALIE L. BURNS
SALLY J. DAGGETT
ROY T. PIERCE
BRENDAN P. RIELLY
NICHOLAS J. MORRILL
MARK A. BOWER
CHARLES M. KATZ-LEAVY
ALYSSA C. TIBBETTS
JEFFREY B. HERBERT
ERICA M. JOHANSON
TUDOR N. GOLDSMITH
REBECCA D. SHILAND
KEVIN J. CROSMAN
PETER W. LACY
ANNA P. CLARK
BENJAMIN T. MCCALL
SHARRA L. INGLIS
PAIGE E. EGGLESTON

TEN FREE STREET
P.O. BOX 4510
PORTLAND, MAINE 04112-4510
(207) 775-7271 (Phone)
(207) 775-7935 (Fax)
www.jensenbaird.com

Of Counsel
JOSEPH G. CARLETON, JR.
LAWRENCE C. CLOUGH
KENNETH M. COLE III
PATRICIA M. DUNN
DEBORAH M. MANN
F. BRUCE SLEEPER
RICHARD H. SPENCER, JR.

YORK COUNTY OFFICE
11 MAIN STREET, SUITE 4
KENNEBUNK, MAINE 04043
(207) 985-4676 (Phone)
(207) 985-4932 (Fax)

July 13, 2023

Theodore D. Crooker
Maine Gravel Services, Inc.
P.O. Box 5001
103 Lewiston Road
Topsham, ME 04086

Re: *Conflict Waiver / Town of West Bath Land Use Development Application/Administrative Appeal of Maine Gravel Services, Inc. and West Bath Parking, LLC*

Dear Ted:

As we spoke about yesterday, our law firm serves as general counsel to the Town of West Bath in connection with a broad range of Town legal matters. That work includes advising the Town and its various board and committees on zoning and land use development applications and appeals, when requested. We also represent Maine Gravel Services, Inc.; West Bath Parking, LLC; 14 Meadow Road, LLC; 201 Solar Farm, LLC; AAE, LLC; Crooker Foundation; Sabattus Tower Property, LLC, Cedar Haven Family Campground, LLC and To Your Health, LLC (collectively "Crooker") on a variety of legal matters that include, but are not limited to, business and real estate transactions.

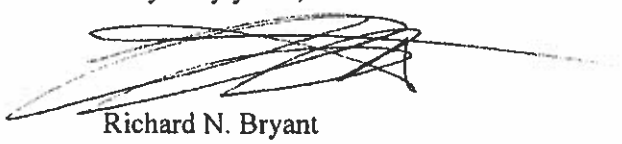
My law partner, Sally Daggett, has been asked to provide legal advice to the Town in connection with Maine Gravel Services, Inc.'s site plan application filed with the Town (initially filed by West Bath Parking, LLC) related to the proposed expansion of an existing parking lot located on the closed landfill at the New Meadows Landfill site along Witch Spring Road in West Bath, which has now been appealed to West Bath Board of Appeals. As required by the Maine Rules of Professional Conduct, we have disclosed to the Town the fact that Crooker is a client of our law firm. While we have not been representing Crooker on the site plan application or administrative appeal, Crooker currently and continues to be a valued client of our law firm. The Town, acting through its Town Administrator, understands the fact of our representation of Crooker on other matters and that it will be advised by Attorney Daggett on the administrative appeal and any related court appeals, subject to both the Town's and Crooker's consent. Please

understand that, in the event that Crooker provides its consent to Jensen Baird's representation of the Town on the administrative appeal and any related court appeals, the law firm cannot represent Crooker in these matters. My understanding is that Lisa Gilbreath, Esq. of Pierce Atwood has already been engaged to assist Crooker on these matters.

In accordance with the Maine Rules of Professional Conduct governing Maine lawyers, I need to formally advise you in writing of the situation and obtain Crooker's consent to my law firm's representation of the Town of West Bath on the Crooker on the administrative appeal and any related court appeals.

I ask that if Crooker consents to our representation of the Town as outlined above, that you then please sign and return a copy of this letter to our office for our files (an e-mailed copy will be fine, if that is acceptable to you). Thank you.

Very truly yours,



Richard N. Bryant

SEEN AND AGREED TO:

E Signed : 2023-07-13T19:09:48+0000
Theodore crooker
E-SIGN WITH KOFAX
SecureID : b30e04aa4d1d01a590f13a873657a2027d7a61ab

Maine Gravel Services, Inc.
By: Theodore D. Crooker
Its: President

E Signed : 2023-07-13T19:10:23+0000
Theodore crooker
E-SIGN WITH KOFAX
SecureID : b30e04aa4d1d01a590f13a873657a2027d7a61ab

West Bath Parking, LLC
By: Theodore D. Crooker
Its: Manager

Business Item 6
Window replacement, request for quotes

An advertisement requesting quotes and bid specifications for window replacement are attached for review. The Town Administrator is seeking feedback from the Select Board as to form and content.

The request for bids will be advertised next week for an August 18 bid opening.

Town of West Bath
Request for Proposals – Town Hall Window Replacement

The Town of West Bath is soliciting bids from qualified contractors for materials and labor to replace windows at the West Bath Town Hall.

Project specifications are available by contacting the Town Office at (207) 443-4342 or by email at townadministrator@westbathmaine.gov.

Bids must be received in sealed envelopes addressed to: Kristine Poland, Town Administrator, Town of West Bath, 219 Fosters Point Rd, West Bath ME 04530 prior to 3:00 pm on Thursday August 10, 2023. The name and address of the bidder MUST be clearly marked on the envelope along with the title of the RFP they are bidding on. Bids shall be opened and reviewed at the Select Board meeting on August 17, 2023, at 5:30 pm at the West Bath Town Hall.

The Town of West Bath reserves the right to reject any or all bids and to waive any formality or technicality in the submissions.

Request for Proposals
Town Hall Window Replacement

Description

The contractor shall furnish all labor, materials, and equipment necessary to replace exterior windows at the West Bath Town Hall, 219 Fosters Point Road, West Bath, Maine.

Please direct any questions to Kristine Poland, Town Administrator at (207) 443-4342 or at townadministrator@westbathmaine.gov.

Work Included

The proposal shall include the following items:

Quantity	Description
13.0	35-3/4" x 61-1/4" Vinyl Window, Double Hung
1.0	19-1/4" x 29-3/4" Vinyl Window, Double Hung
2.0	18" x 37-3/4" Vinyl Window Casements

All proposals must include labor, miscellaneous job supplies, and any surcharges that may apply. Measurements and additional materials required must be verified on site by interested contractors prior to submitting a proposal.

Method of Payment

Payment for the work described in this request will be made in one single payment on project completion.

Bid Award

The Town intends to award the contract to the bidder that provides the lowest responsible and responsive bid that is deemed by the Select Board to be in the best interest of the Town. The Town of West Bath reserves the right to reject any or all bids and to waive any formality or technicality in the submissions. The Town also reserves the right to negotiate with any bidder.

Proposals shall be submitted prior to 3:00 pm on Thursday August 10, 2023. The name and address of the bidder must be clearly marked on the envelope along with the title of the RFP. Bids will be opened and reviewed at the Select Board meeting on August 17, 2023, at 5:30 pm at the West Bath Town Hall.

Business Item 1 (Board of Assessors)
Personal Property tax abatements

Personal property tax accounts are provided for abatement purposes. The accounts were selected based on discussion at the July 6 meeting.

PP Account 256 Detail
as of 07/20/2023

Name: ALEXANDER, LISA

Location:

Assessment: 13,088

2021-1 Period Due:
1) 151.95

Mailing Address: 10 LEWIS WAY
PHIPPSBURG ME 04562

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R					137.42	14.53	0.00	151.95
Account Totals as of 07/20/2023					137.42	14.53	0.00	151.95

Per Diem	
2021-1	0.0226
Total	0.0226

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 1 Detail
as of 07/20/2023

Name: AMBROSE, MERLE

Location: 35 STATE RD

Assessment: 0

2022-1 Period Due:
1) 31.84

Mailing Address: 21 AMBROSE DR
WOOLWICH ME 04579

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1 R					30.90	0.94	0.00	31.84
2021-1 R					30.32	3.20	0.00	33.52
2020-1 R					30.32	6.70	0.00	37.02
2019-1 R					30.32	10.27	0.00	40.59
2018-1 R					32.06	10.69	0.00	42.75
2017-1 R					32.35	13.05	0.00	45.40
2016-1 R					29.46	13.94	0.00	43.40
2015-1 R					30.04	16.33	0.00	46.37
2014-1 R					29.46	18.09	0.00	47.55
2013-1 R					33.04	22.61	0.00	55.65
2012-1 R					28.32	21.36	0.00	49.68
2011-1 R					32.39	26.71	0.00	59.10
2010-1 R					31.90	28.45	0.00	60.35
2009-1 R					30.27	37.56	0.00	67.83
2008-1 R					28.64	46.33	0.00	74.97
2007-1 R					29.52	55.63	0.00	85.15
2006-1 R					56.58	103.66	0.00	160.24
2005-1 R					54.68	74.83	0.00	129.51
2004-1 R					53.89	64.95	0.00	118.84
2003-1 R					64.33	88.82	0.00	153.15
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
1999-1 R					0.00	0.00	0.00	0.00
1998-1 R					0.00	0.00	0.00	0.00
1997-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					718.79	664.12	0.00	1,382.91

	Per Diem
2022-1	0.0034
2021-1	0.0050
2020-1	0.0066
2019-1	0.0075
2018-1	0.0061
2017-1	0.0062
2016-1	0.0056
2015-1	0.0058
2014-1	0.0056
2013-1	0.0063
2012-1	0.0054

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 210 Detail as of 07/20/2023

Name: BABCOCK, DAVID L

Location: 132 STATE RD

Assessment: 2,994

2017-1 Period Due:
1) 47.05

Mailing Address: 34 ROCKY RIDGE RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2017-1 R					33.53	13.52	0.00	47.05
2016-1 R					30.54	14.45	0.00	44.99
2015-1 R					31.14	16.93	0.00	48.07
2014-1 R	08/11/14	Original			30.54	0.00	0.00	30.54
	Billed To: C/O DAVE							
		CURINT			0.00	-18.75	0.00	-18.75
		Total			30.54	18.75	0.00	49.29
2013-1 R					35.40	24.22	0.00	59.62
2012-1 R					30.35	22.89	0.00	53.24
2011-1 R	08/12/11	Original			34.71	0.00	0.00	34.71
	Billed To: ADAMS HEATHER							
		CURINT			0.00	-28.62	0.00	-28.62
		Total			34.71	28.62	0.00	63.33
2010-1 R					34.18	30.49	0.00	64.67
2009-1 R					32.44	40.25	0.00	72.69
2008-1 R					30.69	49.65	0.00	80.34
2007-1 R					23.31	27.35	0.00	50.66
Account Totals as of 07/20/2023					346.83	287.12	0.00	633.95

Per Diem	
2017-1	0.0064
2016-1	0.0059
2015-1	0.0060
2014-1	0.0059
2013-1	0.0068
2012-1	0.0058
2011-1	0.0067
2010-1	0.0066
2009-1	0.0080
2008-1	0.0092
2007-1	0.0077
Total	0.0748

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 55 Detail as of 07/20/2023

Name: BISSON MOVING & STORAGE

Location: 76 NEW MEADOWS RD

Assessment: 0

2008-1 Period Due:
1) 8,590.31

Mailing Address: 14 MAIN ST SUITE 413
BRUNSWICK ME 04011

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2008-1 R					3,281.56	5,308.75	0.00	8,590.31
2007-1 R					3,536.45	6,664.42	0.00	10,200.87
2006-2 S					0.00	0.00	0.00	0.00
2006-1 R					6,593.79	11,265.78	0.00	17,859.57
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
1999-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					13,411.80	23,238.95	0.00	36,650.75

Per Diem	
2008-1	0.9890
2007-1	1.1627
2006-1	1.9872
Total	4.1388

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 238 Detail as of 07/20/2023

Name: BLACK GHOST OUTFITTERS

Location:

Assessment: 5,698

2017-1 Period Due:
1) 89.56

Mailing Address: STATE RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2017-1 R					63.82	25.74	0.00	89.56
2016-1 R					58.12	27.50	0.00	85.62
Account Totals as of 07/20/2023					121.94	53.24	0.00	175.18

	Per Diem
2017-1	0.0122
2016-1	0.0111
Total	0.0234

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 217 Detail
as of 07/20/2023

Name: BONZAGNI LLC

Location: 390 STATE RD

Assessment: 8,700

2022-1 Period Due:
1) 100.85

Mailing Address: 11 FOSTERS POINT RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1 R					97.87	2.98	0.00	100.85
2021-1 R					96.04	10.15	0.00	106.19
2020-1 R					96.04	21.22	0.00	117.26
2019-1 R	10/15/19	Original			96.04	0.00	0.00	96.04
	Billed To: NEW MEADOWS AUTO SALES							
		CURINT			0.00	-32.54	0.00	-32.54
		Total			96.04	32.54	0.00	128.58
2018-1 R					101.53	33.84	0.00	135.37
2017-1 R					102.45	41.32	0.00	143.77
2016-1 R					93.30	44.14	0.00	137.44
2015-1 R					95.13	51.72	0.00	146.85
2014-1 R					93.30	57.29	0.00	150.59
2013-1 R					65.83	36.52	0.00	102.35
2012-1 R	08/13/12	Original			83.65	0.00	0.00	83.65
	Billed To: EDWARD R. SCHENK							
		CURINT			0.00	-63.10	0.00	-63.10
		Total			83.65	63.10	0.00	146.75
2011-1 R					40.94	13.73	0.00	54.67
2010-1 R					0.00	0.00	0.00	0.00
2008-1 R	09/10/08	Original			84.22	0.00	0.00	84.22
	Billed To: NEWCASTLE CHRYSLER-DODGE							
18256	7/1/2011	CHGINT	1	I	0.00	-24.52	0.00	-24.52
18256	7/1/2011		A	P	84.22	24.52	0.00	108.74
		Total			0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					1,062.12	408.55	0.00	1,470.67

Per Diem	
2022-1	0.0107
2021-1	0.0158
2020-1	0.0210
2019-1	0.0237
2018-1	0.0195
2017-1	0.0196
2016-1	0.0179
2015-1	0.0182
2014-1	0.0179

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 193 Detail as of 07/20/2023

Name: COMPUTER SCIENCES CORP

Location: 76 NEW MEADOWS RD

Assessment: 0

2021-1 Period Due:

Mailing Address: 6901 WINDCREST DR. MS D5 -1E - PLANO TX 75024

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R					0.00	0.00	0.00	0.00
2020-1 R					3,670.05	810.83	0.00	4,480.88
2019-1 R					0.00	0.00	0.00	0.00
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					3,670.05	810.83	0.00	4,480.88

	Per Diem
2020-1	0.8044
Total	0.8044

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 248 Detail
as of 07/13/2023

Name: CONOPCO INC

Location: 397 STATE ROAD

Deleted Account

Assessment: 0

2022-1 Period Due:
1) 45.87

Mailing Address: PO BOX 4747
OAK BROOK IL 60522

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1 R					44.55	1.32	0.00	45.87
2021-1 R					1.79	0.08	0.00	1.87
Account Totals as of 07/13/2023					46.34	1.40	0.00	47.74

	Per Diem
2022-1	0.0049
2021-1	0.0003
Total	0.0052

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 237 Detail as of 07/20/2023

Name: CROWN EQUIPMENT CORP

Location: 76 NEW MEADOWS ROAD

Assessment: 0

2016-1 Period Due:
1) 282.52

Mailing Address: 44 SOUTH WASHINGTON ST
NEW BREMEN OH 45869

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2016-1 R					191.78	90.74	0.00	282.52
Account Totals as of 07/20/2023					191.78	90.74	0.00	282.52

	Per Diem
2016-1	0.0368
Total	0.0368

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 102 Detail
as of 07/20/2023

Name: CTE INC

Location: 107 HILL RD

Assessment: 7,700

2022-1 Period Due:
1) 95.93

Mailing Address: 107 HILL RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1 R					93.09	2.84	0.00	95.93
2021-1 R					91.35	9.66	0.00	101.01
2020-1 R					91.35	20.18	0.00	111.53
2019-1 R					164.54	55.75	0.00	220.29
2018-1 R					173.94	57.98	0.00	231.92
2017-1 R					175.50	70.78	0.00	246.28
2016-1 R					159.83	75.62	0.00	235.45
2015-1 R					162.97	88.61	0.00	251.58
2014-1 R					159.83	98.15	0.00	257.98
2013-1 R					178.13	121.89	0.00	300.02
2012-1 R					152.69	115.17	0.00	267.86
2011-1 R					183.08	150.98	0.00	334.06
2010-1 R					180.32	160.84	0.00	341.16
2009-1 R					171.12	212.32	0.00	383.44
2008-1 R					161.92	261.95	0.00	423.87
2007-1 R					185.31	349.22	0.00	534.53
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					2,484.97	1,851.94	0.00	4,336.91

	Per Diem
2022-1	0.0102
2021-1	0.0150
2020-1	0.0200
2019-1	0.0406
2018-1	0.0334
2017-1	0.0337
2016-1	0.0307
2015-1	0.0313
2014-1	0.0307
2013-1	0.0342
2012-1	0.0293
2011-1	0.0351
2010-1	0.0346
2009-1	0.0422

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 196 Detail
as of 07/20/2023

Name: DEGUSSA ADMIXTURES INC

Location:

Assessment: 25,606

2008-1 Period Due:

Mailing Address: 2300 CHAGRIN BLVD
CLEVELAND OH 44122

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					250.62	472.29	0.00	722.91
2006-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					250.62	472.29	0.00	722.91

	Per Diem
2007-1	0.0824
Total	0.0824

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 188 Detail
as of 07/20/2023

Name: DFS EQUIPMENT HOLDINGS

Location:

Assessment: 2,632

2007-1 Period Due:
1) 66.05

Mailing Address: PO BOX 81249
AUSTIN TX 78708

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2007-1 R					22.90	43.15	0.00	66.05
2006-1 R					61.70	106.84	0.00	168.54
Account Totals as of 07/20/2023					84.60	149.99	0.00	234.59

Per Diem	
2007-1	0.0075
2006-1	0.0186
Total	0.0261

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 216 Detail
as of 07/20/2023

Name: EVERETT, STEPHEN J

Location: 154 STATE RD

Assessment: 7,979

2016-1 Period Due:
1) 119.90

Mailing Address: 154 STATE RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2016-1 R					81.39	38.51	0.00	119.90
2015-1 R					82.98	45.12	0.00	128.10
2014-1 R					81.39	49.98	0.00	131.37
2013-1 R					85.23	58.32	0.00	143.55
2012-1 R					99.48	75.04	0.00	174.52
2011-1 R					113.77	93.82	0.00	207.59
2010-1 R					112.05	99.95	0.00	212.00
2009-1 R					106.34	118.27	0.00	224.61
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					762.63	579.01	0.00	1,341.64

	Per Diem
2016-1	0.0156
2015-1	0.0159
2014-1	0.0156
2013-1	0.0163
2012-1	0.0191
2011-1	0.0218
2010-1	0.0215
2009-1	0.0262
Total	0.1521

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 131 Detail
as of 07/20/2023

Name: HOARE, JAMES R

Location: 6 MEETING HOUSE LN

Assessment: 935

2015-1 Period Due:
1) 15.00

Mailing Address: 6 MEETING HOUSE LN
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2015-1 R					9.72	5.28	0.00	15.00
2014-1 R					9.54	5.86	0.00	15.40
2013-1 R					11.12	7.61	0.00	18.73
2012-1 R					10.11	4.93	0.00	15.04
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					40.49	23.68	0.00	64.17

	Per Diem
2015-1	0.0019
2014-1	0.0018
2013-1	0.0021
2012-1	0.0019
Total	0.0078

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 49 Detail
as of 07/20/2023

Name: MTM AQUISITION INC

Location: 18 INDUSTRIAL WAY

Assessment: 23,942

2019-1 Period Due:
1) 336.56

Mailing Address: 295 GANNETT DR
SOUTH PORTLAND ME 04106

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2019-1 R					251.39	85.17	0.00	336.56
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
1999-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					251.39	85.17	0.00	336.56

Per Diem	
2019-1	0.0620
Total	0.0620

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 170 Detail
as of 07/20/2023

Name: RENT A CENTER

Location:

Assessment: 5,845

2014-1 Period Due:

Mailing Address: PO BOX 22845
OKLAHOMA CITY OK 73142

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					63.32	43.33	0.00	106.65
2012-1 R					69.47	52.40	0.00	121.87
2011-1 R					85.02	70.11	0.00	155.13
2010-1 R					83.74	74.69	0.00	158.43
2009-1 R					79.47	98.60	0.00	178.07
2008-1 R					75.20	121.66	0.00	196.86
2007-1 R					78.88	92.76	0.00	171.64
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					535.10	553.55	0.00	1,088.65

	Per Diem
2013-1	0.0121
2012-1	0.0133
2011-1	0.0163
2010-1	0.0161
2009-1	0.0196
2008-1	0.0227
2007-1	0.0259
Total	0.1260

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 34 Detail as of 07/20/2023

Name: ROUKE, RAY

Location: 210 STATE RD

Assessment: 3,900

2022-1 Period Due:
1) 42.87

Mailing Address: 210 STATE RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1 R					41.60	1.27	0.00	42.87
2021-1 R					40.82	4.31	0.00	45.13
2020-1 R					40.82	9.02	0.00	49.84
2019-1 R					40.82	13.83	0.00	54.65
2018-1 R					43.16	14.39	0.00	57.55
2017-1 R					43.55	17.56	0.00	61.11
2016-1 R					39.66	18.76	0.00	58.42
2015-1 R					40.44	21.99	0.00	62.43
2014-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
1999-1 R					0.00	0.00	0.00	0.00
1998-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					330.87	101.13	0.00	432.00

Per Diem	
2022-1	0.0046
2021-1	0.0067
2020-1	0.0089
2019-1	0.0101
2018-1	0.0083
2017-1	0.0084
2016-1	0.0076
2015-1	0.0078
Total	0.0623

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 36 Detail
as of 07/20/2023

Name: SANFORD, DONALD A

Location: 128 STATE RD

Assessment: 9,898

2017-1 Period Due:
1) 155.57

Mailing Address: 10 DONS WAY
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2017-1 R					110.86	44.71	0.00	155.57
2016-1 R					100.96	47.77	0.00	148.73
2015-1 R					102.94	55.97	0.00	158.91
2014-1 R					100.96	62.00	0.00	162.96
2013-1 R					120.31	82.33	0.00	202.64
2012-1 R					109.86	82.86	0.00	192.72
2011-1 R					125.65	103.62	0.00	229.27
2010-1 R					123.75	110.38	0.00	234.13
2009-1 R					117.44	145.72	0.00	263.16
2008-1 R					111.13	179.78	0.00	290.91
2007-1 R					128.90	242.91	0.00	371.81
2006-1 R					399.84	732.52	0.00	1,132.36
2005-1 R					387.09	529.72	0.00	916.81
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
1999-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					2,039.69	2,420.29	0.00	4,459.98

	Per Diem
2017-1	0.0213
2016-1	0.0194
2015-1	0.0197
2014-1	0.0194
2013-1	0.0231
2012-1	0.0211
2011-1	0.0241
2010-1	0.0237
2009-1	0.0290
2008-1	0.0335
2007-1	0.0424
2006-1	0.1205
2005-1	0.0822
Total	0.4792

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 108 Detail as of 07/20/2023

Name: SCHUTT, ERIC D

Location:

Assessment: 197

2015-1 Period Due:
1) 3.16

Mailing Address: PO BOX 491
WOOLWICH ME 04579

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2015-1 R					2.05	1.11	0.00	3.16
2014-1 R					2.01	1.23	0.00	3.24
2013-1 R					2.00	1.37	0.00	3.37
2012-1 R					1.71	1.29	0.00	3.00
2011-1 R					1.96	1.62	0.00	3.58
2010-1 R					1.93	1.72	0.00	3.65
2009-1 R					1.83	2.27	0.00	4.10
2008-1 R					1.73	2.80	0.00	4.53
2007-1 R					1.71	3.22	0.00	4.93
2006-1 R					7.68	14.07	0.00	21.75
2005-1 R					7.42	10.15	0.00	17.57
2004-1 R					7.31	8.81	0.00	16.12
2003-1 R					6.67	9.21	0.00	15.88
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					46.01	58.87	0.00	104.88

	Per Diem
2015-1	0.0004
2014-1	0.0004
2013-1	0.0004
2012-1	0.0003
2011-1	0.0004
2010-1	0.0004
2009-1	0.0005
2008-1	0.0005
2007-1	0.0006
2006-1	0.0023
2005-1	0.0016
2004-1	0.0013
2003-1	0.0013
Total	0.0102

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 129 Detail as of 07/20/2023

Name: SHEA, SCOTT

Location: 410 STATE RD

Assessment: 794

2015-1 Period Due:
1) 12.75

Mailing Address: 78 DESERT RD
FREEPORT ME 04032

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2015-1 R					8.26	4.49	0.00	12.75
2014-1 R					8.10	4.97	0.00	13.07
2013-1 R					8.06	5.52	0.00	13.58
2012-1 R					11.51	8.68	0.00	20.19
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					35.93	23.66	0.00	59.59

Per Diem	
2015-1	0.0016
2014-1	0.0016
2013-1	0.0015
2012-1	0.0022
Total	0.0069

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 11 Detail
as of 07/20/2023

Name: SMITH, SANFORD W

Location: 181 STATE RD

Assessment: 6,631

2018-1 Period Due:

Mailing Address: 15 ABBY LN
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					74.27	29.95	0.00	104.22
2016-1 R					67.64	32.00	0.00	99.64
2015-1 R					24.66	11.23	0.00	35.89
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 R					0.00	0.00	0.00	0.00
2005-1 R					0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
2003-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
2000-1 R					0.00	0.00	0.00	0.00
1999-1 R					0.00	0.00	0.00	0.00
Account Totals as of 07/20/2023					166.57	73.18	0.00	239.75

Per Diem	
2017-1	0.0142
2016-1	0.0130
2015-1	0.0047
Total	0.0319

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

PP Account 39 Detail
as of 07/20/2023

Name: SNELL, JONATHAN

Location: 20 WHORFF JUNCTION ROAD

Assessment: 11,318

2017-1 Period Due:
1) 177.88

Mailing Address: 20 WHORFF JUNCTION RD
WEST BATH ME 04530

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2017-1 R					126.76	51.12	0.00	177.88
2016-1 R					115.44	54.62	0.00	170.06
2015-1 R					117.71	64.00	0.00	181.71
2014-1 R					115.44	70.89	0.00	186.33
Account Totals as of 07/20/2023					475.35	240.63	0.00	715.98

	Per Diem
2017-1	0.0243
2016-1	0.0221
2015-1	0.0226
2014-1	0.0221
Total	0.0912

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

Select Board Correspondence July 20, 2023

219 Fosters Point Road, West Bath ME 04530 · Phone (207) 443-4342 · Town Administrator email: townadministrator@westbathmaine.gov

PATTEN FREE LIBRARY

More than you'll ever know

2023-2024 Board of Trustees
Karl Albrecht, President
Michael Mason, Vice President
Anthony Jamison, Treasurer
Eileen Harkins, Secretary

Stephen August
Anita Brown
Tommy Davis
Roo Dunn
Dean Emmerson
Allison Hepler
Peggy Kapisovsky
Richard Kessler
Dawn Lee
Laurie Martin
Leah Zartarian

Patten Free Library
33 Summer Street
Bath, ME 04530
207-443-5141
www.patten.lib.me.us

Patten Free Library is a 501c3 nonprofit, tax ID 01-0211539, and no goods or services were provided by the Library in exchange for this charitable contribution.

July 13, 2023

Town of West Bath
Selectman
219 Foster's Point Road
West Bath, ME 04530-6403

Dear Selectman,

Thank you for the Town of West Bath's municipal contribution to the Patten Free Library of $39,365.

With the municipal support we receive, the Library will continue to grow and adapt to meet the needs of our patrons and the greater community that we serve. The Town of West Bath's contribution supports our ability to provide excellent library services to the more than 15,000 people in our service area. Every resident of West Bath will benefit from this contribution.

Patten Free Library is focused on our patrons, and are determined to invest in the services, collection items, and programs that they need. Together, we thrive.

Please do not hesitate to reach out if you want to discuss what is happening with Town of West Bath's contribution, and the impact that we have been able to create together.

Warm Regards,

Lesley

Lesley Dolinger
Director

We deeply appreciate the partnership with the Town of West Bath.

Thank you!

Donation: $39,365 Date of Gift: 7/6/23

Patten Free Library transforms lives, inspires lifelong learning, preserves local history, and builds community through joyful, creative exploration and dialogue.

MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Catherine Conlow, MMA Executive Director

DATE: July 7, 2023

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 18, 2023, by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2024 Proposed Slate of Nominees to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 7, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "*Write-in Candidates*" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 18, 2023. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Elaine Aloes, Chair of the Selectboard, Town of Solon.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org the following Monday. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 4. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2024.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

MAINE MUNICIPAL ASSOCIATION

VOTING BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 18, 2023

VICE-PRESIDENT - 1 YEAR TERM — **Vote for One**

Proposed by MMA Nominating Committee:

Melissa Doane, Town Manager, Town of Bradley ☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM — **Vote for Three**

Proposed by MMA Nominating Committee:

Shiloh LaFreniere, Town Manager, Town of Jay ☐

Nathaniel Rudy, Town Manager, Town of Gray ☐

Dina Walker, Selectperson, Town of Weld ☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____ Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names: Signatures:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: *tchavarie@memun.org*

MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2024 EXECUTIVE COMMITTEE

MMA VICE PRESIDENT
(1-Year Term)

MELISSA DOANE (TOWN MANAGER, TOWN OF BRADLEY)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – 2020)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coor, Clinical Operations/Secretary/Patient Accounts/Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- Member, Executive Board, Municipal Review Committee (2021 – present)
- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – 2020)
- Chair, Sponsorship Committee, Maine Town, City & County Management Association (2020)
- Member, Maine Town, City & County Management Association (2005 – present)
- Member, Maine Town & City Clerks Association
- Member, Maine Municipal Tax Collectors & Treasurer Association
- Member, Maine Welfare Directors Association
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate degree, Business Management, Beal College
- Associate degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

- Certified Municipal Manager, Maine Town, City & County Management Association
- Rookie of the Year Award, Maine Town, City & County Management Association (2009)
- State of Maine Notary
- State of Maine Dedimus Justice

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

SHILOH LaFRENIERE (TOWN MANAGER, TOWN OF JAY)

Professional & Municipal Experience:
- Town Manager, Town of Jay (2014 - present)
- Treasurer, North Jay and Jay Village Water District (2005 - 2022)
- Code Enforcement Officer, Town of Jay (1997 - 2014)
- Environmental Cod Administrator, Town of Jay (1997 - 2010)
- Wellness Coordinator, Town of Jay (2005 - 2014)
- E911 Addressing Officer, Town of Jay (2010 - 2014)
- Deputy Finance Director, Town of Jay (2012 - 2014)

Other Experience, Committees and Affiliations:
- Institute for Civic Leadership, Maine Development Foundation (2022)
- Member, Maine Town, City & County Management Association (2014 - present)
- Maine Town, City and County Management Association, Ethics Committee (2020 - present) and Membership Services Committee (2021 - present)
- Androscoggin Valley Council of Governments, Vice President (2022 - present); Executive Committee (2019 - present)
- Past Member of the State of Maine Technical Building Codes and Standards Boards (2008 - 2014)
- NorthStar Ambulance Advisory Board (2014 - present)
- Member, Jay-Livermore-Livermore Falls Chamber of Commerce (2014 - present)

Education:
- BS in Business Management, Liberty university, Lynchburg, VA (December 1996)

Awards and Certifications:
- Rising Star Award, Maine Town, City & County Management Association (2017)
- State of Maine Notary

NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY)

Professional & Municipal Experience:
- Town Manager, Town of Gray (2021 - present)
- City Manager, City of Hallowell (2016 - 2021)
- Executive Director, Waterville Creates (2014 - 2016)
- Director of Planning and Development, City of Gardiner (2011 - 2014)
- Business Development Specialist (2010 - 2011)

Other Experience, Committees and Affiliations:
- Member, Maine Municipal Association Legislative Policy Committee (2018 - 2021; 2022 - present)
- Member, Governor's Commission on Volunteerism aka Volunteer Maine (2020 - 2023)
- Board of Directors, Maine Council on Aging (2019 - 2023)
- Program Advisory Committee, University of Maine School of Architecture (2016 - present)
- Board of Directors, EcoMaine (2021 - 2022)
- Board of Directors and Treasurer, Kennebec Valley Humane Society (2019 - 2021)
- Board of Directors, Delta Ambulance (2017 - 2021); Vice President (2020 - 2021); Finance Committee (2019 - 2021)
- General Assembly, Kennebec Valley Council of Governments (2016 - 2017 and 2020 - 2021); Secretary of Executive Committee (2016 - 2017)
- Board of Directors, Independent Retailers Shared Services Collaborative (2012 - 2021); Treasurer (2012 - 2021)
- Board of Directors, Maine Craft Association (2012 - 2018; Vice President, 2014 - 2018)

NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY) *(continued)*

- Executive Director and Board Secretary, Gardiner Board of Trade (2011 - 2014)
- International City / County Managers Association
- Maine Town / City / County Managers Association
- Maine Association of Realtors (2013 to 2020)

Education:

- Master of Business Administration, 4.0 GPA, Thomas College, Waterville, Maine
- B.S., Environmental Science and Engineering, Cum Laude, 3.5 GPA
- Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia
- Harvard Kennedy School Executive Education Program, Negotiation Strategies (2023)
- Harvard Kennedy School Executive Education Program, State and Local Government (2019)
- New England Economic Development Course, Thomas College (2010)
- Graduate studies in Civil and Environmental Engineering, Virginia Tech

Awards and Certifications:

- Certified Manager, International City / County Managers Association (2023)
- Certified Manager, Maine Town / City / County Manager Association (2019 - 2025)
- Community Development Block Grant Administrator (2018)
- Build Maine Conference Team, Lewiston, Maine (2017 - 2021)
- CityWorks(X)po Conference Fellow, Roanoke, Virginia (2017)
- Maine Licensed Real Estate Broker (2013 - 2020)
- Lead on several Grant Awards *(e.g., US Environmental Protection Agency Brownfields Assessment grant; Maine Bureau of Parks and Lands Submerged Lands Program, Harbor Management and Access Grant Program*; Maine Centers for Disease Control and Prevention, Keep ME Healthy grant; *Hallowell Fire Station construction grant, private and donation; American Association of Retired People Age-Friendly Community Assessment grant; Harold Alfond Foundation grant; Orton Family Foundation Heart & Soul Community Planning grant; National Park Service Preserve America grant, etc.)*

DINA WALKER (SELECTPERSON, TOWN OF WELD)

Professional & Municipal Experience:

- Selectperson, Assessor and Overseer of the Poor, Town of Weld (2021 – current)
- Election Day Volunteer, Town of Weld (2019 – current)
- Partner, Jones Day (Law Firm), Beijing, China (2016 – 2018)
- International Partner, King & Wood Mallesons (Law Firm), Beijing, China (2012 – 2016)
- Managing Associate, Linklaters LLP (Law Firm), Beijing, China (2011 – 2012)
- Senior Associate, Dewy & LeBoeuf LLP (Law Firm), Beijing, China and Houston, Texas (2009 – 2011)
- Associate, Baker & Daniels, LLP (Law Firm), Indianapolis, Indiana (2005 – 2009)
- Judicial Law Clerk, the Honorable Richard K. Eaton, US Court of International Trade (2004 – 2005)

Other Experience, Committees and Affiliations:

- *Rutgers Law Review*, Editor-in-Chief (2003 – 2004)
- Founder and Organizer, Women's International Forum on Energy (2013 -2016)

Education:

- Rutgers University School of Law, Newark, New Jersey, J.D. (2004)
- University of Pennsylvania, Philadelphia, Pennsylvania, B.A., International Relations (2000)

Awards and Certifications:

- *The Legal 500 (2016)*: "Highly Recommended" Lawyer In the Areas of Projects and Energy (China)
- State of New York, Bar Admission (retired)
- State of Indiana, Bar Admission (inactive)

Select Board Account Status as of July 15, 2023

219 Fosters Point Road, West Bath ME 04530 · Phone (207) 443-4342 · Town Administrator email: townadministrator@westbathmaine.gov

Exp / Rev Summary Report

ALL Departments
ALL Months

Account		Budget	Current Month	Year To Date	Balance	Percent
01 GEN GOVT						
	REVENUES					
01 AGENT FEES		12,000.00	595.00	595.00	11,405.00	4.96
03 PLUMB PERMIT		2,000.00	-287.50	-287.50	2,287.50	-14.38
04 BLDG PERMIT		12,000.00	145.60	145.60	11,854.40	1.21
05 APPEALS BD		0.00	100.00	100.00	-100.00	0.00
08 SHELLFISH		4,800.00	100.00	100.00	4,700.00	2.08
20 TOWN SHARE		1,000.00	18.60	18.60	981.40	1.86
22 MDOT		22,000.00	0.00	0.00	22,000.00	0.00
24 MOORINGS		2,800.00	90.00	90.00	2,710.00	3.21
25 MISC. REV		0.00	36.00	36.00	-36.00	0.00
30 EXCISE TAX		500,000.00	19,601.17	19,601.17	480,398.83	3.92
31 BOAT EXCISE		8,000.00	429.80	429.80	7,570.20	5.37
32 SUSCOM CABLE		28,000.00	0.00	0.00	28,000.00	0.00
34 SNOWMOBILE		500.00	0.00	0.00	500.00	0.00
53 VETERANS		1,500.00	0.00	0.00	1,500.00	0.00
55 PT INTEREST		500.00	0.00	0.00	500.00	0.00
56 INT-CKBK		6,000.00	0.00	0.00	6,000.00	0.00
60 SALT SHED-R		3,300.00	275.00	275.00	3,025.00	8.33
61 TRANS STA-R		46,800.00	3,900.00	3,900.00	42,900.00	8.33
62 TRANS STA-F		70,000.00	7,870.43	7,870.43	62,129.57	11.24
63 WALDEN SOLAR		0.00	6,000.00	6,000.00	-6,000.00	0.00
70 SEPTIC FEES		3,000.00	0.00	0.00	3,000.00	0.00
80 T.G.REIMB		5,500.00	0.00	0.00	5,500.00	0.00
82 W.C. REIMB		750.00	0.00	0.00	750.00	0.00
85 SCHOOL GRANT		0.00	10,269.17	10,269.17	-10,269.17	0.00
86 SCHOOL LUNCH		0.00	4,850.75	4,850.75	-4,850.75	0.00
93 INT ON TAXES		8,000.00	220.61	220.61	7,779.39	2.76
95 LIEN FEES		1,100.00	0.00	0.00	1,100.00	0.00
96 HOMESTEAD		85,000.00	0.00	0.00	85,000.00	0.00
97 BETE REIMBUR		3,200.00	0.00	0.00	3,200.00	0.00
98 REV. SHARING		135,000.00	0.00	0.00	135,000.00	0.00
	Revenue Total	962,750.00	54,214.63	54,214.63	908,535.37	5.63
	EXPENSES					
01 SELECTMEN		**13,100.00**	**0.00**	**0.00**	**13,100.00**	**0.00**
01 PAYROLL		13,100.00	0.00	0.00	13,100.00	0.00
01 SALARIES		13,100.00	0.00	0.00	13,100.00	0.00
02 TOWN ADMIN		**82,675.00**	**3,180.00**	**3,180.00**	**79,495.00**	**3.85**
01 PAYROLL		82,675.00	3,180.00	3,180.00	79,495.00	3.85
01 SALARIES		82,675.00	3,180.00	3,180.00	79,495.00	3.85
03 TAX COL/TREA		**66,583.00**	**2,561.60**	**2,561.60**	**64,021.40**	**3.85**
01 PAYROLL		66,583.00	2,561.60	2,561.60	64,021.40	3.85
01 SALARIES		66,583.00	2,561.60	2,561.60	64,021.40	3.85
04 TOWN CLERK		**55,511.00**	**2,135.20**	**2,135.20**	**53,375.80**	**3.85**
01 PAYROLL		55,511.00	2,135.20	2,135.20	53,375.80	3.85
01 SALARIES		55,511.00	2,135.20	2,135.20	53,375.80	3.85
05 CODE ENF		**49,325.00**	**1,897.20**	**1,897.20**	**47,427.80**	**3.85**
01 PAYROLL		49,325.00	1,897.20	1,897.20	47,427.80	3.85
01 SALARIES		49,325.00	1,897.20	1,897.20	47,427.80	3.85
07 HEALTH OFF		**1,817.00**	**0.00**	**0.00**	**1,817.00**	**0.00**
01 PAYROLL		1,817.00	0.00	0.00	1,817.00	0.00
01 SALARIES		1,817.00	0.00	0.00	1,817.00	0.00
08 ROAD COMM		**9,308.00**	**0.00**	**0.00**	**9,308.00**	**0.00**

Account	Budget	Current Month	Year To Date	Balance	Percent
01 GEN GOVT CONT'D					
01 PAYROLL	9,308.00	0.00	0.00	9,308.00	0.00
01 SALARIES	9,308.00	0.00	0.00	9,308.00	0.00
09 ANIMAL CONT	**2,363.00**	**0.00**	**0.00**	**2,363.00**	**0.00**
01 PAYROLL	2,363.00	0.00	0.00	2,363.00	0.00
01 SALARIES	2,363.00	0.00	0.00	2,363.00	0.00
10 HARBOR MAST	**2,685.00**	**0.00**	**0.00**	**2,685.00**	**0.00**
01 PAYROLL	2,685.00	0.00	0.00	2,685.00	0.00
01 SALARIES	2,685.00	0.00	0.00	2,685.00	0.00
11 FIRE CHIEF	**14,173.00**	**545.20**	**545.20**	**13,627.80**	**3.85**
01 PAYROLL	14,173.00	545.20	545.20	13,627.80	3.85
01 SALARIES	14,173.00	545.20	545.20	13,627.80	3.85
12 DEPUTY	**4,030.00**	**0.00**	**0.00**	**4,030.00**	**0.00**
01 PAYROLL	4,030.00	0.00	0.00	4,030.00	0.00
01 SALARIES	4,030.00	0.00	0.00	4,030.00	0.00
13 FIRE CAPT 2	**1,983.00**	**0.00**	**0.00**	**1,983.00**	**0.00**
01 PAYROLL	1,983.00	0.00	0.00	1,983.00	0.00
01 SALARIES	1,983.00	0.00	0.00	1,983.00	0.00
15 LIEUTENANT	**1,050.00**	**0.00**	**0.00**	**1,050.00**	**0.00**
01 PAYROLL	1,050.00	0.00	0.00	1,050.00	0.00
01 SALARIES	1,050.00	0.00	0.00	1,050.00	0.00
Expense Total	304,603.00	10,319.20	10,319.20	294,283.80	3.39
Net Profit / (Loss)	**658,147.00**	**43,895.43**	**43,895.43**	**(614,251.57)**	
02 INS & BENE					
EXPENSES					
01 PAY TAXES	**27,000.00**	**699.72**	**699.72**	**26,300.28**	**2.59**
02 INS/BENE	27,000.00	699.72	699.72	26,300.28	2.59
01 PAY TAXES	27,000.00	699.72	699.72	26,300.28	2.59
02 RETIREMENT	**41,715.00**	**12,560.72**	**12,560.72**	**29,154.28**	**30.11**
02 INS/BENE	41,715.00	12,560.72	12,560.72	29,154.28	30.11
02 MEPERS/ICMA	41,715.00	12,560.72	12,560.72	29,154.28	30.11
03 INSURANCE	**117,500.00**	**1,641.90**	**1,641.90**	**115,858.10**	**1.40**
02 INS/BENE	117,500.00	1,641.90	1,641.90	115,858.10	1.40
03 HEALTH INS	87,500.00	0.00	0.00	87,500.00	0.00
05 WORK COMP	8,000.00	1,641.90	1,641.90	6,358.10	20.52
06 PROP/CAS	21,000.00	0.00	0.00	21,000.00	0.00
07 VOLUNT FF	1,000.00	0.00	0.00	1,000.00	0.00
Expense Total	186,215.00	14,902.34	14,902.34	171,312.66	8.00
Net Profit / (Loss)	**(186,215.00)**	**(14,902.34)**	**(14,902.34)**	**171,312.66**	
03 TOWN ADMIN					
EXPENSES					
01 OFFICE EXP	**62,000.00**	**3,391.23**	**3,391.23**	**58,608.77**	**5.47**
05 PROF SERV	28,100.00	0.00	0.00	28,100.00	0.00
03 AUDIT	10,500.00	0.00	0.00	10,500.00	0.00
05 ADVERTISING	3,000.00	0.00	0.00	3,000.00	0.00
06 TOWN REPORT	2,600.00	0.00	0.00	2,600.00	0.00
10 REG OF DEEDS	1,500.00	0.00	0.00	1,500.00	0.00
11 CONTRACTS	10,500.00	0.00	0.00	10,500.00	0.00

Account	Budget	Current Month	Year To Date	Balance	Percent
03 TOWN ADMIN CONT'D					
06 SUPPLIES	10,200.00	2,891.44	2,891.44	7,308.56	28.35
01 OFFICE	4,000.00	88.43	88.43	3,911.57	2.21
02 POSTAGE	3,500.00	2,162.00	2,162.00	1,338.00	61.77
03 COPIER	2,700.00	641.01	641.01	2,058.99	23.74
07 DUES/TRAIN	6,000.00	0.00	0.00	6,000.00	0.00
01 PROF DUES	4,200.00	0.00	0.00	4,200.00	0.00
02 EMPL TRAIN	1,000.00	0.00	0.00	1,000.00	0.00
03 TRAVEL REIMB	800.00	0.00	0.00	800.00	0.00
08 UTILITIES	12,700.00	499.79	499.79	12,200.21	3.94
01 ELECTRIC	3,000.00	219.04	219.04	2,780.96	7.30
02 HEATING OIL	2,200.00	0.00	0.00	2,200.00	0.00
04 TELEPHONE	4,300.00	240.74	240.74	4,059.26	5.60
05 CELL PHONE	0.00	40.01	40.01	-40.01	0.00
07 WATER	1,200.00	0.00	0.00	1,200.00	0.00
09 INTERNET	2,000.00	0.00	0.00	2,000.00	0.00
10 REPAIRS/MAIN	5,000.00	0.00	0.00	5,000.00	0.00
07 EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
03 COMP/TECH	**51,000.00**	**1,150.24**	**1,150.24**	**49,849.76**	**2.26**
05 PROF SERV	50,000.00	1,124.25	1,124.25	48,875.75	2.25
11 CONTRACTS	50,000.00	1,124.25	1,124.25	48,875.75	2.25
06 SUPPLIES	1,000.00	25.99	25.99	974.01	2.60
05 COMPUTER	1,000.00	25.99	25.99	974.01	2.60
04 ASSESSING	**25,000.00**	**0.00**	**0.00**	**25,000.00**	**0.00**
05 PROF SERV	25,000.00	0.00	0.00	25,000.00	0.00
04 MAPPING	5,000.00	0.00	0.00	5,000.00	0.00
11 CONTRACTS	20,000.00	0.00	0.00	20,000.00	0.00
06 SELECT CONT	**15,000.00**	**0.00**	**0.00**	**15,000.00**	**0.00**
05 PROF SERV	15,000.00	0.00	0.00	15,000.00	0.00
11 CONTRACTS	15,000.00	0.00	0.00	15,000.00	0.00
15 VOTING	**2,100.00**	**0.00**	**0.00**	**2,100.00**	**0.00**
01 PAYROLL	2,000.00	0.00	0.00	2,000.00	0.00
02 WAGES	2,000.00	0.00	0.00	2,000.00	0.00
06 SUPPLIES	100.00	0.00	0.00	100.00	0.00
08 FOOD	100.00	0.00	0.00	100.00	0.00
20 OFFICE CLEAN	**7,000.00**	**480.00**	**480.00**	**6,520.00**	**6.86**
05 PROF SERV	7,000.00	480.00	480.00	6,520.00	6.86
11 CONTRACTS	7,000.00	480.00	480.00	6,520.00	6.86
21 BUILDING MNT	**51,800.00**	**1,633.30**	**1,633.30**	**50,166.70**	**3.15**
06 SUPPLIES	400.00	0.00	0.00	400.00	0.00
06 CLEAN/PAPER	400.00	0.00	0.00	400.00	0.00
08 UTILITIES	28,200.00	0.00	0.00	28,200.00	0.00
06 ALARM	28,000.00	0.00	0.00	28,000.00	0.00
08 DUMPSTER	200.00	0.00	0.00	200.00	0.00
10 REPAIRS/MAIN	23,200.00	1,633.30	1,633.30	21,566.70	7.04
02 BUILDING	20,000.00	1,100.00	1,100.00	18,900.00	5.50
05 LAWN CARE	3,200.00	533.30	533.30	2,666.70	16.67
Expense Total	213,900.00	6,654.77	6,654.77	207,245.23	3.11
Net Profit / (Loss)	**(213,900.00)**	**(6,654.77)**	**(6,654.77)**	**207,245.23**	

04 LEGAL

EXPENSES

01 LEGAL	**20,000.00**	**0.00**	**0.00**	**20,000.00**	**0.00**

Account	Budget	Current Month	Year To Date	Balance	Percent
04 LEGAL CONT'D					
05 PROF SERV	20,000.00	0.00	0.00	20,000.00	0.00
01 LEGAL	20,000.00	0.00	0.00	20,000.00	0.00
Expense Total	20,000.00	0.00	0.00	20,000.00	0.00
Net Profit / (Loss)	**(20,000.00)**	**0.00**	**0.00**	**20,000.00**	
10 PROTECTION					
EXPENSES					
05 AMB SERV	**75,000.00**	**295.00**	**295.00**	**74,705.00**	**0.39**
05 PROF SERV	75,000.00	295.00	295.00	74,705.00	0.39
11 CONTRACTS	75,000.00	295.00	295.00	74,705.00	0.39
10 HYDRANTS	**27,544.00**	**0.00**	**0.00**	**27,544.00**	**0.00**
08 UTILITIES	27,544.00	0.00	0.00	27,544.00	0.00
10 HYDRANTS	27,544.00	0.00	0.00	27,544.00	0.00
30 FD OPERATION	**104,835.00**	**18,090.18**	**18,090.18**	**86,744.82**	**17.26**
06 SUPPLIES	18,400.00	10,640.00	10,640.00	7,760.00	57.83
01 OFFICE	850.00	0.00	0.00	850.00	0.00
05 COMPUTER	3,700.00	0.00	0.00	3,700.00	0.00
07 CLOTHING	13,050.00	10,640.00	10,640.00	2,410.00	81.53
08 FOOD	800.00	0.00	0.00	800.00	0.00
07 DUES/TRAIN	6,925.00	0.00	0.00	6,925.00	0.00
01 PROF DUES	1,175.00	0.00	0.00	1,175.00	0.00
02 EMPL TRAIN	5,750.00	0.00	0.00	5,750.00	0.00
08 UTILITIES	17,920.00	871.90	871.90	17,048.10	4.87
01 ELECTRIC	6,000.00	406.64	406.64	5,593.36	6.78
03 NATURAL GAS	5,000.00	83.58	83.58	4,916.42	1.67
04 TELEPHONE	1,750.00	130.38	130.38	1,619.62	7.45
05 CELL PHONE	800.00	46.37	46.37	753.63	5.80
06 ALARM	2,270.00	0.00	0.00	2,270.00	0.00
08 DUMPSTER	1,000.00	0.00	0.00	1,000.00	0.00
09 INTERNET	1,100.00	84.90	84.90	1,015.10	7.72
11 TABLETS	0.00	120.03	120.03	-120.03	0.00
10 REPAIRS/MAIN	29,500.00	17.99	17.99	29,482.01	0.06
02 BUILDING	29,500.00	0.00	0.00	29,500.00	0.00
07 EQUIPMENT	0.00	17.99	17.99	-17.99	0.00
15 VHCL/EQUIP	26,320.00	6,560.29	6,560.29	19,759.71	24.93
01 GAS/DIESEL	6,500.00	0.00	0.00	6,500.00	0.00
02 MAINT/REP	16,920.00	6,560.29	6,560.29	10,359.71	38.77
03 NEW EQUIP	2,900.00	0.00	0.00	2,900.00	0.00
16 RESCUE	5,770.00	0.00	0.00	5,770.00	0.00
01 PHYS/SUPPL	5,770.00	0.00	0.00	5,770.00	0.00
32 FD INCENTIVE	**46,029.00**	**0.00**	**0.00**	**46,029.00**	**0.00**
01 PAYROLL	46,029.00	0.00	0.00	46,029.00	0.00
02 WAGES	46,029.00	0.00	0.00	46,029.00	0.00
40 ANIMAL CNTRL	**5,181.00**	**2,887.27**	**2,887.27**	**2,293.73**	**55.73**
05 PROF SERV	2,846.00	2,845.90	2,845.90	0.10	100.00
11 CONTRACTS	2,846.00	2,845.90	2,845.90	0.10	100.00
07 DUES/TRAIN	1,535.00	0.00	0.00	1,535.00	0.00
01 PROF DUES	35.00	0.00	0.00	35.00	0.00
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	41.37	41.37	558.63	6.90
05 CELL PHONE	600.00	41.37	41.37	558.63	6.90
15 VHCL/EQUIP	200.00	0.00	0.00	200.00	0.00

Account		Budget	Current Month	Year To Date	Balance	Percent
10 PROTECTION CONT'D						
03 NEW EQUIP		200.00	0.00	0.00	200.00	0.00
	Expense Total	258,589.00	21,272.45	21,272.45	237,316.55	8.23
	Net Profit / (Loss)	**(258,589.00)**	**(21,272.45)**	**(21,272.45)**	**237,316.55**	
15 EDUCATION						
	EXPENSES					
01 SCHOOL		**3,857,114.00**	**115,684.42**	**115,684.42**	**3,741,429.58**	**3.00**
01 PAYROLL		0.00	63,122.88	63,122.88	-63,122.88	0.00
02 WAGES		0.00	63,122.88	63,122.88	-63,122.88	0.00
25 SCHOOL		3,857,114.00	52,561.54	52,561.54	3,804,552.46	1.36
01 SCHOOL		3,857,114.00	52,561.54	52,561.54	3,804,552.46	1.36
	Expense Total	3,857,114.00	115,684.42	115,684.42	3,741,429.58	3.00
	Net Profit / (Loss)	**(3,857,114.00)**	**(115,684.42)**	**(115,684.42)**	**3,741,429.58**	
20 HARBOR/WATER						
	EXPENSES					
01 SHELL WARDEN		**15,000.00**	**87.13**	**87.13**	**14,912.87**	**0.58**
05 PROF SERV		15,000.00	0.00	0.00	15,000.00	0.00
11 CONTRACTS		15,000.00	0.00	0.00	15,000.00	0.00
15 VHCL/EQUIP		0.00	87.13	87.13	-87.13	0.00
03 NEW EQUIP		0.00	87.13	87.13	-87.13	0.00
02 BOAT		**800.00**	**0.00**	**0.00**	**800.00**	**0.00**
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
05 HRBR MSTR		**2,000.00**	**0.00**	**0.00**	**2,000.00**	**0.00**
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	0.00	0.00	800.00	0.00
10 DEPT SUPPLY		800.00	0.00	0.00	800.00	0.00
15 VHCL/EQUIP		900.00	0.00	0.00	900.00	0.00
01 GAS/DIESEL		700.00	0.00	0.00	700.00	0.00
02 MAINT/REP		200.00	0.00	0.00	200.00	0.00
	Expense Total	17,800.00	87.13	87.13	17,712.87	0.49
	Net Profit / (Loss)	**(17,800.00)**	**(87.13)**	**(87.13)**	**17,712.87**	
25 SANITATION						
	EXPENSES					
01 SOLID WASTE		**11,600.00**	**0.00**	**0.00**	**11,600.00**	**0.00**
05 PROF SERV		11,600.00	0.00	0.00	11,600.00	0.00
12 RECYCLING		11,600.00	0.00	0.00	11,600.00	0.00
02 RECYC CMTEE		**5,000.00**	**146.00**	**146.00**	**4,854.00**	**2.92**
05 PROF SERV		5,000.00	146.00	146.00	4,854.00	2.92
11 CONTRACTS		5,000.00	146.00	146.00	4,854.00	2.92
	Expense Total	16,600.00	146.00	146.00	16,454.00	0.88
	Net Profit / (Loss)	**(16,600.00)**	**(146.00)**	**(146.00)**	**16,454.00**	
30 PUBLIC WORKS						

Account	Budget	Current Month	Year To Date	Balance	Percent
30 PUBLIC WORKS CONT'D					
EXPENSES					
01 GENERAL ROAD	**329,000.00**	**7,470.00**	**7,470.00**	**321,530.00**	**2.27**
20 ROAD EXPENSE	329,000.00	7,470.00	7,470.00	321,530.00	2.27
01 SIGNS	2,000.00	0.00	0.00	2,000.00	0.00
02 SWEEP	3,000.00	0.00	0.00	3,000.00	0.00
03 PAINT/MOW	20,000.00	0.00	0.00	20,000.00	0.00
04 CULVERTS	5,000.00	0.00	0.00	5,000.00	0.00
05 PATCH	25,000.00	0.00	0.00	25,000.00	0.00
07 TREE TRIM	10,000.00	0.00	0.00	10,000.00	0.00
11 GRADING	4,000.00	4,800.00	4,800.00	-800.00	120.00
12 REPAIRS	50,000.00	2,670.00	2,670.00	47,330.00	5.34
13 DITCHING	50,000.00	0.00	0.00	50,000.00	0.00
14 ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00
96 PAVING	150,000.00	0.00	0.00	150,000.00	0.00
02 SPECIAL PROJ	**301,000.00**	**0.00**	**0.00**	**301,000.00**	**0.00**
05 PROF SERV	50,000.00	0.00	0.00	50,000.00	0.00
08 ENGINEERING	50,000.00	0.00	0.00	50,000.00	0.00
20 ROAD EXPENSE	251,000.00	0.00	0.00	251,000.00	0.00
04 CULVERTS	50,000.00	0.00	0.00	50,000.00	0.00
10 CONTRACT/ADS	1,000.00	0.00	0.00	1,000.00	0.00
12 REPAIRS	150,000.00	0.00	0.00	150,000.00	0.00
96 PAVING	50,000.00	0.00	0.00	50,000.00	0.00
03 SALT SHED	**1,000.00**	**0.00**	**0.00**	**1,000.00**	**0.00**
08 UTILITIES	700.00	0.00	0.00	700.00	0.00
01 ELECTRIC	700.00	0.00	0.00	700.00	0.00
10 REPAIRS/MAIN	300.00	0.00	0.00	300.00	0.00
02 BUILDING	300.00	0.00	0.00	300.00	0.00
04 STREET LIGHT	**2,000.00**	**132.30**	**132.30**	**1,867.70**	**6.62**
08 UTILITIES	2,000.00	132.30	132.30	1,867.70	6.62
01 ELECTRIC	2,000.00	132.30	132.30	1,867.70	6.62
10 SNOW REMOVAL	**255,000.00**	**114.12**	**114.12**	**254,885.88**	**0.04**
20 ROAD EXPENSE	40,000.00	114.12	114.12	39,885.88	0.29
08 SALT/SAND	40,000.00	0.00	0.00	40,000.00	0.00
10 CONTRACT/ADS	0.00	114.12	114.12	-114.12	0.00
21 CONTRACTS	215,000.00	0.00	0.00	215,000.00	0.00
01 ROAD PLOW	200,000.00	0.00	0.00	200,000.00	0.00
02 TOWN LOTS	15,000.00	0.00	0.00	15,000.00	0.00
Expense Total	888,000.00	7,716.42	7,716.42	880,283.58	0.87
Net Profit / (Loss)	**(888,000.00)**	**(7,716.42)**	**(7,716.42)**	**880,283.58**	
35 COMMITTEES					
EXPENSES					
04 COMM AGENCY	**47,061.00**	**47,061.00**	**47,061.00**	**0.00**	**100.00**
05 PROF SERV	47,061.00	47,061.00	47,061.00	0.00	100.00
09 COMM AGEN	47,061.00	47,061.00	47,061.00	0.00	100.00
06 PLANNING BRD	**3,000.00**	**0.00**	**0.00**	**3,000.00**	**0.00**
01 PAYROLL	3,000.00	0.00	0.00	3,000.00	0.00
02 WAGES	3,000.00	0.00	0.00	3,000.00	0.00
Expense Total	50,061.00	47,061.00	47,061.00	3,000.00	94.01
Net Profit / (Loss)	**(50,061.00)**	**(47,061.00)**	**(47,061.00)**	**3,000.00**	

Exp / Rev Summary Report

ALL Departments
ALL Months

Account		Budget	Current Month	Year To Date	Balance	Percent
40 SPEC ASSESS CONT'D						
40 SPEC ASSESS						
	EXPENSES					
01 COUNTY TAX		**818,044.00**	**0.00**	**0.00**	**818,044.00**	**0.00**
05 PROF SERV		818,044.00	0.00	0.00	818,044.00	0.00
13 COUNTY		818,044.00	0.00	0.00	818,044.00	0.00
	Expense Total	818,044.00	0.00	0.00	818,044.00	0.00
	Net Profit / (Loss)	**(818,044.00)**	**0.00**	**0.00**	**818,044.00**	