

MEETING AGENDA

Mechanic Falls Town Council
Jan. 6, 2020
6:30pm



I. Call Meeting to Order

Time: _____

II. Pledge of Allegiance

III. Roll Call

Councilors Absent: _____

IV. General Reports

4.1	Meeting Minutes for Dec.2 2019	Motion to Approve
4.2	Department Reports as Submitted	Motion to Approve

V. Special Presentations

5.1	RSU 16 School Budget – Mary Martin & Ken Healey
-----	---

VI. Comments from the Public

(5 Minutes Each – 30 Minutes Max)

VII. Old Business

Notes:

7.1	22 Pleasant St Update	Informational
7.2	Council Discussion Topics	Discussion
7.3	Reschedule Don Gerrish Workshop	Available Jan 6-9 or Jan 14-16

VIII. New Business

Notes:

8.1	Library Trustee Appointments	Motion to Approve
8.2	Budget Committee Schedule	Motion to Approve
8.3	Recreation Coordinator position	
8.4	Historical Society Location	

IX. Ordinances, Resolves Policies & Licenses

Notes:

9.1	McFall Water Audit Engagement Letter	Motion to Approve
9.2		
9.3		

X. Executive Session Notes:

10.1	Legal Counsel
------	---------------

XI. Adjourn

Time: _____ Next Meeting: (Feb. 3rd, 6:30pm – Second Floor Conference)

Mechanic Falls Town Council

December 2, 2019

MEMBERS PRESENT:

Cathy Fifield, Chair
Nicholas Konstantoulakis

John Emery
Kieth Bennett

STAFF PRESENT:

Zakk Maher – Town Manager Steve Turner- Transfer Station
Julie Ward – Town Clerk

OTHERS PRESENT:

Norma Crabtree	Rena Berry	Bobbi Jo Nugent
Milton Walker	Walter Berry	Victoria Cleary
Eriks Petersons-Sun Journal	Paula Stotts	Nancy Lausier
Valerie Emery	Penny Emery	Sean Cleary
Mark Elliott	Sandra Ballard	
Tarsha Downing	Dorothy Bouchles	
Rudy Kyllonen	Peter Ford	
Natalie Kyllonen	Sharon Webster	
Rudy Kyllonen Jr	Thomas Webster	
Martha Yates	Tyler Thayer	
	Brenda Coleman	
	Tim Nugent	

1.0 Councilor Fifield called the meeting to order at 6:30pm.

2.0 We stood and saluted the flag.

3.0 Roll Call complete, all present

4.0 General Reports:

4.1 Meeting Minutes for November 4th and November 20th

Councilor Bennett motioned to approve the meeting minutes for November 4th, and 20th seconded by Councilor Emery, all in favor so voted.

4.2 Department Reports as submitted

Councilor Konstantoulakis motioned to approve department reports, seconded by Councilor Bennett, all in favor so voted.

5.0 Public Hearings:

5.1 Liquor License: American Legion 150

No public comment

5.2 Special Amusement: Little Brick Pub

No public comment

5.3 Special Amusement: American Legion 150

No public comment

5.4 Proposed changes to the Land Use Code

No public comment

6.0 Comments from the Public:

Steve Turner of North Main Street just wanted to thank the town for the transparency and making notices of meeting more readily available in the town office and on the electronic sign. He also thought the town should review the amount the council gets paid to be on the council.

7.0 Old Business:

7.1 22 Pleasant Street Update

Town Manager Zakk Maher stated no showings or interest, realtor is suggesting relist and price reduction in the spring due to buyers' market. He will also have realtor speak to the council to discuss further.

7.2 Council Discussion Topics

Councilor Fifield stated the Town has the best employees, and volunteers, and the Council and Town manager are working together. The Council and Town Manager had attended the class last month and she was asking the community to give them a chance. She would like to see less negativity in order to move forward. She spoke to the gentleman who did the work shop in Bridgton and would like to have him come the Town for a private session. Donald Gerrish has 19 years as Gorham Town Manager and 20 years as Brunswick Town Manager. He will work on improving working relationships and help to under the Towns Charter. This workshop will help move forward even more in a positive manner. She asked other council members how they felt. Councilor Emery agreed that the Council and Town Manager need to sit down together, he does not want it to regress back to June, and wants the Town to succeed. Councilor Bennett and Councilor Konstantoulakis agreed with both Councilor Fifield and Councilor Emery. Councilor Fifield stated the cost would be \$300.00 for one session if they felt the needed more it would be approximately \$200.00 an hour after. Councilor Fifield also stated the workshop/class would not be open to the public, but if it was necessary to continue another meeting with Mr. Gerrish the Council would be open to public attendance.

Pam Grondin of Elm Street asked if the Council would be willing to share with other Boards and Committees for the Town. Councilor Fifield said she has been speaking to other Towns on how they do things and there are many options that the Town could look into. Some towns have round table meetings with all the Boards and Committees to just talk and throw out ideas, and other Towns have a Public Meeting to discuss yearly goals.

Councilor Fifield stated that she is all for constructive criticism but all the council has been getting is negativity and that has to stop. Councilor Fifield also asked Town Manager Zakk Maher to reach out to Mr. Gerrish to set up a time and place for the workshop. Town Manager agreed.

7.3 Interim Council Member Appointment

Council received two applications for council position from Tarsha Downing and Paula Stotts. Each candidate was interviewed prior to appointment.

Councilor Fifield called Tarsha Downing to podium and asked if she would like to add any additional comments. Tarsha said she would like to be part of the town and learn more behind the scenes and would be transparent. She was asked if she would be able to attend a class in December and Tarsha said she would be able to. Councilor Emery stated that he keeps up in social media and stated he saw some negative comments and a video of Tarsha at one of the council meetings and asked if she would like to explain it. Tarsha stated that she was unaware at the time that you were not allowed to address people in the crowd and that she was told after the fact that people may only speak to the Chair of the Council and going forward, she did that. She also explained that she has 2 very vocal sisters and that should not reflect the person she is. She believes that it is important to serve the community. Councilor Emery said that he too was on video and the public can forgive it just takes time.

Paula Stotts came forward and wanted to thank the councilors for their service and was pleased with the transparency and effort of the council to make things right. She explained that her family chose Mechanic Falls 21 years ago because of the community and since she feels that we are all supposed to serve our community. She is currently on the planning board and also helps her husband with the homeless teen center in Oxford. She is honest and black and white; she would like to see the town heal and do her very best if chosen. Councilor Emery wanted to know about the meeting in July when Paula was asking about removing Councilor Fifield as the liaison of the planning board. Paula stated that a long time ago when Town Manager John Hawley was here, there was a workshop that happened and only 2 members of the planning board showed up and Councilor Fifield was there as well and the Code Enforcement Officer at the time was pushing for a vote on an Ordinance. And Councilor Fifield was asked to step in to vote. The following day Paula called the Town Manager John Hawley and spoke to him about the illegal vote that happened the night before and he agreed that Councilor Fifield should not be the liaison for the Planning Board because the fact Councilor Fifield was a Realtor. Paula stated that because she was the Chair of the Planning Board, she felt it was in the best interest of the board to address the issue. When she spoke To Fred Collins the Interim Town Manager at the time told her he would look into it. Councilor Emery asked if there was a personal issue with Councilor Fifield and Paula said absolutely not, Cathy sold their house the them and she thinks she is a nice person and seen her serve the community over the years. Paula also stated that she would be available for the December class if chosen.

Councilor Konstantoulakis motioned to appoint Tarsha Downing, seconded by Councilor Emery, all in favor 3-1 opposed by Councilor Bennett. Ms. Downing was sworn in.

Councilor Konstantoulakis motioned to appoint Councilor Bennett to Vice, Chair, seconded by Councilor Emery, all in favor so voted.

Councilor Konstantoulakis motioned to take over the Planning Board as Liaison, Councilor Fifield to School Committee, and Councilor Downing to Recreation Committee, seconded by Councilor Bennett, all in favor unanimous.

8.0 New Business:

8.1 Water Department Budget

Councilor Konstantoulakis motioned to approve the Water Department Budget, Councilor Bennett seconded, all in favor unanimous.

8.2 Library Trustee Appointment

Councilor Emery motioned to approve appointment of Ann Hobart to the Library Committee, seconded by Councilor Bennett, all in favor so voted.

9.0 Ordinances, Resolves & Licenses:

9.1 Liquor License; American Legion 150

Councilor Konstantoulakis motioned to approve the American Legion Liquor License, seconded by Councilor Bennett, all in favor so voted.

9.2 Special Amusement: Little Brick Pub

Councilor Emery motioned to approve Special Amusement Permit for Little Brick Pub, seconded by Councilor Downing, all in favor so voted.

9.3 Special Amusement: American Legion 150

Councilor Bennett motioned to approve Special Amusement Permit for American Legion 150, seconded by Councilor Downing, all in favor so voted.

9.4 Proposed Changes to the Land Use Code

Councilor Konstantoulakis motioned to approve proposed Changes to the Land Use Code, seconded by Councilor Bennett, all in favor unanimous. Effective January 1, 2020

9.5 Comprehensive Traffic Ordinance

Town Manager Zakk Maher wanted to give this information out since there has been conversations about through ways and parking bans, any changes would have to be done through this Ordinance. 2011 was the last time the Ordinance was updated. Councilor Konstantoulakis asked if the Planning Board review. Oak Street and E Dwinal have been mentioned in previous meetings about the traffic flow.

Pam Grondin of Elm Street asked again about the Water Department Flushing notices, Town Manager Zakk Maher stated they will be put in the water bills, social media, website and electronic sign.

9.6 Holiday Staff Party

Staff Party will be held Friday December 20th at 12pm

9.7 Office Closure: Christmas

Town Office and Departments will be closed @ 12pm on Tuesday December 24th Christmas Day December 25th, and New Year's Day January 1st.

10.0 Executive Session: NONE

Special Town Council

December 2, 2019

Page 5 of 5

11.0 Adjourn:

Councilor Konstantoulakis motioned to adjourn, Seconded by Councilor Bennett, all in favor, so voted. Meeting adjourned 7:40pm

Notes to the Financial Reports

12/30/2019

Revenues should be at approximately 50% collected and per the report we are 63.40% collected. We have already received a payment from the State for 75% of the total Homestead exemption money we are expecting for the year. We received the first half year payment for franchise fees. We have also collected the money from the sale of the foreclosed properties. We did not budget that money as it was unknown how much if anything we would get. These items are making the percentage higher.

Expenditures should also be at approximately 50%. Per the attached report you can see that we are currently at 52.57% expended. As you look down through the individual budgets, you will see some that are already more than 50% expended but some items are due in full or at least half due at the beginning of the fiscal year. For instance, Trio software maintenance and licensing, property and casualty insurance and half a year of animal shelter fees. Also, a half year of dispatching for fire, rescue and police are due at the beginning of the year and we have paid the County Tax bill for the year making that budget 100% expended. I have also moved the majority of the CIP money to the reserve accounts, making that line 91% expended.

You will notice the line Municipal Complex operating supplies with a \$9,879 negative balance. As you remember, we eliminated the municipal complex budget and distributed those expenses over the other budgets. This line is fuel that has been purchased for use by the Town departments but hasn't yet been distributed to the budgets that use fuel. I distribute the costs quarterly, so theoretically, this cost will be distributed to the other departments on a quarterly basis. Of course, since we never let the gas tanks go empty, there will always be a balance in this line.

As always, if you have any questions, please feel free to ask me.

Lisa Prevost

Finance Director

lprevost@mechanicfalls.org

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government	255,102.00	134,850.29	120,251.71	52.86
05 - Boards & Councils	15,466.00	8,561.83	6,904.17	55.36
01 - Salaries	3,238.00	1,258.34	1,979.66	38.86
02 - Other Personnel	2,300.00	1,000.00	1,300.00	43.48
06 - Subscriptions	6,628.00	3,333.49	3,294.51	50.29
27 - Training & Travel	300.00	970.00	-670.00	323.33
32 - Minor Cip	3,000.00	2,000.00	1,000.00	66.67
10 - Municipal Complex	0.00	9,878.71	-9,878.71	----
16 - Operating Supplies	0.00	9,878.71	-9,878.71	----
15 - Town Clerk/Elections	107,025.00	44,355.60	62,669.40	41.44
01 - Salaries	71,669.00	25,480.94	46,188.06	35.55
02 - Other Personnel	1,740.00	1,302.44	437.56	74.85
03 - Communications	1,950.00	753.02	1,196.98	38.62
06 - Subscriptions	640.00	310.10	329.90	48.45
10 - Utilities	1,825.00	1,302.84	522.16	71.39
15 - Office Supplies	4,000.00	2,485.49	1,514.51	62.14
16 - Operating Supplies	5,675.00	1,992.14	3,682.86	35.10
20 - Advertising	300.00	0.00	300.00	0.00
25 - Repairs	100.00	222.95	-122.95	222.95
27 - Training & Travel	3,000.00	347.82	2,652.18	11.59
30 - Contracted Services	15,220.00	10,157.86	5,062.14	66.74
32 - Minor Cip	906.00	0.00	906.00	0.00
20 - Administration	132,611.00	72,054.15	60,556.85	54.33
01 - Salaries	113,368.00	54,129.60	59,238.40	47.75
02 - Other Personnel	2,500.00	1,858.59	641.41	74.34
03 - Communications	2,750.00	1,674.27	1,075.73	60.88
06 - Subscriptions	210.00	117.50	92.50	55.95
10 - Utilities	3,100.00	4,123.21	-1,023.21	133.01
27 - Training & Travel	3,450.00	3,073.71	376.29	89.09
30 - Contracted Services	7,233.00	7,077.27	155.73	97.85
05 - Public Works	355,614.00	159,766.88	195,847.12	44.93
01 - Public Wks	355,614.00	159,766.88	195,847.12	44.93
01 - Salaries	186,243.00	81,291.79	104,951.21	43.65
02 - Other Personnel	1,700.00	252.96	1,447.04	14.88
03 - Communications	1,865.00	799.63	1,065.37	42.88
10 - Utilities	13,410.00	1,440.02	11,969.98	10.74
15 - Office Supplies	890.00	46.05	843.95	5.17
16 - Operating Supplies	89,110.00	45,035.62	44,074.38	50.54
20 - Advertising	300.00	0.00	300.00	0.00
25 - Repairs	5,000.00	2,241.99	2,758.01	44.84
27 - Training & Travel	600.00	2.50	597.50	0.42
28 - Motor Vehicle	41,420.00	18,957.00	22,463.00	45.77
30 - Contracted Services	12,876.00	9,699.32	3,176.68	75.33
32 - Minor Cip	2,200.00	0.00	2,200.00	0.00
10 - Public Safety	539,140.00	242,202.21	296,937.79	44.92
01 - Fire/Rescue Dept	145,801.00	58,654.22	87,146.78	40.23
01 - Salaries	60,155.00	23,132.57	37,022.43	38.45
03 - Communications	2,500.00	1,045.51	1,454.49	41.82
06 - Subscriptions	2,985.00	2,486.20	498.80	83.29
10 - Utilities	10,415.00	1,728.73	8,686.27	16.60
15 - Office Supplies	400.00	21.60	378.40	5.40
16 - Operating Supplies	10,200.00	4,829.65	5,370.35	47.35
25 - Repairs	1,850.00	0.00	1,850.00	0.00
27 - Training & Travel	6,125.00	1,411.84	4,713.16	23.05

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - Public Safety CONT'D				
28 - Motor Vehicle	18,604.00	5,623.84	12,980.16	30.23
30 - Contracted Services	19,567.00	9,320.09	10,246.91	47.63
32 - Minor Cip	13,000.00	9,054.19	3,945.81	69.65
05 - Police Dept	384,681.00	179,518.49	205,162.51	46.67
01 - Salaries	293,624.00	140,430.37	153,193.63	47.83
02 - Other Personnel	4,500.00	549.64	3,950.36	12.21
03 - Communications	7,600.00	3,003.17	4,596.83	39.52
06 - Subscriptions	10,944.00	10,787.25	156.75	98.57
10 - Utilities	6,790.00	1,551.02	5,238.98	22.84
15 - Office Supplies	2,500.00	330.50	2,169.50	13.22
16 - Operating Supplies	5,000.00	1,702.86	3,297.14	34.06
25 - Repairs	800.00	202.54	597.46	25.32
27 - Training & Travel	5,000.00	4,165.27	834.73	83.31
28 - Motor Vehicle	17,260.00	3,028.02	14,231.98	17.54
30 - Contracted Services	27,663.00	12,778.23	14,884.77	46.19
32 - Minor Cip	3,000.00	989.62	2,010.38	32.99
20 - Animal Control Officer	8,658.00	4,029.50	4,628.50	46.54
01 - Salaries	4,680.00	2,250.00	2,430.00	48.08
30 - Contracted Services	3,978.00	1,779.50	2,198.50	44.73
15 - Code Enforce/Planning	49,193.00	23,311.96	25,881.04	47.39
01 - Code Enforce/Planning	49,193.00	23,311.96	25,881.04	47.39
01 - Salaries	39,538.00	19,367.72	20,170.28	48.99
03 - Communications	650.00	248.76	401.24	38.27
06 - Subscriptions	300.00	45.00	255.00	15.00
10 - Utilities	715.00	1,252.81	-537.81	175.22
15 - Office Supplies	400.00	177.94	222.06	44.49
20 - Advertising	300.00	37.69	262.31	12.56
27 - Training & Travel	1,500.00	62.26	1,437.74	4.15
30 - Contracted Services	5,790.00	2,119.78	3,670.22	36.61
20 - Library	37,967.00	16,081.77	21,885.23	42.36
01 - Library	37,967.00	16,081.77	21,885.23	42.36
01 - Salaries	21,174.00	9,596.01	11,577.99	45.32
03 - Communications	650.00	248.74	401.26	38.27
06 - Subscriptions	1,000.00	171.00	829.00	17.10
10 - Utilities	3,450.00	1,338.12	2,111.88	38.79
15 - Office Supplies	700.00	22.98	677.02	3.28
16 - Operating Supplies	9,750.00	3,662.10	6,087.90	37.56
27 - Training & Travel	200.00	56.86	143.14	28.43
30 - Contracted Services	793.00	785.96	7.04	99.11
32 - Minor Cip	250.00	200.00	50.00	80.00
25 - Recreation	22,986.00	13,847.24	9,138.76	60.24
01 - Recreation	22,986.00	13,847.24	9,138.76	60.24
01 - Salaries	14,560.00	6,572.37	7,987.63	45.14
03 - Communications	650.00	248.74	401.26	38.27
30 - Contracted Services	7,776.00	7,026.13	749.87	90.36
26 - Utilities	171,500.00	65,585.35	105,914.65	38.24
01 - Utilities	171,500.00	65,585.35	105,914.65	38.24
06 - Subscriptions	250.00	250.00	0.00	100.00
10 - Utilities	168,175.00	63,760.11	104,414.89	37.91
25 - Repairs	3,075.00	1,575.24	1,499.76	51.23
30 - Assessor	24,750.00	16,018.65	8,731.35	64.72
01 - Assessor	24,750.00	16,018.65	8,731.35	64.72

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Assessor CONT'D				
30 - Contracted Services	24,750.00	16,018.65	8,731.35	64.72
31 - Auditor	10,550.00	4,435.00	6,115.00	42.04
01 - Auditor	10,550.00	4,435.00	6,115.00	42.04
30 - Contracted Services	10,550.00	4,435.00	6,115.00	42.04
32 - Contingency	10,000.00	0.00	10,000.00	0.00
01 - Contingency	10,000.00	0.00	10,000.00	0.00
30 - Contracted Services	10,000.00	0.00	10,000.00	0.00
33 - Debt Service	184,036.00	48,145.56	135,890.44	26.16
01 - Debt Service	184,036.00	48,145.56	135,890.44	26.16
30 - Contracted Services	184,036.00	48,145.56	135,890.44	26.16
34 - Pensions & Insurances	487,849.00	235,344.51	252,504.49	48.24
01 - Pensions & Insurances	487,849.00	235,344.51	252,504.49	48.24
01 - Salaries	14,079.00	14,079.00	0.00	100.00
05 - Payroll Expenses	445,770.00	206,258.01	239,511.99	46.27
16 - Operating Supplies	1,500.00	2,500.00	-1,000.00	166.67
30 - Contracted Services	26,500.00	12,507.50	13,992.50	47.20
35 - Social Services/Welfare	11,500.00	4,019.50	7,480.50	34.95
05 - Welfare	11,500.00	4,019.50	7,480.50	34.95
01 - Salaries	4,500.00	1,384.65	3,115.35	30.77
27 - Training & Travel	0.00	175.00	-175.00	----
30 - Contracted Services	7,000.00	2,459.85	4,540.15	35.14
40 - Solid Waste	126,285.00	49,566.72	76,718.28	39.25
01 - Solid Waste	126,285.00	49,566.72	76,718.28	39.25
01 - Salaries	50,343.00	18,993.47	31,349.53	37.73
02 - Other Personnel	800.00	293.63	506.37	36.70
03 - Communications	1,068.00	424.90	643.10	39.78
10 - Utilities	1,750.00	574.77	1,175.23	32.84
16 - Operating Supplies	2,700.00	2,419.71	280.29	89.62
25 - Repairs	6,000.00	4.41	5,995.59	0.07
27 - Training & Travel	800.00	0.00	800.00	0.00
28 - Motor Vehicle	1,294.00	245.06	1,048.94	18.94
30 - Contracted Services	60,530.00	26,610.77	33,919.23	43.96
32 - Minor Cip	1,000.00	0.00	1,000.00	0.00
45 - County Tax	200,113.00	200,112.95	0.05	100.00
01 - County Tax	200,113.00	200,112.95	0.05	100.00
30 - Contracted Services	200,113.00	200,112.95	0.05	100.00
49 - Capital Improvements	242,750.00	221,444.43	21,305.57	91.22
01 - Capital Improvements	242,750.00	221,444.43	21,305.57	91.22
33 - Capital Improvements	242,750.00	221,444.43	21,305.57	91.22
Final Totals	2,729,335.00	1,434,733.02	1,294,601.98	52.57

Revenue control report

Accounts: R 01-100 - R 01-400

ALL

Account	YTD Budget Net	YTD Net	Uncollected Balance	Percent Collected
01 - General Government	1,125,897.31	713,765.31	412,132.00	63.40
100 - Auto Excise	485,000.00	244,723.19	240,276.81	50.46
101 - Boat Excise	1,600.00	495.20	1,104.80	30.95
102 - MV Agent Fee	9,200.00	5,212.00	3,988.00	56.65
103 - Snow/ATV Agent Fee	300.00	136.00	164.00	45.33
104 - Boat Agent Fee	120.00	44.00	76.00	36.67
105 - Cash Management Interest	6,000.00	4,904.43	1,095.57	81.74
106 - RE Interest	16,000.00	7,714.56	8,285.44	48.22
107 - Lien Costs	7,400.00	3,847.67	3,552.33	52.00
108 - Will/Fax/Notary	300.00	60.00	240.00	20.00
109 - Postage/Copies/Voter	500.00	556.20	-56.20	111.24
110 - Transfer Station Stickers	5,000.00	4,283.00	717.00	85.66
111 - Driveway Entrance Permit	200.00	80.00	120.00	40.00
112 - Pole Permit	0.00	20.00	-20.00	----
113 - Building Permit	10,000.00	4,690.98	5,309.02	46.91
114 - Plumbing Permit	3,500.00	1,897.50	1,602.50	54.21
115 - Electric Permit	2,000.00	700.00	1,300.00	35.00
116 - Commercial Haulers Permit	0.00	0.00	0.00	----
117 - Conditional Use Permit	300.00	348.25	-48.25	116.08
118 - Hunt/Fish Agent Fee	400.00	144.00	256.00	36.00
119 - Weapon Permits	200.00	84.00	116.00	42.00
120 - Birth/Death License	675.00	390.00	285.00	57.78
121 - Marriage License	650.00	504.00	146.00	77.54
122 - Victualer's License	500.00	60.00	440.00	12.00
123 - Liquor License	500.00	150.00	350.00	30.00
124 - Marriage Certificate	400.00	286.00	114.00	71.50
125 - Burial Permits	500.00	378.00	122.00	75.60
126 - Additional Certified copies	500.00	392.00	108.00	78.40
128 - Dog License (R3306)	950.00	214.00	736.00	22.53
129 - Dog Fees (R3408)	450.00	135.00	315.00	30.00
130 - Rabies Call	0.00	0.00	0.00	----
131 - Public Safety Reports	350.00	328.45	21.55	93.84
132 - Geneology Fee	0.00	0.00	0.00	----
133 - Fire Works Permit	150.00	100.00	50.00	66.67
140 - Zoning Fee	0.00	0.00	0.00	----
141 - Court Fee	350.00	75.45	274.55	21.56
142 - Variance Fee	0.00	0.00	0.00	----
143 - Water Administration Fee	21,000.00	0.00	21,000.00	0.00
144 - Home Occupation Fee	50.00	0.00	50.00	0.00
145 - Sign Permit Fee	50.00	25.60	24.40	51.20
146 - Special Amusement Fee	250.00	100.00	150.00	40.00
147 - Cable Franchise Fee	30,000.00	17,841.07	12,158.93	59.47
148 - Transfer Station Fee	4,000.00	2,789.00	1,211.00	69.73
149 - Carnival Service Fee	0.00	0.00	0.00	----
150 - CEO Citations	100.00	0.00	100.00	0.00
160 - Police Fines	175.00	175.00	0.00	100.00
161 - Late/Pick Up Fees (Dogs)	400.00	25.00	375.00	6.25
162 - Service Charges	1,500.00	0.00	1,500.00	0.00
163 - Tree Growth Penalty	0.00	0.00	0.00	----
164 - RSU 16 Winter Maint	0.00	0.00	0.00	----
170 - Municipal Gym Rent	200.00	100.00	100.00	50.00
171 - Adult Education Rent	0.00	0.00	0.00	----
172 - USCTC Rent	4,850.00	2,138.85	2,711.15	44.10
173 - Headstart Rent	1,800.00	743.43	1,056.57	41.30

Revenue control report

Accounts: R 01-100 - R 01-400

ALL

Account	YTD Budget Net	YTD Net	Uncollected Balance	Percent Collected
01 - General Government CONT'D				
174 - Tennis Lights	0.00	0.00	0.00	----
175 - Trfr Stat Rolloff Can Parking	1,827.00	609.00	1,218.00	33.33
180 - Insurance Reimbursement	1,500.00	3,256.00	-1,756.00	217.07
181 - Recycling Reimbursement	10,000.00	4,570.16	5,429.84	45.70
182 - Welfare Reimbursement	0.00	0.00	0.00	----
183 - Police Reimbursement	0.00	0.00	0.00	----
184 - DARE Reimbursement	0.00	0.00	0.00	----
185 - GAs Tax Reimbursement	0.00	0.00	0.00	----
186 - Electric Reimbursment	0.00	0.00	0.00	----
187 - Business Advertising	0.00	0.00	0.00	----
190 - Sold Items	0.00	0.00	0.00	----
191 - Town Owned Sale	0.00	0.00	0.00	----
192 - Reimbursement Ball Field Light	0.00	0.00	0.00	----
193 - Oxford Bank Accounts	0.00	0.00	0.00	----
194 - Tree Harvesting	0.00	0.00	0.00	----
195 - Reserve Accts	25,358.00	0.00	25,358.00	0.00
198 - Tax Acquired Prop	0.00	82,225.63	-82,225.63	----
199 - Payment in Lieu of Taxes	1,700.00	0.00	1,700.00	0.00
200 - Veteran's Exemption	1,850.00	0.00	1,850.00	0.00
201 - Tree Growth	3,200.00	2,963.39	236.61	92.61
202 - BETE	18,510.27	0.00	18,510.27	0.00
203 - Highway Block Grant	22,500.00	23,216.00	-716.00	103.18
204 - State Revenue Sharing	252,870.00	156,555.40	96,314.60	61.91
205 - Welfare Reimbursement	2,000.00	1,441.90	558.10	72.10
206 - Library Grant	0.00	0.00	0.00	----
207 - Homestead Reimbursement	165,347.04	132,026.00	33,321.04	79.85
208 - Snowmobile Refund	800.00	0.00	800.00	0.00
209 - Tree Growth Refund	0.00	0.00	0.00	----
210 - State Burn Permit Rev Sharing	25.00	0.00	25.00	0.00
211 - General Education	0.00	0.00	0.00	----
300 - FEMA	0.00	0.00	0.00	----
350 - Boiler Reimbursement	0.00	0.00	0.00	----
400 - Sex Offender Registry	40.00	10.00	30.00	25.00
Final Totals	1,125,897.31	713,765.31	412,132.00	63.40

Tax Commitment 2019/2020	Collected Thru 12/27/2019	% Collected
\$3,088,033.47	\$1,586,420.72	51.37%
Total Town Budget	\$2,729,336.00	
Total RSU Assessment	\$1,645,440.00	
TIF District	\$0.00	
Total Budget	\$4,374,776.00	
Homestead Exemption	\$165,347.00	
BETE Reimbursement	\$18,510.00	
Total Anticipated Non Tax Revenues	\$942,040.00	
From Fund Balance	\$185,000.00	
Total Anticipated Tax Revenues	\$3,088,033.00	
Total Revenues	\$4,398,930.00	
Overlay	\$24,154.00	

Reserve Account Balances

As of 11/30/2019

Town of Mechanic Falls

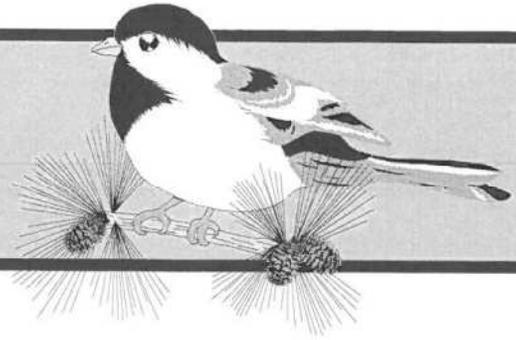
Account Name	Amount	Interest	Paid In	Paid Out	New Balance	Owed to Town	Real Balance	Int rate	Matures
	7/1/2019	\$	-	\$	-	11/30/2019	11/30/2019		
One year CD	\$ 151,157.57	\$ 921.04			\$ 152,078.61		\$ 152,078.61	1.25%	1/16/2020
Cash Mgmt/Reserve accts	\$ 1,371,868.88	\$ 4,056.13	\$ 221,300.00	\$ 14,598.13	\$ 1,582,626.88		\$ 1,582,626.88		
Mutual Fund	\$ 12,124.27	\$ 42.51			\$ 12,166.78		\$ 12,166.78	1.14%	10/4/2021
			\$	-	\$				
Total	\$ 1,535,150.72	\$ 5,019.68	\$ 221,300.00	\$ 14,598.13	\$ 1,746,872.27	\$0.00	\$ 1,746,872.27		

Town Reserve Accounts
As of 11/30/2019

	7/1/2019				11/30/2019		11/30/2019
	Beginning Balance	Paid In	Paid Out	Interest	New Balance	Owed to Town	Ending Balance
Cash Management	\$98,162.29			\$309.00	\$98,471.29		\$98,471.29
Computer Reserve	\$13,016.99		\$1,540.00	\$40.23	\$11,517.22		\$11,517.22
Unemployment Fund	\$64,371.29			\$202.62	\$64,573.91		\$64,573.91
Municipal Complex	\$25,096.98	\$10,000.00	\$4,205.42	\$85.02	\$30,976.58	\$0.00	\$30,976.58
Fire/Rescue Funds	\$91,838.38	\$75,000.00		\$295.03	\$167,133.41		\$167,133.41
Highway Funds	\$332,172.62	\$67,000.00		\$876.23	\$400,048.85		\$400,048.85
Solid Waste	\$30,971.88	\$5,000.00		\$80.53	\$36,052.41		\$36,052.41
Assessing	\$75,386.25	\$20,000.00		\$203.33	\$95,589.58		\$95,589.58
Library Computers	\$1,212.70	\$300.00		\$4.14	\$1,516.84		\$1,516.84
Recreation	\$412.90			\$1.30	\$414.20		\$414.20
BAN Escrow	\$394,356.85			\$1,241.33	\$395,598.18		\$395,598.18
Winterbrook Escrow	\$12,149.48			\$29.76	\$12,179.24		\$12,179.24
Police Cruiser	\$22,423.84	\$20,000.00		\$73.63	\$42,497.47		\$42,497.47
Police Training	\$24,371.78			\$76.71	\$24,448.49		\$24,448.49
Debt Service	\$40,215.01			\$126.58	\$40,341.59		\$40,341.59
Voting Machines		\$14,000.00		\$13.09	\$14,013.09		\$14,013.09
Sidewalks	\$82,724.09			\$202.61	\$82,926.70		\$82,926.70
MFPD Forfeiture	\$2,851.67			\$9.03	\$2,860.70		\$2,860.70
Insurance Reimb	\$60,133.88		\$8,852.71	\$176.62	\$51,457.79		\$51,457.79
Roads	\$0.00	\$10,000.00		\$9.34	\$10,009.34		\$10,009.34
Totals	\$1,371,868.88	\$221,300.00	\$14,598.13	\$4,056.13	\$1,582,626.88	\$0.00	\$1,582,626.88

Town of Mechanic Falls

108 Lewiston Street
Mechanic Falls, ME 04256
Phone: 345-2871 FAX: 345-9201
mechanicfalls.govoffice.com



Code Enforcement Monthly Report Dec, 2019

1. Building Permits	Total 2	Approx \$ 150,000
2. Electrical Permits	Total 2	\$ 170.00
3. Exterior Plumbing		
4. Interior Plumbing		

It has been a good fall and things will be slowing down for a few weeks with still many building and interior electrical and plumbing inspections. All is good.

Happy New Year

Fred / CEO

Mechanic Falls Public Library
"Providing Lifelong Enjoyment of Learning Exploring and Reading"

Librarian's Report
January 6, 2020

Circulation	Dec	Dec	Usage	Dec	Dec
	'18	'19		'18	'19
Adult Fiction	207	216	Computer Usage	50	49
Adult Non-Fic	20	24	Walk Ins	312	267
Children's Pic	163	100	ILL's	38	44
Juvenile Fic	54	29	Reference	75	69
YA Fic	55	28	Wi-Fi	54	73
J/YA Non-Fic	27	19	New Patrons	1	5
DVD's	36	34	Programs	10	9
Audio/Cloud Lib.	4	13	Pre-school Story-time	22	16
Total	531	463	Total	557	519

We made \$423.00 at our pie sale in November. That was much more successful than our book sale. Our plan is to have a raffle in January and February of a rock picture (donated) and then hold a class in March with Mom and Me Creations to make a picture. We will charge \$40.00 per picture, with choices for the class. We have tentatively chosen Sunday March 15th for the class. Raffle tickets will be \$1.00 each/ 6 for \$5.00.

We are reading "The Story of Arthur Truluv" for our reading group.

My next class in Augusta is 1/17/2020, with a snow date of January 24th. I am again looking forward to learning more about the running of the library.

Welcome to our new board member Ann Hobart.

Stop by and checkout what is new.

Nancy Petersons, Mechanic Falls Library Director



Mechanic Falls Public Library

"Providing Lifelong Enjoyment of Learning, Exploring & Reading"

Association Meeting Minutes 12/5/2019

Members present: Melinda Straight, Jenn Durant, Ann Hobart

Members absent: Beth Yates

Also present: Nancy Petersons, Patti Dyer, John Emery

Secretary's Report: October's meeting minutes approved by Melinda, seconded by Janice

Treasurer's Report: Approved by Melinda, seconded by Jenn

Savings: \$8,752.32 **Checking:** \$1,585.39

Librarian's Report: Read by Nancy; approved by Melinda, seconded by Jenn

Old Business:

- Book sale did not produce enough of a monetary gain to make future book sales feasible. Our remaining donated books have become a burden to the town transfer station. Discussed having a small rotating, ongoing selection for sale in the storage hall.
- Discussed future fundraisers: Janice's proposal of making sea glass picture frames with Kathy Tardiff
- Stipend discussed for Nancy's librarian class. Nancy was informed that she can actually add the hours to her hourly budget.
- Nancy printed the Pie Sale flyers; Beth and Jenn will distribute around town. We can no longer be calling patrons for donations. The flyers ask that people call the Library for information about donations.
- Nancy has spoken with community members about joining the Board of Trustees. Ann is contemplating joining. Melinda announced that she will be leaving the Board next month. We have been fortunate and grateful for all the time and effort that Melinda has put into the Library!

New Business:

- Discussed how future lists for pie sale donors will happen
- We welcomed Ann to the Board of Trustees!
- Nancy received a letter from the United Methodist Church of Auburn in thanks for the donated books from our library
- Janice motioned to appoint Beth, Vice-Chair, temporarily to Chair in the interim of determining a longer-term Chair. Approved by Melinda, seconded by Jenn
- Picture-frame fundraiser is tentatively set for Sunday March 8th at 2pm, snow date will be Sunday March 15th. Seating will be capped at 25 tickets. The raffle will occur during February.

Motion to adjourn at 7: pm by Melinda, seconded by Jenn

POLICE HIGHLIGHTS

11/26/19 – 12/29/19

TYPE OF CALL	CALLS THIS MONTH	LAST MONTH
Abandoned E911	10	10
Accidents	15	15
Alarm calls	7	7
Animal complaints	2	2
Assault	1	1
Burglary	0	0
Children troubles	1	1
Criminal mischief	5	5
Disturbance/disorder/fight	1	1
Domestic	1	1
Harassment	3	3
Hazardous condition	7	7
Missing person	0	0
Parking violations	2	2
Suspicious conditions/person/vehicle	11	11
Theft	1	1
Threatening	2	2
Wellbeing check	3	3

Arrests/summons issued this month for: Violating conditions of release, Operating after suspension, Operating with a suspended registration, Failure to register vehicle, Failure to register as new resident, Refusing to submit to arrest, Disorderly conduct, Domestic violence aggravated assault, Operating under the influence of alcohol, Illegal attachment of plates, and Altering vehicle after inspection.

Traffic summons issued this month for: Speeding 1-9, 10-14, and 15-19 mph over the limit, Failure to produce evidence of insurance, Failure to stop at stop sign, Operating after suspension, Imprudent speed, Operating a vehicle without a valid inspection certificate, Failure to carry vehicle registration, Speeding 10-14 mph over the limit in a school zone, and Failure to produce insurance at an attended accident.

MECHANIC FALLS POLICE DEPARTMENT

November 26, 2019 THRU December , 2019

CRIMINAL SUMMONSES: 19

CIVIL SUMMONSES: 0

0 JUVENILE(S) CHARGED W/ JUVENILE CRIME

17 ADULT(S) CHARGED w/ CRIMINAL OFFENSE(S)

BACK-UP ANALYSIS

MECHANIC FALLS PD ASSISTED ASO: 16

ASO ASSISTED MECHANIC FALLS PD: 13

MECHANIC FALLS PD ASSISTED OXFORD PD: 10

OXFORD PD ASSISTED MECHANIC FALLS PD: 00

MECHANIC FALLS PD ASSISTED STATE POLICE 01

STATE POLICE ASSISTED MECHANIC FALLS P D 00

2017 FORD: 53,416

2016 FORD: 67,464

Transfer Station

Monthly Report December 2019

Expenses November 2019				
Vendor	Material	Tonnage	Hauling Cost	Tipping fees
CES/MMWAC	MSW	33.16	\$345.12	\$2458.82
CES/MMWAC	OBW	2.54	\$172.56	\$251.46
	Newspaper			
CES/MMWAC	Plastics	1.33	\$172.56	\$108.37
	Clear Glass			
CES	OCC	1.57	\$86.28	
	Tin/Aluminum			
CES	Mixed Paper	2.22	\$86.28	

Revenue

Revenue from fees for OBW, CFC, tires, and small metal sales	\$252
Revenue from roll off container rental space	\$0
Revenue from recycle reimbursements (Corcoran)	\$0
Revenue from metal pile (Grimmel Industries)	\$0
Revenue from brass, copper, aluminum recycle (Michalak)	\$810.45

Lots of fluorescent bulbs were sent off for recycling with Veolia.

Please watch for upcoming legislative work sessions. There are some great environmental bills being brought up. For example, an initiative for bringing alkaline battery recycling into the product stewardship framework! More updates next month with a list of bills which may be of interest and benefit to the Town.

Kathryn Oak
Transfer Station Manager

**MECHANIC FALLS WATER DEPT.
FINANCIAL STATEMENT**

30-Nov-19

ACCT #	ACCOUNT	BUDGETED	EXPENDED	BALANCE	PERCENT
181	UNAMORT. DEBT DISC. & EXP.	\$0.00	\$0.00	\$0.00	0.00%
221 B	WELL LOAN THRU TOWN	\$0.00	\$0.00	\$0.00	#DIV/0!
221 A	DWSRF BOND	\$46,224.58	\$46,224.58	\$0.00	100.00%
238	SALES TAXES	\$1,300.00	\$1,626.06	(\$326.06)	125.08%
303	LAND & LAND RIGHTS	\$0.00	\$0.00	\$0.00	0.00%
304	STRUCTURES & IMPROVEMENTS	\$1,000.00	\$1,228.36	(\$228.36)	122.84%
330	DISTRIBUTION - RESERVOIRS	\$1,000.00	\$584.35	\$415.65	58.44%
331	TRANSMISSION & DISTRIBUTION	\$7,000.00	\$7,651.21	(\$651.21)	109.30%
333	NEW SERVICES	\$100.00	\$0.00	\$100.00	0.00%
334	METERS & INSTALLATION	\$2,500.00	\$3,372.84	(\$872.84)	134.91%
335	HYDRANTS	\$0.00	\$0.00	\$0.00	#DIV/0!
340	OFFICE FURNITURE & EQUIP.	\$2,000.00	\$371.25	\$1,628.75	18.56%
343	TOOLS,SHOP EQUIPMENT	\$1,000.00	\$788.35	\$211.65	78.84%
344	LABORATORY EQUIPMENT	\$1,000.00	\$640.42	\$359.58	64.04%
345	POWER OPER. EQUIPMENT	\$400.00	\$408.75	(\$8.75)	102.19%
346	COMMUNICATION EQUIPMENT	\$1,000.00	\$543.90	\$456.10	54.39%
601	SALARIES & FICA	\$140,108.62	\$135,960.21	\$4,148.41	97.04%
604	EMPLOYEES PENS & BEN	\$48,058.52	\$48,204.49	(\$145.97)	100.30%
615	PURCHASED POWER	\$16,000.00	\$11,883.15	\$4,116.85	74.27%
618	CHEMICALS	\$17,000.00	\$8,514.44	\$8,485.56	50.08%
620	MATERIALS & SUPPLIES	\$3,500.00	\$1,192.91	\$2,307.09	34.08%
631	CONTRACTUAL-ENGINEERING	\$1,500.00	\$0.00	\$1,500.00	0.00%
632	CONTRACTUAL-ACCOUNTING	\$5,250.00	\$5,575.00	(\$325.00)	106.19%
633	CONTRACTUAL-LEGAL	\$1,000.00	\$0.00	\$1,000.00	0.00%
634	CONTRACTUAL-MGM. FEES	\$21,000.00	\$21,000.00	\$0.00	100.00%
635	CONTRACTUAL-OTHER	\$3,500.00	\$2,654.71	\$845.29	75.85%
650	TRANSPORTATION	\$7,000.00	\$6,044.34	\$955.66	86.35%
656-59	INSURANCE	\$6,700.00	\$5,775.62	\$924.38	86.20%
660	ADVERTISING EXP.	\$200.00	\$0.00	\$200.00	0.00%
667	PUC EXP. OTHER	\$1,800.00	\$1,906.00	(\$106.00)	105.89%
670	BAD DEBT EXPENSE	\$100.00	\$0.00	\$100.00	0.00%
675	MISC. EXPENSE	\$17,000.00	\$15,114.02	\$1,885.98	88.91%
	TOTAL	\$354,241.72	\$327,264.96	\$26,976.76	92.38%

CAPITAL BUDGET

\$35,000.00	\$49,564.55	(\$14,564.55)	141.61%
-------------	-------------	---------------	---------

TOTAL BUDGET

\$389,241.72	\$376,829.51	\$12,412.21	96.81%
--------------	--------------	-------------	--------

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

Arsenault, Chris			04:00	\$51.00	
<i>Lieutenant</i>			<i>\$12.75</i>	<i>04:00</i>	<i>\$51.00</i>
Mon	12/16/2019 :: Firefighter I :: Hose, And Appliances Chapters 14-15 Jones And Bartlett For The Fire I And Ii Class. Hose Rolls, Packing, Cleaning And Maintenance. :: Lt		02:00	\$25.50	
Fri	12/20/2019 13 Back Street Mechanic Falls Water Problem :: Lt		01:00	\$12.75	
Mon	12/23/2019 783 Woodman Hill Road Minot Building Fire :: Lt		01:00	\$12.75	
Arsenault, Robert			10:00	\$84.50	
<i>Credit Only</i>			<i>\$0.00</i>	<i>03:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00	
Sun	12/8/2019 41 Pleasant Street Auburn Medical Assist, Assist Ems Crew :: Cr		01:00	\$0.00	
<i>Driver</i>			<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Thu	12/5/2019 50 Libby Road Mechanic Falls Excessive Heat, Scorch Burns With No Ignition :: Dr		02:00	\$24.50	
<i>Firefighter/Private</i>			<i>\$12.00</i>	<i>05:00</i>	<i>\$60.00</i>
Sun	12/8/2019 550 Minot Avenue Auburn Cover Assignment, Standby, Moveup :: Ff		04:00	\$48.00	
Mon	12/23/2019 783 Woodman Hill Road Minot Building Fire :: Ff		01:00	\$12.00	
Barton, David			27:00	\$293.50	
<i>Credit Only</i>			<i>\$0.00</i>	<i>03:00</i>	<i>\$0.00</i>
Sat	11/30/2019 :: Outside Detail :: Holiday Parade In Norway :: Cr		03:00	\$0.00	
<i>Driver</i>			<i>\$12.25</i>	<i>22:00</i>	<i>\$269.50</i>
Sun	12/15/2019 105 North Main Street Mechanic Falls Power Line Down / Arcing :: Dr		22:00	\$269.50	
<i>Firefighter/Private</i>			<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Mon	12/16/2019 :: Firefighter I :: Hose, And Appliances Chapters 14-15 Jones And Bartlett For The Fire I And Ii Class. Hose Rolls, Packing, Cleaning And Maintenance. :: Ff		02:00	\$24.00	
Boyd, Don			03:00	\$34.50	
<i>Driver</i>			<i>\$11.50</i>	<i>03:00</i>	<i>\$34.50</i>
Mon	12/9/2019 Timber Lane Mechanic Falls Mve No Pi :: Dr		02:00	\$23.00	
Mon	12/23/2019 783 Woodman Hill Road Minot Building Fire :: Dr		01:00	\$11.50	
Damon, Jon			15:00	\$213.75	



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

12/30/2019
8:16:36 PM

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

<i>Deputy Chief Fire</i>		<i>\$14.25</i>	<i>15:00</i>	<i>\$213.75</i>
Mon	11/25/2019 :: Ems Training :: Protocol Update :: Dc/f		02:00	\$28.50
Tue	11/26/2019 34 Walker Road Mechanic Falls Gas Leak (natural Gas Or Lpg) :: Dc/f		02:00	\$28.50
Mon	12/2/2019 129 Elm Street Mechanic Falls Smoke Detector Activation Due To Malfunction :: Dc/f		02:00	\$28.50
Thu	12/5/2019 50 Libby Road Mechanic Falls Excessive Heat, Scorch Burns With No Ignition :: Dc/f		02:00	\$28.50
Mon	12/9/2019 Timber Lane Mechanic Falls Mvc No Pi :: Dc/f		02:00	\$28.50
Wed	12/11/2019 351 Pleasant Street Mechanic Falls Power Line Down / Arcing :: Dc/f		02:00	\$28.50
Tue	12/17/2019 25 Cross Rd Minot Cover Assignment, Standby, Moveup :: Dc/f		01:00	\$14.25
Fri	12/20/2019 94 Maple Street Mechanic Falls Smoke Or Odor Removal :: Dc/f		01:00	\$14.25
Fri	12/20/2019 13 Back Street Mechanic Falls Water Problem :: Dc/f		01:00	\$14.25
Doherty, Tom			37:00	\$513.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Sun	12/8/2019 41 Pleasant Street Auburn Medical Assist, Assist Ems Crew :: Cr		01:00	\$0.00
<i>Deputy Chief Fire</i>		<i>\$14.25</i>	<i>36:00</i>	<i>\$513.00</i>
Tue	11/26/2019 34 Walker Road Mechanic Falls Gas Leak (natural Gas Or Lpg) :: Dc/f		02:00	\$28.50
Sun	12/8/2019 550 Minot Avenue Auburn Cover Assignment, Standby, Moveup :: Dc/f		04:00	\$57.00
Wed	12/11/2019 488 Pleasant Street Oxford Cover Assignment, Standby, Moveup :: Dc/f		03:00	\$42.75
Sun	12/15/2019 68 Brown Road Mechanic Falls Power Line Down / Arcing :: Dc/f		01:00	\$14.25
Sun	12/15/2019 105 North Main Street Mechanic Falls Power Line Down / Arcing :: Dc/f		22:00	\$313.50
Mon	12/16/2019 :: Firefighter I :: Hose, And Appliances Chapters 14-15 Jones And Bartlett For The Fire I And Ii Class. Hose Rolls, Packing, Cleaning And Maintenance. :: Dc/f		02:00	\$28.50
Tue	12/17/2019 300 Minot Ave Minot Cover Assignment, Standby, Moveup :: Dc/f		01:00	\$14.25
Fri	12/20/2019 13 Back Street Mechanic Falls Water Problem :: Dc/f		01:00	\$14.25
Downing, Brady			16:00	\$96.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>08:00</i>	<i>\$0.00</i>
Sat	12/14/2019 :: Firefighter Ii :: Firefighter One And Two Class. Limerick Was 1/1 With Downing For The Day :: Cr		08:00	\$0.00

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>08:00</i>	<i>\$96.00</i>
Mon	12/9/2019 Timber Lane Mechanic Falls Mve No Pi :: Ff		02:00	\$24.00
Tue	12/10/2019 11 Bucknam Street Mechanic Falls Ems Call :: Ff		01:00	\$12.00
Wed	12/11/2019 488 Pleasant Street Oxford Cover Assignment, Standby, Moveup :: Ff		03:00	\$36.00
Mon	12/16/2019 :: Firefighter I :: Hose, And Appliances Chapters 14-15 Jones And Bartlett For The Fire I And Ii Class. Hose Rolls, Packing, Cleaning And Maintenance. :: Ff		02:00	\$24.00
Harvey, Paul			27:30	\$324.13
<i>Credit Only</i>		<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Sun	12/8/2019 41 Pleasant Street Auburn Medical Assist, Assist Ems Crew :: Cr		01:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>24:30</i>	<i>\$300.13</i>
Mon	12/2/2019 129 Elm Street Mechanic Falls Smoke Detector Activation Due To Malfunction :: Dr		02:00	\$24.50
Sun	12/8/2019 550 Minot Avenue Auburn Cover Assignment, Standby, Moveup :: Dr		04:00	\$49.00
Sun	12/8/2019 114 Park Ave Mechanic Falls Water Or Steam Leak :: Dr		04:00	\$49.00
Mon	12/9/2019 :: Truck Check :: Truck Check :: Dr		01:30	\$18.38
Wed	12/11/2019 :: Admin Hours - Off Site :: Took Ladder 1 To Lynn's Spring Service In New Gloucester To Have The Rear Springs Looked At And To Get A Quote And Set Up A Time To Have Them Changed, I Am Calling On Friday Morning To See If It Is Going In On Tuesday Or Wednesday Morning And It Will Be Out Of Service For The Day. :: Dr		03:00	\$36.75
Tue	12/17/2019 :: Outside Detail :: Taking Lader 1 To Shop For Service :: Dr		02:00	\$24.50
Wed	12/18/2019 :: Department Detail :: Went To Pick Up L-1 From Lyn's Spring Service In New Gloucester. :: Dr		06:00	\$73.50
Sun	12/22/2019 85 North Street Mechanic Falls Service Call, Other :: Dr		02:00	\$24.50
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Mon	12/16/2019 :: Firefighter I :: Hose, And Appliances Chapters 14-15 Jones And Bartlett For The Fire I And Ii Class. Hose Rolls, Packing, Cleaning And Maintenance. :: Ff		02:00	\$24.00
Hodgkin, Caleb			33:00	\$300.25
<i>Credit Only</i>		<i>\$0.00</i>	<i>08:00</i>	<i>\$0.00</i>
Sat	12/14/2019 :: Firefighter Ii :: Firefighter One And Two Class. Limerick Was 1/1 With Downing For The Day :: Cr		08:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>01:00</i>	<i>\$12.25</i>
Tue	12/3/2019 1 Elm Street Mechanic Falls Motor Vehicle Crash :: Dr		01:00	\$12.25

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>24:00</i>	<i>\$288.00</i>
Sun	12/15/2019 105 North Main Street Mechanic Falls Power Line Down / Arcing Ff		22:00	\$264.00
Mon	12/16/2019 :: Firefighter I :: Hose, And Appliances Chapters 14-15 Jones And Bartlett For The Fire I And Ii Class. Hose Rolls, Packing, Cleaning And Maintenance. :: Ff		02:00	\$24.00
Lane, Denise			02:00	\$0.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
Limerick, Ben			10:00	\$96.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>08:00</i>	<i>\$96.00</i>
Sat	12/14/2019 :: Firefighter Ii :: Firefighter One And Two Class. Limerick Was 1/1 With Downing For The Day :: Ff		08:00	\$96.00
Limerick, Hannah			02:00	\$0.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
Limerick, Micheal			07:30	\$66.38
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>01:30</i>	<i>\$18.38</i>
Sat	12/7/2019 :: Truck Check :: Truckcheck :: Dr		01:30	\$18.38
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>04:00</i>	<i>\$48.00</i>
Sun	12/8/2019 114 Park Ave Mechanic Falls Water Or Steam Leak :: Ff		04:00	\$48.00
Madore, Randy			02:00	\$0.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
Madore, Stephanie			02:00	\$0.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
Merrick, Uriah			34:00	\$312.50

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

<i>Credit Only</i>		<i>\$0.00</i>	<i>08:00</i>	<i>\$0.00</i>
Sat	12/14/2019 :: Firefighter Ii :: Firefighter One And Two Class, Limerick Was 1/1 With Downing For The Day :: Cr		08:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Mon	12/9/2019 :: Truck Check :: Utility 4 Truck Check :: Dr		01:00	\$12.25
Sun	12/15/2019 68 Brown Road Mechanic Falls Power Line Down / Arcing :: Dr		01:00	\$12.25
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>24:00</i>	<i>\$288.00</i>
Mon	12/9/2019 Timber Lane Mechanic Falls Mvc No Pi :: Ff		02:00	\$24.00
Sun	12/15/2019 105 North Main Street Mechanic Falls Power Line Down / Arcing :: Ff		22:00	\$264.00
Smith, Eric			35:00	\$404.25
<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>33:00</i>	<i>\$404.25</i>
Tue	11/26/2019 34 Walker Road Mechanic Falls Gas Leak (natural Gas Or Lpg) :: Dr		02:00	\$24.50
Mon	12/9/2019 Timber Lane Mechanic Falls Mvc No Pi :: Dr		02:00	\$24.50
Wed	12/11/2019 351 Pleasant Street Mechanic Falls Power Line Down / Arcing :: Dr		02:00	\$24.50
Sun	12/15/2019 105 North Main Street Mechanic Falls Power Line Down / Arcing :: Dr		22:00	\$269.50
Tue	12/17/2019 200 Brown Road Mechanic Falls Power Line Down / Arcing :: Dr		01:00	\$12.25
Tue	12/17/2019 :: Outside Detail :: Taking Lader 1 To Shop For Service :: Dr		02:00	\$24.50
Fri	12/20/2019 94 Maple Street Mechanic Falls Smoke Or Odor Removal :: Dr		01:00	\$12.25
Fri	12/20/2019 13 Back Street Mechanic Falls Water Problem :: Dr		01:00	\$12.25
Sturtevant, Fred			12:00	\$157.50
<i>Chief</i>		<i>\$15.75</i>	<i>10:00</i>	<i>\$157.50</i>
Mon	11/25/2019 :: Ems Training :: Protocol Update :: Ch		02:00	\$31.50
Tue	11/26/2019 34 Walker Road Mechanic Falls Gas Leak (natural Gas Or Lpg) :: Ch		02:00	\$31.50
Thu	12/5/2019 50 Libby Road Mechanic Falls Excessive Heat, Scorch Burns With No Ignition :: Ch		02:00	\$31.50
Fri	12/6/2019 121 Elm Street Mechanic Falls Medical Assist, Assist Ems Crew :: Ch		01:00	\$15.75
Tue	12/17/2019 200 Brown Road Mechanic Falls Power Line Down / Arcing :: Ch		01:00	\$15.75
Sat	12/28/2019 :: Admin Hours - Off Site :: Assist Poland Rescue At Scenes :: Ch		02:00	\$31.50

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

<i>Credit Only</i>		<i>\$0.00</i>	<i>02:00</i>	<i>\$0.00</i>
Fri	11/29/2019 :: Outside Detail :: Christmas Tree Lighting :: Cr		02:00	\$0.00
			279:00	\$2947.26

FRED C STURTEVANT
CHIEF

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

FIRE Payroll		279:00	\$2,947.26
CH	Chief	10:00	\$157.50
CR	Credit Only	48:00	\$0.00
DC/F	Deputy Chief Fire	51:00	\$726.75
DR	Driver	89:00	\$1,088.01
FF	Firefighter/Private	77:00	\$924.00
LT	Lieutenant	04:00	\$51.00
Total		279:00	\$2,947.26

FRED C STURTEVANT
CHIEF

Pay Roll Report Dec Fire Report 2019 (11-25...12-29)

Arsenault, Chris	04:00	\$51.00
Arsenault, Robert	10:00	\$84.50
Barton, David	27:00	\$293.50
Boyd, Don	03:00	\$34.50
Damon, Jon	15:00	\$213.75
Doherty, Tom	37:00	\$513.00
Downing, Brady	16:00	\$96.00
Harvey, Paul	27:30	\$324.13
Hodgkin, Caleb	33:00	\$300.25
Lane, Denise	02:00	\$0.00
Limerick, Ben	10:00	\$96.00
Limerick, Hannah	02:00	\$0.00
Limerick, Micheal	07:30	\$66.38
Madore, Randy	02:00	\$0.00
Madore, Stephanie	02:00	\$0.00
Merrick, Uriah	34:00	\$312.50
Smith, Eric	35:00	\$404.25
Sturtevant, Fred	12:00	\$157.50
Total	279:00	\$2,947.26

FRED C STURTEVANT
CHIEF

Pay Roll Report Rescue Dec 2019 (11-25...12-29)

Arsenault, Chris	02:00	\$24.00
Barton, David	02:30	\$31.88
Casey, Jen	02:00	\$28.50
Damon, Jon	06:45	\$96.19
Doherty, Tom	09:15	\$131.82
Doze, Michael	01:00	\$12.75
Hodgkin, Caleb	02:00	\$24.50
Lane, Denise	10:30	\$130.13
Limerick, Micheal	02:00	\$24.00
Madore, Stephanie	02:00	\$25.50
Merrick, Uriah	02:00	\$24.00
Smith, Eric	01:00	\$12.25
Strout, Elwood	02:00	\$25.50
Total	45:00	\$591.02

FRED C STURTEVANT
CHIEF

Pay Roll Report Rescue Dec 2019 (11-25...12-29)

Arsenault, Chris				02:00	\$24.00	
<i>EMS Private</i>				<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Fri	12/20/2019	62 Clifford Street Mechanic Falls Ems Call	:: Ems	02:00	\$24.00	
Barton, David				02:30	\$31.88	
<i>Emt-Basic</i>				<i>\$12.75</i>	<i>02:30</i>	<i>\$31.88</i>
Mon	11/25/2019	:: Ems Training :: Protocol Update	:: Emt-b	01:30	\$19.13	
Wed	12/18/2019	:: Truck Check :: Truck Check On Rescue		01:00	\$12.75	
Truck Found W/no Issues To Report						
Assisted Denise On Performing Check Of Equipment And Location :: Emt-b						
Casey, Jen				02:00	\$28.50	
<i>DeputyChief/Res</i>				<i>\$14.25</i>	<i>02:00</i>	<i>\$28.50</i>
Mon	11/25/2019	:: Ems Training :: Protocol Update	:: Dc/re	02:00	\$28.50	
Damon, Jon				06:45	\$96.19	
<i>Emt-Intermediate</i>				<i>\$14.25</i>	<i>06:45</i>	<i>\$96.19</i>
Mon	11/25/2019	8 Callahan Circle Mechanic Falls Ems Call	:: Emt_i	04:00	\$57.00	
Tue	11/26/2019	16 Pleasant Street Mechanic Falls Ems Call	:: Emt_i	00:45	\$10.69	
Fri	12/20/2019	62 Clifford Street Mechanic Falls Ems Call	:: Emt_i	02:00	\$28.50	
Doherty, Tom				09:15	\$131.82	
<i>Emt-Paramedic</i>				<i>\$14.25</i>	<i>09:15</i>	<i>\$131.82</i>
Mon	11/25/2019	8 Callahan Circle Mechanic Falls Ems Call	:: Emt-p	02:00	\$28.50	
Tue	11/26/2019	16 Pleasant Street Mechanic Falls Ems Call	:: Emt-p	00:45	\$10.69	
Sun	12/8/2019	79 Winterbrook Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-p	01:00	\$14.25	
Tue	12/10/2019	11 Bucknam Street Mechanic Falls Ems Call	:: Emt-p	01:00	\$14.25	
Thu	12/12/2019	54 Jordan Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-p	00:30	\$7.13	
Mon	12/16/2019	32 Brookline Drive Mechanic Falls Ems Call	:: Emt-p	01:00	\$14.25	
Tue	12/17/2019	8 Spring Street Mechanic Falls Ems Call	:: Emt-p	01:00	\$14.25	
Fri	12/20/2019	62 Clifford Street Mechanic Falls Ems Call	:: Emt-p	02:00	\$28.50	
Doze, Michael				01:00	\$12.75	

Pay Roll Report Rescue Dec 2019 (11-25...12-29)

<i>Emt-Basic</i>		<i>\$12.75</i>	<i>01:00</i>	<i>\$12.75</i>
Thu	12/26/2019 79 Winterbrook Road Mechanic Falls Rescue, Ems Incident, Other :: Emt-b		01:00	\$12.75
Hodgkin, Caleb			02:00	\$24.50
<i>Emt-Basic</i>		<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Mon	11/25/2019 :: Ems Training :: Protocol Update :: Emt-b		02:00	\$24.50
Lane, Denise			10:30	\$130.13
<i>EMS Private</i>		<i>\$12.00</i>	<i>05:00</i>	<i>\$60.00</i>
Mon	11/25/2019 :: Ems Training :: Protocol Update :: Ems		02:00	\$24.00
Sat	11/30/2019 11 Bucknam Street Mechanic Falls Medical Assist, Assist Ems Crew :: Ems		01:00	\$12.00
Sat	12/14/2019 272 Lewiston St Mechanic Falls Rescue, Ems Incident, Other :: Ems		01:00	\$12.00
Sat	12/14/2019 272 Lewiston St Mechanic Falls Rescue, Ems Incident, Other :: Ems		01:00	\$12.00
<i>Emt-Basic</i>		<i>\$12.75</i>	<i>05:30</i>	<i>\$70.13</i>
Fri	12/6/2019 121 Elm Street Mechanic Falls Medical Assist, Assist Ems Crew :: Emt-b		01:00	\$12.75
Wed	12/18/2019 :: Truck Check :: Truck Check On Rescue Truck Found W/no Issues To Report Assisted Denise On Performing Check Of Equipment And Location :: Emt-b		01:00	\$12.75
Fri	12/20/2019 62 Clifford Street Mechanic Falls Ems Call :: Emt-b		02:00	\$25.50
Mon	12/23/2019 32 Oak Street Mechanic Falls Rescue, Ems Incident, Other :: Emt-b		01:00	\$12.75
Wed	12/25/2019 110 Milton St Mechanic Falls Ems Call :: Emt-b		00:30	\$6.38
Limerick, Micheal			02:00	\$24.00
<i>EMS Private</i>		<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Fri	12/20/2019 62 Clifford Street Mechanic Falls Ems Call :: Ems		02:00	\$24.00
Madore, Stephanie			02:00	\$25.50
<i>Emt-Basic</i>		<i>\$12.75</i>	<i>02:00</i>	<i>\$25.50</i>
Mon	11/25/2019 :: Ems Training :: Protocol Update :: Emt-b		02:00	\$25.50
Merrick, Uriah			02:00	\$24.00
<i>EMS Private</i>		<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Sat	12/14/2019 272 Lewiston St Mechanic Falls Rescue, Ems Incident, Other :: Ems		01:00	\$12.00

Pay Roll Report Rescue Dec 2019 (11-25...12-29)

Sat	12/14/2019 272 Lewiston St Mechanic Falls Rescue, Ems Incident, Other Ems	::	01:00	\$12.00
Smith, Eric			01:00	\$12.25
<i>Rescue/Driver</i>			<i>\$12.25</i>	<i>01:00</i>
			<i>\$12.25</i>	<i>\$12.25</i>
Sat	12/14/2019 272 Lewiston St Mechanic Falls Rescue, Ems Incident, Other Em/d	::	01:00	\$12.25
Strout, Elwood			02:00	\$25.50
<i>Emt-Basic</i>			<i>\$12.75</i>	<i>02:00</i>
			<i>\$25.50</i>	<i>\$25.50</i>
Mon	11/25/2019 :: Ems Training :: Protocol Update	:: Emt-b	02:00	\$25.50
			45:00	\$591.02

FRED C STURTEVANT
CHIEF

Pay Roll Report Rescue Dec 2019 (11-25...12-29)

EMS Payroll		45:00	\$591.02
DC/RE	DeputyChief/Res	02:00	\$28.50
EM/D	Rescue/Driver	01:00	\$12.25
EMS	EMS Private	11:00	\$132.00
EMT_I	Emt-Intermediate	06:45	\$96.19
EMT-B	Emt-Basic	15:00	\$190.26
EMT-P	Emt-Paramedic	09:15	\$131.82
Total		45:00	\$591.02

FRED C STURTEVANT
CHIEF

**Town of Mechanic Falls
Committee Appointment Application**

Application Date: 12/11/19 Committee of interest: Library Trustee

Name: Patricia Dyer Phone #: 207-212-4479

Mailing address: 17 Standpipe Rd. Mc Falls

Physical address: same

Occupation: R.N. (retired)

Years as resident of Mechanic Falls: 46

Other affiliations or groups where you have served or volunteered previously?(i.e. Treasurer, Lion's club '91 - '94, School Committee '88-'90)

- CMMC Nursing Alumni V.Pres 2014-18, Executive Board 2016-present
- L.A. Literacy Volunteer 2010-present
- Served on many committees at my church - Oxford Advent Christian

What special skills/traits/ideas do you feel you could bring to the board/committee?

organization skills, dependability

What do you see as the greatest challenge facing the board/committee that you would like to address during your term?

I'm not familiar enough with the board's
challenges to answer this, but am willing to get involved.

Do you have a good sense of the duties of this board/committee and the documents under which they operate? Can you commit the time needed to attend meetings and conduct business?

yes - and being retired, I have a lot of free time.

Thank you for completing this form. Please return it to the Town Office for consideration.

**Town of Mechanic Falls
Committee Appointment Application**

Application Date: 12.2.19 Committee of interest: Library

Name: Laura Vincenzi Phone #: 513.1108

Mailing address: 31 Oak St Mechanic Falls, ME 04556

Physical address: same

Occupation: Retired - Volunteer Director of Rosie Hannah Backpack Program

Years as resident of Mechanic Falls: 46 yrs

Other affiliations or groups where you have served or volunteered previously? (i.e. Treasurer, Lion's club '91 - '94, School Committee '88-'90)

There are no town groups that I have volunteered in for a number of years. I volunteered at ESO then worked as an Ed Tech in Special Education, followed by a substitute teacher before being hired at Vineyard Church as Children's Ministry Director.

What special skills/traits/ideas do you feel you could bring to the board/committee? 16 years I did 100 hours for our Community Day Celebration for the Kids Activities in Maze Tree Park. and currently Backpack Program

Having worked with children in some capacity for the past 46 yrs. I feel I bring the ability to lead, complete tasks, work as a

What do you see as the greatest challenge facing the board/committee that you would like to address during your term? Very honestly, I do not know what challenges the library faces to answer this.

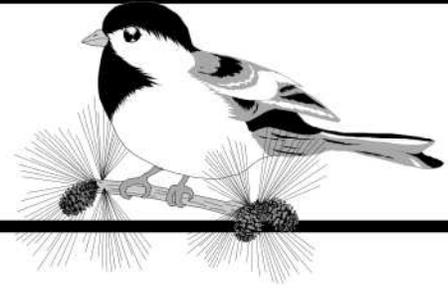
Do you have a good sense of the duties of this board/committee and the documents under which they operate? Can you commit the time needed to attend meetings and conduct business?

I do not know the duties and documents. I am willing to learn. I understand they are once a month. I can make that commitment.

Thank you for completing this form. Please return it to the Town Office for consideration.

Town of Mechanic Falls

108 Lewiston Street
Mechanic Falls, ME 04256
Phone: 345-2871 FAX: 345-9201
www.TownOfMechanicFalls.com



Budget Committee Schedule – FY 20-21

Meeting Times are at 7:00pm

Day	Date	Body	Agenda
Fri	1/31	Manager	<ul style="list-style-type: none">• Final Department Budgets Submitted
Thurs	2/13	Budget/Council	<ul style="list-style-type: none">• Budget Packets Available
Thurs	2/20	Budget/Council	<ul style="list-style-type: none">• 1st Meeting - Review Budget
Thurs	3/5	Budget/Council	<ul style="list-style-type: none">• 2nd Meeting - Review Budget
Thurs	3/19	Budget/Council	<ul style="list-style-type: none">• 3rd - Review Budget – Council Schedule Public Hearing
Mon	4/6	Council	<ul style="list-style-type: none">• Public Hearing for Budget Articles• Council Approve Budget Articles
Tues	6/9	Town	<ul style="list-style-type: none">• Budget Presented on Ballot



HMV, LLC
CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 543
ELLSWORTH, MAINE 04605
207-667-5529 • 1-800-499-9108 • FAX 207-667-9915

James E. McFarland, CPA
Annette L. Gould, CPA
Ellen Cleveland, CPA

Amy J. Billings, CPA
Nicholas Henry, CPA

December 11, 2019

To Town Council and Management
Mechanic Falls Water Department
62 Highland Avenue
Mechanic Falls, ME 04256

We are pleased to confirm our understanding of the services we are to provide Mechanic Falls Water Department for the years ended December 31, 2019 and 2018. We will audit the statements of net position and related statements of revenues, expenses and changes in fund net position and cash flows, including the related notes to the financial statements, which collectively comprise the basic financial statements of Mechanic Falls Water Department as of and for the years ended December 31, 2019 and 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mechanic Falls Water Department's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Mechanic Falls Water Department's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB Required Supplementary Pension Information
- 3) GASB Required Supplementary Other Post-Employment Benefit Information

We have also been engaged to report on supplementary information other than RSI that accompanies Mechanic Falls Water Department's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Operation and Maintenance Expenses

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Mechanic Falls Water Department's financial statements. Our report will be addressed to Town Council and Management of Mechanic Falls Water Department. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.



Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mechanic Falls Water Department's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Mechanic Falls Water Department in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. Other nonattest services we will provide you include:

- 1) Proposing closing journal entries.
- 2) Calculating depreciation with client approved additions, withdrawals, methods and useful lives.
- 3) Compiling the Public Utilities Commission Annual Report

The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements.

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience, evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of H MV, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulator or its regulator designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of H MV, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulator or its regulator designee. The regulator or its regulator designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately December 11, 2019 and to issue our reports no later than July 1, 2020. Annette Gould, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.



Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Total fees and expenses should not exceed \$5,925 for the basic audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Mechanic Falls Water Department and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

HMV, LLC

HMV, LLC

RESPONSE:

This letter correctly sets forth the understanding of Mechanic Falls Water Department.

Management signature: *Stephen D. ...*

Title: Superintendent

Date: 12-16-19

Management signature: _____

Title: Town Manager

Date: _____

Governance signature: _____

Title: Town Council Member

Date: _____

