

Workshop

Mechanic Falls Town Council
March. 2, 2020
5:00 PM



- I. **Call to Order** Time: _____
- II. **Pledge of Allegiance**
- III. **Roll Call** Councilors Absent: _____
- IV. **Review Council / TM Annual Calendar & Staffing Plan**
- V. **Adjourn** Time: _____

MEETING AGENDA

Mechanic Falls Town Council
March 2, 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 Feb 3 & 10, 2020	Motion to Approve
4.2	Department Reports as Submitted	Motion to Approve

V. Public Hearing

5.1	Proposed changes to Council Rules of Order
5.2	Proposed changes to Snow Emergency Policy

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	Code Enforcement Investigation	Informational
7.4	Annual Report Dedication Nominations	
7.5	Spirit of America Nominations	

VIII. New Business Notes:

8.1	Office Closure (1 Hour) March 3 rd & 17th	Motion to Approve
8.2	Interim Council Appointment	Motion to Approve
8.3	Budget Committee Appointment x2	Motion to Approve
8.4	Proposed changes to FOAA Policy	1 st Reading
8.5	Transfer Station short/Long Range planning	Discussion
8.6	MMWAC contract Renewal	Motion to Approve

IX. Ordinances, Resolves Policies & Licenses Notes:

9.1	Proposed changes to Council Rules of Order	Motion to Approve
9.2	Proposed changes to Snow Emergency Policy	Motion to Approve

X. Executive Session Notes:

10.1	Labor Negotiations	Title 1 MRS Sec. 405(6) (D)
10.2	Legal Counsel	Title 1 MRS Sec. 405(6) (E)

XI. Adjourn Time: _____ Next Meeting: (April 6th, 6:30pm – Second Floor Conference)

Mechanic Falls Town Council Workshop

February 3, 2020

MEMBERS PRESENT:

Nicholas Konstantoulakis
Tarsha Downing

John Emery
Kieth Bennett, Vice Chair

STAFF PRESENT:

Zakk Maher – Town Manager
Julie Ward – Town Clerk

OTHERS PRESENT:

Paula Stotts	Milton Walker
Norma Crabtree	Penny Emery
Sandra Ballard	Rudy Kyllonen
Tom Webster	Sharon Webster

1.0 Councilor Bennett called the workshop to order at 5:00pm.

2.0 We stood and saluted the flag.

3.0 Roll Call complete Council Fifield-absent

4.0 Review Council Rules of Order

Town Manager Zakk Maher drafted changes to the Rules of order and Procedure for Town Council. The following changes were made

1.1 Changing the time from 7pm start time to 6:30pm.

1.2 All items must be submitted to Clerks Office by Tuesday before the regular meeting instead of Wednesday

1.3 Notice of meeting will be no less than 5 days prior instead of 24 hours prior to meeting

2.4 Adding Town Clerk will serve as recording secretary

2.6 Was broken down into paragraphs

2.7 In regards to Quorum, if meeting has 3 members present a motioned can only be passed if unanimous rather than simple majority

3.2 Updated to match Personnel Policy and State Law

4.1.6 Public Comment will be 3 minutes per person instead of 5 minutes

5.1.6 Council Discussion and Topics added to Agenda items

5.2 Broken up into paragraphs

Work shop ended @ approximately 6:15pm

5.0 Adjourn

Mechanic Falls Town Council

February 3, 2020

MEMBERS PRESENT:

Nicholas Konstantoulakis
Tarsha Downing

John Emery
Kieth Bennett, Vice Chair

STAFF PRESENT:

Zakk Maher – Town Manager
Julie Ward – Town Clerk
Jeff Goss-Police Chief

Steve Turner- Transfer Station

OTHERS PRESENT:

Paula Stotts
Milton Walker
Mark Elliott
Sandra Ballard
Thomas Webster
Victoria Cleary
Sean Cleary

Robert Oehme
Norma Crabtree
Penny Emery
Sharon Webster
Martha Yates
Peter Ford Sr

Rudy Kyllonen
Eriks Petersons-Sun Journal
Tim Nugent
Rena Berry
Brenda Coleman
Laurie Crane Turton

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

2.0 We stood and saluted the flag.

3.0 Roll Call complete, Councilor Fifield-absent

Councilor Bennett announced that Councilor Fifield resigned effective 1/30/2020. Applications will be accepted to replace @ next regular meeting.

4.0 General Reports:

4.1 Meeting Minutes for January 6th & 15th

Councilor Emery motioned to approve the meeting minutes for January 6th and 15th seconded by Councilor Konstantoulakis, all in favor so voted.

4.2 Department Reports as submitted

Councilor Downing motioned to approve department reports, seconded by Councilor Emery, all in favor so voted.

5.0 : Public Hearing:

5.1 Mill House Pub Liquor License Renewal

No Comment

5.2 Mill House Pub Special Amusement Permit

Peter Ford of Park Street asked what kind of permit it was for. Town Manager Zakk Maher explained it was for entertainments, live bands, music, etc.

5.3 Silver Spur Special Amusement Permit

No Comment

5.4 Eggceptional Liquor License Renewal

No Comment

6.0: Comments from the Public:

Penny Emery of Clifford Street asked if anyone has heard back from the Code Enforcement Review person. Councilor Bennet told her he had not and he would look into it and call her when he finds out.

Eriks Petersons-Sun Journal wanted to know when and Councilor Fifield had resigned and if she gave any reason. Councilor Bennett said there was no reason given and they received an email on 1/30/20.

7.0 Old Business:

7.1 22 Pleasant Street Update

Town Manager Zakk Maher stated price reduced and he confirmed updated listing and there is no other information for now.

7.2 Council Discussion Topics

Councilor Konstantoulakis asked about the snow policy for Town Employees. Currently the policy states if the office is closed due to weather the employee must take vacation time to get paid for that day. He asked if there was a way to change it. He called surrounding Towns and they all get paid for the day if the Town Manager closes the office due to inclement weather.

Town Manager Zakk Maher said he would draft a new policy.

7.3 Code Enforcement Investigation

Penny Emery of Clifford Street stated that it has been going on since November and didn't understand what was taking so long.

Rena Berry of Bucknam Street wanted to know who was chosen. Robert Overton is a CEO in Augusta and everything has been sent over and Council has not heard anything back yet.

Eriks Petersons of the Sun Journal said that this whole issue has been kind of cloudy from the get go and knew Town Manager Zakk Maher was not involved. He wanted to know who was taking over. Councilor Bennett explained now that Councilor Fifield resigned, he would be taking over going forward.

7.4 Municipal Complex Plan

Town Manager Zakk Maher stated that to move forward there were a few things that would have to happen. Establishing a Committee, developing a short- and long-range plan so the Committee could make recommendations to the Town Council. Committee make up shall include:

- Council Member -
- MFDC Member -
- Planning Board Member -
- Budget Committee Member -
- Recreation Committee Member –
- Library Trustee Member –
- Historical Society Member –
- Community Member at Large
- Community Member at Large

Town Manager Zakk Maher asked the Council when to get started and how would they like to get 2 Community members involved, would they have to apply? This would be just an Advisory Committee with no minutes and it would be gathering information

A committee application should be filled out for any Community Member that would like to be a part of this.

Councilor Konstantoulakis motioned to approve the Municipal Complex Plan Committee, seconded by Councilor Downing, all in favor, so voted.

Councilor Downing is willing to be a part of the Committee as long as she is here.

Councilor Emery motioned for Councilor Downing to be the member of the Municipal Complex Committee, seconded by Councilor Konstantoulakis, all in favor so voted.

8.0 New Business:

8.1 Foreclosure List

None as of right now, 2 Payments arrangements have been made, and one payment is pending through mortgage company.

8.2 Annual Report Dedication Nominations

We are looking for a person to dedicate the Annual Report to. If anyone has any suggestions please contact the office and submit your suggestion. We would like to have it in by middle of March.

8.3 Spirit of America Dedication

We are looking to nominate a person for the Spirit of America Award. This person would be invited to attend a dinner and receive recognition for being an active member of the community. If anyone has any suggestions please contact the office and submit your suggestion. We would like to have it in by middle of March.

8.4 Planning Board Agenda/Minutes

Councilor Downing asked if Planning Board Agenda/Minutes could be uploaded to the Towns website like the Council Meeting Minutes are monthly.

Councilor Emery suggested they speak to the Chair of the Planning Board because he thought the Chair and other members were unaware of what was being asked.

Paula Stotts of Standpipe Rd stated the Planning Board does not always meet on a monthly basis, it depended on whether or not an application had been submitted or if they were working on an ordinance.

Councilor Emery motioned to table, seconded my Councilor Konstantoulakis, all in favor unanimous.

Town Manager Zakk Maher stated he would reach out to the Planning Board Members and invite them to come to the next meeting.

8.5 Election Clerk

The following people will be participating in March 3, 2020 Election

Nancy Petersons-Warden, Michelle Emery- Deputy Registrar, Summer Emery, Jacqueline Preston, and Brenda Coleman will all be election clerks.

Councilor Konstantoulakis motioned to approve all for March 3rd Election, seconded by Councilor Downing, all in favor 3-1. Council Emery abstained due to family member on list.

8.6 MDOT South Main Street Bridge Notice

Town Manager Zakk Maher was informed by MDOT that they will be resurfacing the South Main Street bridge this year. It should begin around June 5 2020 and end by August 22, 2020

9.0 Ordinances, Resolves Policies & Licenses

9.1 Mill House Pub Liquor License Renewal

Councilor Konstantoulakis motioned to approve Mill House Pub Liquor License, seconded by Councilor Downing, all in favor unanimous.

9.2 Mill House Pub Special Amusement Permit

Councilor Emery motioned to approve Mill House Special Amusement Permit, seconded by Councilor Konstantoulakis, all in favor so voted.

9.3 Silver Spur Special Amusement Permit

Councilor Emery motioned to approve Silver Spur Special Amusement Permit, seconded by Councilor Konstantoulakis, all in favor, unanimous.

9.4 Eggceptional Liquor License Renewal

Councilor Downing motioned to approve Eggceptional Liquor License Renewal, seconded by Councilor Konstantoulakis, all in favor, unanimous.

Councilor Bennet motioned to suspend Roberts Rules of Order and add item to agenda, seconded by Councilor Konstantoulakis, all in favor so voted.

The Council rules of Order and Procedure were added as an additional item to the agenda for 1st review.

Councilor Konstantoulakis motioned to suspend Robert Rules of Order to Vote in New Chair and Vice Chair, seconded by Councilor Emery, all in favor, so voted.

Councilor Konstantoulakis motioned to have Councilor Downing as Vice Chair, seconded by Councilor Emery, all in favor 3-1 Councilor Downing abstained.

Councilor Konstantoulakis motioned to make Councilor Bennett Chair, seconded by Councilor Emery, all in for 3-1 Councilor Bennett abstained.

10.0 Executive Session: Labor Negotiations Title 1 MRS Sec. 405 (6)(E)

Councilor Downing motioned to enter executive session, seconded by Councilor Emery, all in favor, so voted.

Entered Session @ 7:26pm

Councilor Bennett ended session @ 8.25

11.0 Adjourn:

Councilor Konstantoulakis motioned to adjourn, Seconded by Councilor Emery, all in favor, so voted. Meeting adjourned 8:27pm

Mechanic Falls Special Town Council

February 10, 2020

MEMBERS PRESENT:

Nicholas Konstantoulakis
Tarsha Downing, Vice Chair

John Emery
Kieth Bennett, Chair

STAFF PRESENT:

Zakk Maher – Town Manager
Julie Ward – Town Clerk
Jeff Goss-Police Chief

OTHERS PRESENT:

Milton Walker	Walter Goss
Paula Stotts	Mark Stotts
Peter Ford Sr	Lou Annance

1.0 Councilor Bennett called the meeting to order at 6:29pm.

2.0 We stood and saluted the flag.

3.0 Roll Call complete

4.0 General Reports:

None

5.0 : Public Hearing:

None

6.0: Comments from the Public:

Milton Walker of Riverside Drive asked about the police cruiser involved in accident, if our insurance was covering it or the person that hit it. Police Chief Jeff Goss stated that the Town had full coverage and he had not heard back from the other party's insurance as of yet. Chief Goss also stated the insurance adjuster said the cruiser is totaled and does not feel safe putting it back on the road.

7.0 Old Business:

7.1 Planning Board Agenda Minutes

Lou Goulet Chair of the Planning board was concerned about all members showing up and having an unannounced meeting, so he requested a letter be send to the Planning Board asking what the council is asking of them. A letter was drafted and signed by Councilor Bennett.

8.0 New Business

8.1 Emergency Office Closure Policy

First reading of the proposed changes to the Personnel Policy regarding Snow Emergency was read. It stated in the event of emergencies requiring closure of non-essential office by the Town Manager or his/her designee employees who were scheduled to work will be paid for their scheduled hours. Emergency and essential staff may be asked to work during closures and will receive regular pay. The prior policy stated employee must use vacation time.

8.2 Police Cruiser

There were 2 options available that fit the need, one was a 2020 Ford interceptor Hybrid-silver priced at \$45,426.69, and the other was a 2020 Ford Interceptor black priced at 48,176.55. The Silver Hybrid would be available immediately and done in around 3 weeks.

Mark Stotts of Standpipe Road asked if the warranty was the same on a Hybrid. Chief Goss said as far as he knew the warranty would be the same for both.

Lou Annance of Jordan Road asked what the time frame and cost was between the hybrid and regular. Chief Goss said the Hybrid is available now and it's about \$3000.00 cheaper. It comes with a standard warranty unless the town wants to pay for additional.

Councilor Emery asks about the battery life of the Hybrid and also if the servicing was going to cost more. Chief Goss wasn't sure about the servicing but from what he was told the batteries usually out live the car.

Councilor Konstantoulakis motioned to take \$45426.69 out of the General Fund, seconded by Councilor Downing, all in favor, so voted.

Workshop is scheduled for 5pm on March2, 2020

9.0 Ordinances, Resolves Policies & Licenses

None

10.0 Executive Session:

None

11.0 Adjourn:

Councilor Emery motioned to adjourn, Seconded by Councilor Downing, all in favor, so voted. Meeting adjourned 6.59pm

Notes to the Financial Reports

2/25/2020

Revenues should be at approximately 65% collected and per the report we are 77.56% collected. We have already received a payment from the State for 75% of the total Homestead exemption money we are expecting for the year and we have received 100% of the BETE reimbursement money. 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 65%. Per the attached report you can see that we are currently at 67.97% expended. As you look down through the individual budgets, you will see some that are already more than 65% expended but some items have been paid in full for the year. For instance, Trio software maintenance and licensing, property and casualty insurance and animal shelter fees have been paid in full for the year. 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 \$7,871 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

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	873,232.47	252,664.84	77.56
100 - Auto Excise	485,000.00	308,233.09	176,766.91	63.55
101 - Boat Excise	1,600.00	495.20	1,104.80	30.95
102 - MV Agent Fee	9,200.00	6,810.00	2,390.00	74.02
103 - Snow/ATV Agent Fee	300.00	261.00	39.00	87.00
104 - Boat Agent Fee	120.00	44.00	76.00	36.67
105 - Cash Management Interest	6,000.00	6,961.90	-961.90	116.03
106 - RE Interest	16,000.00	11,742.54	4,257.46	73.39
107 - Lien Costs	7,400.00	5,331.20	2,068.80	72.04
108 - Will/Fax/Notary	300.00	72.00	228.00	24.00
109 - Postage/Copies/Voter	500.00	651.15	-151.15	130.23
110 - Transfer Station Stickers	5,000.00	4,613.00	387.00	92.26
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	5,460.98	4,539.02	54.61
114 - Plumbing Permit	3,500.00	1,957.50	1,542.50	55.93
115 - Electric Permit	2,000.00	915.00	1,085.00	45.75
116 - Commercial Haulers Permit	0.00	0.00	0.00	----
117 - Conditional Use Permit	300.00	423.25	-123.25	141.08
118 - Hunt/Fish Agent Fee	400.00	195.00	205.00	48.75
119 - Weapon Permits	200.00	96.00	104.00	48.00
120 - Birth/Death License	675.00	546.00	129.00	80.89
121 - Marriage License	650.00	612.00	38.00	94.15
122 - Victualer's License	500.00	90.00	410.00	18.00
123 - Liquor License	500.00	250.00	250.00	50.00
124 - Marriage Certificate	400.00	403.00	-3.00	100.75
125 - Burial Permits	500.00	434.00	66.00	86.80
126 - Additional Certified copies	500.00	522.00	-22.00	104.40
128 - Dog License (R3306)	950.00	774.00	176.00	81.47
129 - Dog Fees (R3408)	450.00	442.00	8.00	98.22
130 - Rabies Call	0.00	0.00	0.00	----
131 - Public Safety Reports	350.00	419.45	-69.45	119.84
132 - Geneology Fee	0.00	0.00	0.00	----
133 - Fire Works Permit	150.00	100.00	50.00	66.67
139 - Marijuana Fee	0.00	3,250.00	-3,250.00	----
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	10.00	40.00	20.00
145 - Sign Permit Fee	50.00	25.60	24.40	51.20
146 - Special Amusement Fee	250.00	220.00	30.00	88.00
147 - Cable Franchise Fee	30,000.00	17,841.07	12,158.93	59.47
148 - Transfer Station Fee	4,000.00	3,104.00	896.00	77.60
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	500.00	-325.00	285.71
161 - Late/Pick Up Fees (Dogs)	400.00	350.00	50.00	87.50
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	140.00	60.00	70.00
171 - Adult Education Rent	0.00	0.00	0.00	----
172 - USCTC Rent	4,850.00	2,994.39	1,855.61	61.74

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				
173 - Headstart Rent	1,800.00	1,039.76	760.24	57.76
174 - Tennis Lights	0.00	0.00	0.00	----
175 - Trfr Stat Rolloff Can Parking	1,827.00	1,218.00	609.00	66.67
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 Reimbursement	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	18,510.00	0.27	100.00
203 - Highway Block Grant	22,500.00	23,216.00	-716.00	103.18
204 - State Revenue Sharing	252,870.00	214,452.84	38,417.16	84.81
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	801.02	-1.02	100.13
209 - Tree Growth Refund	0.00	0.00	0.00	----
210 - State Burn Permit Rev Sharing	25.00	36.00	-11.00	144.00
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	873,232.47	252,664.84	77.56

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	174,195.71	80,906.29	68.28
05 - Boards & Councils	15,466.00	13,447.09	2,018.91	86.95
01 - Salaries	3,238.00	1,258.34	1,979.66	38.86
02 - Other Personnel	2,300.00	2,315.26	-15.26	100.66
06 - Subscriptions	6,628.00	6,713.49	-85.49	101.29
27 - Training & Travel	300.00	860.00	-560.00	286.67
30 - Contracted Services	0.00	300.00	-300.00	----
32 - Minor Cip	3,000.00	2,000.00	1,000.00	66.67
10 - Municipal Complex	0.00	7,871.04	-7,871.04	----
16 - Operating Supplies	0.00	7,871.04	-7,871.04	----
15 - Town Clerk/Elections	107,025.00	58,830.29	48,194.71	54.97
01 - Salaries	71,669.00	35,196.32	36,472.68	49.11
02 - Other Personnel	1,740.00	1,302.44	437.56	74.85
03 - Communications	1,950.00	1,022.82	927.18	52.45
06 - Subscriptions	640.00	430.10	209.90	67.20
10 - Utilities	1,825.00	2,384.52	-559.52	130.66
15 - Office Supplies	4,000.00	2,816.21	1,183.79	70.41
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	417.95	-317.95	417.95
27 - Training & Travel	3,000.00	347.82	2,652.18	11.59
30 - Contracted Services	15,220.00	12,919.97	2,300.03	84.89
32 - Minor Cip	906.00	0.00	906.00	0.00
20 - Administration	132,611.00	94,047.29	38,563.71	70.92
01 - Salaries	113,368.00	71,712.96	41,655.04	63.26
02 - Other Personnel	2,500.00	2,499.59	0.41	99.98
03 - Communications	2,750.00	1,872.93	877.07	68.11
06 - Subscriptions	210.00	117.50	92.50	55.95
10 - Utilities	3,100.00	6,955.38	-3,855.38	224.37
27 - Training & Travel	3,450.00	3,356.21	93.79	97.28
30 - Contracted Services	7,233.00	7,532.72	-299.72	104.14
05 - Public Works	355,614.00	234,092.67	121,521.33	65.83
01 - Public Wks	355,614.00	234,092.67	121,521.33	65.83
01 - Salaries	186,243.00	116,806.25	69,436.75	62.72
02 - Other Personnel	1,700.00	427.96	1,272.04	25.17
03 - Communications	1,865.00	1,038.43	826.57	55.68
10 - Utilities	13,410.00	2,667.86	10,742.14	19.89
15 - Office Supplies	890.00	46.05	843.95	5.17
16 - Operating Supplies	89,110.00	67,969.51	21,140.49	76.28
20 - Advertising	300.00	0.00	300.00	0.00
25 - Repairs	5,000.00	2,452.30	2,547.70	49.05
27 - Training & Travel	600.00	184.39	415.61	30.73
28 - Motor Vehicle	41,420.00	32,510.38	8,909.62	78.49
30 - Contracted Services	12,876.00	9,989.54	2,886.46	77.58
32 - Minor Cip	2,200.00	0.00	2,200.00	0.00
10 - Public Safety	539,140.00	317,820.31	221,319.69	58.95
01 - Fire/Rescue Dept	145,801.00	73,180.72	72,620.28	50.19
01 - Salaries	60,155.00	24,991.57	35,163.43	41.55
03 - Communications	2,500.00	1,381.24	1,118.76	55.25
06 - Subscriptions	2,985.00	2,636.20	348.80	88.31
10 - Utilities	10,415.00	3,137.08	7,277.92	30.12
15 - Office Supplies	400.00	21.60	378.40	5.40
16 - Operating Supplies	10,200.00	11,306.35	-1,106.35	110.85
25 - Repairs	1,850.00	0.00	1,850.00	0.00

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - Public Safety CONT'D				
27 - Training & Travel	6,125.00	1,073.55	5,051.45	17.53
28 - Motor Vehicle	18,604.00	9,216.29	9,387.71	49.54
30 - Contracted Services	19,567.00	10,362.65	9,204.35	52.96
32 - Minor Cip	13,000.00	9,054.19	3,945.81	69.65
05 - Police Dept	384,681.00	238,308.59	146,372.41	61.95
01 - Salaries	293,624.00	189,497.31	104,126.69	64.54
02 - Other Personnel	4,500.00	791.35	3,708.65	17.59
03 - Communications	7,600.00	3,643.41	3,956.59	47.94
06 - Subscriptions	10,944.00	11,177.25	-233.25	102.13
10 - Utilities	6,790.00	2,881.60	3,908.40	42.44
15 - Office Supplies	2,500.00	396.49	2,103.51	15.86
16 - Operating Supplies	5,000.00	1,755.28	3,244.72	35.11
25 - Repairs	800.00	202.54	597.46	25.32
27 - Training & Travel	5,000.00	5,133.27	-133.27	102.67
28 - Motor Vehicle	17,260.00	8,572.60	8,687.40	49.67
30 - Contracted Services	27,663.00	13,267.87	14,395.13	47.96
32 - Minor Cip	3,000.00	989.62	2,010.38	32.99
20 - Animal Control Officer	8,658.00	6,331.00	2,327.00	73.12
01 - Salaries	4,680.00	2,970.00	1,710.00	63.46
30 - Contracted Services	3,978.00	3,361.00	617.00	84.49
15 - Code Enforce/Planning	49,193.00	31,713.78	17,479.22	64.47
01 - Code Enforce/Planning	49,193.00	31,713.78	17,479.22	64.47
01 - Salaries	39,538.00	25,571.88	13,966.12	64.68
03 - Communications	650.00	348.08	301.92	53.55
06 - Subscriptions	300.00	45.00	255.00	15.00
10 - Utilities	715.00	2,096.30	-1,381.30	293.19
15 - Office Supplies	400.00	230.36	169.64	57.59
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	3,322.21	2,467.79	57.38
20 - Library	37,967.00	21,676.39	16,290.61	57.09
01 - Library	37,967.00	21,676.39	16,290.61	57.09
01 - Salaries	21,174.00	12,446.36	8,727.64	58.78
03 - Communications	650.00	348.06	301.94	53.55
06 - Subscriptions	1,000.00	350.00	650.00	35.00
10 - Utilities	3,450.00	2,453.52	996.48	71.12
15 - Office Supplies	700.00	47.38	652.62	6.77
16 - Operating Supplies	9,750.00	4,869.12	4,880.88	49.94
27 - Training & Travel	200.00	114.41	85.59	57.21
30 - Contracted Services	793.00	847.54	-54.54	106.88
32 - Minor Cip	250.00	200.00	50.00	80.00
25 - Recreation	22,986.00	13,893.57	9,092.43	60.44
01 - Recreation	22,986.00	13,893.57	9,092.43	60.44
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	7,072.46	703.54	90.95
26 - Utilities	171,500.00	97,210.02	74,289.98	56.68
01 - Utilities	171,500.00	97,210.02	74,289.98	56.68
06 - Subscriptions	250.00	250.00	0.00	100.00
10 - Utilities	168,175.00	95,384.78	72,790.22	56.72
25 - Repairs	3,075.00	1,575.24	1,499.76	51.23
30 - Assessor	24,750.00	24,768.65	-18.65	100.08

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Assessor CONT'D				
01 - Assessor	24,750.00	24,768.65	-18.65	100.08
30 - Contracted Services	24,750.00	24,768.65	-18.65	100.08
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	153,824.22	30,211.78	83.58
01 - Debt Service	184,036.00	153,824.22	30,211.78	83.58
30 - Contracted Services	184,036.00	153,824.22	30,211.78	83.58
34 - Pensions & Insurances	487,849.00	289,187.42	198,661.58	59.28
01 - Pensions & Insurances	487,849.00	289,187.42	198,661.58	59.28
01 - Salaries	14,079.00	14,079.00	0.00	100.00
05 - Payroll Expenses	445,770.00	244,003.42	201,766.58	54.74
16 - Operating Supplies	1,500.00	2,500.00	-1,000.00	166.67
30 - Contracted Services	26,500.00	28,605.00	-2,105.00	107.94
35 - Social Services/Welfare	11,500.00	6,138.42	5,361.58	53.38
05 - Welfare	11,500.00	6,138.42	5,361.58	53.38
01 - Salaries	4,500.00	2,000.05	2,499.95	44.45
27 - Training & Travel	0.00	175.00	-175.00	----
30 - Contracted Services	7,000.00	3,963.37	3,036.63	56.62
40 - Solid Waste	126,285.00	64,495.56	61,789.44	51.07
01 - Solid Waste	126,285.00	64,495.56	61,789.44	51.07
01 - Salaries	50,343.00	25,421.51	24,921.49	50.50
02 - Other Personnel	800.00	330.49	469.51	41.31
03 - Communications	1,068.00	654.86	413.14	61.32
10 - Utilities	1,750.00	896.42	853.58	51.22
16 - Operating Supplies	2,700.00	2,430.70	269.30	90.03
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	34,512.11	26,017.89	57.02
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	1,855,009.10	874,325.90	67.97

Tax Commitment 2019/2020	Collected Thru 2/24/2020	% Collected
\$3,088,033.47	\$1,620,607.71	52.48%
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	

Mechanic Falls Animal Control Report

Month of January

Number of Animal Control Calls:

Dogs 18

Cats 2

Other _____ (Please specify in notes below)

Number of calls involving Nuisance Dogs: _____

Number of calls involving Dangerous Dogs: _____

Number of calls that resulted in claims: _____
(i.e. damage to property, bites, etc)

Number of Animals surrendered to the shelter:

Dogs _____

Cats _____

Other _____ (Please Specify in notes below)

NOTES:

Animal Trespass Hen

Red [Signature]

Signature - Animal Control Officer



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls , ME 04256

2/23/2020
11:10:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

Arsenault, Chris	13:15	\$168.44
Arsenault, Robert	11:45	\$143.94
Barton, David	02:30	\$30.00
Boyd, Don	03:00	\$35.50
Casey, Tom	06:30	\$86.13
Damon, Jon	21:30	\$306.38
Doherty, Kelli	02:30	\$30.00
Doherty, Tom	11:30	\$163.88
Downing, Brady	20:30	\$246.00
Harvey, Paul	06:00	\$73.50
Herbert, Devin	01:00	\$13.25
Hodgkin, Caleb	10:00	\$120.50
Lane, Denise	04:00	\$48.00
Limerick, Ben	19:00	\$241.25
Limerick, Hannah	06:30	\$78.00
Limerick, Micheal	10:00	\$121.88
Madore, Randy	04:00	\$51.00
Madore, Stephanie	04:00	\$48.00
Merrick, Uriah	21:00	\$252.00
Simard, Madison	02:30	\$30.00
Smith, Eric	15:30	\$189.00
Sturtevant, Fred	05:30	\$86.63
Toth, Zac	10:00	\$120.50



MECHANIC FALLS FIRE-RESCUE
108 Lewiston Road
Mechanic Falls , ME 04256

2/23/2020
11:10:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

Total	212:00	\$2,683.78
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FRED C STURTEVANT
CHIEF



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

2/23/2020
11:12:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

Arsenault, Chris			13:15	\$168.44
<i>Driver</i>		<i>\$12.25</i>	<i>01:00</i>	<i>\$12.25</i>
Fri	2/21/2020 7 Butler Hill Rd Minot Cover Assignment, Standby, Moveup	:: Dr	01:00	\$12.25
<i>Lieutenant</i>			<i>12:15</i>	<i>\$156.19</i>
Wed	1/29/2020 165 Cleve Tripp Poland Chimney Or Flue Fire, Confined To Chimney Or Flue	:: Lt	03:45	\$47.81
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire	:: Lt	04:00	\$51.00
Wed	2/12/2020 57 North Verrill Rd Minot High-angle Rescue	:: Lt	02:00	\$25.50
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply	:: Lt	02:30	\$31.88
Arsenault, Robert			11:45	\$143.94
<i>Driver</i>		<i>\$12.25</i>	<i>11:45</i>	<i>\$143.94</i>
Wed	1/29/2020 165 Cleve Tripp Poland Chimney Or Flue Fire, Confined To Chimney Or Flue	:: Dr	03:45	\$45.94
Tue	2/4/2020 :: Misc Training ::	:: Dr	02:00	\$24.50
Sun	2/9/2020 49 Lovejoy Rd South Paris Building Fire	:: Dr	02:00	\$24.50
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire	:: Dr	04:00	\$49.00
Barton, David			02:30	\$30.00
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>02:30</i>	<i>\$30.00</i>
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply	:: Ff	02:30	\$30.00
Boyd, Don			03:00	\$35.50
<i>Driver</i>		<i>\$11.50</i>	<i>01:00</i>	<i>\$11.50</i>
Fri	2/7/2020 Austin Rd Mechanic Falls Motor Vehicle Crash	:: Dr	01:00	\$11.50
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Fri	2/7/2020 Austin Road Mechanic Falls Motor Vehicle Crash	:: Ff	02:00	\$24.00
Casey, Tom			06:30	\$86.13
<i>Captain</i>		<i>\$13.25</i>	<i>06:30</i>	<i>\$86.13</i>
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire	:: Capt	04:00	\$53.00
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply	:: Capt	02:30	\$33.13
Damon, Jon			21:30	\$306.38



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

2/23/2020
11:12:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

Deputy Chief Fire		\$14.25	21:30	\$306.38
Mon	2/10/2020 37 South Main St Mechanic Falls Power Line Down / Arcing :: Dc/f		01:00	\$14.25
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Dc/f		04:00	\$57.00
Mon	2/10/2020 :: Admin Hours @ Fire Station :: Prep For Mbls Meeting :: Dc/f		07:00	\$99.75
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Dc/f		02:30	\$35.63
Tue	2/18/2020 :: Admin Hours - Off Site :: Meeting With Mbls :: Dc/f		05:00	\$71.25
Tue	2/18/2020 1 Olde Birch Ln Mechanic Falls Smoke Or Odor Removal :: Dc/f		02:00	\$28.50
Doherty, Kelli			02:30	\$30.00
Firefighter/Private		\$12.00	02:30	\$30.00
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Ff		02:30	\$30.00
Doherty, Tom			11:30	\$163.88
Deputy Chief Fire		\$14.25	11:30	\$163.88
Sun	2/9/2020 49 Lovejoy Rd South Paris Building Fire :: Dc/f		02:00	\$28.50
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Dc/f		04:00	\$57.00
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Dc/f		02:30	\$35.63
Tue	2/18/2020 1 Olde Birch Ln Mechanic Falls Smoke Or Odor Removal :: Dc/f		02:00	\$28.50
Fri	2/21/2020 7 Butler Hill Rd Minot Cover Assignment, Standby, Moveup :: Dc/f		01:00	\$14.25
Downing, Brady			20:30	\$246.00
Firefighter/Private		\$12.00	20:30	\$246.00
Sat	2/1/2020 :: Admin Hours - Off Site :: Removing Equipment From Ladder One :: Ff		03:00	\$36.00
Fri	2/7/2020 Austin Road Mechanic Falls Motor Vehicle Crash :: Ff		02:00	\$24.00
Fri	2/7/2020 333 Mechanic Falls Rd Poland Motor Vehicle Crash :: Ff		01:00	\$12.00
Fri	2/7/2020 16 Hersey Hill Rd Minot False Alarm Or False Call, Other :: Ff		01:00	\$12.00
Fri	2/7/2020 :: Department Detail :: Storm Detail :: Ff		06:00	\$72.00
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Ff		03:00	\$36.00
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Ff		02:30	\$30.00
Tue	2/18/2020 1 Olde Birch Ln Mechanic Falls Smoke Or Odor Removal :: Ff		02:00	\$24.00
Harvey, Paul			06:00	\$73.50



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

2/23/2020
11:12:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

<i>Driver</i>		<i>\$12.25</i>	<i>06:00</i>	<i>\$73.50</i>
Mon	2/10/2020 :: Truck Check :: Rescue 1 To Hemonds Garage For Annual Service And Sticker. :: Dr		02:00	\$24.50
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Dr		04:00	\$49.00
Herbert, Devin			01:00	\$13.25
<i>Captain</i>		<i>\$13.25</i>	<i>01:00</i>	<i>\$13.25</i>
Mon	2/10/2020 37 South Main St Mechanic Falls Power Line Down / Arcing :: Capt		01:00	\$13.25
Hodgkin, Caleb			10:00	\$120.50
<i>Driver</i>		<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Fri	2/7/2020 333 Mechanic Falls Rd Poland Motor Vehicle Crash :: Dr		01:00	\$12.25
Fri	2/7/2020 16 Hersey Hill Rd Minot False Alarm Or False Call, Other :: Dr		01:00	\$12.25
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>08:00</i>	<i>\$96.00</i>
Fri	2/7/2020 Austin Road Mechanic Falls Motor Vehicle Crash :: Ff		02:00	\$24.00
Fri	2/7/2020 Austin Rd Mechanic Falls Motor Vehicle Crash :: Ff		01:00	\$12.00
Fri	2/7/2020 1104 Woodman Hill Minot Motor Vehicle Crash :: Ff		01:00	\$12.00
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Ff		04:00	\$48.00
Lane, Denise			04:00	\$48.00
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>04:00</i>	<i>\$48.00</i>
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Ff		04:00	\$48.00
Limerick, Ben			19:00	\$241.25
<i>Driver</i>		<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Fri	2/7/2020 Austin Road Mechanic Falls Motor Vehicle Crash :: Dr		02:00	\$24.50
<i>Lieutenant</i>		<i>\$12.75</i>	<i>15:00</i>	<i>\$191.25</i>
Sun	2/2/2020 :: Truck Check :: Off Season Mantance On Forestry And Boat :: Lt		03:00	\$38.25
Fri	2/7/2020 Austin Rd Mechanic Falls Motor Vehicle Crash :: Lt		01:00	\$12.75
Fri	2/7/2020 333 Mechanic Falls Rd Poland Motor Vehicle Crash :: Lt		01:00	\$12.75
Fri	2/7/2020 :: Department Detail :: Storm Detail :: Lt		06:00	\$76.50
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Lt		04:00	\$51.00
<i>Lt Driver</i>		<i>\$12.75</i>	<i>02:00</i>	<i>\$25.50</i>
Fri	2/7/2020 1104 Woodman Hill Minot Motor Vehicle Crash :: Ltdr		01:00	\$12.75
Fri	2/7/2020 16 Hersey Hill Rd Minot False Alarm Or False Call, Other :: Ltdr		01:00	\$12.75



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls , ME 04256

2/23/2020
11:12:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

Limerick, Hannah				06:30	\$78.00	
<i>Firefighter/Private</i>				<i>\$12.00</i>	<i>06:30</i>	<i>\$78.00</i>
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Ff	04:00	\$48.00	
Mon	2/17/2020	:: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply		:: Ff	02:30	\$30.00
Limerick, Micheal				10:00	\$121.88	
<i>Driver</i>				<i>\$12.25</i>	<i>07:30</i>	<i>\$91.88</i>
Sat	2/1/2020	:: Truck Check :: Monthly Truck Check Eng 2		:: Dr	01:30	\$18.38
Mon	2/10/2020	:: Truck Check :: Rescue 1 To Hemonds Garage For Annual Service And Sticker.		:: Dr	02:00	\$24.50
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Dr	04:00	\$49.00	
<i>Firefighter/Private</i>				<i>\$12.00</i>	<i>02:30</i>	<i>\$30.00</i>
Mon	2/17/2020	:: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply		:: Ff	02:30	\$30.00
Madore, Randy				04:00	\$51.00	
<i>Lieutenant</i>				<i>\$12.75</i>	<i>04:00</i>	<i>\$51.00</i>
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Lt	04:00	\$51.00	
Madore, Stephanie				04:00	\$48.00	
<i>Firefighter/Private</i>				<i>\$12.00</i>	<i>04:00</i>	<i>\$48.00</i>
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Ff	04:00	\$48.00	
Merrick, Uriah				21:00	\$252.00	
<i>Firefighter/Private</i>				<i>\$12.00</i>	<i>21:00</i>	<i>\$252.00</i>
Tue	2/4/2020	:: Truck Check :: Utility 4 Truck Check		:: Ff	01:00	\$12.00
Fri	2/7/2020	Austin Road Mechanic Falls Motor Vehicle Crash	:: Ff	02:00	\$24.00	
Fri	2/7/2020	Austin Rd Mechanic Falls Motor Vehicle Crash	:: Ff	01:00	\$12.00	
Fri	2/7/2020	1104 Woodman Hill Minot Motor Vehicle Crash	:: Ff	01:00	\$12.00	
Fri	2/7/2020	16 Hersey Hill Rd Minot False Alarm Or False Call, Other	:: Ff	01:00	\$12.00	
Fri	2/7/2020	:: Department Detail :: Storm Detail		:: Ff	06:00	\$72.00
Sun	2/9/2020	49 Lovejoy Rd South Paris Building Fire	:: Ff	02:00	\$24.00	
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Ff	04:00	\$48.00	
Tue	2/18/2020	1 Olde Birch Ln Mechanic Falls Smoke Or Odor Removal	:: Ff	02:00	\$24.00	
Tue	2/18/2020	23 Walker Road Mechanic Falls Rescue, Ems Incident, Other	:: Ff	01:00	\$12.00	



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

2/23/2020
11:12:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

Simard, Madison			02:30	\$30.00	
<i>Firefighter/Private</i>			<i>\$12.00</i>	<i>02:30</i>	<i>\$30.00</i>
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Ff		02:30	\$30.00	
Smith, Eric			15:30	\$189.00	
<i>Driver</i>			<i>\$12.25</i>	<i>12:00</i>	<i>\$147.00</i>
Fri	2/7/2020 333 Mechanic Falls Rd Poland Motor Vehicle Crash :: Dr		01:00	\$12.25	
Fri	2/7/2020 16 Hersey Hill Rd Minot False Alarm Or False Call, Other :: Dr		01:00	\$12.25	
Fri	2/7/2020 :: Department Detail :: Storm Detail :: Dr		06:00	\$73.50	
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Dr		04:00	\$49.00	
<i>Firefighter/Private</i>			<i>\$12.00</i>	<i>03:30</i>	<i>\$42.00</i>
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Ff		02:30	\$30.00	
Fri	2/21/2020 7 Butler Hill Rd Minot Cover Assignment, Standby, Moveup :: Ff		01:00	\$12.00	
Sturtevant, Fred			05:30	\$86.63	
<i>Chief</i>			<i>\$15.75</i>	<i>05:30</i>	<i>\$86.63</i>
Wed	1/29/2020 165 Cleve Tripp Poland Chimney Or Flue Fire, Confined To Chimney Or Flue :: Ch		01:00	\$15.75	
Fri	2/7/2020 81 Mitchell St Mechanic Falls Medical Assist, Assist Ems Crew :: Ch		01:00	\$15.75	
Fri	2/7/2020 16 Hersey Hill Rd Minot False Alarm Or False Call, Other :: Ch		01:00	\$15.75	
Mon	2/17/2020 :: Leadership Training :: Fire Ground Strategies And Tactics. Review Of Recent Fire. Communications, And Water Supply :: Ch		02:30	\$39.38	
Toth, Zac			10:00	\$120.50	
<i>Driver</i>			<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Tue	2/18/2020 1 Olde Birch Ln Mechanic Falls Smoke Or Odor Removal :: Dr		02:00	\$24.50	
<i>Firefighter/Private</i>			<i>\$12.00</i>	<i>08:00</i>	<i>\$96.00</i>
Sun	2/9/2020 49 Lovejoy Rd South Paris Building Fire :: Ff		02:00	\$24.00	
Mon	2/10/2020 144 South Main Street Mechanic Falls Building Fire :: Ff		04:00	\$48.00	
Wed	2/12/2020 57 North Verrill Rd Minot High-angle Rescue :: Ff		02:00	\$24.00	



MECHANIC FALLS FIRE-RESCUE
108 Lewiston Road
Mechanic Falls , ME 04256

2/23/2020
11:12:07 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

212:00 \$2683.78

FRED C STURTEVANT
CHIEF



MECHANIC FALLS FIRE-RESCUE
108 Lewiston Road
Mechanic Falls , ME 04256

2/23/2020
11:08:50 AM

Pay Roll Report Fire2 Feb 2020 (01-29...02-22)

FIRE Payroll		212:00	\$2,683.78
CAPT	Captain	07:30	\$99.38
CH	Chief	05:30	\$86.63
DC/F	Deputy Chief Fire	33:00	\$470.26
DR	Driver	45:15	\$553.57
FF	Firefighter/Private	87:30	\$1,050.00
LT	Lieutenant	31:15	\$398.44
LTDR	Lt Driver	02:00	\$25.50
Total		212:00	\$2,683.78

FRED C STURTEVANT
CHIEF



MECHANIC FALLS FIRE-RESCUE
108 Lewiston Road
Mechanic Falls , ME 04256

2/23/2020
11:04:23 AM

Pay Roll Report Rescue2 Feb 2020 (01-29...02-22)

Barton, David	07:45	\$95.81
Casey, Jen	06:00	\$85.50
Doze, Michael	02:00	\$25.50
Hodgkin, Caleb	08:00	\$98.00
Lane, Denise	05:00	\$63.00
Merrick, Uriah	03:00	\$36.75
Toth, Zac	02:00	\$24.00
Total	33:45	\$428.56

FRED C STURTEVANT
CHIEF



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

2/23/2020
11:06:11 AM

Pay Roll Report Rescue2 Feb 2020 (01-29...02-22)

Barton, David				07:45	\$95.81	
<i>EMS Private</i>				<i>\$12.00</i>	<i>04:00</i>	<i>\$48.00</i>
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Ems	04:00	\$48.00	
<i>Emt-Basic</i>				<i>\$12.75</i>	<i>03:45</i>	<i>\$47.81</i>
Wed	1/29/2020	173 Elm Street Mechanic Falls Ems Call	:: Emt-b	01:00	\$12.75	
Sun	2/2/2020	:: Admin Hours @ Fire Station :: Supply Order For Rescue Was Put Into Rescue Stock Room- Took Note To Send Message To Dep. Casey About Low Stock Of Sterile Water. :: Emt-b		00:45	\$9.56	
Sun	2/9/2020	128 Lewiston Street Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-b	01:00	\$12.75	
Sun	2/9/2020	39 Jordan Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-b	01:00	\$12.75	
Casey, Jen				06:00	\$85.50	
<i>DeputyChief/Res</i>				<i>\$14.25</i>	<i>06:00</i>	<i>\$85.50</i>
Fri	2/7/2020	:: Admin Hours @ Fire Station :: Drug Bag Check And Log :: Dc/re		01:00	\$14.25	
Mon	2/10/2020	144 South Main Street Mechanic Falls Building Fire	:: Dc/re	04:00	\$57.00	
Fri	2/14/2020	:: Admin Hours @ Fire Station :: Drug Bag Check And Log :: Dc/re		01:00	\$14.25	
Doze, Michael				02:00	\$25.50	
<i>Emt-Basic</i>				<i>\$12.75</i>	<i>02:00</i>	<i>\$25.50</i>
Tue	2/11/2020	16 Purington Avenue Mechanic Falls Ems Call	:: Emt-b	01:00	\$12.75	
Tue	2/18/2020	23 Walker Road Mechanic Falls Rescue, Ems Incident, Other	:: Emt-b	01:00	\$12.75	
Hodgkin, Caleb				08:00	\$98.00	
<i>EMS Private</i>				<i>\$12.25</i>	<i>06:00</i>	<i>\$73.50</i>
Fri	2/7/2020	:: Department Detail :: Storm Detail :: Ems		06:00	\$73.50	
<i>Emt-Basic</i>				<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Wed	1/29/2020	74 North Main St Mechanic Falls Ems Call	:: Emt-b	01:00	\$12.25	
Wed	1/29/2020	173 Elm Street Mechanic Falls Ems Call	:: Emt-b	01:00	\$12.25	
Lane, Denise				05:00	\$63.00	
<i>EMS Private</i>				<i>\$12.00</i>	<i>01:00</i>	<i>\$12.00</i>
Fri	2/7/2020	Austin Rd Mechanic Falls Motor Vehicle Crash	:: Ems	01:00	\$12.00	
<i>Emt-Basic</i>				<i>\$12.75</i>	<i>04:00</i>	<i>\$51.00</i>
Sat	2/1/2020	15 Elm Street Mechanic Falls Rescue, Ems Incident, Other	:: Emt-b	01:00	\$12.75	

Pay Roll Report Rescue2 Feb 2020 (01-29...02-22)

Fri	2/7/2020	Austin Road Mechanic Falls Motor Vehicle Crash	:: Emt-b	02:00	\$25.50
Sun	2/9/2020	39 Jordan Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-b	01:00	\$12.75
Merrick, Uriah				03:00	\$36.75
<i>Rescue/Driver</i>		<i>\$12.25</i>		<i>03:00</i>	<i>\$36.75</i>
Sat	2/1/2020	15 Elm Street Mechanic Falls Rescue, Ems Incident, Other	:: Em/d	01:00	\$12.25
Wed	2/5/2020	312 South Main Street Mechanic Falls Medical Assist, Assist Ems Crew	:: Em/d	01:00	\$12.25
Sun	2/9/2020	39 Jordan Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Em/d	01:00	\$12.25
Toth, Zac				02:00	\$24.00
<i>EMS Private</i>		<i>\$12.00</i>		<i>02:00</i>	<i>\$24.00</i>
Wed	1/29/2020	77 Highland Ave Mechanic Falls Rescue, Ems Incident, Other	:: Ems	01:00	\$12.00
Sat	2/1/2020	15 Elm Street Mechanic Falls Rescue, Ems Incident, Other	:: Ems	01:00	\$12.00
				33:45	\$428.56

FRED C STURTEVANT
CHIEF

Pay Roll Report Rescue2 Feb 2020 (01-29...02-22)

EMS Payroll		33:45	\$428.56
DC/RE	DeputyChief/Res	06:00	\$85.50
EM/D	Rescue/Driver	03:00	\$36.75
EMS	EMS Private	13:00	\$157.50
EMT-B	Emt-Basic	11:45	\$148.81
Total		33:45	\$428.56

FRED C STURTEVANT
CHIEF

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

Librarian's Report
March 2, 2020

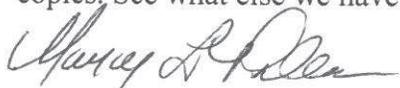
	Circulation			Usage	
	Feb 2019	Feb 2020		Feb 2019	Feb 2020
Adult Fiction	205	178	Computer Usage	34	33
Adult Non-Fic	30	10	Walk Ins	266	211
Children's Pic	96	106	ILL's	26	21
Juvenile Fic	70	26	Reference	72	62
YA Fic	24	9	Wi-Fi	62	60
J/YA Non-Fic	28	3	New Patrons	3	4
DVD's	37	18	Programs	8	9
Audio/Cloud Lib.	4	7	Pre-school Story-time	32	14
Total	463	357	Total	503	413

February has been a quiet month at the library. We are gearing up for our Mom and Me design workshop March 15th. Tickets for the rock creation are still available and raffle tickets are still being sold for the 10 x 10 design. Stop in to see what we will be doing.

Our pre-school story time is busy. There are still places for 2 to 4 year-old children and their parents. Story time provides a chance for children to practice listening skills, do an age appropriate craft and also meet other children for creative play.

We are reading "Little Women" by Louisa May Alcott this month in our adult book group. I have copies available for anyone who would enjoy reading and discussing this classic.

New books come in monthly. Computers are available for taxes and printers are available for copies. See what else we have.



Nancy L. Petersons

Mechanic Falls Public Library director

MECHANIC FALLS POLICE DEPARTMENT

January 30, 2020 THRU February 24, 2020

CRIMINAL SUMMONSES: 15

CIVIL SUMMONSES: 2

0 JUVENILE(S) CHARGED W/ JUVENILE CRIME

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

BACK-UP ANALYSIS

MECHANIC FALLS PD ASSISTED ASO: 10

ASO ASSISTED MECHANIC FALLS PD: 12

MECHANIC FALLS PD ASSISTED OXFORD PD: 03

OXFORD PD ASSISTED MECHANIC FALLS PD: 02

MECHANIC FALLS PD ASSISTED STATE POLICE 00

STATE POLICE ASSISTED MECHANIC FALLS P D 00

2017 FORD: 59,652

2020 FORD:

POLICE HIGHLIGHTS

1/30/20 – 2/24/20

TYPE OF CALL	CALLS THIS MONTH	LAST MONTH
Abandoned E911	9	8
Accidents	9	10
Alarm calls	2	6
Animal complaints	5	2
Assault	0	2
Burglary	0	0
Children troubles	0	3
Criminal mischief	1	2
Disturbance/disorder/fight	1	1
Domestic	4	2
Harassment	2	0
Hazardous condition	0	1
Missing person	0	0
Parking violations	4	4
Suspicious conditions/person/vehicle	9	9
Theft	0	3
Threatening	2	1
Wellbeing check	2	4

Arrests/summons issued this month for: Criminal speed, Attaching false plates, Criminal mischief, Reckless conduct, Domestic Violence criminal threatening, Disorderly conduct, Refusing to submit to arrest, Theft, Operating under the influence, Failure to register vehicle, Possession scheduled drug, Assault, and Use of drug paraphernalia.

Traffic summons issued this month for: Speeding 1-9, 10-14, 15-19, 20-24 and 25-29 mph over the limit, Failure to produce evidence of insurance, Failure to register vehicle, and Failure to keep right of center.

Transfer Station Monthly Report January 2020

Expenses January 2020				
Vendor	Material	Tonnage	Hauling Cost	Tipping fees
CES/MMWAC	MSW	29.46	Unknown as of 2/8/20	\$2,184.46
CES/MMWAC	OBW	1.1	Unknown as of 2/8/20	\$108.90
	Newspaper	0		
CES	Plastics	Data not received from Corcoran for 1/5/20 haul		
	Clear Glass	0		
CES	OCC	Data not received from Corcoran for 1/5/20 & 1/27/20 hauls		
	Tin/Aluminum	0		
CES	Mixed Paper	Data not received from Corcoran for 1/19/20 haul		

Revenue

Revenue from fees for OBW, CFC, tires, and small metal sales	\$100
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)	\$0

LD 1594 – An Act to Establish a Stewardship Program for Consumer Batteries - This hasn't made it past the Committee on Environment and Natural Resources.

LD 1431 - Resolve, To Support Municipal Recycling Programs – Although this was signed by the governor in 2019, the Maine DEP continues to work on the producer responsibility framework. This is going to take some time and many sessions to establish this complicated framework. Some of the questions and issues posed are who will manage the program and financials, how will the fee scale be established for producers, a development of municipal standards to determine recycling operating costs per capita will be needed, as well as, a determination of the recyclability of the packaging.

Kathryn Oak
Transfer Station Manager

**MECHANIC FALLS WATER DEPT.
FINANCIAL STATEMENT**

31-Jan-20

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	\$46,223.54	\$0.00	\$46,223.54	0.00%
238	SALES TAXES	\$1,300.00	\$403.49	\$896.51	31.04%
303	LAND & LAND RIGHTS	\$0.00	\$0.00	\$0.00	0.00%
304	STRUCTURES & IMPROVEMENTS	\$1,000.00	\$157.53	\$842.47	15.75%
330	DISTRIBUTION - RESERVOIRS	\$1,000.00	\$0.00	\$1,000.00	0.00%
331	TRANSMISSION & DISTRIBUTION	\$7,000.00	\$0.00	\$7,000.00	0.00%
333	NEW SERVICES	\$100.00	\$0.00	\$100.00	0.00%
334	METERS & INSTALLATION	\$3,360.00	\$0.00	\$3,360.00	0.00%
335	HYDRANTS	\$0.00	\$0.00	\$0.00	#DIV/0!
340	OFFICE FURNITURE & EQUIP.	\$2,000.00	\$560.00	\$1,440.00	28.00%
343	TOOLS,SHOP EQUIPMENT	\$1,000.00	\$0.00	\$1,000.00	0.00%
344	LABORATORY EQUIPMENT	\$1,000.00	\$0.00	\$1,000.00	0.00%
345	POWER OPER. EQUIPMENT	\$400.00	\$0.00	\$400.00	0.00%
346	COMMUNICATION EQUIPMENT	\$500.00	\$0.00	\$500.00	0.00%
601	SALARIES & FICA	\$154,119.48	\$32,598.98	\$121,520.50	21.15%
604	EMPLOYEES PENS & BEN	\$52,864.37	\$6,420.57	\$46,443.80	12.15%
615	PURCHASED POWER	\$16,000.00	\$958.81	\$15,041.19	5.99%
618	CHEMICALS	\$15,000.00	\$0.00	\$15,000.00	0.00%
620	MATERIALS & SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	0.00%
631	CONTRACTUAL-ENGINEERING	\$1,500.00	\$0.00	\$1,500.00	0.00%
632	CONTRACTUAL-ACCOUNTING	\$5,600.00	\$0.00	\$5,600.00	0.00%
633	CONTRACTUAL-LEGAL	\$1,000.00	\$0.00	\$1,000.00	0.00%
634	CONTRACTUAL-MGM. FEES	\$21,000.00	\$0.00	\$21,000.00	0.00%
635	CONTRACTUAL-OTHER	\$3,500.00	\$0.00	\$3,500.00	0.00%
650	TRANSPORTATION	\$7,000.00	\$629.39	\$6,370.61	8.99%
656-59	INSURANCE	\$6,100.00	\$0.00	\$6,100.00	0.00%
660	ADVERTISING EXP.	\$200.00	\$0.00	\$200.00	0.00%
667	PUC EXP. OTHER	\$1,950.00	\$0.00	\$1,950.00	0.00%
670	BAD DEBT EXPENSE	\$100.00	\$0.00	\$100.00	0.00%
675	MISC. EXPENSE	\$17,300.00	\$1,339.89	\$15,960.11	7.75%
	TOTAL	\$371,617.39	\$43,068.66	\$328,548.73	11.59%

CAPITAL BUDGET

\$21,000.00	\$8,400.00	\$12,600.00	40.00%
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TOTAL BUDGET

\$392,617.39	\$51,468.66	\$341,148.73	13.11%
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**Town of Mechanic Falls
Committee Appointment Application**

Application Date: 4 Feb 20 Committee of interest: Council

Name: Paula J. Stotts Phone #: 345-9005

Mailing address: 87 Standpipe Road

Physical address: Mechanic Falls, Me. 04256

Occupation: Farmer

Years as resident of Mechanic Falls: 20⁺ yr

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

US Navy Ombudsman VP-10 1992-94, member, chair, Vice chair Cooperative Poultry Processors 2003-2009
4th Leader 1982-1992 Planning Board, Mechanic Falls 2005-Present
Planning Board chair Sept 2017 - Aug 19, 2019, Vol. Cook Wis Place Feecenter

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

I'm a good listener, mediator, researcher, as a business owner I'm frugal as well as an organizer and problem solver, Having spent 20 yrs. being a part of dealing with the military I have learned now important it is to be fair, honest and transparent in character and it is now ingrained in me and my character and who I am

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

I feel healing the town and regaining the towns peoples trust is priority one. I also feel we must work to correct issues with our charter, comprehensive plan and ordinances that are in conflict with each other is needed

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 have researched the requirement and feel I can devote the time and energy needed to meet these requirements

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

Town of Mechanic Falls
Committee Appointment Application

Application Date: 2-10-2020 Committee of interest: Town Council

Name: Rose Hermon Aikman Phone #: 345-7027

Mailing address: 22 Laurel St. Mechanic Falls, 04256

Physical address: same as above

Occupation: Retired

Years as resident of Mechanic Falls: 3

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

see attached

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

see attached

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

working with the Council to serve the community in a responsible manner.

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?

see attached

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

Rose Hemond Aikman

22 Laurel Street

Mechanic Falls, Maine 04256

Tel: 345-7027 email: rhaikman@gmail.com

I was one of nine children growing up in Minot on the Hemond's Dairy Farm. I attended Minot schools and graduated from Mechanic Falls High School in 1963. I graduated from Auburn Maine School of Commerce in 1968 and have taken several courses at the University of Maine.

I lived in Poland for over 35 years where I served on the Poland Board of Selectmen and currently serving as President and clerk of the Pine Grove Cemetery Association. In 1996 I built the "Wolf Cove Inn" Bed and Breakfast on Tripp Lake which I operated for 10 years.

In 1988 I was elected to the Maine Legislature representing the towns of Mechanic Falls, Poland and Minot. I was a state representative for 8 years and served on the Utility, Labor and Appropriation committees.

In 2007 I sold the Inn and moved to Hebron where I built a new home on Merrill Hill Road. I lived in Hebron for 10 years before moving to Laurel Street in Mechanic Falls.

I have two grown children and enjoy sewing, history and gardening. (I have taken the Master Gardening Course from the University of Maine Co-Operative Extension.)

Town of Mechanic Falls
Committee Appointment Application

Application Date: 2/14/2020 Committee of interest: Budget

Name: Andrea Winn Phone #: (207) 239-0918

Mailing address: 42 Jordan Rd. Mechanic Falls, ME

Physical address: SAF

Occupation: retired writer

Years as resident of Mechanic Falls: 2

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

Maine Green Party Steering com. & Press com. (2020)

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

Studied gov't in college. Writing - freelance writer for 30+ yrs

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

Balancing a budget in turbulent times with an aging population and the challenges that go with it

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 - deep knowledge of civics and gov't operations. And yes - I have plenty of 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: 2/12/2020 Committee of interest: Budget Committee

Name: Mary Allen Phone #: 207-357-3522

Mailing address: 19 Martin St. Mechanic Falls, ME

Physical address: Same as above

Occupation: Accounts Receivable Specialist

Years as resident of Mechanic Falls: 2.5

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

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

Have always worked in an accounting position,
but never in a municipality.
Mostly healthcare

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

I really don't know. I am a complete
"newbie" in this area but am excited
to contribute to my new community.

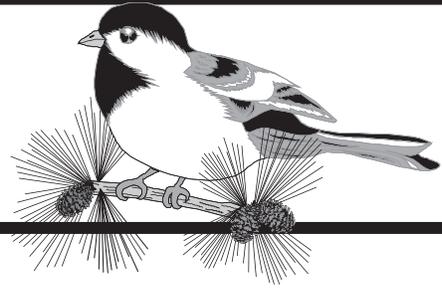
Do you have a good sense of the duties of this board/committee and the documents under which they operate? Can you commit the time needed to attend meetings and conduct business?

I have a very vague knowledge of the
committee, but am willing to learn!
Yes - I can commit to the meetings.

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.MechanicFalls.org



Town of Mechanic Falls Protocols ~~on Requests~~ for Public Records Under Maine's Freedom of Access Law ("Right-To-Know")

~~1 M.R.S.A. §§401, et seq.~~

Adopted September 6, 2012

Amended April 6, 2020

PURPOSE: It is the purpose of this protocol to ensure that every person has access to public records in the possession of the Town and that the time and method of providing public records to persons requesting them both complies with their rights under the law and allows for the smooth functioning of governmental departments.

DEFINITION:

Definition of the term "public proceeding" can be found in 1 M.R.S.A. 402(2).

Definition of the term "public records" can be found in 1 M.R.S.A. 402(3). The Town is prohibited by law, however, from releasing information classified as confidential under state or federal law.

Definition of the term "public access officer" can be found in 1 M.R.S.A. 402(5).

GUIDELINES CONCERNING ACCESS TO PUBLIC PROCEDURES:

1. The public has a right to fair notice and access to committees, Boards and Councils that fall under the overview of the Mechanic falls Town Council. With the exception of any advisory committee as defined by 1 M.R.S.A. 403(6), all boards, committees and commissions whose members are appointed by the Mechanic Falls town council or elected by popular vote shall conduct meetings of public record in compliance with 1 M.R.S.A. 403 by observing the following expectations:
 - a. All meeting Agendas shall be posted for public notice no less than 5 days prior to the meeting. These agendas shall be posted on the town website, listed on the town calendar and notices shall be hung in a conspicuous place within the town office.
 - b. All meetings shall be conducted on town property to assure free access of residents to public meetings.
 - c. Video of the Town Council, Budget Committee and Planning Board meetings and workshops shall be recorded by town staff. These videos shall be posted on the town website within a reasonable amount of time.
 - d. All recorded minutes of public meetings shall be provided to the Clerk's office to be posted on the town website within a reasonable amount of time. They will also be included monthly within the Town Council agenda packet.

Town of Mechanic Falls

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



GUIDELINES CONCERNING ACCESS TO PUBLIC RECORDS:

1. ~~1.~~ Persons requesting access to public records are asked to complete the attached form and present it to the Town during regular business hours. The Freedom of Access Act does not require that requests be in writing and persons seeking access to public records are not obligated to put their request in writing without forfeiting their right to inspect and copy the records. However, the Town strongly urges members of the public to put their request in writing to maintain a record of when the request was received and to make certain that the documents requested can be located as quickly as possible and made available for inspection. The request should designate by name or reasonable description a document or group of documents in existence on the date of the request. Requests for future documents cannot be honored. Requests should be as specific as possible to assist Town staff in retrieving information and, thereby, to decrease unnecessary costs.

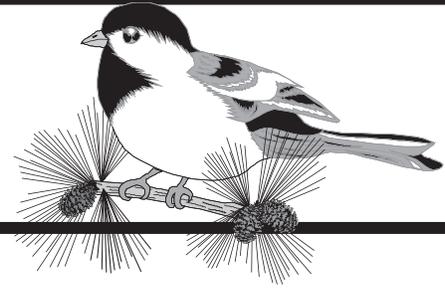
All information requests should be forwarded to the Town's Public Access Officer, who is the Town ~~Clerk~~ Manager. In the event a public records request is received by another employee or official of the Town, such request will be forwarded to the Public Access Officer for processing. The Public Access Officer may in his or her discretion appoint a designee or replacement, in which case the public will be notified of who is serving as the Public Access Officer.

Within five business days of the request for access to public records, the Public Access Officer or his/her designee will provide a written acknowledgement of the request and confirmation that the public records will be made available within a reasonable period of time or an explanation of why the information is not available to the public and cannot be released.

2. ~~2.~~ The process to obtain public records could include any or all of the following tasks: searching for, retrieving, compiling, copying, translating, or preparing records for inspection and distribution. These tasks will all occur at such time as will not delay or inconvenience the regular activities of the Town.

Town of Mechanic Falls

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



a. Inspection of Records. Public records may be inspected, by appointment, during normal business hours at a time and in a manner that ensures protection of the records and does not delay or inconvenience the regular activities of the Town department that is the custodian of the record. If circumstances warrant, the Town in its sole discretion may determine that public records can be sent electronically or by mail.

~~A.~~

~~B.~~b. Protection of Records. To protect its public records, the Town may require that an employee or official of the Town be present during inspection and/or copying of documents.

~~C.~~c. Scheduling. When the presence of an employee or official is required to ensure the protection of any record, the inspection or copying shall be scheduled during the regular business hours of the Town.

d. Copying. If Town copiers are used, the charge to the person requesting the copies shall be the current rate charged by the Town (schedule attached). If any record is copied on a photocopier other than one belonging to the Town, the Town reserves the right to have an employee or official present at the time the record is copied to protect the record.

~~D.~~e.

~~E.~~f. Requests that require copying only several pages that are readily available may be produced at the time of the request. Other requests may require several days to complete the task of copying documents based on the reasonable availability of staff to perform the task.

~~F.~~g. Fees for obtaining records will be charged pursuant to 1 M.R.S.A. §408. Fees may include the payment of costs incurred by the Town in searching for, retrieving, compiling, copying, translating, preparing for inspection and distribution of public records as may be allowed by 1 M.R.S.A. §408(3). In accordance with 1 M.R.S.A. §408, the Town will not charge for the first hour of staff time needed to process a public records request. Should a request require staff time that exceeds the first hour of free staff time, an estimate of charges to fulfill the request shall be given to the requestor before such work begins. Advance payment may be required under certain circumstances. Pursuant to 1 M.R.S.A. §408(5), this can be done when the estimated total cost exceeds \$100, or the requester has previously failed to pay a properly assessed fee under this chapter in a timely manner. Fee waivers are available under certain, limited circumstances.

~~3.~~ 3. Any denial by the Town of a request to inspect a public record may be appealed to Superior Court by the person whose request is denied within five (5) working days of receipt of the denial.

~~4.~~ 4. This policy is a guide. Within the law, this protocol may be altered in the sound discretion of the Town Manager as may be necessary to meet specific circumstances.

Zachary Maher

From: Kathryn Oak
Sent: Sunday, February 16, 2020 11:31 AM
To: Zachary Maher
Cc: Lisa Prevost; poon03@ne.twbc.com
Subject: Transfer Station redesign

Follow Up Flag: FollowUp
Flag Status: Flagged

Good morning,

I've included you all in this email so as to open up these ideas to your input. The guys and I have discussed this at length.

Our intent is to create greater efficiencies in the collection of residential waste and recycling while offering top notch customer service and an increase in the services offered.

Here's the broad scope:

1. RFP to obtain a contractual agreement for hauling of MSW and Recycling with a reliable vendor
2. Close the landfill (capture the State's 90 % reimbursement of remedial costs before time runs out) and install solar (potential cost benefit unknown but could be determined)
3. Purchase another compactor for more efficient OCC (cardboard) collection [we've determined there is no need for another container so this figure can be subtracted from the total quote]
4. Replace the hopper roof with a larger, more secure structure which will cover both compactor hoppers (perhaps this could be inside job with a quote from Parent or Record lumber for supplies much like we did for the office/breakroom?)
5. Cover the floor of existing control building with plywood to improve the structural integrity and replace the heater with an efficient model (this building would need to be kept in place because of all it houses [controls & electronics] as well as providing shelter to staff in a proximal location that makes sense to the operation)
6. Create a location to recess the current mixed paper, slide top container for top dropping of OBW (oversized bulky waste) & CDD (construction demolition debris) [a fee schedule for accepting CDD would need to be established]
7. Have our Public Works or DEME refurbish some of our existing containers (the slide top would definitely need repairs to accommodate the reception of top drop material)
8. Institute on-site composting of food waste by integrating with our yard waste (Staff who were managing the inefficient collection of OCC will now have time to manage other services. Food waste diversion would, of course, be reflected by a correlating decrease in MSW tonnage/tipping fees.)
9. Introduce a pay as you throw system to generate revenue to offset expenditures incurred by redesign and ongoing maintenance of facility (unusual items would be allowed to be dumped without bags if they are too small for the bulky or CDD fees; these items might include mops, brooms, vacuums)
10. We have heard a lot of residents want pavement up here. Honestly, we would rather see improved collection efficiencies first.

We've been hashing out the details of these items and can provide more information if requested but would love to have all of your input in this.

Thanks
Kathryn

Mid-Maine Waste Action Corporation

110 Goldthwaite Road
Auburn, Maine 04210
(207) 783-8805
Fax (207) 783-9831
www.mainewastenergy.com

February 9, 2020

Town of Mechanic Falls
Mr. Zachary Maher, Town Manager
108 Lewiston St.
Mechanic Falls, ME 04256

Dear Mr. Maher,

We are pleased to make this proposal to the Town of Mechanic Falls (the "Town") for municipal solid waste processing and disposal services with Mid-Maine Waste Action Corporation ("MMWAC"). The Town has contracted with MMWAC for many years, and we hope that this relationship will continue. This contract will provide for processing, disposal capacity and pricing at our facility under either a 3-year or 5-year term.

Under either option, the tipping fee is adjusted annually starting in year 2 for the remainder of the term in accordance with the Consumer Price Index, as described below. All annual adjustments will have a 2% floor and a 4% cap.

This letter agreement ("Agreement") proposes the terms and conditions between the Town and MMWAC concerning the delivery of municipal solid waste, pricing and capacity issues for use of MMWAC's waste-to-energy facility. MMWAC agrees to the following provisions and, should this proposal meet your needs, would ask that you indicate your acceptance to the same by signing where provided and indicating which option you are choosing.

Option 1: 3-Year Contract

- Term: Three years, beginning July 1, 2020 and ending June 30, 2023.
- Tipping fee schedule:
Year 1: \$79 / ton
Years 2-3: Plus annual CPI adjustment (2% minimum and 4% cap)

Option 2: 5-Year Contract

- Term: Five years, beginning July 1, 2020 and ending June 30, 2025.
- Tipping fee schedule:
Year 1: \$77/ton
Years 2-5: Plus annual CPI adjustment (2% minimum and 4% cap)

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Note: The tipping fee for any years to be adjusted under this Agreement shall be in proportion to the increase in the Consumer Price Index (CPI) for All Urban Consumers (Boston-Cambridge-Newton, MA-NH, all urban consumers) as published by the U.S. Department of Labor, Bureau of Labor Statistics for the 6 most-recently published periods (months)—for example, September, November, January, March, and May, July as compared to each of the corresponding month's figures 12-months prior. This will yield 6 separate 12-month percent changes in CPI, all of which will be averaged to arrive at a single adjustment percentage. MMWAC will cap any annual index increase to no more than 4% per measured year and establishes a 2% annual minimum adjustment. Attachment 1 to this Agreement is the most recently available statistics from the U.S. Department of Labor that are used for this calculation.

Other Terms and Conditions:

- **Delivery Obligation:** The Town agrees to deliver all acceptable municipal solid waste (MSW) collected at its transfer station or otherwise under the control of the Town to the MMWAC facility during the term of the Agreement.
- **Disposal Obligation:** MMWAC agrees to dispose all acceptable MSW delivered from the Town during the term of the Agreement, and MMWAC may be excused from this provision only if it no longer provides disposal services to its own member municipalities or is prevented from meeting its obligations by a Force Majeure (defined below).
- **Indemnification:** Each party shall defend, indemnify and hold harmless the other party, its agents, officers and employees, in their public and individual capacities, from and against any and all liabilities, claims, penalties, costs and expenses (including costs of defense, settlement, and reasonable attorney's fees), which the other party may hereafter incur, become responsible for, or pay out as a result of death or bodily injury to any person, or destruction of or damage to any property, caused, in whole or in part, by any negligent or willful act or omission by such party, its employees, or subcontractors in the performance of this Agreement or by any violation of any applicable law, rule or regulation by such party.
- **Insurance:** The parties shall obtain and maintain throughout the term of this Agreement and for a period of at least two (2) years following the expiration or earlier termination of this Agreement, the following insurance coverages:
 - a. Commercial General Liability insurance, including independent contractors, contractual liability coverage and personal injury coverage, with minimum limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate. Mid-Maine Waste Action Corporation should be named as an Additional Insured. A limit of Four Hundred Thousand Dollars (\$400,000) is acceptable for municipal entities.
 - b. Automobile Liability insurance, including but not limited to coverage for owned, non-owned and hired automobiles with a minimum combined single limit of not less than One Million Dollars (\$1,000,000).

c. Workers' Compensation insurance in amounts required by Maine law and Employer's Liability insurance, as necessary, as required by Maine law.

All such insurance policies shall name the other party as additional insured, and, prior to commencement of work under this Agreement, each party shall deliver certificates evidencing such coverages, which certificates shall state that written notice shall be provided to the other party at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any such insurance.

- * Facility Rules: Attachment 2 to this Agreement is a copy of the Facility Rules that govern the use of the MMWAC facility and are incorporated into this Agreement by reference.
- * Acceptable Waste: MMWAC's waste-to-energy facility is designed to process MSW but cannot handle large items with dimensions greater than 3 feet because the hopper opening into the combustor is 3-foot square. Therefore, any material over 3 feet in any dimension will not be accepted under this Agreement. See the definition of Unacceptable Waste below for other restrictions.
- * Unacceptable Waste: Bulky, construction and demolition, and certain industrial wastes are not amenable to the waste-to-energy process but can be accepted, at the Town's option, at MMWAC's transfer station. Bulky, construction and demolition debris rates for contract communities is \$88/ton. In addition, separated tires are accepted on a per-tire fee basis.
- * Hours of Operation: Waste is accepted for disposal at MMWAC's waste-to-energy facility from 7AM to 4PM Monday through Friday, and 7AM to Noon on Saturdays, excluding holidays.
- * Billing: MMWAC will invoice Mechanic Falls on a twice-monthly basis with terms being net 15 days.
- * Force Majeure: Either party shall be excused from performing its obligations under this Agreement if an event or combination of events occurs that is beyond the reasonable control of the party relying on such circumstance as a reason for not performing or complying with any obligation under this Agreement, including the inability to continue operations of the waste-to-energy facility for technical, change of law, or economic reasons.
- * By signing below, the Town signifies that the execution and delivery of this Agreement has been duly authorized by all appropriate actions of its governing body, that this Agreement has been executed and delivered by an authorized officer of the Town, and that this Agreement constitutes the legal, valid and binding obligation of the Town enforceable upon it in accordance with its terms (except as enforceability may be limited by applicable bankruptcy or similar laws affecting creditors' rights, and by application of equitable principles if equitable remedies are sought).

On behalf of MMWAC, I want to thank you for considering us for your continued disposal needs. Please contact me if you have any questions.

Sincerely,



John King
Executive Director

3-Year Term Selected _____

5-Year Term Selected _____

Agreed on the _____ day of _____, 2020

TOWN MANAGER FOR MECHANIC FALLS

Reference No.: 04045



U.S. BUREAU OF LABOR STATISTICS

Databases, Tables & Calculators by Subject

Change Output Options:

From: To:

include graphs include annual averages

[More Formatting Options](#) ➔

Data extracted on: February 5, 2020 (11:43:30 AM)

CPI for All Urban Consumers (CPI-U)

Series Id: CUURS11ASA0

Not Seasonally Adjusted

Series Title: All items in Boston-Cambridge-Newton, MA-NH, all urban consumers, not seasonally adjusted

Area: Boston-Cambridge-Newton, MA-NH

Item: All items

Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2019	278.976		280.393		280.937		280.943		281.603		283.526		281.082	280.107	282.057

12-Month Percent Change

Series Id: CUURS11ASA0

Not Seasonally Adjusted

Series Title: All items in Boston-Cambridge-Newton, MA-NH, all urban consumers, not seasonally adjusted

Area: Boston-Cambridge-Newton, MA-NH

Item: All items

Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2019	2.5		2.1		2.3		2.0		1.1		2.1		1.9	2.2	1.6

Jan 2.5 %
 Mar 2.1 %
 May 2.3 %
 July 2.0 %
 Sept 1.1 %
 Nov 2.1 %

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12.1
 $12.1 \div 6 = 2.01\%$

ANNUAL INCREASE would be

2.01%

MWE® WASTE DISPOSAL AND RECYCLING FACILITY
WASTE RECEIVING - GENERAL RULES

Revised January 11, 2019

1. Only Acceptable Waste may be delivered to MWE® for disposal at the waste-to-energy facility. Acceptable waste includes municipal solid waste, which is that solid waste generated by residential or commercial sources, with a dimension of less than three feet in any direction, and which is not "Unacceptable Waste," as defined in this document. Certain categories of Unacceptable Waste may be disposed at MWE® in its recycling or transfer station operations.
2. Customers must accurately declare the origin and type of waste being delivered and are responsible for prompt payment of disposal charges.
3. Customers must be properly licensed, if so required by State or local regulations, and not in violation of any agreement by delivering waste to MWE®.
4. Receiving hours will be from:

Monday - Friday	7:00 a.m. - 4:00 p.m.
Saturday	7:00 a.m. - 12 noon

The facility will be closed the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

5. All incoming vehicles are required to pass over the scales, except those delivering recyclables or bagged household trash from Auburn or permitted, Minot residents delivering household trash. Traffic will enter the facility at the north gate and move in a clockwise direction onto the scale deck. The scale attendant will then provide dumping instructions and determine queuing. Secured loads or coverings are to be removed only after the driver has positioned the vehicle in the designated area as directed by the scale attendant. Trucks may not approach the pit doors until the traffic light for that door has turned from red to green.

Waste received and dumped into the waste-to-energy facility pit, will be only from self-unloading vehicles as approved by MWE®. All other waste deliveries will be directed to a specific location on site for manual unloading. Extra care and attention shall be taken when depositing waste in the pit. All vehicles backing up will proceed with extreme caution making sure that rear gates and other equipment are properly set for safe and efficient dumping. Clean up of spills is the responsibility of the customer.

Once vehicles are unloaded, they will be weighed for tare weight, thus again traffic flows in clockwise direction onto the southern end of the scale deck, then proceeds through the north gate, thereby exiting the facility.

There will be no cleaning of vehicles, on the facility premises, except that drivers must inspect trucks after unloading, to be sure trucks are free from loose material before exiting the facility.

All users of the Facility shall be responsible for cleaning up any waste materials that drop from their vehicle, blow from their vehicle or are otherwise not in the disposal pit or other designated disposal area. This requirement shall be strictly enforced.

6. No vehicles containing waste that is subject to blowing, dusting or littering will be admitted onto the site unless loads are covered or otherwise secured.
7. No children or pets shall be allowed out of vehicles while using the facility.

Free Liquids

*Solid or Dissolved Materials in Domestic Sewage, except sewerage treatment plant screenings that are essentially free of liquids and do not cause an odor problem may be disposed at the facility

Significant Pollutants in Water Resources such as Silt, Dissolved or Suspended Solids in Industrial Waste Water Effluents, Dissolved Materials in Irrigation Return Flows or Other Common Water Pollutants

*Non-burnable Construction Material or Demolition Debris

Solid Waste having a higher heating value of less than 3,800 or more than 7,000 BTU's per pound

*Wooden Pallets

*Items larger than 3 feet in any dimension

*Branches or tree trunks larger than three (3) feet or two (2) inches in diameter

*Stumps

*Lead Acid Batteries

Note: Items designated with an asterisk (*) will be accepted at the facility's non-acceptable waste area and/or the recycling area, as directed by the scale attendant.

These facility rules are designed to help conform operations to local and state mandates. Any infraction of these rules may result in the inability of the hauler to use the facility. Also, belligerent behavior by drivers will result in a suspension from the facilities.

MWE® intends to provide efficient and environmentally sound disposal services for all its members and customers. This can only be accomplished by a joint effort by all of us to work together. We encourage any suggestions you may have to make this facility operation the cleanest and most efficient in the State of Maine.

Thank you for your support. MAINE WASTE TO ENERGY®

**RULES OF ORDER AND PROCEDURE FOR
MECHANIC FALLS TOWN COUNCIL**

Adopted November 5, 2012

Amended March 2, 2020

1. COUNCIL MEETINGS

- 1.1. **Regular Council Meetings:** The Council shall meet in regular session in the Council's chambers at the Town Offices located at the Town Office, 108 Lewiston Street at 6:30 p.m. on first Monday of each month or any other location and time which has been designated with the requisite advance notice. From time to time, the Council may conduct meetings or workshops as is deemed necessary. Council meetings scheduled for a Monday that is an observed holiday will cause the meeting to be moved to the Tuesday after the holiday. The Council does not meet in the month of July.
- 1.2. **Council Meeting Agenda:** All reports, communications, resolutions, documents or other matter to be submitted to the Council shall be delivered to the Town Clerk's office by the end of business on the Tuesday before the regular meeting if they are to be considered for placement on the agenda for that meeting. The Town Manager will draft the agenda. Matters which are not on the agenda may be brought before the Council only when the Council votes to suspend the rules of procedure and add that matter to the agenda. Agenda items should state clearly the scope and intent of the action to be taken. The agenda will be delivered to the Council and posted by the Town Manager by the end of business on the Wednesday before the next regularly scheduled Council meeting.
- 1.3. **Special Meetings:** Special meetings may be called by the Chair of the Council, by the Vice Chair in the absence, or by a majority of the Council after having attempted to contact all members of the Council. The Town Manager will draft the agenda for said meeting. Notice of these meetings stating the date, the hour, and the purpose shall be served to the Council no less than 5 days prior and posted as per public notification requirements.
- 1.4. **Adjourned Sessions:** Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be extended beyond the next regular meeting. Notice of adjournment and continuation of the regular meeting will be posted as per public notification requirements.
- 1.5. **Executive Session:** An executive session may be called only by a majority vote of the Council. No orders, rules, resolutions, regulations, contracts, appointments, or other official action shall be finally approved at an executive session. All matters discussed during executive session shall be held in strictest confidence by the Council and shall not be discussed with or divulged to any person other than a fellow Council or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office. An executive session shall comply with the requirements of M.R.S.A., Sec. 401, et seq. and shall not be used to defeat the purpose of Title 1 M.R.S.A, Sec. 401 which reads as

follows: "The Legislature finds and declares that public proceedings exist to aid in the conduct of the people's business. It is the intent of the Legislature that their actions be taken openly and that their deliberations be conducted openly."

2. PRESIDING INSTRUCTIONS

- 2.1. **Chair:** The Chair of the Council, or if absent, the Vice Chair, shall take the chair at the hour appointed for the Council to meet and shall call the members to order as the presiding officer. The roll shall be called by the presiding officer. The recording secretary shall enter in the minutes of the meetings the names of the members present.
- 2.2. **Vice Chair:** The Vice Chair shall serve as Chair during the absence or disability of the Chair and, in case of vacancy in the position of the Chair, pending the election of a successor.
- 2.3. **Council Privileges:** The presiding officer may move, second, declare by unanimous consent, and debate from the chair, subject to only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any rights or privileges of a Council by virtue of acting as the presiding officer.
- 2.4. **Recording Secretary:** The Town Clerk will serve as the recording secretary and shall be responsible for the taking and transcribing of official Council minutes. At a minimum the minutes shall include record of any motions made and names of individual Councilors voting in opposition to a motion. All Council meetings will be video recorded and uploaded onto the Town website.
- 2.5. **Temporary Chair:** In case of the absence of the Chair and Vice Chair, the Town Manager shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, a chair of the meeting to act until the Chair or Vice Chair appears.
- 2.6. **Decorum and Order:** The presiding officer shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Council. Council during Council meetings shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the presiding officer or the rules of the Council. Every Council member desiring to speak shall address the chair by raising his or her hand and upon recognition by the presiding officer, shall confine comments to the questions under debate and shall avoid all personalities and inflammatory language. A Council member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member.

If a Council member is called to order while speaking, the Council member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the speaker shall be permitted to proceed. If ruled to be not in order, the speaker shall remain silent or shall

alter remarks so as to comply with rules of the Council. All members of the Council shall accord the utmost courtesy with each other, to Town Employees and to the public appearing before the Council and shall refrain at all times from any rude and derogatory remarks, reflections, or abusive comments. Council members shall confine questions as to the particular matters before the assembly and in debate shall confine remarks to the issues before the Council.

Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Council and Town staff. Members of the Council and/or public will be asked to comply with decisions of the presiding officer and the rules of the Council. Should a member of the Council or public continue to violate, or not adhere to, a decision of the presiding officer or rules of the Council, the Chair may call a recess of the meeting, the length of the recess to be determined by the Chair, and reconvene later to finish conducting the business of the Council. Should the member of the Council or public continue to violate or not adhere to a decision of the presiding officer or rules of the Council, the Chair may unilaterally adjourn the meeting until a later date. Should behavior by any member of the Council or public elevate to a level of disorderly conduct, the Council may request the Town manager or other designee to contact a law enforcement official to intervene.

If the presiding officer fails to act, any member may move to require the enforcement of the rules and the affirmative vote of a majority of the Council shall require the presiding officer to act. Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Council. While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town employees. Any staff member or employee desiring to address the Council shall be recognized by the Chair, shall state name and job title for the record, and shall limit remarks to the matter under discussion.

All remarks and questions addressed to the Council shall be addressed to the Council as a whole and not to any member thereof. No staff member other than the person with the floor shall enter into any discussion either directly or indirectly without the permission of the presiding officer. Aggravated cases of misconduct shall be prosecuted on appropriate complaint signed by the presiding officer. In case the presiding officer should fail to act, any member of the Council may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Council shall require the presiding officer to act. Any public member desiring to address the Council shall be recognized by the Chair, shall approach the lectern, state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager or the Council through the Chair and not to any municipal Town employee. No person other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without the permission of the presiding officer.

- 2.7. **Quorum:** Three (3) Councilors constitutes a quorum. If only three (3) members are present it would require an affirmative vote of all three (3) Councilors to approve a motion. If less than a quorum convenes at any meeting, the majority of those present may send for any or all of those members absent. If a quorum cannot be obtained, the meeting may be adjourned as provided by Rule 4. The Council may opt to continue in workshop session as a Committee of the Whole.

3. OFFICERS AND EMPLOYEES

- 3.1. **Election of Officers:** At its first regular meeting following the annual election, the Council shall elect one of its members as Chair and another as Vice Chair by majority vote. The Chair or Vice Chair may be removed from such position and a successor may be elected by a majority vote of the Council at a meeting called for such purpose. The call of a meeting for removal or election of a successor shall require the concurrence of at least three (3) members of the Council, and the removal or election meeting shall be scheduled at a reasonable time and with reasonable notice to all Council members.
- 3.2. **Town Manager:** Unless excused, the Town Manager shall attend all meetings of the Council. The Town Manager shall keep the Council full advised monthly as to the financial condition and needs of the Town. The Town Manager may make recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town but may not vote.
- 3.3. **Town Clerk:** The Town Clerk is the ex-officio clerk of the Council. The Clerk shall keep a minute book in which shall be recorded in chronological order the minutes of all proceedings of the Council.
- 3.4. **Town Attorney:** The Chair of the Council, any Council member or Town Manager may at any time call upon the Town Attorney for an oral or written opinion to decide any question of law. Further, the attorney may be asked to state an opinion upon any rules of parliamentary procedure, which opinion shall not be binding upon the Council. All legal correspondence to an individual Council member shall be given to all Council members.
- 3.5. **Officers and Employees to Attend:** The head of any department, committee chair or municipal official, when requested by the Town Manager or Council Chair, shall attend any regular, adjourned, or special meeting and confer with the Council on matters relating to the Town. Any employee, when requested by the Town Manager, shall attend any regular, adjourned, or special meeting and confer with the Council on matters relating to the Town. Employees who were not directly requested to attend said meetings shall not speak on matters related to municipal business unless designated by their Department Head, whose attendance was requested, to speak on the Department Head's behalf to a specific matter related to their department. Employees who attend who were not requested to attend shall be treated as members of the public and allowed to speak to issues not directly related to their employment with the Town as allowed under 4.1.6.

4. DUTIES AND PRIVILEGES OF MEMBERS

- 4.1.1. **Right of Appeal:** A ruling of the presiding officer may be appealed by any Council member. If the appeal is seconded, the member making the appeal may briefly state the reason for it, and the presiding officer may briefly explain the ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question "shall the decision of the chair be sustained" to the vote. If a majority of the members present vote yes, the ruling of the chair is sustained, otherwise it is overruled.
- 4.1.2. **Voting:** Every Council member present when a question is put to vote shall vote either "yes", "no" or "abstain" by a show of hands. An abstention shall not count as a vote for purposes of determining the total votes cast. Where a majority is required, it shall not mean a majority of those present and voting, but at least three (3) votes in favor. Council members are encouraged to vote either "yes" or "no" or, in the case of abstention, the member is encouraged to identify the intent and reason for the abstention before the vote.
- 4.1.3. **Dissent and Protest:** Any Council member shall have the right to express dissent from or protest against any action of the Council and have the reason therefor entered into the minutes. Such dissent or protest must be filed in writing and presented to the Council no later than the next regular meeting following the date of passage of the objected action.
- 4.1.4. **Excusal from Attendance:** Council members are urged to attend all meetings, workshops, hearings and other functions of the Council. Members shall notify either the Town Manager or Town Clerk when not able to attend a scheduled meeting or event.
- 4.1.5. **Appointments to Town Councils, Committees and Commissions:** Appointments to Town Councils, Committees and Commissions shall be made in accordance with the Mechanic Falls Charter and the following guidelines. Candidates, after completing an application, shall be interviewed by the Council in public session before being considered for appointment. The Council may waive the interview process requirement for reappointments and for individuals serving on standing committees, Town Councils and commissions.
- 4.1.6. **Public Comment on Non-agenda Items:** At each regular Council meeting, there will be time devoted to any resident, taxpayer, or, in the case of an organization, an authorized representative of a resident or taxpayer, of the Town of Mechanic Falls to address the Council regarding any item that is not on the agenda for that meeting. Comments will be limited to three (3) minutes per person. There will be a 30-minute maximum for this section.

5. COUNCIL PROCEDURE

- 5.1. **Order of Business:** The business of all regular meetings of the Council shall be transacted in the following order, unless the Council changes the order:
- 5.1.1. Pledge of Allegiance
 - 5.1.2. Approval of Council Meeting Minutes
 - 5.1.3. Acceptance of Departmental and Committee Reports
 - 5.1.4. Special Presentations or Awards, if any
 - 5.1.5. Public Hearings, if any
 - 5.1.6. Council Discussion of Topics not on the Agenda
 - 5.1.7. Public Comments, if any
 - 5.1.8. Old Business, items discussed at a previous Council meeting
 - 5.1.9. New Business, items not discussed previously at a Council meeting
 - 5.1.10. Ordinances, Resolves, Policies and Licenses
 - 5.1.11. Executive Session, if any
 - 5.1.12. Adjournment

- 5.2. **Discussion of Agenda Items:** As each item on the agenda for any meeting is brought to the floor for discussion, the Town Manager shall first be allowed to present initial comments for consideration by the Council. Following introduction of this issue, there will be time devoted to any questions by Council members of the Town Manager regarding the agenda item to clarify the questions presented by the agenda item. The Chair shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization, resident or taxpayer of the Town of Mechanic Falls to address the Council regarding this particular agenda item.

Once members of the public have asked questions or made comment, the Chair may then entertain a motion by a member of the Council. The motion must be seconded before debate can begin. At the Chair's discretion, additional questions or comments may be entertained by members of the public when the Chair deems it to be appropriate. At any time, any member of the Council can move the question. The motion is non-debatable and must garner a second. If seconded, the first vote is to move the question. If the motion passes, members of the Council then vote on the motion. If the motion fails, debate continues. All amendments and subsequent motions will follow Roberts Rules of Order.

- 5.3. **Limiting Repetition of Comments, Pertinence, Time Limits and Decorum:** If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point without elaboration. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item. All such questions shall be directed through the Chair. In no instance shall debate of an agenda item be allowed between members of the public and the Council. No public comment shall be allowed which has the effect of embarrassing or attacking

the character of any individual, Town Employee, Town Manager or Council, and this rule shall be liberally construed and strictly enforced.

- 5.4. **Procedure of Motions:** When a question is before the Council, no motion shall be entertained except: (a) to adjourn, (b) to recess, (c) to table, (d) for the previous question, (e) to refer, (f) to amend and (g) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.
- 5.5. **Motion to be stated by the Chair - Withdrawal of Motion:** When a motion is made, it will be written and the mover shall be verified by the recording secretary and then open to be seconded. The person making the second shall be recorded by the secretary. It shall be re-stated by the Chair before the vote is taken. A motion may not be withdrawn by the mover without the consent of the member seconding it.
- 5.6. **Motions out of Agenda Order:** The Town Manager may request and the Council may at any time permit a member to introduce a scheduled matter or motion out of the regular agenda order.
- 5.7. **Motion to Adjourn - When Not in Order-Not Debatable:** A motion to adjourn is in order at any time except as follows: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking; (c) when the previous question has been ordered; and (d) while a vote is being taken. A motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.
- 5.8. **Motion to Table:** A motion to table precludes all amendments or debate of the subject under consideration. If the motion prevails, consideration of the subject at the same session may be resumed only upon the affirmative vote of one vote more than a simple majority.
- 5.9. **The Previous Question:** When the previous question is moved and seconded there shall be no further amendment or debate; but pending amendments shall be put in their order before the main question. If a motion for the previous question fails, the main question and any pending amendments remain open for debate.
- 5.10. **Amend an Amendment:** A motion to amend an amendment is in order but one to amend an amendment to an amendment may not be introduced. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order.
- 5.11. **Motion to Postpone:** All motions to postpone, except a motion to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

5.12. **Procedure in the Absence of Rule:** In the absence of a rule to govern a point or procedure, it shall be determined by the Council.

6. MISCELLANEOUS

6.1. **Meeting Length:** All Council meetings, workshops or executive sessions shall, except in extraordinary circumstances, adjourn at or before 10:00 p.m. Continuance beyond the 10:00 pm hour requires a unanimous vote of the Council present.

6.2. **Communications:** Individual Council members shall share with all Council members any written correspondence that is Town-related and not personal in nature. The Council shall not use electronic communications such as fax, email, texting, etc... for municipal business. The Town Manager shall use electronic communication methods to advise all of the Council of any issue related to town business when the Council should be advised of a situation in which they could potentially be approached by the public. Council will only reply to confirm the receipt of said message but not discuss the contents of the message.

6.3. **Anonymous Communications:** Unsigned communications may not be introduced in a Council meeting.

6.4. **Tie Vote:** In case of a tie in votes on any motion before the Council, when only four Council are present for the vote, the motion shall be declared lost.

6.5. **Suspension of Rules:** Any provision of these rules not otherwise governed may be temporarily suspended at any meeting of the Council by majority vote. The vote of the suspension shall be taken and recorded in the minutes.

6.6. **To Amend Rules:** These rules may be amended or new rules adopted by a majority vote of the Council. An amendment must be submitted in writing at a preceding meeting and shall be placed on the next agenda under the order of new business.

6.7. **Council to act as a body; administrative service to be performed through town manager; committees:** It is the intention of this subchapter that the Council as a body shall exercise all administrative and executive powers of the town as per the Town Charter. The Council shall deal with the administrative services solely through the Town Manager and shall not give orders to any subordinates of the Manager, either publicly or privately. This section does not prevent the Council from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the town.

Kieth Bennett, Council Chair

Tarsha Downing, Council Vice-Chair

John Emery, Council Member

Nick Konstantoulakis, Council Member

Town of Mechanic Falls

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



Proposed changes to Personnel Policy Regarding Snow Emergency

As revised Feb. 9, 2015
As revised March 2, 2020

Emergency Office Closure

In the event of emergencies requiring the closure of non-essential offices by the Town Manager or his/her designee employees who were scheduled to work will be paid for their scheduled hours. Emergency and essential staff may be asked to work during closures and will receive regular pay.

Kieth Bennett, Council Chair

Tarsha Downing, Council Vice-Chair

John Emery, Council Member

Nick Konstantoulakis, Council Member
