

MEETING AGENDA

Mechanic Falls Town Council
September 3, 2019
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 Aug 5, 2019	Motion and approve
4.2	Department Reports as Submitted	Motion and approve

V. Public Hearings

VI. Comments from the Public

(5 Minutes Each – 30 Minutes Max)

VII. Old Business

Notes:

7.1	Mil Rate/Overlay for 2020 Taxes	Signatures
7.2	Foreclosed Property Deeds	Signatures
7.3	Gas Pump Repair	Motion to Approve
7.4	Fireworks Ordinance	Informational
7.5	Planning Board Liaison	Informational
7.6	22 Pleasant St RFP	

VIII. New Business

Notes:

8.1	Poland Football Boosters Toll Booth	Request
8.2	MMA Facilities Audit – Aug 20	Motion to Accept
8.3	Council IPAD proposal	Motion to Approve
8.4	Information Security Audit	Motion to Approve
8.5	National Fraternal Order of Police	Informational
8.6	Legal Question: Council Quorum	Motion to Approve
8.7	Set Date for Recall Vote	Tuesday September 24 th , 2019
8.8	Establish Duration of Polls Open	Minimum of 4 hours – Maximum of 8
8.9	Appoint Election Clerks	Michelle Emery, Nancy Petersons & TBD
8.10	Approve Ballot	Motion to Approve
8.11	Code Enforcement Office Complaint	Motion to Draft Ordinance for Investigation

IX. Ordinances, Resolves Policies & Licenses

Notes:

9.1	Abatement Request	Motion to Approve
9.2	Revised: Disposition of Foreclosed Prop	First Reading
9.3	Draft: Conflict of Interest Resolution	First Reading
9.4	Draft: Transparency in Action	First Reading
9.5	Draft: Council Qualifications	First Reading
9.6	Draft: Town Manager Role	First Reading

X. Executive Session Notes: None

10.1	Title 1 MRSA Section 405(6) A. Personnel	Motion to Enter
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XI. Adjourn Time: _____ Next Meeting: (Oct. 7th, 6:30pm – Second Floor Conference)

Mechanic Falls Town Council

August 5, 2019

MEMBERS PRESENT:

Cathy Fifield, Chair
Wayne Hackett, Vice Chair

Nicholas Konstantoulakis
John Emery

Absent-Kieth Bennett

STAFF PRESENT:

Fred Collins Jr-Interim Town Manager
Julie Ward – Interim Town Clerk
Jack Conway=-Town Attorney
Steve Turner-Transfer Station
Aaron Tremblay-Police

Lisa Prevost-Treasurer
Michelle Emery-Water/Police Dept
Andrew Coleman-Public Works
Jeff Goss-Police Chief
Ashley Cleaves- Rec Coordinator

Nancy Petersons-Library
John Rowe- Public Works
James Daigle-Police

OTHERS PRESENT:

Eriks Petersons, Reporter
Phillip Dunn
Norma Crabtree
Margaret Polley
Cheryl Kelly
Richard Williamson
Martha Yates
Talmadge Crabtree
Rudy Kyllonen
Mark Gary
Peggy Goddard
Paula Stotts
Dorothy Bouchles
Pam Doyle
Victoria Cleary
Cindy Cormier
Sandra Ballard
Tyler Thayer
Jeff Coolidge
Anthony Emery
Ernie Anderson

Robert Emery
Gary Thibodeau
Donald Boyd
Jim Vadeboncoeur
Samuel Kelley
William Dyer
Rena Berry
Christopher Strout
Brenda Coleman
Adam Lee
Nathan Wentworth
Jennifer Oliver
Penny Emery
Mary Pray
Sean Cleary
Bill Cormier
Diane Bickford
Laurie Crane Turton
Charles Vincent
Thomas Webster
Lindsey Anderson

Verna Coolidge
Mona Dunn
Kathy Salls
Jennifer Williamson
Ken Salls
Patricia Dyer
Roger Guptill
Tarsha Downing
Patrick Irish
Sharon Webster
Aaron Ouellette
Joseph McMorrow
Eileen Harrison
Carla Pray
Terry Kelly County Commissioner #6
Catherine Pressey
Keith Bickford
Erick Pennanen
Mark Elliott
Jackie Preston

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

2.0 We stood and saluted the flag.

3.0 Roll Call complete, all Council Members present

Interim Town Manager Fred Collins Jr asked the council if they would add an agenda item by suspending Roberts Rule of Order for consideration of the preliminary resolution letter for the removal of Town Manager that was dated June 25, 2019 Councilor Konstantoulakis motioned to add the item to suspend Roberts Rules of order and add item to agenda. Vice Chair Councilor Hackett seconded, all in favor unanimous.

9.2 Consideration of Preliminary Resolution Letter for removal of Town manager

Councilor Hackett motions to put the consideration of the preliminary resolution letter for the removal of Town Manager at the top of the agenda. Councilor Konstantoulakis seconded, all in favor unanimous.

Councilor Hackett Motions to rescind the letter and reinstate Zakk Maher as Town Manager. Councilor Konstantoulakis seconded, all in favor so voted.

4.0 General Reports

4.1 Council Meeting Minutes for July 8, 2019

Council Konstantoulakis motioned to accept the minutes, seconded by Councilor Hackett. All in favor, so voted.

4.2 Department Reports as submitted

Councilor Hackett moves to accept the reports as submitted, seconded by Councilor Konstantoulakis. All in favor, so voted.

5.0 Public Hearings:

NONE

6.0 Comments from the Public:

Roger Guptill of Riverside Drive had a complaint about several places not being up to code and had asked about Code Enforcement not following up and who he needed to talk to.

Aaron Ouellette of Saunders Road questioned on why Lou Annance didn't finish out his term how come it was not made public knowledge of the error. Councilor Konstantoulakis said they were shocked. Attorney Jack Conway said the Town manager asked him if the resolution he came up with was ok and that was the end of it and it was a Clerk error. He also asked about the public hearing that was scheduled and Attorney Conway assumed it would be cancelled.

Randal Madore of Lower Myrtle Street wanted to know why they didn't suspend the Roberts Rule of order at the last meeting to discuss the Resolution Matter and also questioned the Town Attorney on who he actually worked for. Attorney Jack Conway said I work for the Municipality of Mechanic Falls, the elected officials and the Town Manager.

Catherine Pressey of Buckman Street wanted some one to look into the fencing on 153 North Main Street to see if meets the set back requirements of the town.

An unnamed resident questioned how much the cost of the Attorney Fees were going to be accrued because of the suspension.

7.0 Old Business:

7.1 Extension on RFP for 22 Pleasant Street

Councilor Hackett motioned to approve the extension, Councilor Konstantoulakis seconded, all in favor, so voted.

7.2 Planning Board Liaison

If the Planning Board was willing to change their meetings from third Monday of the month to the Third Tuesday of the month at 6:30p, Councilor Konstantoulakis would take it. Chair of the Planning Board Paula Stotts said they would talk about moving the meetings on the next meeting of August 19.

7.3 Appeals Board Liaison

No decision was made.

7.4 Bid on Tax Acquired Property 17 Clifford Street

Councilor Konstantoulakis motioned Jesse Parker the highest bidder for 25,000 to be awarded for 17 Clifford Street. Councilor Hackett seconded, all in favor so voted.

7.5 Bid on Tax Acquired Property 289 South Main Street

Councilor Konstantoulakis motioned Russell Giasson the highest bidder for 63,000 to be awarded for 289 South Main Street. Councilor Hackett seconded, all in favor so voted.

7.6 Bid on Tax Acquired Property 60 Brookline Drive

Councilor Wayne Hackett motioned Phillip and Mona Dunn for highest bidder for 17,125 for 60 Brookline Drive, Councilor Konstantoulakis seconded, all in favor, so voted.

New Business:

8.1 Budget Adjustments for 2018/2019

Treasurer Lisa Prevost because the budgets exceeded 110% on 3 items, she needed authorization to move funds around. Auditor Budget was over spend by \$798.00 because of the Recreation books she would like to move the balance from the contingency fund to cover the overage. The Town Manager budget was over spent by \$7890 from when previous Town Manger Koriene Low was paid out for vacation, sick and would like to transfer money from the Insurance and Pensions fund to cover the overage. June legal fees was over spent by \$997.50 and Lisa would like to move money from the contingency fund as well to cover the additional cost.

Councilor Emery motioned to let Lisa move item to come in line with the budget, seconded by Councilor Konstantoulakis all in favor, unanimous.

8.2 Androscoggin County Tax

Signed by Councilor Fifield, Councilor Hackett, Councilor Konstantoulakis and Councilor Emery.

8.3 Mil Rate for 2019-2020

There were three different Mil Rates presented to the Council for 2019-2020 Taxes. The highest being 21.00, second 20.95 and 20.90 as third option. Councilor Konstantoulakis motioned to use 20.95 Mil Rate with a \$24,154.49 overlay. Councilor Emery seconded, all in favor so voted.

8.4 Extraction Tool for Fire Department

Chief Fred Sturtevant stood and explained the budget was approved for \$9500.00 to purchase tool and instead of asking for it to go out to bid they would like to purchase the equipment from Harrison Shrader out of Lewiston, by buying local they can get the special battery needed for the equipment right at the hardware store. He was looking for the Council to approve a purchase order for \$8930.00

Councilor Konstantoulakis motioned to approve the purchase order, seconded by Councilor Hackett, all in favor was so voted.

8.5 Appointment of GA Administrator

Councilor Hackett motioned to appoint Rebecca Andrews to be the towns GA Administrator, seconded by Councilor Emery, all in favor unanimous.

8.6 School Committee Appointment

Chelsea Clavet agreed to sign on to the School Committee board until 2020 to fill a vacancy.

Councilor Konstantoulakis motioned to appoint Chelsea Clavet to the School Committee seconded by Councilor Emery, all in favor so voted.

8.7 School Committee Appointment

Chair Mary Martin of the school committee requested that Lou Goulet be appointed to fill a position that was left to end in 2020.

Councilor Hackett motioned to appoint Lou Goulet until June 2020, seconded by Councilor Konstantoulakis all in favor, Councilor Fifield in favor, Councilor Emery not in favor.

9.0 Ordinances, Resolves & Licenses:

9.1 Fireworks Ordinance

A resident had formed a complaint about the Fireworks Ordinances that is place regards to the streets. Chief Jeff Goss explained the streets were not part of the actual Ordinance and it was a guide for the office staff on what streets might not meet the requirements. The Council suggest that it be brought back to Planning Board to be re visited. There was also a recommendation that the Ordinance be reposted on the Town Website.

Councilor Hackett made motion to send back to Planning Board for review, Councilor Konstantoulakis seconded, all in favor, so voted.

10.0 Executive Session None.

11.0 Adjourn:

Councilor Hackett motioned to adjourn, Seconded by Councilor Konstantoulakis. All in favor, so voted. Meeting adjourned 7:47pm

Next Meeting September 2nd 6:30pm (Council Room)

Mechanic Falls
Animal Control Report
For July 2019

Mechanic Falls Animal Control Report

Month of July

Number of Animal Control Calls:

Dogs 15

Cats 4

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 3

Cats 1

Other _____ (Please Specify in notes below)

NOTES:

One dog attacked a family dog

Bob H

Signature - Animal Control Officer

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	43,296.42	211,805.58	16.97
05 - Boards & Councils	15,466.00	325.00	15,141.00	2.10
01 - Salaries	3,238.00	0.00	3,238.00	0.00
02 - Other Personnel	2,300.00	0.00	2,300.00	0.00
06 - Subscriptions	6,628.00	225.00	6,403.00	3.39
27 - Training & Travel	300.00	100.00	200.00	33.33
32 - Minor CIP	3,000.00	0.00	3,000.00	0.00
10 - Municipal Complex	0.00	6,182.88	-6,182.88	----
16 - Operating Supplies	0.00	6,182.88	-6,182.88	----
15 - Town Clerk/Elections	107,025.00	14,237.28	92,787.72	13.30
01 - Salaries	71,669.00	4,516.40	67,152.60	6.30
02 - Other Personnel	1,740.00	0.00	1,740.00	0.00
03 - Communications	1,950.00	249.65	1,700.35	12.80
06 - Subscriptions	640.00	0.00	640.00	0.00
10 - Utilities	1,825.00	223.11	1,601.89	12.23
15 - Office Supplies	4,000.00	262.95	3,737.05	6.57
16 - Operating Supplies	5,675.00	2,000.00	3,675.00	35.24
20 - Advertising	300.00	0.00	300.00	0.00
25 - Repairs	100.00	64.73	35.27	64.73
27 - Training & Travel	3,000.00	15.00	2,985.00	0.50
30 - Contracted Services	15,220.00	6,905.44	8,314.56	45.37
32 - Minor CIP	906.00	0.00	906.00	0.00
20 - Administration	132,611.00	22,551.26	110,059.74	17.01
01 - Salaries	113,368.00	14,499.44	98,868.56	12.79
02 - Other Personnel	2,500.00	1,205.89	1,294.11	48.24
03 - Communications	2,750.00	221.99	2,528.01	8.07
06 - Subscriptions	210.00	0.00	210.00	0.00
10 - Utilities	3,100.00	631.34	2,468.66	20.37
27 - Training & Travel	3,450.00	2,983.71	466.29	86.48
30 - Contracted Services	7,233.00	3,008.89	4,224.11	41.60
05 - Public Works	355,614.00	32,845.90	322,768.10	9.24
01 - Public Wks	355,614.00	32,845.90	322,768.10	9.24
01 - Salaries	186,243.00	20,800.12	165,442.88	11.17
02 - Other Personnel	1,700.00	49.04	1,650.96	2.88
03 - Communications	1,865.00	280.82	1,584.18	15.06
10 - Utilities	13,410.00	227.26	13,182.74	1.69
15 - Office Supplies	890.00	0.00	890.00	0.00
16 - Operating Supplies	89,110.00	6,747.33	82,362.67	7.57
20 - Advertising	300.00	0.00	300.00	0.00
25 - Repairs	5,000.00	1,663.74	3,336.26	33.27
27 - Training & Travel	600.00	0.00	600.00	0.00
28 - Motor Vehicle	41,420.00	1,498.81	39,921.19	3.62
30 - Contracted Services	12,876.00	1,578.78	11,297.22	12.26
32 - Minor CIP	2,200.00	0.00	2,200.00	0.00
10 - Public Safety	539,140.00	88,660.39	450,479.61	16.44
01 - Fire/Rescue Dept	145,801.00	23,574.59	122,226.41	16.17
01 - Salaries	60,155.00	1,113.50	59,041.50	1.85
03 - Communications	2,500.00	352.71	2,147.29	14.11
06 - Subscriptions	2,985.00	2,296.20	688.80	76.92
10 - Utilities	10,415.00	227.25	10,187.75	2.18
15 - Office Supplies	400.00	0.00	400.00	0.00
16 - Operating Supplies	10,200.00	625.46	9,574.54	6.13
25 - Repairs	1,850.00	0.00	1,850.00	0.00
27 - Training & Travel	6,125.00	811.84	5,313.16	13.25

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - Public Safety CONT'D				
28 - Motor Vehicle	18,604.00	838.95	17,765.05	4.51
30 - Contracted Services	19,567.00	8,254.49	11,312.51	42.19
32 - Minor Cip	13,000.00	9,054.19	3,945.81	69.65
05 - Police Dept	384,681.00	62,940.30	321,740.70	16.36
01 - Salaries	293,624.00	36,107.24	257,516.76	12.30
02 - Other Personnel	4,500.00	374.26	4,125.74	8.32
03 - Communications	7,600.00	1,007.33	6,592.67	13.25
06 - Subscriptions	10,944.00	10,363.75	580.25	94.70
10 - Utilities	6,790.00	265.03	6,524.97	3.90
15 - Office Supplies	2,500.00	0.00	2,500.00	0.00
16 - Operating Supplies	5,000.00	407.83	4,592.17	8.16
25 - Repairs	800.00	64.73	735.27	8.09
27 - Training & Travel	5,000.00	2,010.92	2,989.08	40.22
28 - Motor Vehicle	17,260.00	100.00	17,160.00	0.58
30 - Contracted Services	27,663.00	12,239.21	15,423.79	44.24
32 - Minor Cip	3,000.00	0.00	3,000.00	0.00
20 - Animal Control Officer	8,658.00	2,145.50	6,512.50	24.78
01 - Salaries	4,680.00	630.00	4,050.00	13.46
30 - Contracted Services	3,978.00	1,515.50	2,462.50	38.10
15 - Code Enforce/Planning	49,193.00	6,256.36	42,936.64	12.72
01 - Code Enforce/Planning	49,193.00	6,256.36	42,936.64	12.72
01 - Salaries	39,538.00	5,408.36	34,129.64	13.68
03 - Communications	650.00	80.98	569.02	12.46
06 - Subscriptions	300.00	0.00	300.00	0.00
10 - Utilities	715.00	223.11	491.89	31.20
15 - Office Supplies	400.00	22.98	377.02	5.75
20 - Advertising	300.00	0.00	300.00	0.00
27 - Training & Travel	1,500.00	0.00	1,500.00	0.00
30 - Contracted Services	5,790.00	520.93	5,269.07	9.00
20 - Library	37,967.00	4,420.71	33,546.29	11.64
01 - Library	37,967.00	4,420.71	33,546.29	11.64
01 - Salaries	21,174.00	2,376.27	18,797.73	11.22
03 - Communications	650.00	80.98	569.02	12.46
06 - Subscriptions	1,000.00	0.00	1,000.00	0.00
10 - Utilities	3,450.00	223.11	3,226.89	6.47
15 - Office Supplies	700.00	22.98	677.02	3.28
16 - Operating Supplies	9,750.00	1,025.44	8,724.56	10.52
27 - Training & Travel	200.00	0.00	200.00	0.00
30 - Contracted Services	793.00	491.93	301.07	62.03
32 - Minor Cip	250.00	200.00	50.00	80.00
25 - Recreation	22,986.00	8,707.62	14,278.38	37.88
01 - Recreation	22,986.00	8,707.62	14,278.38	37.88
01 - Salaries	14,560.00	1,827.84	12,732.16	12.55
03 - Communications	650.00	80.98	569.02	12.46
30 - Contracted Services	7,776.00	6,798.80	977.20	87.43
26 - Utilities	171,500.00	12,404.55	159,095.45	7.23
01 - Utilities	171,500.00	12,404.55	159,095.45	7.23
06 - Subscriptions	250.00	250.00	0.00	100.00
10 - Utilities	168,175.00	11,817.33	156,357.67	7.03
25 - Repairs	3,075.00	337.22	2,737.78	10.97
30 - Assessor	24,750.00	13,560.48	11,189.52	54.79
01 - Assessor	24,750.00	13,560.48	11,189.52	54.79

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Assessor CONT'D				
30 - Contracted Services	24,750.00	13,560.48	11,189.52	54.79
31 - Auditor	10,550.00	0.00	10,550.00	0.00
01 - Auditor	10,550.00	0.00	10,550.00	0.00
30 - Contracted Services	10,550.00	0.00	10,550.00	0.00
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	12,661.89	171,374.11	6.88
01 - Debt Service	184,036.00	12,661.89	171,374.11	6.88
30 - Contracted Services	184,036.00	12,661.89	171,374.11	6.88
34 - Pensions & Insurances	487,849.00	89,335.87	398,513.13	18.31
01 - Pensions & Insurances	487,849.00	89,335.87	398,513.13	18.31
01 - Salaries	14,079.00	14,079.00	0.00	100.00
05 - Payroll Expenses	445,770.00	62,749.37	383,020.63	14.08
16 - Operating Supplies	1,500.00	0.00	1,500.00	0.00
30 - Contracted Services	26,500.00	12,507.50	13,992.50	47.20
35 - Social Services/Welfare	11,500.00	1,055.00	10,445.00	9.17
05 - Welfare	11,500.00	1,055.00	10,445.00	9.17
01 - Salaries	4,500.00	0.00	4,500.00	0.00
30 - Contracted Services	7,000.00	1,055.00	5,945.00	15.07
40 - Solid Waste	126,285.00	12,661.98	113,623.02	10.03
01 - Solid Waste	126,285.00	12,661.98	113,623.02	10.03
01 - Salaries	50,343.00	4,999.94	45,343.06	9.93
02 - Other Personnel	800.00	45.49	754.51	5.69
03 - Communications	1,068.00	84.98	983.02	7.96
10 - Utilities	1,750.00	140.89	1,609.11	8.05
16 - Operating Supplies	2,700.00	343.57	2,356.43	12.72
25 - Repairs	6,000.00	0.00	6,000.00	0.00
27 - Training & Travel	800.00	0.00	800.00	0.00
28 - Motor Vehicle	1,294.00	239.86	1,054.14	18.54
30 - Contracted Services	60,530.00	6,807.25	53,722.75	11.25
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	0.00	242,750.00	0.00
01 - Capital Improvements	242,750.00	0.00	242,750.00	0.00
33 - Capital Improvements	242,750.00	0.00	242,750.00	0.00
Final Totals	2,729,335.00	525,980.12	2,203,354.88	19.27

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	289,571.98	836,325.33	25.72
100 - Auto Excise	485,000.00	90,340.81	394,659.19	18.63
101 - Boat Excise	1,600.00	405.00	1,195.00	25.31
102 - MV Agent Fee	9,200.00	1,668.00	7,532.00	18.13
103 - Snow/ATV Agent Fee	300.00	75.00	225.00	25.00
104 - Boat Agent Fee	120.00	37.00	83.00	30.83
105 - Cash Management Interest	6,000.00	910.65	5,089.35	15.18
106 - RE Interest	16,000.00	2,212.49	13,787.51	13.83
107 - Lien Costs	7,400.00	1,571.43	5,828.57	21.24
108 - Will/Fax/Notary	300.00	26.00	274.00	8.67
109 - Postage/Copies/Voter	500.00	69.50	430.50	13.90
110 - Transfer Station Stickers	5,000.00	1,560.00	3,440.00	31.20
111 - Driveway Entrance Permit	200.00	0.00	200.00	0.00
112 - Pole Permit	0.00	20.00	-20.00	----
113 - Building Permit	10,000.00	1,672.90	8,327.10	16.73
114 - Plumbing Permit	3,500.00	457.50	3,042.50	13.07
115 - Electric Permit	2,000.00	45.00	1,955.00	2.25
116 - Commercial Haulers Permit	0.00	0.00	0.00	----
117 - Conditional Use Permit	300.00	10.00	290.00	3.33
118 - Hunt/Fish Agent Fee	400.00	52.00	348.00	13.00
119 - Weapon Permits	200.00	47.00	153.00	23.50
120 - Birth/Death License	675.00	169.00	506.00	25.04
121 - Marriage License	650.00	180.00	470.00	27.69
122 - Victualer's License	500.00	60.00	440.00	12.00
123 - Liquor License	500.00	0.00	500.00	0.00
124 - Marriage Certificate	400.00	91.00	309.00	22.75
125 - Burial Permits	500.00	196.00	304.00	39.20
126 - Additional Certified copies	500.00	145.60	354.40	29.12
128 - Dog License (R3306)	950.00	8.00	942.00	0.84
129 - Dog Fees (R3408)	450.00	8.00	442.00	1.78
130 - Rabies Call	0.00	0.00	0.00	----
131 - Public Safety Reports	350.00	91.00	259.00	26.00
132 - Geneology Fee	0.00	0.00	0.00	----
133 - Fire Works Permit	150.00	100.00	50.00	66.67
140 - Zoning Fee	0.00	0.00	0.00	----
141 - Court Fee	350.00	0.00	350.00	0.00
142 - Variance Fee	0.00	0.00	0.00	----
143 - Water Administration Fee	21,000.00	0.00	21,000.00	0.00
144 - Home Occupation Fee	50.00	0.00	50.00	0.00
145 - Sign Permit Fee	50.00	25.60	24.40	51.20
146 - Special Amusement Fee	250.00	0.00	250.00	0.00
147 - Cable Franchise Fee	30,000.00	0.00	30,000.00	0.00
148 - Transfer Station Fee	4,000.00	983.00	3,017.00	24.58
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	0.00	175.00	0.00
161 - Late/Pick Up Fees (Dogs)	400.00	25.00	375.00	6.25
162 - Service Charges	1,500.00	0.00	1,500.00	0.00
163 - Tree Growth Penalty	0.00	0.00	0.00	----
164 - RSU 16 Winter Maint	0.00	0.00	0.00	----
170 - Municipal Gym Rent	200.00	30.00	170.00	15.00
171 - Adult Education Rent	0.00	0.00	0.00	----
172 - USCTC Rent	4,850.00	427.77	4,422.23	8.82
173 - Headstart Rent	1,800.00	0.00	1,800.00	0.00

Revenue control report

Accounts: R 01-100 - R 01-400

ALL

Account	YTD Budget Net	YTD Net	Uncollected Balance	Percent Collected
01 - General Government CONT'D				
174 - Tennis Lights	0.00	0.00	0.00	----
175 - Trfr Stat Rolloff Can Parking	1,827.00	304.50	1,522.50	16.67
180 - Insurance Reimbursement	1,500.00	3,256.00	-1,756.00	217.07
181 - Recycling Reimbursement	10,000.00	0.00	10,000.00	0.00
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	0.00	0.00	----
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	0.00	3,200.00	0.00
202 - BETE	18,510.27	0.00	18,510.27	0.00
203 - Highway Block Grant	22,500.00	0.00	22,500.00	0.00
204 - State Revenue Sharing	252,870.00	50,255.23	202,614.77	19.87
205 - Welfare Reimbursement	2,000.00	0.00	2,000.00	0.00
206 - Library Grant	0.00	0.00	0.00	----
207 - Homestead Reimbursement	165,347.04	132,026.00	33,321.04	79.85
208 - Snowmobile Refund	800.00	0.00	800.00	0.00
209 - Tree Growth Refund	0.00	0.00	0.00	----
210 - State Burn Permit Rev Sharing	25.00	0.00	25.00	0.00
211 - General Education	0.00	0.00	0.00	----
300 - FEMA	0.00	0.00	0.00	----
350 - Boiler Reimbursement	0.00	0.00	0.00	----
400 - Sex Offender Registry	40.00	10.00	30.00	25.00
Final Totals	1,125,897.31	289,571.98	836,325.33	25.72

Notes to the Financial Reports

8/27/2019

It is still very early in fiscal year 2019-2020 and right now percentages don't mean too much as some items are due and payable in full or at least in half at the beginning of the year. Also, some revenues, such as building permits, motor vehicle and boat excise tax will come in more steadily in the summer than in the winter. Other revenues are collected in lump sum once a year. Something to keep in mind as you review the reports and the notes below.

Revenues should be at approximately 15% collected and per the report we are 25.72% collected. We have already received a payment from the State for 75% of the total Homestead exemption money we are expecting for the year.

Expenditures should also be at approximately 15%. Per the attached report you can see that we are currently at 19.27% expended. As you look down through the individual budgets, you will see some that are already more than 15% expended but as I noted above, some items are due in full or at least half due at the beginning of the fiscal year. For instance, Trio software maintenance and licensing, property and casualty insurance and half a year of animal shelter fees. Also, a half year of dispatching for fire, rescue and police are due at the beginning of the year and we have paid the County Tax bill for the year making that budget 100% expended.

You will notice the line Municipal Complex operating supplies with a \$6,000 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 over 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

Town Reserve Accounts
As of 7/31/2019

	7/1/2019				7/31/2019		7/31/2019
	Beginning Balance	Paid In	Paid Out	Interest	New Balance	Owed to Town	Ending Balance
Cash Management	\$98,162.29			\$62.53	\$98,224.82		\$98,224.82
Computer Reserve	\$13,016.99			\$8.83	\$13,025.82		\$13,025.82
Unemployment Fund	\$64,371.29			\$41.01	\$64,412.30		\$64,412.30
Municipal Complex	\$25,096.98			\$17.02	\$25,114.00	\$0.00	\$25,114.00
Fire/Rescue Funds	\$91,838.38			\$46.81	\$91,885.19		\$91,885.19
Highway Funds	\$332,172.62			\$169.31	\$332,341.93		\$332,341.93
Solid Waste	\$30,971.88			\$15.79	\$30,987.67		\$30,987.67
Assessing	\$75,386.25			\$38.42	\$75,424.67		\$75,424.67
Library Computers	\$1,212.70			\$0.82	\$1,213.52		\$1,213.52
Recreation	\$412.90			\$0.28	\$413.18		\$413.18
BAN Escrow	\$394,356.85			\$251.20	\$394,608.05		\$394,608.05
Winterbrook Escrow	\$12,149.48			\$6.19	\$12,155.67		\$12,155.67
Police Cruiser	\$22,423.84			\$11.43	\$22,435.27		\$22,435.27
Police Training	\$24,371.78			\$15.53	\$24,387.31		\$24,387.31
Debt Service	\$40,215.01			\$25.62	\$40,240.63		\$40,240.63
Sidewalks	\$82,724.09			\$42.16	\$82,766.25		\$82,766.25
MFPD Forfeiture	\$2,851.67			\$1.93	\$2,853.60		\$2,853.60
Insurance Reimb	\$60,133.88		\$1,009.60	\$38.09	\$59,162.37		\$59,162.37
Totals	\$1,371,868.88	\$0.00	\$1,009.60	\$792.97	\$1,371,652.25	\$0.00	\$1,371,652.25

Tax Commitment 2019/2020	Collected Thru 8/26/2019	% Collected
\$3,088,033.47	\$65,521.05	2.12%
Total Town Budget	\$2,729,336.00	
Total RSU Assessment	\$1,645,440.00	
TIF District	\$0.00	
Total Budget	\$4,374,776.00	
Homestead Exemption	\$165,347.00	
BETE Reimbursement	\$18,510.00	
Total Anticipated Non Tax Revenues	\$942,040.00	
From Fund Balance	\$185,000.00	
Total Anticipated Tax Revenues	\$3,088,033.00	
Total Revenues	\$4,398,930.00	
Overlay	\$24,154.00	

Reserve Account Balances

As of 7/31/2019

Town of Mechanic Falls

Account Name	Amount	Interest	Paid In	Paid Out	New Balance	Owed to Town	Real Balance	Int rate	Matures
	7/1/2019	\$	-	\$	-	7/31/2019	7/31/2019		
One year CD	\$ 151,157.57	\$ 164.96			\$ 151,322.53		\$ 151,322.53	1.65%	10/17/2019
Cash Mgmt/Reserve accts	\$ 1,371,868.88	\$ 792.97		\$ 1,009.60	\$ 1,371,652.25		\$ 1,371,652.25		
Mutual Fund	\$ 12,124.27	\$ 11.74			\$ 12,136.01		\$ 12,136.01	1.02%	10/4/2019
				\$ -					
Total	\$ 1,535,150.72	\$ 969.67	\$ -	\$ 1,009.60	\$ 1,535,110.79	\$0.00	\$ 1,535,110.79		

Pay Roll Report August Fire (07-31...08-25)

Arsenault, Chris	00:45	\$9.56
Blaquiere, Hannah	02:30	\$30.00
Damon, Jon	03:45	\$53.44
Doherty, Tom	09:00	\$128.25
Downing, Brady	00:45	\$9.00
Doze, Michael	02:00	\$24.00
Harvey, Paul	06:45	\$82.69
Hodgkin, Caleb	01:30	\$18.00
Limerick, Ben	02:30	\$31.88
Littlefield, Scott	08:15	\$99.00
Merrick, Uriah	10:30	\$125.25
Smith, Eric	07:30	\$82.50
Sturtevant, Fred	00:45	\$11.81
Total	56:30	\$705.38

FRED C STURTEVANT
CHIEF

Pay Roll Report August Fire (07-31...08-25)

Arsenault, Chris			00:45	\$9.56
<i>Lieutenant</i>			<i>00:45</i>	<i>\$9.56</i>
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing	:: Lt	00:45	\$9.56
Blaquiere, Hannah			02:30	\$30.00
<i>Firefighter/Private</i>			<i>02:30</i>	<i>\$30.00</i>
Sun	8/4/2019 311 Brighton Hill Minot Dispatched & Canceled En Route	:: Ff	01:00	\$12.00
Sat	8/10/2019 5 Pigeon Hill Road Mechanic Falls Service Call, Other	:: Ff	01:30	\$18.00
Damon, Jon			03:45	\$53.44
<i>Deputy Chief Fire</i>			<i>03:45</i>	<i>\$53.44</i>
Tue	8/13/2019 :: Admin Hours - Off Site :: Fire 1&2 Meeting	:: Dc/f	02:00	\$28.50
Wed	8/14/2019 36 Pleasant Drive Minot Cover Assignment, Standby, Moveup	:: Dc/f	01:00	\$14.25
Thu	8/22/2019 714 Brighton Hill Minot Motor Vehicle Crash	:: Dc/f	00:45	\$10.69
Doherty, Tom			09:00	\$128.25
<i>Deputy Chief Fire</i>			<i>09:00</i>	<i>\$128.25</i>
Thu	8/1/2019 :: Misc Certification :: Fire Inspector Certification Class.	:: Dc/f	08:00	\$114.00
Wed	8/14/2019 36 Pleasant Drive Minot Cover Assignment, Standby, Moveup	:: Dc/f	01:00	\$14.25
Downing, Brady			00:45	\$9.00
<i>Firefighter/Private</i>			<i>00:45</i>	<i>\$9.00</i>
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing	:: Ff	00:45	\$9.00
Doze, Michael			02:00	\$24.00
<i>Firefighter/Private</i>			<i>02:00</i>	<i>\$24.00</i>
Wed	8/7/2019 :: Admin Hours @ Fire Station :: Seba Checks	:: Ff	02:00	\$24.00
Harvey, Paul			06:45	\$82.69
<i>Driver</i>			<i>06:45</i>	<i>\$82.69</i>
Mon	8/5/2019 1 Minot Ave Auburn Central Auburn Cover Assignment, Standby, Moveup	:: Dr	06:00	\$73.50
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing	:: Dr	00:45	\$9.19
Hodgkin, Caleb			01:30	\$18.00

Pay Roll Report August Fire (07-31...08-25)

<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>01:30</i>	<i>\$18.00</i>
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing :: FF		00:45	\$9.00
Thu	8/22/2019 714 Brighton Hill Minot Motor Vehicle Crash :: FF		00:45	\$9.00
Limerick, Ben			02:30	\$31.88
<i>Lt Driver</i>		<i>\$12.75</i>	<i>02:30</i>	<i>\$31.88</i>
Sun	8/4/2019 311 Brighton Hill Minot Dispatched & Canceled En Route :: Ldr		01:00	\$12.75
Sat	8/10/2019 5 Pigeon Hill Road Mechanic Falls Service Call, Other :: Ldr		01:30	\$19.13
Littlefield, Scott			08:15	\$99.00
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>08:15</i>	<i>\$99.00</i>
Mon	8/5/2019 1 Minot Ave Auburn Central Auburn Cover Assignment, Standby, Moveup :: FF		06:00	\$72.00
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing :: FF		00:45	\$9.00
Sat	8/10/2019 5 Pigeon Hill Road Mechanic Falls Service Call, Other :: FF		01:30	\$18.00
Merrick, Uriah			10:30	\$125.25
<i>Driver</i>		<i>\$11.25</i>	<i>01:00</i>	<i>\$11.25</i>
Thu	8/15/2019 :: Truck Check :: Did Truck Check On Utility 4 Still Needs 50:1 Fuel For Drivers Side Compartment. Also Utility 4 Needs An Oil Change. :: Dr		01:00	\$11.25
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>09:30</i>	<i>\$111.00</i>
Mon	8/5/2019 1 Minot Ave Auburn Central Auburn Cover Assignment, Standby, Moveup :: FF		06:00	\$72.00
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing :: FF		00:45	\$9.00
Sat	8/10/2019 5 Pigeon Hill Road Mechanic Falls Service Call, Other :: FF		01:00	\$12.00
Wed	8/14/2019 36 Pleasant Drive Minot Cover Assignment, Standby, Moveup :: FF		01:00	\$12.00
Thu	8/22/2019 714 Brighton Hill Minot Motor Vehicle Crash :: FF		00:45	\$9.00
Smith, Eric			07:30	\$82.50
<i>Firefighter/Private</i>		<i>\$11.00</i>	<i>07:30</i>	<i>\$82.50</i>
Mon	8/5/2019 1 Minot Ave Auburn Central Auburn Cover Assignment, Standby, Moveup :: FF		06:00	\$66.00
Sat	8/10/2019 5 Pigeon Hill Road Mechanic Falls Service Call, Other :: FF		01:30	\$16.50
Sturtevant, Fred			00:45	\$11.81
<i>Chief</i>		<i>\$15.75</i>	<i>00:45</i>	<i>\$11.81</i>
Fri	8/9/2019 345 South Main Street Mechanic Falls Power Line Down / Arcing :: Ch		00:45	\$11.81

Pay Roll Report August Fire (07-31...08-25)

56:30

\$705.38

FRED C STURTEVANT
CHIEF

Pay Roll Report August Fire (07-31...08-25)

FIRE Payroll		56:30	\$705.38
CH	Chief	00:45	\$11.81
DC/F	Deputy Chief Fire	12:45	\$181.69
DR	Driver	07:45	\$93.94
FF	Firefighter/Private	32:00	\$376.50
LT	Lieutenant	00:45	\$9.56
LTDR	Lt Driver	02:30	\$31.88
Total		56:30	\$705.38

FRED C STURTEVANT
CHIEF

Pay Roll Report August Rescue (07-31...08-25)

Barton, David	02:30	\$29.38
Damon, Jon	03:00	\$39.75
Doherty, Tom	03:00	\$39.75
Hodgkin, Caleb	01:00	\$12.25
Lane, Denise	02:30	\$30.63
Littlefield, Scott	04:00	\$51.00
Merrick, Uriah	03:00	\$33.00
Smith, Eric	01:00	\$11.25
Toth, Zac	01:00	\$11.00
Total	21:00	\$258.01

FRED C STURTEVANT
CHIEF

Pay Roll Report August Rescue (07-31...08-25)

Barton, David		02:30	\$29.38
<i>Emt-Basic</i>		<i>02:30</i>	<i>\$29.38</i>
Thu	8/1/2019 17 Upper Myrtle Street Mechanic Falls Rescue, Ems Incident, Other Emt-b	01:00	\$11.75
Wed	8/14/2019 :: Truck Check :: Truck Check And Bag Check On Rescue- Dep. Casey Notified By Text Of Expired Meds. :: Emt-b	01:30	\$17.63
Damon, Jon		03:00	\$39.75
<i>Emt-Intermediate</i>		<i>03:00</i>	<i>\$39.75</i>
Thu	8/1/2019 17 Upper Myrtle Street Mechanic Falls Rescue, Ems Incident, Other Emt_i	02:00	\$26.50
Thu	8/15/2019 546 South Main Street Mechanic Falls Ems Call, Party Transported By Non-fire Agency :: Emt_i	01:00	\$13.25
Doherty, Tom		03:00	\$39.75
<i>Emt-Paramedic</i>		<i>03:00</i>	<i>\$39.75</i>
Wed	8/7/2019 695 Woodman Hill Rd Minot Mvc With Pi :: Emt-p	03:00	\$39.75
Hodgkin, Caleb		01:00	\$12.25
<i>Rescue/Driver</i>		<i>01:00</i>	<i>\$12.25</i>
Thu	8/1/2019 1 North Main Street Mechanic Falls Ems Call :: Em/d	01:00	\$12.25
Lane, Denise		02:30	\$30.63
<i>Rescue/Driver</i>		<i>02:30</i>	<i>\$30.63</i>
Sat	8/10/2019 5 Pigeon Hill Road Mechanic Falls Service Call, Other :: Em/d	01:30	\$18.38
Tue	8/13/2019 20 South Main Street Mechanic Falls Ems Call :: Em/d	01:00	\$12.25
Littlefield, Scott		04:00	\$51.00
<i>Emt-Basic</i>		<i>04:00</i>	<i>\$51.00</i>
Thu	8/1/2019 17 Upper Myrtle Street Mechanic Falls Rescue, Ems Incident, Other Emt-b	02:00	\$25.50
Tue	8/13/2019 20 South Main Street Mechanic Falls Ems Call :: Emt-b	02:00	\$25.50
Merrick, Uriah		03:00	\$33.00
<i>EMS Private</i>		<i>03:00</i>	<i>\$33.00</i>
Wed	7/31/2019 69 Winterbrook Road Mechanic Falls Ems Call :: Ems	01:00	\$11.00
Thu	8/1/2019 1 North Main Street Mechanic Falls Ems Call :: Ems	01:00	\$11.00
Tue	8/13/2019 20 South Main Street Mechanic Falls Ems Call :: Ems	01:00	\$11.00

Pay Roll Report August Rescue (07-31...08-25)

Smith, Eric			01:00	\$11.25
<i>Rescue Driver</i>		<i>\$11.25</i>	<i>01:00</i>	<i>\$11.25</i>
Wed	7/31/2019 69 Winterbrook Road Mechanic Falls Ems Call	:: Em/d	01:00	\$11.25
Toth, Zac			01:00	\$11.00
<i>EMS Private</i>		<i>\$11.00</i>	<i>01:00</i>	<i>\$11.00</i>
Thu	8/1/2019 1 North Main Street Mechanic Falls Ems Call	:: Ems	01:00	\$11.00
			21:00	\$258.01

FRED C STURTEVANT
CHIEF

Pay Roll Report August Rescue (07-31...08-25)

EMS Payroll		21:00	\$258.01
EM/D	Rescue/Driver	04:30	\$54.13
EMS	EMS Private	04:00	\$44.00
EMT_I	Emt-Intermediate	03:00	\$39.75
EMT-B	Emt-Basic	06:30	\$80.38
EMT-P	Emt-Paramedic	03:00	\$39.75
Total		21:00	\$258.01

FRED C STURTEVANT
CHIEF

Code Enforcement Monthly Report

August 2019

Total Building permits	8	Estimated value	\$ 86,000.00
Total Electrical permits	2		
Total Plumbing permits	3		
Total Demo permits	1		
Total Use permits	1		

The month of August 2019 was extremely busy with only modest building and electrical plumbing. Many calls from homeowners as well as contractors for future building. Seems to be a fair amount of real estate transactions with questions on zoning and land use.

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

Librarian's Report
September 3, 2019

Circulation

Usage

	Aug '18	Aug '19		Aug '18	Aug '19
Adult Fiction	242	248	Computer Usage	73	29
Adult Non-Fic	37	22	Walk Ins	367	338
Children's Pic	181	129	ILL's	47	45
Juvenile Fic	106	74	Reference	95	94
YA Fic	37	37	WiFi	77	96
J/YA Non-Fic	11	14	New Patrons	23	8
DVD's	75	49	Programs	30	8
Audio/Cloud Lib.	1	9	Summer Reading	29	18
Total	675	597	Total	712	618

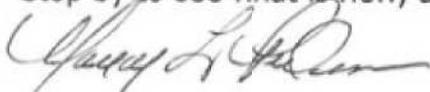
Summer reading was successful. My top reader for pre-school was Callen Wentworth. She had 139 books read to her. My top reader for the elementary level was Phaedra Cleary. She read 43 chapter books over the summer.

I am looking forward to starting the pre-school story-time on September 9th. I have already had inquiries from people about when it begins.

Our book for the reading group this month is "Burial Rites" by Hannah Kent. The book for October is "One Plus One" by JoJo Moyes.

Don't forget that with a library card, a downloadable electronic book can be requested anytime from the Maine State Library cloud library.

Stop by to see what is new, and thanks for your support.



Nancy Petersons, Director, Mechanic Falls Public Library

MECHANIC FALLS POLICE DEPARTMENT

July 31, 2019 THRU August 25, 2019

CRIMINAL SUMMONSES: 10

CIVIL SUMMONSES: 0

- 0 JUVENILE(S) CHARGED W/ JUVENILE CRIME
- 09 ADULT(S) CHARGED w/ CRIMINAL OFFENSE(S)

BACK-UP ANALYSIS

MECHANIC FALLS PD ASSISTED ASO: 11

ASO ASSISTED MECHANIC FALLS PD: 08

MECHANIC FALLS PD ASSISTED OXFORD PD: 01

OXFORD PD ASSISTED MECHANIC FALLS PD: 00

MECHANIC FALLS PD ASSISTED STATE POLICE 00

STATE POLICE ASSISTED MECHANIC FALLS P D 00

2017 FORD: 37,243

2016 FORD: 63,792

POLICE HIGHLIGHTS

7/31/19 – 8/25/19

TYPE OF CALL	CALLS THIS MONTH	LAST MONTH
Abandoned E911	4	13
Accidents	7	9
Alarm calls	8	11
Animal complaints	8	6
Assault	1	0
Burglary	0	1
Children troubles	0	1
Criminal mischief	1	0
Disturbance/disorder/fight	3	2
Domestic	3	5
Harassment	0	3
Hazardous condition	3	1
Missing person	0	0
Parking violations	0	0
Suspicious conditions/person/vehicle	12	17
Theft	3	4
Threatening	0	0
Wellbeing check	5	5

Arrests/summons issued this month for: Failure to register vehicle, Violating conditions of release, Operating with a suspended registration, Operating after suspension, Attaching false plates, Operating without a license, Assault, Domestic violence assault, and Operating under the influence.

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 display a current and valid inspection certificate, Imprudent speed, Operating after suspension, Following too close, Failure to register vehicle, and Failure to stop at red light.

**MONTHLY REPORT FOR AUGUST 2019
MECHANIC FALLS PUBLIC WORKS DEPT.
SUBMITTED BY SCOTT R. PENNEY, FOREMAN**

THURS*8/1/19**

Ditch on Elm Street, bus hog on Libby, Jordan and Perkins roads, BRING EXCAVATOR DOWN AND SERVICE IT.

MON*8/5/19** Take excavator back to Elm Street, ditch other side of road, bushog areas.

TUES*8/6/19**

Ditch on True street, Woodland drive, patch on Maple and Grove streets, mow grass.

WED*8/7/19**

Ditch on Woodland drive and Upper Myrtle Streets, blow out culverts on Upper Myrtle, cut pavement on Clifford for culvert replacement., do dump run.

THURS*8/8/19**

Work on Fisher plow, work on plow for #3, take Ford pickup to Rowe Ford for front end work. Took truck #3 to get tires balanced.

Mon*8/12/19**

trimmed and mowed ball field, went and got patch, went and picked up the ford pickup, ditch on upper myrtle.

Tues*8/13/19**

Changed out one culvert on Clifford and lower another one, bush hog and ditched on 5th ave and cross st, did dump run.

Wed*8/14/19**

Hot topped on Clifford st, pleasant s t, park st, patched on Patterson

Thurs*8/15/19**

Ditch on cross st, got tires balanced on number 3, did dump run, bush hogged.

Mon*8/19/19**

Started grubbing out borrow pit, started hauling dirt, making road in to the old landfill area to haul dirt in for the new cell walls,

Tues* 8/20/19**

Hauled dirt and built berms all day at transfer.

Wed*8/21/19**

Hauled dirt and made berms all day transfer.

Thurs*8/22/19**

Enlarged digging area in borrow pit cut trees, pulled stumps, and bulldozed off area.

Mon*8/26/19**

Hauled dirt to build berm at transfer, mowed all 3 parks and cemetery,

Transfer Station

Monthly Report Ending August 26, 2019

Expenditures

<u>Company</u>	<u>Type</u>	<u>Tonnage</u>	<u>Hauling Cost</u>	<u>Tipping fees</u>
Corcoran Environmental Services	MSW	45.31	\$431.40	\$3359.74
	OBW	2.62	\$172.56	\$259.38
	Newspaper/Mag.		0	
	Plastics	.57	\$86.28	\$42.27
	Clear Glass	0	0	
	OCC	0	0	
	Tin/Aluminum	0	0	
	Loose Mixed Paper	0	0	

Avcog Household Hazardous Waste Program received 13 units @\$30/unit for a charge of \$390

Revenue

Revenue from OBW, CFC, tires, and small metal sales	\$476
Revenue from roll off container rental space	\$152.25
Revenue from recycle reimbursements (Corcoran)	\$0

Respectfully submitted by
Les Johnson
Transfer Station Manager

**MECHANIC FALLS WATER DEPT.
62 HIGHLAND AVE.
MECHANIC FALLS, MAINE 04256**

TEL: 345-5351

TO: Town Manager

FROM: Stephen L. French, Superintendent

DATE August 2019

RE Monthly Report

Town Manager and Council,

Where to begin,, The water project in Poland has got off to a difficult start. The pipe is finally under the stream but not without difficulties. It took a number of tries to accomplish the boring. Solid ledge or sand and gravel would have been fine. But large rocks caused them major problems. They would shift and either bind up their equipment or they were afraid that the large rocks above the boring would collapse on the pipe. This is going to affect the price. But at this point we don't know how much. There is a crew working on the foundation for the tank. They are preparing the site and doing some drilling and blasting for the pipe. The plan is to drill and blast through the overburden (the existing ground) rather than dig until they find ledge. Test borings were drilled to locate the trouble spots. I went grey years ago. Now I'm going bald!!

The hydrant in the park is finally replaced. St. Laurent and Sons did the work for us. This hydrant was deep, so we didn't want to try to replace it ourselves. The contractor was extremely busy. So they had to fit us into their schedule. The hydrant in front of our office failed us this year. But we were able to replace it ourselves. At the writing of this report we are working on the hydrant on Fifth Avenue. A leak was discovered in the area of the hydrant so we attempted to dig it up and tighten the joints. As it turned out it was more than just tightening the bolts. It is a difficult excavation because there is a sewer service, storm drain and water service in the immediate vicinity. With everything else going on we have scheduled to revisit the project as soon as we can.

The owner of the Elms Building has been in contact with us. The building required a sprinkler service. The main in the street was almost completely on the opposite side of Elm Street which would have meant digging up the road. This would have required a state permit, along with major traffic congestion. We were able to make the needed connection in the yard behind the red barn. It required more pipe, but less costly in the long run.

Steve French

Zachary Maher

From: Lisa Prevost
Sent: Tuesday, August 27, 2019 8:22 AM
To: Zachary Maher
Subject: Repairs to gas pump reader system
Attachments: Wildco invoice.pdf

Zakk,

On 7/6/19, the system that is hooked to the gas pumps that records who and how much fuel is pumped from the Town gas pumps stopped working. This is the information I use to bill the different departments for the fuel they use, so I had to get it fixed. We called the company that installed the system. They said it was possible the system had been hit by lightning . The main board, battery and transformer needed to be replaced. Because I needed the system to record the usage by departments, I okayed the repairs. The total cost was \$2,597.16 and the invoice is attached to this email. I would like the Council's permission to pay this cost from the Municipal Complex Reserve.

Lisa A. Prevost
Finance Director
Town of Mechanic Falls
207-345-2871
lprevost@mechanicfalls.org

WILD CO PES

Petroleum Equipment Sales & Service

440 Harvey Rd
Manchester, NH 03103

Ph: 603-935-9330
Fx: 603-935-9133

INVOICE

Page	1/2
Date	8/8/2019
Invoice Number	ISVNH0074157

MECHANICFALL - Town of Moohanio falls
107 Lewiston Street
Mechanic Falls, ME04256

Site MECHANICDPW - Town of Mechanic falls
107 Lewiston Street
Mechanic Falls, ME04256
Tel: 207-345-2871

Reported Problem

Alan, R20-0249, 20-5025, 07-0035 STAGED AT BENCH they cannot see what is being pumped OPW Petrovend

Bill To Number	Document Number	Sales Person	Ref #	PO Number	Ship Via	Date of Service
MECHANICFALL	JSVNH0077762			Lisa called in 207-345-2871		7/16/2019

Code / Description	Supply #	B/O #	UOM	Unit Price	Extended
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Notations

7/16 Tech arrived on location and troubleshot the OPW K800 and it appears to have hit by lightning. The main board, battery and transformer need to be replaced. Lisa got the ok from the town Manager to go ahead and order the parts. The lead time is approx. 1 week to receive the parts. Tech will return when the parts arrive.

8/2 Tech arrived on location and reconfigured the modem cable and was able to retrieve all of the missing transactions. Tech performed a full back up on the system and then shut it down to replace the Main Board, Battery and Transformer assembly. Tech powered up the system and performed a cold start, then programmed the K800 site controller by hand. Tech then restored the cards & accounts with phoenix software and tested. The K800 system is now working fine. No core credit due to damage from lightning strike.

R20-0249 BOARD, FSC PV249	1.00	0.00	EA	1,625.000	1,625.00
<i>R20-0249-C CORE, BOARD, FSC PV249</i>				<i>1,100.00</i>	
<i>R20-0249-X BOARD, FSC PV249</i>				<i>525.00</i>	
20-5025 BATTERY, FUEL SITE CONTROLLER	1.00	0.00	EA	62.000	62.00
07-0035 TRANSFORMER, FSCT 120V	1.00	0.00	EA	109.000	109.00
FREIGHT INBOUND FROM VENDOR	1.00		EA	21.160	21.16
LAB ALANJ - Alan Judkins 7/16/2019	1.00		Hour	85.000	85.00
TRIP ALANJ - Alan Judkins Trip	1.00		EA	125.000	125.00
LAB ALANJ - Alan Judkins 8/2/2019	5.00		Hour	89.000	445.00
TRIP ALANJ - Alan Judkins					

WILD O PES

Petroleum Equipment Sales & Service

440 Harvey Rd
Manchester, NH 03103

Ph: 603-935-9330
Fx: 603-935-9133

INVOICE

Page	2/2
Date	8/8/2019
Invoice Number	ISVNH0074157

Reported Problem

Alan, R20-0249, 20-5025, 07-0035 STAGED AT BENCH they cannot see what is being pumped OPW Petrovend

Code / Description	Supply #	B/O #	UOM	Unit Price	Extended
Trip	1.00		EA	125.000	125.00
<p><i>Handwritten:</i> Trip</p> <p><i>Handwritten:</i> #487</p> <p><i>Handwritten:</i> 8/1-115 04</p> <p><i>Handwritten:</i> ✓ #9300</p>					

Payment is due according to the terms stated below. Interest at the rate of 18% per annum (1 1/2% per month) may be assessed on all balances due and unpaid after 30 days. In the event this account must be referred for collection, client is responsible for payment of all expense including reasonable attorney's fees and court costs. There will be a \$50 fee for returned checks.

Tax Summary
ME 0.00 5.50%

Services	801.16
Items	1,796.00
S/Total	2,597.16
Less Cover	0.00
Plus Tax	0.00
Less Deposit	0.00

Due Date 9/7/2019

Terms Net 30 Days

Total Due 2,597.16

Request for Proposals

RFP – 22 Pleasant St

Professional Real Estate Sales Services

RFP Coordinator: Zachary Maher, Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256

Our phone number: 207-345-2871 **Our Fax number:** 207-345-9201
E-mail: zmaher@mechanicfalls.org

From the time this RFP is issued until award notification is made, all contact with the Town regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / town employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the Town's discretion.

Proposals Due: July 8th, 2019, 2:00 p.m. local time

Submit to:

**Mechanic Falls Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256**

Public Notice

**Mechanic Falls, ME 04256
Public Notice for
Professional Real Estate Sales Services**

The Municipality of **Mechanic Falls** Maine, (the "Town") has a requirement for Professional Real Estate Sales Services. In accordance with procurement practices, the Town is hereby announcing the publication of a Request for Proposals (RFP – 22 Pleasant) for the purchase of the aforementioned services.

A copy of the RFP can be obtained by contacting the Town's RFP Coordinator for this project: Town Manager Zachary Maher. The RFP Coordinator can be reached at the following email address: zmaher@mechanicfalls.org or mailing address: 108 Lewiston Street, Mechanic Falls, ME 04256. The Town encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the Town Office of Mechanic Falls, Maine, located at 108 Lewiston Street, Mechanic Falls, ME 04256. Proposals must be submitted by 2:00 pm, local time, on July 8th, 2019, when they will be opened at the aforementioned address. Proposals not received at the aforementioned address by the aforementioned deadline will not be considered for contract award.

Municipality of Mechanic Falls, Maine

RFP: Professional Real Estate Sales Services

PART I INTRODUCTION

A. Purpose and Background

The Town is seeking proposals to provide Professional Real Estate Sales as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between Mechanic Falls ("Town") and the awarded Bidder(s).

The Town is charged with various oversight responsibilities for municipal facilities and property.

The Town Manager is specifically authorized by Mechanic Falls Town Council to dispose of certain town properties in a timely manner which will require a substantive and well-managed effort on the part of the successful Bidder. The Town Council intends to select a Professional Real Estate Company to provide the Town with all required functions related to the disposition of Town-owned properties.

The properties may require various types and amounts of the full range of real estate services including title searches, opinion of value, closing cost, appraisals, survey work, listing, marketing and negotiation. The vendor will be responsible directly or indirectly for all these services and such other tasks as may be associated with each property to achieve successful outcomes.

B. General Provisions

1. Issuance of this RFP does not commit the Town to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Town. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements and Evaluation" section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Town will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Town information of previous contract history with the Bidder (if any). In conducting any such interviews, there shall be no disclosure of any information derived from proposals submitted by competing vendors. The Town also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 360 days from the date and time of the bid opening, with the option of three one year renewals.
4. The RFP and the selected Bidder's proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Town.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
6. The Town, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.

7. The Town reserves the right to authorize other Towns to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the Town to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

Bidder must be a Maine Licensed Broker in good standing with the Maine Real Estate Commission.

D. Contract Term

The Town is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period of one year. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Town may opt to renew the contract for two renewal periods of one year each subject to continued availability of funding and satisfactory performance, at the Town's sole discretion and with the right to terminate at any time.

E. Number of Awards

It is the intent of the Town to select one vendor to be responsible for providing the related services, and to work effectively with the Town Manger and any other project partners, stakeholders and vendors. This single vendor award intent does not, however, preclude joint ventures which are, in fact, encouraged where they will provide a more effective solution. If a joint proposal is submitted, one of the vendors must be the prime contractor and signatory of the agreement with the Bureau and thus be responsible for the effective Real Estate Service performance standards required under the agreement.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. OVERVIEW

This Request for Proposals (RFP) is designed to select a qualified Vendor who will be responsible for providing Real Estate Planning, Management & Sales Services. The selected Vendor will be responsible for providing, via an inclusive services agreement, companies and services to meet the requirements identified in this RFP and will be held accountable for meeting these requirements.

Below is a list of town owned properties that have been approved for disposition by the Town Council.

1. 22 Pleasant St. Mechanic Falls, ME

B. APPROACH AND PLAN

This section of the proposal is intended to give respondents the opportunity to describe their sales approach.

Proposals may include brief free-form introductory or narrative in addition to the completed forms included in this RFP as Appendix A and Appendix B.

PART III KEY RFP EVENTS

A. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 2:00 p.m. local time on July 8th, 2019, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions:

The official delivery site is the Town of Mechanic Falls (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count, and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package clearly labeled **Re: RFP – 22 Pleasant**
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP Property address and title):

Bidder Name/Return Address

RFP Coordinator
Mechanic Falls Town Office

108 Lewiston St
Mechanic Falls, ME 04256

Re: RFP – 22 Pleasant

PART IV PROPOSAL SUBMISSION REQUIREMENTS

A. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

Present a brief statement of qualifications and short summary of relevant experience. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications. Provide evidence of adequate financial stability to fulfill the requirements of the project.

Section II Proposed Services

1. Services to be Provided

Discuss the Scope of Services referenced above and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved to include an organizational chart for the entities and individuals being proposed for the project, their roles and time commitment. If subcontractors are involved, clearly identify the work each will perform.

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Town may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
- d. Bidder must submit a commission rate proposal in the form of a percentage. The Bidder's commission rate should include, but not limited to, an option of value, advertising, marketing and additional management services, travel and all other tasks deemed necessary to perform the service in accordance with this RFP and Scope of Services.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. The Town Council will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the Town.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Town reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received. Interviews/presentations are not required and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

4. **Negotiations:** The Town reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Town's Request for Proposals to an extent that may affect the price of goods or services requested. The Town reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Town may withdraw its award and negotiate with another Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Town may cancel the RFP, at its sole discretion.

B. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Town subject to approval by the Town Council.
2. Issuance of this RFP in no way constitutes a commitment by the Town to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
3. The Town reserves the right to reject any and all proposals or to make multiple awards.

C. Agreement Structure

As part of the RFP, the Town reserves the right to adopt either a full-service or hybrid approach in any final agreement. In a hybrid approach, the vendor would plan, coordinate and implement the necessary services but some of those services – such as property surveying, appraisals, title search, etc. – might be provided by a third party under a separate agreement with the Town. In a full-service response, the vendor would directly or as part of a collaborative response provide all necessary services.

Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, the Town Manager will serve as Contract Administrator during the entire contract period. Town staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Town may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Town may cancel the RFP, at its sole discretion.

Request for Proposals

Professional Real Estate Sales Services PROPOSAL COVER PAGE

RFP – 22 Pleasant St. Professional Real Estate Sales Services

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Percentage:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Town participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, Performance, and Non-Collusion Certification

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Town.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name:	Title:
Authorized Signature:	Date:

Professional Real Estate Sales Services

RFP Coordinator: Zachary Maher, Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256

Our phone number: 207-345-2871 **Our Fax number:** 207-345-9201
E-mail: ZMaher@MechanicFalls.org

COST PROPOSAL FORM

**RFP – 22 Pleasant St.
Professional Real Estate Sales Services**

Bidder's Organization Name: _____

Instructions: Bidders should provide a Gross Sale Commission Rate in the form of a percentage associated for the sale value of each Town property. The commission shall include, but not limited to, an opinion of value, advertising, marketing and additional services management, travel and all other tasks deemed necessary for the sale. For evaluation purposes, all proposals must provide and will be evaluated on the proposed gross sale commission percentage.

Proposed Gross Sale Commission Percentage: _____%

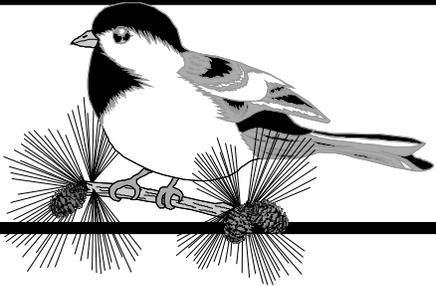
Certification Statement

To the best of my knowledge, all information provided in the Form is complete and accurate at the time of submission and I confirm that I am authorized to make such a determination on behalf of my organization.

Name:	Title:
Authorized Signature:	Date:

Town of Mechanic Falls

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

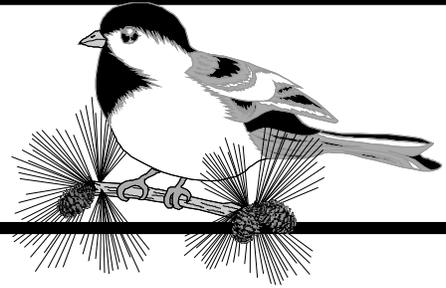


RFP Summary 22 Pleasant St

Bidder		Commission	B.O.V.
Androvise		5%	\$366,100
The Rock Foundation		5.5%	\$600,000

Town of Mechanic Falls

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



A RESOLUTION AUTHORIZING THE SALE OF CERTAIN REAL PROPERTY LOCATED AT 22 PLEASANT ST. MECHANCI FALLS, MAINE

WHEREAS, the Town of Mechanic Falls (hereinafter, the “Town”) is the owner of the real property located at the address commonly known as 22 Pleasant St Mechanic Falls, Maine 04265 (hereinafter the “Property”); and

WHEREAS, pursuant to Section 3-K of the Mechanic Falls Town Charter, the Town Council shall act as the legislative body of the town; and

WHEREAS, pursuant to Section 2-C of the Mechanic Falls Town Charter, the Town may authorize by resolution the sale or public auction of municipally owned real estate; and

WHEREAS, pursuant to the Town’s Policy Regarding the Purchase and Sale of Public Property as amended by the Town Council on May 6, 2019 the Town Council may select a reputable 3rd party agent to dispose of the Property through a formal Request-For-Proposal (hereinafter the “RFP”) process; and

WHEREAS, the Town Council have determined that it is in the best interests of the Town and its residents to sell the Property, which sale shall be conducted by staff, independent contractors and/or agents of the Town (collectively, “Town Staff”); and

WHEREAS, The Town Council has reviewed the attached RFP (Exhibit A) and agreed upon the scope and timeline for the sale of the Property.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Mechanic Falls, County of Androscoggin, and State of Maine, to sell the Property under the authority and process as set forth above.

Signed this 3rd day of Sept, 2019

Cathy Fifield

Nicholas Konstantoulakis

John Emery II

Kieth Bennett

Wayne Hackett

PART VIII APPENDICES
Appendix A

Request for Proposals

Professional Real Estate Sales Services
PROPOSAL COVER PAGERFP – 22 Pleasant St.
Professional Real Estate Sales Services

Bidder's Organization Name: Androvise Realty		
Chief Executive - Name/Title: Chad Sylvester		
Tel: 207-333-6020	Fax: N/A	E-mail: chad@androvise.com
Headquarters Street Address: 1761 Lisbon St, Suite 8		
Headquarters City/State/Zip: Lewiston, ME 04240		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title: Chad Sylvester		
Tel: 207-333-6020	Fax: N/A	E-mail: chad@androvise.com
Street Address: 1761 Lisbon St, Suite 8		
City/State/Zip: Lewiston, ME 04240		

Proposed Percentage:	5%
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Town participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Professional Real Estate Sales Services

RFP Coordinator: Zachary Maher, Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256

Our phone number: 207-345-2871 **Our Fax number:** 207-345-9201
E-mail: ZMaher@MechanicFalls.org

COST PROPOSAL FORM

**RFP – 22 Pleasant St.
Professional Real Estate Sales Services**

Bidder's Organization Name: Androvis Realty

Instructions: Bidders should provide a Gross Sale Commission Rate in the form of a percentage associated for the sale value of each Town property. The commission shall include, but not limited to, an opinion of value, advertising, marketing and additional services management, travel and all other tasks deemed necessary for the sale. For evaluation purposes, all proposals must provide and will be evaluated on the proposed gross sale commission percentage.

Proposed Gross Sale Commission Percentage: 5 %

Certification Statement

To the best of my knowledge, all information provided in the Form is complete and accurate at the time of submission and I confirm that I am authorized to make such a determination on behalf of my organization.

Name: <u>Chad Sylvester</u>	Title: <u>Designated Broker/owner</u>
Authorized Signature: <u>Chad Sylvester</u>	Date: <u>5/30/19</u>



Proposal Due Date: July 8, 2019

22 Pleasant St.
Mechanic Falls, ME
04256

Sylvester has 16 years of commercial expertise in the real estate market within Lewiston/Auburn and its surrounding towns. Chad has retained strong relationships with his commercial clients and know their wants and needs in commercial property.

d. We market our properties online to the MLS, New England Commercial Property Exchange, LoopNet, Androvis Realty Website, and Androvis business Facebook page. We create digital brochures that are accessible to all real estate agents. We place For Sale signs on our properties which are visible from the road.

e. Androvis Realty would represent the Municipality of Mechanic Falls in the negotiation process and would not allow for any agreement between the parties to occur unless it was lawful. Our experience in commercial property sales gives us the expertise to know how to reference any questionable contract language. We have experience in planning board and municipality approval processes.

f. Androvis Realty manages progress by paying close attention to contract dates which include but not limited to inspection dates, financial application dates, and closing dates. We know the importance of making our deadlines. A contract is only as good as the met deadlines.

g. As a real estate agent representing Mechanic Falls best interest in a real estate transaction, it is our duty to make sure appraisals, surveys, title searches, and any other services required for the property to close happens within the contractual timeframe. We have strong relationships with appraisers, mortgage and title companies to help make for a smooth transaction.

h. Same as g. but if the buyer is represented by another agent we communicate with the other agent to make sure deadlines are met.

p. Typically we would have a title company or an attorney conduct closings and take care of transfers of ownership. We would oversee that all documents were completed correctly. The buyer of any property has the right to choose who performs the closing.

PLAN

2. a. As laid out in the Municipalities request, we know that the towns objective is to sell 22 Pleasant Street. If the town requires stakeholder input, we would coordinate a community forum or online questionnaire to receive feedback. This step may not be necessary. Conversations between Androvise Realty and town representative will determine if community involvement is necessary. Once we determine this factor, we can put together a timeline. As soon as we sign a contractual Exclusive Listing agreement, we market our commercial properties in our online databases including MLS, New England Commercial Property Exchange, NetLoop, and our business Facebook page. We make phone calls to our network of Realtors, investors, and severe of influences to generate interest throughout the community. We coordinate showings with qualified buyers and present any and all offers.

- b. Any time we represent a buyer or seller in a real estate transaction, our goal is to efficiently and effectively manage the real estate transaction. There is always the possibility of hiccups along the way but it is our determination that allows for us to overcome any obstacle that could prohibit the sale.

- c. We will always communicate progress or changes that need to be made. We will let you know of feedback we receive from potential buyers.



Broker Price Opinion - BPO

Subject Property:
22 Pleasant Street
Mechanic Falls, ME 04256

Prepared For:
Municipality of
Mechanic Falls

Prepared By:
Chad Sylvester
Androvis Realty
1008 Lisbon St, Suite 1
Lewiston, ME 04240
207-333-6020
chad@androvis.com
www.androvis.com

July 31, 2019

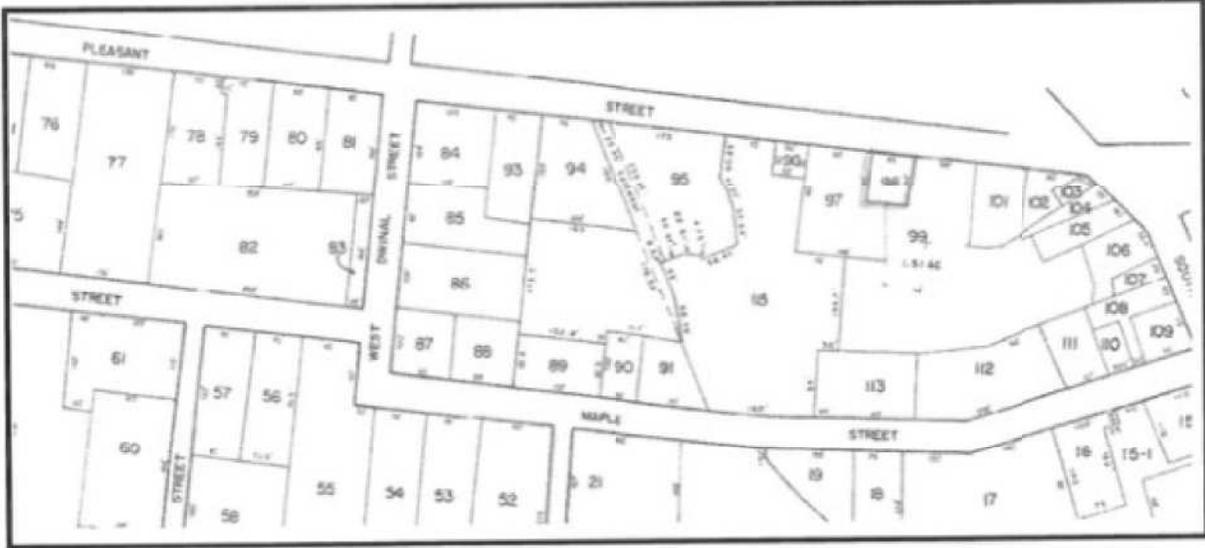
This Broker Price Opinion (BPO) was completed at the directive of the Municipality of Mechanic Falls to obtain a fair market value for the sale of the subject property. The broker performing the BPO is not a licensed appraiser, but is a licensed Real Estate Broker in the State of Maine, who is a third party and is not part of the subject property as it relates to a transaction, **nor is representing any party.**



Chad Sylvester (ME license #DB918210) is the Designated Broker for Lewiston, ME Real Estate Agency, Androvis Realty (ME Agency License #AC90602926). He has been licensed as a full time Real Estate agent since 2003 and has completed hundreds of real estate sales and completed commercial lease transactions, many with complex situations.

The Broker visited the property for an inspection on July 25, 2019. The pictures embedded in this BPO show pictures from that day.

According to City records, 22 Pleasant Street property is owned by the Town of Mechanic Falls. A tax valuation of \$603,240 with \$565,320 being building value and \$37,920 as land value with improvements. The deed is reflected in the Androscoggin County Bk 9812 , Pg 217. Gross square footage equaling 3,661 with another 100 sq ft of ADA ramp accessibility and .12 acres of land is reflected by city records.



Zoning Information

Zoning	Description
Zoning 1	Downtown Business 1

The purpose of the Downtown Business District is to continue to encourage a mix of compatible residential, commercial and industrial uses in the Town center.

Primary Building Data

Building Type	Area	Grade	Cond	F.Obs.	E.Obs.	Value	Color	Year
Office Space - Medical Office	0	3.00	100%	100%	100%	\$565,320		

Visit History

Date	Purpose	Result	Individual
11/20/2012	Equalization	Measure	Dana Berube
11/08/2004	Equalization	Measure & List	Denis Berube

Exemptions

Type	Value
Municipal/County Gov	\$0

Land Information

Land Group: Type	Size	Method	Value	Total Adj	Adj Details
Primary Lot : Base 6	0.1 AC	Calculated	\$19,920.00	100.0%	
	0.12 Ac		\$19,920.0		

Tree Growth: Open Space: Farmland:

Site Information

Description	Adjustment
Public Septic	\$0.00
Public Water	\$0.00
Site Improvement 4	\$18,000.00
	\$18,000.00

Lump Sum: \$0



**MAINE SHORT FORM QUITCLAIM DEED
WITH COVENANT**

CENTRAL MAINE CLINICAL ASSOCIATES CORPORATION *f/k/a* Central Maine Clinical Associates, Inc., a Maine business corporation with a principal place of business in Lewiston, Androscoggin County, Maine, for consideration paid, hereby grants to **TOWN OF MECHANIC FALLS**, a municipal corporation with a mailing address of 108 Lewiston Street, Mechanic Falls, Maine 04256, **WITH QUITCLAIM COVENANT** a certain lot or parcel of land situated in **Mechanic Falls**, Androscoggin County, Maine, being more particularly described as follows:

Situated on the southwesterly side of Pleasant Street, beginning at the southeast corner of land formerly owned by the late O. W. Hawkes;

THENCE in a southwesterly course on said Hawkes' line five (5) rods;

THENCE southeasterly parallel with said Pleasant Street eighty-four feet and six inches (84' 6") to a corner;

THENCE in a northeasterly course five (5) rods to the line of said Pleasant Street;

THENCE in a northwesterly course on line of said Pleasant Street eighty-four feet and six inches (84' 6") to the point of beginning.

Containing twenty-four and one-half (24 ½) square rods, more or less.

Being the same premises described in the deed of Central Maine Real Estate Management Corporation to Central Maine Clinical Associates, Inc. dated July 10, 2001, and recorded in the Androscoggin County Registry of Deeds in Book 4767, Page 111.

The premises are conveyed subject to easements and restrictions of record and include all rights, easements and appurtenances pertaining thereto.

IN WITNESS whereof, the said Central Maine Clinical Associates Corporation has caused this instrument to be signed and sealed by David Thompson, its Treasurer, there unto duly authorized, this 29 day of March, 2018.

CENTRAL MAINE CLINICAL ASSOCIATES CORPORATION

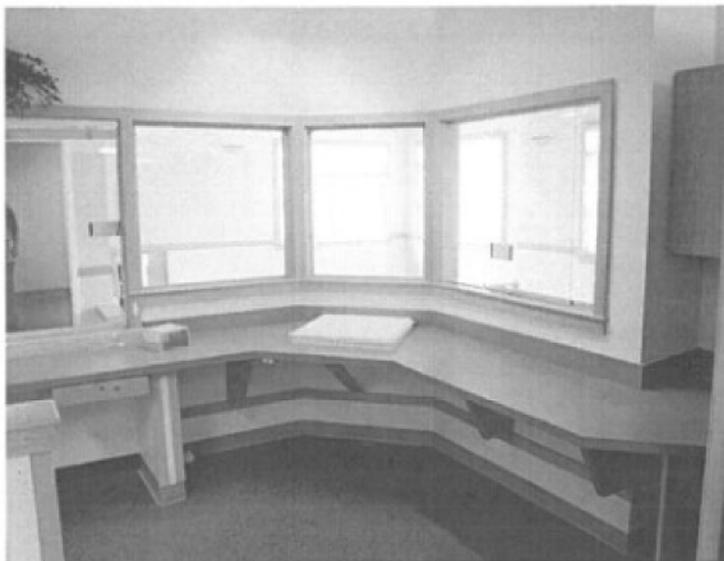
[Signature]
Witness

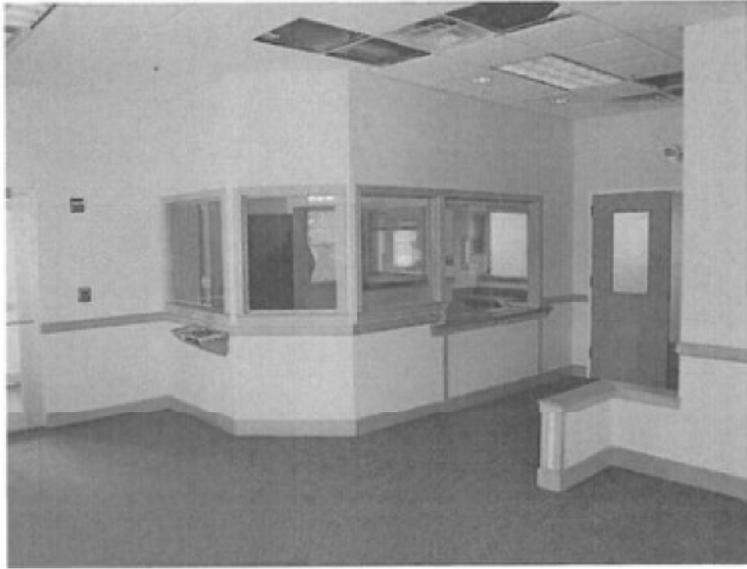
By: [Signature]
David Thompson, Treasurer

STATE OF MAINE
COUNTY OF ANDROSCOGGIN, SS.

Personally appeared before me this 29th day of March, 2018, the above-named David Thompson, Treasurer of Central Maine Clinical Associates Corporation, and acknowledged the foregoing instrument to be his free act and deed in said capacity and the free act and deed of Central Maine Clinical Associates Corporation.

[Signature]
Notary Public/Maine Attorney-at-Law
Lisa Asselin
Type or Print Name
My commission expires: 11/15/19





There are several pros to this building. The most noticeable positive attribute is its location. Situated in the heart of the Downtown Business zoning district of Mechanic Falls gives this commercial property the exposure and accessibility for anyone looking to maximize their clientele. MDOT's traffic count for the year of 2017 is 7,580 vehicles per day at the intersection of Pleasant and N. Main St. Traffic counts at this intersection is some of the highest within Mechanic Falls with a traffic light controlled speed. Having a controlled speed of 25 MPH gives this property more visibility and ease of entrance. It is in my opinion that the highest and best use of this building, because of the interior layout and amenities, would be for continued use as a medical/office space.

Some cons to this property would be that the building is not fully move in ready and next user might need to do some renovations to get it to function well for them. The property has been vacant for approximately 3 years and usually vacant buildings deteriorate faster than used and maintained buildings.

The final analysis was based on public records, the MLS, the New England Commercial Property Exchange, consultations with other agents, commercial appraisers and experience. My research has been analyzing sold, pending and current listings and talking with other local brokers, commercial appraisers, and building contractors to get the value range at the end of this broker price opinion.

By using these 3 comparable commercial properties using a sales comparison method, gives guidance to determine fair market value for 22 Pleasant Street. I have not been inside to see the physical condition of any of the comparable properties but feel confident that it is comparable by square footage, locations, and usage. The other properties did not need acreage for parking because it had city usable space for parking for the subject property.

48 Pigeon Hill Road in Mechanic Falls, ME was built in 1998 with SF total of 2,156. This property sold in 2018 for \$205,000 which averages \$95.08/SF. This property includes 2.9 acres which is the largest comparable parcel because of its need for ample parking.

2 Evergreen Drive in Oakland, ME was built in 2005 with SF total of 4,000. This property sold in 2018 for \$380,000 which averages \$95/SF. The towns of Oakland and Mechanic Falls would be considered comparable locations because of their out skirt locations from bigger cities of Auburn and Waterville.

12 Westbrook Common in Westbrook, ME was built in 1979 with SF total of 5,849. This property sold in April 2019 for \$675,000 which averages \$115.40/SF. Taking into consideration the location being in Westbrook and price per SF is generally much higher, we know that any medical office in Mechanic Falls would demand a lower price per Sqft. This Westbrook property was sold with a long term leased tenant providing income to the buyer. This quantitative measure of income provides the seller with a higher sale value than a vacant commercial property.

12 Westbrook Common

Citylist ID: #2296499

12 Westbrook Common, Westbrook, ME 04092

SOLD OFFICE

Property Description:	Office Building, General
Closing Date:	4/16/2019
Asking Sale Price:	\$675,000
Asking Unit Price:	\$115.40 PSF
Final Sale Price:	\$675,000
Final Unit Price:	\$115.40 PSF
Days on Market:	63
Building Size (RSF):	5,849 SF
Gross Land Area:	0.07 Acres
Property Use Type:	Investment
Building Name:	12 Westbrook Common



Expand 3 Photos

- Select this Transaction
- Add to Catalog
- Print Report
- View Property History
- View Market Stats & Trends

In my professional opinion, for the sale of this property my analysis would allow for a slight range of price per SF and Listing Price.

Broker Opinion of Value = Range of \$90/SF to \$100/SF

Broker Opinion of Value = Range of \$329,490 - \$366,100

By using the cost approach for new construction at \$200/SF multiplied by 3,661 SF would be \$732,000 multiplied by 50% for depreciation would give us a sale price of \$366,100.

Disclaimer:

"This opinion or appraisal was prepared solely for the client, purpose, and function stated in this report and is not intended for subsequent use. It was not prepared by a licensed or certified appraiser and may not comply with the appraisal standards of the Uniform Standards of Professional appraisal practice."

Request for Proposals

Professional Real Estate Sales Services PROPOSAL COVER PAGE

RFP – 22 Pleasant St. Professional Real Estate Sales Services

Bidder's Organization Name: <i>The Rock Foundation</i>		
Chief Executive - Name/Title: <i>Corey Dunn / Owner - Managing Broker</i>		
Tel: <i>207-949-2425</i>	Fax:	E-mail: <i>coreydunn@therockfoundation.com</i>
Headquarters Street Address: <i>PO Box 193</i>		
Headquarters City/State/Zip: <i>Corinth, ME 04427</i>		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title: <i>Josh Herlihy / Associate Broker</i>		
Tel: <i>207-754-5903</i>	Fax:	E-mail: <i>joshua.herlihy@outlook.com</i>
Street Address: <i>1 North Main St. 1</i>		
City/State/Zip: <i>Mechanic Falls, ME 04256</i>		

Proposed Percentage:	<i>5.5%</i>
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Town participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Professional Real Estate Sales Services

RFP Coordinator: Zachary Maher, Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256

Our phone number: 207-345-2871 **Our Fax number:** 207-345-9201
E-mail: ZMaher@MechanicFalls.org

COST PROPOSAL FORM

**RFP – 22 Pleasant St.
Professional Real Estate Sales Services**

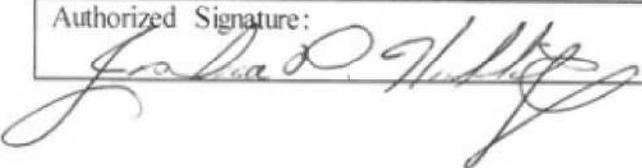
Bidder's Organization Name: The Rock Foundation

Instructions: Bidders should provide a Gross Sale Commission Rate in the form of a percentage associated for the sale value of each Town property. The commission shall include, but not limited to, an opinion of value, advertising, marketing and additional services management, travel and all other tasks deemed necessary for the sale. For evaluation purposes, all proposals must provide and will be evaluated on the proposed gross sale commission percentage.

Proposed Gross Sale Commission Percentage: 5.5 %

Certification Statement

To the best of my knowledge, all information provided in the Form is complete and accurate at the time of submission and I confirm that I am authorized to make such a determination on behalf of my organization.

Name: <u>Joshua D. Herlihy</u>	Title: <u>Associate Broker</u>
Authorized Signature: 	Date: <u>7/7/2019</u>



REAL ESTATE PROPOSAL

22 PLEASANT STREET

PREPARED BY
THE ROCK FOUNDATION
COREY DUNN & JOSH HERLIHY

OVERVIEW OF THE ORGANIZATION

The Rock Foundation is a multi-location, full service real estate brokerage...

The Rock Foundation, headquartered in Corinth, Maine, has recently expanded our operations with a new branch office located at 1 North Main street in Mechanic Falls. We have been open as a brokerage for 5 years and offer full commercial and residential brokerage services throughout Central and Southern Maine. Managing broker Corey Dunn has been selling real estate for 15 years, more than half of which include commercial properties. He has cultivated a team of hard working professionals to grow the company with a primary focus on ethically providing the finest quality experience possible for our clients.

Associate broker Josh Herlihy believes strongly in investing in the local market here in Mechanic Falls and has demonstrated that by making the investment in purchasing 1 North Main street for our new branch office. He is a local professional resource and has the full support of the brokerage to ensure all client needs are met with the utmost professionalism at all times.

Please direct all associated communications to:

Josh Herlihy - Associate Broker
1 North Main Street, St. 1
Mechanic Falls, ME 04256
207.754.5903 / joshua.herlihy@outlook.com

An aerial photograph showing a large, modern building with a green roof and white columns, situated next to a large parking lot. The building is surrounded by greenery and a paved area. A white van is parked in the lot. The overall scene is well-maintained and professional.

The Rock Foundation, llc
P.O. Box 193 Corinth, ME 04427
www.TheRockFoundation.com

PROPOSED SERVICES

We utilize the latest technologies that deliver results, get attention, and find buyers

The marketing of any property deserves attention to detail. We strive to professionally photograph our client's properties to showcase their best features. This includes aerial, exterior, interior, and even video walkthrough tours when beneficial.

Our clean and professional listings appear on more than 100 websites to maximize exposure. To be assured potential buyers of all ages and backgrounds are engaged, we also utilize multiple forms of social media while still placing traditional signage at the subject location. With our office located only a few hundred feet away, potential buyers are just a moment away from making a professional inquiry.

Our brokerage service includes:

- Professional and engaging photographic services
- Detailed MLS submission
- Online marketing
- Commercial Signage
- Related travel
- Opinion of value report provided up to once per quarter upon request
- Coordinating, but not funding, professional services required to consummate a sale. (ie, general contractor, building inspector, surveyor, etc.)



Comparable Market Analysis

22 Pleasant Street, Mechanic Falls, ME, 04256

Prepared for Town of Mechanic Falls—Sunday, July 7, 2019



Prepared by Joshua Herlihy of The Rock Foundation

COMMENTS

This report is being prepared as part of a solicitation for business with the Town of Mechanic Falls

The tax assessed value of \$603,240 equates to \$160.39 per sq. ft. which is significantly higher than all but occupied marijuana dispensaries in this area (see single line CMA). The national average cost of new construction for a single story medical facility is \$\$180-\$220 per sq. ft. Based upon a standard 60 year expected lifespan, the subject has 75% remaining usage. Based on this data, the assessed value appears to be a fair representation of market value in average condition.

The subject exhibits deferred maintenance including:

- a small roof leak
- rusting doors
- missing handrails
- rusting roof
- overgrown

Be prepared for a buyer to identify and negotiate based on these characteristics.

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This opinion or appraisal was prepared solely for the client, for the purpose and function stated in this report and is not intended for subsequent use. It was not prepared by a licensed or certified appraiser and may not comply with the appraisal standards of the uniform standards of professional appraisal practice.

Comparable Properties

Subject

1342263

1401390

1409036



22 Pleasant Street
Mechanic Falls ME 04256

4 Mollison Way
Lewiston ME

481 Maine Street
Poland ME

11 Mechanic Falls Road
Oxford ME

	Subject	1342263	1401390	1409036
Distance From Subject		9.56	6.52	3.80
List Price		\$595,000	\$600,000	\$550,000
Original List Price		\$649,000	\$600,000	\$550,000
Sold Price				
Status		Active	Active	Active
Status Date		04/08/2019	12/31/2018	04/03/2019
Days on Market		456	188	95
Adjustment		+/-	+/-	+/-
Primary Use	Medical facility	General Commercial	Retail	Mixed Use
Property Uses	Medical, Dental, Offices, Nursing Home	Bar/Tavern/Lounge; Freestanding Building; Office Building; Restaurant	Bar/Tavern/Lounge; Child Care; Commercial; Distribution; Manufacturing; Medical; Office Building; Restaurant; Retail; Vehicle Related; Warehouse	Auto Service; Bar/Tavern/Lounge; Bed and Breakfast; Car Wash; Child Care; Church; Commercial; Convenience Store; Development; Distribution; Executive Suites; Freestanding Building; Governmental; Grocery; High-Tech; Hotel/Motel; Institutional; Manufacturing; Medical; Neighborhood Center; Net Leased; Office Building; Regional Mall; Restaurant; Retail; Self Storage
Commercial Bldg Information	Traffic Count +/- 7,580	Confidentiality Statement: No; Office SqFt +/- 8000; Retail SqFt: 8000	Ceiling Height +/-: 10	Total Units: 9
Building Features	Medical grade construction			Fire System: Sprinkler - Wet
Total # Floors	1	0	0	0
Zoning	Downtown Business	CBD	V-4	6 RURA
Location		Other Location	Business District	
Parking	Public	21+ Spaces; On Site	21+ Spaces; Gravel; On Site	21+ Spaces; On Site; Paved
Leased Land	No	No	No	No
Lot Size Acres +/-	0.12	1.16	2	1.67
Total SqFt	3,761	8,000	87,120	10,000
Year Built	2004	2007	2018	1990
Year Renovated +/-		0	0	0
Heat System	FHA Bottled Gas		Direct Vent Heater; Hot Air	Hot Water

Subject

1342263

1401390

1409036



22 Pleasant Street
Mechanic Falls ME 04256

4 Mollison Way
Lowiston ME

481 Maine Street
Poland ME

11 Mechanic Falls Road
Oxford ME

Utilities	Utilities On: Yes	Utilities On: Yes	Utilities On: Yes	
Electric	3 Phase	Circuit Breakers: Three Phase	Circuit Breakers	Circuit Breakers
Water	Public	Public	Public	Public
Sewer	Public	Public Sewer	Public Sewer	Private Sewer: Septic Design Available: Septic Existing on Site
Full Tax Amount \$	13,150	24,006	7,028	7,685
Leases				Yes
Tenancy	Vacant			Multiple Tenants
Accessibility Amenities	ADA compliant			
Adjusted Price	\$600,000	\$595,000	\$600,000	\$550,000

Subject

1328982

1332989

1356112



**22 Pleasant Street
Mechanic Falls ME 04256**

**230 Bartlett Street
Lewiston ME**

**10 Business Parkway
Turner ME**

**24 Lewiston Street
Mechanic Falls ME**

		9.26	17.31	0.17
Distance From Subject				
List Price		\$750,000	\$479,000	\$534,900
Original List Price		\$850,000	\$675,000	\$534,900
Sold Price		\$650,000	\$360,000	\$495,000
Status		Closed	Closed	Closed
Status Date		10/30/2018	09/26/2018	10/17/2018
Days on Market		266	294	36
Adjustment		+/-	+/-	+/-
Primary Use	Medical facility	Office	General Commercial	Industrial
Property Uses	Medical, Dental, Offices, nursing home	Freestanding Building	Medical, Other	Bed and Breakfast, Child Care, Cold Storage, Executive Suites, Flex, Freestanding Building, Governmental, Hotel/Motel, Industrial, Medical, Office Building, Other, Restaurant, Retail, Self Storage, Special Purpose
Commercial Bldg Information	Traffic Count +/- 7,580	Office SqFt +/-: 20118	Confidentiality Statement: No; Office SqFt +/-: 6963	Ceiling Height +/-: 10; Confidentiality Statement: No; Manufacturing SqFt: 1100; Office SqFt +/-: 3000; Retail SqFt: 4500; Traffic Count +/-: 9910; Warehouse SqFt: 4400
Building Features	Medical grade construction			
Total # Floors	1	0	0	0
Zoning	Downtown Business	HB	C-1	Downtown Industrial
Location		Business District		Business District
Parking	Public	21+ Spaces	21+ Spaces; Paved	21+ Spaces
Leased Land	No	No	No	No
Lot Size Acres +/-	0.12	0.92	3	1.54
Total SqFt	3,761	0	0	8,646
Year Built	2004	2006	1990	1876
Year Renovated +/-		0	0	0
Heat System	FHA Bottled Gas	Forced Air, Hot Air		Baseboard, Forced Air, Hot Water, Multi-Zones
Utilities	Utilities On: Yes	Utilities On: No	Utilities On: Yes	Utilities On: Yes
Electric	3 Phase	Circuit Breakers	Three Phase	Circuit Breakers
Water	Public	Public	Well Existing on Site	Public
Sewer	Public	Public Sewer	Septic Existing on Site	Public Sewer

Subject

1328982

1332989

1356112



22 Pleasant Street
Mechanic Falls ME 04256

230 Bartlett Street
Lewiston ME

10 Business Parkway
Turner ME

24 Lewiston Street
Mechanic Falls ME

Full Tax Amount \$	13,150	24,000	0	7,951
Leases				Yes
Tenancy	Vacant			
Accessibility Amenities	ADA compliant			32 - 36 Inch Doors
Adjusted Price	\$600,000	\$650,000	\$360,000	\$495,000

Price Analysis

Summary of Closed Listings

MLS #	Address	List Price	DOM	Sold Date	Sold Price	Total Adjustments	Adjusted Price
1356112	24 Lewiston Street, Mechanic Falls ME	\$534,900	36	10/17/2018	\$495,000	-	\$495,000
1328982	230 Bartlett Street, Lewiston ME	\$750,000	266	10/26/2018	\$650,000	-	\$650,000
1332989	10 Business Parkway, Turner ME	\$479,000	294	09/26/2018	\$360,000	-	\$360,000

Summary of Active Listings

MLS #	Address	Orig. List Price	DOM	List Price	Total Adjustments	Adjusted Price
1401390	481 Maine Street, Poland ME	\$600,000	188	\$600,000	-	\$600,000
1342263	4 Mollison Way, Lewiston ME	\$649,000	456	\$595,000	-	\$595,000
1409036	11 Mechanic Falls Road, Oxford ME	\$550,000	95	\$550,000	-	\$550,000

Low, Average, Median, and High Comparisons

	Closed	Active	Overall
Low	\$360,000	\$550,000	\$360,000
Average	\$501,667	\$581,667	\$541,667
Median	\$495,000	\$595,000	\$572,500
High	\$650,000	\$600,000	\$650,000

Overall Market Analysis (Unadjusted)

Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg. Total SqFt	Avg. List \$/Total SqFt	Avg. Sold \$/Total SqFt	Avg. DOM
Closed	3	1,763,900	587,967	1,505,000	501,667	0.85	8,646	61.87	57.25	199
Active	3	1,745,000	581,667	0	0	0.00	35,040	45.42	0.00	246
Overall	6	3,508,900	584,817	1,505,000	501,667	0.85	28,442	49.53	57.25	222

Listing Price Recommendation



Low	\$550,000
High	\$650,000
Recommended	\$600,000



Dept. of Professional & Financial Regulation
Office of Professional & Occupational Regulation
MAINE REAL ESTATE COMMISSION

35 State House Station Augusta ME 04333-0035



REAL ESTATE BROKERAGE RELATIONSHIPS FORM

Right Now You Are A Customer

Are you interested in buying or selling residential real estate in Maine? Before you begin working with a real estate licensee it is important for you to understand that Maine Law provides for different levels of brokerage service to buyers and sellers. You should decide whether you want to be represented in a transaction (as a client) or not (as a customer). To assist you in deciding which option is in your best interest, please review the following information about real estate brokerage relationships:

Maine law requires all real estate brokerage companies and their affiliated licensees ("licensee") to perform certain basic duties when dealing with a buyer or seller. You can expect a real estate licensee you deal with to provide the following **customer-level services**:

- ✓ To disclose all material defects pertaining to the physical condition of the real estate that are known by the licensee;
- ✓ To treat both the buyer and seller honestly and not knowingly give false information;
- ✓ To account for all money and property received from or on behalf of the buyer or seller; and
- ✓ To comply with all state and federal laws related to real estate brokerage activity.

Until you enter into a written brokerage agreement with the licensee for client-level representation you are considered a "customer" and the licensee is not your agent. **As a customer, you should not expect the licensee to promote your best interest, or to keep any information you give to the licensee confidential, including your bargaining position.**

You May Become A Client

If you want a licensee to represent you, you will need to enter into a written listing agreement or a written buyer representation agreement. These agreements **create a client-agent relationship** between you and the licensee. As a client you can expect the licensee to provide the following services, **in addition to** the basic services required of all licensees listed above:

- ✓ To perform the terms of the written agreement with skill and care;
- ✓ To promote your best interests;
 - For seller clients this means the agent will put the seller's interests first and negotiate the best price and terms for the seller;
 - For buyer clients this means the agent will put the buyer's interests first and negotiate for the best prices and terms for the buyer; and
- ✓ To maintain the confidentiality of specific client information, including bargaining information.

COMPANY POLICY ON CLIENT-LEVEL SERVICES - WHAT YOU NEED TO KNOW

The real estate brokerage company's policy on client-level services determines which of the three types of agent-client relationships permitted in Maine may be offered to you. The agent-client relationships permitted in Maine are as follows:

- ✓ The company and all of its affiliated licensees represent you as a client (called "**single agency**");
- ✓ The company appoints, with your written consent, one or more of the affiliated licensees to represent you as an agent(s) (called "**appointed agency**");
- ✓ The company may offer limited agent level services as a **disclosed dual agent**.

WHAT IS A DISCLOSED DUAL AGENT?

In certain situations a licensee may act as an agent for and represent both the buyer and the seller in the same transaction. This is called **disclosed dual agency**. *Both the buyer and the seller must consent to this type of representation in writing.*

Working with a dual agent is not the same as having your own exclusive agent as a single or appointed agent. For instance, when representing both a buyer and a seller, the dual agent must not disclose to one party any confidential information obtained from the other party.

Remember!
Unless you enter into a written agreement for agency representation, you are a customer—not a client.

THIS IS NOT A CONTRACT

It is important for you to know that this form is not a contract. The licensee's completion of the statement below acknowledges that you have been given the information required by Maine law regarding brokerage relationships so that you may make an informed decision as to the relationship you wish to establish with the licensee/company.

To Be Completed By Licensee

This form was presented on (date) July 08, 2019

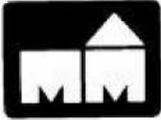
To Town of Mechanic Falls
Name of Buyer(s) or Seller(s)

by Joshua Herlihy
Licensee's Name

on behalf of The Rock Foundation
Company/Agency

MREC Form#3 Revised 07/2006
Office Title Changed 09/2011

To check on the license status of the real estate brokerage company or affiliated licensee go to www.maine.gov/professionallicensing. Inactive licensees may not practice real estate brokerage.



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

Telephone No.
(207) 626-5583
(800) 590-5583 Maine Only
Fax (207) 626-0513

August 21, 2019

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

Re: Property and Hazard Surveys

Zachary,

MMA Risk Management Services looks forward to working with you to create a safer workplace. As part of that effort, a survey was conducted on August 20, 2019 to identify potential hazards.

The inspection report below outlines hazards identified during the survey. We encourage you to use the link in the email which allows you to update the status of each recommendation. To assist you with this process, please refer to the Corrective Action Tracking Tutorial guide that is located on the Risk Management Section of the MMA website, under Member Tools.

Thank you for your efforts in workplace safety and we look forward to your response. Together we are building safer communities. If you have any questions or concerns, please contact me at the telephone number or email address provided below.

Sincerely,

Lance Lemieux
Senior Loss Control Consultant
Maine Municipal Association
Phone: 2076298232
Email: llemieux@memun.org

cc: RMS - Underwriting Department
CC: mcfalls1@roadrunner.com

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Report Summary

Report Name: Property and Hazard Surveys
Completed for: Town of Mechanic Falls
Inspection Date: August 20, 2019

Scope of Work: Conducted property and hazard surveys of the water tanks, water pump station and vacant building at 22 Pleasant Street on August 20th, 2019.

Findings:

Electrical Safety

Issue Identified **Live parts of electrical equipment were not adequately protected against accidental contact (1910.303)**

Recommendation *Have a qualified electrician make repairs to electrical equipment and/or install tight fitting covers to protect workers against accidental contact with live parts of electric equipment [reference 1910.303(g)(2)(i)]. [View OSHA Standard](#)*

Notes: Please contact a qualified electrician to place a protective barrier inside the SCADA control panel where the exposed wiring is greater than 50 volts

Photo(s)



Standpipe Road Telemetry Shed.



Standpipe Road Telemetry Shed control panel that need to have electrical contacts and wiring protected.

Corrective Action Taken/Planned:

Completed by: _____ Date: _____

Storage

Issue Identified **Storage racks are not installed square and plumb (ANSI MH16.1)**

Recommendation *Storage rack should be installed square and plumb. The Rack Manufacturers Institute (RMI) suggests that the maximum out-of-plumbness permissible is 1/2 inch for every 10 feet of height [reference ANSI MH16.1-1.4.11].*

Notes: Winterbrook Road Water Pump Station storage rack is leaning forward and could easily tip over. Please secure the rack to the wall to prevent tipping over.

Photo(s)



Winterbrook Road Water Pump Station storage rack.

Corrective Action Taken/Planned:

Completed by: _____ Date: _____

Property Hazards

Issue Identified **The property/ building is in need of maintenance.**

Recommendation *The property/building is showing evidence of deterioration. Take appropriate steps to eliminate further damage to the structure. See notes and / or photo(s) for details.*

Notes: Winterbrook Road Water Pump Station with damaged trim and missing fascia covering. Please repair front and right side as shown in photos.

Photo(s)



Winterbrook Road Water Pump Station with damaged trim and missing fascia covering.



Right side of building.



Front area over both doors

Corrective Action Taken/Planned:

Completed by: _____ Date: _____

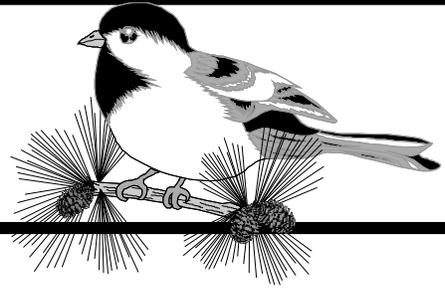
Submitted by:

Lance Lemieux
Senior Loss Control Consultant
Maine Municipal Association
2076298232
llemieux@memun.org

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Town of Mechanic Falls

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



Replacement of Council IPADS

Item	Unit Price	Qty:	Total
Apple iPad Gen-6 (32GB) 2018	\$279.00	5	\$1,395.00
Case for Apple iPad	\$29.00	5	\$145.00
		Total	\$1,540.00

Requirements:

- Remote access to Council Network Drive for:
 - Current Agendas and Digital Meeting packets
 - Historic Council meeting info
 - Governance Docs, Ordinances and Resolves
- Access to Council email account
- Access to Town Calendars

Source and Use:		
Computer/IT Reserve		\$12,969.00
Proposed Expense		\$1,540.00
	Balance	\$11,429.00



August 22, 2019

Town of Mechanic Falls
108 Lewiston Road
Mechanic Falls, ME 04256

Quotation No. 082219A

<u>Description</u>	<u>Price</u>
Apple iPad—Wifi Only Space Gray 32GB 9.7 Inch Retina Display 8MP Back Camera 1.2MP Front Camera 802.11ac Wi-Fi	\$279.00 x 5 = \$1395.00
Spigen Tough Armor iPad Case—Black	\$29.00 x 5 = \$145.00
Total Cost	\$1540.00

Terms & Conditions

This quotation is valid for 15 days from the above date, after that date please call for additional pricing information. Additional charges: 5.5% State of Maine Sales Tax and a 10% Restocking Fee if a system or any portion of a system is returned (not to include defective components). Once signed, if this contract or any portion of this contractual agreement is rescinded by the customer, the customer is responsible for any networking, consultation, or training fees to be imposed by Advanced MicroSystems at the rate of \$99.00 per hour.
Payment Terms: Due NET 30. If payment is not received in accordance to the above payment terms, Advanced MicroSystems reserves the right to impose a finance charge at an annual percentage rate of 18.00%.

By: _____
Derek B. Lamb, Director of Business Development/Senior IT Consultant
Advanced MicroSystems, Inc.

Authorized Signature: _____
Approved as above specifications
Zakk Maher, Town of Mechanic Falls

647 Main Street
Lewiston, ME 04240
www.amsmaine.com
T. 207.784.4766
F. 207.784.4913

Woodbrey Consulting Inc
Bid Response
Town of Mechanic Falls IT Audit

This bid is in response to a request from the Town Manager of Mechanic Falls to perform an audit of the municipal Information Technology infrastructure, policies and procedures. The purpose of the audit will be to provide a baseline of minimum acceptable Information Technology practices for municipal government entities, measure the current status of Mechanic Falls Information Technology and then make recommendations to remedy any deficiencies. This audit will introduce Information Technology Best Practices, Standards, Architectures and Regulations used to establish the background of the baseline. The baseline of Best Practices also encompasses the standards and architectures necessary to achieve compliance with state and federal regulations.

Information Technology Best Practices

There are three main areas that comprise Information Technology best practices. They are confidentiality, integrity and availability of data gathered and held by a government entity. Each of these apply to government entities regardless of size.

Best Practice Information Technology Standards

These standards are derived from the Electronic Code of Federal Regulations (e-CFR).

1. *Security management process.* Implement policies and procedures to prevent, detect, contain, and correct security violations.
 - a) *Risk analysis.* Conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of Information Technology managed data.
 - b) *Risk management.* Implement security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level.
 - c) *Sanction policy.* Apply appropriate sanctions against workforce members who fail to comply with the security policies and procedures.
 - d) *Information system activity review.* Implement procedures to regularly review records of information system activity, such as audit logs, access reports, and security incident tracking reports.
2. *Assigned security responsibility.* Identify the security official who is responsible for the development and implementation of the policies and procedures.

3. *Workforce security.* Implement policies and procedures to ensure that all members of its workforce have appropriate access to Information Technology managed information and to prevent those workforce members who do not have access from obtaining access to Information Technology managed information.
 - a) *Authorization and/or supervision.* Implement procedures for the authorization and/or supervision of workforce members who work with Information Technology managed information or in locations where it might be accessed.
 - b) *Workforce clearance procedure.* Implement procedures to determine that the access of a workforce member to Information Technology managed information is appropriate.
 - c) *Termination procedures.* Implement procedures for terminating access to Information Technology managed information when the employment of, or other arrangement with, a workforce member ends.
4. *Information access management.* Implement policies and procedures for authorizing access to Information Technology managed information.
 - a) *Access authorization.* Implement policies and procedures for granting access to Information Technology managed information, for example, through access to a workstation, transaction, program, process, or other mechanism.
 - b) *Access establishment and modification.* Implement policies and procedures that, based upon the workforce or the business associate's access authorization policies; establish, document, review, and modify a user's right of access to a workstation, transaction, program, or process.
5. *Security awareness and training.* Implement a security awareness and training program for all members of its workforce (including management).
 - a) *Security reminders.* Periodic security updates.
 - b) *Protection from malicious software.* Procedures for guarding against, detecting, and reporting malicious software.
 - c) *Log-in monitoring.* Procedures for monitoring log-in attempts and reporting discrepancies.
 - d) *Password management.* Procedures for creating, changing, and safeguarding passwords.
6. *Security incident procedures.* Implement policies and procedures to address security incidents.
 - a) *Response and reporting.* Identify and respond to suspected or known security incidents; mitigate, to the extent practicable, harmful effects of security incidents

that are known to the government entity or business associate; and document security incidents and their outcomes.

7. *Contingency plan.* Establish (and implement as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages systems that contain Information Technology managed information.
 - a) *Data backup plan.* Establish and implement procedures to create and maintain retrievable exact copies of Information Technology managed information.
 - b) *Disaster recovery plan.* Establish (and implement as needed) procedures to restore any loss of data.
 - c) *Emergency mode operation plan.* Establish (and implement as needed) procedures to enable continuation of critical business processes for protection of the security of Information Technology managed information while operating in emergency mode.
 - d) *Testing and revision procedures.* Implement procedures for periodic testing and revision of contingency plans.
 - e) *Applications and data criticality analysis.* Assess the relative criticality of specific applications and data in support of other contingency plan components.
8. *Evaluation.* Perform a periodic technical and nontechnical evaluation, based initially upon the standards implemented and, subsequently, in response to environmental or operational changes affecting the security of Information Technology managed information, that establishes the extent to which a government entity's or business associate's security policies and procedures meet the defined standards.
9. *Business associate contracts and other arrangements.* A government entity may permit a business associate to create, receive, maintain, or transmit Information Technology managed information on the government entity's behalf only if the government entity obtains satisfactory assurances that the business associate will appropriately safeguard the information. A business associate may permit a business associate that is a subcontractor to create, receive, maintain, or transmit Information Technology managed information on its behalf only if the business associate obtains satisfactory assurances that the subcontractor will appropriately safeguard the information.

Best Practice Information Technology Architectures

There are several recommended Information Technology architectures and implementations of these architectures that lead to successful realizations of the Information Technology Best Practice Standards.

1. *Information Technology Domain Architecture.* A "domain" is a set of interconnected resources and users of those resources. Resources are computers, printers, files,

applications, internet locations or any other resource where access may be controlled by a centralized domain controller. The domain controller is a computer hosting a secure database that grants or denies access to resources based upon rules and policies that have been implemented by the Information Technology staff. These rules and policies would be defined as part of the government entity policies and procedures.

2. There are many implementations of the Domain Architecture but in a homogeneous Windows workstation environment the most common is a Windows Active Directory domain. You require a domain controller on your network when you decide that your organization is to have the unified system of credentials, users, groups, and permissions that an Active Directory domain provides.

A Windows domain is a closed system of users and computers that can share resources and adhere to one centrally controlled management structure. Each user and machine belonging to that domain must authenticate with a domain controller in order to access the system. User accounts, machine accounts, security groups and many other settings are held in a central database called Active Directory.

One of the greatest advantages of a Windows domain is the ability to use group policy to control all the settings of each workstation in granular detail. Wherever there is a setting in the Windows operating system, group policy allows for it to be set and enforced centrally. For example, a standard operating environment is achievable since an administrator can ensure shared resources like file shares and printers are automatically connected and that standard applications are automatically deployed to each machine. It is possible to prohibit end users from installing any software themselves or you can have a predefined list of approved software available for installation. An Active Directory account will also conform to a central password policy. This allows the government entity to centrally enforce password complexity and password expiration's, something which greatly tightens security. The Windows domain also has extensive logging and auditing features among many other benefits.

3. *Information Technology Network Architecture.* There are two classifications of networks, private secured networks and public unsecured networks. The goal of the network design and implementation is to ensure that authorized access is properly maintained within and between these networks.
 - a) At any boundary between public and private networks there should firewall and intrusion detection services.

- b) Any data that travels between two private networks using a public network should use a VPN (Virtual Private Network) or be encrypted by the transmitting application, as in SFTP (Secure File Transfer Protocol).
 - c) All network devices in the private network should be fully managed and allow for ACL's (Access Control Lists), VLAN's (Virtual LAN's) and port authentication to the controlling system domain.
 - d) Any public network that uses the private network physical infrastructure must reside on a VLAN that routes through a firewall as stated above.
4. *Information Technology Logical/Physical Architecture.* Logical and Physical architecture is comprised of the technologies that provide the access, storage and the protection of the data that is transported, stored and accessed by the public and staff. The technologies that are used to implement the Information Technology environment affect the confidentiality, integrity and availability of data that is be managed by the government entity. The following should be considered as minimum requirements to meet those three goals:
- a) All critical devices should have redundant power supplies and connection to a UPS that is on a generator backed circuit. These devices would include network switches, firewalls, wireless access points, servers, critical workstations and other critical devices.
 - b) All servers and data storage devices should allow for two storage device failures without data loss (RAID level 6) with hot plug-able storage modules.
 - c) All servers should be multi-CPU and have error correcting memory.
 - d) All data that is considered critical or that has retention requirements by regulation or law should be stored on a server and shared to authorized workstations/users.
 - e) All applications that are considered critical should be run in server/client mode when possible for reliability and integrity.
 - f) All critical data should have both local and offsite backups/archives.
 - g) All workstations and servers should have centrally managed backups, OS (Operating System) updates and anti-virus/malware software that send daily status reports to a staff member that is responsible for those functions.
 - h) All physical devices should send status reports that indicate occurrences such as hardware failure, updates available, updates applied and access attempts to a staff member that is responsible for those devices.
 - i) All devices should be physically secured such that only authorized staff has access. Authorization should based on staff position requirements. Access to

devices should be with a technology that can record and report access attempts to a staff member that is responsible for security.

Information Technology Government Regulations

State of Maine Regulations for Information Technology

The state of Maine has established a schedule for the legal retention and access of local government records. This schedule is attached to this report and may also be accessed at <https://www.maine.gov/sos/arc/records/local/localschedules.html>. The sections related to record management and storage are included here. These regulations should be addressed by the Information Technology staff and integrated into the Information Technology policies.

MANAGEMENT OF RECORDS

DISPOSITION OF LOCAL GOVERNMENT RECORDS

No record shall be destroyed except by these schedules, unless authorized by state or federal law or rule, or other adopted municipal policy, justified and approved by the State Archivist and the Archives Advisory Board. (Records retained per municipal policy may be retained longer, but not less than, state law or rule.) All disposition of records not listed in the Local Government Retention Schedules or which are not otherwise written in Maine statute or Federal law, must be approved in advance, and in writing, by the State Archivist and the Archives Advisory Board.

RECORDS RETAINED

Records which are to be retained shall be preserved by the creating agency or deposited with an approved alternative institution (see pages 7&8) or deposited with the Maine State Archives. The State Archivist shall determine whether or not to accept transfers of local government records, based on space available at the Maine State Archives, condition of the records, and available alternatives to transfer. The State Archivist shall accept all permanent records of any deorganized Maine municipality.

RECORDS AUTHORIZED FOR DESTRUCTION

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with these Records Retention Schedules. Records may be destroyed by shredding, pulping, burning, or other acceptable means.

It is up to the governing body of each respective Local Government Agency to set up final review and disposal procedures for records which have reached the end of their retention time. Any records disposed of must be recorded on Disposition Forms. These forms would be retained permanently. (See Appendix G for sample form.)

Local government agencies must receive and retain a certificate of destruction for any records collected by/sent to recycling facilities to ensure: 1) only records actually due for destruction

are collected; 2) records intended for recycling are not at risk of removal by unauthorized persons, both while on site at the local government agency's offices and after removal to the recycling facility; 3) there is reasonable assurance that the recycling process will completely obliterate all information from the records.

RECORD RETENTION SCHEDULES

These record retention schedules shall be used primarily to identify those local government records that should be retained permanently by the local government agency or deposited with an approved alternative institution as described on pages 7&8. These Local Government Schedules v.2 page 6 schedules also provide retention periods for records that do not have permanent value. All municipal, quasi-municipal, and county government offices shall follow the records retention requirements as provided.

RECORDS SUBJECT TO AUDIT OR LITIGATION

A Local Government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated or reasonably anticipated; its destruction shall not occur until the completion of the action and the resolution of all issues arising from it. A record can also not be destroyed if the retention period occurs during any of these proceedings.

RECORD STORAGE

APPROVED MEDIA FOR RECORDS STORAGE

Local government records which have been identified as having archival (permanent) value must be maintained on one or more of the following media: paper; microfilm or microfiche produced according to archival standards, as established by the American National Standards Institute. Permanently valuable records (those originally created in paper) may be maintained for convenience on nonarchival media (such as disk or electronic format), but the same records must in every case be maintained on an archival medium or must be maintained in compliance with Title 16: Court Procedure – Evidence (Chapter 3: Records and Other Documents, Subchapter 3: Public Records, §456-A. Admissibility of electronic records). Born digital records must be migrated as necessary to keep them accessible using currently available hardware and software, for the full retention periods required. Where archival records are maintained in digital formats only, such migration may cease only after the records are converted to an archival medium. Digital records systems should provide real time double data storage, with the two mirrored storage sites located in separate rooms at a minimum (geographically separated storage sites shall be provided wherever possible). The system shall be designed to provide full data recovery. Where the records will need to be retained beyond the planned life of the system, agencies must plan and budget for the

migration of records and their associated metadata to new storage media or formats in order to avoid loss due to media decay or technology obsolescence.

Maine FOAA

The State of Maine Freedom of Access Act requires that Maine governmental entities provide access to “public records” and “public proceedings”. The following information is from the FAQ page on the Maine State Government website’s FOAA section which can be found at <https://www.maine.gov/foaa/>.

The FOAA defines "public record" as "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business".

When purchasing and contracting for computer software and other information technology resources, an agency shall consider the extent to which it will maximize accessibility and exportability while protecting confidential information that may be contained in the public records.

An agency or official must provide access to electronically stored public records, including e-mails, as a printed document or in the medium it is stored at the discretion of the requester.

Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee.

Any legally required record or minutes of a public proceeding must be made promptly and shall be open to public inspection. In addition, every agency is required to make a written record of any decision that involves conditional approval or denial of any application, license, certificate or other type of permit and to make those decisions publicly available.

Federal Regulations for Information Technology

The National Incident Management System (NIMS) which is part of the Federal Emergency Management Agency has established requirements that need to be addressed by the Information Technology staff.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multi-agency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.

The Information Technology requirements for NIMS are found in the NFPA (National Fire Protection Agency) 1600 Standard on Continuity, Emergency and Crisis Management. The NFPA1600 Standard may be found at <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600>.

Woodbrey Consulting Company Information

Woodbrey Consulting Inc has been in business since February 2008. We address the SMB (Small and Medium Business) market offering a full range of IT consulting and contracting services. Our staff of three have IT college level training in addition to extensive work experience. One staff member has been working in IT since 1973 and the other two since 2009. In addition to the SMB market we subcontract to Facility Solutions Inc, working for major airlines throughout the country. Our largest project was the successful implementation of the entire IT infrastructure for Branson Airport in Branson Missouri.

We carry liability and professional insurance with Hiscox Business Insurance. Proof of insurance is available upon request.

The cost of a standard IT Information Audit is \$500 due upon completion of the audit.

Kevin Woodbrey
Woodbrey Consulting Inc
20 Egypt Road
Raymond, ME 04071
kevin@woodbreyconsulting.com
kevin.woodbrey@gmail.com

207-221-2726

Name	Department Clas	Computer	Service Tag	OS	Outlook	Word	
Clerk- Right	Admin	Dell Vostro 3900	G4LLBB2	Win7	2016	2016	7/5/2016
Clerk-Left	Admin	Dell Optiplex 3020	JVVPR12	Win7	2010	2010	8/28/2015
Fred Collins	Admin	Dell Optiplex 3010	9404RW1	Win7	2010	2010	1/31/2014
Julie Ward	Admin	Dell Inspiron	58NXQP2	Win10	2016	2016	5/31/2018
Scott Hinkley	Transfer						
Lisa Prevost	Admin	Optiplex 3010	9435RW1	Win7	2010	2010	1/31/2014
Miranda Hinkley	Admin	Dell Vostro 3900	G4LCD92	Win7	2016	2016	7/5/2016
Nancy Peterson	Library						
Zachary Maher	Admin	Dell Optiflex 790	G5118v1	Win7	2010	2010	8/9/2013
Ashley Cleaves	Admin	Dell Optiplex 390	6X45XR1	Win7	2010	2010	12/6/2012
Jeff Goss	Police	HP2210		Win7	2010	2010	
NEW(Not Set Up)x4	Police	Dell Precision 3420		Win10			
Michelle Emery	Police	Optiflex 9020	6LRFC21	Win7	2013	2013	
Michelle Emery	Water	Optiplex 7110	J393C21	Win10	2013	2013	12/12/2014
Jim Daigle	Police	HP z230sff		Win7	2013	2013	
pd Shared	Police	Optiflex 9020	6LRDC21	Win7	2013	2013	
Scott Penney	Public Works						
Steve French	Water	Optiplex 3040	48ZY3C2	Win10	2003	2003	11/30/2016
Anthony Corey	Water	Dell Lenovo		Win10	2016	2016	
system	Water	Optiflex 9020	96NSMD2	Win7	2016	2016	11/11/2016
Shared	Fire Rescue			Win10			
Fred Sturtevant	Fire Rescue			Win10			
Unused		Dell Vostro	GSC00R1	Win7			
SERVER		Dell Power Edge T430		WinServer 20016			
OLD SERVER		Dell Power Edge T110II	53NW7V1				

**Town of Minot
Information Technology
Audit**

April 2019

Woodbrey Consulting Inc
20 Egypt Road
Raymond, ME 04071
207-221-2726
kevin@woodbreyconsulting.com

Town of Minot Information Technology Audit

Introduction

The Town Manager of Minot initiated an audit of the Information Technology infrastructure, policies and procedures. The purpose of the audit was to provide a baseline of minimum acceptable Information Technology practices for government entities, measure the current status of Minot's Information Technology and then make recommendations to remedy any deficiencies. This audit will introduce Information Technology Best Practices, Standards, Architectures and Regulations used to establish the background of the baseline. The baseline of Best Practices also encompasses the standards and architectures necessary to achieve compliance with state and federal regulations. At the end of the document is a terminology/definitions section for Information Technology acronyms used in this audit.

Woodbrey Consulting Inc. was chosen to perform this audit. Kevin Woodbrey has been working in all aspects of Information Technology since 1973 and Erik Woodbrey since 2009. They also have formal education in Computer Science and Information Technology.

Information Technology Best Practices

There are three main areas that comprise Information Technology best practices. They are confidentiality, integrity and availability of data gathered and held by a government entity. Each of these apply to government entities regardless of size.

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 - b) *Workforce clearance procedure.* Implement procedures to determine that the access of a workforce member to Information Technology managed information is appropriate.
 - c) *Termination procedures.* Implement procedures for terminating access to Information Technology managed information when the employment of, or other arrangement with, a workforce member ends.
4. *Information access management.* Implement policies and procedures for authorizing access to Information Technology managed information.
 - a) *Access authorization.* Implement policies and procedures for granting access to Information Technology managed information, for example, through access to a workstation, transaction, program, process, or other mechanism.
 - b) *Access establishment and modification.* Implement policies and procedures that, based upon the workforce or the business associate's access authorization policies; establish, document, review, and modify a user's right of access to a workstation, transaction, program, or process.
5. *Security awareness and training.* Implement a security awareness and training program for all members of its workforce (including management).
 - a) *Security reminders.* Periodic security updates.
 - b) *Protection from malicious software.* Procedures for guarding against, detecting, and reporting malicious software.
 - c) *Log-in monitoring.* Procedures for monitoring log-in attempts and reporting discrepancies.
 - d) *Password management.* Procedures for creating, changing, and safeguarding passwords.
6. *Security incident procedures.* Implement policies and procedures to address security incidents.
 - a) *Response and reporting.* Identify and respond to suspected or known security incidents; mitigate, to the extent practicable, harmful effects of security incidents that are known to the government entity or business associate; and document security incidents and their outcomes.
7. *Contingency plan.* Establish (and implement as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages systems that contain Information Technology managed information.

- a) *Data backup plan.* Establish and implement procedures to create and maintain retrievable exact copies of Information Technology managed information.
 - b) *Disaster recovery plan.* Establish (and implement as needed) procedures to restore any loss of data.
 - c) *Emergency mode operation plan.* Establish (and implement as needed) procedures to enable continuation of critical business processes for protection of the security of Information Technology managed information while operating in emergency mode.
 - d) *Testing and revision procedures.* Implement procedures for periodic testing and revision of contingency plans.
 - e) *Applications and data criticality analysis.* Assess the relative criticality of specific applications and data in support of other contingency plan components.
8. *Evaluation.* Perform a periodic technical and nontechnical evaluation, based initially upon the standards implemented and, subsequently, in response to environmental or operational changes affecting the security of Information Technology managed information, that establishes the extent to which a government entity's or business associate's security policies and procedures meet the defined standards.
 9. *Business associate contracts and other arrangements.* A government entity may permit a business associate to create, receive, maintain, or transmit Information Technology managed information on the government entity's behalf only if the government entity obtains satisfactory assurances that the business associate will appropriately safeguard the information. A business associate may permit a business associate that is a subcontractor to create, receive, maintain, or transmit Information Technology managed information on its behalf only if the business associate obtains satisfactory assurances that the subcontractor will appropriately safeguard the information.

Best Practice Information Technology Architectures

There are several recommended Information Technology architectures and implementations of these architectures that lead to successful realizations of the Information Technology Best Practice Standards.

1. *Information Technology Domain Architecture.* A "domain" is a set of interconnected resources and users of those resources. Resources are computers, printers, files, applications, internet locations or any other resource where access may be controlled by a centralized domain controller. The domain controller is a computer hosting a secure database that grants or denies access to resources based upon rules and policies that have been implemented by the Information Technology staff. These rules and policies would be defined as part of the government entity policies and procedures.
2. There are many implementations of the Domain Architecture but in a homogeneous Windows workstation environment the most common is a Windows Active Directory domain. You require a domain controller on your network when you decide that your organization is to have

the unified system of credentials, users, groups, and permissions that an Active Directory domain provides.

A Windows domain is a closed system of users and computers that can share resources and adhere to one centrally controlled management structure. Each user and machine belonging to that domain must authenticate with a domain controller in order to access the system. User accounts, machine accounts, security groups and many other settings are held in a central database called Active Directory.

One of the greatest advantages of a Windows domain is the ability to use group policy to control all the settings of each workstation in granular detail. Wherever there is a setting in the Windows operating system, group policy allows for it to be set and enforced centrally. For example, a standard operating environment is achievable since an administrator can ensure shared resources like file shares and printers are automatically connected and that standard applications are automatically deployed to each machine. It is possible to prohibit end users from installing any software themselves or you can have a predefined list of approved software available for installation. An Active Directory account will also conform to a central password policy. This allows the government entity to centrally enforce password complexity and password expiration's, something which greatly tightens security. The Windows domain also has extensive logging and auditing features among many other benefits.

3. *Information Technology Network Architecture.* There are two classifications of networks, private secured networks and public unsecured networks. The goal of the network design and implementation is to ensure that authorized access is properly maintained within and between these networks.
 - a) At any boundary between public and private networks there should firewall and intrusion detection services.
 - b) Any data that travels between two private networks using a public network should use a VPN (Virtual Private Network) or be encrypted by the transmitting application, as in SFTP (Secure File Transfer Protocol).
 - c) All network devices in the private network should be fully managed and allow for ACL's (Access Control Lists), VLAN's (Virtual LAN's) and port authentication to the controlling system domain.
 - d) Any public network that uses the private network physical infrastructure must reside on a VLAN that routes through a firewall as stated above.
4. *Information Technology Logical/Physical Architecture.* Logical and Physical architecture is comprised of the technologies that provide the access, storage and the protection of the data that is transported, stored and accessed by the public and staff. The technologies that are used to implement the Information Technology environment affect the confidentiality, integrity and availability of data that is be managed by the government entity. The following should be considered as minimum requirements to meet those three goals:

- a) All critical devices should have redundant power supplies and connection to a UPS that is on a generator backed circuit. These devices would include network switches, firewalls, wireless access points, servers, critical workstations and other critical devices.
- b) All servers and data storage devices should allow for two storage device failures without data loss (RAID level 6) with hot plug-able storage modules.
- c) All servers should be multi-CPU and have error correcting memory.
- d) All data that is considered critical or that has retention requirements by regulation or law should be stored on a server and shared to authorized workstations/users.
- e) All applications that are considered critical should be run in server/client mode when possible for reliability and integrity.
- f) All critical data should have both local and offsite backups/archives.
- g) All workstations and servers should have centrally managed backups, OS (Operating System) updates and anti-virus/malware software that send daily status reports to a staff member that is responsible for those functions.
- h) All physical devices should send status reports that indicate occurrences such as hardware failure, updates available, updates applied and access attempts to a staff member that is responsible for those devices.
- i) All devices should be physically secured such that only authorized staff has access. Authorization should be based on staff position requirements. Access to devices should be with a technology that can record and report access attempts to a staff member that is responsible for security.

Information Technology Government Regulations

State of Maine Regulations for Information Technology

The state of Maine has established a schedule for the legal retention and access of local government records. This schedule is attached to this report and may also be accessed at <https://www.maine.gov/sos/arc/records/local/localschedules.html>. The sections related to record management and storage are included here. These regulations should be addressed by the Information Technology staff and integrated into the Information Technology policies.

MANAGEMENT OF RECORDS

DISPOSITION OF LOCAL GOVERNMENT RECORDS

No record shall be destroyed except by these schedules, unless authorized by state or federal law or rule, or other adopted municipal policy, justified and approved by the State Archivist and the Archives Advisory Board. (Records retained per municipal policy may be retained longer, but not less than, state law or rule.) All disposition of records not listed in the Local Government Retention Schedules or

which are not otherwise written in Maine statute or Federal law, must be approved in advance, and in writing, by the State Archivist and the Archives Advisory Board.

RECORDS RETAINED

Records which are to be retained shall be preserved by the creating agency or deposited with an approved alternative institution (see pages 7&8) or deposited with the Maine State Archives. The State Archivist shall determine whether or not to accept transfers of local government records, based on space available at the Maine State Archives, condition of the records, and available alternatives to transfer. The State Archivist shall accept all permanent records of any deorganized Maine municipality.

RECORDS AUTHORIZED FOR DESTRUCTION

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with these Records Retention Schedules. Records may be destroyed by shredding, pulping, burning, or other acceptable means.

It is up to the governing body of each respective Local Government Agency to set up final review and disposal procedures for records which have reached the end of their retention time. Any records disposed of must be recorded on Disposition Forms. These forms would be retained permanently. (See Appendix G for sample form.)

Local government agencies must receive and retain a certificate of destruction for any records collected by/sent to recycling facilities to ensure: 1) only records actually due for destruction are collected; 2) records intended for recycling are not at risk of removal by unauthorized persons, both while on site at the local government agency's offices and after removal to the recycling facility; 3) there is reasonable assurance that the recycling process will completely obliterate all information from the records.

RECORD RETENTION SCHEDULES

These record retention schedules shall be used primarily to identify those local government records that should be retained permanently by the local government agency or deposited with an approved alternative institution as described on pages 7&8. These Local Government Schedules v.2 page 6 schedules also provide retention periods for records that do not have permanent value. All municipal, quasi-municipal, and county government offices shall follow the records retention requirements as provided.

RECORDS SUBJECT TO AUDIT OR LITIGATION

A Local Government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated or reasonably anticipated; its destruction shall not occur until the completion of the action and the resolution of all issues arising from it. A record can also not be destroyed if the retention period occurs during any of these proceedings.

RECORD STORAGE

APPROVED MEDIA FOR RECORDS STORAGE

Local government records which have been identified as having archival (permanent) value must be maintained on one or more of the following media: paper; microfilm or microfiche produced according to archival standards, as established by the American National Standards Institute. Permanently valuable records (those originally created in paper) may be maintained for convenience on nonarchival media (such as disk or electronic format), but the same records must in every case be maintained on an archival medium or must be maintained in compliance with Title 16: Court Procedure – Evidence (Chapter 3: Records and Other Documents, Subchapter 3: Public Records, §456-A. Admissibility of electronic records). Born digital records must be migrated as necessary to keep them accessible using currently available hardware and software, for the full retention periods required. Where archival records are maintained in digital formats only, such migration may cease only after the records are converted to an archival medium. Digital records systems should provide real time double data storage, with the two mirrored storage sites located in separate rooms at a minimum (geographically separated storage sites shall be provided wherever possible). The system shall be designed to provide full data recovery. Where the records will need to be retained beyond the planned life of the system, agencies must plan and budget for the migration of records and their associated metadata to new storage media or formats in order to avoid loss due to media decay or technology obsolescence.

Maine FOAA

The State of Maine Freedom of Access Act requires that Maine governmental entities provide access to “public records” and “public proceedings”. The following information is from the FAQ page on the Maine State Government website’s FOAA section which can be found at <https://www.maine.gov/foaa/>.

The FOAA defines "public record" as "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business".

When purchasing and contracting for computer software and other information technology resources, an agency shall consider the extent to which it will maximize accessibility and exportability while protecting confidential information that may be contained in the public records.

An agency or official must provide access to electronically stored public records, including e-mails, as a printed document or in the medium it is stored at the discretion of the requester.

Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time and

place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee.

Any legally required record or minutes of a public proceeding must be made promptly and shall be open to public inspection. In addition, every agency is required to make a written record of any decision that involves conditional approval or denial of any application, license, certificate or other type of permit and to make those decisions publicly available.

Federal Regulations for Information Technology

The National Incident Management System (NIMS) which is part of the Federal Emergency Management Agency has established requirements that need to be addressed by the Information Technology staff.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multi-agency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.

The Information Technology requirements for NIMS are found in the NFPA (National Fire Protection Agency) 1600 Standard on Continuity, Emergency and Crisis Management. The NFPA1600 Standard may be found at <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600>.

Audit Results

The audit consisted of two parts. Part one was a detailed spreadsheet that was sent to the Town Administrator who answered questions in several categories and part two was an onsite visit by Woodbrey Consulting to do a visual audit and obtain answers to follow up questions.

The detailed spreadsheet is attached for reference. The results of each area will be summarized here by section and then used to measure against best practices, architectures and regulations.

1. *Organizational Structure.* Since Minot has a small staff, the Town Administrator sets the direction and budget for Information Technology services and directs an IT contractor to implement that direction. The current stated goal is “to come up with a scheduled means of controlling asset replacement while focusing on security and data management/retention”. The IT contractor is responsible for all aspects of Information Technology services.

Proficiency training in using Information Technology is available but not formalized as part of employee evaluations. At this point there are no strategic plans or policies for Information Technology but the audit is a starting point to develop a them.

2. *Hardware.* There are five workstations in the town office, one in the public works building and five at the fire station. One workstation in the town office serves as a file sharing and TRIO (municipal management software) server. The workstations are from multiple vendors. The workstations are running a mix of Windows 10 Pro, Windows 10 Home Windows 7 Pro and Windows 7 Home. They are also running Kaspersky, Norton and Windows Defender for anti-virus with some of them having expired maintenance. The workstations in the town office are all running TRIO. There are five printers in the town office and five at the public safety building with a mix of wired and wireless models. The phone system is an analog Nortel PBX.

There is a residential grade ASUS firewall protecting the private network attached to a DOCSIS 3.1 cable modem providing access to the internet. There is an unmanaged TRENDnet network switch in the town office basement attached to the firewall providing access to network devices and a second unmanaged TRENDnet switch in the office area. The two network switches provide a single subnet to all of the devices on the LAN/intranet (Local Area Network) including public devices creating an unsecured private network. An underground conduit provides a hard wire Ethernet link to the fire station. A link to public works is provided by an Intellinet Wireless 300N access point configured in bridge mode.

The only devices that are physically secure are those in the basement behind a keyed door. There are no patch panels for the network cabling infrastructure and only minimal labeling. A partial network diagram has been created by the Town Administrator.

There are no scheduled or preventive maintenance plans for critical hardware.

3. *Software.* The municipal management software is TRIO Software from Harris Local Government. They are on the Microsoft Access version of TRIO. They plan to upgrade to the

SQL version in 2020 when all of the workstations meet the hardware and operating system requirements. The office suite is Microsoft Word and Excel 2007/2010. E-mail is provided by Google G-Suite with a mixture of web and local Microsoft Outlook client access.

All software and updates are manually deployed. There is no Windows Domain and all services normally provided by a domain are either manually configured or provided by other network devices. Kaspersky anti-virus software is installed on all Windows workstations. G-Suite provides e-mail spam mitigation which is managed by each individual user. There is no monitoring of software license compliance.

4. *Security.* There is no secure network/server room. A workstation in the Treasurer's office hosts the TRIO Access database and other file shares. The office is locked when not in use. Some of the network equipment is in a shared utility room in the basement which is secured by a key lock. There is no logging of access to the network or TRIO/file sharing. There are no mobile devices except cell phones. Since these devices are unmanaged, the access is not secure.

There is no formal security policy for Information Technology. There is an appropriate use policy for accessing the internet and devices on the intranet. Passwords are required to access Windows workstations but there is no requirement policy, no central control and no logging or monitoring of failed logon attempts. When an employee leaves, their access is removed within 30 minutes. There is no review and restricting of privileges to ensure appropriate data access. This is primarily due to the lack of a domain infrastructure. No review of elevated privilege accounts to determine if default passwords have been changed. No logging of network, security or operating system changes occurs.

Some critical data is stored on a workstation with file shares and the rest is on the staff's workstations.

5. *Backup/Archival Procedures.* There are no image backups available for bare metal restoration so each workstation's software must be manually installed if there is a disk failure. Backups are performed by Carbonite software to the cloud on a file level basis. Selected folders and the entire Windows user profile folder is backed up daily with ten versions of each file kept. Deleted files are retained for thirty days. There is no data archival.
6. *Business Continuity Plan.* There is an Emergency Management Plan but no full Business Continuity Plan. There is no backup/standby site in the Emergency Management Plan. There is no testing or set time for restoration of government services in event of a disaster that destroys the Town Office.
7. *Help Desk/Problem Tracking Procedures.* There is no help desk or problem tracking. The IT contractor is called or e-mailed when there is an issue.
8. *Application Change Procedures.* There is no change control management process. Software is upgraded on a cost benefit basis and if funds are available. No regular review of application software is performed.

9. *Remote Access.* The IT contractor is the only remote access user. Team Viewer is used for remote access.
10. *Internet.* All users on the private network have access to the internet. The personnel policy covers internet usage. There is no enforcement of restricted website access. The private network is protected from the internet by an ASUS residential grade firewall. It is configured by the IT consultant. It is not set up for monitoring or logging. The firewall has no intrusion detection services.

The municipal website is hosted by GovOffice and the content management system is provided by GovOffice. A limited number of the staff have access to update the municipal website. Currently there are no internet commerce offerings by the municipality such as online tax or permit payment.

11. *Outsourcing.* The only process that is outsourced is tax billing where the data is exported from TRIO via a PDF and sent to Highgrade for processing. There is no service level agreement associated with this process. Staff reports issues to Town Administrator and who then evaluates whether the work should be outsourced to a new vendor.
12. *Information Processing Integrity.* There are no policies, procedures or monitoring to ensure information processing integrity.
13. *Compliance.* Partial compliance with the State of Maine FOAA has been implemented. Some public records are being backed up but no public records are being archived. Minot is participating in the federal NIMS program but has not implemented the Information Technology requirements for COOP (Continuity of Operations Plan) and disaster recovery. In addition there is no backup of archives in the event of destruction of the original copy. There is no policy in place for ensuring compliance with federal, state or local laws/regulations. There is an annual audit to ensure compliance with accounting standards and tax regulations.
14. *Other.* There is no system documentation that covers hardware/software purchasing guidelines, security policies, control procedures and standard operating procedures as they relate to Information Technology.

Conclusions and Recommendations

The Town of Minot is similar to most other small and medium sized municipalities in their development of Information Technology practices. As municipalities evolved from a purely manual, paper based form of government business practices, most paper based applications were replaced with records and transactions in digital form. A minimum of time and money was invested in Best Practices of Information Management due to limited staff, knowledge and budget. With the advent of the electronic storage of records and the internet, data became more vulnerable to destruction and tampering which made the small government entities more aware of the necessity for better data management. Typically they reached out to local contractors with technology experience for help with their computers and networks. Most of these are self taught individuals that have no formal Information Technology education or experience in larger businesses or government agencies where Information Technology Best Practices are used. Government officials need to provide oversight of their Information Technology staff and contractors to check implementation of Best Practices to ensure the confidentiality, integrity and availability of data gathered and held by their government entity.

As indicated by the audit results the Town of Minot has not started to implement Information Technology Best Practices. The following recommendations should be implemented to initiate a process that will lead to Information Technology Best Practices. These are not in priority order as many of them are inter-dependent. They are also minimum requirements and should be regarded as a starting point for Best Practices. These are also very specific recommendations based on working implementations that have met Best Practices. Most of them could be met with the equivalent function from other vendors.

- Formalize a policy of Information Technology Best Practices with responsibilities tied to staff member positions.
- Implement training of staff on the Information Technology Best Practices policy especially around security and proper data retention.
- *Implement a Domain Architecture.*
 - Install a Windows Server 2016 instance as an Active Directory Domain Controller (requires a physical or VM (Virtual Machine) server.
 - Configure all of the Windows workstations as members of the Windows Domain
 - Create GPO's (Group Policy Objects) for password policies, shared resource access, removal of user administrative privileges on local workstations and Windows updates. These are just the minimum GPO's that should be implemented.
- *Implement a Network Architecture.*
 - Install commercial grade pfSense firewall with intrusion detection and multiple ports for subnet separation. VLAN (Virtual Local Area Network) capability should be included to mitigate physical port requirements.

- Install commercial grade HPE WAP's (Wireless Access Points) with VLAN and 802.1X support. The VLAN support enables the creation of separate public and private networks on the same WAP. The 802.1X support using the RADIUS protocol allows a device and user to be authenticated to the Windows domain before they are allowed to access the private network.
- Install commercial grade HPE network switches in the Town Office, Public Works and Public Safety Buildings. The switches should have full management capability with VLAN, ACL (Access Control List) and PoE (Power over Ethernet) capability.
- Install Cat6 network patch panels in the Town Office, Public Works and Public Safety buildings. Replace any point to point network cabling with wall jacks.
- Certify the existing Ethernet cabling.
- Install fiber between the Town Office and the Public Safety building to support 10Gbps network speed. This allows for timely image backups of workstations and servers.
- Create a VLAN configuration on the firewall, switches and WAP's that separate the private and public networks. Also create a management VLAN that separates the private network user traffic from the infrastructure management traffic. Configure MAC address authentication on all network devices.
- Install a VOIP (Voice Over Internet Protocol) phone system using an Asterisk VM on the VM host server.
- Install managed UPS's at the Public Safety and Public Works buildings to protect the network devices.
- Create Information Technology network environment physical/logical documentation.
- *Implement a Physical/Logical Architecture.*
 - Install a used Dell PowerEdge R730xd generation 13 server capable of running a VMware hypervisor. The server should be configured with RAID6 and have a 10Gbps network card. This will host the four virtual servers need for the environment.
 - Install a lockable server rack capable of housing the firewall, network switch, UPS, NAS, and VM host server in the basement
 - Install a centrally managed UPS (Uninterruptible Power Supply) with temperature monitoring, capable of carrying the load of the VM host server, NAS server, firewall and switch until the generator takes over.
 - Ensure that the server/network rooms/locations are environmentally controlled and have two hour rated fire construction.
 - Install Windows Server 2016, WSUS (Window Server Update Services centrally managed), Nakivo VM Backup and VMware vCenter virtual servers.

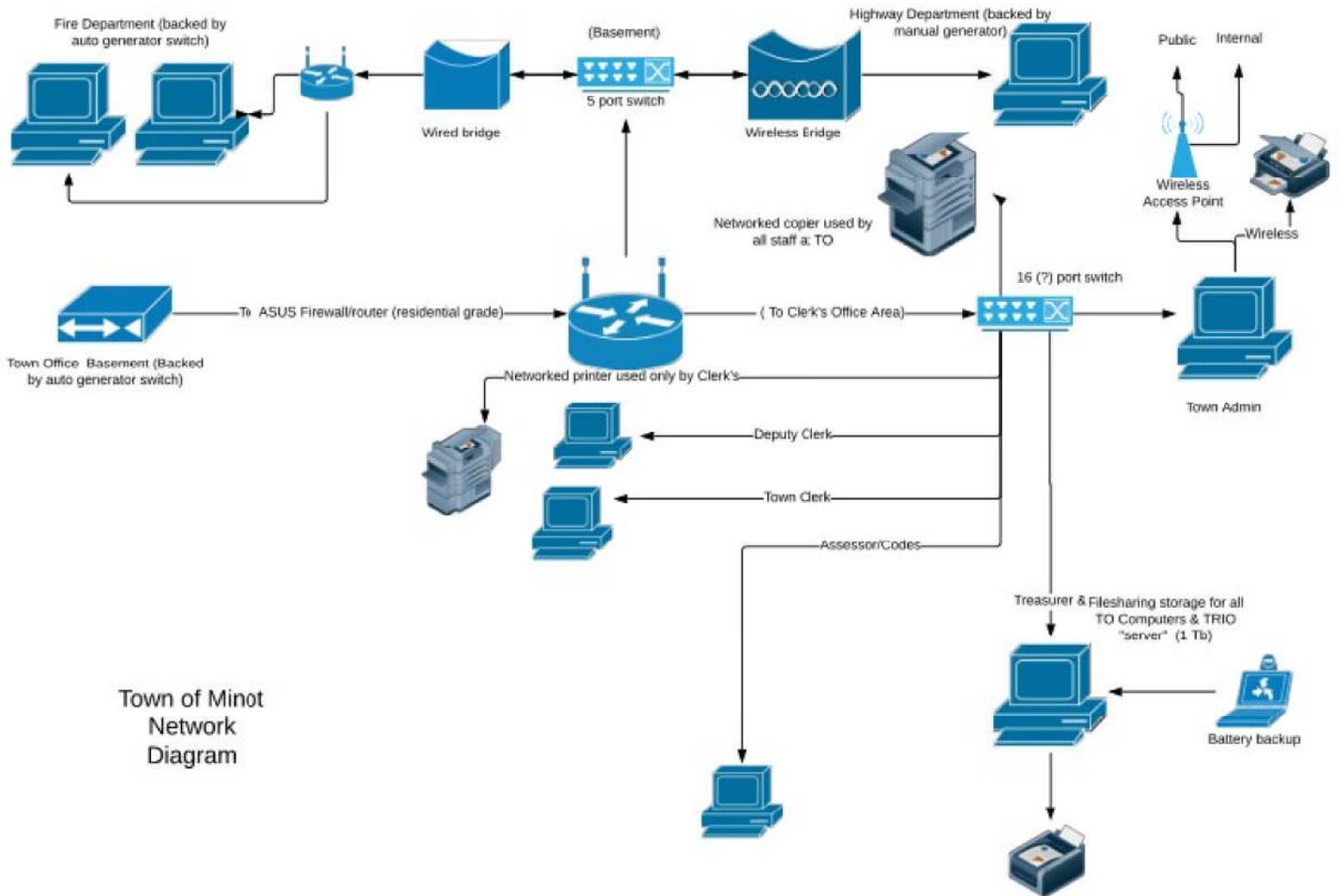
- Install a NAS (Network Attached Storage) server in the Public Safety building to serve as the offsite backup repository. This NAS server would be installed in the rack that the switch and UPS for the Public safety are located. It should be configured with a 10Gbps network card. This will provide image backups offsite for disaster recovery, file backups and archiving.
- Install a NAS server in the Town Office to implement archiving of data required by State of Maine regulations in case the Public Safety NAS server is compromised.
- Upgrade all workstations to Windows 10 Pro and replace any workstations not capable of efficiently running that environment.
- Install UPS's for all workstations and backup generator circuits for all critical workstations.
- Install Cloudberry Managed Backup Services (centrally managed) to perform workstation image backups on all workstations.
- Replace Kaspersky with Webroot (centrally managed) anti-virus. Kaspersky is a Russian Company and has been moved to an untrusted status by the US federal government.
- Move all public data that has retention requirements or needs to be shared to a Windows Server VM.
- Move any shared network printers to a Windows Server VM.
- Install centrally managed, wireless, locks with logging and access control capability to areas that have access to private network devices.
- Create Information Technology environment physical/logical documentation.
- Upgrade all application software such as Microsoft Office to current supported levels. This is a security issue since there are continual security fixes being released.
- *Ensure Compliance with Regulations.*
 - Develop a policy as part of the Information Technology Best Practices policy to comply with State of Maine FOAA.
 - Develop a policy as part of the Information Technology Best Practices policy to comply with State of Maine Records Retention.
 - Implement archiving of e-mail with G-Suite to comply with State of Maine Regulations.
 - Implement archiving of data on the NAS servers to comply with State of Maine Regulations
 - Develop a policy as part of the Information Technology Best Practices policy to comply with FEMA NIMS COOP.
 - Develop a policy as part of the Information Technology Best Practices policy for disaster recovery.

Terminology/Definitions

- **Cat 5e/Cat 6 Cable** (Category 5e or Category 6 Cable)
 - Category 6 cable, commonly referred to as Cat 6, is a standardized twisted pair cable for Ethernet and other network physical layers that is backward compatible with the Category 5/5e and Category 3 cable standards. The cable standard also specifies performance of up to 250 MHz compared to 100 MHz for Cat 5 and Cat 5e.
 - Cat5 cable is broken into two separate categories: Cat5 and Cat5E cables. Cat5 has become obsolete in recent years, due to its limitations compared to Cat5E and Cat6 cables. Although the Cat5 cable can handle up to 10/100 Mbps at a 100MHz bandwidth the newer versions of Cat cables are significantly faster. Cat5E cable (which stands for “Cat5 Enhanced”) became the standard cable about 15 years ago and offers significantly improved performance over the old Cat5 cable, including up to 10 times faster speeds and a significantly greater ability to traverse distances without being impacted by crosstalk.
 - Cat6 cables have been around for only a few years less than Cat5E cables. However, they have primarily been used as the backbone to networks, instead of being run to workstations themselves. The reason for this is the fact that, while Cat6 cables can handle up to 10 Gigabits of data, that bandwidth is limited to 164 feet — anything beyond that will rapidly decay to only 1 Gigabit (the same as Cat5E). Cat6A is the newest iteration and utilizes an exceptionally thick plastic casing that helps further reduce crosstalk. The biggest distinguishing difference between Cat6 and Cat6A cables is that Cat6A can maintain 10 Gigabit speeds for the full 328 feet of Ethernet cable. Ultimately, those who want to have the most “future proofed” cable will want to go with Cat6A. However, for most resident and commercial purposes, Cat5E and Cat6 cables should be more than sufficient.
- **Ethernet**
 - Ethernet is the standard way to connect computers on a network over a wired connection. It provides a simple interface and for connecting multiple devices, such computers, routers, and switches. With a single router and a few Ethernet cables, you can create a LAN, which allows all connected devices to communicate with each other.
 - A standard Ethernet cable is slightly thicker than a phone cable and has an RJ45 connector on each end. Ethernet ports look similar to telephone jacks, but are slightly wider. You can plug or unplug devices on an Ethernet network while they are powered on without harming them.
- **Gbps** (Gigabits Per Second)
 - Stands for "Gigabits per second." 1Gbps is equal to 1,000 Megabits per second (Mbps), or 1,000,000,000 bits per second. Gbps is commonly used to measure data transfer speeds between hardware devices. For many years, data transfer speeds were only measured in Mbps and Kbps. However, modern hardware interfaces can now transfer data over one gigabit per second, which makes Gbps a necessary unit of measurement.

- **IP** (Internet Protocol)
 - Stands for "Internet Protocol." IP provides a standard set of rules for sending and receiving data over the Internet. It allows devices running on different platforms to communicate with each other as long as they are connected to the Internet. In order for an internet connected host to be recognized by other devices, it must have an IP address. This may be either an IPv4 or IPv6 address, but either way it uniquely defines a device on the Internet.
 - The Internet Protocol also provides basic instructions for transferring packets between devices. However, it does not actually establish the connection or define the ordering of the packets transmitted. These aspects are handled by the Transmission Control Protocol (TCP), which works in conjunction with the Internet Protocol to transfer data between systems on the Internet. For this reason, connections between internet connected systems are often called "TCP/IP" connections.
- **LAN** (Local Area Network)
 - A local-area network (LAN) is a computer network that spans a relatively small area. Most often, a LAN is confined to a single room, building or group of buildings, however, one LAN can be connected to other LAN's over any distance via telephone lines and radio waves.
- **Mbps (Megabits Per Second)**
 - Stands for "Megabits Per Second." One megabit is equal to one million bits or 1,000 kilobits. While "megabit" sounds similar to "megabyte," a megabit is roughly one eighth the size of a megabyte (since there are eight bits in a byte). Mbps is used to measure data transfer speeds of high bandwidth connections, such as Ethernet and cable modems.
- **MAC Address** (Media Access Control Address)
 - A MAC address is a hardware identification number that uniquely identifies each device on a network. The MAC address is manufactured into every network card, such as an Ethernet card or Wi-Fi card, and therefore cannot usually be changed. Because there are millions of networked devices in existence, and each device needs to have a unique MAC address, there must be a very wide range of possible addresses. For this reason, MAC addresses are made up of six two-digit hexadecimal numbers, separated by colons. For example, an Ethernet card may have a MAC address of 00:0d:83:b1:c0:8e.
- **NAS** (Network Attached Storage)
 - Network-attached storage (NAS) is dedicated file storage that enables multiple users and heterogeneous client devices to retrieve data from centralized disk capacity. Users on a local area network (LAN) access the shared storage via a standard Ethernet connection. NAS devices typically do not have a keyboard or display and are configured and managed with a browser-based utility. Each NAS resides on the LAN as an independent network node, defined by its own unique Internet Protocol (IP) address.
- **PoE** (Power over Ethernet)

- Stands for "Power over Ethernet." PoE provides electrical current over an Ethernet connection. It powers electronic devices via Ethernet cabling without the need for batteries or a wall outlet. A broad range of PoE devices exist, including: VoIP phones, wireless access points, audio amplifiers, lighting controllers and security cameras.
- **UPS** (Uninterruptible Power Supply)
 - An uninterruptible power supply (UPS) is a device that allows a computer to keep running for at least a short time when the primary power source is lost. It also provides protection from power surges. It is also commonly used to provide bridge power until a generator starts. A UPS contains a battery that "kicks in" when the device senses a loss of power from the primary source. If you are using the computer when the UPS notifies you of the power loss, you have time to save any data you are working on and exit gracefully before the secondary power source (the battery) runs out.
- **VLAN** (Virtual Local Area Network)
 - Computer networks can be segmented into local area networks (LAN's) and wide area networks (WAN's). Network devices such as switches, hubs, bridges, workstations and servers connected to each other in the same network at a specific location are generally known as LAN's. A LAN is also considered a broadcast domain.
 - A VLAN allows several networks to work virtually as one LAN. One of the most beneficial elements of a VLAN is that it removes latency in the network, which saves network resources and increases network efficiency. In addition, VLAN's are created to provide segmentation and assist in issues like security, network management and scalability. Traffic patterns can also easily be controlled by using VLAN's.
- **VM** (Virtual Machine)
 - A virtual machine (or "VM") is an emulated computer system created using software. It uses physical system resources, such as the CPU, RAM, and disk storage, but is isolated from other software on the computer. It can easily be created, modified, or destroyed without affecting the host computer. Virtual machines provide similar functionality to physical machines, but they do not run directly on the hardware. Instead, a software layer exists between the hardware and the virtual machine. The software that manages one or more VM's is called a "hypervisor" and the VM's are called "guests" or virtualized instances. Each guest can interact with the hardware, but the hypervisor controls them. The hypervisor can start up and shut down virtual machines and also allocate a specific amount of system resources to each one.
- **VoIP** (Voice over Internet Protocol)
 - VoIP Stands for Voice over Internet Protocol and is basically a telephone connection over the Internet. The data is sent digitally, using the Internet Protocol (IP) instead of analog telephone lines. This allows people to talk to one another long-distance and around the world without having to pay long distance or international phone charges.



Town of Minot
Network
Diagram

OFFICIAL BALLOT
TOWN OF MECHANIC FALLS, MAINE
SPECIAL TOWN - RECALL ELECTION
SEPTEMBER 24, 2019

Interim Town Clerk

Instructions to Voters

- To vote for your choice, fill in the oval to the left, like this: 
- To have your vote count, do not erase or cross out your choice.
- If you make a mistake, ask for a new ballot.

Article 1: Shall Cathy Fifield be recalled from the office of Town Council?

YES

NO

Article 2: Shall Wayne Hackett be recalled from the office of Town Council?

YES

NO

Article 3: Shall Nicholas Konstantoulakis be recalled from the office of Town Council?

YES

NO

Article 4: Shall John Emery II be recalled from the office of Town Council?

YES

NO

YOU HAVE COMPLETED VOTING

Janet T. Mills
Governor

Jeanne M. Lambrew, PhD.
Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel: (207) 287-8016; Fax (207) 287-9058
TTY: Dial 711 (Maine Relay)

August 21, 2019

Town of Mechanic Falls
108 Lewiston Street
Mechanic Falls, ME 04256

Re: SSWW/Plumbing Permit Fees – Receipt

To whom it may concern:

Enclosed please find a receipt for plumbing and subsurface wastewater permit fees for Mechanic Falls.

You are receiving your receipt in this format because we do not have an email address on file for your office. It is our practice to send receipts in electronic format to municipalities that provide valid email addresses. If you wish to continue to receive receipts for plumbing/subsurface wastewater permit fees, please contact us with an active email address to which receipts may be sent. Unfortunately, we do not have the resources to provide paper receipts for all Towns on an ongoing basis, so, unless we hear from you with the requested contact information, receipts for future permit submittals from Mechanic Falls cannot be provided unless specifically requested.

After reviewing the permits accompanying check # 9337, we find that the amount remitted (\$1,297.50) exceeded the State's expected share. By our accounting, the State's share for all valid permits submitted should have totaled \$1,260.00, a difference of \$37.50. That amount has been recorded as a credit to be applied toward future submissions (permit fees only). Please deduct that amount from your next remittance.

Notes:

- Permit # 003 itemizes 73 fixtures and no hook-ups or piping relocations. At \$10.00 per line item, the total for this permit should be \$730.00. The fee recorded on the permit is \$610.00.
- Permit #s 005 and 012 itemize 6 fixtures plus 1 hook-up for a total of 7 on each. At \$10.00 per line item, the totals for both permits should be \$70.00. The fee recorded on each of the permits is \$60.00.
- Permit # 014 itemizes 12 fixtures plus 1 hook-up for a total of 13. At \$10.00 per line item, the total for this permit should be \$130.00. The fee recorded on the permit is \$160.00.
- Permit # 016 itemizes 3 fixtures plus 1 hook-up for a total of 4. In instances where the combined number of fixtures plus hook-ups/relocations totals 4 or fewer, the minimum \$40.00 fee applies. The fee recorded on the permit is \$80.00.

If a doubled fee was intentionally charged, that information was incorrectly omitted from the permit. Furthermore, municipalities are not required to report double-fees as part of the State's share. The State asks only that standard fees be reported. Revenues over and above the State's 25% share of standard fees may be kept by the municipality.

- Permit #s 017 and 024 identify non-engineered disposal fields (only), for which the standard minimum fee is \$150.00; both permits note fees of \$265.00.

- Permit #s 019 and 020 itemize 7 fixtures plus 1 hook-up for a total of 8 on each. At \$10.00 per line item, the totals for both permits should be \$80.00. The fee recorded on each of the permits is \$70.00.
- Permit # 018 itemizes 10 fixtures plus 1 piping relocation for a total of 11. At \$10.00 per line item, the total for this permit should be \$110.00. The fee recorded on the permit is \$10.00.
- When submitting permits to our office, be sure to include complete copies (all pages) of each permit. Permit # 007 – for a complete non-engineered system – arrived in our office as a cover page only, missing subsequent pages detailing system specifics. Remember, these documents are public records that will be prepared for online retrieval; it is important that they are accessible to all who would wish to view them. Anyone referencing a permit in the future should be able to determine the work that was done and why a specific fee was charged.
- When making corrections to a permit, please use white typing correction product; do not cross- or scribble-out information, as subsequent copies of the permit may lose clarity.
- This submittal contained a years' worth of permits. Going forward, please try to submit your permits to us on a monthly schedule – or at least quarterly. This will better ensure accuracy on both ends, and make it easier for us to identify issues that might arise from our reconciliation of permits and fees.

As always, if you have any questions concerning the preparation or submittal of permits and fees, please don't hesitate to contact our office:

- Phone 207-287-2070
- Email subsurface.wastewater@maine.gov

Best regards,



Peter Bernard
NEIWPCC Assistant Environmental Analyst
c/o Maine Department of Health and Human Services
Division of Environmental and Community Health
286 Water St, 3rd Floor, 11 State House Station
Augusta, ME 04333
p: (207) 287-6471; f: (207)287-4172
peter.bernard@maine.gov

Cc: Brent Lawson, Jim Jacobsen

Receipt for Subsurface Wastewater Fees

Beginning Balance	\$0.00
State Share @ 25%	\$1,260.00
Check #9337	\$1,297.50
New Balance Credit	(\$37.50)
Amount/Check sent to DEP	\$180.00

Permit(s) Received from Mechanic Falls for 2018

<u>Permit Number</u>	<u>Amount*</u>	<u>Internal</u>	<u>External</u>	<u>State Share</u>
001	\$110.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.50
002	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30.00
003	\$730.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$182.50
004	\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$10.00
005	\$70.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$17.50
006	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30.00
007	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
008	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
009	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
010	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
011	\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$10.00
012	\$70.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$17.50
013	\$170.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$42.50
014	\$130.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$32.50
015	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
016	\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$10.00
017	\$150.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$37.50
018	\$110.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.50
019	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
020	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
021	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
022	\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$10.00
023	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
024	\$150.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$37.50
025	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
026	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
027	\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$10.00

Permit(s) Received from Mechanic Falls for 2018

<u>Permit Number</u>	<u>Amount*</u>	<u>Internal</u>	<u>External</u>	<u>State Share</u>
028	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
029	\$250.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$62.50
030	\$50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$12.50
031	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30.00
Totals	\$5,040.00	19	12	\$1,260.00

Zachary Maher

From: Paula Stotts <stofarm@aol.com>
Sent: Thursday, August 8, 2019 3:47 PM
To: Zachary Maher
Subject: Issues with CEO Fred Collins

To Town Manager Maher and Mechanic Falls
Council,

8AUG2019

The following complaints have come to myself and other members of the planning board by residents who are feeling frustrated because their complaints seem to be going unaddressed the codes officer. Below find the list of complaints and issues that have happened or aren't being addressed

1.
Salley's Auto sale/repair at 140/144 S. Main St (property being rented from Gloria Pelletier)

They were issued a Conditional use permit that also had a probationary period attached to it. The requirements were that the place be cleaned up and kept clean and that no more than 24 cars total be allowed there at one time. He was given a certain amount of time to do it in and if he didn't follow through his conditional use permit would be pulled. He didn't follow through and has had at times way more vehicles on the premises than the permit allows. Residents complained to CEO Collins who has done nothing so now they are complaining to planning board members. When the planning board brought it up to CEO Collins at meeting his response is yes I know. The last meeting it was brought up at CEO Collins said he would draw up a letter for the board to sign. I informed him it needed to have his signature as he was CEO/Enforcement officer. His response was oh ok. To this date we have not been informed if he ever did it and Salley's remains an eye sore and the complaints continue.

2.
54 Jordon Rd./ Bizbee place

Numerous residents have complained about the trash hole it is as well as that during the winter a small travel trailer was parked in the front lawn with someone living in it that had a small child coming in and out of it. The Pelletier's and Dyers both spoke to me about it numerous times. The Pelletier's informed me that they had submitted numerous complaints to CEO Collins and his response with the last one was what did they expect him to do he was writing letters and if they choose not to do as directed there wasn't much he could do and he had been informed they were violent people so that added to the problem.

I went to CEO Collins after they came to me about this last response and received the same type of response when I informed him of their complaints that he wasn't following through with he informed me he was doing the best he could and had written them letters and didn't know quite what else he could do at this point. There were also members of the community who showed up at council meetings complaining about this place as well.

3.
114 Lane Rd.

I received a call from a woman by the name of Darleen Grey she lived at 114 Lane Road for 7 yrs. She said she contacted CEO Collins Sept of 2018 because her landlord was falling apart and needed to be repaired to the property. She said he came out and inspected and informed her it was condemnable but that if he condemned while she still lived there she would only have 24 hrs. to get out so he wasn't going to do it right then. She said he informed her to find a new place and once moved call him and let him know so he could condemn the property. She states she found a new place moved then tried numerous times to talk to him but she never returned her calls. She is now in a panic over it because the landlord has put it on the market and it has a pending sale on it. When I asked her what the CEO said was condemnable about it she informed me it was filled with black mold, the floors were caving in and the water wasn't drinkable as sewerage was getting into the well water as well as pooling in the back yard among other things. She said she was hoping I might be able to do something so some poor person didn't buy a lemon. I informed her there wasn't anything I could do and recommended she try CEO Collins again as well as contacting the real estate firm listing it. What has become of this one I don't know.

4.
1 Riverside Drive

Numerous neighbors have placed complaints about this trailer placement as it violated our town ordinances. This is a non-conforming lot that once the old house was torn down and should have been joined to the lot behind it in order to make it conforming. And should never have been allowed to be sold and built on as is because it violates our nonconforming lot. The Berry's as well as other residents have complained about it. This is an illegal placement. At the very least it should have come before the planning board for a consideration by us to do a variance as it was non

conforming which it never did .Now you have a piece of property that was illegally built on that if made to follow town ordinances would most likely cause a hardship to the people who did it CEO Collins has made a mistake . The complaints by residents are lawful ones and this trailer was illegally permitted and allowed by COE Collins.

5.

Suga Shack RT#26

The Suga Shack was illegally permitted by CEO Collins as a Farmers Market in July 2017.

On June 3rd I was made aware of this when I left the council meeting I was stopped in the parking lot by a group of people who wanted why the Suga shack was being considered for more building when their original business wasn't legal. The next morning bright and early I went into the town hall asked to talk to Zak informed him of what went on then from their I went to CEO Collins office and asked to have copies of the planning board meeting minutes from the meeting that approved it and a copy of the permit. CEO Collins informed me that I would have to talk to Julie to get the meeting minutes .I went across the hall and asked she stated she needed to know a time frame to look in order to pull them . So I went back across the hall to CEO Collins office and asked him to pull the permit so we could have an idea of time frame to look at for the meeting notes. At that point CEO Collins informed me that there were no notes because no planning board hearing had been had for it that he had treated it as a farmers market which allows a COE to issue the permit and he didn't realize that it didn't meet the definition for a farmers market and he acknowledged that it should have been sent to the planning board for conditional use permit .I informed him that that issue had to be fixed before we could go forward with the hearing on his request for storage units and aa small workshop.He informed me that mr. Coolidge had a bad temper and that the matter would have be handled delicately. I informed him it didn't matter what Mr. Coolidge's temperament was we needed to fix the error before the planning board could go forward and even consider the other request .He informed me he would have the paperwork tended to rectify it so it could be addressed at the June 17th 2019 planning board meeting first before we went onto Mr. Coolidges second request.CEO Collins got things together so the planning board could rectify this mistake and great the condition use permits wanted.

6.

Crooked Hook Bar N,Main Street

In 2017 an application was put in to reopen the bar next to the Chinese Rest. The bar had previously been shut down for illegal cooking. When the applicants came before the planning board we informed them NO COOKING/selling of food was allowed on the premises unless/until they put a commercial kitchen in or brought the food in from a licensed kitchen.They informed us they wouldn't cook and would work on putting a commercial kitchen. In Jan of 2019 I received a complaint that they were doing the cooking and selling of food.I went to CEO Collins and informed him of this and asked if they had put in the board required commercial kitchen he informed me not that he was aware of but that it would be the state fire marshalls responsibility not his .When I asked don't they have to come get permits for construction ,wiring and plumbing from you he informed me yes .He said he would look into it .As of today date they are still cooking and selling food out of an illegal kitchen.

7.128 Lewiston Rd

This building is a rental that has had many different businesses in it over the years. Every time someone wants to put a new business in it they are required to come before the planning board. Sometime in 2017 Shooters Sports Pub closed down. Then out of the blue a bar called Mill House Pub opened up. When I went to CEO Collins about this he informed me he issued a permit. When I informed him he couldn't that it needed to go before the planning board for a conditional use permit .He informed me he thought because it reopened as the same thing it closed as it didn't need to I informed him that it did need to he said he would look into fixing it and as of today its still hasn't been before the planning board the way it needs to be.

8.On June 18,2019 bright and early in the morning I received a phone call from a resident wanting to know why Cathy Fifield was being Liaison to the planning bard as it was already once said it was a conflict of interest.I informed this person I wasn't aware of that and would look into it .

I hung up with them and promptly called Miss Fifield. And asked her who the liaison was going to be for the planning board she informed me her because no one else wanted it . I reminded her of 8 plus yrs ago when she first got on council and was doing and an ordinance wanted by council caused a lot of problems and the people of the town went to the then town manager and had her removed as it was seen as a conflict of interest sense she works as aa realtor. She said she would get someone to replace her at the next meeting. I also called CEO/Acting town manager informed him of all the detailed he agreed she couldn't do it and the next meeting it would be addressed . The next meeting came June 25th 2019 a lot of other issues were addressed but that one wasn't Then the agenda for the July8th meeting came out and it wasn't on there and again it wasn't being addressed .So I felt I had no other recourse then to bring it up during the public time of the July 8th meeting which I did .The council refused to address it but after the meeting both Nick and Kieth came to me and said they would do it if the day could be changed to a Tuesday or Wed. night .I told them I would talk to CEO Collins about getting it on the Planning Boards July meeting .I called the next day and talked to CEO Collins and informed him of the need for a day change asked what we had to do as a board to change it and asked that we still have the July meeting even though nothing else was on the agenda .He told me could wait until Aug. and then he proceeded to inform me he was highly disappointed in me .That me actions had been very unprofessional. That I should NOT have brought it up as other things going on and that he would have made sure it got addressed and changed .I informed him I was

looking to protect the integrity of the planning board and residents were upset that she was named as the liaison since it wasn't being addressed they were assuming more shadiness was afoot and it had to be addressed ASAP. COE Collins informed me I was wrong in what I did and to send anyone else to him if they came to me about it

There are other serious issues that CEO Collins has had brought to his attention and has failed or refused to rectify or address.

We as a board aren't getting our packets in a timely fashion. When we do get them most of the time they aren't complete. Applications that are supposedly complete tend not to be and we wind up having to correct them or fill in information as we go allow to make them complete so the person who submitted the application in good faith and was told it was complete doesn't have to bare the burden of the COES mistakes .

2 most recent examples in March An application from Joshua Herlihy for the Pottle works building came in .It had 2 individual businesses to be operated by 2 different people on 1 application a real-estate office run by Josh and a gift shop and engraving shop to be run by Greg Morgan . They arent partners so an application for each is needed and we could only do 1 which was for the real estate office . The other business for Greg Morgan had to be removed off this application and Mr. Morgan was informed he had to do his own application and would have to come back another month to have his approved. Then we had to sit and fix the application so poor Mr. Herlihy also didn't have to come back another month. . the second one was June 2019 meeting with the Suga Shak see above #5 for more details on that debacle .And those are the most recent .

Not all of the planning board members have the big white book of ordnances that is suppose to be brought to every planning board meeting and which is considered the towns Bible of our ordnances I have also repeatedly asked CEO Collins to provide for all members to have copies and still not all do.

I have also asked numerous times for training that is vital for them to function properly and the only way they get it is if I go directly to the town manager. They still need more I talked to CEO/acting town manager Collins on July 10th about such vital training coming up in Bethel on July 22nd or Dec. 5th in Augusta and he informed me he would see if was necessary. When I informed him it was as it pertained to variances, sight plans and such that members of my board currently don't have a clue about he informed me we had plenty of time to look into it as the issue with the town manager and other issues were more pressing. And as of today the training hasn't been applied for .I brought it up to Cathy Fifield Monday Aug 5ths meeting she told me to talk to the town manager which I did as of today.

The above are just a few of the many issues that have gone on or are going on with regards to Codes Enforcement issues

I could go on with more but wont at this time .

I ask as a resident and also as Chair of the Planning Board that these issues be tended to ASAP.

Paula Stotts Chair Mechanic Falls Planning Board

APPLICATION FOR ABATEMENT OF PROPERTY TAXES

36 M.R.S. § 841

See Property Tax Bulletin No. 10 for more information

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

1. Name of applicant: Carol Polland-Montana
2. Mailing address: 85 Oak Street Mechanic Falls
3. Property address or map/lot: 019-006
4. Telephone number for applicant: _____
5. Tax year for which abatement is requested: 2020
6. Assessed valuation of real estate: 136,416
7. Assessed valuation of personal property: -
8. Abatement of real estate valuation requested: 398.06
9. Abatement of personal property valuation requested: -
10. Reasons for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes): Homestead exemption missing on tax bill. Resident had same issue last year, not sure if it was computer or clerk error.

To the assessing authority of the Municipality of Mechanic Falls

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

8/19/19
Date

Julie Waw
Signature of Applicant

TOWN OF MECHANIC FALLS
DISPOSITION OF TAX ACQUIRED PROPERTY POLICY
Adopted April 4, 2011
Amended ~~March 5~~October 7, 2019~~3~~

Article 1. General

- 1.1 The purpose of this policy is to establish procedures for the management, administration and disposition of real property acquired for non-payment of taxes by the Town of Mechanic Falls. Nothing in this policy, however, shall limit or restrict the rights of the Town Council to manage or dispose of tax-acquired property in the best interests of the Town.

Article 2. Pre-Foreclosure Procedures regarding Liened Property

- 2.1 By statute, foreclosure of a tax lien mortgage occurs 18 months after the date of the filing of the tax lien certificate, provided that the assessed party and any other mortgage holder(s) have been notified of the impending foreclosure at least 30 days, but no more than 45 days, prior to the end of the 18 month redemption period. It is the Town's policy to attempt to contact assessed parties prior to the mailing of the notices of impending foreclosure by mail and/or telephone so as to increase the awareness of the assessed party as to the consequences of non-payment of taxes, interest and costs by the expiration of the redemption period. This contact may be made by the Treasurer or by another member of the Town staff.

Article 3. Management of Tax Acquired Property Pending Final Disposition

- 3.1 Following the foreclosure of the tax lien mortgage, the Treasurer, by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this policy, a copy of which shall be included with the notification.
- 3.2 The Treasurer shall prepare a list of properties acquired and forward a copy to the Council.
- 3.3 The responsibility for the management of tax-acquired property rests with the Treasurer. Pending the Council's decision regarding the final disposition of property, they shall:
 - 3.3.1 determine because of potential liability inherent in owning the property whether the Town's best interest would be served by immediately disposing of the property.
 - 3.3.2 determine and obtain, if necessary, a level of insurance required to protect the Town's interest in the property and to protect the Town from liability.

- 3.3.3 determine if and when any occupants of tax acquired property shall be required to vacate the property.
- 3.3.4 determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance.
- 3.4 In the event the property is vacated for 60 consecutive days, the Treasurer shall obtain appropriate liability coverage for the property.
 - 3.4.1 If, because of potential liability, the Council determines it is in the Town's best interest to immediately dispose of the property, they may do so on terms it deems advisable without regard to any other provisions of this policy.

Article 4. Review of Tax-Acquired Properties

- 4.1 The Council may also retain a property on a temporary basis if, in their judgment, the immediate sale would cause the occupants to be placed on public assistance or to become homeless.
- 4.2 Council shall make the final determination regarding property disposition. The Council shall also determine the conditions, if any, for property sales.

Article 5. Redemption and Sale Dates

- 5.1 The Council may establish a final redemption date for the re-acquisition of the property by the prior owner and, if necessary, a sale date. The redemption date shall be at least fourteen (14) days prior to the sale date.
- 5.2 The Town Council may vote to allow the former owner(s) to repurchase the tax acquired property. Except as otherwise provided in Article 5, the party from whom the property was acquired has until the final redemption date to redeem the property by paying all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1 and the exact amount of tax has not been determined, interest, lien costs and any other costs relating to the property including, but not limited to insurance, notice, advertising costs and legal fees which may be incurred by the Town. The Town may also require the payment of any other delinquent taxes or obligations due the Town. It is the Town's policy to attempt to enter into land purchase installment contracts with the party from whom the property was acquired.
 - 5.2.1 Land purchase installment contracts shall be drafted so that the total amount due to the town, as stated in Article 5.2, shall be divided into equal payments that shall be due on a fixed date, established in the agreement, for each of the consecutive twelve months following the Council's approval of agreement. The Council gives the authority to the Tax Collector / Town Manager to execute the installment agreement on their behalf. All terms in the purchase installment contract shall be drafted by the Town and shall be determined in the sole discretion of the Tax Collector/Town Manager.

- 5.2.2 Any delinquent payment due shall cause the agreement to be void by default and payments collected to the point of delinquency shall be applied to the outstanding taxes for the property. Upon default, any payments made to the town are forfeited to the Town and the Town retains ownership of the property and the Town shall then reconsider the final disposition of the property as outlined in Articles 6 or 7.
- 5.2.3 Persons who have never entered into a land purchase installment contract with the Town previously, as well as any persons who have entered into a land purchase installment contract with the Town and have successfully completed it, shall be eligible to enter into a land installment contract. The Town reserves the right to enter into or refuse to enter into a land purchase installment contract at its sole discretion. Property owners who have previously defaulted on the land purchase installment contract, or persons who currently are in default of any other agreements with the Town, shall not be eligible.
- 5.2.4 Early payoff of an agreement is acceptable with no additional fees or penalties applied.
- 5.3 It is hereby understood that Article 5 shall not obligate the Town Council to allow the former owner(s) to repurchase and no action of the Board under this Article shall be deemed to set precedent with respect to any other past, present or future foreclosure and property disposition by the Town of Mechanic Falls.

Article 6. Property to be Retained

- 6.1 If the Council deems it to be in the Town's best interest, they may retain the acquired property without offering the opportunity for redemption. By way of example, but not limitation, the Council may deem it to be in the Town's best interest to retain the property without offering the prior owner the opportunity to redeem the property where:
 - 6.1.1 the property has or will have recreational value or economic value to the Town.
 - 6.1.2 the property has or will have potential for a public facility or additions to public facilities.

If the Council deems it to be in the Town's best interest to offer the prior owner the opportunity to redeem the property, that party has until the final redemption date under the conditions specified in Article 5 to redeem the property.
- 6.2 If the property is retained for public use, the Council may pursue an action for equitable relief as a means of securing clear title to the property.
- 6.3 The Council shall cause the tax-acquired property retained for public use to be managed and insured as it would any other municipal property.

Article 7. Property to be Sold

7.1 The Treasurer shall cause to be published a notice of the sale of the tax acquired property in a local newspaper. Said notice shall be published at least three (3) times with the last publication at least fourteen (14) days prior to the sale. The notice shall also be posted within the Assessing and Tax Collection Departments and in at least one other conspicuous place within the Municipal Building. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:

7.1.1 Brief description of the property, i.e. land, building, mobile home, etc.

7.1.2 Location of the property.

7.1.3 Brief description of the conditions of the sale.

7.1.4 The minimum bid.

The Treasurer shall also notify the party from whom the property was acquired of the sale and the bid requirements.

7.2 Unless the Council stipulate otherwise, the minimum bid for any tax acquired property shall be the total of all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1 and the exact amount of tax has not been determined, interest, lien costs and any other costs relating to the property including, but not limited to insurance, outstanding and current water and sewer bills, notice and advertising costs. The Town may refuse to award the bid to the party from whom the property was acquired unless all other obligations due from that party are also paid.

7.3 All interested bidders shall be provided with a copy of the notice of sale and bid forms. All bids shall be submitted on forms prescribed by the Council in an envelope clearly marked "**Tax-Acquired Property Bid**" and accompanied by a cashier's or certified check equal to 10% of the minimum bid. Bids shall be publicly opened and read on the date and at the time specified.

7.4 The Council shall review all bids and determine the successful bidder.

7.5 The Council shall notify the successful bidder by certified mail.

7.6 The Town of Mechanic Falls reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of this policy should the Council, in their sole determination, judge such actions to be in the best interest of the Town of Mechanic Falls. Instances where this right may be invoked include, but are not limited to:

7.6.1 The Council may wish to sell the property to an abutting property owner rather than the highest bidder.

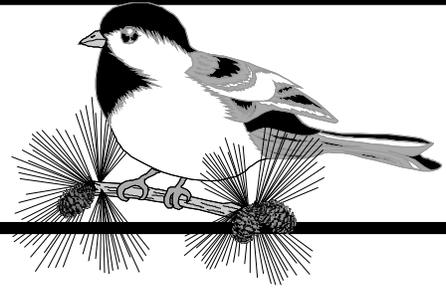
7.6.2 The Council may prefer a use proposed by a party other than the highest bidder.

7.7 The disclaimer contained in the first sentence of section 7.6 shall be included in the notice of sale and bid forms.

- 7.8 Should the Council reject all bids, the property may again be offered for public sale without notification to the prior owners.
- 7.9 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders.
- 7.10 The Council shall require payment in full from any successful bidder within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The Council may offer the property to the next highest bidder who shall also have thirty (30) days to make payment in full.
- 7.11 Title to tax-acquired property shall be transferred only by means of a Quit Claim deed.
- 7.12 The successful bidder shall be responsible for the removal of any and all occupants and contents of purchased tax-acquired property.

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A Resolution of the Mechanic Falls Town Council September 2019

SUBJECT: Conflict of Interest & Notice of Personal Gain

BACKGROUND

Title 30-A Part 2 Subpart 3 Chapter 123 Subchapter1 section 2605-6: Conflicts of Interest

Every municipal and county official shall attempt to avoid the appearance of a conflict of interest by disclosure or by abstention.

BE IT KNOWN:

The Mechanic Falls Town Council believes that the appearance of a conflict of interest or personal gain by members of the Town Council or appointed members of town committees, where their duties are subject to the provisions of state statute, Town Charter and Town Council Rules of Order, will be disclosed publicly and interested parties will abstain from any discussion or vote relating to the identified conflict.

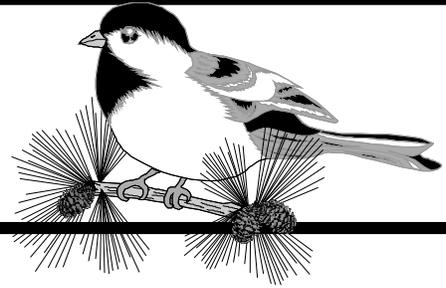
Therefore, the Town Council approves the following Resolution.

RESOLUTION

- WHEREAS** It would be a violation of the public trust for Municipal Officials to receive any direct or indirect pecuniary interest due to their status as a municipal official (Title 30-A Part 2 Subpart 3 Chapter 123 Subchapter1 section 2605-1); and
- WHEREAS** In the absence of actual fraud, an official of a body of the municipality, county government or a quasi-municipal corporation involved in a question or in the negotiation or award of a contract is deemed to have a direct or indirect pecuniary interest in a question or in a contract where the official is an officer, director, partner, associate, employee or stockholder of a private corporation, business or other economic entity to which the question relates or with which the unit of municipal, county government or the quasi-municipal corporation contracts only where the official is directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least a 10% interest in the business or other economic entity (Title 30-A Part 2 Subpart 3 Chapter 123 Subchapter1 section 2605-4); and
- WHEREAS** When an official is deemed to have a direct or indirect pecuniary interest, the vote on the question or the contract is not voidable and actionable if the official makes full disclosure of interest before any action is taken and if the official abstains from voting, from the negotiation or award of the contract and from otherwise attempting to influence a decision in which that official has an interest. The official's disclosure and a notice of abstention from taking part in a decision in which the official has an interest shall be recorded with the clerk or secretary of the municipal or county government or the quasi-municipal corporation (Title 30-A Part 2 Subpart 3 Chapter 123 Subchapter1 section 2605-4); and
-

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WHEREAS Nepotism is recognized as the practice among those with power or influence of favoring relatives or friends, especially in regard to employment or awarding of contracts; and

WHEREAS Council members and appointed committee members of the Town of Mechanic Falls will abstain from any vote or use of influence for their own personal gain or that of their friends or relatives.

THEREFORE, BE IT RESOLVED, that the Mechanic Falls Town Council supports the aforementioned resolutions as it applies to the declaration of conflict of interests or personal gain of Town Officials while conducting the people's business of the Town of Mechanic Falls.

Adopted this 3rd day of September 2019.

Cathy Fifield, Council Chair

John Emery II, Council Member

Wayne Hackett, Council Vice-Chair

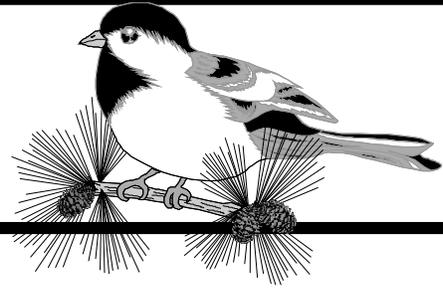
Kieth Bennett, Council Member

Nick Konstantoulakis, Council Member

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A Resolution of the Mechanic Falls Town Council September 2019

SUBJECT: Transparency in Action

BACKGROUND

Title 1 M.R.S.A. §401. Declaration of public policy; rules of construction

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 the records of their actions be open to public inspection and their deliberations be conducted openly. It is further the intent of the Legislature that clandestine meetings, conferences or meetings held on private property without proper notice and ample opportunity for attendance by the public not be used to defeat the purposes of this subchapter. [1975, c. 758, (RPR).]

BE IT KNOWN:

The Mechanic Falls Town Council believes that all municipal activity, where it is subject to the provisions of the Freedom of Access law, Town Charter or Town Council Rules of Order, shall be conducted in an open and transparent manner.

Therefore, the Town Council approves the following Resolution.

RESOLUTION

WHEREAS All meetings of 3 or more Council members will be advertised no less than 5 days prior (Town Charter Article 2, Section 7-B); and

WHEREAS All meetings of 3 or more Council members will be recorded, broadcast and posted for public viewing (Motion passed by Town Council Oct. 1, 2018); and

WHEREAS All written or recorded communications between Council members will be made available to the public upon request under the Freedom of Access Act (FOAA); and

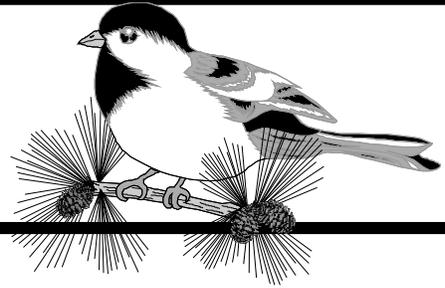
WHEREAS The Council shall not use electronic communications such as fax, email, texting, etc... for municipal business (Mechanic Falls Town Council Rules of Order section 6.2); and

WHEREAS Individual Council members shall share with all Council members any written correspondence that is Town-related and not personal in nature (Mechanic Falls Town Council Rules of Order section 6.2); and

WHEREAS Attempts by individual or a group of members to violate any express prohibitions of the Town Charter or defeat the purpose of the Freedom of Access Act would be recognized as malfeasance (Town Charter Article 2, Section 2 part C-1); and

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WHEREAS Members found to have committed malfeasance as detailed in Article 2, Section 2 part C-1 of the Town Charter would be subject to the removal from office process outlined in Article 2, Section 2 part C-2 of the Town Charter.

THEREFORE, BE IT RESOLVED, that the Mechanic Falls Town Council supports the aforementioned resolutions as it applies to transparency while conducting the people's business of the Town of Mechanic Falls.

Adopted this 3rd day of September 2019.

Cathy Fifield, Council Chair

John Emery II, Council Member

Wayne Hackett, Council Vice-Chair

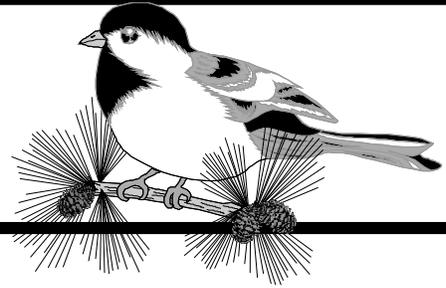
Kieth Bennett, Council Member

Nick Konstantoulakis, Council Member

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A Resolution of the Mechanic Falls Town Council September 2019

SUBJECT: Qualification of Its Members

BACKGROUND

Mechanic Falls Town Charter Adopted 2010 – Amended 2019

Article 2, Section 6: COUNCIL TO JUDGE OF QUALIFICATIONS OF ITS MEMBERS.

The Council shall be the judge of the election and qualifications of its members and for such purpose shall have power to subpoena witnesses and require production of records, but the decision of the Council in any such case shall be subject to review of the courts.

BE IT KNOWN:

The Mechanic Falls Town Council believes that the qualification of Town Council members, where it is subject to the provisions of state statute, Town Charter and Town Council Rules of Order, clearly represents an expectation that Council members perform their duties to the best of their abilities and in good faith.

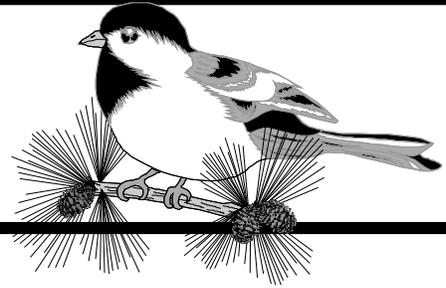
Therefore, the Town Council approves the following Resolution.

RESOLUTION

- WHEREAS** Councilors shall be qualified voters of the Town and shall reside in the Town during their term of office (Town Charter Article 2, Section 2-A); and
- WHEREAS** Each Councilor's term shall be for a term of three years and until his successor is elected and qualified (Town Charter Article 2, Section 1-B); and
- WHEREAS** No Councilor shall serve more than three consecutive terms in office except that, after a Councilor has been out of office for at least one full year following the end of the most recent term to which he or she was elected, he or she may again serve for up to three consecutive terms in office (Town Charter Article 2, Section 1-C); and
- WHEREAS** No Councilor shall hold other Town office or full-time or permanent part-time Town employment during the term for which they were elected to the Council (Town Charter Article 2, Section 2-B); and
- WHEREAS** No Councilor shall lack at any time during their term of office any qualification for the office prescribed by the Charter or by law (Town Charter Article 2, Section 2 part C-1); and
- WHEREAS** No Councilor shall have violated any express prohibition of the Town Charter (Town Charter Article 2, Section 2 part C-1); and
-

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- WHEREAS** No Councilor shall have been convicted of a felony or other crime or offense involving moral turpitude (Town Charter Article 2, Section 2 part C-1); and
- WHEREAS** No Councilor shall have failed to attend three (3) consecutive regular meetings of the Council without being excused for due cause by the Council (Town Charter Article 2, Section 2 part C-1); and
- WHEREAS** All Councilors shall complete a course of training relating to public records and proceedings. The official shall complete the training not later than the 120th day after the date the elected official takes the oath of office to assume the person's duties as an elected official (Title 1 Chapter 13 M.R.S.A. Sec. 412); and
- WHEREAS** All Councilors shall complete a National Incident Management Systems (NIMS) training seminar that is sanctioned by FEMA and hosted by Androscoggin Emergency Management. The official shall complete the training not later than the 120th day after the date the elected official takes the oath of office to assume the person's duties as an elected official; and
- WHEREAS** All Councilors shall complete an Elected Officials training sponsored by the Maine Municipal Association not later than the 120th day after the date the elected official takes the oath of office to assume the person's duties as an elected official.

THEREFORE, BE IT RESOLVED, that the Mechanic Falls Town Council supports the aforementioned resolutions as it applies to the qualifications of the Town Council while conducting the people's business of the Town of Mechanic Falls.

Adopted this 3rd day of September 2019.

Cathy Fifield, Council Chair

John Emery II, Council Member

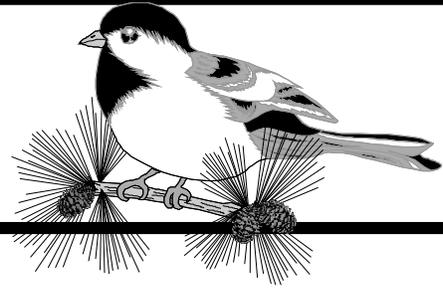
Wayne Hackett, Council Vice-Chair

Kieth Bennett, Council Member

Nick Konstantoulakis, Council Member

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A Resolution of the Mechanic Falls Town Council September 2019

SUBJECT: Role of the Town Manager

BACKGROUND

Mechanic Falls Town Charter Adopted 2010 – Amended 2019

Article 1, Section 2-A: Powers and Duties

The Town shall have, exercise and enjoy all the rights, immunities, powers, privileges and franchises and shall be subject to all the duties, liabilities and obligations provided for herein, or otherwise, pertaining to or incumbent upon said Town as a Municipal Corporation or to the inhabitants or municipal authorities thereof; and may enact reasonable by-laws, regulations and ordinances for municipal purposes, not inconsistent with the Constitution and laws of the State of Maine, and impose penalties for the breach thereof.

BE IT KNOWN:

The Mechanic Falls Town Council believes that the role of the Town Manager, where it is subject to the provisions of state statute, Town Charter and employment contract, clearly represents the rights of and the structure under which the Mechanic Falls Town Manager is to perform their duties.

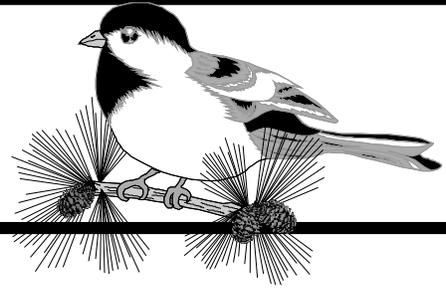
Therefore, the Town Council approves the following Resolution.

RESOLUTION

- WHEREAS** The Town Manager shall be the Chief Administrative Officer of the Town. The Town Manager shall be responsible to the Council for the administration of all Town affairs placed in the Town Manager's charge by or under this Charter or by direction of the Council. (Town Charter Article 2, Section 2-A); and
- WHEREAS** The Town Manager shall direct and supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by this Charter or by law (Town Charter Article 2, Section 2-D); and
- WHEREAS** Neither the Council nor any of its members shall direct or request the appointment or removal of any person directly or indirectly subordinate to the Town Manager. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the Manager and neither the Council nor any member thereof shall give orders to any subordinates of the Manager, either publicly or privately (Town Charter Article 2, Section 2-M); and
- WHEREAS** The Town Manager shall see that all laws, provisions of this Charter and acts of the Council, and all acts of those within his or her supervision are faithfully executed (Town Charter Article 2, Section 2-F); and
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WHEREAS Attempts by individual or a group of members to violate any express prohibitions of the Town Charter would be recognized as malfeasance (Town Charter Article 2, Section 2 part C-1); and

WHEREAS Members found to have committed malfeasance as detailed in Article 2, Section 2 part C-1 of the Town Charter would be subject to the removal from office process outlined in Article 2, Section 2 part C-2 of the Town Charter.

THEREFORE, BE IT RESOLVED, that the Mechanic Falls Town Council supports the aforementioned resolutions as it applies to the role of the Town Manager while conducting the people's business of the Town of Mechanic Falls.

Adopted this 3rd day of September 2019.

Cathy Fifield, Council Chair

John Emery II, Council Member

Wayne Hackett, Council Vice-Chair

Kieth Bennett, Council Member

Nick Konstantoulakis, Council Member

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