

Meeting Agenda

Mechanic Falls Town Council
Monday June 1st, 2020
6:30 PM



Zoom Meeting: <https://zoom.us/j/2092120488>

Join By Phone: (312) 626-6799 (Meeting ID: 209-212-0488)

Notice of Meeting Procedural Changes:

- The public may join via Zoom link or telephone. Their Mics will be muted, except during the public comment section of the meeting. To comment at this time meeting attendees can “raise their hand” via the Zoom app and they will be called on. After all hands are called on Admin will unmute lines to see if telephone attendees have comments. When making a comment please start with your Full Name and Address before making any comments.
- All votes of the council will be conducted and recorded as a Roll Call vote.
- The council may be dispatched to a Breakout room within Zoom to conduct any Executive sessions.
- Modifications to regular meeting procedures will expire 30 days after Gov Mills terminates the current State of emergency.

I. Call Meeting to Order

Time: _____

II. Pledge of Allegiance

III. Roll Call

Councilors Absent: _____

IV. General Reports

4.1	Meeting Minutes for April 24 & May 4, 2020	Motion to Accept
4.2	Department Reports as Submitted	Motion to Accept – Notice Water Dept Flushing 6/15

V. Public Hearing

5.1	Municipal Budget Warrants
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VI. Comments from the Public

(3 Minutes Each – 30 Minutes Max)

VII. Old Business

Notes:

7.1	22 Pleasant St Update	Informational
7.2	Council Discussion Topics	Discussion
7.3	Before & Aftercare Lease	Motion to Approve
7.4	Tax Payer Relief	Informational

VIII. New Business

Notes:

8.1	Councilor Konstantoulakis Resignation	Informational
8.2	Fraternal Order of Police Contract	Motion to Approve
8.3	Municipal Budget Warrant Articles	Motion to Approve
8.4	Municipal Bond Question	Motion to Approve
8.5	RSU 16 Warrant Articles	Motion to Approve
8.6	Annual Appointments	Motion to Approve
8.7	Removal of Planning Board Member	Motion to Approve
8.8	Summer Rec Camp Budget	Motion to Approve
8.9	Recreation Summer Programming	Discussion

IX. Ordinances, Resolves Policies & Licenses Notes:

9.1	Mobile Vendor's Permits	Motion to Approve
9.2	Office Closure June 30 th at noon	Motion to Approve
9.3	Office closure July 4th	Motion to Approve
9.4	Proposed changes to FOAA Policy	Motion to Table
9.5	Resolution Re: Town Manager Removal	Motion to Approve
9.6	Resolution Re: Town Manager Performance	Motion to Approve

X. Executive Session Notes:

10.1	Abatement Request	Title 1 MRS Sec. 405(6) (F)
10.2	Legal Counsel	Title 1 MRS Sec. 405(6) (E)

XI. Adjourn Time: _____ Next Meeting: (July 6, 6:30pm – Tentative: Council Room)

Joint Town Council and Budget Committee Meeting
April 27, 2020
Via Zoom Meeting

I. Call Meeting to Order

II. Pledge of Allegiance

Meeting was called to order at 7:05pm. Saluted the Flag.

III. Roll Call

Council Members Present:

Kieth Bennett, Chair
Tarsha Downing, Vice Chair
Nicholas Konstantoulakis
John Emery II
Rose Aikman

Budget Members Present:

Lou Goulet	Lou Annance-absent
Brian Ahlquist	Andrea Winn
Tom Walton	Mary Allen
Peter Ford	

Staff and Others Present:

Zakk Maher, Town Manager	Julie Ward, Town Clerk
Lisa Prevost, Treasurer	Jim Daigle, PD
Scott Penney -PW Director	Jeff Goss, Chief PD
Alan Plummer CEO	Steve Sherlock- Sun Journal
Fred Sturtevant- Fire Chief	Nancy Petersons, Library
Justin Starbird, Recreation	Rudy Kyllonen

IV. Swearing in New Budget Committee Members

Town Clerk Julie Ward swore in Andrea Winn and Mary Allen. Each recited the oath.

Councilor Downing asked if there was a possibility to review the budget again because of the pandemic.

Town Manager Zakk Maher talked about the update of COVID 19 and impacts on the Municipal Budget for 2020-2021. Excise tax is only at 75% but all other lines are in line. The total

reduction for Municipal budget is 30,862. The total for debt services is 443,817 but 396,200 is going towards pay down on 22 Pleasant Street and needs to go to voter approval.

Councilor Aikman was asking if there were any places that we could cut in the budget and if there were any vacant positions, we could leave open. Town Manager Zakk Maher explained that the Rec Coordinator position will not be filled and won't be back, and all other openings are filled at this time.

Fire/Rescue Department:

The total reduction of \$9,851 is from moving items back into the Municipal Complex budget. Fire Chief Fred Sturtevant stated that training for new EMT coming on shows slight training increase from last year, but the rest of budget is the same as current year.

The minor CIP budget is for nozzles that are \$750.00 each and new radios. The radios have been repaired and can only be repaired so many times before needing to be replaced. Fire Chief Fred is also on the lookout for a new enclosed trailer to store the side by side and cold-water equipment. He stated it would be easier to hook on to and go on a call faster when needed.

Tom Walton asked if it can go out to bid or do you just go out and purchase it. Fred Sturtevant stated he had called Big Tex and Scott recreation for a price and they would go with the best priced option. Town Manager Zakk Maher stated they do have to solicit 3 bids to buy.

Lou Goulet asked if used would be an option and Fred Sturtevant stated there is a lot of over priced used ones currently and they are not an easy find right now.

Long term we are budgeting 75K for a new vehicle and 20K for new air packs. Engine 2 is going to need to be replaced in 2025 and the ladder truck in 2030. They have been looking into whether or not they replace just the ladder first or wait and do the whole truck. They are actively looking for grants to purchase air packs that were replaced in 2003, but having no luck. The bottles were replaced in 2018 and are hitting the life span. As long as they pass inspection, they will continue to use, but would like to put money aside so the Fire Dept doesn't need to ask for emergency funds.

Police Department:

Removal of Municipal expenses and add a \$1.00 pay increase for Police Clerk. The training line is increased due to hiring our first every female officer Bridgette Letarte to replace Aaron Tremblay. She lives in town and has passed all the initial testing to become an officer.

Peter Ford asked if we had added a new officer last year and what the overtime hours were last year. Police Chief Jeff Goss stated that they had hired someone but had since left. He could not determine what the exact OT hours would be due to the loss of the officer last year. He can't really cut anymore out.

Lou Goulet had asked for report of how many calls that had completed and Councilor Aikman asked how every thing was going due to COVID-19. Chief Goss stated they have been getting a few calls, but felt it was minimal and people in town seem to be following the social distancing rules. The PD does have domestic calls but there is no great increase right now.

Town Manager Zakk Maher stated the CIP for a new cruiser is 15K and its less than this year's current budget. Since the cruiser that was in the accident was supposed to be replaced this year anyway.

Tom Walton asked about the clerk increase. Town Manager Zakk Maher explained it was to keep her in line with Water Department.

Councilor Downing asked about the insurance money that was received on cruiser. Chief Goss said it was around 13k because the insurance company was treating it like it was at the end of its life as a cruiser. It was not as much as we would have liked. Lou Goulet wanted clarification on the CIP and it's for 2 cruisers.

Public Works:

Peter Ford wanted to make a point to let them know they do an excellent job with the Town.

Town Manager Zakk Maher stated most of the utilities were moved back into the Municipal Complex budget. The minor CIP is for a plow cutting edge and some construction signs. Scott Penney PW Director said there is a lot of equipment that needs to be maintained and they do their best to keep them going.

The Major CIP is 67k same as this current budget. PW did get a brand new 2020 Dump truck that is completely equipped this year. The Town usually purchases a new one every 10 years. There was not a good offer on the truck we were going to replace so the town is keeping it for a backup.

Councilor Konstantoulakis pointed out that there will be less winter sand since the pile is still fairly large from this past winter.

The Town is trying to get out of road bonds and will be asking for 500k for repairs and 10k for re-shouldering. We will still look for voter authorization to borrow for the end of 2021 budget, so the debt service will not start until 2021-2022. Depending on the bids that will come in will determine how many roads it will cover. Scott Penney is hoping for most of them.

Transfer Station:

The major change is \$1.00 increase for each attendant.

Brian Ahlquist asked if these were comparable to other towns. Town Manager Zakk Maher said no, most other towns varied anywhere from minimum wage to \$20.00 an hour. The attendants would be making 13.25 an hour up from \$12.25.

Lou Goulet asked if Kathryn was no longer the Manager, and Town Manager Zakk said no, she was only filling in temporary until we found someone. Scott Hinkley has returned.

Peter Ford asked if residents get the better rate if they bring their own stuff to MMWAC, and Town Manager Zakk Maher didn't believe so.

Recreation Budget:

Town Manager Zakk Maher explained at the last budget meeting there was a move of 23K to the CIP for the Snack Shack and Storage shed as requested by Budget Committee. Peter Ford wanted to know if they only got one bid because it seemed a little high. The plan is fixing bathrooms and the floor and make it for a larger storage area. Peter Ford also asked what was left in the recreation checking account because it had a high balance last year. Justin Starbird explained they had been saving money up to purchase a field groomer and just recently purchased one for 33K.

Lou Goulet asked if there was anticipated date to open up again. Justin Starbird said they are following state guidelines and working on the fields to be ready.

Tom Walton recommended eliminating the snack shack completely and just use as storage only.

Motions:

A: Boards and Councils

Councilor Aikman motioned to amend training from \$1,200 to \$300, no one seconded.

Budget Member Lou Goulet motioned to eliminate 1000K for Community Days and book and \$300 for training, seconded by Brian Alquist, all in favor 4-1.

Councilor Emery motioned to revisit Boards and Councils, seconded by Councilor Aikman, all in favor, 4-1 Kieth Bennett no.

Councilor Emery Motioned to 15,738 seconded by Councilor Aikman, all in favor 4-1 Kieth Bennett was a no.

***See following page for final motions.**

- The following motions were approved by the Council. Green block was the person who motioned the approval of amount, seconded by red block. Y= YES N=NO

COUNCIL VOTES

Line Items	Motion	Proposed Amount	Nick Konstantoulakis	John Emery	Kieth Bennett	Tarsha Downing	Rose Aikman
Boards and Council	A	15,738	y	y	n	y	y
Municipal Complex	B	85,574	y	y	y	y	y
Town Clerk	C	102,039	y	y	y	y	y
Administration	D	127,682	y	y	y	y	y
Utilities	E	169,925	y	y	y	y	y
Code Enforcement	F	54,604	y	y	y	y	y
Library	G	34,439	y	y	y	y	y
Social Services	H	9,500	y	y	y	y	y
Assessor	I	24,750	y	y	y	y	y
Auditor	J	7,700	y	y	y	y	y
Contingency	K	10,000	y	y	y	y	y
Debt Service	L	487,647	y	y	y	y	y
Pensions / Insurances	M	507,769	y	y	y	y	y
Animal Control	N	8,716	y	y	y	y	y
Fire Department	O	135,950	y	y	y	y	y
Police Department	P	400,256	y	y	y	y	y
Public Works	Q	377,054	y	y	y	y	y
Transfer Station	R	122,746	y	y	y	y	y
County Tax	S	223,000	y	y	y	y	y
CIP BUDGET	T	245,300	y	y	y	y	y

The following items were motioned by the budget committee Green Block is the person that motioned the approval of amount, seconded by the Red Block for each line item. Y= YES N=No

BUDGET COMMITTEE VOTES

Line Items	Motions	Proposed Amount	Lou Goulet	Brian Ahlquist	Peter Ford	Andrea Winn	Tom Walton	Lou Annance	Mary Allen
Boards and Council	A	15,738	y	y	y	y	n		y
Municipal Complex	B	85,574	y	y	y	y	y		y
Town Clerk	C	102,039	y	y	y	y	y		y
Administration	D	127,682	y	y	y	y	y		y
Utilities	E	169,925	y	y	y	y	y		y
Code Enforcement	F	54,604	n	y	y	y	y		y
Library	G	34,439	y	y	y	y	y		y
Social Services	H	9,500	y	y	y	y	y		
Assessor	I	24,750		y	y	y	y		
Auditor	J	7,700		y	y	y	y		
Contingency	K	10,000		y	y	y	y		
Debt Service	L	487,647		y	y	y	y		
Pensions / Insurances	M	507,769		y	y	y	y		
Animal Control	N	8,716		y	y	y	y		
Fire Department	O	135,950		y	y	y	y		
Police Department	P	400,256		y	y	y	y		
Public Works	Q	377,054		y	y	y	y		
Transfer Station	R	122,746		y	y	y	y		
County Tax	S	223,000		y	y	y	y		
CIP BUDGET	T	245,300		y	y	y	y		

Mary Allen and Lou Goulet lost connection after motion of Item H

VII. Public Hearing – Schedule for May

Councilor Emery motioned to have the Public Hearing on May 19, 2020 @ 6:30pm possibly held in gym, seconded by Councilor Aikman, all in favor so voted.

VIII. Adjourn

Tom Walton motioned to adjourn, seconded by Brian Ahlquist, all in favor, so voted.

Councilor Aikman motioned to adjourn, seconded by Councilor Bennett, all in favor, so voted.

Meeting adjourned at 9:56pm

Mechanic Falls Town Council
May 4, 2020
Via Zoom

MEMBERS PRESENT:

Tarsha Downing, Vice Chair
Nick Konstantoulakis
John Emery II
Kieth Bennett, Chair
Rose Aikman

STAFF PRESENT:

Zakk Maher – Town Manager
Julie Ward – Town Clerk

OTHERS PRESENT:

Steve Sherlock, Sun Journal
Peter Ford
Rudy Kyllonen

1.0 Councilor Bennett called the meeting to order at 6:38pm

2.0 We stood and saluted the flag.

3.0 Roll Call complete

4.0 General Reports

4.1 Meeting Minutes for April 14, 2020

Councilor Konstantoulakis motioned to accept amended meeting minutes from April 14th, seconded by Councilor Emery, all in favor so voted.

4.2 Department Reports as submitted

Councilor Konstantoulakis motioned to accept the Department reports as submitted, seconded by Councilor Downing, all in favor unanimous.

Town Manager Zakk Maher gave a quick update on opening up the clerk's office. We had approximately 20 people come through. The office had some minor glitches with the door bell camera and working though them. Librarian Nancy Petersons will be working on curbside pick up for those who order books online.

5.0 Public Hearing

5.1 Liquor License Dads Place

No Comments

6.0 Public Comments

Peter Ford of Park Street commented about the decision the council made in regards to deferring tax payments, and asked the Town Manager if he was aware that it could not happen. Town Manager Zakk Maher explained that not being able to have a in person meeting because of the current situation its hard to talk through concerns and thoughts. Councilor Bennett also commented that he should have not allowed it to be added to the agenda at the last minute and that going forward things will be tabled so further discussions can happen.

7.0 Old Business

7.1 22 Pleasant Street Update

Town Manager Zakk Maher stated he is in the process of following up with realtor and has not heard back yet. He also wanted to remind people that construction on the retaining wall on Pleasant Street will start around May 11th and it will be around one-month process to repair.

7.2 Council Discussion Topics

Councilor Konstantoulakis wanted to know if the new CEO had been working on the pending complaints. Town Manager Zakk Maher explained that he is working on new permits and the solar project.

8.0 New Business

8.1 Municipal Election for July 14, 2020

Councilor Emery motioned to move Municipal Election from June 9th, to July 14th, seconded by Councilor Downing. Councilor Emery rescinded motion.

Town Manager Zakk Maher spoke about MMA working on in person Town Meetings and not the secret ballot towns and with Governors new orders it looks like June instead of May for in person meetings. Town Manager Zakk Maher came up with a Spring Summer Schedule. The latest that we could hold off on the Public Hearing would be June 1st because the printer needs time to print off the ballots to have them available for Absentee voting. The Spring/Summer Schedule is as follows:

5/15 Nomination Papers deadline

6/1 Public Hearing for Town budget, Annual appointments, Approval of Warrant Articles, Regular Council

6/12 Absentee Ballots available

7/14 Budget presented on ballot, Municipal Elections

7/20 Swear in New council and Organizational meeting

8/3 Regular Council Meeting

Councilor Konstantoulakis asked when the people will have budget info. Town Manager said numbers will go out now digitally and it will also be in the Annual Town Report. RSU will only put out a yes or no approval.

Councilor Downing motioned to approve the amended Spring/ Summer Schedule, seconded by Councilor Konstantoulakis, all in favor unanimous.

8.2 Before and After Care Lease

Councilor Konstantoulakis asked if Amanda Bosse was okay with new lease. Town Manager Zakk Maher stated that there were minimal changes.

Councilor Aikman motioned to accept Before and After Care lease, seconded by Councilor Downing. Councilor Aikman rescinded.

Councilor Aikman wanted to know if they earn money and why the electric bill was not included in the new lease.

Councilor Aikman motioned to table the Before and Aftercare lease to get more information, seconded by Councilor Konstantoulakis, all in favor so voted.

8.3 Tax Payer Relief

Town Manager Zakk Maher wanted to share what other options people have for tax relief. The Town offers General Assistance for rent, mortgages, food, and we also have a Poverty Abatement for Hardship application that can be filled out. The abatement would be done in executive session and would not be public.

9.0 Ordinances, Resolves, Policies and Licenses

9.1 Proposed Changed to FOAA Policy

Councilor Konstantoulakis motioned to table this for next opening meeting the public can attend, seconded by Councilor Emery, all in favor so voted.

9.2 Liquor License for Dads Place

Councilor Downing motioned to approve Dads Place Liquor License, seconded by Councilor Aikman, all in favor so voted.

Councilor Konstantoulakis motioned to table until the next meeting, seconded by Councilor Aikman, all in favor, unanimous.

10.0 Executive Session

Councilor Emery motioned to suspend Roberts Rules of Order and enter in to executive session Title MRS Sec 405 (6)(E) seconded by Councilor Konstantoulakis, all in favor, 3-2 Councilor Downing and Councilor Aikman no vote.

Councilor Aikman wanted it on record that she does not agree with having Executive Sessions over Zoom Meetings.

Councilor Emery motioned to enter Executive Session Title MRS sec 405 (6)(E) seconded by Councilor Konstantoulakis, all in favor 3-2. Councilor Downing and Councilor Aikman no vote.

Executive Session entered at 7:24pm

Councilor Bennett announced council is out of executive session at 7:48pm

9.3 Resolution Re: Town Manager Removal

9.4 Resolution Re: Town Manager Performance

Councilor Konstantoulakis motioned to table 9.3 and 9.4 until the next meeting, seconded by Councilor Emery, all in favor, so voted.

11.0 Adjourn:

Councilor Aikman motioned to adjourn, seconded by Councilor Bennett, all in favor, unanimous. Adjourned at 7:55pm

Next Meeting June 1st in Municipal Gym @ 6:30pm

Notes to the Financial Reports

5/26/2020

Revenues should be at approximately 90% collected and per the report we are 99.75% collected. We have already received a payment from the State for 75% of the total Homestead exemption money we are expecting for the year and we have received 100% of the BETE reimbursement money. We have also collected the money from the sale of the foreclosed properties. We did not budget that money as it was unknown how much if anything we would get. These items are making the percentage higher. As anticipated, excise tax has rebounded and is now at 92% collected.

Expenditures should also be at approximately 90%. Per the attached report you can see that we are currently at 86.57% expended. As you look down through the individual budgets, you will see some that are already more than 90% expended but some items have been paid in full for the year. For instance, Trio software maintenance and licensing, property and casualty insurance and animal shelter fees have been paid in full for the year. We have paid the County Tax bill for the year making that budget 100% expended. I have also moved the majority of the CIP money to the reserve accounts, making that line 91% expended.

You will notice the line Municipal Complex operating supplies with a \$2,880 negative balance. As you remember, we eliminated the municipal complex budget and distributed those expenses over the other budgets. This line is fuel that has been purchased for use by the Town departments but hasn't yet been distributed to the budgets that use fuel. I distribute the costs quarterly, so theoretically, this cost will be distributed to the other departments on a quarterly basis. Of course, since we never let the gas tanks go empty, there will always be a balance in this line.

It is still a little early to predict where the budget will end up June 30 but right now, even with the uncertainty, the budget looks good. I would also like to point out that real estate and personal property taxes are at 91% collected. Looking back at 2019 that is exactly where we were at this time last year at this time.

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

Lisa Prevost

Finance Director

lprevost@mechanicfalls.org

PS: I would like to thank the entire Council for their input and support during the budget process. 😊

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	220,838.38	34,263.62	86.57
05 - Boards & Councils	15,466.00	14,055.42	1,410.58	90.88
01 - Salaries	3,238.00	1,866.67	1,371.33	57.65
02 - Other Personnel	2,300.00	2,315.26	-15.26	100.66
06 - Subscriptions	6,628.00	6,713.49	-85.49	101.29
27 - Training & Travel	300.00	860.00	-560.00	286.67
30 - Contracted Services	0.00	300.00	-300.00	----
32 - Minor Cip	3,000.00	2,000.00	1,000.00	66.67
10 - Municipal Complex	0.00	2,880.47	-2,880.47	----
16 - Operating Supplies	0.00	2,880.47	-2,880.47	----
15 - Town Clerk/Elections	107,025.00	81,773.84	25,251.16	76.41
01 - Salaries	71,669.00	48,181.22	23,487.78	67.23
02 - Other Personnel	1,740.00	2,138.01	-398.01	122.87
03 - Communications	1,950.00	1,405.62	544.38	72.08
06 - Subscriptions	640.00	472.10	167.90	73.77
10 - Utilities	1,825.00	2,587.67	-762.67	141.79
15 - Office Supplies	4,000.00	3,995.32	4.68	99.88
16 - Operating Supplies	5,675.00	4,441.14	1,233.86	78.26
20 - Advertising	300.00	131.03	168.97	43.68
25 - Repairs	100.00	417.95	-317.95	417.95
27 - Training & Travel	3,000.00	347.82	2,652.18	11.59
30 - Contracted Services	15,220.00	16,892.80	-1,672.80	110.99
32 - Minor Cip	906.00	763.16	142.84	84.23
20 - Administration	132,611.00	122,128.65	10,482.35	92.10
01 - Salaries	113,368.00	98,131.02	15,236.98	86.56
02 - Other Personnel	2,500.00	2,499.59	0.41	99.98
03 - Communications	2,750.00	2,368.90	381.10	86.14
06 - Subscriptions	210.00	117.50	92.50	55.95
10 - Utilities	3,100.00	7,990.40	-4,890.40	257.75
27 - Training & Travel	3,450.00	3,356.21	93.79	97.28
30 - Contracted Services	7,233.00	7,665.03	-432.03	105.97
05 - Public Works	355,614.00	297,459.31	58,154.69	83.65
01 - Public Wks	355,614.00	297,459.31	58,154.69	83.65
01 - Salaries	186,243.00	156,694.09	29,548.91	84.13
02 - Other Personnel	1,700.00	427.96	1,272.04	25.17
03 - Communications	1,865.00	1,397.88	467.12	74.95
10 - Utilities	13,410.00	6,102.00	7,308.00	45.50
15 - Office Supplies	890.00	138.66	751.34	15.58
16 - Operating Supplies	89,110.00	74,748.06	14,361.94	83.88
20 - Advertising	300.00	199.00	101.00	66.33
25 - Repairs	5,000.00	2,524.78	2,475.22	50.50
27 - Training & Travel	600.00	227.71	372.29	37.95
28 - Motor Vehicle	41,420.00	43,528.09	-2,108.09	105.09
30 - Contracted Services	12,876.00	11,471.08	1,404.92	89.09
32 - Minor Cip	2,200.00	0.00	2,200.00	0.00
10 - Public Safety	539,140.00	423,772.82	115,367.18	78.60
01 - Fire/Rescue Dept	145,801.00	104,390.83	41,410.17	71.60
01 - Salaries	60,155.00	41,137.91	19,017.09	68.39
03 - Communications	2,500.00	1,975.72	524.28	79.03
06 - Subscriptions	2,985.00	2,636.20	348.80	88.31
10 - Utilities	10,415.00	6,121.74	4,293.26	58.78
15 - Office Supplies	400.00	374.93	25.07	93.73
16 - Operating Supplies	10,200.00	14,726.62	-4,526.62	144.38
25 - Repairs	1,850.00	0.00	1,850.00	0.00

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - Public Safety CONT'D				
27 - Training & Travel	6,125.00	1,073.55	5,051.45	17.53
28 - Motor Vehicle	18,604.00	12,556.94	6,047.06	67.50
30 - Contracted Services	19,567.00	11,442.63	8,124.37	58.48
32 - Minor Cip	13,000.00	12,344.59	655.41	94.96
05 - Police Dept	384,681.00	311,970.99	72,710.01	81.10
01 - Salaries	293,624.00	252,026.53	41,597.47	85.83
02 - Other Personnel	4,500.00	1,345.58	3,154.42	29.90
03 - Communications	7,600.00	4,695.78	2,904.22	61.79
06 - Subscriptions	10,944.00	11,177.25	-233.25	102.13
10 - Utilities	6,790.00	5,015.24	1,774.76	73.86
15 - Office Supplies	2,500.00	1,507.49	992.51	60.30
16 - Operating Supplies	5,000.00	2,483.36	2,516.64	49.67
25 - Repairs	800.00	202.54	597.46	25.32
27 - Training & Travel	5,000.00	6,138.89	-1,138.89	122.78
28 - Motor Vehicle	17,260.00	10,821.42	6,438.58	62.70
30 - Contracted Services	27,663.00	15,567.29	12,095.71	56.27
32 - Minor Cip	3,000.00	989.62	2,010.38	32.99
20 - Animal Control Officer	8,658.00	7,411.00	1,247.00	85.60
01 - Salaries	4,680.00	4,050.00	630.00	86.54
30 - Contracted Services	3,978.00	3,361.00	617.00	84.49
15 - Code Enforce/Planning	49,193.00	41,230.15	7,962.85	83.81
01 - Code Enforce/Planning	49,193.00	41,230.15	7,962.85	83.81
01 - Salaries	39,538.00	33,787.72	5,750.28	85.46
03 - Communications	650.00	608.32	41.68	93.59
06 - Subscriptions	300.00	90.00	210.00	30.00
10 - Utilities	715.00	2,256.83	-1,541.83	315.64
15 - Office Supplies	400.00	366.25	33.75	91.56
20 - Advertising	300.00	37.69	262.31	12.56
27 - Training & Travel	1,500.00	122.14	1,377.86	8.14
30 - Contracted Services	5,790.00	3,961.20	1,828.80	68.41
20 - Library	37,967.00	28,790.68	9,176.32	75.83
01 - Library	37,967.00	28,790.68	9,176.32	75.83
01 - Salaries	21,174.00	17,318.47	3,855.53	81.79
03 - Communications	650.00	516.04	133.96	79.39
06 - Subscriptions	1,000.00	350.00	650.00	35.00
10 - Utilities	3,450.00	2,633.39	816.61	76.33
15 - Office Supplies	700.00	209.79	490.21	29.97
16 - Operating Supplies	9,750.00	6,555.72	3,194.28	67.24
27 - Training & Travel	200.00	114.41	85.59	57.21
30 - Contracted Services	793.00	892.86	-99.86	112.59
32 - Minor Cip	250.00	200.00	50.00	80.00
25 - Recreation	22,986.00	20,415.99	2,570.01	88.82
01 - Recreation	22,986.00	20,415.99	2,570.01	88.82
01 - Salaries	14,560.00	13,044.97	1,515.03	89.59
03 - Communications	650.00	248.74	401.26	38.27
30 - Contracted Services	7,776.00	7,122.28	653.72	91.59
26 - Utilities	171,500.00	138,916.16	32,583.84	81.00
01 - Utilities	171,500.00	138,916.16	32,583.84	81.00
06 - Subscriptions	250.00	250.00	0.00	100.00
10 - Utilities	168,175.00	136,957.30	31,217.70	81.44
25 - Repairs	3,075.00	1,708.86	1,366.14	55.57
30 - Assessor	24,750.00	24,768.65	-18.65	100.08

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Assessor CONT'D				
01 - Assessor	24,750.00	24,768.65	-18.65	100.08
30 - Contracted Services	24,750.00	24,768.65	-18.65	100.08
31 - Auditor				
01 - Auditor	10,550.00	4,435.00	6,115.00	42.04
30 - Contracted Services	10,550.00	4,435.00	6,115.00	42.04
32 - Contingency				
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				
01 - Debt Service	184,036.00	182,438.85	1,597.15	99.13
30 - Contracted Services	184,036.00	182,438.85	1,597.15	99.13
34 - Pensions & Insurances				
01 - Pensions & Insurances	487,849.00	412,108.90	75,740.10	84.47
01 - Salaries	14,079.00	14,079.00	0.00	100.00
05 - Payroll Expenses	445,770.00	365,136.70	80,633.30	81.91
16 - Operating Supplies	1,500.00	2,500.00	-1,000.00	166.67
30 - Contracted Services	26,500.00	30,393.20	-3,893.20	114.69
35 - Social Services/Welfare				
05 - Welfare	11,500.00	8,876.77	2,623.23	77.19
01 - Salaries	4,500.00	2,923.15	1,576.85	64.96
27 - Training & Travel	0.00	175.00	-175.00	----
30 - Contracted Services	7,000.00	5,778.62	1,221.38	82.55
40 - Solid Waste				
01 - Solid Waste	126,285.00	88,758.42	37,526.58	70.28
01 - Salaries	50,343.00	35,035.38	15,307.62	69.59
02 - Other Personnel	800.00	430.49	369.51	53.81
03 - Communications	1,068.00	1,014.80	53.20	95.02
10 - Utilities	1,750.00	1,395.47	354.53	79.74
16 - Operating Supplies	2,700.00	2,640.06	59.94	97.78
25 - Repairs	6,000.00	4.41	5,995.59	0.07
27 - Training & Travel	800.00	0.00	800.00	0.00
28 - Motor Vehicle	1,294.00	245.06	1,048.94	18.94
30 - Contracted Services	60,530.00	47,992.75	12,537.25	79.29
32 - Minor Cip	1,000.00	0.00	1,000.00	0.00
45 - County Tax				
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				
01 - Capital Improvements	242,750.00	221,444.43	21,305.57	91.22
33 - Capital Improvements	242,750.00	221,444.43	21,305.57	91.22
Final Totals	2,729,335.00	2,314,367.46	414,967.54	84.80

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	1,123,109.84	2,787.47	99.75
100 - Auto Excise	485,000.00	447,478.99	37,521.01	92.26
101 - Boat Excise	1,600.00	1,243.00	357.00	77.69
102 - MV Agent Fee	9,200.00	8,966.00	234.00	97.46
103 - Snow/ATV Agent Fee	300.00	306.00	-6.00	102.00
104 - Boat Agent Fee	120.00	72.00	48.00	60.00
105 - Cash Management Interest	6,000.00	8,832.93	-2,832.93	147.22
106 - RE Interest	16,000.00	13,188.01	2,811.99	82.43
107 - Lien Costs	7,400.00	5,541.09	1,858.91	74.88
108 - Will/Fax/Notary	300.00	86.00	214.00	28.67
109 - Postage/Copies/Voter	500.00	655.65	-155.65	131.13
110 - Transfer Station Stickers	5,000.00	4,723.00	277.00	94.46
111 - Driveway Entrance Permit	200.00	80.00	120.00	40.00
112 - Pole Permit	0.00	20.00	-20.00	----
113 - Building Permit	10,000.00	7,286.78	2,713.22	72.87
114 - Plumbing Permit	3,500.00	3,007.50	492.50	85.93
115 - Electric Permit	2,000.00	1,185.00	815.00	59.25
116 - Commercial Haulers Permit	0.00	0.00	0.00	----
117 - Conditional Use Permit	300.00	593.25	-293.25	197.75
118 - Hunt/Fish Agent Fee	400.00	227.50	172.50	56.88
119 - Weapon Permits	200.00	111.00	89.00	55.50
120 - Birth/Death License	675.00	637.00	38.00	94.37
121 - Marriage License	650.00	756.00	-106.00	116.31
122 - Victualer's License	500.00	90.00	410.00	18.00
123 - Liquor License	500.00	300.00	200.00	60.00
124 - Marriage Certificate	400.00	455.00	-55.00	113.75
125 - Burial Permits	500.00	672.00	-172.00	134.40
126 - Additional Certified copies	500.00	621.60	-121.60	124.32
128 - Dog License (R3306)	950.00	864.00	86.00	90.95
129 - Dog Fees (R3408)	450.00	495.00	-45.00	110.00
130 - Rabies Call	0.00	0.00	0.00	----
131 - Public Safety Reports	350.00	447.45	-97.45	127.84
132 - Geneology Fee	0.00	0.00	0.00	----
133 - Fire Works Permit	150.00	100.00	50.00	66.67
139 - Marijuana Fee	0.00	3,250.00	-3,250.00	----
140 - Zoning Fee	0.00	0.00	0.00	----
141 - Court Fee	350.00	113.01	236.99	32.29
142 - Variance Fee	0.00	0.00	0.00	----
143 - Water Administration Fee	21,000.00	21,000.00	0.00	100.00
144 - Home Occupation Fee	50.00	10.00	40.00	20.00
145 - Sign Permit Fee	50.00	25.60	24.40	51.20
146 - Special Amusement Fee	250.00	220.00	30.00	88.00
147 - Cable Franchise Fee	30,000.00	36,020.44	-6,020.44	120.07
148 - Transfer Station Fee	4,000.00	3,368.00	632.00	84.20
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	550.00	-375.00	314.29
161 - Late/Pick Up Fees (Dogs)	400.00	1,425.00	-1,025.00	356.25
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	160.00	40.00	80.00
171 - Adult Education Rent	0.00	0.00	0.00	----
172 - USCTC Rent	4,850.00	4,277.70	572.30	88.20

Revenue control report

Accounts: R 01-100 - R 01-400

ALL

Account	YTD Budget Net	YTD Net	Uncollected Balance	Percent Collected
01 - General Government CONT'D				
173 - Headstart Rent	1,800.00	1,655.20	144.80	91.96
174 - Tennis Lights	0.00	0.00	0.00	----
175 - Trfr Stat Rolloff Can Parking	1,827.00	1,522.50	304.50	83.33
180 - Insurance Reimbursement	1,500.00	3,270.99	-1,770.99	218.07
181 - Recycling Reimbursement	10,000.00	8,332.96	1,667.04	83.33
182 - Welfare Reimbursement	0.00	0.00	0.00	----
183 - Police Reimbursement	0.00	0.00	0.00	----
184 - DARE Reimbursement	0.00	0.00	0.00	----
185 - GAs Tax Reimbursement	0.00	0.00	0.00	----
186 - Electric Reimbursment	0.00	0.00	0.00	----
187 - Business Advertising	0.00	0.00	0.00	----
190 - Sold Items	0.00	0.00	0.00	----
191 - Town Owned Sale	0.00	0.00	0.00	----
192 - Reimbursement Ball Field Light	0.00	0.00	0.00	----
193 - Oxford Bank Accounts	0.00	0.00	0.00	----
194 - Tree Harvesting	0.00	0.00	0.00	----
195 - Reserve Accts	25,358.00	25,357.50	0.50	100.00
198 - Tax Acquired Prop	0.00	82,225.63	-82,225.63	----
199 - Payment in Lieu of Taxes	1,700.00	1,421.84	278.16	83.64
200 - Veteran's Exemption	1,850.00	0.00	1,850.00	0.00
201 - Tree Growth	3,200.00	2,963.39	236.61	92.61
202 - BETE	18,510.27	18,550.00	-39.73	100.21
203 - Highway Block Grant	22,500.00	23,216.00	-716.00	103.18
204 - State Revenue Sharing	252,870.00	240,073.19	12,796.81	94.94
205 - Welfare Reimbursement	2,000.00	2,186.12	-186.12	109.31
206 - Library Grant	0.00	0.00	0.00	----
207 - Homestead Reimbursement	165,347.04	132,026.00	33,321.04	79.85
208 - Snowmobile Refund	800.00	801.02	-1.02	100.13
209 - Tree Growth Refund	0.00	0.00	0.00	----
210 - State Burn Permit Rev Sharing	25.00	36.00	-11.00	144.00
211 - General Education	0.00	0.00	0.00	----
300 - FEMA	0.00	0.00	0.00	----
350 - Boiler Reimbursement	0.00	0.00	0.00	----
400 - Sex Offender Registry	40.00	10.00	30.00	25.00
Final Totals	1,125,897.31	1,123,109.84	2,787.47	99.75

Tax Commitment 2019/2020	Collected Thru 5/22/2020	% Collected
\$3,088,033.47	\$2,835,125.62	91.81%
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	

Town Reserve Accounts
As of 4/30/2020

	7/1/2019				3/31/2020		4/30/2020
	Beginning Balance	Paid In	Paid Out	Interest	New Balance	Owed to Town	Ending Balance
Cash Management	\$98,162.29			\$608.19	\$98,770.48		\$98,770.48
Computer Reserve	\$13,016.99		\$4,021.14	\$73.97	\$9,069.82		\$9,069.82
Unemployment Fund	\$64,371.29			\$398.82	\$64,770.11		\$64,770.11
Municipal Complex	\$25,096.98	\$10,000.00	\$5,812.62	\$178.24	\$29,462.60	\$0.00	\$29,462.60
Fire/Rescue Funds	\$91,838.38	\$75,000.00		\$736.49	\$167,574.87		\$167,574.87
Highway Funds	\$332,172.62	\$67,000.00	\$159,629.10	\$1,830.16	\$241,373.68		\$241,373.68
Solid Waste	\$30,971.88	\$5,000.00		\$175.32	\$36,147.20		\$36,147.20
Assessing	\$75,386.25	\$20,000.00		\$454.66	\$95,840.91		\$95,840.91
Library Computers	\$1,212.70	\$300.00		\$8.79	\$1,521.49		\$1,521.49
Recreation	\$412.90			\$2.56	\$415.46		\$415.46
BAN Escrow	\$394,356.85			\$2,443.27	\$396,800.12		\$396,800.12
Winterbrook Escrow	\$12,149.48			\$61.79	\$12,211.27		\$12,211.27
Police Cruiser	\$22,423.84	\$20,000.00	\$31,946.89	\$142.10	\$10,619.05		\$10,619.05
Police Training	\$24,371.78			\$151.01	\$24,522.79		\$24,522.79
Debt Service	\$40,215.01		\$25,357.50	\$247.81	\$15,105.32		\$15,105.32
Voting Machines		\$14,000.00	\$1,540.00	\$48.21	\$12,508.21		\$12,508.21
Sidewalks	\$82,724.09			\$420.66	\$83,144.75		\$83,144.75
MFPD Forfeiture	\$2,851.67		\$1,975.00	\$12.97	\$889.64		\$889.64
Insurance Reimb	\$60,133.88	\$3,609.95	\$17,215.02	\$325.29	\$46,854.10		\$46,854.10
Roads	\$0.00	\$10,000.00		\$35.65	\$10,035.65		\$10,035.65
Totals	\$1,371,868.88	\$224,909.95	\$247,497.27	\$8,355.96	\$1,357,637.52	\$0.00	\$1,357,637.52

Reserve Account Balances

As of 4/30/2020

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	\$	-	\$	-	4/30/2020	4/30/2020		
One year CD	\$ 151,157.57	\$ 1,701.06			\$ 152,858.63		\$ 152,858.63	1.23%	7/6/2020
Cash Mgmt/Reserve accts	\$ 1,371,868.88	\$ 8,355.96	\$ 224,909.95	\$ 247,497.27	\$ 1,357,637.52		\$ 1,357,637.52		
Mutual Fund	\$ 12,124.27	\$ 60.26			\$ 12,184.53		\$ 12,184.53	1.14%	10/4/2021
				\$ -					
Total	\$ 1,535,150.72	\$ 10,117.28	\$ 224,909.95	\$ 247,497.27	\$ 1,522,680.68	\$0.00	\$ 1,522,680.68		

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

TEL: 345-5351

TO: Town Manager

FROM: Stephen L. French, Superintendent

DATE May, 2020

RE Monthly Report

Town Manager and Council,

We are slowly getting back to the “new normal” We are allowing customers in the office. It is rare that we have more than one at a time. So, it hasn’t been an issue for us. We have installed a plexiglass screen in Michelle’s window. So, she is protected from direct contact from those paying bills. As reported to you last month we opted to estimate our meter readings. I am pleased to report that our bills we sent out are being returned fairly well. It will be a couple of weeks before we are obligated to send out disconnection notices on late bills. We have been instructed that at this point we can not disconnect any one, but the notices will still go out.

You might hear from us later in the year about replacing the main on Second Avenue. We understand that a house might be built on the end of the road. That neighborhood has substandard piping and this will be a good time to clean up some of our potential problems.

We tried to turn on the new storage units across from the high school but the valve that controls that complex has failed in the closed position. We have a new one ordered and will have to make arrangements with McDonald’s and C.N. Brown as they are fed from the same pipe. It shouldn’t be off long, but an interruption in service to those two businesses.

Flushing takes place in June. We try to do it the same week every year. It will be the week of the 15th. We sent a notice out with our bills, post it on the Town Office sign, and social media. We used to put a notice in the paper. But it went unnoticed and cost us money to do so. We know of at least one business that requests to be notified, a hair dresser. Please let us know if you are aware of anyone else. If nothing goes wrong (Murphy’s Law) we have a schedule we stick to. So to tell you we will be in your neighborhood Wednesday morning might not turn out to be the case. We start at the pumping station and bring fresh water throughout our system. Our “new” pumping station is about thirty years old. Those of us that have history in this town can remember the less

than good quality water we used to deliver. Now our water is of pristine quality from gravel packed wells adjacent to the wells of one of Poland Springs facilities. We are flushing 106 hydrants between this town and Poland.

Steve French

**MECHANIC FALLS WATER DEPT.
FINANCIAL STATEMENT**

30-Apr-20

ACCT #	ACCOUNT	BUDGETED	EXPENDED	BALANCE	PERCENT
181	UNAMORT. DEBT DISC. & EXP.	\$0.00	\$0.00	\$0.00	0.00%
221 B	WELL LOAN THRU TOWN	\$0.00	\$0.00	\$0.00	#DIV/0!
221 A	DWSRF BOND	\$46,223.54	\$2,416.27	\$43,807.27	5.23%
238	SALES TAXES	\$1,300.00	\$764.37	\$535.63	58.80%
303	LAND & LAND RIGHTS	\$0.00	\$0.00	\$0.00	0.00%
304	STRUCTURES & IMPROVEMENTS	\$1,000.00	\$1,030.60	(\$30.60)	103.06%
330	DISTRIBUTION - RESERVOIRS	\$1,000.00	\$0.00	\$1,000.00	0.00%
331	TRANSMISSION & DISTRIBUTION	\$7,000.00	\$2,506.77	\$4,493.23	35.81%
333	NEW SERVICES	\$100.00	\$0.00	\$100.00	0.00%
334	METERS & INSTALLATION	\$3,360.00	\$2,220.64	\$1,139.36	66.09%
335	HYDRANTS	\$0.00	\$0.00	\$0.00	#DIV/0!
340	OFFICE FURNITURE & EQUIP.	\$2,000.00	\$560.00	\$1,440.00	28.00%
343	TOOLS,SHOP EQUIPMENT	\$1,000.00	\$155.62	\$844.38	15.56%
344	LABORATORY EQUIPMENT	\$1,000.00	\$0.00	\$1,000.00	0.00%
345	POWER OPER. EQUIPMENT	\$400.00	\$40.93	\$359.07	10.23%
346	COMMUNICATION EQUIPMENT	\$500.00	\$0.00	\$500.00	0.00%
601	SALARIES & FICA	\$154,119.48	\$67,059.02	\$87,060.46	43.51%
604	EMPLOYEES PENS & BEN	\$52,864.37	\$15,341.10	\$37,523.27	29.02%
615	PURCHASED POWER	\$16,000.00	\$3,812.40	\$12,187.60	23.83%
618	CHEMICALS	\$15,000.00	\$2,252.50	\$12,747.50	15.02%
620	MATERIALS & SUPPLIES	\$3,500.00	\$2,054.03	\$1,445.97	58.69%
631	CONTRACTUAL-ENGINEERING	\$1,500.00	\$0.00	\$1,500.00	0.00%
632	CONTRACTUAL-ACCOUNTING	\$5,600.00	\$0.00	\$5,600.00	0.00%
633	CONTRACTUAL-LEGAL	\$1,000.00	\$0.00	\$1,000.00	0.00%
634	CONTRACTUAL-MGM. FEES	\$21,000.00	\$21,000.00	\$0.00	100.00%
635	CONTRACTUAL-OTHER	\$3,500.00	\$1,715.95	\$1,784.05	49.03%
650	TRANSPORTATION	\$7,000.00	\$1,458.94	\$5,541.06	20.84%
656-59	INSURANCE	\$6,100.00	\$1,947.42	\$4,152.58	31.92%
660	ADVERTISING EXP.	\$200.00	\$441.00	(\$241.00)	220.50%
667	PUC EXP. OTHER	\$1,950.00	\$0.00	\$1,950.00	0.00%
670	BAD DEBT EXPENSE	\$100.00	\$0.00	\$100.00	0.00%
675	MISC. EXPENSE	\$17,300.00	\$5,075.49	\$12,224.51	29.34%
	TOTAL	\$371,617.39	\$131,853.05	\$239,764.34	35.48%

CAPITAL BUDGET

\$21,000.00	\$10,360.00	\$10,640.00	49.33%
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TOTAL BUDGET

\$392,617.39	\$142,213.05	\$250,404.34	36.22%
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POLICE HIGHLIGHTS

4/28/20 – 5/26/20

TYPE OF CALL	CALLS THIS MONTH	LAST MONTH
Abandoned E911	14	9
Accidents	4	9
Alarm calls	2	3
Animal complaints	6	1
Assault	0	0
Burglary	0	0
Children troubles	2	1
Criminal mischief	1	2
Disturbance/disorder/fight	2	1
Domestic	2	3
Harassment	1	2
Hazardous condition	2	8
Missing person	2	1
Parking violations	0	0
Suspicious conditions/person/vehicle	7	8
Theft	5	3
Threatening	6	2
Wellbeing check	3	4

Arrests/summons issued this month for: Violating conditions of release, Failure to notify owner of unattended accident, Domestic violence assault, Theft by unauthorized taking, Operating after suspension, Assault, and Possession of marijuana under the age of 21

Traffic summons issued this month for: Imprudent Speed, Failure to provide evidence of insurance, Failure to obey traffic control device, Operating a motor vehicle with excessive exhaust noise, Speeding 10-14, 20-24, and 25-29 mph over the limit.

MECHANIC FALLS POLICE DEPARTMENT

April 28, 2020 THRU May 26, 2020

CRIMINAL SUMMONSES: 7

CIVIL SUMMONSES: 1

0 JUVENILE(S) CHARGED W/ JUVENILE CRIME

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

BACK-UP ANALYSIS

MECHANIC FALLS PD ASSISTED ASO: 08

ASO ASSISTED MECHANIC FALLS PD: 09

MECHANIC FALLS PD ASSISTED OXFORD PD: 00

OXFORD PD ASSISTED MECHANIC FALLS PD: 01

MECHANIC FALLS PD ASSISTED STATE POLICE 00

STATE POLICE ASSISTED MECHANIC FALLS P D 01

2017 FORD: 68,448

2020 FORD: 2,015



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls , ME 04256

5/25/2020
8:17 PM

Pay Roll Report May for Fire 2020 (04-27-20...05-24-20)

Arsenault, Chris	08:00	\$102.00
Arsenault, Robert	05:00	\$60.25
Casey, Tom	11:00	\$145.75
Damon, Jon	20:00	\$285.00
Doherty, Tom	03:00	\$42.75
Downing, Brady	09:15	\$111.00
Doze, Michael	03:00	\$36.00
Fifield, Dale	04:00	\$48.00
Harvey, Paul	09:00	\$84.75
Hodgkin, Caleb	09:15	\$99.00
Letarte, Bridgette	04:00	\$48.00
Limerick, Ben	17:15	\$194.44
Limerick, Hannah	05:15	\$51.00
Limerick, Micheal	01:15	\$15.31
Madore, Randy	03:00	\$38.25
Merrick, Uriah	07:00	\$84.50
Smith, Eric	14:00	\$169.00
Sturtevant, Fred	09:30	\$149.63
Toth, Zac	06:00	\$61.25
Total	148:45	\$1,825.88

FRED C STURTEVANT
CHIEF



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

5/25/2020
8:17:57 PM

Pay Roll Report May for Fire 2020 (04-27-20...05-24-20)

Arsenault, Chris						08:00	\$102.00	
<i>Lieutenant</i>						<i>\$12.75</i>	<i>08:00</i>	<i>\$102.00</i>
Sun	5/10/2020	110 Jordan Road	Mechanic Falls Mvc No Pi	:: Lt		04:00	\$51.00	
Mon	5/11/2020	743 Center	Minot Hill Rd Minot Brush / Woods / Grass Fire	:: Lt		03:00	\$38.25	
Wed	5/20/2020	96 Bradbury Hill Rd	Minot Brush / Woods / Grass Fire	:: Lt		01:00	\$12.75	
Arsenault, Robert						05:00	\$60.25	
<i>Driver</i>						<i>\$12.25</i>	<i>01:00</i>	<i>\$12.25</i>
Fri	5/15/2020	242 Lewiston Street	Mechanic Falls Power Line Down / Arcing	:: Dr		01:00	\$12.25	
<i>Firefighter/Private</i>						<i>\$12.00</i>	<i>04:00</i>	<i>\$48.00</i>
Sun	5/10/2020	110 Jordan Road	Mechanic Falls Mvc No Pi	:: Ff		04:00	\$48.00	
Casey, Tom						11:00	\$145.75	
<i>Captain</i>						<i>\$13.25</i>	<i>11:00</i>	<i>\$145.75</i>
Tue	5/5/2020	500 Mechanic Falls Rd	Poland Cover Assignment, Standby, Moveup	::		03:00	\$39.75	
			Capt					
Sun	5/10/2020	110 Jordan Road	Mechanic Falls Mvc No Pi	:: Capt		03:00	\$39.75	
Sun	5/24/2020	000 Firemans Field	Mechanic Falls Rescue Or Ems Standby	:: Capt		05:00	\$66.25	
Damon, Jon						20:00	\$285.00	
<i>Deputy Chief Fire</i>						<i>\$14.25</i>	<i>20:00</i>	<i>\$285.00</i>
Mon	4/27/2020	:: Admin Hours - Off Site	:: Covid-19 Research And Updates	:: Dc/f		12:00	\$171.00	
Sun	5/10/2020	110 Jordan Road	Mechanic Falls Mvc No Pi	:: Dc/f		04:00	\$57.00	
Mon	5/11/2020	743 Center	Minot Hill Rd Minot Brush / Woods / Grass Fire	:: Dc/f		03:00	\$42.75	
Sun	5/24/2020	000 Firemans Field	Mechanic Falls Rescue Or Ems Standby	:: Dc/f		01:00	\$14.25	
Doherty, Tom						03:00	\$42.75	
<i>Deputy Chief Fire</i>						<i>\$14.25</i>	<i>03:00</i>	<i>\$42.75</i>
Tue	5/5/2020	500 Mechanic Falls Rd	Poland Cover Assignment, Standby, Moveup	::		03:00	\$42.75	
			Dc/f					
Downing, Brady						09:15	\$111.00	
<i>Firefighter/Private</i>						<i>\$12.00</i>	<i>09:15</i>	<i>\$111.00</i>
Tue	5/5/2020	500 Mechanic Falls Rd	Poland Cover Assignment, Standby, Moveup	::		03:00	\$36.00	
			Ff					
Sun	5/10/2020	110 Jordan Road	Mechanic Falls Mvc No Pi	:: Ff		04:00	\$48.00	
Thu	5/14/2020	408 Buckfield Road	Turner Dispatched & Canceled En Route	:: Ff		01:15	\$15.00	



MECHANIC FALLS FIRE-RESCUE

5/25/2020
8:17:57 PM

108 Lewiston Road
Mechanic Falls, ME 04256

Pay Roll Report May for Fire 2020 (04-27-20...05-24-20)

Wed	5/20/2020	96 Bradbury Hill Rd Minot Brush / Woods / Grass Fire	:: Ff	01:00	\$12.00
Doze, Michael				03:00	\$36.00
<i>Firefighter/Private</i>				<i>03:00</i>	<i>\$36.00</i>
Thu	5/7/2020	:: Admin Hours @ Fire Station :: Scba Checks	:: Ff	03:00	\$36.00
Fifield, Dale				04:00	\$48.00
<i>Firefighter/Private</i>				<i>04:00</i>	<i>\$48.00</i>
Sun	5/10/2020	110 Jordan Road Mechanic Falls Mvc No Pi	:: Ff	04:00	\$48.00
Harvey, Paul				09:00	\$84.75
<i>Credit Only</i>				<i>02:00</i>	<i>\$0.00</i>
Sun	5/17/2020	:: Truck Check :: Performed The Monthly Truck Check On Ladder 1	:: Cr	02:00	\$0.00
<i>Driver</i>				<i>03:00</i>	<i>\$36.75</i>
Tue	5/5/2020	500 Mechanic Falls Rd Poland Cover Assignment, Standby, Moveup	:: Dr	03:00	\$36.75
<i>Firefighter/Private</i>				<i>04:00</i>	<i>\$48.00</i>
Sun	5/10/2020	110 Jordan Road Mechanic Falls Mvc No Pi	:: Ff	04:00	\$48.00
Hodgkin, Caleb				09:15	\$99.00
<i>Credit Only</i>				<i>01:00</i>	<i>\$0.00</i>
Tue	4/28/2020	:: Outside Detail :: Parade Detail	:: Cr	01:00	\$0.00
<i>Firefighter/Private</i>				<i>08:15</i>	<i>\$99.00</i>
Tue	5/5/2020	500 Mechanic Falls Rd Poland Cover Assignment, Standby, Moveup	:: Ff	03:00	\$36.00
Sun	5/10/2020	110 Jordan Road Mechanic Falls Mvc No Pi	:: Ff	04:00	\$48.00
Thu	5/14/2020	408 Buckfield Road Turner Dispatched & Canceled En Route	:: Ff	01:15	\$15.00
Letarte, Bridgette				04:00	\$48.00
<i>Firefighter/Private</i>				<i>04:00</i>	<i>\$48.00</i>
Sun	5/10/2020	110 Jordan Road Mechanic Falls Mvc No Pi	:: Ff	04:00	\$48.00
Limerick, Ben				17:15	\$194.44
<i>Credit Only</i>				<i>02:00</i>	<i>\$0.00</i>
Tue	4/28/2020	:: Outside Detail :: Driver Training On Engine 3 And Utility	:: Cr	01:00	\$0.00
Tue	4/28/2020	:: Outside Detail :: Parade Detail	:: Cr	01:00	\$0.00



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

5/25/2020
8:17:57 PM

Pay Roll Report May for Fire 2020 (04-27-20...05-24-20)

<i>Lt Driver</i>		<i>\$12.75</i>	<i>15:15</i>	<i>\$194.44</i>
Tue	5/5/2020 500 Mechanic Falls Rd Poland Cover Assignment, Standby, Moveup Ltdr	::	03:00	\$38.25
Sun	5/10/2020 110 Jordan Road Mechanic Falls Mvc No Pi	:: Ltdr	03:00	\$38.25
Mon	5/11/2020 743 Center Minot Hill Rd Minot Brush / Woods / Grass Fire	:: Ltdr	03:00	\$38.25
Thu	5/14/2020 408 Buckfield Road Turner Dispatched & Canceled En Route	:: Ltdr	01:15	\$15.94
Sun	5/24/2020 000 Firemans Field Mechanic Falls Rescue Or Ems Standby	:: Ltdr	05:00	\$63.75
Limerick, Hannah			05:15	\$51.00
<i>Credit Only</i>		<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Tue	4/28/2020 :: Outside Detail :: Driver Training On Engine 3 And Utility	:: Cr	01:00	\$0.00
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>04:15</i>	<i>\$51.00</i>
Mon	5/11/2020 743 Center Minot Hill Rd Minot Brush / Woods / Grass Fire	:: Ff	03:00	\$36.00
Thu	5/14/2020 408 Buckfield Road Turner Dispatched & Canceled En Route	:: Ff	01:15	\$15.00
Limerick, Micheal			01:15	\$15.31
<i>Driver</i>		<i>\$12.25</i>	<i>01:15</i>	<i>\$15.31</i>
Thu	5/14/2020 408 Buckfield Road Turner Dispatched & Canceled En Route	:: Dr	01:15	\$15.31
Madore, Randy			03:00	\$38.25
<i>Lieutenant</i>		<i>\$12.75</i>	<i>03:00</i>	<i>\$38.25</i>
Tue	5/5/2020 500 Mechanic Falls Rd Poland Cover Assignment, Standby, Moveup Lt	::	03:00	\$38.25
Merrick, Uriah			07:00	\$84.50
<i>Driver</i>		<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Wed	5/13/2020 :: Truck Check :: Utility Truck Check And Road Test	:: Dr	01:00	\$12.25
Wed	5/20/2020 96 Bradbury Hill Rd Minot Brush / Woods / Grass Fire	:: Dr	01:00	\$12.25
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>05:00</i>	<i>\$60.00</i>
Sun	5/10/2020 110 Jordan Road Mechanic Falls Mvc No Pi	:: Ff	04:00	\$48.00
Fri	5/15/2020 Woodman Hill Minot Service Call, Other	:: Ff	01:00	\$12.00
Smith, Eric			14:00	\$169.00
<i>Driver</i>		<i>\$12.25</i>	<i>04:00</i>	<i>\$49.00</i>
Mon	5/11/2020 743 Center Minot Hill Rd Minot Brush / Woods / Grass Fire	:: Dr	03:00	\$36.75
Fri	5/15/2020 Woodman Hill Minot Service Call, Other	:: Dr	01:00	\$12.25



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls , ME 04256

5/25/2020
8:17:57 PM

Pay Roll Report May for Fire 2020 (04-27-20...05-24-20)

<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>10:00</i>	<i>\$120.00</i>
Sun	5/10/2020 110 Jordan Road Mechanic Falls Mvc No Pi :: Ff		04:00	\$48.00
Fri	5/15/2020 242 Lewiston Street Mechanic Falls Power Line Down / Arcing :: Ff		01:00	\$12.00
Sun	5/24/2020 000 Firemans Field Mechanic Falls Rescue Or Ems Standby :: Ff		05:00	\$60.00
Sturtevant, Fred			09:30	\$149.63
<i>Chief</i>		<i>\$15.75</i>	<i>09:30</i>	<i>\$149.63</i>
Tue	5/5/2020 500 Mechanic Falls Rd Poland Cover Assignment, Standby, Moveup :: Ch		03:00	\$47.25
Fri	5/15/2020 242 Lewiston Street Mechanic Falls Power Line Down / Arcing :: Ch		01:00	\$15.75
Fri	5/22/2020 ? Main Street Oxford Cover Assignment, Standby, Moveup :: Ch		00:30	\$7.88
Sun	5/24/2020 000 Firemans Field Mechanic Falls Rescue Or Ems Standby :: Ch		05:00	\$78.75
Toth, Zac			06:00	\$61.25
<i>Credit Only</i>		<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Tue	4/28/2020 :: Outside Detail :: Parade Detail :: Cr		01:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>05:00</i>	<i>\$61.25</i>
Sun	5/24/2020 000 Firemans Field Mechanic Falls Rescue Or Ems Standby :: Dr		05:00	\$61.25
			148:45	\$1825.88

FRED C STURTEVANT
CHIEF



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

5/25/2020
8:15:25 PM

Pay Roll Report May for Fire 2020 (04-27-20...05-24-20)

FIRE Payroll		148:45	\$1,825.88
CAPT	Captain	11:00	\$145.75
CH	Chief	09:30	\$149.63
CR	Credit Only	07:00	\$0.00
DC/F	Deputy Chief Fire	23:00	\$327.75
DR	Driver	16:15	\$199.06
FF	Firefighter/Private	55:45	\$669.00
LT	Lieutenant	11:00	\$140.25
LTDR	Lt Driver	15:15	\$194.44
Total		148:45	\$1,825.88

FRED C STURTEVANT
CHIEF

Pay Roll Report for Rescue May 2020 (04-27...05-24)

Casey, Jen	19:30	\$277.88
Damon, Jon	04:30	\$64.13
Doherty, Tom	02:00	\$28.50
Hodgkin, Caleb	06:30	\$79.63
Lane, Denise	02:00	\$25.50
Sturtevant, Fred	01:30	\$19.13
Towle, Dorothy	01:00	\$12.25
Total	37:00	\$507.02

FRED C STURTEVANT
CHIEF

Pay Roll Report for Rescue May 2020 (04-27...05-24)

Casey, Jen			19:30	\$277.88
<i>DeputyChief/Res</i>			<i>18:00</i>	<i>\$256.50</i>
Mon	4/27/2020 :: Admin Hours - Off Site :: Drug Log 4/10, 4/17, 4/24-orders State Covid Zoom Meetings 4/9 & 4/23 Bound Tree Zoom Meetings How To Maintain Educational Continuity. Fred Had Already Closed Payroll. Told To Enter As 1 Entry. :: Dc/re		10:00	\$142.50
Sun	5/10/2020 110 Jordan Road Mechanic Falls Mvc No Pi :: Dc/re		03:00	\$42.75
Sun	5/24/2020 000 Firemans Field Mechanic Falls Rescue Or Ems Standby :: Dc/re		05:00	\$71.25
<i>Emt-Intermediate</i>			<i>01:30</i>	<i>\$21.38</i>
Mon	4/27/2020 :: Ems Training :: No Transport Covid Phase 2 Protocol :: Emt_i		01:30	\$21.38
Damon, Jon			04:30	\$64.13
<i>Emt-Intermediate</i>			<i>04:30</i>	<i>\$64.13</i>
Mon	4/27/2020 :: Ems Training :: No Transport Covid Phase 2 Protocol :: Emt_i		01:30	\$21.38
Fri	5/15/2020 23 Pleasant Street Mechanic Falls Public Service Assistance, Other :: Emt_i		01:00	\$14.25
Wed	5/20/2020 98 North Street Mechanic Falls Medical Assist, Assist Ems Crew :: Emt_i		02:00	\$28.50
Doherty, Tom			02:00	\$28.50
<i>Emt-Paramedic</i>			<i>02:00</i>	<i>\$28.50</i>
Wed	5/20/2020 98 North Street Mechanic Falls Medical Assist, Assist Ems Crew :: Emt-p		02:00	\$28.50
Hodgkin, Caleb			06:30	\$79.63
<i>Emt-Basic</i>			<i>06:30</i>	<i>\$79.63</i>
Mon	4/27/2020 :: Ems Training :: No Transport Covid Phase 2 Protocol :: Emt-b		01:30	\$18.38
Sun	5/24/2020 000 Firemans Field Mechanic Falls Rescue Or Ems Standby :: Emt-b		05:00	\$61.25
Lane, Denise			02:00	\$25.50
<i>Emt-Basic</i>			<i>02:00</i>	<i>\$25.50</i>
Mon	5/4/2020 8 Tirrell Ave Mechanic Falls Rescue, Ems Incident, Other :: Emt-b		01:00	\$12.75
Fri	5/15/2020 23 Pleasant Street Mechanic Falls Public Service Assistance, Other :: Emt-b		01:00	\$12.75
Sturtevant, Fred			01:30	\$19.13
<i>Emt-Basic</i>			<i>01:30</i>	<i>\$19.13</i>
Mon	4/27/2020 :: Ems Training :: No Transport Covid Phase 2 Protocol :: Emt-b		01:30	\$19.13
Towle, Dorothy			01:00	\$12.25

Pay Roll Report for Rescue May 2020 (04-27...05-24)

<i>EMS Private</i>		<i>\$12.25</i>	<i>01:00</i>	<i>\$12.25</i>
Fri	5/15/2020 23 Pleasant Street Mechanic Falls Public Service Assistance, Other Ems	::	01:00	\$12.25
			37:00	\$507.02

FRED C STURTEVANT
CHIEF

Pay Roll Report for Rescue May 2020 (04-27...05-24)

EMS Payroll		37:00	\$507.02
DC/RE	DeputyChief/Res	18:00	\$256.50
EMS	EMS Private	01:00	\$12.25
EMT_I	Emt-Intermediate	06:00	\$85.51
EMT-B	Emt-Basic	10:00	\$124.26
EMT-P	Emt-Paramedic	02:00	\$28.50
Total		37:00	\$507.02

FRED C STURTEVANT
CHIEF

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this 1st day of **June, 2020** by the Town of Mechanic Falls, hereinafter called "Town," and the **Before and After School Program** hereinafter referred to as "Lessee".

The parties agree as follows:

Rental Location: The Town will rent the building and associated recreational playgrounds of said building, located at 28 Androscoggin Drive, Mechanic Falls, Maine, to Lessee.

Term: The term of the lease agreement shall be composed of a "school year" term beginning **August 24, 2020** to **June 17, 2021**.

Renewal: The parties may renew this lease agreement at the end of the term of agreement, under conditions that may be negotiated to be mutually agreeable to Lessee and the Town.

Payments: For period of one (1) term of ten (10) months, Lessee shall make monthly payments to the Town in the amount of **One Hundred Dollars (\$100)** per month due and payable no later than the first of each month of the term dates and the monthly electric bill from September through May.

Donations: Lessee will not request nor accept donations or other appropriations from the Town for support of their program services during the term of this agreement.

Maintenance:

- Lessee shall be responsible for all interior maintenance, not including the heating plant, care of the grounds around the building which are used in the course of Lessee's activities.
- Lessee shall be responsible for weekly interior custodial care.
- The Town shall remove snow from the main road (Androscoggin Avenue) in front of the building; Lessee shall provide minor shoveling close to the building and to keep the exits clear.
- The Town shall provide rubbish removal weekly provided that the Lessee is sorting recyclable items from the waste and leaving items to be disposed outside the building on a pick-up day determined by the Town.
- Should maintenance of the building or grounds be found to be unsafe and pose a reasonable likelihood of future liability as the result of activity by the Lessee, the

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this **25th** day of **August** by the Town of Mechanic Falls, hereinafter called "Town," and the **Before and after School Program** hereinafter referred to as "Lessee".

The parties agree as follows:

Rental Location: The Town will rent the building and associated recreational playgrounds of said building, located at 28 Androscoggin Drive, to Lessee.

Term: The term of the lease agreement shall be composed of a "school year" term beginning **August 25, 2014** to **June 15, 2015**.

Renewal: Lessee may renew this lease agreement at the end of the term of agreement, under conditions that may be negotiated to be mutually agreeable to Lessee and the Town.

Payments: For period of one (1) term of one (1) year, Lessee shall make monthly payments to the Town in the amount of **\$0 (zero)** per month due and payable no later than the first of each month of the term dates.

Donations: Lessee will not request nor accept donations or other appropriations from the Town for support of their program services during the term of this agreement.

Maintenance:

- Lessee shall be responsible for all interior maintenance, not including the heating plant, care of the grounds around the building which are used in the course of Lessee's activities.
- Lessee shall be responsible for weekly interior custodial care.
- The Town shall remove snow from the main road (Androscoggin Avenue) in front of the building; Lessee shall provide minor shoveling close to the building and to keep the exits clear.
- The Town shall provide rubbish removal weekly provided that the Lessee is sorting recyclable items from the waste and leaving items to be disposed outside the building on a pick-up day provide by the Town.
- Should maintenance of the building or grounds be found to be unsafe and pose a reasonable likelihood of future liability as the result of activity by the Lessee, the Town reserves the right to serve notice of such and to give 30 days notice to repair said deficiencies or to require the Lessee to vacate the building.

- The Town reserves the right to reasonably determine the level of adequate maintenance for which Lessee is responsible based upon the condition of the building and grounds effective as of the signing of this agreement.

Insurance:

- The Town shall be responsible for providing adequate building insurance (replacement value) as well as liability insurance.
- Lessee shall provide its own liability insurance and "renters" insurance for its owned contents listing the Town of Mechanic Falls as "additionally insured".

Utilities:

- The Town shall be responsible for the water, sewer and electric bills associated with the building under the lease agreement described herein.
- Lessee shall be responsible for all other utility expenses (heat, phone, internet, etc...) incurred for the location described herein.
- It shall be the responsibility of the Lessee to make the arrangements for installation, delivery and disconnection of utilities in which the Lessee is financially responsible for.
- Use of portable air conditioning by the Lessee shall cause the additional electric expense to be paid by the Lessee. This will be determined by factoring the additional expense above the average of the three highest monthly electric bills during the lease term.

Other Use of Building:

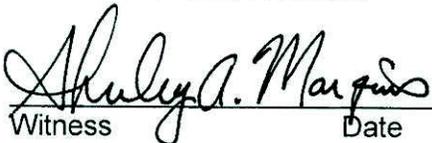
- Use of the building by other groups during the course of the term of this agreement shall be at the discretion of Lessee.
- During the "off-lease period", the use of the building will be at the discretion of the Town. In the event that the Town utilizes the building during non-leased periods, the Town is responsible for any and all damage or decline in level of maintenance or cleanliness that is directly attributable to the Town or its agents' presence.



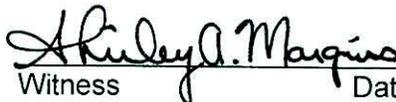
Rain L. Tarantino, President



John C. Hawley, Town Manager


Witness

Date 8/25/14


Witness

Date 8/25/14

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this **13th** day of **May, 2015** by the Town of Mechanic Falls, hereinafter called "Town," and the **Before and After School Program** hereinafter referred to as "Lessee".

The parties agree as follows:

Rental Location: The Town will rent the building and associated recreational playgrounds of said building, located at 28 Androscoggin Drive, to Lessee.

Term: The term of the lease agreement shall be composed of a "school year" term beginning **August 24, 2015** to **June 17, 2016**.

Renewal: Lessee may renew this lease agreement at the end of the term of agreement, under conditions that may be negotiated to be mutually agreeable to Lessee and the Town.

Payments: For period of one (1) term of ten (10) months, Lessee shall make monthly payments to the Town in the amount of **One Hundred Dollars (\$100)** per month due and payable no later than the first of each month of the term dates.

Donations: Lessee will not request nor accept donations or other appropriations from the Town for support of their program services during the term of this agreement.

Maintenance:

- Lessee shall be responsible for all interior maintenance, not including the heating plant, care of the grounds around the building which are used in the course of Lessee's activities.
- Lessee shall be responsible for weekly interior custodial care.
- The Town shall remove snow from the main road (Androscoggin Avenue) in front of the building; Lessee shall provide minor shoveling close to the building and to keep the exits clear.
- The Town shall provide rubbish removal weekly provided that the Lessee is sorting recyclable items from the waste and leaving items to be disposed outside the building on a pick-up day provide by the Town.
- Should maintenance of the building or grounds be found to be unsafe and pose a reasonable likelihood of future liability as the result of activity by the Lessee, the Town reserves the right to serve notice of such and to give 30 days notice to repair said deficiencies or to require the Lessee to vacate the building.

- The Town reserves the right to reasonably determine the level of adequate maintenance for which Lessee is responsible based upon the condition of the building and grounds effective as of the signing of this agreement.

Insurance:

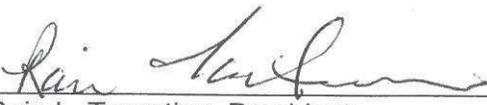
- The Town shall be responsible for providing adequate building insurance (replacement value) as well as liability insurance.
- Lessee shall provide its own liability insurance and "renters" insurance for its owned contents listing the Town of Mechanic Falls as "additionally insured".

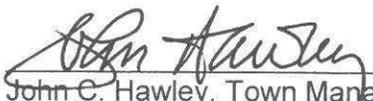
Utilities:

- The Town shall be responsible for the water, sewer and electric bills associated with the building under the lease agreement described herein.
- Lessee shall be responsible for all other utility expenses (heat, phone, internet, etc...) incurred for the location described herein.
- It shall be the responsibility of the Lessee to make the arrangements for installation, delivery and disconnection of utilities in which the Lessee is financially responsible for.
- Use of portable air conditioning by the Lessee shall cause the additional electric expense to be paid by the Lessee. This will be determined by factoring the additional expense above the average of the three highest monthly electric bills during the lease term.

Other Use of Building:

- Use of the building by other groups during the course of the term of this agreement shall be at the discretion of Lessee.
- During the "off-lease period", the use of the building will be at the discretion of the Town. In the event that the Town utilizes the building during non-leased periods, the Town is responsible for any and all damage or decline in level of maintenance or cleanliness that is directly attributable to the Town or its agents' presence.


Rain L. Tarantino, President


John C. Hawley, Town Manager


Witness Date


Witness Date

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this 10th day of **May, 2017** by the Town of Mechanic Falls, hereinafter called "Town," and the **Before and After School Program** hereinafter referred to as "Lessee". The parties agree as follows:

Rental Location: The Town will rent the building and associated recreational playgrounds of said building, located at 28 Androscoggin Drive, to Lessee.

Term: The term of the lease agreement shall be composed of a "school year" term beginning **August 30th 2017** to the last day of school in **June 20, 2018**.

Renewal: Lessee may renew this lease agreement at the end of the term of agreement, under conditions that may be negotiated to be mutually agreeable to Lessee and the Town.

Payments: For period of one (1) term of one (1) year, Lessee shall make monthly payments to the Town in the amount of **One Hundred Dollars (\$100)** per month due and payable no later than the first of each month of the term dates and the monthly electric bill from September through May.

Donations: Lessee will not request nor accept donations or other appropriations from the Town for support of their program services during the term of this agreement.

Maintenance:

- Lessee shall be responsible for all interior maintenance, not including the heating plant, care of the grounds around the building which are used in the course of Lessee's activities.
- Lessee shall be responsible for weekly interior custodial care.
- The Town shall remove snow from the main road (Androscoggin Avenue) in front of the building; Lessee shall provide minor shoveling close to the building and to keep the exits clear.
- The Town shall provide rubbish removal weekly provided that the Lessee is sorting recyclable items from the waste and leaving items to be disposed outside the building on a pick-up day provide by the Town.
- Should maintenance of the building or grounds be found to be unsafe and pose a reasonable likelihood of future liability as the result of activity by the Lessee, the Town reserves the right to serve notice of such and to give 30 days notice to repair said deficiencies or to require the Lessee to vacate the building.
- The Town reserves the right to reasonably determine the level of adequate maintenance for which Lessee is responsible based upon the condition of the building and grounds effective as of the signing of this agreement.

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this **1st** day of **May, 2018** by the Town of Mechanic Falls, hereinafter called "Town," and the **Before and After School Program** hereinafter referred to as "Lessee".

The parties agree as follows:

Rental Location: The Town will rent the building and associated recreational playgrounds of said building, located at 28 Androscoggin Drive, to Lessee.

Term: The term of the lease agreement shall be composed of a "school year" term beginning **August 29th 2018** to the last day of school in **June 21, 2019**.

Renewal: Lessee may renew this lease agreement at the end of the term of agreement, under conditions that may be negotiated to be mutually agreeable to Lessee and the Town.

Payments: For period of one (1) term of one (1) year, Lessee shall make monthly payments to the Town in the amount of **One Hundred Dollars (\$100)** per month due and payable no later than the first of each month of the term dates and the monthly electric bill from September through May.

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- The Town reserves the right to reasonably determine the level of adequate maintenance for which Lessee is responsible based upon the condition of the building and grounds effective as of the signing of this agreement.

Insurance:

- The Town shall be responsible for providing adequate building insurance (replacement value) as well as liability insurance.
- Lessee shall provide its own liability insurance and "renters" insurance for its owned contents listing the Town of Mechanic Falls as an "additional insured."

Utilities:

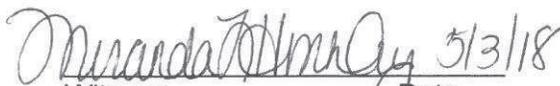
- The Town shall be responsible for the water and sewer bills associated with the building under the lease agreement described herein.
- Lessee shall be responsible for all other utility expenses (heat, phone, internet, etc...) incurred for the location described herein.
- It shall be the responsibility of the Lessee to make the arrangements for installation, delivery and disconnection of utilities in which the Lessee is financially responsible for.

Other Use of Building:

- Use of the building by other groups during the course of the term of this agreement shall be at the discretion of Lessee.
- During the "off-lease period", the use of the building will be at the discretion of the Town. In the event that the Town utilizes the building during non-leased periods, the Town is responsible for any and all damage or decline in level of maintenance or cleanliness that is directly attributable to the Town or its agents' presence.


Rain L. Tarantino, President


Koriene Low, Town Manager

 5/3/18
Witness Date

 4-30-18
Witness Date

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this 1st day of **May, 2019** by the Town of Mechanic Falls, hereinafter called "Town," and the **Before and After School Program** hereinafter referred to as "Lessee".

The parties agree as follows:

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Renewal: Lessee may renew this lease agreement at the end of the term of agreement, under conditions that may be negotiated to be mutually agreeable to Lessee and the Town.

Payments: For period of one (1) term of one (1) year, Lessee shall make monthly payments to the Town in the amount of **One Hundred Dollars (\$100)** per month due and payable no later than the first of each month of the term dates and the monthly electric bill from September through May.

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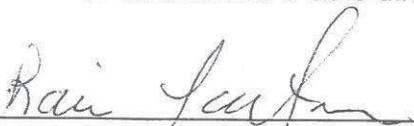
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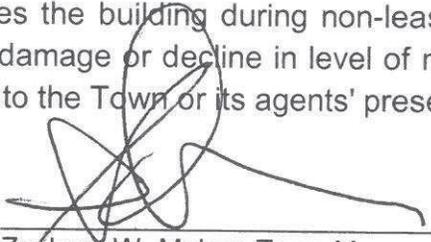
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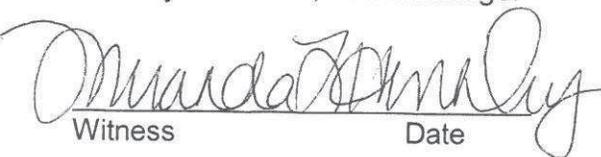
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Rain L. Tarantino, President


Zachary W. Maher, Town Manager


Witness Date 4/23/19


Witness Date 4/23/19

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
807 R	14 PEARL ST RESIDENTIAL LAND TRUST	2020	1,137.21	0.00	1,137.21
463 R	1ST ALLIANCE LENDING, LLC	2020	2,390.69	1,195.35	1,195.34
26 R	ALLEN-PARKER, DIANA G	2020	54.81	0.00	54.81
1331 R	ALMIGHTY WASTE INC	2020	7,528.15	0.00	7,528.15
500 R	ALTA REO LLC	2020	2,533.17	1,268.31	1,264.86
453 R	ANDREWS, WAYNE	2020	1,101.43	550.72	550.71
41 R	ANKETELL, SETH W	2020	53.34	0.00	53.34
42 R	ANNANCE, ROBERT R	2020	2,532.06	1,266.03	1,266.03
768 R	ARNOLD L. LEAVITT REVOCABLE TRUST	2020	519.56	259.78	259.78
772 R	ARNTSEN, BEKAH	2020	197.27	0.00	197.27
385 R	ARRIS, ROBIN	2020	3,345.92	0.00	3,345.92
47 R	ARSENAULT, ARMAND G	2020	950.88	475.44	475.44
71 R	BAROUDI, ADAM	2020	4,207.54	0.00	4,207.54
1373 R	BATES, KYLE R	2020	958.21	479.11	479.10
78 R	BEAL, RICHARD	2020	803.29	1.46	801.83
80 R	BEAULIEU, RAYMOND E	2020	1,401.18	0.00	1,401.18
81 R	BEAULIEU, RAYMOND E	2020	109.99	52.53	57.46
85 R	BEEVERS, FRANK A JR	2020	2,143.39	0.00	2,143.39
964 R	BEGIN, WILFRED M SR	2020	1,070.06	1,070.03	0.03
1106 R	BENSON, KRISTINA N	2020	1,577.43	0.00	1,577.43
1087 R	BIRCH POINT STORAGE, LLC	2020	1,373.90	683.42	690.48
1463 R	BIRCH POINT STORAGE, LLC	2020	419.13	209.57	209.56
1199 R	BLAKE FOREST LLC	2020	1,558.87	0.00	1,558.87
132 R	BOEHM, BENJAMIN	2020	102.28	0.00	102.28
1339 R	BOWDEN, ESTATE OF LAURA LEE	2020	180.92	0.00	180.92
943 R	BRAY, CYNTHIA M	2020	1,339.65	0.00	1,339.65
157 R	BROOKS, THOMAS A	2020	2,040.36	1,020.18	1,020.18
682 R	BROWN, JOSH	2020	136.82	67.63	69.19
1048 R	BSULLAK, STACEY	2020	390.57	195.29	195.28
1049 R	BSULLAK, STACEY	2020	83.59	41.80	41.79
187 R	BURTCHELL, JASON	2020	520.61	260.31	260.30
1490 R	CADMAN, ALAN P	2020	144.56	0.00	144.56
193 R	CALABRESE, BRETT M	2020	263.11	0.00	263.11
25 R	CARTER, DONALD R	2020	1,733.15	0.00	1,733.15
1447 R	CARTER, JODIE L	2020	196.68	0.00	196.68
125 R	CHAPMAN, JEREMY C	2020	1,772.56	886.28	886.28
40 R	CHARA PROPERTIES LLC	2020	2,588.35	2,588.34	0.01
228 R	CHASE, MARK D	2020	589.95	294.98	294.97
233 R	CHILDS, JESSE J	2020	2,868.16	0.00	2,868.16
538 R	CHINCHILLA JIMENEZ, KEVIN A	2020	1,288.76	644.38	644.38
236 R	CHINNOCK, MARK C	2020	5,970.16	2,985.08	2,985.08
971 R	CHINNOCK, MARK C	2020	4,930.25	2,465.13	2,465.12
240 R	CHOUINARD, WILLIAM T	2020	236.97	118.49	118.48
278 R	COBURN, KRIS A	2020	411.25	0.00	411.25
263 R	CONANT, NEAL R	2020	2,755.03	0.00	2,755.03
633 R	COOLIDGE, KEITH E	2020	1,753.56	271.05	1,482.51

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
267 R	COPP, DONALD L	2020	2,016.37	1,009.07	1,007.30
1494 R	COSTON, SHANE P	2020	530.45	265.23	265.22
290 R	COZZOLINO, MICHAEL	2020	2,419.16	0.00	2,419.16
380 R	CRAIG, NANCY B	2020	305.14	152.57	152.57
1488 R	CRANE, JOYCE E	2020	559.37	0.00	559.37
303 R	CRONIN, BRENDA I	2020	2,037.07	1,018.54	1,018.53
306 R	CROTEAU, JERRY P	2020	1,726.64	1,726.62	0.02
311 R	CUMMINGS, JEFFREY R	2020	1,942.09	971.05	971.04
320 R	CUSHMAN, JOSEPH	2020	2,750.13	1,375.07	1,375.06
413 R	D & D MANAGEMENT, LLC	2020	1,195.20	0.00	1,195.20
900 R	DEPOT SQUARE, LLC	2020	2,986.09	2,916.77	69.32
902 R	DEPOT SQUARE, LLC	2020	1,341.99	1,310.84	31.15
369 R	DOUGLASS, RACHEL J	2020	109.72	0.00	109.72
447 R	DUBOIS, MAURICE	2020	301.74	0.00	301.74
414 R	DUNN-MORRELL, DARLA J	2020	1,979.36	1,803.91	175.45
418 R	DURGIN, HEIRS OF GARY W	2020	1,504.17	1,503.73	0.44
1084 R	E-LAYNE MOULDERS CORP	2020	2,765.38	1,385.27	1,380.11
435 R	EMERY, OLIVER	2020	372.39	186.20	186.19
436 R	EMERY, OLIVER	2020	1,017.02	508.51	508.51
396 R	ESTATE OF DUNN, FLETCHER C	2020	710.71	355.36	355.35
442 R	EVARD, TIMOTHY C	2020	1,337.49	0.00	1,337.49
1197 R	FEELEY PROPERTIES, LLC	2020	355.33	177.67	177.66
1198 R	FEELEY PROPERTIES, LLC	2020	1,277.07	1,038.54	238.53
454 R	FENNESSY, SHEILA A	2020	3,965.67	0.00	3,965.67
598 R	FLEMING, HOLLY A	2020	2,238.09	1,119.05	1,119.04
1158 R	FOLEY, ERIC G	2020	513.59	256.80	256.79
23 R	FOURNIER, LOUIS	2020	578.03	0.00	578.03
479 R	FRECHETTE, WARREN	2020	2,759.81	2,759.85	-0.04
268 R	FREEMAN, KEVIN W	2020	1,807.19	0.00	1,807.19
1456 R	FRIEND, SUSAN M	2020	85.75	42.88	42.87
497 R	GAGNON, DAVID E JR	2020	958.78	0.00	958.78
96 R	GARRETT, BRIAN P	2020	2,643.14	756.45	1,886.69
214 R	GARY, MATTHEW A	2020	20.95	10.48	10.47
506 R	GARY, MATTHEW A	2020	1,543.37	771.69	771.68
511 R	GARY, MATTHEW A	2020	1,434.32	717.16	717.16
512 R	GARY, MATTHEW A	2020	1,373.06	686.53	686.53
513 R	GARY, MATTHEW A	2020	707.52	353.76	353.76
1453 R	GARY, MATTHEW A	2020	451.83	225.92	225.91
531 R	GAUDET, ANGELA M	2020	1,238.79	0.00	1,238.79
514 R	GAUTHIER, NORMAND	2020	453.36	226.68	226.68
516 R	GEORGE, ANDREW M	2020	480.24	0.00	480.24
521 R	GILBERT, YVON	2020	3,539.19	1,769.60	1,769.59
534 R	GOODRICH, MYRON E	2020	3,147.67	1,573.84	1,573.83
540 R	GOULET, LOU	2020	1,823.17	0.00	1,823.17
545 R	GRAY, CHHOEUN	2020	1,392.55	696.28	696.27
284 R	HARRIS, KALAB M	2020	692.65	0.00	692.65
601 R	HASKELL, MARK	2020	2,062.53	1,031.27	1,031.26
605 R	HAYS, UTE A K	2020	735.45	0.00	735.45

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
112 R	HEIRS OF BISBEE, LELAND R	2020	1,612.86	810.07	802.79
1472 R	HERLIHY, BENJAMIN A	2020	418.48	0.00	418.48
616 R	HERRICK, SHEILA	2020	107.96	53.98	53.98
623 R	HILL-FRANCISCO, DOROTHY M	2020	787.38	399.48	387.90
21 R	HINKLE, RICHARD	2020	8,922.23	4,461.12	4,461.11
1442 R	HOBBS, GREG	2020	461.78	0.00	461.78
645 R	IRIZARRY, DOMINGO	2020	1,601.84	800.92	800.92
646 R	IRIZARRY, DOMINGO	2020	1,944.81	0.00	1,944.81
1256 R	JARVIS, BRIAN	2020	1,694.21	847.11	847.10
680 R	JORDAN, BELA JR HEIRS OF	2020	519.56	0.00	519.56
1399 R	JORDAN, BETTYANNE J	2020	451.51	225.76	225.75
476 R	JORDAN, SHIRLEY A	2020	891.19	0.00	891.19
693 R	KENISTON, HEATH	2020	130.04	0.00	130.04
722 R	KING, TOBY	2020	2,186.93	2,186.94	-0.01
1239 R	LARKIN, ELIZABETH	2020	2,578.82	0.00	2,578.82
1407 R	LARRABEE, DEBRA L	2020	1,085.08	1,085.10	-0.02
755 R	LARRABEE, KIMBERLY	2020	159.89	0.00	159.89
760 R	LAVINIO, ELIZABETH	2020	4,990.08	2,497.23	2,492.85
761 R	LAVOIE, JENNIFER M	2020	4,508.23	2,254.12	2,254.11
762 R	LAVOIE, JENNIFER M	2020	1,219.16	609.58	609.58
198 R	LEE, MICHAEL W	2020	1,965.03	1,964.03	1.00
774 R	LENAHAN, FRANCIS J JR	2020	4,478.71	2,239.36	2,239.35
778 R	LEONARD, JOYCE	2020	1,515.46	0.00	1,515.46
585 R	LESSARD, RANDY T	2020	3,132.63	4,698.93	-1,566.30
802 R	LOVELL LUMBER COMPANY	2020	1,829.02	914.51	914.51
803 R	LOVELL LUMBER COMPANY	2020	448.79	224.40	224.39
817 R	MACGREGOR, IRVING JR	2020	3,222.38	21.31	3,201.07
821 R	MADORE, RANDAL L JR	2020	819.52	0.00	819.52
597 R	MAHER, WILLIAM	2020	2,052.28	0.00	2,052.28
825 R	MAJOR, KEVIN	2020	133.87	66.94	66.93
1042 R	MAPLE HILL ESTATES, LLC	2020	15,716.25	7,858.13	7,858.12
196 R	MARSTON, LINDA D	2020	660.99	0.00	660.99
849 R	MCCORMACK, PATRICIA	2020	503.64	248.78	254.86
852 R	MCINNIS, SHIRLEY K	2020	1,639.19	2,319.60	-680.41
77 R	MELENDY, ARTHUR R	2020	337.38	168.69	168.69
896 R	MELENDY, ARTHUR R	2020	1,967.92	983.96	983.96
897 R	MELENDY, ARTHUR R	2020	3,330.86	1,665.43	1,665.43
326 R	MERRILL, ROBERT S	2020	729.54	0.00	729.54
907 R	MICHAUD, SCOTT L	2020	1,589.16	0.00	1,589.16
612 R	MILLETT, JULIE A	2020	1,943.76	971.88	971.88
917 R	MILTON, PATRICIA	2020	2,947.20	1,458.10	1,489.10
1461 R	MILTON, PATRICIA	2020	527.94	0.00	527.94
929 R	MOORE, ANGUS D	2020	1,973.93	986.97	986.96
930 R	MOORE, ANGUS D	2020	2,195.35	1,097.68	1,097.67
872 R	MOREY FARM ESTATES, LLC	2020	671.03	335.52	335.51
882 R	MOREY FARM ESTATES, LLC	2020	697.84	348.92	348.92
885 R	MOREY FARM ESTATES, LLC	2020	678.36	339.18	339.18
887 R	MOREY FARM ESTATES, LLC	2020	671.24	335.62	335.62

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
889 R	MOREY FARM ESTATES, LLC	2020	670.40	335.20	335.20
890 R	MOREY FARM ESTATES, LLC	2020	670.40	335.20	335.20
891 R	MOREY FARM ESTATES, LLC	2020	670.40	335.20	335.20
934 R	MORIN, BEVERLY J	2020	1,663.49	0.00	1,663.49
935 R	MORRELL, EUGENE L	2020	1,199.89	539.51	660.38
938 R	MORRISON, GAIL	2020	3,145.71	2,572.86	572.85
965 R	NICHOLS, DAREN	2020	1,258.53	629.27	629.26
764 R	O DONNELL, RICHARD P	2020	2,475.56	0.00	2,475.56
1003 R	PARSONS, JENNIFER J	2020	5,778.43	0.00	5,778.43
1005 R	PATTERSON, REV DAVID	2020	192.40	96.20	96.20
1344 R	PEARL, CHAD A	2020	362.33	0.00	362.33
1013 R	PELLETIER, GLORIA A	2020	1,021.86	510.93	510.93
1014 R	PELLETIER, GLORIA A	2020	2,334.29	1,167.15	1,167.14
1017 R	PERKINS, FRANCES	2020	921.38	460.69	460.69
1020 R	PERRY, JEANNE A	2020	1,109.74	554.87	554.87
1452 R	PERRY, JEANNE A	2020	300.19	150.10	150.09
1035 R	PIKE, SAMUEL M	2020	1,354.40	0.00	1,354.40
1045 R	PLUMMER HEIRS OF, RANDY	2020	131.61	0.00	131.61
1392 R	PLUMMER, THOMAS	2020	836.72	0.00	836.72
1053 R	PORTER, ROBERT L	2020	1,959.56	905.30	1,054.26
1482 R	PROVENCHER, SCOTT G	2020	124.61	0.00	124.61
1083 R	RAM-EWE FARMS LLC	2020	1,860.86	933.80	927.06
1093 R	REECE, ROBERT	2020	585.28	0.00	585.28
1099 R	RICCI, MARK D	2020	1,583.90	1,227.23	356.67
1115 R	RIVARD, DANIEL R	2020	1,586.02	0.00	1,586.02
1120 R	ROBERTS, HOMER	2020	959.43	590.38	369.05
1141 R	SALMONS, JUDY TORKILDSEN	2020	3,108.00	1,554.00	1,554.00
1147 R	SAWDUST INVESTMENT LLC II	2020	31.72	0.00	31.72
622 R	SCHULTZ, THOMAS E	2020	811.92	0.74	811.18
1163 R	SCOTT, STEPHANIE P	2020	3,521.55	0.00	3,521.55
1159 R	SHAPIRO & MORELY LLC	2020	817.07	0.00	817.07
445 R	SIX SIGMA PROPERTIES, LLC	2020	3,048.14	1,524.07	1,524.07
1189 R	SMALL, KATHERINE M	2020	1,441.26	718.50	722.76
1192 R	SMITH, CHRISTINE A	2020	3,475.98	1,737.99	1,737.99
386 R	SMITH, KAREN M	2020	617.38	0.00	617.38
417 R	SOUTH MAIN MF LLC	2020	961.04	480.52	480.52
138 R	STEVENS, BARBARA H	2020	2,835.46	1,417.73	1,417.73
1229 R	STIMSON, NINA M	2020	385.14	0.00	385.14
1266 R	TAYLOR, CLARENCE	2020	1,027.66	0.00	1,027.66
765 R	THIBAUT, CHASE M	2020	650.90	0.94	649.96
1281 R	THIBODEAU, TERRY M	2020	1,232.89	0.00	1,232.89
1277 R	THURLOW FAMILY, LLC	2020	1,552.50	776.25	776.25
1326 R	THURMAN, MELISSA	2020	518.18	259.09	259.09
365 R	TIBBETTS RICHARD	2020	1,948.16	0.00	1,948.16
1288 R	TOUSSAINT, RUSSELL E	2020	2,097.51	0.00	2,097.51
1338 R	TWITCHELL, PRISCILLA	2020	115.48	0.00	115.48
1345 R	VALLEE, NORMAND J	2020	1,214.05	607.03	607.02
1346 R	VALLEE, NORMAND J	2020	419.00	209.50	209.50

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
1348 R	VALLEE, NORMAND J	2020	92.14	46.07	46.07
1350 R	VERRILL, THOMAS L	2020	1,814.94	1,814.87	0.07
542 R	VIRTUAL COMMERCE, INC	2020	3,139.53	1,569.77	1,569.76
1357 R	W & C REALTY INC	2020	38.21	19.12	19.09
1358 R	W & C REALTY INC	2020	4,949.90	2,476.58	2,473.32
1359 R	W & C REALTY INC	2020	63.90	31.97	31.93
603 R	WALKER, STEPHANIE	2020	640.04	320.02	320.02
1364 R	WALTON, THOMAS A	2020	1,840.08	920.04	920.04
1389 R	WHEELER, TRACY ROSE	2020	439.95	0.00	439.95
1402 R	WILBUR, STEVEN	2020	881.83	440.92	440.91
1403 R	WILCOX, RICHARD L	2020	981.09	386.30	594.79
1485 R	WILLETTE, ELLEN	2020	730.80	603.59	127.21
1415 R	WILLSON, BRUCE W	2020	1,841.42	0.00	1,841.42
1426 R	WITHAM, TERRY D	2020	1,349.75	674.88	674.87
1430 R	WORLEY, HELEN E	2020	2,213.93	1,107.46	1,106.47
588 R	YEATON, TANYA	2020	447.99	224.00	223.99
Total for 206 Bills:		206 Accounts	321,156.75	126,799.07	194,357.68

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	125,248.61	0.00	0.00	125,248.61
Y - Prepayment	1,550.46	0.00	0.00	1,550.46
Total	126,799.07	0.00	0.00	126,799.07

Non Lien Summary

2020-1	206	194,357.68
Total	206	194,357.68

No Bills 0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
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Total for 206 Bills: 321,156.75 126,799.07 194,357.68

Kieth Bennett
Chair Person Town Council
Mechanic Falls, Maine 04256

8 May 2020

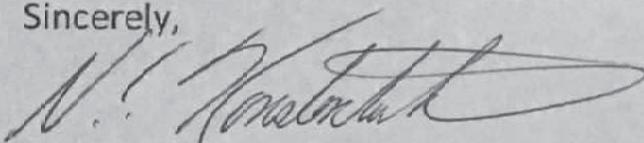
Dear Kieth,

After a great deal of thought I am resigning my seat on the Town Council of Mechanic Falls effective immediately. I will not seek nor will I accept any seat on any Department of our Town.

"If you're not part of the solution, then you are part of the problem."
Harry Truman.

It has been a privilege and an honor to serve our town.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Konstantoulakis", written in a cursive style.

Nicholas E. Konstantoulakis

Agreement

July 1st, 2020 – June 30th, 2021

Between

Town of Mechanic Falls

And

National Fraternal Order of Police

For the

Police Officers

Of the

Mechanic Falls Police Association

This Agreement made and entered into by and between the TOWN OF MECHANIC FALLS, hereinafter referred to as “TOWN,” and **FRATERNAL ORDER OF POLICE**, hereinafter referred to as “UNION.”

ARTICLE 1 – PREAMBLE

- A. Pursuant to the provisions of Chapter 9A Revised Statutes of Maine, Title 26, as enacted by the Maine Legislature in 1969, entitled “An Act Establishing the Municipal Public Labor Relations Law” and pursuant to the provisions of the Personnel Policy of the Town of Mechanic Falls, this Agreement is made and entered into by and between the Town of Mechanic Falls, Maine, and the Mechanic Falls Police Association.
- B. In order to establish mutual rights, preserve proper employee morale, and to promote effective municipal operations, the Town of Mechanic Falls, Maine and the Mechanic Falls Police Association herein bind themselves in mutual agreement as follows:

ARTICLE 2 – UNION RECOGNITION AND NON-DISCRIMINATION

- A. The Town recognizes the Fraternal Order of Police as the sole and exclusive bargaining representative of all police officers in the Mechanic Falls Police Department below the rank of Chief for the purposes of bargaining for hours of work, wages, working conditions, and all other terms and conditions of employment. All secretaries and Reserve Officers, are herewith excluded from this Agreement.
- B. The exclusive bargaining rights set forth in the previous paragraph include, among other things, the responsibility of the Union to (a) extend to all police officers below the rank of Chief of the Department, whether they are members of the Union or not, the benefits of any contract arrived at through the process of collective bargaining; (b) practice no discrimination against non-union employees; and (c) allow a non-union employee to take up the employee’s own grievance with the Town, provided the Union is notified and is allowed to be present to protect their rights under said Agreement.
- C. No employee covered by this Agreement shall be favored or discriminated against because of creed, color, age, sex, sexual orientation, national origin, religion, physical and mental disability, except where such disability, even with reasonable accommodation, disqualifies an individual for a particular position, worker’s compensation history, whistle blower history, previous or present union activities or union membership.

ARTICLE 3 – UNION DUES

Union Dues

1. The Town agrees to deduct weekly dues from the pay of each employee who voluntarily signs a check of authorization in the form hereafter set forth until such time as the Town receives a written notice of revocation as described later below.
2. Employees covered by this bargaining unit who refuse to pay either dues or a fair share shall not receive services of the Union for processing grievances, unless they pay reasonable fees for such services, including attorney's fees, arbitrator's fees and expenses incurred by the Union. Failure to pay under this provision will not result in disciplinary action.
3. Authorization for such deductions shall be irrevocable for the period of this Agreement and shall be automatically renewed for successive similar periods unless revoked by written notice to the employer and to the Union fifteen (15) days prior to the expiration of this Agreement or any extension thereof

The Union shall indemnify the Town and any Department of the Town and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action or inaction of the Town or any Department of the Town for the purposes of complying with the provision of this Article.

ARTICLE 4 – UNION BUSINESS

- A. The Union agrees to supply the Chief of Police and the Finance Office with a list of officers of the Union and the names of the Union's representatives and the names of the Grievance Committee within thirty (30) days of the date of appointment or election. It shall be the duty of the Union to keep this list of names.
- B. Union Bulletin Boards
 1. The Town agrees to furnish and maintain one (1) suitable bulletin board in a convenient place to be used by the Union.
 2. The Union shall limit its posting of notices and bulletins to such bulletin board.
- C. Union Activities on Town Time and Premises

The Town agrees that during working hours, on the Town's premises, and without loss of pay, Union representative shall be allowed to: post Union notices; transmit communications authorized by the local Union or its officers to the Town or its representative; consult with the Chief of Police or designee concerning the enforcement of any provisions of this Agreement within reasonable limits.

D. Visits By Union Representatives

The Town agrees that a representative of the Fraternal Order of Police shall have access to premises of the Town at any time during working hours and with prior notice to conduct legal Union business upon authorization of the Chief of Police or designee.

ARTICLE 5 – STRIKES AND SLOWDOWNS PROHIBITED

The parties hereto agree that there will not be and that the Union, its officers, employees, or agents will not engage in strikes or slowdowns which would involve suspension of or interference with normal work.

ARTICLE 6 – PROBATIONARY PERIOD

- A. All employees who complete the probationary period shall be known as regular employees; and the probationary period shall be considered part of the seniority time, provided, however, the Town shall have the right to terminate without compliance with the terms of this Agreement the employment of such new employees within the probation period.
- B. All new Police Officers who are duly certified by the Maine Criminal Justice Academy shall serve a probationary period of one (1) year and shall have no seniority rights, during this period but shall be subject to all other clauses of this Agreement. All new Police Officers who receive a waiver from the Maine Criminal Justice Academy waiving the basic training requirements shall serve a probationary period of one (1) year from the effective date of the waiver and shall have no seniority rights during this period but shall be subject to all other clauses of this Agreement. For those Police Officers required to attend the Maine Criminal Justice Academy, the probationary period shall be one (1) year, beginning from the time the officer graduates from the Maine Criminal Justice Academy, and the officer shall have no seniority rights during this period but shall be subject to all other clauses of this Agreement. The probationary period for newly hired officers who are required to attend the Maine Criminal Justice Academy, shall begin at the original date of hire and the probation period shall be effective one (1) year from the date of graduation from the Criminal Justice Academy.

ARTICLE 7 – SENIORITY

- A. It is agreed that seniority shall be determined for employees of this bargaining unit by length of full-time service in the Mechanic Falls Police Department.
- B. The Town agrees to furnish the Union with a list of employees with their length of service within thirty (30) days after signing this Agreement.
- C. An employee shall not forfeit seniority during absence of less than one year caused by illness or accident outside of the working hours.
- D. Seniority shall be the determining factor on vacation schedule preferences as stated in departmental guidelines.

ARTICLE 8 – PERSONNEL REDUCTION

In the event it becomes necessary for the Town to lay off employees covered by this agreement for any reason, the employee(s) shall be laid off in the order of their seniority by classification with bumping rights within the department. The employee (s) electing to bump to another position must be qualified to perform the work in that classification. Employees shall be recalled in the reverse order of the layoff provided the employee is qualified to perform the available work. Recall rights shall be maintained for a period of twelve (12) months from the date of layoff. Employees shall be recalled from layoff by certified mail delivered to the employee's last known address. It is the responsibility of the laid-off employee to furnish to the Town any change of address during the one year recall period. If following a layoff, the Employee fails or refuses to notify the employer of his/her intention to return to work within fourteen (14) calendar days after a written notice is delivered by certified mail, the employee has waived his/her right to recall.

ARTICLE 9 – EQUAL EMPLOYMENT OPPORTUNITY

The Town of Mechanic Falls declares its intent to pursue a policy of non-discrimination in its personnel practices. This includes recruiting, hiring, opportunities for transfer and promotion, condition or privileges of employment, as well as compensation and benefits. Such practices shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, sexual orientation or handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of Federal grant activities.

ARTICLE 10 – GRIEVANCES AND ARBITRATION

- A. No employee shall have or exercise any of the authorities, powers, or duties of a representative in dealing with the employer unless written notice of this appointment is filed with the employer by the Union.
- B. Representatives shall be permitted to adjust grievances during working hours, provided, however, that no Representative shall leave the Representative's regular work for the purpose of adjusting grievances without reporting to and obtaining the permission of the Representative's supervisor. Time spent in handling grievances shall not be unreasonable or exclusive.
- C. For the purpose of this Agreement, the term "grievance" shall mean a complaint by an employee that there is a disagreement or dispute as to the meaning or application of any provision of this Agreement. Should any grievance arise, the procedure of settlement shall be in the following order and manner:
 - 1. The Representative, with or without the employee, shall take up the grievance or dispute with the Chief of Police or designee of the department within thirty (30) days after the date of the grievance or the employee's knowledge of its occurrence. The Chief of Police or designee shall attempt to adjust the matter and shall render a decision to the Representative in writing within seven (7) days;
 - 2. If said grievance has not been settled, it shall be presented in writing by the Union Representative or an appropriate Union Grievance Committee to the Town Manager or designee within seven (7) days after the Chief of Police or designee decision is rendered. The Town Manager or designee shall render a decision to the Union or its Grievance Committee in writing within fourteen (14) days after presented to the Town Manager or designee;
 - 3. If said grievance is still unsettled, either party to this Agreement may, within fourteen (14) days, by written notice to each other, submit the grievance to arbitration. The parties shall within five (5) days of the demand for arbitration jointly attempt to agree on a single arbitrator. In the absence of mutual agreement, the grievance shall be submitted to the Maine State Labor Relations Board of Arbitration and Conciliation, in accordance with the Municipal Public Employees Labor Relations Act, revised 1976, and amendment thereto, or any successor act enacted by the Legislature of the State of Maine governing arbitration of public employees. The Arbitrator's decision shall be final and binding on both parties. The cost of arbitration shall be borne equally by both parties.

- D. It is suggested that, for orderly handling of all police business, and for the prevention of grievances that might arise, there be a monthly meeting held between the Chief of Police or designee and the Representatives appointed by the said Union. Monthly meetings may be canceled if both parties agree and a monthly meeting does not seem necessary at the time.
- E. Deadlines may be extended if mutually agreed by both parties.

ARTICLE 11 – DISCIPLINARY HEARINGS

- A. In accordance with Section 969 of the Municipal Employees Labor Relations Law of 1969 and amendments thereto, except in cases of emergency, and disciplinary action by the Town against any employee of the Mechanic Falls Police Department covered by this agreement, upon any charge of violation of department rules, inefficiency, incompetence, misconduct, negligence, insubordination, disloyalty, or other charge shall first be preceded by a meeting between the charging party, the charged party, and a Union representative in an attempt to amicably settle the charge. In case of ~~dire~~ emergency, the employee may be placed on administrative leave pending a meeting between the three foregoing parties concerning the settlement of the charge.
- B. Any member so charged who submits a grievance in accordance with the procedure outlined under Article 10, Section C above shall have the right to be represented by legal counsel or others at said hearing.
- C. Any verbal reprimand shall be removed from an employee's personnel folder after one year as long as no discipline has been issued within that period of time for an offense of the same nature. Any written reprimand shall be removed after two years as long as no discipline has been issued within that period of time for an offense of the same nature. Suspension of three days or less shall be removed after three years. Suspension of more than three days shall be removed after five years. Employees shall be responsible for monitoring their own personnel files and requesting that the subject disciplinary documentation be removed when appropriate.

ARTICLE 12 – COMPLAINTS FROM THE PUBLIC

Any complaint from the public shall be handled in accordance with the present policy of the department established by the Chief of Police.

Any complaint which might result in the suspension of an officer, shall be in writing.

ARTICLE 13 - EMPLOYEE RIGHTS

To ensure that any internal investigation of any unit member will be conducted in a manner conducive to good order and discipline, while observing and protecting the individual rights of each member of the Mechanic Falls Police Department, the following rules of procedure are established:

- A. The investigating officer shall advise the employee that an official investigation is being conducted within three (3) working days of the time that the

investigation has been initiated, excluding holidays, unless detrimental to the investigation. The interrogation will be conducted within a reasonable time, taking into consideration the working hours of the employee, and the interests of the Mechanic Falls Police Dept. The investigating officer shall inform the employee of the nature of the alleged conduct which is the subject matter of the investigation, and the complainant shall be identified. If it is known that the employee being interviewed is a witness only, he/she shall be so informed.

B. The interview shall be conducted with the maximum amount of confidentiality.

C. The interview of the employee suspected of violating Office rules and regulations shall be limited to questions which are directly related to the employee's involvement in the alleged violation.

D. The interview may not be conducted by more than two (2) interviewers at any one time

E. The employee shall be read the following statement:

Officer, you are being questioned as part of an official investigation of the Mechanic Falls Police Dept. . You will be asked questions relating to the performance of your official duties and conduct. You are entitled to assert your Fifth Amendment Rights during the investigation. If you do so, you may be subject to suspension, termination, or some other appropriate penalty. If you desire not to invoke the Constitutional privilege, anything said of an incriminating nature may not be used against you in a criminal proceeding.

E. Any and all investigations shall be conducted within twenty (20) working days, unless exigent circumstance exists, so that investigations are not unreasonably restricted in the event more time is needed.

F. The employee shall be advised of the final outcome of the investigation within five (5) working days of the completion of the investigation.

G. If the results of an investigation against an employee prove that the charges are unfounded or not sustained, then it shall be so noted in the final report of the investigation.

H. An employee may not be subject to discipline for refusing to participate in a polygraph.

ARTICLE 14 – MANAGEMENT RIGHTS AND DEPARTMENT RULES

Except as specifically limited by the express terms of this Agreement, the Town retains all of its rights to manage, supervise and control its operations to the fullest extent allowable under law. These rights and prerogatives include but are not limited to the right

to:

1. Manage its operations, determine its organizational structure, and mission and the means, equipment, machinery, technology, personnel and classifications necessary to fulfill such mission;
2. Determine budgetary priorities and allocate funds;
3. Create classify, reclassify and/or merge classifications, decrease or eliminate positions as the Town determines necessary;
4. Layoff employees in its sole discretion to the maximum extent allowable by law;

The Town's failure to exercise any of such rights shall not be deemed a waiver of such rights; rather the rights of the Town expressed herein shall be inviolate during the term of this agreement.

No provision of this management rights clause shall be constructed to enlarge the Union's rights under this agreement.

ARTICLE 15 – RETIREMENT

The Town agrees to continue to participate in the Maine State Retirement System (MPERS) and to provide employees with the MPERS Plan 110 AC at the current level of participation as required by MPERS. Employees are entitled to participate in either the ICMA Retirement program or the Maine State Retirement System. The Town will contribute a match equal to a maximum of 6.5% of the employee's pay if the employee provides the same or greater matches from their own pay.

ARTICLE 16 – SICK/MEDICAL APPOINTMENTS

Employees accumulate eight hours of sick leave for each calendar month worked. Sick leave may be used when the employee is ill, has medical appointments, or when the employee must attend to a family member who is ill or has medical appointments. Employees may accumulate up to 576 hours of sick leave of which 480 hours maybe carried over from year to year. Employees calling in sick must call their direct supervisor or the sick leave pay may be withheld. Employees, who are sick for three (3) days in a row, may be required to provide a statement from their physician regarding their condition and expected duration of the illness.

In the event of an extended illness, the employee will receive his/her compensation by first using any and all sick leave, then any and all compensatory time, then the Floating Holiday, and finally any vacation available at the time of illness. During the illness, the employer may ask for medical evidence of the employee's ability to do his/her job, with or without reasonable accommodation.

For the purposes of this article, Family Member shall mean spouse, child, parents living with employee or step-children.

Employees will be compensated for unused sick leave under two(2) circumstances :End of fiscal years or resignation in good standing.

When compensation qualifies under the above circumstances, the “sell back” rate shall be 40% of accrued sick leave. Compensation for unused sick leave is reimbursed at sixteen (16) hours pay for forty (40) hours of turned in sick leave that exceeds four hundred, eighty (480) hours of accumulated sick leave. Totaled accrued sick leave, not to exceed five hundred, seventy six (576) hours of accumulated sick leave, is payable at the same rate of forty (40%) percent upon resignation or retirement in good standing.

ARTICLE 17 – OVERTIME PAY

Holiday Leave shall count towards overtime. Authorized Sick Leave and authorized Bereavement Leave taken during a workweek, will not be counted toward determining overtime. Employees will receive time and a half (1.5x) when overtime is worked. If an employee is working a shift on a Holiday, which also constitutes hours in excess of their standard workweek, they will receive a payment for the number of hours equal to their standard work day for the Holiday, and time and one-half for the actual number of hours worked as overtime. All overtime must be approved by the Police Chief or his/her designee before the overtime is worked, except in the event of an emergency.

ARTICLE 18 – POLICE DETAIL PAY

In the cases of Police Details, where a third party will be paying, the prevailing rate will be forty-five (\$45) per hour. For all other details, the town shall pay the officer at a rate of one and one-half (1.5) times the officer’s regular hourly rate. Detail time shall be logged separately and apart from normal work hours and shall not be accounted for under normal or overtime hours worked.

ARTICLE 19 – PAY DAY

Pay Day for all employees in the bargaining unit is on Thursday for wages earned the previous week. Should Pay Day fall on a holiday, payment will be made on the preceding day.

ARTICLE 20 – COMPENSATORY TIME

All employees are eligible for compensatory time off under the following guidelines and at the discretion of the Police Chief or his/her designee and under the guidelines of the Fair Labor Standard Act (FLSA).

Non-exempt employees who choose to take compensatory time in lieu of overtime will

earn time at rate of one (1) to one and a half (1.5) for each hour worked in excess of 42 hours.

Employees may accrue up to a maximum of twenty-four (24) hours of compensatory time and must take all accrued compensatory within the same budget year. Extreme or unusual circumstances may not permit an employee to use all accumulated compensating time in the same budget year, therefore the Police Chief or his/her designee, at their discretion, may authorize either the carry-over of said compensating time or the payment of said comp time. It is the exclusive responsibility of the employee to be able to demonstrate time worked in excess of 42 hours, which would entitle them to compensatory time.

ARTICLE 21 – PRIVATE MOTOR VEHICLE USE

Employees who use their own motor vehicle in the performance of duties shall be reimbursed for mileage traveled at the prevailing Internal Revenue Service rate. Other travel related expenses (tolls, parking, etc.), shall be reimbursed upon production of a receipt for said expenses. **Refer to Town policy on Motor Vehicle Use.

ARTICLE 22 – EDUCATIONAL /PROFESSIONAL DEVELOPMENT

Employees wishing to enroll in non-mandatory educational or vocational course work that is directly related to their present position must secure prior approval from the Town Manager through the Chief of Police. In cases where the approval is granted, the Town will reimburse and employee not more than 50% of the total cost of tuition, provided that the employee satisfactorily completes the course and makes a passing grade of B- or better.

Budget permitting, the Town Manager may agree to front up to 35% of the total tuition for a course hinged on a payroll deduction agreement with the employee. Failure to complete the course or obtain the minimum grade will cause the total funds fronted by the Town to be deducted from the employees' part as part of the agreement. Approvals will be granted based on available funds, employee's tenure and Department Heads recommendation. Employees will only be entitled to reimbursement for one course per fiscal year.

ARTICLE 23 – HEALTH INSURANCE

Employees shall be eligible for individual and dependent health insurance in accordance with the provisions of the Maine Municipal Employee's Health Trust with respect to enrollment periods (60 days), late enrollees (over 60 days) and special enrollments (marriage, birth, adoption provisions).

The Town Council, while factoring budgetary conditions, shall make a determination as to what percentage of the health insurance premiums will be paid for by the employee annually. Employees may opt to pay their employee share as a pre-tax deduction from

their pay.

All employees covered under this agreement are covered by the Worker's Compensation Law's of Maine. If an employee is injured on the job, related bills for diagnosis, treatment and sums for wage replacement may be paid as provided by the Maine Worker's Compensation Act. If the employee elects to take sick leave during the absence caused by an accident, Worker's Compensation insurance wages shall instead be paid to the Town. Sick leave shall be used up at a rate that is pro-rated to reflect the workers compensation payments to the Town; that is, to the extent sick pay is greater than workers compensation pay, the ratio between the difference between those two payments and the sick pay received shall be the percentage of a sick day's worth of time that is deducted from an employee's entitlement to sick leave. For example, if an employee ordinarily earns \$90 a day and the workers compensation rate is \$60 a day, an employee would receive \$30 more a day by electing to use sick time. Sick time would be used up at a rate of 30/90 of a day, each day or 1/3rd of a sick day for each day out.

The Town recognizes that an employee may become ill or injured in circumstances that do not arise out of and in the course of their employment by the Town. Whether the injury or illness is caused by concurrent employment or from any other event or cause, the Town reserves the right to require the Town employee, to submit medical evidence of the ability to perform the essential functions of their employment duties for the police department, with or without reasonable accommodation.

The Town maintains its own self-funded unemployment fund under the laws of the State of Maine, providing employees with unemployment income in the event of a lay-off.

ARTICLE 24 – INSURANCE OPT OUT

The Town recognizes a considerable savings for employees who do not participate in a health insurance program with the Town. If an employee annually provides evidence that he/she has comparable health insurance comparable coverage for his/her family, the Town will offer a yearly stipend of \$1,800, paid in weekly installments of \$34.62 to that employee. Those funds are intended to reimburse the employee for premiums paid to the other carrier.

This reimbursement is subject to regular payroll taxes.

ARTICLE 25 – VACATION TIME FOR EMPLOYEES

<u>Full Years of Service</u>	<u>Hours of Vac. Time Year</u>	<u>Accrual Rate</u>
0-1	42 Hours/Year	3.5 Hours/Month
2-9	84 Hours/Year	7 Hours/Month
10-15	126 Hours/Year	10.5 Hours/Month
16+	168 Hours/Year	14 Hours/Month

Employees must have completed the required number of years as of their anniversary

date to be eligible for the next step increase in vacation rates. A request for vacation time off is to be made to the Chief or his/her designee. Vacation will generally be authorized except under conditions where the employee is critical to the department's functioning during the period requested for leave.

All vacation must be taken in the year that it is earned (by June 30th of each year). Any vacation that remains unused as of July 1st of each year will be lost. Unused vacation is generally not compensable, but under unique circumstances, may be granted at the discretion of the Town Manager when conditions existed such as the employee could not reasonably have taken time off.

An employee may, with permission of the Town Manager, have a negative vacation balance (take days in advance of earning such days), but only to the extent that if the employee did not return to work, outstanding wages would compensate the negative balance. Prior to incurring a negative balance, an employee must sign a written agreement stating that the negative balance may be deducted from wages due if the employee does not return to work. Negative vacation balances are not permitted during probationary status. Employees are not permitted to "sell back" accrued time for monetary compensation.

Due to a regularly scheduled 42 hour work week, non-exempt police department employees will accrue vacation time based on the above schedule.

ARTICLE 26 – FUNERAL LEAVE

Up to three (3) days of funeral and grief leave shall be granted, with pay, when a death occurs in the immediate family. Immediate family shall be defined as: spouse, domestic partner, children, step-children, grandchildren, mother, father, brother, sister, grandfather, grandmother, father-in-law and mother-in-law.

The death of a brother-in-law, sister-in-law, niece or nephew shall entitle the employee to one day of paid leave. Normal accrued leave may be taken to supplement paid leave with permission from the Police Chief or his/her designee.

ARTICLE 27 – DONATION OF BENEFIT TIME

Employees who have accrued benefit time shall be permitted to voluntarily donate some of their unused time for the benefit of an employee who has completely depleted their time.

It is recognized that there will be occurrences in an employee's life when they will deplete their benefit time for medically necessary reasons for themselves or while caring for an immediate family member. For employee to be eligible to receive donated time from another employee to care for a family member, they must meet the same requirements to be eligible for time off under the Family and Medical Leave Act.

For an employee to be eligible to donate, they must meet the following criteria:
Employee will be required to fill out a “Gift of Benefit Agreement”
Employee must have a minimum of at least forty hours of sick time or 20 hours of accrued vacation time.
Employee cannot gift more than 25% of their own accrued benefit time.
Employee will not be returned any unused donated time from the receiving employee.
Employee understand that they are gifting hour for hour and not a monetary value of said hour.

ARTICLE 28 – PROMOTIONS

The Town shall give current employees primary consideration when any promotional vacancy occurs. Promotions will be based upon previous documented job performance, relative qualifications for the position and length of service. When in the opinion of the Town Manager and Police Chief, a qualified internal candidate is not available, the Town may seek external candidates, and/or ask internal candidates to compete with external candidates in a selection process. Promoted employees will be subject to a six (6) month probationary period, starting on the actual day of promotion.

ARTICLE 29 – MILITARY LEAVE

Military leave is allowed by provisions in the Uniformed Services Employment and Reemployment Rights Act of 1984. When an employee is called to service in an active duty role that would require the employee to be away from employment, the Town will reinstate that employee upon return to the same or equivalent position with similar pay and benefits left for service. Pay and benefits will not be disbursed while the employee is not available for employment to the Town.

ARTICLE 30 – JURY DUTY

The Town fully recognizes the civic responsibility of serving on jury duty and understands that duty pay is well below the employee’s average wage. In recognition of such, the Town will pay the employee’s wages NOT covered by duty pay. For example, if an employees earns \$100 per day working for the Town and jury duty pays \$15 per day, the Town will pay \$85 per day to that employee upon proof of income from jury duty, for the duration of the duty requirement. All other benefits and insurance shall not be affected by the absence of the employee while on duty.

ARTICLE 31 – Cell Phones

The Town of Mechanic Fall supplies cellular phones to specific positions within the town government to improve the efficiency and effectiveness of the services being provided as well as for the convenience to the employer.

The cellular phones are for town business and personal use should be minimized. If the employee makes personal calls that generate a charge to the municipality, then those call minutes shall be reimbursed to the Town.

The Finance Director shall assure that all personnel to whom cellular phones are assigned receive a copy of the monthly phone call details. Any non-business calls shall be reimbursed by the employees to the Town based upon the policy above. All reimbursements shall be deposited into the department’s communications expense account and recorded monthly. Any reimbursable amounts due to the Town that are greater than 60 calendar days from the date of the detail phone invoice shall be reported to the Manager immediately.

Adopted this 1st day of June, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

Vacant

Fraternal Order of Police Contract Adendum

Union Agreement Pay Scale

Base Adjustment	\$1.75
Annual Increase	4.50%
Step Increase	2.80%
5+ Year Step Increase	6.00%
SGT Rank over Longevity Step	4.00%

Longevity	current	year 1	year 2	year 3
1	\$16.78	\$18.53	\$19.36	\$20.24
2		\$19.05	\$19.91	\$20.46
3		\$19.58	\$20.46	\$21.04
4		\$20.13	\$21.04	\$21.63
5+		\$21.34	\$22.30	\$22.92
7+		\$22.62	\$23.64	\$24.30
9+		\$23.98	\$25.05	\$25.76
	SGT=	\$24.93	\$26.06	\$26.79

This proposal Honors Lateral transfers up to 5 Years

MUNICIPAL BUDGET WARRANT

MUNICIPAL ELECTION TOWN OF MECHANIC FALLS

July 14, 2020

To see if the Town will fix the date that one half of annual taxes be due and collectible on or before October 15, 2020 and that second half of taxes be due on or before May 15, 2021, and to see if the Town will fix a rate of **8.00 %** interest to be charged on taxes unpaid after said date.

To see if the Town will allow the Town Council to act on their behalf in matters of making necessary transfers among over-drafted accounts when such overdrafts do not exceed ten percent of the approved budget or \$10,000, whichever is larger, and when such transfers will not make the Town's budget as a whole over-drafted.

To see if the Town will vote to authorize the Town Council to approve payment of bills, pertaining to emergencies and unforeseen expenses, that they deem necessary from the Contingency Account.

To see if the Town will vote to apply **\$1,385,857** of anticipated revenues against the total amount authorized to be raised by taxation.

To see if the Town will authorize the Town Council to accept and expend unforeseen funds from insurance settlements, grants, gifts and other limited receipts for the support of a balanced municipal budget with any surplus funds transferring to the fund balance account at the close of the fiscal year.

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$15,738** for Boards and Council Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$85,574** Municipal Complex Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$102,039** for Town Clerk/Elections Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$127,682** for Administration Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$169,925** for Utilities Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$54,604** for Code Enforcement and Planning Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$34,439** for Public Library Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$9,500** for Social Services Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$24,750** for Assessor Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$7,700** for Auditor Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources **\$10,000** for Contingency Budget. (Council and Budget Committee So Recommend.)

To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$487,647 for Debt Service Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$507,769 for Pensions and Insurances Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$8,716 for Animal Control Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$135,950 for Fire Department Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$400,256 for Police Department Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$377,054 for Public Works Department Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$122,746 for Transfer Station Department Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$50,300 for Capital Improvements Budget. (Council and Budget Committee So Recommend.)
To see if the Town will vote to allocate \$195,000 from the Fund Balance account for Reserves Budget (Council and Budget Committee So Recommend.)
To see if the Town will vote to raise and appropriate by taxation and other revenue sources \$223,000 for Androscoggin County Tax Assessment. (Council and Budget Committee So Recommend.)

Adopted this 1st day of June, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

Vacant

Town of Mechanic Falls

Paving Bond Warrant

July 14, 2020

Paving Bond

Shall the Town (1) approve a capital improvement project consisting of the repair and repaving of various roads as determined necessary by the Council, including engineering and design costs, transaction costs and other expenses reasonably related thereto; (2) appropriate a sum not to exceed \$500,000 to fund the project; (3) authorize the Town Treasurer and the Chair of the Council to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$500,000 to fund the appropriation; and (4) delegate to the Treasurer and the Chair the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium) form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?

FINANCIAL STATEMENT

1. TOTAL TOWN INDEBTEDNESS

a. Bonds outstanding and unpaid	\$904,446
b. Bonds authorized and unissued	\$ 0
c. Bonds to be issued if this article is approved	\$500,000

2. COSTS

At an estimated maximum interest rate of 2.55% for a five (5) year maturity , the estimated costs for this bond will be:

Principal	\$500,000
Interest	\$ 38,250
Total Debt Service	\$538,250

3. VALIDITY

The validity of the bonds and the voters' ratification of the bonds may not be affected by any error in the above estimates. If the actual amount of the debt service for the bond issues varies from the estimates, the ratification by the voters is nevertheless conclusive, and the validity of the bond issues is not affected by reason of variance.

Signed this 1st day of June, 2020.

Kieth Bennett

John Emery II

Rose Aikman

Tarsha Downing

OFFICIAL BALLOT
REGIONAL SCHOOL UNIT SIXTEEN (16)
BUDGET VALIDATION REFERENDUM
MECHANIC FALLS, MAINE

JULY 14, 2020

Town Clerk

INSTRUCTIONS TO VOTER

MAKE AN X OR A CHECK MARK √ IN THE SQUARE OF YOUR CHOICE.

QUESTION 1: Do you favor approving the Regional School Unit Sixteen (16) budget for the upcoming 2020 - 2021 school year that was adopted at the latest Regional School Unit budget meeting?

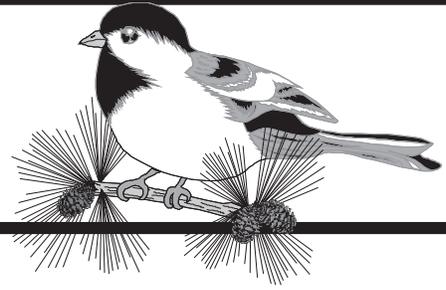
YES

NO

THANK YOU
YOU HAVE NOW COMPLETED VOTING

Town of Mechanic Falls

108 Lewiston Street
Mechanic Falls, ME 04256
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www.TownOfMechanicFalls.com



Shall the Council approve the annual appointments set forth by the Town Manager as detailed below?

Council Confirmation of Appointments	
Animal Control Officer	Robert Larrabee
Assessor	O'Donnell & Associates
Auditor	Smith & Associates
General Assistance Administrator	Rebecca Andrews
General Assistance Hearing Board	Danielle Loring
EMA Director	Tom Doherty
Town Forrester	Greg Seamans
Registrar of Voters	Julie Ward
Health Officer	Alan Plummer
Fire Inspector	Fred Sturtevant

Notice of Town Manager Appointments	
Town Clerk	Julie Ward
Code Enforcement Officer	Alan Plummer
Road Commissioner	Scott Penny
Town Treasurer	Lisa Prevost

Signed this 1st day of June, 2020

Kieth Bennett - Chair

Tarsha Downing- Vice Chair

John Emery II

Rose Aikman

Vacant

Summer Recreation Budget 2020

Beginning Bank Balance		\$144.96
Participant Fees		
	Registration: 20x\$100x8	\$16,000.00
	Activity fee: 20x\$50x8	\$8,000.00
Total Revenue		\$24,000.00
Payroll		
	Director	\$5,760.00
	Assistant Director	\$5,120.00
	2 Councilors	\$6,144.00
SS/Medicare		\$1,302.34
Workers comp		\$346.66
Supplies		\$800.00
CPR Training		
T-shirts		\$250.00
Mad Science of Maine		\$0.00
Petty Cash		\$50.00
Transportation		\$1,600.00
Total Expenses		\$21,373.00
Breakfast/Lunch?		?
PPE equipment		?
Ending Bank Balance		\$2,771.96

Covid 19 State of Emergency outdoor seating

TOWN OF MECHANIC FALLS, MAINE
MOBILE VENDOR LICENSE

NAME OF APPLICANT: The Little Ponick Pub

ADDRESS: 15 Elm St. PHONE: 576-2803

NAME OF BUSINESS: ^{DBA} The Little Ponick Pub (TRBN LLC)

OWNER OF BUSINESS: Tim + Bobbi Nugent

PRODUCT THAT WILL BE SOLD: Food & Alcohol

YEAR & MAKE OF VEHICLES FROM WHICH PRODUCT WILL BE SOLD: N/A

NAME OF PERSON/PERSONS, THEIR DOB & DRIVER'S LICENSE NUMBER (S) WHO WILL OPERATE THE VEHICLE: N/A

LOCATIONS THAT THE VEHICLE WILL PARK/FREQUENT: _____

HOURS OF OPERATION: Wed - Sat hours will vary

DATES LICENSE SHALL BE USED: _____

SIGNATURE: Bobbi Nugent

Please include \$50.00 per year, with this license application. The Town Council will review this application at their next regularly scheduled meeting, and notify you of the status of the license. Operating as a Mobile Vendor without an approval and current license will result in a fine of not less than \$25 for a first offense, and not less than \$100 for subsequent offenses.

////////////////////////////////////

FOR OFFICE USE ONLY

APPROVED

DENIED

Approval Dates: FROM: _____ TO: _____

Reason denied: _____

Signature Town Representative: _____

initial statement on back

This emergency license allows the holder to expand or add outdoor seating for service currently licensed for under existing Health Department license during the Covid-19 State of Emergency only. Outdoor seating will be clearly marked and in an area that allows maximum safety to customers and the public. This license may be revoked by the Code Enforcement Officer at any time.

Applicant Initials BJN

This emergency license allows the holder to expand or add outdoor seating for service currently licensed for under existing Health Department license during the Covid-19 State of Emergency only. Outdoor seating will be clearly marked and in an area that allows maximum safety to customers and the public. This license may be revoked by the Code Enforcement Officer at any time.

Applicant Initials

J.L.

To: Town Council
Code Officer

Re: AS WE DISCUSSED LAST WEEK, THE STATE AND FEDERAL CDC SUGGEST, ALMOST MANDATES EATING ESTABLISHMENTS IMPLEMENT AS MUCH OUTSIDE SEATING AS POSSIBLE. AS THE OWNER OF KATHY'S DINER, WE HAVE ADHERED TO ALL THE REQUIREMENTS TO RE-OPEN JUNE 01 TO APPROXIMATELY 25% CAPACITY.

IN ASKING THE COUNCIL TO ALLOW ME TO HAVE OUTDOOR SEATING IN OUR SECURED PARKING AREA WE DO NOT HAVE A LIQUOR LICENSE, AND WILL NOT EXCEED OUR 40 SEAT CAPACITY ON OUR STATE LICENSE.

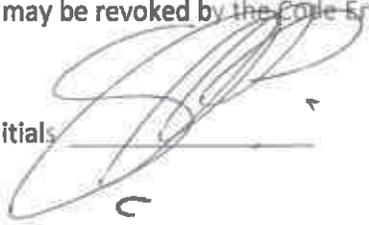
THANK YOU IN ADVANCE FOR YOUR CONSIDERATION

Sincerely
JOHN LOVELY
OWNER
KATHY'S DINER

J.L.

This emergency license allows the holder to expand or add outdoor seating for service currently licensed for under existing Health Department license during the Covid-19 State of Emergency only. Outdoor seating will be clearly marked and in an area that allows maximum safety to customers and the public. This license may be revoked by the Code Enforcement Officer at any time.

Applicant Initials _____

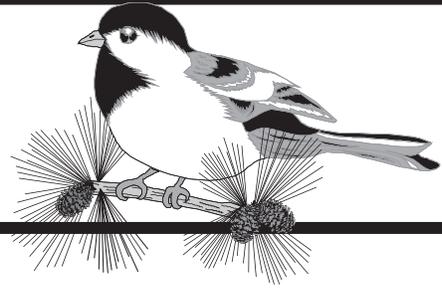
A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, written over the line for Applicant Initials.

This emergency license allows the holder to expand or add outdoor seating for service currently licensed for under existing Health Department license during the Covid-19 State of Emergency only. Outdoor seating will be clearly marked and in an area that allows maximum safety to customers and the public. This license may be revoked by the Code Enforcement Officer at any time.

Applicant Initials DP

Town of Mechanic Falls

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www.MechanicFalls.org



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

~~1 M.R.S.A. §§401, et seq.~~

Adopted September 6, 2012

Amended April 6, 2020

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

DEFINITION:

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

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

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

GUIDELINES CONCERNING ACCESS TO PUBLIC PROCEDURES:

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

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GUIDELINES CONCERNING ACCESS TO PUBLIC RECORDS:

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

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

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

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

Town of Mechanic Falls

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

~~A.~~

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

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

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

~~D.~~e.

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

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

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

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

Town of Mechanic Falls

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A Resolution of the Mechanic Falls Town Council June 2020

SUBJECT: Regarding the Removal of the Town Manager

BACKGROUND

In June 2019 the Town Council voted to relieve Zachary Maher of his duties as Town Manager of Mechanic Falls.

BE IT KNOWN:

On June 17, 2019, the Mechanic Falls Council erroneously sought to terminate Zachary Maher's employment. That decision was without merit and unjustified.

Adopted this 1st day of June, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

VACANT

Town of Mechanic Falls

108 Lewiston Street
Mechanic Falls, ME 04256
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www.MechanicFalls.org



A Resolution of the Mechanic Falls Town Council June 2020

SUBJECT: Regarding Town Manager Performance

BACKGROUND

In June 2019 the Town Council placed Zachary Maher, Town Manager, on administrative leave citing performance issues.

BE IT KNOWN:

This Council approves of Zachary Maher's job performance and looks forward to working with him.

Adopted this 1st day of June, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

VACANT
