

Workshop
 Mechanic Falls Town Council
 July 20, 2020
 5:00 PM



Public Access: Zoom Meeting: <https://zoom.us/j/2092120488>
 Join By Phone: (312) 626-6799 (Meeting ID: 209-212-0488)

I. Call to Order Time: _____

II. Pledge of Allegiance

III. Roll Call Councilors Absent: _____

IV. Discussion: Council Organizational Workshop

1. Election Results
2. Committees Org Chart
3. Municipal Org Chart
4. Council Annual Schedule
5. Available Trainings

V. Adjourn Time: _____

MEETING AGENDA

Mechanic Falls Town Council
 July 20, 2020
 6:30pm



Public Access: Zoom Meeting: <https://zoom.us/j/2092120488>
 Join By Phone: (312) 626-6799 (Meeting ID: 209-212-0488)

I. Call Meeting to Order Time: _____

II. Pledge of Allegiance

III. Roll Call Councilors Absent: _____

3.1	Swearing in of New Council Member	
3.2*	Election of Council Officers/ Liaison positions	
3.3	Call for applications for Interim Council seat (Term Exp. 2021)	

IV. General Reports

4.1	Meeting Minutes for June 1, 2020	Motion to Accept
4.2	Department Reports as Submitted	Motion to Accept

V. Public Hearings

5.1	Silver Spur Liquor License	
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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	
7.2	Council Discussion Topics	

VIII. New Business Notes:

8.1	Community Day & Rec Bank Accounts	Motion to Approve
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8.2	Workers Comp Incentive Program	Motion to Approve
8.3	Anglican Church Release deed	
8.4	Planning Board Application – M.Judd	Motion to approve
8.5	Committee Reappointments	Motion to Approve

IX. Ordinances, Resolves Policies & Licenses Notes:

9.1	Proposed changes to FOAA Policy	Motion to Approve
9.2	Silver Spur Liquor License	Motion to Approve
9.3	Marijuana Business Moratorium	Planning Board recommends up to 180 moratorium

X. Executive Session Notes:

XI. Adjourn Time: _____

Next Meeting: (August 3rd, 6:30pm – Second Floor Conference)

MECHANIC FALLS MUNICIPAL ELECTION
Tuesday, July 14, 2020
TALLY SHEET

Council 3yr

Rosalie Aikman	<u>380</u>
Kieth Bennett	<u>387</u>
Write In	<u>32</u>
Blank	<u>362</u>

Council 1yr

Tarsha Downing	<u>271</u>
Paula Stotts	<u>218</u>
Write In	<u>17</u>
Blank	<u>75</u>

Sanitary District

Scott Penney	<u>512</u>
Write In	<u>6</u>
Blank	<u>63</u>

Paving Bond

YES	<u>422</u>
NO	<u>109</u>
BLANK	<u>50</u>

School Board

Write in	<u>89</u>
Write in	<u>43</u>
Blank	<u>1028</u>

Amber Lyman	18
Leena Stotts	19
Kelsey Earle	13

Regional School Unit 16 Budget

Question 1	284 YES	171 NO	125 BLANK
Article 16	<u>332</u> YES	<u>234</u> NO	<u>14</u> BLANK
Article 17	<u>330</u> YES	<u>234</u> NO	<u>16</u> BLANK
Article 18	<u>304</u> YES	<u>259</u> NO	<u>17</u> BLANK
Article 19	<u>378</u> YES	<u>148</u> NO	<u>54</u> BLANK
Article 20	<u>391</u> YES	<u>137</u> NO	<u>52</u> BLANK
Article 21	<u>330</u> YES	<u>194</u> NO	<u>56</u> BLANK
Article 22	<u>404</u> YES	<u>130</u> NO	<u>46</u> BLANK
Article 23	<u>380</u> YES	<u>153</u> NO	<u>47</u> BLANK
Article 24	<u>375</u> YES	<u>155</u> NO	<u>50</u> BLANK

MECHANIC FALLS MUNICIPAL ELECTION

Tuesday, July 14, 2020

TALLY SHEET

Budget Line Items

Question 1	<u>424</u> YES	<u>141</u> NO	<u>15</u> BLANK
Question 2	<u>371</u> YES	<u>191</u> NO	<u>18</u> BLANK
Question 3	<u>412</u> YES	<u>153</u> NO	<u>15</u> BLANK
Question 4	<u>401</u> YES	<u>155</u> NO	<u>24</u> BLANK
Question 5	<u>432</u> YES	<u>128</u> NO	<u>20</u> BLANK
Question 6	<u>345</u> YES	<u>217</u> NO	<u>18</u> BLANK
Question 7	<u>338</u> YES	<u>224</u> NO	<u>18</u> BLANK
Question 8	<u>337</u> YES	<u>225</u> NO	<u>18</u> BLANK
Question 9	<u>319</u> YES	<u>240</u> NO	<u>21</u> BLANK
Question 10	<u>372</u> YES	<u>190</u> NO	<u>18</u> BLANK
Question 11	<u>330</u> YES	<u>232</u> NO	<u>18</u> BLANK
Question 12	<u>412</u> YES	<u>154</u> NO	<u>14</u> BLANK
Question 13	<u>379</u> YES	<u>183</u> NO	<u>18</u> BLANK
Question 14	<u>312</u> YES	<u>252</u> NO	<u>16</u> BLANK
Question 15	<u>322</u> YES	<u>214</u> NO	<u>44</u> BLANK
Question 16	<u>335</u> YES	<u>203</u> NO	<u>42</u> BLANK
Question 17	<u>301</u> YES	<u>235</u> NO	<u>44</u> BLANK
Question 18	<u>326</u> YES	<u>210</u> NO	<u>44</u> BLANK
Question 19	<u>356</u> YES	<u>180</u> NO	<u>44</u> BLANK
Question 20	<u>450</u> YES	<u>87</u> NO	<u>43</u> BLANK
Question 21	<u>378</u> YES	<u>157</u> NO	<u>45</u> BLANK
Question 22	<u>420</u> YES	<u>120</u> NO	<u>40</u> BLANK
Question 23	<u>396</u> YES	<u>141</u> NO	<u>43</u> BLANK
Question 24	<u>331</u> YES	<u>203</u> NO	<u>46</u> BLANK
Question 25	<u>338</u> YES	<u>199</u> NO	<u>43</u> BLANK
Question 26	<u>324</u> YES	<u>215</u> NO	<u>41</u> BLANK



Primary Election: Mechanic Falls

Please fax to (207) 990-8000; call (800) 432-7964; or email elections@bangordailynews.com

Thank you for your hard work and participation.

bangordailynews.com

2nd Congressional District Republican Primary

Bennett, Adrienne	37
Brakey, Eric	111
Crafts, Dale	80

2nd Congressional District Democratic Primary

Golden, Jared	172
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United States Senate Democratic Primary

Gideon, Sara	126
Kidman, Bre	8
Sweet, Betsy	40

United States Senate Republican Primary

Collins, Susan	223
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Question 1: High-Speed Internet Infrastructure Bond Issue

Do you favor a \$15,000,000 bond issue to invest in high-speed internet infrastructure for unserved and underserved areas, to be used to match up to \$30,000,000 in federal, private, local or other funds?	Yes	349
	No	221

Question 2: Transportation Infrastructure Bond Issue

Do you favor a \$105,000,000 bond issue for improvement of highways and bridges statewide and for multimodal facilities or equipment related to transit, freight and passenger railroads, aviation, ports, harbors, marine transportation and active transportation projects, to be used to match an estimated \$275,000,000 in federal and other funds?	Yes	391
	No	188

Maine Representative Democratic Primary District 72

Blastow, Jennifer	163
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Maine Representative Republican Primary District 72

Dillingham, Kathleen	222
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Maine Senator Democratic Primary District 20

Claxton, Ned	163
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**Maine Senator Republican Primary
District 20**

Leonard, Matthew

209

**Register of Probate Democratic Primary,
Androscoggin County**

Reynolds, Thomas

157

**Androscoggin County Commissioner -
District 6**

Kelly, Terri

218

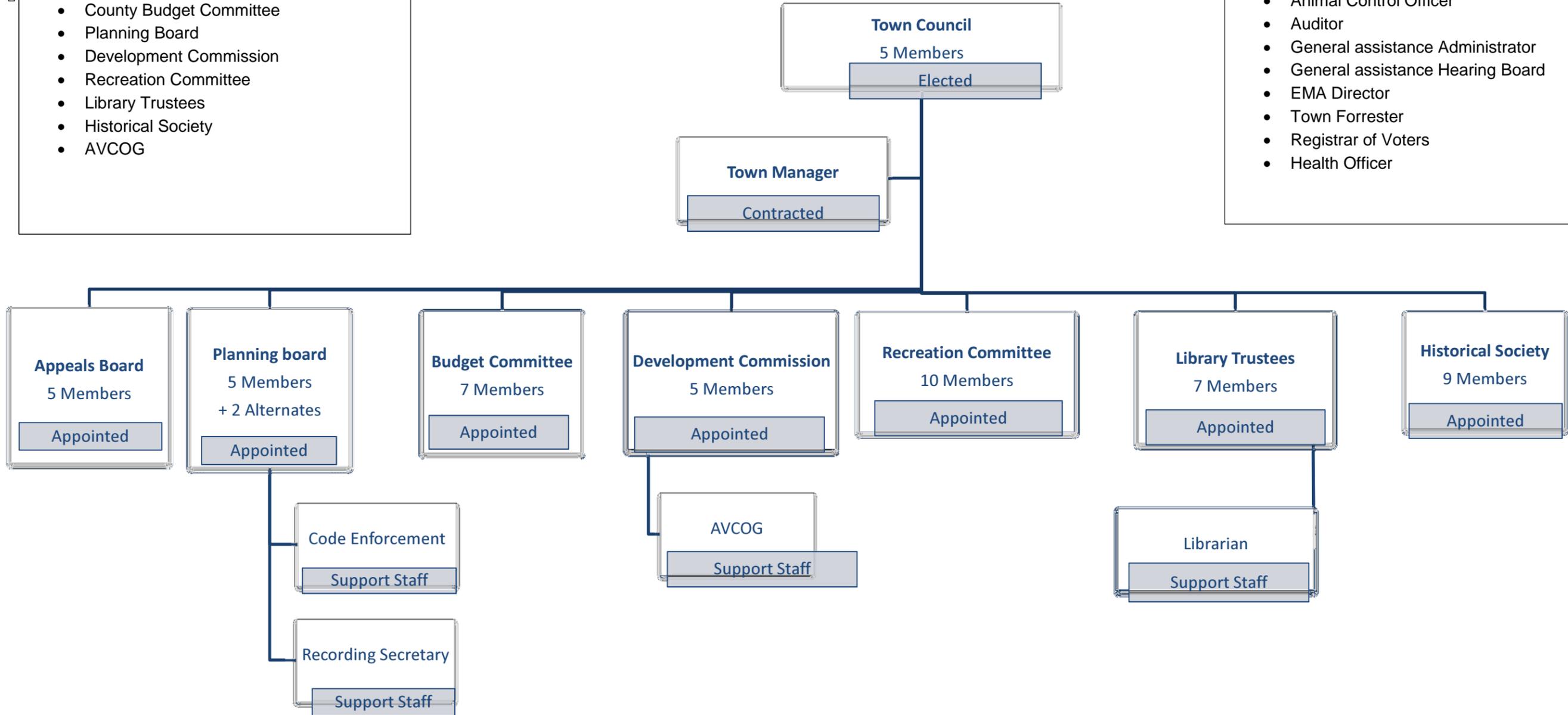


**Town Council
Organizational Chart**

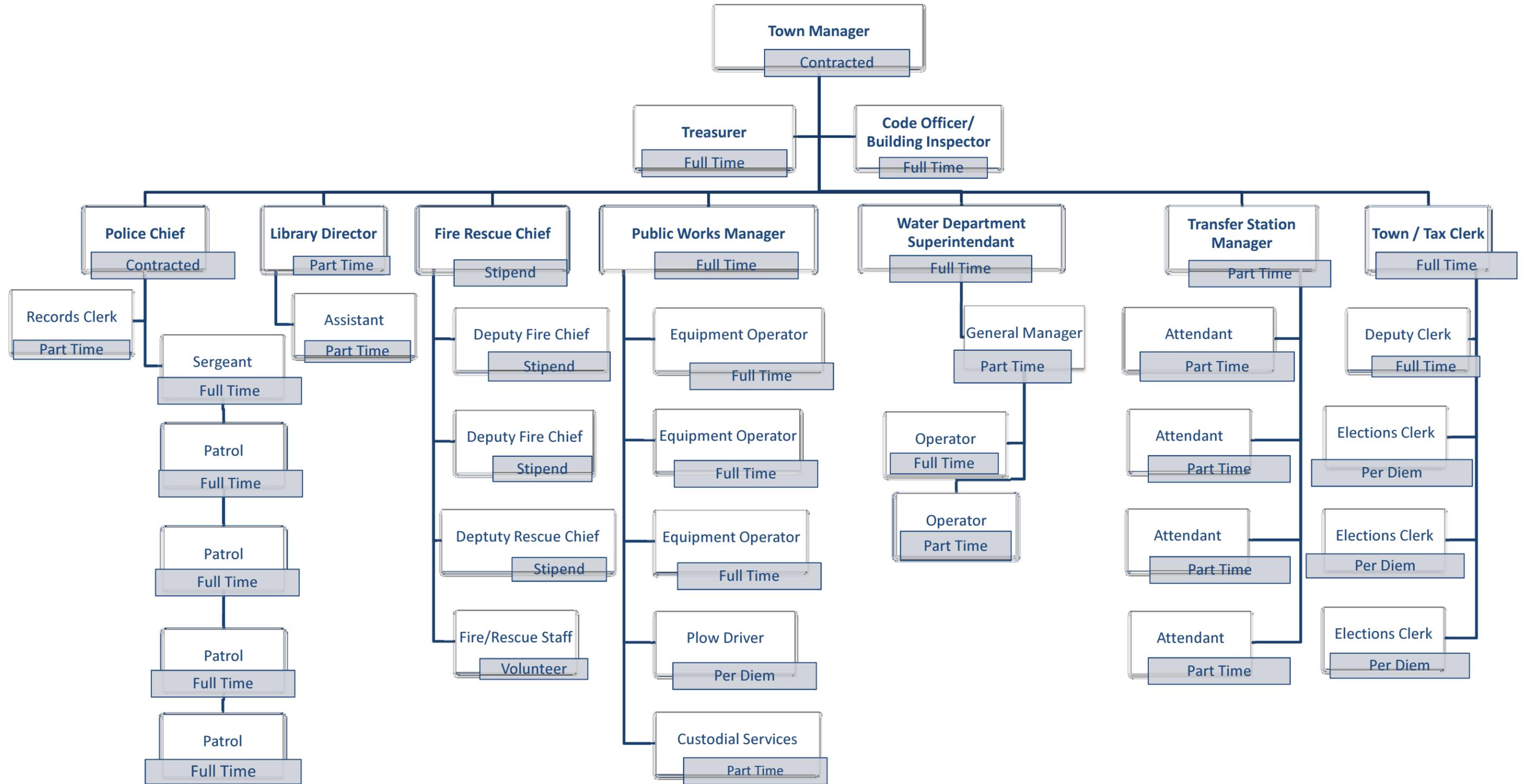
- Elected Bodies:**
- Sanitary District (5 Members)
 - RSU16 School Board (5 Members)
 - Town Council (5 Members)

- Council Liaison Appointments:**
- RSU16
 - County Budget Committee
 - Planning Board
 - Development Commission
 - Recreation Committee
 - Library Trustees
 - Historical Society
 - AVCOG

- Annual Council Appointments:**
- Animal Control Officer
 - Auditor
 - General assistance Administrator
 - General assistance Hearing Board
 - EMA Director
 - Town Forrester
 - Registrar of Voters
 - Health Officer

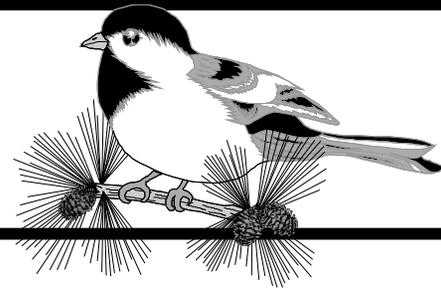


Town Organizational Chart
2020



Town of Mechanic Falls

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

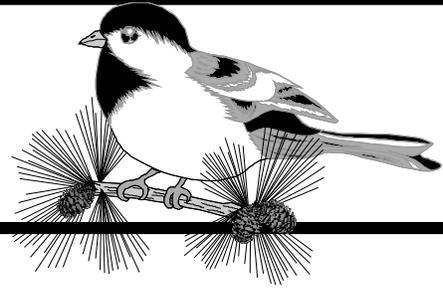


Municipal Staff Roles & Responsibilities Overview

Town Manager	Finance Director	Town Clerk
<ul style="list-style-type: none"> • Council Admin Officer • Tax Collector • Purchasing Agent • Human Resource Officer • Overseer of the Poor • General Assistance (delegated out) • FOAA Officer • Information Security Officer 	<ul style="list-style-type: none"> • A/R & A/P • HR/ Benefits Manager • Payroll Manager • Treasurer • Deputy Clerk coverage 	<ul style="list-style-type: none"> • Motor Vehicle Agent • IF+W Agent • Council Secretary • Planning Board Secretary • Elections Manager • Santa/ Thanksgiving program mgr • Archive/ Records Manager • Tax Clerk
PW Director	Fire Chief	CEO
<ul style="list-style-type: none"> • Road Commissioner 	<ul style="list-style-type: none"> • Fire inspector • EMA Officer (delegated out) • 	<ul style="list-style-type: none"> • Planning Board Admin Officer • Code Enforcement • Building Inspector • Health Officer • Safety Officer

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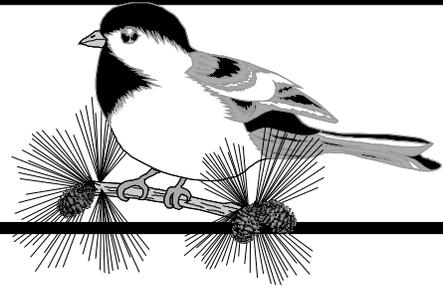


Town Manager / Council – Annual Activity Overview

- July
 - No Council Meeting
 - Office:
 - Complete monthly facilities inspections
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - 7/15 Tax office liens properties with unpaid taxes
 - Work with Assessor to establish MIL rate proposals for Aug Council Meeting
 - Release Agenda and Meeting material Wed prior to next meeting
- August
 - Meeting:
 - Council annual Goalsetting Workshop
 - Attend Council Meeting (1st Monday)
 - Council approves foreclosure bids (if any)
 - Council confirms MIL rate
 - Council Signs County Tax Assessment
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Committee annual elections follow-up (changes in Leadership/ committee training)
 - Tax bill released after MIL rate is set
 - Release Agenda and Meeting material Wed prior to next meeting
- September
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Council approves/updates GA maximums
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review

Town of Mechanic Falls

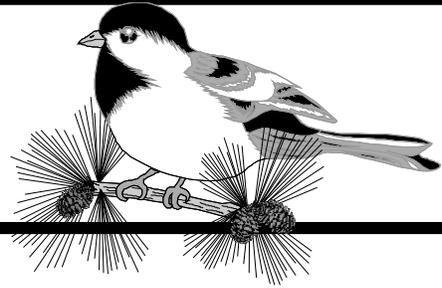
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- Closed – Labor Day
- Release Agenda and Meeting material Wed prior to next meeting
- October
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Registrar accepting new voters approval
 - Processing Absentee ballots approval
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - MMA annual convention (Office closed 1 day, Manager attends both)
 - Begin Municipal Audit
 - Property Taxes due 10/15
 - Schedule review of Health Ins plan
 - Public Works Haul Winter Sand
 - Service and turn on furnace
 - Closed – Columbus Day
 - Release Agenda and Meeting material Wed prior to next meeting
- November
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Review/approve PSAP/Dispatch contract
 - Hold Water Department Budget workshop (to be approved in Dec.)
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Clerks begin Thanksgiving Basket & Santa program coordination
 - State/Fed Elections
 - Closed – Veterans Day
 - Closed – Thanksgiving & Day After
 - Release Agenda and Meeting material Wed prior to next meeting
- December

Town of Mechanic Falls

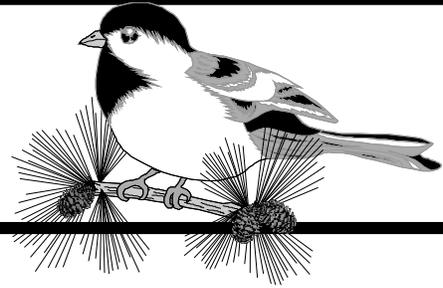
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- Meeting:
 - Attend Council Meeting (1st Monday)
 - Review NIMS policy
 - Council holds public hearing/Approves Water Dept Budget
 - Council processes Special Amusement Permits
- Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - TM completes Department Head Evaluations
 - Closed – ½ day Christmas Eve, Closed on Christmas Day
 - Release Agenda and Meeting material Wed prior to next meeting
- January
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Council Approves Budget Committee Schedule
 -
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Manager/Finance Director begin Budget proposal
 - Request Dept Budget requests submitted by Jan 31
 - Begin Work on Capital Improvement projects for Next FY
 - Release Agenda and Meeting material Wed prior to next meeting
 - Closed – New Year’s Day
 - Closed – MLK Day
- February
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Foreclosure list delivered to Council
 - Annual Report dedication - Council
 - Spirit of America award Nominations - Council
 - Office:
 - Complete monthly facilities inspections

Town of Mechanic Falls

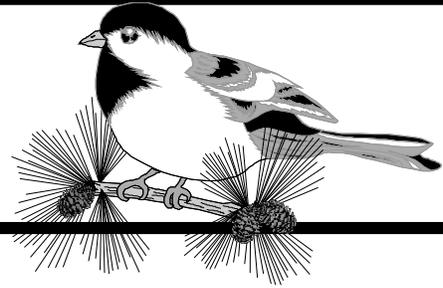
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- Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Manager/Finance Director release budget to Budget Comm & Council
 - Hold first Budget Com meetings
 - Annual Reports from Dept heads due Feb. 15th
 - Release Agenda and Meeting material Wed prior to next meeting
 - Closed – Presidents Day
- March
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Hold Primary elections
 - Release Nomination Papers for Vacant Seats
 - Complete budget meetings & Schedule Public Hearing at April Meeting
 - Write Annual reports (Manager & Council)
 - Compile Departments Annual reports for publication
 - Release Agenda and Meeting material Wed prior to next meeting
 - April
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Appoint elections Clerks
 - Hold Public Hearing for Budget
 - Approve Budget warrant articles
 - Approve RSU16 warrant articles
 - Approve Municipal referendum warrants
 - Receive Water Dept Audit
 - Re-approve Before & Aftercare Lease
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)

Town of Mechanic Falls

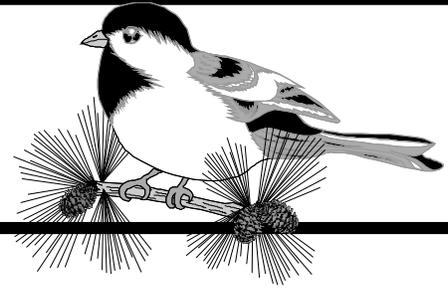
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- RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Deliver Annual Report to printers
 - Meet with Summer Camp Director
 - Hold annual safety training (All Departments)
 - Send Employee annual self-appraisals
 - Meet with Assessors re: town valuation
 - Release Agenda and Meeting material Wed prior to next meeting
- May
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Certified Ratio Disclosure (Assessor)
 - Financial Audit Presentation to council
 - Council holds public hearing/Approves Summer Recreation Operating Budget
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting
 - Process weekly Payables/ Sign checks (Thursdays)
 - Process monthly reconciliation review
 - Taxes due 15th of the Month
 - Hold RSU budget referendum vote
 - Update Foreclosed properties list
 - Complete Employee annual appraisals
 - Shut down furnaces
 - Release Agenda and Meeting material Wed prior to next meeting
 - June
 - Meeting:
 - Attend Council Meeting (1st Monday)
 - Complete Manager Annual review
 - Approve foreclosure bid notices (if any)
 - Council holds public hearing/Approves Recreation Committee Operating Budget
 - Agenda/schedule for Council Organizational Workshop & Meeting (3rd Monday)
 - Council elects new officers, renew annual appointments
 - Office:
 - Complete monthly facilities inspections
 - Monthly Dept Head/ Safety Meeting
 - Process/ Upload Public Access info (video/minutes)
 - RSU16- Poland- Minot Managers Meeting

Town of Mechanic Falls

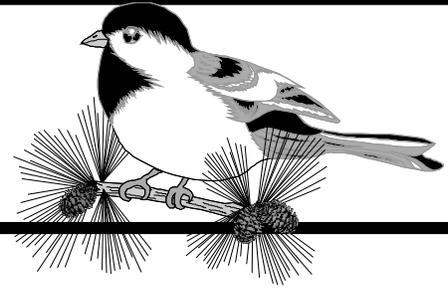
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- Process weekly Payables/ Sign checks (Thursdays)
- Process monthly reconciliation review
- Annual Elections/ Budget Referendum
- Community Day – First Sat
- Set up for Municipal elections
- 30 Day notices go out after 6/15
- 6/30 closes Fiscal Year. Close office Early on 30th for Year-end closeout
- No Agenda/ No Meeting in July

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Council / Committee 2020 Training Opportunities

MMA's Local Planning Boards & Boards of Appeal Webinar sponsored by Maine Municipal Association – 7/30/20

Location: Remote Access – Live Webinar via ZOOM

Time: 4:30pm-7:30pm

Cost: MMA Member: \$45; Non-Member: \$90

Presenters: Attorneys from the MMA Legal Services Department

MMA's Elected Officials Workshop sponsored by Maine Municipal Association – 8/19/20

Location: Remote Access – Live Webinar via ZOOM

Time: 4:30pm-7:30pm

Cost: MMA Member: \$45; Non-Member: \$90

Presenters: Attorneys and staff from the MMA Legal Services and Communication and Educational Services Departments

MMA's Managing Freedom of Access Requests Workshop sponsored by Maine Municipal Association - 8/26/20

Location: Maine Municipal Association, 60 Community Drive, Augusta, ME 04330

Time: Registration: 1:30-2:00 pm / Workshop: 2:00-4:30 pm

Cost: MMA Members: \$45 | Non-Members: \$90

Presenters: Attorneys and staff from the MMA Legal Services and Communication and Educational Services Departments; Jay Feyler, Manager, Town of Union

MMA's Local Planning Boards & Boards of Appeal Workshop sponsored by Maine Municipal Association – 9/9/20

Location: Bartley's Center Cove Events, 241 Pritham Ave, Greenville, ME 04441

Time: Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm

Cost: MMA Members: \$65 | Non-Members: \$130

Instructors: Attorneys from the MMA Legal Services Department

MMA's Labor & Employment Law Workshop sponsored by Maine Municipal Association – 9/11/20

Location: Maine Municipal Association, 60 Community Drive, Augusta, ME 04330

Time: Registration: 8:30-9:00am / Workshop: 9:00am-2:30pm

Cost: MMA Members: \$85 | Non-Members: \$170

Presenters: Attorneys from Bernstein Shur and David Barrett, Director of Personnel Services & Labor Relations, MMA

MMA's Elected Officials Workshop sponsored by Maine Municipal Association – 10/14/20

Location: Black Bear Inn, 4 Godfrey Dr, Orono, ME 04473

Time: Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm

Cost: MMA Members: \$65 | Non-Members: \$130

Instructors: Attorneys and staff from the MMA Legal Services and Communication and Educational Services Departments

MMA's Roles of Elected Officials & Municipal Managers Workshop sponsored by Maine Municipal Association – 10/20/20

Location: Maine Municipal Association, 60 Community Drive, Augusta, ME 04330

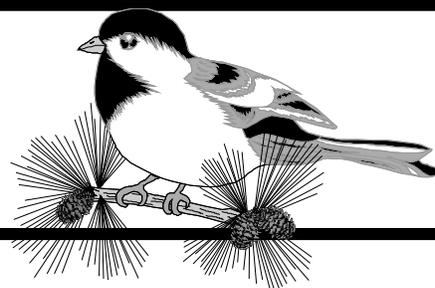
Time: Registration: 4:00-4:30pm / Workshop: 4:30-8:30pm

Cost: MMA Members: \$65 | Non-Members: \$130

Presenters: Pam Plumb, Co-Founder of GreatMeetings! Inc.; Don Gerrish, Eaton Peabody Consulting Group; David Barrett, Director of Personnel & Labor Relations, MMA

Town of Mechanic Falls

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MMA's Legal Update on Recreational Marijuana Workshop sponsored by Maine Municipal Association – 10/29/20

Location: Hilton Garden Inn, 250 Haskell Rd, Bangor, ME 04401

Time: Registration: 1:30-2:00pm / Workshop: 2:00-4:30pm

Cost: MMA Members: \$55 | Non-Members: \$110

Presenters: Representatives from the Maine Office of Marijuana Policy; MMA Legal Services and State & Federal Relations Staff

MMA's Managing Freedom of Access Requests Workshop sponsored by Maine Municipal Association – 11/5/20

Location: Clarion Hotel, 1230 Congress St, Portland, ME 04102

Time: Registration: 1:30-2:00 pm / Workshop: 2:00-4:30pm

Cost: MMA Members: \$45 | Non-Members: \$90

Presenters: Attorneys and staff from the MMA Legal Services and Communication and Educational Services Departments; Nathan Poore, Manager, Town of Falmouth

MMA's Women in Leadership Symposium sponsored by Maine Municipal Association – 11/13/20

Location: Maine Municipal Association, 60 Community Drive, Augusta, ME 04330

Time: Registration: 8:30-9:00am / Workshop: 9:00am-4:00pm

Cost: MMA Members: \$85 | Non-Members: \$170

Presenters: TBA

MMA's Spurring Civic Engagement Workshop sponsored by Maine Municipal Association – 11/16/20

Location: Hilton Garden Inn Freeport Downtown, 5 Park Street, Freeport ME 04032

Time: Registration: 1:00-1:30pm / Workshop: 1:30-5:30pm

Cost: MMA Members: \$85 | Non-Members: \$170

Presenter: Christopher T. Gates

MMA's Local Planning Boards & Boards of Appeal Workshop sponsored by Maine Municipal Association – 11/18/20

Location: Maine Municipal Association, 60 Community Dr. Augusta, ME 04330

Time: Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm

Cost: MMA Members: \$65 | Non-Members: \$130

Instructors: Attorneys from the MMA Legal Services Department

MMA's Elected Officials Workshop sponsored by Maine Municipal Association – 12/8/20

Location: Maine Municipal Association, 60 Community Drive, Augusta, ME 04330

Time: Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm

Cost: MMA Members: \$65 | Non-Members: \$130

Instructors: Attorneys and staff from the MMA Legal Services and Communication and Educational Services Departments

MMA's Elected Officials Workshop sponsored by Maine Municipal Association – 12/8/20 LIVE VIDEO CONFERENCE

Location: Northern Maine Development Commission, 11 West Presque Isle Road, Caribou, ME 04736*

Time: Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm

Cost: Video Conference: \$55

Instructors: Attorneys and staff from the MMA Legal Services and Communication and Educational Services Departments

MMA's Local Planning Boards & Boards of Appeal Workshop sponsored by Maine Municipal Association – 12/15/20

Location: Ramada Inn & Conference Center, 352 North St, Saco, ME 04072

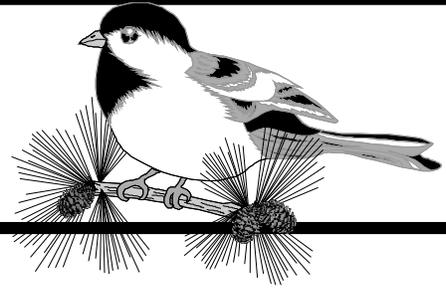
Time: Registration: 4:00-4:30 pm / Workshop: 4:30-8:30 pm

Cost: MMA Members: \$65 | Non-Members: \$130

Instructors: Attorneys from the MMA Legal Services Department

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Phone: 345-2871 FAX: 345-9201
www.TownOfMechanicFalls.com



Shall the Council approve the slate of officers and liaison positions as detailed below?

2020-2021 Officers & Liaison Election	
Council Chair	
Vice Chair	
Planning Board Liaison	
Recreation Committee Liaison	
Library Trustees	
Historical Society	
RSU 16 Liaison	
Development Commission Liaison	
AVCOG Liaison	
County budget	

Adopted this 20th day of July, 2020.

Kieth Bennett

John Emery II

Tarsha Downing

Rose Aikman

VACANT

Mechanic Falls Town Council
June 1, 2020
Via Zoom

MEMBERS PRESENT:

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

STAFF PRESENT:

Zakk Maher – Town Manager
Julie Ward – Town Clerk
Lisa Prevost-Treasurer
Alan Plummer-CEO
Fred Sturtevant- Fire Chief
Jack Conway- Town Attorney
John Damon- Deputy Fire
Nancy Petersons, Librarian

OTHERS PRESENT:

Steve Sherlock, Sun Journal
Peter Ford
Rudy Kyllonen
Tom Walton
Sean Cleary

Christopher Strout
Jen Casey
Justin Starbird
Halsey Copp
Mary Allen

Paula Stotts
John Lovely
Jess Smith
Adam Lee

1.0 Councilor Bennett called the meeting to order at 6:32pm

2.0 We stood and saluted the flag.

3.0 Roll Call complete

4.0 General Reports

4.1 Meeting Minutes for April 24th and May 4th

Councilor Emery motioned to accept amended meeting minutes from April 24th and May 4th, seconded by Councilor Bennett, all in favor so voted.

4.2 Department Reports as submitted

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

5.0 Public Hearing

5.1 Municipal Budget Warrants

Councilor Aikman asked about revenue sharing from the state. Town Manager Zakk Mayer stated that there has been nothing set in stone from the State. Homestead Exemptions are due to increase and so was the percentage of revenue sharing the municipalities were to receive, but until Legislature is called back to session to make decisions it's still unclear. Councilor Aikman was concerned about the budget and how revenue sharing would affect the Town. Town Manager Zakk Maher stated that without the school budget there was a reduction in our Budget and we do have enough in the General Fund to cover shortfalls if necessary.

6.0 Public Comments

Paula Stotts of Standpipe Rd asked that since the Governor had increased that amount of people for gatherings, if the Planning Board would be able to meet in person. Town Manager Zakk Maher said he was not sure if it was feasible at this time.

7.0 Old Business

7.1 22 Pleasant Street Update

Town Manager Zakk Maher stated there was one showing but nothing had come of it. He said there might be some repairs that need to be done to the hand railing and side entrance door. Councilor Aikman asked what the listing price was and what the Town had paid. Listing is 550k and it was purchased for 389k. Councilor Emery asked if the Public Works could do the repairs, and Town Manager stated he could check with them.

7.2 Council Discussion Topics

Councilor Bennett wants to look into having a hybrid meeting. Councilor Aikman wanted to know if we would be able to meet in person next month, Town Manager Zakk Maher stated the 6ft social distancing is the big issue and what the Governor is requiring.

7.3 Before and Aftercare Lease

Councilor Aikman motioned to approve, seconded by Councilor Downing, all in favor so voted. Councilor Aikman stated she was ok with since the electric bill was added.

7.4 Tax Relief

Governor passed a pardon to help municipalities that had already passed an extension. Town Manager informed the council there were approximately 182 accounts that are unpaid with a balance of around 177k.

8.0 New Business

8.1 Councilor Konstantoulakis Resignation

Councilor Aikman motioned to accept Councilor Konstantoulakis resignation letter, seconded by Councilor Emery, all in favor so voted.

Town Manager Zakk Maher explained that it was too late to add additional position to the ballot, due to nomination paper timeline had passed. Councilor Aikman motioned to accept applications to fill the vacancy until 2021 and to appoint in the August, seconded by Councilor Emery, all in favor unanimous.

8.2 Fraternal Order of Police Contract

Councilor Aikman asked if the Town Attorney had looked over the contract. Town Manager Zakk Maher stated that he had reviewed on 2 different occasions. Councilor Emery stated it similar existing contract with minor changes and felt confident in what the contract states.

Councilor Aikman motioned to approve the Fraternal Order of Police Contract, seconded by Councilor Emery, all in favor so voted.

8.3 Municipal Budget Warrant Articles

Councilor Emery motioned to accept the Municipal Budget Warrant Articles, seconded by Councilor Aikman, all in favor so vote.

8.4 Municipal Bond Question

Council Aikman motioned to accept Municipal Bond Questions, seconded by Councilor Bennett, all in favor so voted.

8.5 RSU 16 Warrant Articles

The packet had previously approved verbiage, RSU is still waiting for guidance from Governor on how to handle the district meeting. They added 3 articles because of no district meeting. The articles will be included on our ballots.

Councilor Bennett motioned to accept both ballots, seconded by Councilor Downing, all in favor 3-1 Rose Aikman voted against.

8.6 Annual Appointments

The following are up for annual reappointments:

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
Town Clerk- Julie Ward
Code Enforcement Officer-Alan Plummer
Road Commissioner- Scott Penney
Town Treasurer- Lisa Prevost

Councilor Aikman motioned to approve annual appointments seconded by Councilor Bennett, all in favor so voted.

8.7 Removal of Planning Board Member

The Planning board asked Council to remove Jeremy Klar from the Planning Board because of several missed meetings and no contact with the Town.

Councilor Emery motioned to remove Jeremy Klar from the Planning Board, seconded by Councilor Bennett, all in favor so voted.

Paula Stotts of Standpipe Road stated he was no longer a resident of the Town and has moved to Minot. The Planning Board Procedures due state if you have missed 3 unexcused meetings you may be removed.

8.8 Summer Rec Camp Budget

Halsey Copp ran the program last year with Jenna Pursley who will be returning this year to help. They are looking for one councilor to work 9-3 for \$12.00 an hour. The time frame for Summer Camp is June 22nd-August 23rd. Parents will be required to sign a waiver about COVID-19 and they will be taking temps at the door. RSU 16 usually provides food, but has not had final meeting but confident that it will be a go.

Councilor Emery motioned to approve Budget, seconded Councilor Downing, all in favor unanimous.

8.9 Recreation Summer Programming

Justin Starbird reached out to Minot and Poland on how they were handling Summer sports. They will be using

state guidelines. Town Manager Zakk Maher has left it up to the Recreation Committee to make the decisions. They will have T-Ball, Major Softball, Minor Baseball, they are still waiting to make a decision on Major Baseball. There will be 15-17 games schedule without Poland teams. There will be no sharing bats, helmets, gloves, and no bench sitting.

Councilor Aikman asked about age groups. Rec will offer T-ball, Rookies are ages 6-9 and 9-12 softball. It will be the parent's task to keep their child safe.

Councilor Bennett motioned to have Justin Starbird be in charge of handling Recreation Sports as long as he follows the bi laws and state guidelines, seconded by Councilor Emery, all in favor so voted.

9.0 Ordinances, Resolves, Policies and Licenses

9.1 Mobile Vendor Permits

Due to the governor's recent orders, restaurants are limited to out door seating. The follow establishments would like a mobile vendor permit with the application fee of \$50.00waived:

Kathy's Dinner	Little Brick Pub	Mill House Pub	Exceptional
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Councilor Aikman motioned to accept mobile vending permits, seconded by Councilor Emery, all in favor so voted.

9.2 Office Closure June 30th @ 12pm

Councilor Aikman motioned to approve closure, seconded by Councilor Emery, all in favor so voted.

9.3 Office Closure July 4th

July 4th falls on a Saturday, so the office will close on Thursday July 2nd at 12pm and closed all day Friday.

Councilor Downing Motioned to approve closure, seconded by Councilor Emery, all in favor so voted.

9.4 Proposed changes to FOAA Policy

Councilor Emery motioned to table until next public meeting, seconded my Councilor Aikman, all in favor so voted.

Councilor Bennet motioned to suspend Roberts Rules of Order and move to executive session for legal counsel, seconded my Councilor Emery, all in favor sot voted.

10.0 Executive Session

10.2 Legal Counsel

Councilor Emery motioned to go into executive session Title 1 MRS Sec 405 (6)(E), seconded by Councilor Bennett, all in favor, unanimous entered executive session @ 7:47pm

Out of executive session approximately 8:10pm

9.5 Resolution RE: Town Manager Removal

Councilor Aikman motioned to table indefinitely, seconded by Councilor Emery, all in favor so voted.

9.6 Resolution RE: Town Manager Performance

Councilor Emery motioned to table indefinitely, seconded by Councilor Aikman, all in favor so voted.

10.1 Abatement Request

Councilor Emery motioned to enter executive session TITLE 1 MRS sec 405 (6)(F), seconded by Councilor Downing, all in favor so voted @ 8:20pm

Due to technical difficulties with Zoom Meeting, this item was tabled.

11.0 Adjourn:

Councilor Emery motioned to adjourn, seconded by Councilor Aikman, all in favor, unanimous. Adjourned at 8:26pm

Next Meeting July 20th @ 6:30pm

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	251,836.25	3,265.75	98.72
05 - Boards & Councils	15,466.00	16,388.01	-922.01	105.96
01 - Salaries	3,238.00	3,135.01	102.99	96.82
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	759.25	-759.25	----
32 - Minor Cip	3,000.00	2,605.00	395.00	86.83
10 - Municipal Complex	0.00	1,893.28	-1,893.28	----
16 - Operating Supplies	0.00	1,893.28	-1,893.28	----
15 - Town Clerk/Elections	107,025.00	98,091.83	8,933.17	91.65
01 - Salaries	71,669.00	57,289.17	14,379.83	79.94
02 - Other Personnel	1,740.00	2,138.01	-398.01	122.87
03 - Communications	1,950.00	1,503.97	446.03	77.13
06 - Subscriptions	640.00	650.20	-10.20	101.59
10 - Utilities	1,825.00	2,507.62	-682.62	137.40
15 - Office Supplies	4,000.00	4,715.02	-715.02	117.88
16 - Operating Supplies	5,675.00	4,829.64	845.36	85.10
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	2,999.95	0.05	100.00
30 - Contracted Services	15,220.00	19,796.12	-4,576.12	130.07
32 - Minor Cip	906.00	1,113.15	-207.15	122.86
20 - Administration	132,611.00	135,463.13	-2,852.13	102.15
01 - Salaries	113,368.00	114,503.35	-1,135.35	101.00
02 - Other Personnel	2,500.00	2,499.59	0.41	99.98
03 - Communications	2,750.00	2,627.24	122.76	95.54
06 - Subscriptions	210.00	117.50	92.50	55.95
10 - Utilities	3,100.00	3,923.89	-823.89	126.58
27 - Training & Travel	3,450.00	3,356.21	93.79	97.28
30 - Contracted Services	7,233.00	8,435.35	-1,202.35	116.62
05 - Public Works	355,614.00	339,452.97	16,161.03	95.46
01 - Public Wks	355,614.00	339,452.97	16,161.03	95.46
01 - Salaries	186,243.00	179,392.42	6,850.58	96.32
02 - Other Personnel	1,700.00	1,272.09	427.91	74.83
03 - Communications	1,865.00	1,517.29	347.71	81.36
10 - Utilities	13,410.00	11,384.51	2,025.49	84.90
15 - Office Supplies	890.00	138.66	751.34	15.58
16 - Operating Supplies	89,110.00	84,009.01	5,100.99	94.28
20 - Advertising	300.00	199.00	101.00	66.33
25 - Repairs	5,000.00	3,788.70	1,211.30	75.77
27 - Training & Travel	600.00	227.71	372.29	37.95
28 - Motor Vehicle	41,420.00	45,746.17	-4,326.17	110.44
30 - Contracted Services	12,876.00	11,777.41	1,098.59	91.47
32 - Minor Cip	2,200.00	0.00	2,200.00	0.00
10 - Public Safety	539,140.00	515,453.05	23,686.95	95.61
01 - Fire/Rescue Dept	145,801.00	132,473.48	13,327.52	90.86
01 - Salaries	60,155.00	52,863.27	7,291.73	87.88
03 - Communications	2,500.00	2,202.17	297.83	88.09
06 - Subscriptions	2,985.00	2,636.20	348.80	88.31
10 - Utilities	10,415.00	6,667.20	3,747.80	64.02
15 - Office Supplies	400.00	643.62	-243.62	160.91
16 - Operating Supplies	10,200.00	16,673.50	-6,473.50	163.47
25 - Repairs	1,850.00	557.45	1,292.55	30.13

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	1,104.63	5,020.37	18.03
28 - Motor Vehicle	18,604.00	13,801.73	4,802.27	74.19
30 - Contracted Services	19,567.00	21,129.12	-1,562.12	107.98
32 - Minor Cip	13,000.00	14,194.59	-1,194.59	109.19
05 - Police Dept	384,681.00	374,938.57	9,742.43	97.47
01 - Salaries	293,624.00	296,669.90	-3,045.90	101.04
02 - Other Personnel	4,500.00	1,851.38	2,648.62	41.14
03 - Communications	7,600.00	5,175.34	2,424.66	68.10
06 - Subscriptions	10,944.00	11,177.25	-233.25	102.13
10 - Utilities	6,790.00	6,143.29	646.71	90.48
15 - Office Supplies	2,500.00	1,507.49	992.51	60.30
16 - Operating Supplies	5,000.00	5,028.50	-28.50	100.57
25 - Repairs	800.00	202.54	597.46	25.32
27 - Training & Travel	5,000.00	6,372.71	-1,372.71	127.45
28 - Motor Vehicle	17,260.00	12,543.28	4,716.72	72.67
30 - Contracted Services	27,663.00	27,277.27	385.73	98.61
32 - Minor Cip	3,000.00	989.62	2,010.38	32.99
20 - Animal Control Officer	8,658.00	8,041.00	617.00	92.87
01 - Salaries	4,680.00	4,680.00	0.00	100.00
30 - Contracted Services	3,978.00	3,361.00	617.00	84.49
15 - Code Enforce/Planning	49,193.00	48,508.92	684.08	98.61
01 - Code Enforce/Planning	49,193.00	48,508.92	684.08	98.61
01 - Salaries	39,538.00	39,891.72	-353.72	100.89
03 - Communications	650.00	722.42	-72.42	111.14
06 - Subscriptions	300.00	90.00	210.00	30.00
10 - Utilities	715.00	1,630.79	-915.79	228.08
15 - Office Supplies	400.00	447.73	-47.73	111.93
20 - Advertising	300.00	37.69	262.31	12.56
27 - Training & Travel	1,500.00	240.04	1,259.96	16.00
30 - Contracted Services	5,790.00	5,448.53	341.47	94.10
20 - Library	37,967.00	34,088.16	3,878.84	89.78
01 - Library	37,967.00	34,088.16	3,878.84	89.78
01 - Salaries	21,174.00	20,307.68	866.32	95.91
03 - Communications	650.00	581.76	68.24	89.50
06 - Subscriptions	1,000.00	700.00	300.00	70.00
10 - Utilities	3,450.00	2,679.34	770.66	77.66
15 - Office Supplies	700.00	209.79	490.21	29.97
16 - Operating Supplies	9,750.00	8,345.99	1,404.01	85.60
27 - Training & Travel	200.00	114.41	85.59	57.21
30 - Contracted Services	793.00	949.19	-156.19	119.70
32 - Minor Cip	250.00	200.00	50.00	80.00
25 - Recreation	22,986.00	20,436.82	2,549.18	88.91
01 - Recreation	22,986.00	20,436.82	2,549.18	88.91
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	7,143.11	632.89	91.86
26 - Utilities	171,500.00	169,234.19	2,265.81	98.68
01 - Utilities	171,500.00	169,234.19	2,265.81	98.68
06 - Subscriptions	250.00	250.00	0.00	100.00
10 - Utilities	168,175.00	166,261.71	1,913.29	98.86
25 - Repairs	3,075.00	2,722.48	352.52	88.54
30 - Assessor	24,750.00	24,768.65	-18.65	100.08

Expense Summary Report

Department(s): 01 - 49
ALL Months

Account	YTD Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Assessor CONT'D				
01 - Assessor	24,750.00	24,768.65	-18.65	100.08
30 - Contracted Services	24,750.00	24,768.65	-18.65	100.08
31 - Auditor	10,550.00	7,550.00	3,000.00	71.56
01 - Auditor	10,550.00	7,550.00	3,000.00	71.56
30 - Contracted Services	10,550.00	7,550.00	3,000.00	71.56
32 - Contingency	10,000.00	0.00	10,000.00	0.00
01 - Contingency	10,000.00	0.00	10,000.00	0.00
30 - Contracted Services	10,000.00	0.00	10,000.00	0.00
33 - Debt Service	184,036.00	182,438.85	1,597.15	99.13
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	487,849.00	419,048.60	68,800.40	85.90
01 - Pensions & Insurances	487,849.00	419,048.60	68,800.40	85.90
01 - Salaries	14,079.00	14,079.00	0.00	100.00
05 - Payroll Expenses	445,770.00	372,076.40	73,693.60	83.47
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	11,500.00	9,815.24	1,684.76	85.35
05 - Welfare	11,500.00	9,815.24	1,684.76	85.35
01 - Salaries	4,500.00	3,461.62	1,038.38	76.92
27 - Training & Travel	0.00	175.00	-175.00	----
30 - Contracted Services	7,000.00	6,178.62	821.38	88.27
40 - Solid Waste	126,285.00	104,806.53	21,478.47	82.99
01 - Solid Waste	126,285.00	104,806.53	21,478.47	82.99
01 - Salaries	50,343.00	42,548.66	7,794.34	84.52
02 - Other Personnel	800.00	529.30	270.70	66.16
03 - Communications	1,068.00	1,254.76	-186.76	117.49
10 - Utilities	1,750.00	1,460.64	289.36	83.47
16 - Operating Supplies	2,700.00	2,713.30	-13.30	100.49
25 - Repairs	6,000.00	104.40	5,895.60	1.74
27 - Training & Travel	800.00	0.00	800.00	0.00
28 - Motor Vehicle	1,294.00	264.06	1,029.94	20.41
30 - Contracted Services	60,530.00	55,931.41	4,598.59	92.40
32 - Minor Cip	1,000.00	0.00	1,000.00	0.00
45 - County Tax	200,113.00	200,112.95	0.05	100.00
01 - County Tax	200,113.00	200,112.95	0.05	100.00
30 - Contracted Services	200,113.00	200,112.95	0.05	100.00
49 - Capital Improvements	242,750.00	241,444.43	1,305.57	99.46
01 - Capital Improvements	242,750.00	241,444.43	1,305.57	99.46
33 - Capital Improvements	242,750.00	241,444.43	1,305.57	99.46
Final Totals	2,729,335.00	2,568,995.61	160,339.39	94.13

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	1,254,368.47	-128,471.16	111.41
100 - Auto Excise	485,000.00	535,265.00	-50,265.00	110.36
101 - Boat Excise	1,600.00	1,771.50	-171.50	110.72
102 - MV Agent Fee	9,200.00	11,196.00	-1,996.00	121.70
103 - Snow/ATV Agent Fee	300.00	368.00	-68.00	122.67
104 - Boat Agent Fee	120.00	101.00	19.00	84.17
105 - Cash Management Interest	6,000.00	10,596.93	-4,596.93	176.62
106 - RE Interest	16,000.00	14,236.46	1,763.54	88.98
107 - Lien Costs	7,400.00	5,609.79	1,790.21	75.81
108 - Will/Fax/Notary	300.00	92.00	208.00	30.67
109 - Postage/Copies/Voter	500.00	664.40	-164.40	132.88
110 - Transfer Station Stickers	5,000.00	5,488.00	-488.00	109.76
111 - Driveway Entrance Permit	200.00	120.00	80.00	60.00
112 - Pole Permit	0.00	20.00	-20.00	----
113 - Building Permit	10,000.00	8,802.98	1,197.02	88.03
114 - Plumbing Permit	3,500.00	3,146.25	353.75	89.89
115 - Electric Permit	2,000.00	1,450.00	550.00	72.50
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	271.50	128.50	67.88
119 - Weapon Permits	200.00	166.00	34.00	83.00
120 - Birth/Death License	675.00	676.00	-1.00	100.15
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	481.00	-81.00	120.25
125 - Burial Permits	500.00	840.00	-340.00	168.00
126 - Additional Certified copies	500.00	700.00	-200.00	140.00
128 - Dog License (R3306)	950.00	874.00	76.00	92.00
129 - Dog Fees (R3408)	450.00	504.00	-54.00	112.00
130 - Rabies Call	0.00	0.00	0.00	----
131 - Public Safety Reports	350.00	475.45	-125.45	135.84
132 - Geneology Fee	0.00	0.00	0.00	----
133 - Fire Works Permit	150.00	200.00	-50.00	133.33
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	4,396.00	-396.00	109.90
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	475.00	-75.00	118.75
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	5,133.24	-283.24	105.84

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	1,674.75	152.25	91.67
180 - Insurance Reimbursement	1,500.00	3,270.99	-1,770.99	218.07
181 - Recycling Reimbursement	10,000.00	8,709.67	1,290.33	87.10
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	270,916.63	-18,046.63	107.14
205 - Welfare Reimbursement	2,000.00	4,325.05	-2,325.05	216.25
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	1,254,368.47	-128,471.16	111.41

Reserve Account Balances

As of 6/30/2020

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	\$	-	\$	-	6/30/2020	6/30/2020		
One year CD	\$ 151,157.57	\$ 2,013.68			\$ 153,171.25		\$ 153,171.25	1.23%	7/16/2020
Cash Mgmt/Reserve accts	\$ 1,371,868.88	\$ 9,776.25	\$ 244,909.95	\$ 251,432.31	\$ 1,375,122.77		\$ 1,375,122.77		
Mutual Fund	\$ 12,124.27	\$ 67.39			\$ 12,191.66		\$ 12,191.66	1.14%	10/4/2021
				\$ -					
Total	\$ 1,535,150.72	\$ 11,857.32	\$ 244,909.95	\$ 251,432.31	\$ 1,540,485.68	\$0.00	\$ 1,540,485.68		

Town Reserve Accounts
As of 6/30/2020

	7/1/2019				6/30/2020	6/30/2020	6/30/2020
	Beginning Balance	Paid In	Paid Out	Interest	New Balance	Owed to Town	Ending Balance
Cash Management	\$98,162.29			\$715.22	\$98,877.51		\$98,877.51
Computer Reserve	\$13,016.99		\$4,083.89	\$83.81	\$9,016.91		\$9,016.91
Unemployment Fund	\$64,371.29			\$469.01	\$64,840.30		\$64,840.30
Municipal Complex	\$25,096.98	\$10,000.00	\$5,812.62	\$210.26	\$29,494.62	\$0.00	\$29,494.62
Fire/Rescue Funds	\$91,838.38	\$75,000.00		\$901.75	\$167,740.13		\$167,740.13
Highway Funds	\$332,172.62	\$67,000.00	\$160,089.10	\$2,070.66	\$241,154.18		\$241,154.18
Solid Waste	\$30,971.88	\$5,000.00		\$211.41	\$36,183.29		\$36,183.29
Assessing	\$75,386.25	\$20,000.00		\$550.33	\$95,936.58		\$95,936.58
Library Computers	\$1,212.70	\$300.00		\$10.45	\$1,523.15		\$1,523.15
Recreation	\$412.90			\$3.01	\$415.91		\$415.91
BAN Escrow	\$394,356.85			\$2,873.26	\$397,230.11		\$397,230.11
Winterbrook Escrow	\$12,149.48			\$73.98	\$12,223.46		\$12,223.46
Police Cruiser	\$22,423.84	\$20,000.00	\$31,946.89	\$152.70	\$10,629.65		\$10,629.65
Police Training	\$24,371.78		\$2,901.10	\$176.51	\$21,647.19		\$21,647.19
Debt Service	\$40,215.01		\$25,357.50	\$264.18	\$15,121.69		\$15,121.69
Voting Machines		\$14,000.00	\$1,540.00	\$60.70	\$12,520.70		\$12,520.70
Sidewalks	\$82,724.09			\$503.65	\$83,227.74		\$83,227.74
MFPD Forfeiture	\$2,851.67		\$1,975.00	\$13.94	\$890.61		\$890.61
Insurance Reimb	\$60,133.88	\$3,609.95	\$17,726.21	\$375.99	\$46,393.61		\$46,393.61
Roads	\$0.00	\$10,000.00		\$45.67	\$10,045.67		\$10,045.67
FD Air Packs	\$0.00	\$20,000.00		\$9.76	\$20,009.76		\$20,009.76
Totals	\$1,371,868.88	\$244,909.95	\$251,432.31	\$9,776.25	\$1,375,122.77	\$0.00	\$1,375,122.77

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

TEL: 345-5351

TO: Town Manager

FROM: Stephen L. French, Superintendent

DATE June, 2020

RE Monthly Report

Town Manager and Council,

We survived the opening of our office. We are still not allowed to shut off our delinquent customers. Their bills will keep adding up. The unfortunate part is the landlord/ tenant situations. Ultimately the water bill is the responsibility of the landlord even though they have an agreement that the tenant pay the bill. After the bill is overdue, we have no choice but to lien the property if the tenant moves out leaving a past due bill.

The problem at the storage facilities in Poland has been resolved. As it turned out the contractor failed to turn on the underground valves to the services. We picked up one new customer with the potential for three more there.

Hydrant flushing is behind us. Our water is so pure that it is more of an exercising of the hydrants. We do stir up some dirty water in the older parts of town though. In the thirty some years that I have been here I have seen over half of our systems pipes either extended or replaced. We still get a few calls asking why the pressure is low, or why is their water dirty. We made sure we notified customers that requested it. We have also been asked about flushing at a different time of the year. We have to wait until spring sweeping has been done. If we didn't wait, we would fill the catch basins full of winter sand, leaves and debris. On occasion we leave a mess. Some of the problem is because we leave puddles that hide our wash outs. We try to return through the neighborhoods checking for problems we have caused. Scott fields some of these calls. It is not his problem to correct. We are happy to clean up our own mess.

It appears that we will be seeing a few more customers this year. The new line to the Poland Trailer Park could see a couple of new services. And there will be a handful of other customers.

We are still waiting to hear from EMA on our generator grant. We need to pull the main pump and renew it. Our efficiency is dropping off. But the generator needs to come first.

It has been a strange year for pumping. Our pumping rate has increased. We have surveyed the system. We walked the line where it goes from Riverside Drive through the field on Libbey Road. This is pipe that was put in in 1894. The lead joints fail. I have repaired a few leaks on this line. The mill used to be an issue. But most of that pipe has been renewed, or shut off. So, we have concluded that the water is being used. Even though the high school usage is way down, the population is at home using water. Gardens and lawn are being watered, and pools are popping up around town. We will be reading meters this month, finally! So, we hope to find higher than normal readings. A leak in the smaller trailer park on Elm Street was discovered and fixed. This should be a contributing factor in our erratic usage.

Steve French

**MECHANIC FALLS WATER DEPT.
FINANCIAL STATEMENT**

30-Jun-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	\$1,122.72	(\$122.72)	112.27%
330	DISTRIBUTION - RESERVOIRS	\$1,000.00	\$0.00	\$1,000.00	0.00%
331	TRANSMISSION & DISTRIBUTION	\$7,000.00	\$3,781.92	\$3,218.08	54.03%
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	\$367.12	\$632.88	36.71%
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	\$22,721.53	\$30,142.84	42.98%
615	PURCHASED POWER	\$16,000.00	\$5,953.86	\$10,046.14	37.21%
618	CHEMICALS	\$15,000.00	\$6,885.77	\$8,114.23	45.91%
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	\$1,474.60	\$5,525.40	21.07%
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	\$1,874.00	\$76.00	96.10%
670	BAD DEBT EXPENSE	\$100.00	\$0.00	\$100.00	0.00%
675	MISC. EXPENSE	\$17,300.00	\$7,873.86	\$9,426.14	45.51%
	TOTAL	\$371,617.39	\$152,275.01	\$219,342.38	40.98%

CAPITAL BUDGET

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

\$392,617.39	\$162,635.01	\$229,982.38	41.42%
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The logo is a Maltese cross with a fire helmet in the center. The word "FIRE" is written in the top arm and "RESCUE" in the bottom arm. The central helmet contains a fire hydrant, a fire hook, and a fire extinguisher.

Mechanic Falls Fire Rescue Department

106 Lewiston Street, Mechanic Falls, Maine 04256

Phone 207-345-9896 • Fax 207-345-9201

6/23/20

Appointments for Mcfalls Fire and Rescue, EMA
2020-2021

Chief Fred C Sturtevant III
1st Deputy CH. Jon Damon
2nd Deputy CH. Tom Doherty
Rescue Deputy CH. Jenifer Casey
Captain Tom Casey
Captain Devin Herbert
Lt. Randy Madore
Lt. Chris Arsenault
Safety Officer Mike Limerick
Training Officer Tom Doherty
Rescue Lt. Dave Barton

Chief Fred C. Sturtevant III

POLICE HIGHLIGHTS

5/27/20 – 6/30/20

TYPE OF CALL	CALLS THIS MONTH	LAST MONTH
Abandoned E911	11	14
Accidents	6	4
Alarm calls	4	2
Animal complaints	4	6
Assault	1	0
Burglary	0	0
Children troubles	2	2
Criminal mischief	7	1
Disturbance/disorder/fight	3	2
Domestic	6	2
Harassment	3	1
Hazardous condition	3	2
Missing person	0	2
Parking violations	0	0
Suspicious conditions/person/vehicle	12	7
Theft	0	5
Threatening	2	6
Wellbeing check	11	3

Arrests/summons issued this month for: Criminal mischief, Criminal speeding, Operating after suspension, Driving to endanger, Domestic violence aggravated assault, Criminal restraint, Obstructing report of a crime, Violating conditions of release, Criminal threatening with a dangerous weapon, Refusing to submit to arrest, Operating under the influence, Giving false information for an accident report, and Possession of marijuana under the age of 21.

Traffic summons issued this month for: Failure to provide evidence of insurance, Operating a motor vehicle with excessive exhaust noise, Speeding 10-14, 15-19, and 25-29 mph over the limit, Violation of learner's permit, Failure to produce license, Failure to stop at stop sign, and Operating without a valid inspection certificate.

MECHANIC FALLS POLICE DEPARTMENT

May 27, 2020 THRU June 30, 2020

CRIMINAL SUMMONSES: 18

CIVIL SUMMONSES: 1

0 JUVENILE(S) CHARGED W/ JUVENILE CRIME

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

BACK-UP ANALYSIS

MECHANIC FALLS PD ASSISTED ASO: 15

ASO ASSISTED MECHANIC FALLS PD: 11

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 00

2017 FORD: 72,343

2020 FORD: 3,350

MONTHLY REPORT FOR JUNE 2020
MECHANIC FALLS PUBLIC WORKS DEPT.
SUBMITTED BY SCOTT R. PENNEY, FOREMAN

MON*6/1/2020**

Put up some new street signs that were stolen or hit by truck, work on new turn around on First Ave., cut trees and haul brush, mow grass in afternoon.

TUES*6/2/2020**

Work on First Ave. again, go get Mack at Big Rig shop, mow grass, mulch flowers in park.

WED*6/3/2020**

Finish First Ave., seed and hay, move excavator to Edwards Road, ditch on Edwards Road, mow grass.

THURS*6/4/2020**

Ditch on Edwards Road, trim grass, mow grass.

MON*6/8/2020**

Ditch on Edwards Road all day, paint striping all day.

TUES*6/9/2020**

Ditch on Edwards Road, mow grass, patch areas, borrow lawn mower from transfer, haul dirt.

WED*6/10/2020**

Put air conditioners in, ditch, work on trucks.

THURS*6/11/2020**

Work on trucks, clean cabs, sandblast some wheels, go get some culverts, go after parts.

MON*6/15/2020**

Replace culvert on Park street, dig on High street for sanitary, plugged sewer, mow ballfields.

TUES*6/16/2020**

Pick up dirt uptown, work on trucks more, painting, wheels frames, paint striping uptown, mow grass.

WED*6/17/2020**

Go get oil at transfer, push up metal pile, trash run, paint striping all day.

THURS*6/18/2020**

Haul two loads of gravel, paint striping uptown, mow grass.

MON*6/22/2020**

Finish up painting Mack wheels, repair faucet outside rec building, go get pump from Poland and pump water out of chain oil dip tank, mark out some road work, go to transfer and move compost pile.

TUES*6/23/2020**

Dig rocks out on Lane Road property to fill in big washout down back, paint striping uptown, mow grass.

WED*6/24/2020**

Dig more rocks out, pear lawn mower that will not stay running, work down back.

THURS*6/25/2020**

Mow grass, take paint striper apart, go get parts, dig down back, put in catch basin to prevent the big washouts down back.

MON*6/29/2020**

Shape up down back so all the water runs into the catch basin, put paint striper back together, runs great, bring in bushog put on new knives, some new hoses, move seat, check all roads for washouts.

TUES*6/30/2020**

Ditch on Water Street, paint striping if weather permits, patch areas. Hope the new year is better one.

Scott

TOWN OF
Mechanic Falls

108 Lewiston Street ♦ Mechanic Falls ♦ Maine 04256
207-345-2871 ♦ mechanicfalls.govoffice.com



To: Town Council

From: Lisa Prevost, Treasurer

RE: Mechanic Falls Homecoming (Community Day) Account

Date: June 9, 2020

I would like to request that the Town Council approve the removal of Fred Collins as a signer on the Mechanic Falls Homecoming Committee bank account at Dirigo Federal Credit Union. Fred no longer works for the Town.

I would like to request that Julie Ward be added as a signer to the Mechanic Falls Homecoming Committee bank account at Dirigo Federal Credit Union. She would serve as a back-up signer on the account, in case I am unavailable to sign for some reason.

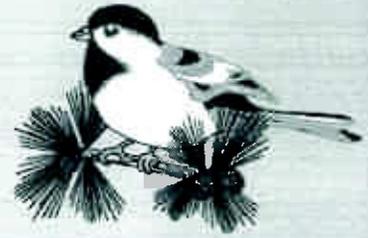
Respectfully submitted,

A handwritten signature in blue ink that reads "Lisa A. Prevost". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lisa A. Prevost, Treasurer
Town of Mechanic Falls

TOWN OF
Mechanic Falls

108 Lewiston Street • Mechanic Falls • Maine 04256
207-345-2871 • mechanicfalls.govoffice.com



To: Town Council

From: Lisa Prevost, Treasurer

RE: Mechanic Falls Recreation Bank Accounts

Date: June 9, 2020

On behalf of the Mechanic Falls Recreation Committee, I would like to request that the Town Council approve the removal of Ashley Cleaves as a signer on the Mechanic Falls Recreation Committee's bank accounts at Dirigo Federal Credit Union. Ashley no longer works for the Town.

I would like to request that Julie Ward be added as a signer to the Mechanic Falls Recreation Committee's bank accounts at Dirigo Federal Credit Union. She would serve as a back-up signer on the accounts, in case I am unavailable to sign for some reason.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lisa A. Prevost". The signature is written in a cursive, flowing style.

Lisa A. Prevost, Treasurer
Town of Mechanic Falls



Important Dates

IMPORTANT UPDATE: DEADLINE EXTENSION

The on-going response to the Coronavirus pandemic has created many challenges for all of us as we look for ways to stay in contact with and provide services to the public. We at MMA understand some municipal offices have closed, some are operating with reduced staffing, while others have reduced hours of operation.

MMA Risk Management Services wants all of our members to have as much time as possible to review, decide, and act on their involvement in the Workers Compensation Safety Incentive Program. To assist with this, we are, for 2020 only, going to extend the deadlines for members to send the WCSIP Acknowledgement and the Resolve to MMA.

For 2020 only:

The Acknowledgment will be due on or before July 1.

The Resolve will be due on or before September 1.

The Data Verification form will remain due to us on or before September 1.

Please send all completed forms or forward any questions to us at WCSIP@memun.org.

WCSIP Program

- [Introduction](#)
- [Overview](#)
- [Criteria](#)

Forms

- [Acknowledgment](#)
- [Resolve](#)
- [Verification](#)
- [Facility Survey](#)

Plans

- [Personal Protection Equipment](#)
- [Slip, Trip & Fall](#)
- [Lifting](#)
- [Ergo](#)
- [Incident Review](#)
- [Safety Committee](#)
- [Return to Work](#)

Workers' Compensation Safety Incentive Program - Introduction

Maine Municipal Association Risk Management Services has designed a program to work in partnership with our Workers' Compensation Fund members to improve workplace safety and the member's workers' compensation experience. The goals of this program are to:

- Reduce the incidence of injury and illness throughout the operations
- Improve overall safety in the work environment
- Maintain lines of communication with all employees
- Protect members assets
- Promote a self-sustaining safety culture
- Utilize best practices claim management
- Provide financial incentives which reward our partnership toward safety

Participation in the program will be on a voluntary basis and eligible credits will be applied effective January 1, 2021. These credits will only be added at the next renewal (no mid-term adjustments will be made). Each member must elect to be part of the program on or before April 1 and provide all completed documentation by September 1. The Risk Management Services team will work with the member to help achieve its safety goals.

Helpful Links

- [MDOL Directives](#)
- [WCB Preferred Providers](#)
- [MMA Online University](#)

Each qualifying member may receive an incentive credit up to 10%. The program is tiered into three levels based on documented performance. The tiers and associated credits are:

- Tier I..... 5%
- Tier II..... 7.5%
- Tier III..... 10%

The application of a tier credit will not reduce the annual contribution below the minimum contribution level. However, for those members affected by the minimum contribution level (currently \$500 or less) they will receive additional consideration as part of a safety enhancement grant application.



Norman Hanson & DeTroy, LLC
Attorneys at Law
217 Main Street, Suite 100
P.O. Box 7230
Lewiston, ME 04243-7230

T 207.777.5200
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www.nhdllaw.com
jgeismar@nhdllaw.com

John W. Geismar, Esq.

Direct: 207-553-4754

March 20, 2020

Via E-Mail: zmaher@mechanicfalls.org

Zakk Maher, Town Manager
Town of Mechanic Falls
108 Lewiston Street
Mechanic Falls, Maine 04256

Re: Anglican Church of the Transfiguration

Dear Mr. Maher:

I am writing to you on behalf of the Anglican Church of the Transfiguration.

When the Church acquired the property at 64 Elm Street in Mechanic Falls from the Town, the Town reserved a right to occupy a portion of the building to the Mechanic Falls Historical Society, which I understand is a division of the Town.

According to Barry Vaill, the Historical Society moved out of the building on March 11, 2020. The Church has asked that I prepare a document for recording with the Androscoggin County Registry of Deeds that confirms that the Historical Society is no longer occupying the building and that the obligation to secure insurance is no longer needed.

I have prepared a Release Deed for that purpose, which is attached. Will you please review with the Town Council and unless there are questions, please have the Council approve execution, acknowledgment and delivery of this Release Deed to me as counsel to the Church so that I can record it?

If you have any questions, please call me. I look forward to hearing from you.

Sincerely,

John W. Geismar

Attachment

cc: Barry Vaill (w/attachment) (Via E-Mail)
#5805945

Release Deed

Town of Mechanic Falls, a Maine municipality located in Androscoggin County, State of Maine, with an address at 108 Lewiston Street, Mechanic Falls, Maine 04256, for consideration paid, **Releases** to **Anglican Church of the Transfiguration**, a Maine non-profit Corporation with its principal place of business in Mechanic Falls, Androscoggin County, Maine, with an address of 64 Elm Street, Mechanic Falls, Maine 04256, its successors and assigns, rights retained by the Town of Mechanic Falls for the benefit of the Mechanic Falls Historical Society to remain in the building and maintain its collection of the town archives as described in the Release Deed dated December 8, 2016 and recorded on March 23, 2017 at Book 2566, Page 165 of the Androscoggin County Registry of Deeds, thereby also releasing to the Anglican Church of the Transfiguration, its successors and assigns, any obligation to maintain insurance on the property in a sufficient amount to also cover the value of the historical collection and any obligation to name the Town of Mechanic Falls as a named insured on any such insurance policy.

Dated this ____ day of _____, 2020.

Town of Mechanic Falls

By: _____
Zakk Maher, Town Manager

State of Maine
Androscoggin, ss.

_____, 2020

Personally appeared the above-named **Zakk Maher** in his capacity as Town Manager of the **Town of Mechanic Falls** and acknowledged the foregoing instrument to be his free act and deed in said capacity and the free act and deed of the **Town of Mechanic Falls**.
Before me,

Notary Public/Attorney-at-Law
Print Name: _____

Town of Mechanic Falls
Committee Appointment Application

Application Date: 10-23-20 Committee of interest: Planning Board

Name: Melanie Judd Phone #: 207-615-3156

Mailing address: 290 South Main St. Mechanic Falls, ME 04256

Physical address: Same

Occupation: Registered Nurse

Years as resident of Mechanic Falls: 12

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

Trustee of Mechanic Falls
Public Library, former Maine Notary Public, safety
officer @ CMMC as well as recycling committee member

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

Appropriate resource utilization, effectively sets priorities,
works well under pressure, love process improvement
projects,

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

I feel we struggled financially as a town even
before Covid-19 presented itself, & its effects will
continue to decimate budgets for years going forward.

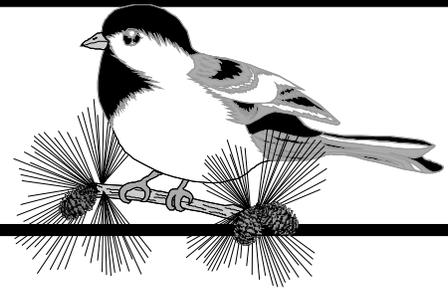
Do you have a good sense of the duties of this board/committee and the documents under which they operate? Can you commit the time needed to attend meetings and conduct business?

I believe I can, it's important for the future of
my children.

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

Town of Mechanic Falls

108 Lewiston Street
Mechanic Falls, ME 04256
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Town committee Reappointments

July 20, 2020

Terms of these re-appointments will be served through summer 2023.

Planning Board

Paula Stotts
Walter Goss

Budget Committee

Peter Ford

Development Commission

Michael Baird
Tim Dean

Rec Committee

Robyn Coleman
Jessica Cummings
Jill Starbird

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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 July 20, 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.

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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.