

Meeting Agenda

Mechanic Falls Town Council
Monday May 4th, 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 14, 2020	Motion to Accept
4.2	Department Reports as Submitted	Motion to Accept

V. Public Hearing

5.1	Liquor License for Dad's Place
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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

VIII. New Business

Notes:

8.1	Municipal Election Date: July 14th	Motion to Approve
8.3	Before & Aftercare Lease	Motion to Approve
8.4	Tax Payer Relief	Informational

IX. Ordinances, Resolves Policies & Licenses

Notes:

9.1	Proposed changes to FOAA Policy	Motion to Table
9.2	Liquor License for Dad's Place	Motion to Approve
9.3	Resolution Re: Town Manager Removal	Motion to Approve
9.4	Resolution Re: Town Manager Performance	Motion to Approve

X. Executive Session

Notes:

10.1	Legal Counsel	Title 1 MRS Sec. 405(6) (E)
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XI. Adjourn

Time: _____

Next Meeting: (June 1, 6:30pm – Tentative: Council Room)

Mechanic Falls Special Town Council
April 14, 2020
Via Zoom

MEMBERS PRESENT:

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

STAFF PRESENT:

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

OTHERS PRESENT:

- 1.0 Councilor Bennett called the meeting to order at 6:30pm
- 2.0 We stood and saluted the flag.
- 3.0 Roll Call complete

4.0 General Reports

4.1 Meeting Minutes for March 3rd, 5th, 16th

Councilor Emery motioned to accept meeting minutes from March 3rd, 5th, 16th, seconded by Councilor Konstantoulakis, all in favor so voted.

Councilor Aikman suggested helping out tax payers during the pandemic and wanted to extend the tax payments like other towns had been doing.

Councilor Aikman motion to move the tax date from May 15th to July 15th, seconded by Councilor Konstantoulakis, all in favor so voted.

4.2 Department Reports as submitted

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

5.0 Public Hearing

None

6.0 Public Comments

None

7.0 Old Business

7.1 22 Pleasant Street Update

Town Manager Zakk Maher stated no new showings, once State of Emergency is lifted, it will be addressed. Councilor Aikman asked how long the current contract with realtor was, Town Manager believes August. Councilor Aikman also asked what the listed price and how much the town purchased it for. The current listing is 550K and we purchased it for 380K.

7.2 Council Discussion Topics

Councilor Aikman asked about the Police Union contract and wondered if the Town Attorney had reviewed it. She was wonder if the Town Attorney could write a letter in regards to his review. Town Manager Zakk Maher said he would reach out.

Councilor Konstantoulakis wanted to let everyone know that he thought we were doing an excellent job with the COVID 19 situation. Town Manger Zakk Maher stated that the first responders have been great and are getting more comfortable with PPE (Personal Protective Equipment) and they have been creative in finding ways to get it.

Councilor Emery would like to have a workshop to discuss giving the Town Manager a review that hasn't no happened yet. Councilor Aikman would like to get info on the meeting the Council and Town Manager attended in Bridgton with Don Gerrish. Town Manager Zakk Maher will forward the information to both Councilor Aikman and Councilor Downing.

Town Manager Zakk Maher talked about sending out a modified schedule that included moving the State elections from June 9, 2020 to July 14, 2020. He would like to move forward and get the budget finalized and get the language approved so we can complete the Town Report.

8.0 New Business

8.1 Appointment of Election Clerks

Councilor Aikman motioned to approve the following Clerks for Elections Nancy Petersons, Michelle Emery, Allison Emery, Jacqueline Preston, Brenda Coleman, Patricia Young and Gerald Vincent, seconded by Councilor Konstantoulakis, all in favor 4-1 Councilor Emery abstained due to related to a member.

8.2 Appointment of Alan Plummer

Town Manager Zakk Maher welcomed new CEO Alan Plummer to the Town. Councilor Emery asked if he had been a CEO in another town and he had not. CEO Alan Plummer talked about his past job experiences. He was a teacher, worked with habitat for humanity, worked at the State Senate as a staff member, also with Shelter Institute and a FEMA responder which he has will relieving himself from that position. Councilor Konstantoulakis asked if he had looked into the complaints that have been pending and Alan had not yet.

Councilor Konstantoulakis motioned to appoint Alan Plummer as the Code Enforcement Officer, seconded by Councilor Downing, all in favor so voted.

8.3 Receipt of Town Financial Audit

Councilor Aikman asked about the Towns Records Management, Town Manager Zakk Maher stated we currently used the state guidelines. Town Manger will also check with Auditors to schedule a in person meeting when they are available.

Councilor Konstantoulakis motioned to accept the receipt of the audit, seconded by Councilor Aikman, all in favor so voted.

9.0 Ordinances, Resolves, Policies and Licenses

9.1 Proposed Changed to FOAA Policy

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

9.2 Resolution Re: Town Manager Removal

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

9.3 Resolution Re: Town Manager Performance

Councilor Aikman would like to have Town Attorney to answer questions, Councilor Bennett stated the letter from Jonathan Brogan stated it would be up to the individual to see own legal advice. The Town attorney represents the whole Town not individuals.

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

10.0 Executive Session

11.0 Adjourn:

Councilor Konstantoulakis motioned to adjourn, seconded by Councilor Downing, all in favor so voted. Meeting adjourned at 7:14pm

Notes to the Financial Reports

4/27/2020

Revenues should be at approximately 83% collected and per the report we are 92.08% 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. While excise tax is lagging behind right now, we have had many calls from people who want to register their cars (both re-registrations and new registrations). I expect that number to catch up once we are open to the public again.

Expenditures should also be at approximately 83%. Per the attached report you can see that we are currently at 79.36% expended. As you look down through the individual budgets, you will see some that are already more than 83% 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 \$2,062 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.

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. 😊

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	1,036,725.11	89,172.20	92.08
100 - Auto Excise	485,000.00	365,977.23	119,022.77	75.46
101 - Boat Excise	1,600.00	718.60	881.40	44.91
102 - MV Agent Fee	9,200.00	7,854.00	1,346.00	85.37
103 - Snow/ATV Agent Fee	300.00	269.00	31.00	89.67
104 - Boat Agent Fee	120.00	45.00	75.00	37.50
105 - Cash Management Interest	6,000.00	8,360.54	-2,360.54	139.34
106 - RE Interest	16,000.00	12,621.44	3,378.56	78.88
107 - Lien Costs	7,400.00	5,492.17	1,907.83	74.22
108 - Will/Fax/Notary	300.00	84.00	216.00	28.00
109 - Postage/Copies/Voter	500.00	655.15	-155.15	131.03
110 - Transfer Station Stickers	5,000.00	4,703.00	297.00	94.06
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	6,850.98	3,149.02	68.51
114 - Plumbing Permit	3,500.00	2,812.50	687.50	80.36
115 - Electric Permit	2,000.00	1,095.00	905.00	54.75
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	197.00	203.00	49.25
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	648.00	2.00	99.69
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	574.00	-74.00	114.80
126 - Additional Certified copies	500.00	621.60	-121.60	124.32
128 - Dog License (R3306)	950.00	856.00	94.00	90.11
129 - Dog Fees (R3408)	450.00	491.00	-41.00	109.11
130 - Rabies Call	0.00	0.00	0.00	----
131 - Public Safety Reports	350.00	433.45	-83.45	123.84
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	1,325.00	-925.00	331.25
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	3,849.93	1,000.07	79.38

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	1,246.33	553.67	69.24
174 - Tennis Lights	0.00	0.00	0.00	----
175 - Trfr Stat Rolloff Can Parking	1,827.00	1,370.25	456.75	75.00
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	1,036,725.11	89,172.20	92.08

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	201,128.52	53,973.48	78.84
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	2,062.64	-2,062.64	----
16 - Operating Supplies	0.00	2,062.64	-2,062.64	----
15 - Town Clerk/Elections	107,025.00	71,911.35	35,113.65	67.19
01 - Salaries	71,669.00	42,981.98	28,687.02	59.97
02 - Other Personnel	1,740.00	2,138.01	-398.01	122.87
03 - Communications	1,950.00	1,265.13	684.87	64.88
06 - Subscriptions	640.00	472.10	167.90	73.77
10 - Utilities	1,825.00	2,545.05	-720.05	139.45
15 - Office Supplies	4,000.00	3,731.33	268.67	93.28
16 - Operating Supplies	5,675.00	1,941.14	3,733.86	34.21
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	15,176.65	43.35	99.72
32 - Minor Cip	906.00	763.16	142.84	84.23
20 - Administration	132,611.00	113,099.11	19,511.89	85.29
01 - Salaries	113,368.00	89,339.34	24,028.66	78.80
02 - Other Personnel	2,500.00	2,499.59	0.41	99.98
03 - Communications	2,750.00	2,275.23	474.77	82.74
06 - Subscriptions	210.00	117.50	92.50	55.95
10 - Utilities	3,100.00	7,881.53	-4,781.53	254.24
27 - Training & Travel	3,450.00	3,356.21	93.79	97.28
30 - Contracted Services	7,233.00	7,629.71	-396.71	105.48
05 - Public Works	355,614.00	283,423.19	72,190.81	79.70
01 - Public Wks	355,614.00	283,423.19	72,190.81	79.70
01 - Salaries	186,243.00	144,253.13	41,989.87	77.45
02 - Other Personnel	1,700.00	427.96	1,272.04	25.17
03 - Communications	1,865.00	1,278.33	586.67	68.54
10 - Utilities	13,410.00	5,409.48	8,000.52	40.34
15 - Office Supplies	890.00	57.04	832.96	6.41
16 - Operating Supplies	89,110.00	74,705.79	14,404.21	83.84
20 - Advertising	300.00	199.00	101.00	66.33
25 - Repairs	5,000.00	2,452.30	2,547.70	49.05
27 - Training & Travel	600.00	212.96	387.04	35.49
28 - Motor Vehicle	41,420.00	43,139.85	-1,719.85	104.15
30 - Contracted Services	12,876.00	11,287.35	1,588.65	87.66
32 - Minor Cip	2,200.00	0.00	2,200.00	0.00
10 - Public Safety	539,140.00	397,133.62	142,006.38	73.66
01 - Fire/Rescue Dept	145,801.00	100,356.70	45,444.30	68.83
01 - Salaries	60,155.00	40,069.41	20,085.59	66.61
03 - Communications	2,500.00	1,719.00	781.00	68.76
06 - Subscriptions	2,985.00	2,636.20	348.80	88.31
10 - Utilities	10,415.00	5,779.72	4,635.28	55.49
15 - Office Supplies	400.00	374.93	25.07	93.73
16 - Operating Supplies	10,200.00	13,654.59	-3,454.59	133.87
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	11,788.16	6,815.84	63.36
30 - Contracted Services	19,567.00	10,916.55	8,650.45	55.79
32 - Minor Cip	13,000.00	12,344.59	655.41	94.96
05 - Police Dept	384,681.00	289,725.92	94,955.08	75.32
01 - Salaries	293,624.00	231,129.57	62,494.43	78.72
02 - Other Personnel	4,500.00	1,345.58	3,154.42	29.90
03 - Communications	7,600.00	4,215.92	3,384.08	55.47
06 - Subscriptions	10,944.00	11,177.25	-233.25	102.13
10 - Utilities	6,790.00	4,637.68	2,152.32	68.30
15 - Office Supplies	2,500.00	1,009.56	1,490.44	40.38
16 - Operating Supplies	5,000.00	2,180.01	2,819.99	43.60
25 - Repairs	800.00	202.54	597.46	25.32
27 - Training & Travel	5,000.00	5,964.96	-964.96	119.30
28 - Motor Vehicle	17,260.00	11,462.27	5,797.73	66.41
30 - Contracted Services	27,663.00	15,410.96	12,252.04	55.71
32 - Minor Cip	3,000.00	989.62	2,010.38	32.99
20 - Animal Control Officer	8,658.00	7,051.00	1,607.00	81.44
01 - Salaries	4,680.00	3,690.00	990.00	78.85
30 - Contracted Services	3,978.00	3,361.00	617.00	84.49
15 - Code Enforce/Planning	49,193.00	37,136.56	12,056.44	75.49
01 - Code Enforce/Planning	49,193.00	37,136.56	12,056.44	75.49
01 - Salaries	39,538.00	30,299.72	9,238.28	76.63
03 - Communications	650.00	523.55	126.45	80.55
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	263.76	136.24	65.94
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	3,542.87	2,247.13	61.19
20 - Library	37,967.00	26,465.02	11,501.98	69.71
01 - Library	37,967.00	26,465.02	11,501.98	69.71
01 - Salaries	21,174.00	15,698.55	5,475.45	74.14
03 - Communications	650.00	469.20	180.80	72.18
06 - Subscriptions	1,000.00	350.00	650.00	35.00
10 - Utilities	3,450.00	2,614.05	835.95	75.77
15 - Office Supplies	700.00	209.79	490.21	29.97
16 - Operating Supplies	9,750.00	5,922.49	3,827.51	60.74
27 - Training & Travel	200.00	114.41	85.59	57.21
30 - Contracted Services	793.00	886.53	-93.53	111.79
32 - Minor Cip	250.00	200.00	50.00	80.00
25 - Recreation	22,986.00	16,917.17	6,068.83	73.60
01 - Recreation	22,986.00	16,917.17	6,068.83	73.60
01 - Salaries	14,560.00	9,566.97	4,993.03	65.71
03 - Communications	650.00	248.74	401.26	38.27
30 - Contracted Services	7,776.00	7,101.46	674.54	91.33
26 - Utilities	171,500.00	128,596.55	42,903.45	74.98
01 - Utilities	171,500.00	128,596.55	42,903.45	74.98
06 - Subscriptions	250.00	250.00	0.00	100.00
10 - Utilities	168,175.00	126,637.69	41,537.31	75.30
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	157,081.35	26,954.65	85.35
30 - Contracted Services	184,036.00	157,081.35	26,954.65	85.35
34 - Pensions & Insurances				
01 - Pensions & Insurances	487,849.00	380,784.11	107,064.89	78.05
01 - Salaries	14,079.00	14,079.00	0.00	100.00
05 - Payroll Expenses	445,770.00	333,811.91	111,958.09	74.88
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	7,634.82	3,865.18	66.39
01 - Salaries	4,500.00	2,615.45	1,884.55	58.12
27 - Training & Travel	0.00	175.00	-175.00	----
30 - Contracted Services	7,000.00	4,844.37	2,155.63	69.21
40 - Solid Waste				
01 - Solid Waste	126,285.00	78,846.11	47,438.89	62.44
01 - Salaries	50,343.00	31,190.26	19,152.74	61.96
02 - Other Personnel	800.00	430.49	369.51	53.81
03 - Communications	1,068.00	894.82	173.18	83.78
10 - Utilities	1,750.00	1,248.79	501.21	71.36
16 - Operating Supplies	2,700.00	2,484.67	215.33	92.02
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	42,347.61	18,182.39	69.96
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	2,165,908.05	563,426.95	79.36

Tax Commitment 2019/2020	Collected Thru 4/27/2020	% Collected
\$3,088,033.47	\$1,784,420.95	57.79%
Total Town Budget	\$2,729,336.00	
Total RSU Assessment	\$1,645,440.00	
TIF District	\$0.00	
Total Budget	\$4,374,776.00	
Homestead Exemption	\$165,347.00	
BETE Reimbursement	\$18,510.00	
Total Anticipated Non Tax Revenues	\$942,040.00	
From Fund Balance	\$185,000.00	
Total Anticipated Tax Revenues	\$3,088,033.00	
Total Revenues	\$4,398,930.00	
Overlay	\$24,154.00	



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls , ME 04256

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Pay Roll Report April Fire 2020 (03-30...04-26)

Arsenault, Chris	03:00	\$38.25
Arsenault, Robert	07:00	\$85.25
Boyd, Don	03:00	\$34.50
Casey, Tom	05:00	\$66.25
Damon, Jon	11:00	\$156.75
Doherty, Kelli	01:00	\$12.00
Doherty, Tom	02:00	\$28.50
Downing, Brady	26:30	\$320.63
Doze, Michael	03:00	\$36.00
Fifield, Dale	02:00	\$24.00
Harvey, Paul	19:30	\$225.63
Hodgkin, Caleb	20:00	\$240.50
Limerick, Ben	33:00	\$401.50
Limerick, Hannah	14:15	\$159.00
Limerick, Micheal	15:30	\$177.63
Madore, Randy	01:00	\$12.75
Merrick, Uriah	03:30	\$42.63
Smith, Eric	19:00	\$228.50
Sturtevant, Fred	06:00	\$94.50
Toth, Zac	03:00	\$24.50
Total	198:15	\$2,409.27

FRED C STURTEVANT
CHIEF



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls , ME 04256

4/27/2020
4:42:13 PM

Pay Roll Report April Fire 2020 (03-30...04-26)

Arsenault, Chris				03:00	\$38.25	
<i>Lieutenant</i>				<i>\$12.75</i>	<i>03:00</i>	<i>\$38.25</i>
Sun	4/5/2020	Marshall Street Mechanic Falls Mvc With Pi	:: Lt	01:00	\$12.75	
Mon	4/13/2020	South Main Street Mechanic Falls Public Service Assistance, Other	:: Lt	01:00	\$12.75	
Mon	4/13/2020	427 South Main Street Mechanic Falls Public Service	:: Lt	01:00	\$12.75	
Arsenault, Robert				07:00	\$85.25	
<i>Driver</i>				<i>\$12.25</i>	<i>05:00</i>	<i>\$61.25</i>
Sun	4/5/2020	Marshall Street Mechanic Falls Mvc With Pi	:: Dr	01:00	\$12.25	
Wed	4/22/2020	11 Bucknam St Mechanic Falls Lock-out	:: Dr	01:00	\$12.25	
Sat	4/25/2020	72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511)	:: Dr	03:00	\$36.75	
<i>Firefighter/Private</i>				<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Mon	4/20/2020	165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Ff	02:00	\$24.00	
Boyd, Don				03:00	\$34.50	
<i>Driver</i>				<i>\$11.50</i>	<i>03:00</i>	<i>\$34.50</i>
Sat	4/25/2020	72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511)	:: Dr	03:00	\$34.50	
Casey, Tom				05:00	\$66.25	
<i>Captain</i>				<i>\$13.25</i>	<i>05:00</i>	<i>\$66.25</i>
Sun	4/5/2020	49 York Rd Minot Passenger Vehicle Fire	:: Capt	03:00	\$39.75	
Mon	4/20/2020	165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Capt	02:00	\$26.50	
Damon, Jon				11:00	\$156.75	
<i>Deputy Chief Fire</i>				<i>\$14.25</i>	<i>11:00</i>	<i>\$156.75</i>
Sun	4/5/2020	Marshall Street Mechanic Falls Mvc With Pi	:: Dc/f	01:00	\$14.25	
Thu	4/9/2020	114 Walker Road Mechanic Falls Power Line Down / Arcing	:: Dc/f	01:00	\$14.25	
Mon	4/13/2020	South Main Street Mechanic Falls Public Service Assistance, Other	:: Dc/f	01:00	\$14.25	
Mon	4/13/2020	427 South Main Street Mechanic Falls Public Service	:: Dc/f	01:00	\$14.25	
Mon	4/20/2020	165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Dc/f	02:00	\$28.50	
Sat	4/25/2020	72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511)	:: Dc/f	03:00	\$42.75	
Sun	4/26/2020	342 South Main Street Mechanic Falls Brush / Woods / Grass Fire	:: Dc/f	02:00	\$28.50	



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

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Pay Roll Report April Fire 2020 (03-30...04-26)

Doherty, Kelli				01:00	\$12.00	
<i>Firefighter/Private</i>				<i>\$12.00</i>	<i>01:00</i>	<i>\$12.00</i>
Sat	4/25/2020	104 Spring Water Road Poland Dispatched & Canceled En Route	::	01:00	\$12.00	
	Ff					
Doherty, Tom				02:00	\$28.50	
<i>Deputy Chief Fire</i>				<i>02:00</i>	<i>\$28.50</i>	
Fri	4/17/2020	125 Pigeon Hill Road Mechanic Falls Unauthorized Burning	:: Dc/f	01:00	\$14.25	
Sat	4/25/2020	104 Spring Water Road Poland Dispatched & Canceled En Route	::	01:00	\$14.25	
	Dc/f					
Downing, Brady				26:30	\$320.63	
<i>Driver</i>				<i>10:30</i>	<i>\$128.63</i>	
Sat	4/4/2020	:: Truck Check ::	:: Dr	01:30	\$18.38	
Thu	4/9/2020	:: Truck Check :: Replace Master Brake Cylinder On Forestry Truck	::	09:00	\$110.25	
	Dr					
<i>Firefighter/Private</i>				<i>16:00</i>	<i>\$192.00</i>	
Fri	4/3/2020	781 Center Minot Hill Minot Dispatched & Canceled En Route	:: Ff	01:00	\$12.00	
Fri	4/3/2020	:: Truck Check :: Truck Check/ Cleaning Of Engine 3.	:: Ff	02:00	\$24.00	
Sat	4/4/2020	:: :: Thorough Truck Check Of Ladder 1. Pulled Out All Apparatus And Cleaned Apparatus Bay. Washing Of Rescue 1.	:: Ff	04:00	\$48.00	
Wed	4/8/2020	56 Sam Rowe Hill Rd Oxford Cover Assignment, Standby, Moveup	::	02:00	\$24.00	
	Ff					
Mon	4/13/2020	South Main Street Mechanic Falls Public Service Assistance, Other	::	01:00	\$12.00	
	Ff					
Mon	4/13/2020	427 South Main Street Mechanic Falls Public Service	:: Ff	01:00	\$12.00	
Mon	4/20/2020	165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Ff	02:00	\$24.00	
Wed	4/22/2020	11 Bucknam St Mechanic Falls Lock-out	:: Ff	01:00	\$12.00	
Sun	4/26/2020	342 South Main Street Mechanic Falls Brush / Woods / Grass Fire	::	02:00	\$24.00	
	Ff					
Doze, Michael				03:00	\$36.00	
<i>Firefighter/Private</i>				<i>03:00</i>	<i>\$36.00</i>	
Sat	4/4/2020	:: Admin Hours @ Fire Station :: Seba Monthly Checks, One Pack Out Of Service Due To Leaky Valve (By-pass)	:: Ff	03:00	\$36.00	
Fifield, Dale				02:00	\$24.00	

Pay Roll Report April Fire 2020 (03-30...04-26)

<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>02:00</i>	<i>\$24.00</i>
Sun	4/26/2020 342 South Main Street Mechanic Falls Brush / Woods / Grass Fire :: Ff		02:00	\$24.00
Harvey, Paul			19:30	\$225.63
<i>Credit Only</i>		<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Sun	4/26/2020 :: Truck Check :: Parade Detail :: Cr		01:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>14:30</i>	<i>\$177.63</i>
Sat	4/4/2020 :: Truck Check :: Dr		01:30	\$18.38
Tue	4/7/2020 40 Lane Road Mechanic Falls Motor Vehicle Crash :: Dr		02:00	\$24.50
Thu	4/9/2020 114 Walker Road Mechanic Falls Power Line Down / Arcing :: Dr		01:00	\$12.25
Thu	4/9/2020 180 Pleasant St Mechanic Falls Public Service :: Dr		02:00	\$24.50
Fri	4/10/2020 70 Jordan Road Mechanic Falls Service Call, Other :: Dr		01:00	\$12.25
Mon	4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash :: Dr		02:00	\$24.50
Wed	4/22/2020 11 Bucknam St Mechanic Falls Lock-out :: Dr		01:00	\$12.25
Sat	4/25/2020 72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511) :: Dr		03:00	\$36.75
Sat	4/25/2020 104 Spring Water Road Poland Dispatched & Canceled En Route :: Dr		01:00	\$12.25
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>04:00</i>	<i>\$48.00</i>
Sat	4/4/2020 :: Thorough Truck Check Of Ladder 1. Pulled Out All Apparatus And Cleaned Apparatus Bay. Washing Of Rescue 1. :: Ff		04:00	\$48.00
Hodgkin, Caleb			20:00	\$240.50
<i>Driver</i>		<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Tue	4/7/2020 40 Lane Road Mechanic Falls Motor Vehicle Crash :: Dr		02:00	\$24.50
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>18:00</i>	<i>\$216.00</i>
Fri	4/3/2020 781 Center Minot Hill Minot Dispatched & Canceled En Route :: Ff		01:00	\$12.00
Sun	4/5/2020 49 York Rd Minot Passenger Vehicle Fire :: Ff		03:00	\$36.00
Mon	4/6/2020 :: Driver Training :: Ff		01:00	\$12.00
Mon	4/6/2020 :: Driver Training On Engine 2 :: Ff		01:00	\$12.00
Tue	4/7/2020 :: Driver Training :: Ff		02:00	\$24.00
Wed	4/8/2020 56 Sam Rowe Hill Rd Oxford Cover Assignment, Standby, Moveup :: Ff		02:00	\$24.00
Thu	4/9/2020 114 Walker Road Mechanic Falls Power Line Down / Arcing :: Ff		01:00	\$12.00
Thu	4/9/2020 180 Pleasant St Mechanic Falls Public Service :: Ff		02:00	\$24.00



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

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Pay Roll Report April Fire 2020 (03-30...04-26)

Fri	4/10/2020	70 Jordan Road Mechanic Falls Service Call, Other	:: Ff	01:00	\$12.00
Mon	4/20/2020	165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Ff	02:00	\$24.00
Wed	4/22/2020	11 Bucknam St Mechanic Falls Lock-out	:: Ff	01:00	\$12.00
Sat	4/25/2020	104 Spring Water Road Poland Dispatched & Canceled En Route	:: Ff	01:00	\$12.00
Limerick, Ben				33:00	\$401.50
<i>Credit Only</i>				<i>\$0.00</i>	<i>01:00</i>
				<i>\$0.00</i>	<i>\$0.00</i>
Sun	4/26/2020	:: Truck Check :: Parade Detail	:: Cr	01:00	\$0.00
<i>Driver</i>				<i>\$12.25</i>	<i>13:00</i>
				<i>\$159.25</i>	
Mon	4/6/2020	:: Driver Training	:: Dr	01:00	\$12.25
Mon	4/6/2020	:: Driver Training On Engine 2	:: Dr	01:00	\$12.25
Tue	4/7/2020	:: Driver Training	:: Dr	02:00	\$24.50
Thu	4/9/2020	:: Truck Check :: Replace Master Brake Cylinder On Forestry Truck	:: Dr	09:00	\$110.25
<i>Lieutenant</i>				<i>\$12.75</i>	<i>10:00</i>
				<i>\$127.50</i>	
Fri	4/3/2020	781 Center Minot Hill Minot Dispatched & Canceled En Route	:: Lt	01:00	\$12.75
Sun	4/5/2020	49 York Rd Minot Passenger Vehicle Fire	:: Lt	03:00	\$38.25
Thu	4/9/2020	180 Pleasant St Mechanic Falls Public Service	:: Lt	02:00	\$25.50
Fri	4/10/2020	70 Jordan Road Mechanic Falls Service Call, Other	:: Lt	01:00	\$12.75
Wed	4/22/2020	11 Bucknam St Mechanic Falls Lock-out	:: Lt	01:00	\$12.75
Sun	4/26/2020	342 South Main Street Mechanic Falls Brush / Woods / Grass Fire	:: Lt	02:00	\$25.50
<i>Lt Driver</i>				<i>\$12.75</i>	<i>09:00</i>
				<i>\$114.75</i>	
Tue	4/7/2020	:: Truck Check :: Truck Check On Rescue. Moved All 2019 And Prior Truck Checks From Binders To Chiefs Office	:: Ltldr	02:00	\$25.50
Tue	4/7/2020	40 Lane Road Mechanic Falls Motor Vehicle Crash	:: Ltldr	02:00	\$25.50
Wed	4/8/2020	56 Sam Rowe Hill Rd Oxford Cover Assignment, Standby, Moveup	:: Ltldr	02:00	\$25.50
Mon	4/13/2020	South Main Street Mechanic Falls Public Service Assistance, Other	:: Ltldr	01:00	\$12.75
Mon	4/20/2020	165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Ltldr	02:00	\$25.50
Limerick, Hannah				14:15	\$159.00
<i>Credit Only</i>				<i>\$0.00</i>	<i>01:00</i>
				<i>\$0.00</i>	<i>\$0.00</i>
Sun	4/26/2020	:: Truck Check :: Parade Detail	:: Cr	01:00	\$0.00



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

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Pay Roll Report April Fire 2020 (03-30...04-26)

<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>13:15</i>	<i>\$159.00</i>
Mon	4/6/2020 :: Specialized Rescue Training :: Named & Numbered All Water Rescue Tech Gear. Put Everything In Service On Trucks. :: Ff		03:15	\$39.00
Tue	4/7/2020 :: :: Driver Training :: Ff		02:00	\$24.00
Tue	4/7/2020 :: Truck Check :: Truck Check On Rescue. Moved All 2019 And Prior Truck Checks From Binders To Chiefs Office :: Ff		02:00	\$24.00
Wed	4/8/2020 56 Sam Rowe Hill Rd Oxford Cover Assignment, Standby, Moveup :: Ff		02:00	\$24.00
Mon	4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash :: Ff		02:00	\$24.00
Sun	4/26/2020 342 South Main Street Mechanic Falls Brush / Woods / Grass Fire :: Ff		02:00	\$24.00
Limerick, Micheal			15:30	\$177.63
<i>Credit Only</i>		<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Sun	4/26/2020 :: Truck Check :: Parade Detail :: Cr		01:00	\$0.00
<i>Driver</i>		<i>\$12.25</i>	<i>14:30</i>	<i>\$177.63</i>
Thu	4/9/2020 :: Truck Check :: Replace Master Brake Cylinder On Forestry Truck :: Dr		09:00	\$110.25
Wed	4/15/2020 :: Truck Check :: Engine 2 To Hemonds For Annual Service And Sticker. :: Dr		02:00	\$24.50
Wed	4/22/2020 :: Department Detail :: Took Ladder 1 To Shop For Annual Service And Sticker. :: Dr		02:00	\$24.50
Wed	4/22/2020 :: Truck Check :: Monthly Truck Check On Eng. 2 :: Dr		01:30	\$18.38
Madore, Randy			01:00	\$12.75
<i>Lieutenant</i>		<i>\$12.75</i>	<i>01:00</i>	<i>\$12.75</i>
Sat	4/25/2020 104 Spring Water Road Poland Dispatched & Canceled En Route :: Lt		01:00	\$12.75
Merrick, Uriah			03:30	\$42.63
<i>Driver</i>		<i>\$12.25</i>	<i>02:30</i>	<i>\$30.63</i>
Sun	4/5/2020 Marshall Street Mechanic Falls Mvc With Pi :: Dr		01:00	\$12.25
Mon	4/6/2020 :: Truck Check :: Utility 4 Truck Check :: Dr		00:30	\$6.13
Fri	4/10/2020 :: Outside Detail :: Collected Cones :: Dr		01:00	\$12.25
<i>Firefighter/Private</i>		<i>\$12.00</i>	<i>01:00</i>	<i>\$12.00</i>
Fri	4/10/2020 70 Jordan Road Mechanic Falls Service Call, Other :: Ff		01:00	\$12.00
Smith, Eric			19:00	\$228.50



MECHANIC FALLS FIRE-RESCUE

108 Lewiston Road
Mechanic Falls, ME 04256

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Pay Roll Report April Fire 2020 (03-30...04-26)

<i>Driver</i>	<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Fri 4/3/2020 781 Center Minot Hill Minot Dispatched & Canceled En Route :: Dr		01:00	\$12.25
Sat 4/25/2020 104 Spring Water Road Poland Dispatched & Canceled En Route :: Dr		01:00	\$12.25
<i>Firefighter/Private</i>	<i>\$12.00</i>	<i>17:00</i>	<i>\$204.00</i>
Fri 4/3/2020 :: Truck Check :: Truck Check/ Cleaning Of Engine 3. :: Ff		02:00	\$24.00
Sat 4/4/2020 :: :: Thorough Truck Check Of Ladder 1. Pulled Out All Apparatus And Cleaned Apparatus Bay. Washing Of Rescue 1. :: Ff		04:00	\$48.00
Sun 4/5/2020 Marshall Street Mechanic Falls Mvc With Pi :: Ff		01:00	\$12.00
Wed 4/8/2020 56 Sam Rowe Hill Rd Oxford Cover Assignment, Standby, Moveup :: Ff		02:00	\$24.00
Mon 4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash :: Ff		02:00	\$24.00
Wed 4/22/2020 11 Bucknam St Mechanic Falls Lock-out :: Ff		01:00	\$12.00
Sat 4/25/2020 72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511) :: Ff		03:00	\$36.00
Sun 4/26/2020 342 South Main Street Mechanic Falls Brush / Woods / Grass Fire :: Ff		02:00	\$24.00
Sturtevant, Fred		06:00	\$94.50
<i>Chief</i>	<i>\$15.75</i>	<i>06:00</i>	<i>\$94.50</i>
Fri 4/3/2020 781 Center Minot Hill Minot Dispatched & Canceled En Route :: Ch		01:00	\$15.75
Mon 4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash :: Ch		02:00	\$31.50
Sat 4/25/2020 72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511) :: Ch		03:00	\$47.25
Toth, Zac		03:00	\$24.50
<i>Credit Only</i>	<i>\$0.00</i>	<i>01:00</i>	<i>\$0.00</i>
Sun 4/26/2020 :: Truck Check :: Parade Detail :: Cr		01:00	\$0.00
<i>Driver</i>	<i>\$12.25</i>	<i>02:00</i>	<i>\$24.50</i>
Mon 4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash :: Dr		02:00	\$24.50
		198:15	\$2409.27

FRED C STURTEVANT
CHIEF



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

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Pay Roll Report April Fire 2020 (03-30...04-26)

FIRE Payroll		198:15	\$2,409.27
CAPT	Captain	05:00	\$66.25
CH	Chief	06:00	\$94.50
CR	Credit Only	05:00	\$0.00
DC/F	Deputy Chief Fire	13:00	\$185.25
DR	Driver	69:00	\$843.02
FF	Firefighter/Private	77:15	\$927.00
LT	Lieutenant	14:00	\$178.50
LTDR	Lt Driver	09:00	\$114.75
Total		198:15	\$2,409.27

FRED C STURTEVANT
CHIEF

Pay Roll Report April 2020 (03-30..04-26)

Casey, Jen	06:00	\$85.50
Doze, Michael	03:00	\$38.25
Hodgkin, Caleb	14:00	\$171.50
Lane, Denise	03:00	\$36.75
Total	26:00	\$332.00

FRED C STURTEVANT
CHIEF

Pay Roll Report April 2020 (03-30..04-26)

Casey, Jen			06:00	\$85.50
<i>DeputyChief/Res</i>			<i>\$14.25</i>	<i>06:00</i>
Fri	4/3/2020 :: Admin Hours @ Fire Station :: Drug Bag Check And Log	:: Dc/re	01:00	\$14.25
Fri	4/3/2020 :: Admin Hours @ Fire Station :: Drug Bag Check And Log	:: Dc/re	01:00	\$14.25
Tue	4/7/2020 :: Admin Hours - Off Site :: Order Supplies From Bound Tree, Inventory Ppe For Covid Response, Spreadsheet	:: Dc/re	02:00	\$28.50
Mon	4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Dc/re	02:00	\$28.50
Doze, Michael			03:00	\$38.25
<i>Emt-Basic</i>			<i>\$12.75</i>	<i>03:00</i>
Sat	4/25/2020 72 Rte. 121 Minot Ave Minot Lock-in (if Lock Out , Use 511)	:: Emt-b	03:00	\$38.25
Hodgkin, Caleb			14:00	\$171.50
<i>Emt-Basic</i>			<i>\$12.25</i>	<i>14:00</i>
Sun	4/5/2020 378 Elm St Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-b	02:00	\$24.50
Sun	4/5/2020 402 Elm Street Mechanic Falls Ems Call	:: Emt-b	02:00	\$24.50
Mon	4/6/2020 54 Jordan Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-b	01:00	\$12.25
Tue	4/7/2020 378 Elm Street Mechanic Falls Ems Call	:: Emt-b	01:00	\$12.25
Fri	4/10/2020 67 Brown Road Mechanic Falls Medical Assist, Assist Ems Crew	:: Emt-b	02:00	\$24.50
Wed	4/15/2020 125 South Main Street Mechanic Falls Ems Call	:: Emt-b	02:00	\$24.50
Sun	4/26/2020 25 Fourth Ave Mechanic Falls Police Matter	:: Emt-b	02:00	\$24.50
Sun	4/26/2020 342 South Main Street Mechanic Falls Brush / Woods / Grass Fire	:: Emt-b	02:00	\$24.50
Lane, Denise			03:00	\$36.75
<i>EMS Private</i>			<i>\$12.00</i>	<i>02:00</i>
Mon	4/20/2020 165 North Main Street Mechanic Falls Motor Vehicle Crash	:: Ems	02:00	\$24.00
<i>Emt-Basic</i>			<i>\$12.75</i>	<i>01:00</i>
Tue	4/7/2020 378 Elm Street Mechanic Falls Ems Call	:: Emt-b	01:00	\$12.75

Pay Roll Report April 2020 (03-30..04-26)

26:00

\$332.00

FRED C STURTEVANT
CHIEF

Pay Roll Report April 2020 (03-30..04-26)

EMS Payroll		26:00	\$332.00
DC/RE	DeputyChief/Res	06:00	\$85.50
EMS	EMS Private	02:00	\$24.00
EMT-B	Emt-Basic	18:00	\$222.50
Total		26:00	\$332.00

FRED C STURTEVANT
CHIEF

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

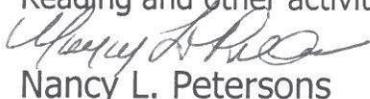
Librarian's Report
March 2020

	Circulation			Usage	
	March '19	March '20		March '19	March '20
Adult Fiction	233	208	Computer Usage	47	30
Adult Non-Fic	26	12	Walk Ins	343	201
Children's Pic	199	86	ILL's	40	19
Juvenile Fic	91	50	Reference	95	49
YA Fic	24	17	Wi-Fi	77	52
J/YA Non-Fic	49	6	New Patrons	5	11
DVD's	25	31	Programs	2	4
Audio/Cloud Lib.	6	27	Pre-school Story	18	8
Total	653	437	Total	615	365

My report from March shows a huge change in the circulation. I closed the library to all patrons on March 16th, after the clarification by Governor Mills about being an essential service. I did a curbside pickup and delivery on March 28th, distributing 71 books. I planned to do another curbside delivery on the following Saturday, but curbside library checkouts were prohibited the previous week.

Dominic Dymond installed a WIFI booster on the back of the building to make my library WIFI extend to the parking lot and as far as the Before and After School Building (BASB). This allowed any children who were at the BASB to link on to my WIFI to do their work assigned from school, since school was already closed. This made a difference for them, and for others who needed WIFI. Anyone is now able to use the Municipal parking lot to login.

I am hoping that I will be able to reopen in May! I am starting to prepare for Summer Reading and other activities.



Nancy L. Petersons
 Mechanic Falls Public Library director

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

Librarian's Report
April 2020

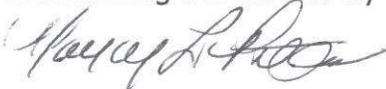
	Circulation			Usage	
	April '19	April '20		April '19	April '20
Adult Fiction	248	18	Computer Usage	40	0
Adult Non-Fic	37	1	Walk Ins	397	0
Children's Pic	145	6	ILL's	29	0
Juvenile Fic	85	2	Reference	108	0
YA Fic	37	4	Wi-Fi	79	0
J/YA Non-Fic	20	0	New Patrons	16	1
DVD's	31	0	Programs	5	0
Audio/Cloud Lib.	5	33	Pre-school Story	34	0
Total	608	65	Total	706	1

There has been a huge drop in circulation. I am still processing books and ordering new books. I am also attending ZOOM Meetings with the Maine State Library. I have a meeting scheduled on April 30th to learn about Summer Reading and how to do it online if necessary over the summer.

I am hoping that I can do curbside drop off and pick up in May, if I can't reopen the library. I would like to be able to schedule the pickups Saturdays.

Note our increase in Audio Book requests and holds. The State has seen triple the use of the audio program. The Library Association was able to donate \$250.00 for the purchase of additional copies of books.

My Library Directorship program in Augusta has been postponed to the Fall. We are maintaining the classes by ZOOM monthly.



Nancy L. Petersons
 Mechanic Falls Public Library Director

MECHANIC FALLS POLICE DEPARTMENT

March 31, 2020 THRU April 27, 2020

CRIMINAL SUMMONSES: 5

CIVIL SUMMONSES: 0

0 JUVENILE(S) CHARGED W/ JUVENILE CRIME

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

BACK-UP ANALYSIS

MECHANIC FALLS PD ASSISTED ASO: 11

ASO ASSISTED MECHANIC FALLS PD: 06

MECHANIC FALLS PD ASSISTED OXFORD PD: 01

OXFORD PD ASSISTED MECHANIC FALLS PD: 00

MECHANIC FALLS PD ASSISTED STATE POLICE 00

STATE POLICE ASSISTED MECHANIC FALLS P D 00

2017 FORD: 66,089

2020 FORD: 905

POLICE HIGHLIGHTS

3/31/20 – 4/27/20

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

Arrests/summons issued this month for: Violating a protection order, Operating under the influence, Endangering the welfare of a child, and Driving to endanger

Traffic summons issued this month for: Imprudent Speed

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

WED*4/1/2020**

Set up signs on Bucknam St. for contractor, sweep sidewalks, fix sander on pickup, bearings gone on spinner shaft.

THURS*4/2/2020**

Check all catch basins, patch all over town, finish up putting sander back together.

MON*4/6/2020**

Sweep around town office, fire station, Elm Street.

TUES*4/7/2020**

Finish Elm Street sidewalk sweeping, sweep some streets, go pick up new plow and wing for new truck.

WED*4/8/2020**

Go get bucket truck, fix flags uptown, put sideboards on new truck, get new truck and excavator lettered.

THURS*4/9/2020**

Put plows on, get ready for incoming storm, do dump run, patch areas, come back in at 6pm and stay till 2am.

FRI*4/10/2020**

Check all roads, pick up debris.

SAT*4/11/2020**

Plow transfer station.

MON*4/13/2020**

Clean trucks, fix culvert at Peg Goddards that someone drove into, take plows off, check all roads for debris, chip brush tomorrow, clean ditches ,debris.

TUES*4/14/2020**

Cut up downed trees, chip brush all over town.

WED*4/15/2020**

Chip more brush all over town, cut up some trees, sweep.

THURS*4/16/2020**

Take new plow gear off new truck and take it to Morrisons for mirrors, go get new cutting edge at Viking, sweep some.

MON*4/20/2020**

Put new cutting edge on new plow, pick up piles on Oak, Cross and Dwinal Streets, sweep other streets.

TUES*4/21/2020**

Sweep Clifford Street and Avenues after picking up piles, pick up piles on Marshal, Bucknam, Autumn, Bates and Williams.

WED*4/22/2020**

Sweep on Marshal, and roads around there, pick up piles on Summer, Pearl and Water streets.

THURS*4/23/2020**

Take down road posted signs, put track back on bulldozer, go get new thermostats for sweeper, take sander out of pickup.

SUN*4/26/2020**

Come in, hook up plows and put sander back in pickup.

MON*4/27/2020**

Check catch basins and ditches, take plows off, take fuel to dozer, put sweeper back together.

TUES*4/28/2020**

Sweep streets and sidewalks.

WED*4/29/2020**

Sweep streets and sidewalks, bring dozer down

THURS*4/30/2020**

Take sandpile down to a safe size so nobody can get hurt, take down ramp.

Thanks, Scott

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

TEL: 345-5351

TO: Town Manager

FROM: Stephen L. French, Superintendent

DATE April, 2020

RE Monthly Report
Town Manager and Council,

We are working half shifts, keeping the front door locked, and watching the world go by from the inside.

Our new employee Ben is working out fine. Jake has been showing him the ropes of a water operator. I have been out with him a couple of times and he appears to be catching on well. We are finally back on a rotating schedule of working every other week end.

We have a couple of yearly projects that the crew has already started. Painting hydrants and checking gate valves are something we do about one quarter of every year. We spray paint the hydrants. All our hydrants look good. I say this so that you might notice other towns hydrants need work. And the gate valves are the round covers you see in the streets. After a while they fill with sand and makes it hard to operate them.

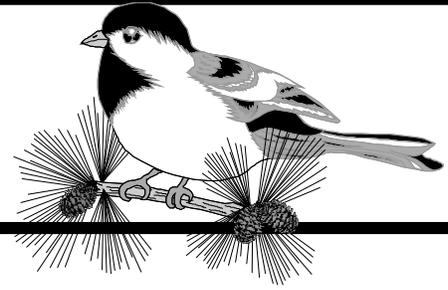
Shortly after Ben came to us, we had a major leak on Morey Avenue. A tree came down on the wires pulling the power pole which in turn pulled the anchor which had been drilled down around our two-inch plastic water main causing it to snap. The bottom of the anchor has a propeller like attachment that drills it into the ground. Why this didn't rupture the main at the time of the installation is any one's guess! It was my day off, but I came in to assist with the repairs. It was a good spot to show Ben how to contain a leak and make the needed repairs.

We should be reading meters this month. It usually takes us about a week to accomplish this. But because of the state of emergency we are in we opted to estimate the bills. A call to the Public Utilities Commission (PUC) to make sure we were not violating any of their rules got a positive response from them. So, the bills will go out on time. We did read a few that were going to be troublesome to estimate. If we were off with our estimates we will catch up when we read again in July.

Steve French

Town of Mechanic Falls

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



Mechanic Falls Spring/Summer 2020 Schedule

In response to the COVID-19 impact on municipal operations, and the enactment of a state of Civil Emergency by Maine's Governor the town of Mechanic Falls will, under the authority of S.P. 789 - L.D. 2167 section D-1 employ the previous year's budget until the regular state election scheduled for July 14, 2020.

Furthermore, under the authority of S.P. 789 - L.D. 2167 section D-3 the town of Mechanic Falls will postpone the municipal election as to coincide with the State Election Day currently scheduled for July 14, 2020.

Day	Date	Body	Agenda
Fri	5/15	Elections	<ul style="list-style-type: none">• Nomination papers deadline
Tue	5/19	Elections	<ul style="list-style-type: none">• Budget Public Hearing• Approval of Warrant Articles
Mon	6/1	Council	<ul style="list-style-type: none">• Regular Meeting• Annual Appointments
Fri	6/12	Elections	<ul style="list-style-type: none">• Absentee Ballots available
Tues	7/14	Town	<ul style="list-style-type: none">• Budget Presented on Ballot• Municipal elections
Mon	7/20	Council	<ul style="list-style-type: none">• Swear in new council• Council Organizational meeting
Mon	8/3	Council	<ul style="list-style-type: none">• Workshop & Regular Meeting

Adopted this 4th day of May, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

Nick Konstantoulakis, Council Member

LEGAL NOTES

MMA CORONAVIRUS RESOURCES

Many of our readers are of course already aware of MMA's special dedicated webpage captioned "Coronavirus Updates & Resources." But for those who may not be, consider this an invitation to go take a look and to check back regularly – it's updated frequently, often-times daily. The site is located on MMA's homepage (www.memun.org) on the upper left just under the photo of MMA's building. Or you can go directly to it here: <https://memun.org/Coronavirus-Resources>

This site features, among many other things, detailed legal guidance from MMA Legal Services on conducting "remote" board meetings and cancelling or postponing town meetings and secret ballot elections.

Also highlighted are employer guidelines from the U.S. Department of Labor on new federal paid sick leave requirements and expanded Family and Medical Leave Act protections. Under the same category (employer guidance) are updates from the Maine Department of Labor on newly expanded unemployment benefits as well as guidance from the Maine DOL and the federal Centers for Disease Control and Prevention on employee health and workplace safety.

Another featured category is healthcare guidance for both employees and the general population from the Maine Municipal Employees Health Trust and the federal CDC.

Yet another category is virus-related state and national news, which is constantly being updated as this unprecedented crisis unfolds and as government at all levels – federal, state, and local – responds to it.

Finally, MMA's coronavirus resources webpage features selected items from some of MMA's members, including emergency declarations, stay at home orders, and informational videos about the virus – in six different languages.

As we said before (but will say again), readers of this column – and all local officials responsible for municipal employees and the ongoing operation of municipal programs and services during this challenging time – should be checking MMA's coronavirus webpage on a daily basis for important legal, employment, and healthcare guidance as well

MUNICIPAL CALENDAR

MAY — Municipal officers shall meet as the "licensing board" to license innkeepers and tavernkeepers during the month of May (30-A MRSA §3812).

ON OR BEFORE MAY 15 — Monthly/ Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Human Services, General Assistance Unit, 11 State House Station, Augusta, ME 04333 (22 MRSA §4311).

MAY 25 — (Last Monday in May) Memorial Day observed. A legal holiday (4 MRSA §1051); a school holiday (20-A MRSA §4802). Municipal officers shall direct the decoration of veterans' graves. (30-A MRSA §2901).

as virus-related state and national news and developments in other municipalities. (By R.P.F.)

ELECTED OFFICIALS HOLD OVER IF ANNUAL ELECTION DELAYED

With virtually all of the springtime local elections having been postponed this year as the result of the coronavirus pandemic, one of the most frequently asked questions for MMA's Legal Services attorneys has been about the effect on currently serving elected officials. To be precise, the question is, do elected municipal officials continue to hold office beyond the terms for which they were elected if the annual town meeting or election is postponed?

Fortunately, in practically all cases the answer is yes, elected local officials of all kinds are deemed by the common (court-made) law to continue or "hold over" in their offices until their successors are elected and sworn – there is no vacancy in office in the interim.

The hold-over doctrine is a longstanding and well-established general rule of municipal law (see McQuillin, *The Law of Municipal Corporations* (3d ed. rev. 2012) § 12.165). The Maine Supreme Court expressly adopted the concept of "holding over" as long ago as the 19th century (see *Bath v. Reed*, 78 Me. 276 (1886)).

The only acknowledged exception to the hold-over rule is where there is some manifest legislative intent to the contrary, *i.e.*, a clear, unambiguous statement in the governing law that the rule does not apply. In Maine this could mean either a State statute or a municipal charter or ordinance, depending on the office in question. In any case we don't

ever recall seeing a clear repudiation of the hold-over rule in any law governing the term of a local elected official (but we don't deny that there could be some instances of it somewhere).

To be absolutely clear, we should note that elected officials who hold over in office have and may exercise *all* of their customary legal duties and authority for as long as they continue in office. There is no legal limitation or restriction on their normal responsibilities or prerogatives as elected officeholders.

We should also note, however, that the hold-over rule does not generally apply to appointed officials, although a State statute or a municipal charter or ordinance could provide otherwise. For instance, the registrar of voters holds over by statute (see 21-A M.R.S. § 101(2)). So does the code enforcement officer for shoreland zoning purposes (see 38 M.R.S. § 441(1)).

But generally if a local official is appointed for a term of, say, one year, the appointment expires upon the expiration of that one-year period no matter what. In order to continue in office, the officeholder would have to be reappointed. Or a replacement could be appointed. If neither occurs, the office becomes automatically and immediately vacant at the end of the declared term and remains so until a new appointment is made. (By R.P.F.)

ADVERTISING JOB OPENINGS

Question: Are municipalities legally required to advertise job openings?

Answer: No, there is no law mandating that municipal employers post or advertise job openings or that they utilize

TOWN OF MECHANIC FALLS LEASE AGREEMENT

This agreement is entered into this _____ day of **May, 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.

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 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 “an additional 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 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.

Amanda Bosse, President

Zachary w. Maher, Town Manager

Witness Date

Witness Date

LEGAL NOTES

for the 12 months preceding application, and (4) an application has been filed with the municipal assessor(s) on or before April 1 of the first year of exemption (see 36 M.R.S. §§ 681-689). The State is obliged to reimburse municipalities for 70% of the exemption.

The homestead exemption provides significant property tax relief for many Mainers. For complete details, including application forms, tax rate calculation forms, and FAQs, see MMA's "Information Packet" on the subject, available free to members at www.memun.org. (By R.P.F.)

Performance Bonds & Letters of Credit

With a robust economy fueling renewed real estate development in many parts of Maine, we thought it time to revisit the subject of performance guarantees – to ensure that infrastructure improvements such as streets and sewers are completed by developers on time and as specified in municipal permits and approvals.

Performance guarantees usually take the form of either a performance bond issued by an insurance company or other surety or an irrevocable letter of credit issued by a bank. A cash or escrow account is also a possibility (and probably the very best form of guarantee, because of its simplicity), although because of the capital requirements, it may not be a realistic expectation in most instances.

Performance guarantees arguably can be required on a case-by-case basis as a

condition of municipal approval, but it is far better to require them by ordinance in all cases, with a limited waiver at the discretion of the municipality in rare and exceptional cases. Such requirements are often incorporated in subdivision, site plan, and similar land use ordinances, and there are many good examples, including the model subdivision and site plan ordinances featured on the State's Municipal Planning Assistance Program's website here: <https://www.maine.gov/dacf/municipalplanning/publications.shtml>

For a detailed description of the three most common forms of performance guarantees and some related advice, see this March 2002 *Maine Townsman* feature article by former MMA staff attorney James Katsiaficas: <https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=4891&Command=CoreDownload&Language=en-US&PortalId=0&TabId=119>

For a succinct description of letters of credit and their advantages, plus a sample, see this article from the Maine Association of Planners' December 1990 newsletter by Peter Morelli, a longtime municipal planner: <https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=4022&Command=CoreDownload&Language=en-US&PortalId=0&TabId=296>

While both of these articles were published a number of years ago, the information they contain is still current, and the advice they give is still sound. (By R.P.F.)

Waiving Interest on Taxes

Question: Can any local official, board, or body waive interest accrued on delinquent property taxes, and if so, under what circumstances?

Answer: No, there is no statutory authority to waive interest *per se* on property taxes, under any circumstances. And because there is no municipal "home rule" authority with respect to taxation (see Me. Const. art. IX, § 9), no local official, board, or body has any legal authority or discretion to do so.

The simple and unalterable fact is that, by law, accrued interest is added to and becomes part of the tax itself (see 36 M.R.S. § 505(4)). Thus, the only way to "waive" any portion of the tax, including interest that is a part of it, is by way of the statutory tax abatement process.

There are a limited number of grounds under law for abating property taxes, namely, error or mistake, hardship or poverty, and inability to pay after two years (see 36 M.R.S. § 841). It is inconceivable that any lawful abatement could segregate and abate only accrued interest inasmuch as accrued interest and the assessed tax are legally one and the same. An abatement is either legally justified or not, depending on whether it qualifies under the statute and based on the whole tax, accrued interest included. There is no defensible way to focus on or forgive only interest accrued.

For more on setting and calculating interest on delinquent property taxes, see MMA's *Tax Collectors & Treasurers Manual*. For more on abatement of property taxes, see MMA's *Municipal Assessment Manual*. Both are available free online to members at www.memun.org. (By R.P.F.)

Seven Valuable Training Videos ▶▶

THE MAINE MUNICIPAL ASSOCIATION is steadily building its general-interest video training library. We now offer seven videos, from topics that range from tips for newly elected officials to moderating town meetings.

1. Ten Tips for Newly Elected Officials
2. Maine's Marijuana Laws: Municipal Opt-in
3. Social Media Guidance for Municipalities
4. Writing Effective Media Releases
5. Moderating Town Meetings
6. Your Vote Counts
7. The Challenge of Municipal Leadership

To watch any of these videos, go to <https://memun.org/Training-Resources>

Some of the videos require Member Area passwords. If you need a password to access the Member Area of MMA's website, please call the Resource Center at: 1-800-452-8786



Maine Municipal Association • 60 Community Dr., Augusta, ME 04330 • 207-623-8428

PROFESSIONAL DIRECTORY



A. E. HODSDON
ENGINEERS
10 Common Street
Waterville, ME 04901

www.aehodsdon.com
207-873-5164

GENERAL ASSISTANCE NOTICE

The municipality of Mechanic Falls administers a General Assistance Program for the support of the poor.

Pursuant to Title 22 MRSA 4304, the Municipal Officers have adopted an ordinance establishing that program. A copy of this ordinance is available for inspection at the Mechanic Falls Town Office. Also available for inspection, is a copy of the State's General Assistance Statutes, as copies of the State law are made available to the municipality by the Maine Department of Human Services.

PERSONS WISHING TO APPLY FOR GENERAL ASSISTANCE MAY DO SO AT THE MECHANIC FALLS TOWN CLERK'S OFFICE:

REBECCA ANDREWS

**Apply any time during normal business hours.
(EMERGENCY cases considered by application)**

In an **EMERGENCY**, after regular business hours, applicants may call
207-615-8256

The municipality's General Assistance Administrator must issue a written decision regarding eligibility to all applicants within twenty-four (24) hours of receiving application.

The toll-free number to call the Department of Health and Human Services (DHHS), with questions regarding the General Assistance Program, is:
1-800-442-6003

ALL GENERAL ASSISTANCE APPLICANTS MUST BRING ALL PAY STUBS, RECEIPTS SHOWING USE OF INCOME, ANY UTILITY BILLS AND LANDLORD INFORMATION IF GENERAL ASSISTANCE IS REQUESTED FOR SUCH.

This notice is posted pursuant to Title 22 MRSA 4303-4305

**APPLICATION FOR ABATEMENT
INABILITY TO PAY - HARDSHIP OR POVERTY**
(36 M.R.S. § 841)

Answer all questions. You may be requested to supply additional data to support your request. An application must be submitted each year for which abatement is requested. Pursuant to 36 M.R.S. § 841(2)(C), the municipality will provide a written decision within 30 days from the date they receive your completed application.

MUNICIPALITY: _____

1. Your name: _____

2. Address: _____

3. Location of your home: _____

4. Phone number: _____ Is this your primary residence? Yes ___ No ___

5. Your date of birth: _____

6. Marital status: Single ___ Married ___ Separated ___ Divorced ___ Widow/widower ___

7. Your family (Husband or wife and children; if none, enter your closest family member):

NAME	AGE	ADDRESS	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Briefly explain where your income/support comes from: _____

9. Real estate owned by you and your spouse, in addition to your home:

DESCRIPTION/LOCATION	ASSESSOR'S VALUE
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

10. Mortgage or other debts you owe on this property: \$ _____

11. Total value of bank accounts in your name and, if married,
in your spouse's name: \$ _____

12. Current cash value of securities or insurance you own: \$ _____

13. Brief description and value of other personal property you own, including cash:

14. Amount of annuity or pension you receive each year: \$ _____

15. Total annual cash income of applicant, and if married, of husband and wife, exclusive of annuity or pension of Item 14: \$ _____

16. Describe why you are requesting this abatement and why you feel you qualify:

I hereby apply for abatement of property taxes in accordance with 36 M.R.S. § 841, which permits municipal officers to make such abatements as they believe reasonable for reason of hardship or poverty.

Under penalties of perjury, I declare that I have examined this application and, to the best of my knowledge and belief, it is true, correct, and complete.

Date _____ Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

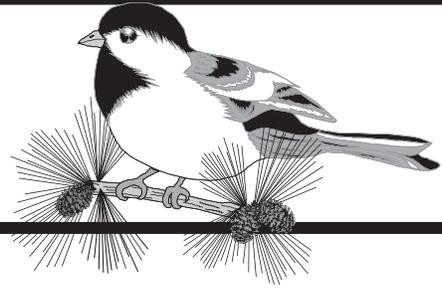
Property Tax for Year _____

Approved By: _____

Title: _____

Town of Mechanic Falls

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



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

~~1 M.R.S.A. §§401, et seq.~~

Adopted September 6, 2012

Amended April 6, 2020

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

DEFINITION:

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

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

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

GUIDELINES CONCERNING ACCESS TO PUBLIC PROCEDURES:

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

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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.

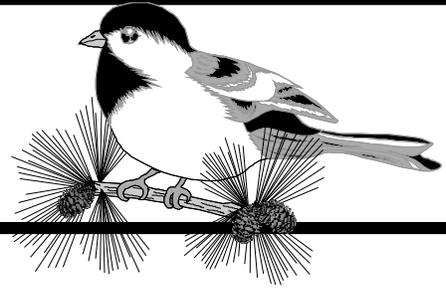
~~F.~~g. Fees for obtaining records will be charged pursuant to 1 M.R.S.A. §408. Fees may include the payment of costs incurred by the Town in searching for, retrieving, compiling, copying, translating, preparing for inspection and distribution of public records as may be allowed by 1 M.R.S.A. §408(3). 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.

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A Resolution of the Mechanic Falls Town Council April 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 4th day of May, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

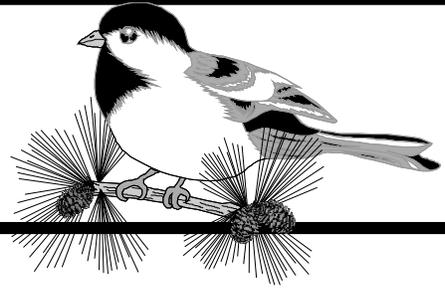
Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

Nick Konstantoulakis, Council Member

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A Resolution of the Mechanic Falls Town Council April 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 4th day of May, 2020.

Kieth Bennett, Council Chair

John Emery II, Council Member

Tarsha Downing, Council Vice-Chair

Rose Aikman, Council Member

Nick Konstantoulakis, Council Member