

Board of Selectpersons  
Tuesday, October 17, 2017  
7:00 PM - Town Office Conference Room

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**MINUTES**

8/15/17

9/5/17

**RECOGNITION OF VISITORS - ITEMS NOT ON THE AGENDA**

**REPORTS**

Town Manager's Report

Financial Reports

Department Reports

**COMMUNICATIONS**

**OLD BUSINESS**

**NEW BUSINESS**

Emergency Marijuana Ordinance

LaLiberte Agreement

Personnel Policy Update

Camp Connor

Budget Discussion

November 7 Election Ballot

Set Date for Public Hearing for Annual General Assistance changes

**ASSESSING BUSINESS**

Maine Valuation Report

Tree Growth Penalty M9 L8

**PAYABLES**

**ANY OTHER BUSINESS**

**CALENDAR**

**ADJOURNMENT**

**[SELECTPERSONS ACTIVE LIST](#)**

*Hilt Hollow – Ongoing*

*Spectrum Franchise Agreement*

**[OPEN COMMITTEE/BOARD SEATS](#)**

*Board of Appeals – 4 vacancies*

*Planning Board – 1 vacancy*

*Scholarship Committee – 1 vacancy*

*Library Trustees – 1 vacancy*

**POLAND BOARD OF SELECTPERSONS**  
**MINUTES OF MEETING**  
**August 15, 2017**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – Chairman Tetenman called the meeting to order at 7:00 PM with Selectperson Janice Kimball, Walter Gallagher, Mary-Beth Taylor and James Walker, Jr. present.

**MINUTES** – None

**RECOGNITION OF VISITORS** (A list of visitors who attended the meeting are attached)

**REPORTS**

**Town Manager Report**

**Financial Reports** – Selectperson Taylor moved to approve the financial reports as presented. Selectperson Kimball seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**COMMUNICATIONS** – HM Payson Statements

**OLD BUSINESS** – None

**NEW BUSINESS** – **RSU 16 Expansion** – John Hawley, Director of Operations for RSU 16 was present to discuss the proposed RSU 16 expansion. The expansion is to create additional classroom space at the Bruce M Whittier Middle School allowing the removal of the currently used modulars. Initially they came before the public stating the expansion would be 8 million dollars and it was clear to them that the townspeople were a little reserved about spending 8 million dollars. The building committee then scaled down the project to 5.7 million dollars. The committee made a full recommendation to the School Board to put forward the 5.7 million dollar project to a referendum vote at the November 7, 2017 election.

**Spirit of America Award**– The Town was invited to the presentation of the Spirit of America Awards on September 13<sup>th</sup> at 6:30 PM. Town Manager Matt Garside, Selectpersons Taylor, Walker and Tetenman will plan on attending

**Exception to Policy Discussion**– Town Manager was asked to grant an exception for a truck to travel on a no through trucking road. The policy does not give authority to the Town Manager to make that decision. He spoke to DPW and made a decision that the exception could be granted due to a safety concern. Town Manager Matt Garside requested that the Board give authority for exceptions to policy when certain circumstances arise that require us to deviate from the policies approved by the Townspeople. The Board asked Town Manager Matt Garside to look into the procedure of how an exception to policy could be made and executed.

**RFP for Municipal Complex** – The consensus of the Board was for Town Manager Matt Garside to put an RFP together for engineering services for the Municipal Complex as previous planned in the concept drawings to include any recommendations the engineering firms may have for changes.

**Sick Leave Policy/Summary Discussion** – Direction was given by the Board to draft a clearly written and exact amendment to the personnel policy for the sick leave policy payout. Stating that those hired before 12/31/2016 will receive a 33% payout each year for any hours over 480 hours of accumulated

of sick time. Those hired after that date will be capped at 480 hours accumulation and will not be able to accumulate any more hours therefore will not receive any payout annually. The payout of 33% of all accumulated sick time for all employees upon leaving in good standing or retiring will continue to be paid out.

**PAYABLES** – Motion by Selectperson Kimball to approve the bills payable in the amount of \$209,984.92. Selectperson Taylor seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**ANY OTHER BUSINESS** – Consensus of the Board was to hold a meeting with Town Manager Matt Garside regarding a review of his performance on Thursday, September 7<sup>th</sup> at 6:30 PM.

Consensus of the Board was to provide a list of cemeteries, with specific locations, that the Town is responsible for maintaining.

Public Works Director Adam Strout is looking at doing some work on Hardscrabble Road and can continue with the per ton price that we are contracted for if we combine it with the work we currently have going on. This would require a change order to be made. Selectperson Gallagher moved to approve a change order with Glidden for more asphalt with a price per ton of \$63.16 with a cost not to exceed our budgeted CIP line item amount. Selectperson Taylor seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**ADJOURN** – Selectperson Gallagher moved to adjourn. Selectperson Walker seconded the motion. Discussion: None  
Vote: 5 -yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectpersons

\_\_\_\_\_  
Walter J. Gallagher, Vice -Chairperson

\_\_\_\_\_  
Janice A. Kimball

\_\_\_\_\_  
Stanley L. Tetenman, Chairperson

\_\_\_\_\_  
James G. Walker, Jr.

\_\_\_\_\_  
Mary-Beth Taylor

**POLAND BOARD OF SELECTPERSONS**  
**MINUTES OF MEETING**  
**September 5, 2017**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – Chairman Tetenman called the meeting to order at 7:00 PM with Selectperson Janice Kimball, Walter Gallagher, Mary-Beth Taylor and James Walker, Jr. present.

**MINUTES** – Selectperson Gallagher moved to approve the minutes of August 1, 2017 as presented. Selectperson Taylor seconded the motion. Discussion: None  
Vote: 5-yes 0-no

Selectperson Gallagher moved to approve the minutes of August 8, 2017 as presented. Selectperson Walker seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**RECOGNITION OF VISITORS** (A list of visitors who attended the meeting are attached) Jessica Faye, House District 66 Representative was present to update the townspeople on legislative articles that the House is working on.

**REPORTS**

**Town Manager Report**

**Financial Reports** – Selectperson Gallagher moved to approve the financial reports as presented. Selectperson Taylor seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**COMMUNICATIONS** – None

**OLD BUSINESS** – None

**NEW BUSINESS** – **RFP for Municipal Complex** – Selectperson Gallagher moved to approve the Municipal Complex RFP as presented and to authorize distribution. Selectperson Taylor seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**RSU Community Advisory Committee** – The RSU 16 is looking for 3 townspeople, one from each town to be on a communication committee for the RSU 16. Please submit volunteer applications, a representative will be chosen for Poland at the Board meeting on September 19, 2017.

**ASSESSING BUSINESS** – Selectperson Kimball moved to approve a supplemental tax bill in the amount of \$196.88 for map 13 lot 50 RE account 1625. Selectperson Taylor seconded the motion. Discussion: None  
Vote: 5-yes 0-no

**PAYABLES** – Motion by Selectperson Gallagher to approve the FY18 bills payable in the amount of \$1,323,367.56. Selectperson Kimball seconded the motion. Discussion: None  
Vote: 5-yes 0-no

Motion by Selectperson Kimball to approve the FY17 bills payable in the amount of \$7,744.00. Selectperson Walker seconded the motion. Discussion: None

Vote: 5-yes 0-no

**ANY OTHER BUSINESS** – None

**ADJOURN** – Selectperson Gallagher moved to adjourn. Selectperson Taylor seconded the motion.

Discussion: None

Vote: 5 -yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectpersons

\_\_\_\_\_  
Walter J. Gallagher, Vice -Chairperson

\_\_\_\_\_  
Janice A. Kimball

\_\_\_\_\_  
Stanley L. Tetenman, Chairperson

\_\_\_\_\_  
James G. Walker, Jr.

\_\_\_\_\_  
Mary-Beth Taylor

## **Town Manager Report 17 October**

- Attended MMA Convention with Select Persons Taylor and Walker, Town Clerk, Finance Director and Code Enforcement Officer.
- Attended CEDC meeting.
- Met with one Poland business owner.
- Attended Harvest Festival at Shaker Village. Relationship building.
- With Finance Director met with Northeast Bank rep. Reviewed accounts, service.
- Attended Rail Coalition Meeting. Group is promoting passenger rail service.
- BETE. Assessor sent clarification on various line items to Maine Revenue.
- Oxford Dam. Met with Oxford Town Manager. Poland contributes \$5K annually for maintenance/repair of the dam. No major repairs this past year – just regular maintenance. Oxford Town Manager addressing concerns of several area residents on lake level.
- Library Sprinkler. PWC brought water to the Library for the sprinkler system. Piping etc to be installed Nov/Dec.
- PWC removed several trees in back of the Library. Reason for removal was to eliminate risk from falling branches that our insurer identified.
- Town Hall Bathrooms. Intend to remodel existing bathrooms in the basement and install a unisex bathroom on the upper floor.
- Town Office interior painting. Project to commence once painter is selected and schedule determined. Plan is to have minimal impact on customer service.
- Town Office A/C. Inoperable. Requires replacement.
- Conservation Committee. Attended meeting.
- RSU 16 meeting. Attended meeting at Elm Street School.
- MDOT RT 26/122. Met with Region Traffic Engineer. Identified locations for “No Parking” signs on RT 26/122. Expect these to be installed within the next four weeks. Will not get a speed study done. Instead, will request a “radar sign” be given to the Town.

- Personnel Policy Update. Marked up copy provided for review, clean copy ready for signature.
- LaLiberte Agreement.
- Budget guidance and schedule.

TO: Matt Garside, Town Manager  
FROM: Sharon Chammings, Finance Director  
DATE: October 13, 2017  
RE: Financial Statements for FY2018

We are 15 weeks (28.9%) into FY2018; 31.80% of budgeted expenditures have been spent and 31.19% of budgeted revenues have been received.

Tax payments have begun to come in; as of 10/12/17 we have received a little over 2.1 million dollars.

RHR Smith and Company Auditors will be in the Town Office the week of October 30<sup>th</sup> to perform the annual review of our financial position and municipal practices for Fiscal Year 2017 (which ending on June 30, 2017).



# BI-WEEKLY REVENUE REPORT

Fund: 10

October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
4010 - TOWN REPORT/NEWSLETTER AD	750.00	0.00	0.00	750.00	0.00
4015 - FOAA REVENUE	0.00	0.00	0.00	0.00	----
4020 - CASH REPORTING SHORT-OVER	0.00	-0.04	-0.28	0.28	----
4030 - CD DEBRIS	0.00	0.00	0.00	0.00	----
4050 - CEMETERY TRUST FUND ASSES	0.00	0.00	0.00	0.00	----
4060 - CABLE TV FRANCHISE DISTRI	47,000.00	0.00	0.00	47,000.00	0.00
4070 - URBAN RURAL INITIATIVE (LRAP)	70,000.00	0.00	0.00	70,000.00	0.00
4080 - MMWAC MEMBER DISTRIBUTION	0.00	0.00	0.00	0.00	----
4090 - MISC STATE DISTRIBUTIONS	0.00	0.00	0.00	0.00	----
4100 - STATE PARK DISTRIBUTIONS	5,000.00	0.00	0.00	5,000.00	0.00
4110 - STATE REVENUE DISTRIBUTIO	215,940.00	0.00	55,348.14	160,591.86	25.63
4120 - STATE TREE GROWTH FEE DIS	15,500.00	0.00	0.00	15,500.00	0.00
4130 - BOAT EXCISE	12,000.00	0.00	2,207.60	9,792.40	18.40
4140 - MOTOR VEHICLE EXCISE	1,050,000.00	40,692.21	344,248.07	705,751.93	32.79
4150 - AMBULANCE SERVICE FEES	160,000.00	-1,569.48	52,540.96	107,459.04	32.84
4151 - AMBULANCE MECHANIC FALLS	40,000.00	0.00	1,547.87	38,452.13	3.87
4155 - FIRE COPY REVENUE	0.00	0.00	0.00	0.00	----
4160 - ANIMAL LICENSE FEES & FIN	3,000.00	0.00	47.00	2,953.00	1.57
4170 - BUSINESS REGISTRATION FEE	1,000.00	0.00	30.00	970.00	3.00
4180 - CODE ENFORCEMENT FEES	40,000.00	3,562.75	20,736.55	19,263.45	51.84
4185 - COURT JUDGMENT INCOME	0.00	0.00	100.00	-100.00	----
4190 - CUSTOMER SERVICE FEES	1,000.00	49.38	375.76	624.24	37.58
4195 - HERITAGE VIDEO REVENUE	0.00	0.00	0.00	0.00	----
4200 - ELECTRICAL PERMIT FEES	7,500.00	83.00	1,086.64	6,413.36	14.49
4210 - INLAND FISHERIES AGENT FE	2,500.00	26.25	468.00	2,032.00	18.72
4220 - LIEN FEES	11,000.00	253.11	4,460.82	6,539.18	40.55
4230 - MOTOR VEHICLE FEES	21,000.00	709.00	6,132.00	14,868.00	29.20
4240 - PLUMBING PERMIT FEES	11,000.00	537.50	4,310.00	6,690.00	39.18
4245 - FIRE PERMIT FEES	200.00	0.00	0.00	200.00	0.00
4250 - RETURN CHECK FEES	900.00	0.00	174.60	725.40	19.40
4260 - SNOWMOBILE REGISTRATION F	1,100.00	0.00	0.00	1,100.00	0.00
4270 - SOLID WASTE SERVICE FEES	19,000.00	367.50	8,900.00	10,100.00	46.84
4280 - TOWN BUILDINGS RENTAL FEES	750.00	0.00	140.00	610.00	18.67
4285 - NON RESIDENT RECREATION FEES	1,000.00	0.00	0.00	1,000.00	0.00
4290 - VITAL STATISTICS	4,000.00	155.00	1,934.80	2,065.20	48.37
4295 - NON RESIDENT BEACH PERMITS	900.00	0.00	355.00	545.00	39.44
4300 - RSU16 Garage Bay Maintenance	5,000.00	0.00	1,268.75	3,731.25	25.38
4310 - GENERAL ASSIST REIMBURSEM	5,000.00	0.00	0.00	5,000.00	0.00
4320 - HOMESTEAD REIMBURSEMENT	135,000.00	0.00	180,774.00	-45,774.00	133.91
4330 - VETERANS EXEMPT REIMBURSE	3,600.00	0.00	0.00	3,600.00	0.00
4335 - INSURANCE REIMBURSEMENTS	0.00	0.00	4,910.00	-4,910.00	----
4340 - SOLID WASTE REVENUES	6,000.00	341.01	6,510.46	-510.46	108.51
4350 - SALE OF TIMBER	0.00	0.00	0.00	0.00	----
4360 - TAX ACQUIRED PROPERTY	0.00	0.00	0.00	0.00	----
4370 - TAX COMMITMENT REVENUE	0.00	0.00	10,699,438.59	-10,699,438.59	----
4380 - GAIN ON TAX ACQUIRED PROP	0.00	0.00	0.00	0.00	----
4390 - TAX PENALTY INTEREST	35,000.00	239.50	6,555.82	28,444.18	18.73
4400 - PAYMENTS IN LIEU OF TAXES	0.00	0.00	0.00	0.00	----
4420 - TIF REVENUES	0.00	0.00	0.00	0.00	----
4430 - USE OF CEMETERY FUNDS	0.00	0.00	0.00	0.00	----
4440 - USE OF RESERVES	0.00	0.00	0.00	0.00	----
4450 - USE OF TIF FUNDS	0.00	0.00	0.00	0.00	----
4460 - USE OF UNDESIGNATED FB	0.00	0.00	0.00	0.00	----
4470 - USE OF DESIGNATED FB	0.00	0.00	0.00	0.00	----
4480 - T&M COMMERCIAL FUNDING	0.00	0.00	0.00	0.00	----
4490 - MISCELLANEOUS GRANTS REVENUES	0.00	0.00	0.00	0.00	----
4500 - MISCELLANEOUS REVENUES	5,000.00	15.00	310.00	4,690.00	6.20
4510 - INVESTMENT INTEREST	9,000.00	0.00	18.27	8,981.73	0.20
4520 - SALE OF ASSETS	0.00	0.00	0.00	0.00	----
4530 - RESCUE CONTRACTUAL WRITE	0.00	0.00	0.00	0.00	----
4540 - BETE REIMBURSEMENT	320,000.00	0.00	0.00	320,000.00	0.00
4550 - FIRE BOND REVENUE	0.00	0.00	0.00	0.00	----
5000 - CAMP CONNOR OPERATION DONATION	0.00	0.00	1,115.00	-1,115.00	----
Final Totals	2,265,640.00	45,461.69	11,406,044.42	-9,140,404.42	503.44
4370 - TAX COMMITMENT REVENUE	0.00	0.00	10,699,438.59	-10,699,438.59	----
Budgeted Totals	2,265,640.00	45,461.69	706,605.83	1,559,034.17	31.19%

# BI-WEEKLY EXPENSE REPORT

Fund: 10  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
110 - ADMINISTRATI	554,268.00	24,480.40	177,917.30	376,350.70	32.10
01 - ADMIN	406,710.00	17,207.92	134,119.62	272,590.38	32.98
05 - CONTRACTED	85,270.00	4,669.00	20,516.87	64,753.13	24.06
06 - BLDGS & GRND	50,126.00	2,353.48	20,349.17	29,776.83	40.60
07 - CABLE TV	12,162.00	250.00	2,931.64	9,230.36	24.10
120 - COMM SERVCS	281,927.00	6,085.23	58,142.88	223,784.12	20.62
01 - PLANNING&DEV	99,802.00	3,219.84	24,145.84	75,656.16	24.19
02 - RECREATION	72,237.00	2,805.39	22,194.34	50,042.66	30.72
03 - HEALTH OFFCR	2,145.00	0.00	331.26	1,813.74	15.44
04 - BEACH MAINT	3,675.00	60.00	2,755.49	919.51	74.98
05 - CONSERVATION	10,000.00	0.00	3,000.00	7,000.00	30.00
06 - GENL ASSIST	10,000.00	0.00	1,715.95	8,284.05	17.16
08 - SOC SERVC AG	4,000.00	0.00	4,000.00	0.00	100.00
09 - RICKER LIB	80,068.00	0.00	0.00	80,068.00	0.00
130 - PUB WORKS	763,136.00	73,659.81	241,679.32	521,456.68	31.67
01 - PUBLIC WORKS	565,720.00	67,527.82	177,712.31	388,007.69	31.41
02 - SOLID WASTE	197,416.00	6,131.99	63,967.01	133,448.99	32.40
140 - PUB SAFETY	979,926.00	34,859.62	330,181.53	649,744.47	33.69
01 - FIRE RESCUE	655,794.00	31,963.48	192,207.27	463,586.73	29.31
02 - LAW ENFORCEM	240,096.00	35.27	112,044.96	128,051.04	46.67
03 - DISPATCHING	39,586.00	109.59	11,958.21	27,627.79	30.21
04 - ANIMAL CTRL	10,000.00	298.00	4,093.00	5,907.00	40.93
05 - STREET LIGHT	14,000.00	1,234.53	3,753.08	10,246.92	26.81
06 - FIREHYDRANTS	15,000.00	1,218.75	4,875.00	10,125.00	32.50
07 - EMER MANGMT	5,450.00	0.00	1,250.01	4,199.99	22.94
150 - FINAN SERVCS	10,007,316.59	13,046.17	2,676,182.85	7,331,133.74	26.74
01 - CONTINGENCY	0.00	0.00	0.00	0.00	----
02 - DEBT	215,630.00	0.00	193,836.98	21,793.02	89.89
03 - MUN INSURANC	47,000.00	5,092.30	27,212.30	19,787.70	57.90
04 - EE BENEFITS	526,068.00	7,953.87	141,347.37	384,720.63	26.87
06 - CIP	806,610.00	0.00	0.00	806,610.00	0.00
07 - RSU 16	6,941,358.59	0.00	2,313,786.20	4,627,572.39	33.33
10 - TIF TO PS 1	704,929.00	0.00	0.00	704,929.00	0.00
11 - TIF TO VILLA	641,324.00	0.00	0.00	641,324.00	0.00
12 - TIF TO PS 2	124,397.00	0.00	0.00	124,397.00	0.00
155 - MISC.	0.00	0.00	0.00	0.00	----
160 - COUNTY TAX	785,216.00	0.00	780,897.78	4,318.22	99.45
170 - OVERLAY	40,000.00	0.00	0.00	40,000.00	0.00
Final Totals	13,411,789.59	152,131.23	4,265,001.66	9,146,787.93	31.80

# BI-WEEKLY EXPENSE REPORT

Fund: 10  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
<b>110 - ADMINISTRATI</b>	<b>554,268.00</b>	<b>24,480.40</b>	<b>177,917.30</b>	<b>376,350.70</b>	<b>32.10</b>
<b>01 - ADMIN</b>	<b>406,710.00</b>	<b>17,207.92</b>	<b>134,119.62</b>	<b>272,590.38</b>	<b>32.98</b>
5100 - FT WAGES	304,838.00	13,884.01	97,790.45	207,047.55	32.08
5110 - OTHER WAGES	8,004.00	0.00	0.00	8,004.00	0.00
5120 - OT WAGES	1,000.00	0.00	19.06	980.94	1.91
5130 - ALLOWANCE	4,795.00	239.44	1,839.05	2,955.95	38.35
5140 - TRAINING	2,625.00	796.00	1,018.25	1,606.75	38.79
5200 - ELECTRICITY	8,500.00	0.00	2,310.60	6,189.40	27.18
5205 - PHONE	3,840.00	325.74	1,299.16	2,540.84	33.83
5215 - INTERNET	1,600.00	0.00	522.80	1,077.20	32.68
5220 - HEAT	12,500.00	220.93	517.99	11,982.01	4.14
5225 - WATER	1,800.00	133.76	598.73	1,201.27	33.26
5235 - POSTAGE	11,355.00	172.00	8,780.24	2,574.76	77.32
5320 - REG OF DEEDS	7,500.00	425.00	4,649.00	2,851.00	61.99
5330 - DUES/SUBSCR	16,030.00	0.00	9,026.01	7,003.99	56.31
5335 - ADVERTISING	1,350.00	164.40	637.60	712.40	47.23
5340 - PRINTING	7,205.00	0.00	175.92	7,029.08	2.44
5345 - BANK FEES	200.00	0.00	425.00	-225.00	212.50
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5360 - SPECIAL EVEN	3,500.00	700.00	700.00	2,800.00	20.00
5400 - OFFICE SUPP	7,500.00	146.64	3,438.76	4,061.24	45.85
5415 - ELECTION SUP	2,568.00	0.00	371.00	2,197.00	14.45
5420 - GRNDS SUPP	0.00	0.00	0.00	0.00	----
<b>05 - CONTRACTED</b>	<b>85,270.00</b>	<b>4,669.00</b>	<b>20,516.87</b>	<b>64,753.13</b>	<b>24.06</b>
5160 - ASSESS AGENT	32,500.00	2,375.00	9,500.00	23,000.00	29.23
5245 - OFF EQP/FEES	24,270.00	694.00	8,247.00	16,023.00	33.98
5305 - AUDIT	13,500.00	1,600.00	1,600.00	11,900.00	11.85
5315 - LEGAL	15,000.00	0.00	1,169.87	13,830.13	7.80
5325 - PLANNING	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5355 - PAYROLL SERV	0.00	0.00	0.00	0.00	----
<b>06 - BLDGS &amp; GRND</b>	<b>50,126.00</b>	<b>2,353.48</b>	<b>20,349.17</b>	<b>29,776.83</b>	<b>40.60</b>
5100 - FT WAGES	32,771.00	151.50	10,551.87	22,219.13	32.20
5120 - OT WAGES	0.00	0.00	871.12	-871.12	----
5420 - GRNDS SUPP	17,355.00	2,201.98	8,926.18	8,428.82	51.43
<b>07 - CABLE TV</b>	<b>12,162.00</b>	<b>250.00</b>	<b>2,931.64</b>	<b>9,230.36</b>	<b>24.10</b>
5110 - OTHER WAGES	8,227.00	0.00	1,931.64	6,295.36	23.48
5245 - OFF EQP/FEES	500.00	0.00	0.00	500.00	0.00
5350 - PROF SERVICE	3,300.00	250.00	1,000.00	2,300.00	30.30
5400 - OFFICE SUPP	135.00	0.00	0.00	135.00	0.00
<b>120 - COMM SERVCS</b>	<b>281,927.00</b>	<b>6,085.23</b>	<b>58,142.88</b>	<b>223,784.12</b>	<b>20.62</b>
<b>01 - PLANNING&amp;DEV</b>	<b>99,802.00</b>	<b>3,219.84</b>	<b>24,145.84</b>	<b>75,656.16</b>	<b>24.19</b>
5100 - FT WAGES	58,710.00	1,923.20	11,252.45	47,457.55	19.17
5110 - OTHER WAGES	23,792.00	1,023.02	9,120.68	14,671.32	38.34
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
5130 - ALLOWANCE	5,000.00	273.62	941.16	4,058.84	18.82
5140 - TRAINING	1,000.00	0.00	297.50	702.50	29.75
5245 - OFF EQP/FEES	2,600.00	0.00	2,000.00	600.00	76.92
5325 - PLANNING	7,500.00	0.00	399.05	7,100.95	5.32
5330 - DUES/SUBSCR	1,200.00	0.00	135.00	1,065.00	11.25
<b>02 - RECREATION</b>	<b>72,237.00</b>	<b>2,805.39</b>	<b>22,194.34</b>	<b>50,042.66</b>	<b>30.72</b>
5100 - FT WAGES	57,755.00	2,188.80	17,360.47	40,394.53	30.06

# BI-WEEKLY EXPENSE REPORT

Fund: 10  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
<b>120 - COMM SERVCS CONT'D</b>					
5110 - OTHER WAGES	14,482.00	616.59	4,833.87	9,648.13	33.38
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
<b>03 - HEALTH OFFCR</b>	<b>2,145.00</b>	<b>0.00</b>	<b>331.26</b>	<b>1,813.74</b>	<b>15.44</b>
5110 - OTHER WAGES	1,325.00	0.00	331.26	993.74	25.00
5130 - ALLOWANCE	300.00	0.00	0.00	300.00	0.00
5410 - EQUIP SUPP	520.00	0.00	0.00	520.00	0.00
<b>04 - BEACH MAINT</b>	<b>3,675.00</b>	<b>60.00</b>	<b>2,755.49</b>	<b>919.51</b>	<b>74.98</b>
5110 - OTHER WAGES	2,550.00	0.00	2,420.00	130.00	94.90
5210 - MAIN-REPAIRS	1,125.00	60.00	335.49	789.51	29.82
<b>05 - CONSERVATION</b>	<b>10,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>7,000.00</b>	<b>30.00</b>
5210 - MAIN-REPAIRS	0.00	0.00	0.00	0.00	----
5311 - LAKE PROTECT	3,000.00	0.00	3,000.00	0.00	100.00
5312 - PCC	2,000.00	0.00	0.00	2,000.00	0.00
5313 - CONS DAM REP	5,000.00	0.00	0.00	5,000.00	0.00
5325 - PLANNING	0.00	0.00	0.00	0.00	----
<b>06 - GENL ASSIST</b>	<b>10,000.00</b>	<b>0.00</b>	<b>1,715.95</b>	<b>8,284.05</b>	<b>17.16</b>
<b>08 - SOC SERVC AG</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>100.00</b>
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5530 - RED CROSS	1,000.00	0.00	1,000.00	0.00	100.00
5535 - COM CONCEPTS	3,000.00	0.00	3,000.00	0.00	100.00
<b>09 - RICKER LIB</b>	<b>80,068.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,068.00</b>	<b>0.00</b>
<b>130 - PUB WORKS</b>	<b>763,136.00</b>	<b>73,659.81</b>	<b>241,679.32</b>	<b>521,456.68</b>	<b>31.67</b>
<b>01 - PUBLIC WORKS</b>	<b>565,720.00</b>	<b>67,527.82</b>	<b>177,712.31</b>	<b>388,007.69</b>	<b>31.41</b>
5100 - FT WAGES	154,778.00	10,485.60	75,143.48	79,634.52	48.55
5110 - OTHER WAGES	12,666.00	1,236.32	7,787.46	4,878.54	61.48
5120 - OT WAGES	2,200.00	204.23	519.49	1,680.51	23.61
5130 - ALLOWANCE	6,000.00	0.00	132.89	5,867.11	2.21
5140 - TRAINING	750.00	0.00	55.55	694.45	7.41
5200 - ELECTRICITY	5,000.00	0.00	852.89	4,147.11	17.06
5205 - PHONE	500.00	35.56	139.09	360.91	27.82
5210 - MAIN-REPAIRS	10,000.00	377.03	724.47	9,275.53	7.24
5215 - INTERNET	800.00	0.00	319.80	480.20	39.98
5220 - HEAT	4,000.00	0.00	0.00	4,000.00	0.00
5225 - WATER	400.00	15.04	60.16	339.84	15.04
5230 - VEHICLES	19,500.00	1,389.18	12,080.65	7,419.35	61.95
5240 - GAS/DIESEL	18,000.00	0.00	0.00	18,000.00	0.00
5330 - DUES/SUBSCR	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	750.00	0.00	0.00	750.00	0.00
5365 - PHYS/DRUG SC	1,500.00	0.00	53.00	1,447.00	3.53
5375 - RENTAL EQUIP	17,900.00	5,215.75	14,668.13	3,231.87	81.94
5380 - CATCHBS CLN	3,600.00	0.00	0.00	3,600.00	0.00
5390 - TREE CUTTING	2,500.00	0.00	2,380.00	120.00	95.20
5400 - OFFICE SUPP	0.00	0.00	0.00	0.00	----
5430 - ROAD SUPP	0.00	0.00	0.00	0.00	----
5435 - PROT CLOTHIN	1,200.00	0.00	226.90	973.10	18.91
5445 - CULVERTS	8,000.00	6,003.38	7,998.05	1.95	99.98
5450 - EROSION MAT	6,000.00	0.00	2,742.74	3,257.26	45.71
5452 - ROAD STRIPIN	9,000.00	0.00	0.00	9,000.00	0.00
5455 - GRAVEL	15,000.00	10,356.95	14,999.97	0.03	100.00
5460 - SURF PATCH	9,000.00	158.01	3,530.98	5,469.02	39.23
5475 - SIGNS	3,500.00	0.00	225.75	3,274.25	6.45
5480 - TOOLS, PARTS	2,800.00	0.00	245.69	2,554.31	8.77

# BI-WEEKLY EXPENSE REPORT

Fund: 10  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
<b>130 - PUB WORKS CONT'D</b>					
5485 - WELDING SUP	300.00	0.00	151.75	148.25	50.58
5490 - MEDICAL SUP	0.00	0.00	0.00	0.00	----
6100 - FT WAGE SNOW	103,185.00	0.00	0.00	103,185.00	0.00
6110 - OTHR WGE SNO	6,631.00	0.00	0.00	6,631.00	0.00
6120 - OT WAGE SNOW	20,000.00	0.00	0.00	20,000.00	0.00
6230 - VEHICLES SNO	19,500.00	0.00	149.94	19,350.06	0.77
6240 - GAS/DSL SNOW	24,300.00	0.00	0.00	24,300.00	0.00
6375 - RENT EQ SNOW	1,800.00	0.00	0.00	1,800.00	0.00
6450 - EROS MAT SNO	600.00	0.00	0.00	600.00	0.00
6455 - GRAVEL SNOW	1,800.00	435.23	435.23	1,364.77	24.18
6460 - SURF PAT SNO	1,000.00	0.00	0.00	1,000.00	0.00
6465 - SALT SNO&ICE	52,000.00	31,548.74	31,548.74	20,451.26	60.67
6467 - SAND SNO&ICE	7,500.00	0.00	0.00	7,500.00	0.00
6470 - CUT EDGE SNO	10,000.00	0.00	472.71	9,527.29	4.73
6475 - SIGNS SNO&IC	660.00	0.00	0.00	660.00	0.00
6480 - TLS/PART SNO	700.00	66.80	66.80	633.20	9.54
6485 - WELD SUP SNO	400.00	0.00	0.00	400.00	0.00
<b>02 - SOLID WASTE</b>	<b>197,416.00</b>	<b>6,131.99</b>	<b>63,967.01</b>	<b>133,448.99</b>	<b>32.40</b>
5100 - FT WAGES	64,176.00	1,642.40	19,650.09	44,525.91	30.62
5110 - OTHER WAGES	16,000.00	795.00	7,704.49	8,295.51	48.15
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
5130 - ALLOWANCE	1,500.00	0.00	225.00	1,275.00	15.00
5140 - TRAINING	150.00	0.00	55.55	94.45	37.03
5200 - ELECTRICITY	3,000.00	0.00	526.68	2,473.32	17.56
5205 - PHONE	340.00	38.59	153.51	186.49	45.15
5210 - MAIN-REPAIRS	2,000.00	0.00	1,385.40	614.60	69.27
5220 - HEAT	800.00	0.00	0.00	800.00	0.00
5230 - VEHICLES	1,000.00	0.00	0.00	1,000.00	0.00
5240 - GAS/DIESEL	1,000.00	0.00	0.00	1,000.00	0.00
5270 - MSW TIPPING	60,000.00	2,687.55	17,834.59	42,165.41	29.72
5275 - RECY & PULL	30,000.00	806.20	8,380.30	21,619.70	27.93
5280 - TIRE DISPOS	1,000.00	0.00	0.00	1,000.00	0.00
5285 - BULK & GRIND	10,000.00	0.00	7,207.34	2,792.66	72.07
5290 - HHW DISP	1,000.00	87.00	410.32	589.68	41.03
5296 - COMPOSTING	900.00	75.25	301.00	599.00	33.44
5330 - DUES/SUBSCR	500.00	0.00	0.00	500.00	0.00
5410 - EQUIP SUPP	1,000.00	0.00	55.35	944.65	5.54
5420 - GRNDS SUPP	2,800.00	0.00	77.39	2,722.61	2.76
5480 - TOOLS, PARTS	250.00	0.00	0.00	250.00	0.00
<b>140 - PUB SAFETY</b>					
<b>01 - FIRE RESCUE</b>	<b>655,794.00</b>	<b>31,963.48</b>	<b>192,207.27</b>	<b>463,586.73</b>	<b>29.31</b>
5100 - FT WAGES	232,050.00	8,261.12	65,628.46	166,421.54	28.28
5110 - OTHER WAGES	262,644.00	10,736.37	83,123.49	179,520.51	31.65
5120 - OT WAGES	16,500.00	520.54	6,191.17	10,308.83	37.52
5130 - ALLOWANCE	3,350.00	0.00	120.00	3,230.00	3.58
5140 - TRAINING	9,000.00	910.00	3,410.55	5,589.45	37.90
5200 - ELECTRICITY	12,000.00	0.00	2,979.37	9,020.63	24.83
5205 - PHONE	4,500.00	160.28	1,216.48	3,283.52	27.03
5210 - MAIN-REPAIRS	0.00	0.00	0.00	0.00	----
5220 - HEAT	9,000.00	0.00	0.00	9,000.00	0.00
5225 - WATER	1,500.00	153.59	603.14	896.86	40.21
5230 - VEHICLES	17,000.00	4,263.54	5,170.23	11,829.77	30.41

# BI-WEEKLY EXPENSE REPORT

Fund: 10  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
<b>140 - PUB SAFETY CONT'D</b>					
5240 - GAS/DIESEL	10,800.00	0.00	0.00	10,800.00	0.00
5245 - OFF EQP/FEES	14,850.00	730.00	4,787.90	10,062.10	32.24
5310 - MINOR DNU	0.00	0.00	0.00	0.00	----
5330 - DUES/SUBSCR	3,100.00	190.76	714.74	2,385.26	23.06
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5365 - PHYS/DRUG SC	3,500.00	0.00	24.00	3,476.00	0.69
5370 - WASTE DISPOS	1,000.00	0.00	0.00	1,000.00	0.00
5400 - OFFICE SUPP	5,500.00	234.75	1,256.60	4,243.40	22.85
5410 - EQUIP SUPP	15,000.00	4,310.00	7,428.74	7,571.26	49.52
5420 - GRNDS SUPP	11,500.00	333.20	3,045.69	8,454.31	26.48
5435 - PROT CLOTHIN	5,000.00	175.00	1,137.32	3,862.68	22.75
5490 - MEDICAL SUP	16,000.00	984.33	5,281.12	10,718.88	33.01
5495 - OSHA EQUIP	2,000.00	0.00	88.27	1,911.73	4.41
<b>02 - LAW ENFORCEM</b>	<b>240,096.00</b>	<b>35.27</b>	<b>112,044.96</b>	<b>128,051.04</b>	<b>46.67</b>
5205 - PHONE	400.00	35.27	146.96	253.04	36.74
5210 - MAIN-REPAIRS	300.00	0.00	0.00	300.00	0.00
5230 - VEHICLES	600.00	0.00	0.00	600.00	0.00
5240 - GAS/DIESEL	15,000.00	0.00	0.00	15,000.00	0.00
5350 - PROF SERVICE	223,796.00	0.00	111,898.00	111,898.00	50.00
<b>03 - DISPATCHING</b>	<b>39,586.00</b>	<b>109.59</b>	<b>11,958.21</b>	<b>27,627.79</b>	<b>30.21</b>
<b>04 - ANIMAL CTRL</b>	<b>10,000.00</b>	<b>298.00</b>	<b>4,093.00</b>	<b>5,907.00</b>	<b>40.93</b>
<b>05 - STREET LIGHT</b>	<b>14,000.00</b>	<b>1,234.53</b>	<b>3,753.08</b>	<b>10,246.92</b>	<b>26.81</b>
<b>06 - FIREHYDRANTS</b>	<b>15,000.00</b>	<b>1,218.75</b>	<b>4,875.00</b>	<b>10,125.00</b>	<b>32.50</b>
<b>07 - EMER MANGMT</b>	<b>5,450.00</b>	<b>0.00</b>	<b>1,250.01</b>	<b>4,199.99</b>	<b>22.94</b>
5110 - OTHER WAGES	5,000.00	0.00	1,250.01	3,749.99	25.00
5130 - ALLOWANCE	450.00	0.00	0.00	450.00	0.00
5245 - OFF EQP/FEES	0.00	0.00	0.00	0.00	----
<b>150 - FINAN SERVCS</b>	<b>10,007,316.59</b>	<b>13,046.17</b>	<b>2,676,182.85</b>	<b>7,331,133.74</b>	<b>26.74</b>
<b>01 - CONTINGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>----</b>
<b>02 - DEBT</b>	<b>215,630.00</b>	<b>0.00</b>	<b>193,836.98</b>	<b>21,793.02</b>	<b>89.89</b>
5715 - DEBT MMWAC	0.00	0.00	0.00	0.00	----
5720 - DEBT PWD GAR	83,932.00	0.00	84,648.52	-716.52	100.85
5725 - DEBT PLAIN R	0.00	0.00	0.00	0.00	----
5730 - FIRE STATION	131,698.00	0.00	109,188.46	22,509.54	82.91
<b>03 - MUN INSURANC</b>	<b>47,000.00</b>	<b>5,092.30</b>	<b>27,212.30</b>	<b>19,787.70</b>	<b>57.90</b>
<b>04 - EE BENEFITS</b>	<b>526,068.00</b>	<b>7,953.87</b>	<b>141,347.37</b>	<b>384,720.63</b>	<b>26.87</b>
5810 - HEALTH INS	269,753.00	184.60	83,765.25	185,987.75	31.05
5815 - ICMA/MPRS	76,310.00	497.78	9,923.18	66,386.82	13.00
5820 - SOC SEC/FICA	108,430.00	3,979.29	33,540.29	74,889.71	30.93
5825 - WORKER'S COM	42,775.00	0.00	6,514.25	36,260.75	15.23
5830 - UNEMPLOY	22,000.00	3,292.20	6,584.40	15,415.60	29.93
5835 - SICK PAYOUT	4,000.00	0.00	0.00	4,000.00	0.00
5840 - VOLUNT INS	1,500.00	0.00	1,020.00	480.00	68.00
5845 - SAFETY WELL	1,000.00	0.00	0.00	1,000.00	0.00
5850 - EDUC INCENT	300.00	0.00	0.00	300.00	0.00
<b>06 - CIP</b>	<b>806,610.00</b>	<b>0.00</b>	<b>0.00</b>	<b>806,610.00</b>	<b>0.00</b>
<b>07 - RSU 16</b>	<b>6,941,358.59</b>	<b>0.00</b>	<b>2,313,786.20</b>	<b>4,627,572.39</b>	<b>33.33</b>
<b>10 - TIF TO PS 1</b>	<b>704,929.00</b>	<b>0.00</b>	<b>0.00</b>	<b>704,929.00</b>	<b>0.00</b>
<b>11 - TIF TO VILLA</b>	<b>641,324.00</b>	<b>0.00</b>	<b>0.00</b>	<b>641,324.00</b>	<b>0.00</b>
<b>12 - TIF TO PS 2</b>	<b>124,397.00</b>	<b>0.00</b>	<b>0.00</b>	<b>124,397.00</b>	<b>0.00</b>
<b>155 - MISC.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>----</b>

# BI-WEEKLY EXPENSE REPORT

Fund: 10  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
160 - COUNTY TAX CONT'D					
160 - COUNTY TAX	785,216.00	0.00	780,897.78	4,318.22	99.45
170 - OVERLAY	40,000.00	0.00	0.00	40,000.00	0.00
Final Totals	13,411,789.59	152,131.23	4,265,001.66	9,146,787.93	31.80

# BI-WEEKLY EXPENSE REPORT

Fund: 40  
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
400 - PSB TIF 1	595,298.00	0.00	319,474.72	275,823.28	53.67
<b>01 - PSB TIF I</b>	<b>595,298.00</b>	<b>0.00</b>	<b>319,474.72</b>	<b>275,823.28</b>	<b>53.67</b>
5230 - VEHICLES	0.00	0.00	0.00	0.00	----
5250 - DEBT SVC	332,624.00	0.00	311,785.17	20,838.83	93.74
5260 - FINAN OUTLAY	17,429.00	0.00	0.00	17,429.00	0.00
5265 - PSB 40% PYBK	186,595.00	0.00	0.00	186,595.00	0.00
5345 - BANK FEES	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	2,500.00	0.00	142.50	2,357.50	5.70
5410 - EQUIP SUPP	28,000.00	0.00	645.30	27,354.70	2.30
5620 - HYDRANT	28,150.00	0.00	6,901.75	21,248.25	24.52
401 - PSB TIF 2	581,248.00	237,744.32	239,799.37	341,448.63	41.26
<b>01 - PSB TIF 2</b>	<b>581,248.00</b>	<b>237,744.32</b>	<b>239,799.37</b>	<b>341,448.63</b>	<b>41.26</b>
5200 - ELECTRICITY	480.00	0.00	0.00	480.00	0.00
5250 - DEBT SVC	272,538.00	237,572.88	237,572.88	34,965.12	87.17
5260 - FINAN OUTLAY	9,749.00	0.00	0.00	9,749.00	0.00
5265 - PSB 40% PYBK	251,741.00	0.00	0.00	251,741.00	0.00
5345 - BANK FEES	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	2,500.00	0.00	0.00	2,500.00	0.00
5620 - HYDRANT	0.00	0.00	0.00	0.00	----
5650 - CEDC	44,240.00	171.44	2,226.49	42,013.51	5.03
402 - DTV TIF	84,620.00	9,944.45	48,183.03	36,436.97	56.94
<b>01 - DTV TIF</b>	<b>84,620.00</b>	<b>9,944.45</b>	<b>48,183.03</b>	<b>36,436.97</b>	<b>56.94</b>
5250 - DEBT SVC	51,494.00	9,898.87	47,591.12	3,902.88	92.42
5260 - FINAN OUTLAY	2,361.00	0.00	0.00	2,361.00	0.00
5345 - BANK FEES	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	2,000.00	0.00	0.00	2,000.00	0.00
5410 - EQUIP SUPP	2,500.00	0.00	0.00	2,500.00	0.00
5620 - HYDRANT	0.00	0.00	0.00	0.00	----
5630 - JTK 50% PYBK	14,505.00	0.00	0.00	14,505.00	0.00
5650 - CEDC	11,760.00	45.58	591.91	11,168.09	5.03
<b>Final Totals</b>	<b>1,261,166.00</b>	<b>247,688.77</b>	<b>607,457.12</b>	<b>653,708.88</b>	<b>48.17</b>



10/13/2017 **FY2018 LIBRARY REVENUES & EXPENSES**

Department	Budget	Current Month	Year To Date	Balance	Percent
<b>RICKER LIBRARY</b>					
REVENUES	150,337.00	0.00	17,471.44	132,865.56	11.62%
EXPENSES	150,337.00	5,649.60	37,296.16	113,040.84	24.81%
<b>Net Profit / (Loss)</b>	<b>0.00</b>	<b>(5,649.60)</b>	<b>(19,824.72)</b>	<b>19,824.72</b>	

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**FY2017 PCC REVENUES & EXPENSES**

Beginning of year balance: \$ 8,143.16

**Money in:**

7/1/17 Town's Appropriation \$ 2,000.00

7/1/16 Easement Project \$ 5,515.25

**Money out:**

NEFF Invoice \$ 5,903.00

Current Balance \$ 9,755.41

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**Total PW wages**

10/13/2017

Account	Budget	Budget	Budget Total	YTD	YTD	YTD Total	Unexpended Balance	Percent Spent
130 - PUB WORKS								
01 - PUBLIC WORKS								
5100 - FT WAGES	154,778.00	103,185.00	257,963.00	75,143.48	0.00	75,143.48	182,819.52	29.13%
5110 - OTHER WAGES	12,666.00	6,631.00	19,297.00	7,787.46	0.00	7,787.46	11,509.54	40.36%
5120 - OT WAGES	2,200.00	20,000.00	22,200.00	519.49	0.00	519.49	21,680.51	2.34%
6100 - FT WAGE SNOW	103,185.00			0.00				
6110 - OTHR WGE SNO	6,631.00			0.00				
6120 - OT WAGE SNOW	20,000.00			0.00				

10/13/2017

**RECREATION**

Enterprise Fund

September

<b>RECREATION PROGRAMS</b>	<b>Beginning Balance</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Balance</b>
ART CLASS	\$ 1,125.00	385.00	0.00	\$ 1,510.00
BASEBALL	\$ 13,052.89	43.00	0.00	\$ 13,095.89
BASKETBALL	\$ 2,835.59	49.00	18.98	\$ 2,865.61
CHEERING	\$ 16,064.90	219.00	100.00	\$ 16,183.90
COMMUNITY GARDEN	\$ 242.37	0.00	0.00	\$ 242.37
DESTINATION IMAGINATION	\$ 1,517.27	0.00	0.00	\$ 1,517.27
DRAMA	\$ 4,643.59	0.00	0.00	\$ 4,643.59
FOOTBALL	\$ 28,294.96	8,292.71	8,557.20	\$ 28,030.47
KARATE	\$ 210.00	0.00	0.00	\$ 210.00
PICKLE BALL	\$ 919.53	142.00	37.96	\$ 1,023.57
SCHOLARSHIP	\$ 877.50	0.00	0.00	\$ 877.50
SOCCER	\$ 1,298.36	1025.00	943.67	\$ 1,379.69
SOFTBALL	\$ (1,131.99)	0.00	0.00	\$ (1,131.99)
SUMMER RECREATION	\$ 94,341.32	759.32	1,275.00	\$ 93,825.64
SWIM LESSONS	\$ 135.00	0.00	0.00	\$ 135.00
TEEN ADVENTURE	\$ 8,370.55	25.57	997.39	\$ 7,398.73
TUMBLING	\$ 5,430.50	670.00	450.00	\$ 5,650.50
TRAILS	\$ 1,729.77	0.00	0.00	\$ 1,729.77
VOLLEYBALL	\$ 249.00	0.00	0.00	\$ 249.00
YOGA	\$ 802.75	60.00	0	\$ 862.75
ZUMBA	\$ 1,238.00	20.00	0	\$ 1,258.00
<b>Program Totals</b>	\$ 182,246.86	\$ 11,690.60	\$ 12,380.20	\$ 181,557.26
<b>OTHER REVENUE</b>				
DISCOUNT TICKET REVENUE		0.00		\$ -
LOST VALLEY SKI		0.00		\$ -
TABLE/CHAIR RENT		42.00		\$ 42.00
TRI-TOWN SENIOR CLUB		60.00	148.75	\$ (88.75)
OPERATING/MISCELLANEOUS				\$ -
<b>Total Other Revenues</b>	\$ -	\$ 102.00	\$ 148.75	\$ (46.75)
<b>OTHER EXPENSES</b>				
Program Misc. Expenses			718.50	\$ 718.50
Operating Expenses			2124.33	\$ 2,124.33
<b>Total Other Expenses</b>	\$ -	\$ -	\$ 2,842.83	\$ 2,842.83
<b>Final Totals</b>	\$ 182,246.86	\$ 11,792.60	\$ 15,371.78	\$ 178,667.68

Town of Poland Capital Improvement FYE18					
MUNICIPAL FACILITIES RESERVES					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ 233,288</b>				
TECHNOLOGY	\$ 1,283	\$ 10,000	\$ 11,283	\$ 5,800	\$ 5,483
Town Hall - Continued Repairs	\$ 36,658	\$ -	\$ 38,109		\$ 36,658
Town Office - Interior Renovation	\$ 8,930	\$ -	\$ 8,930		\$ 8,930
Town Buildings - Exterior Painting	\$ 10,014	\$ -	\$ 10,014		\$ 10,014
Library Sprinkler System	\$ 33,891	\$ -	\$ 33,891		\$ 33,891
Furnace Replacement	\$ 4,000	\$ -	\$ 4,000		\$ 4,000
Library Office Remodel	\$ 6,000	\$ -	\$ 6,000		\$ 6,000
Cable Access Equipment	\$ 8,000	\$ 2,000	\$ 10,000		\$ 10,000
Town Owned Bldgs/Property Improvements from Timber	\$ 124,512	\$ -	\$ 124,512	\$ 7,893	\$ 116,619
<b>Totals:</b>	<b>\$ 233,288</b>	<b>\$ 12,000</b>	<b>\$ 245,288</b>	<b>\$ 13,693</b>	<b>\$ 231,595</b>

**Town of Poland Capital Improvement  
FYE18**

**ROAD RESERVES**

	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ (11,874)</b>				
Crack Sealing	\$ 16,201	5,000	\$ 21,201	13,894	\$ 7,307
Infrastructure	\$ (29,850)	\$ 425,000	\$ 395,150	\$ 247,689	\$ 147,461
<b>Totals:</b>	<b>\$ (13,649)</b>	<b>\$ 430,000</b>	<b>\$ 416,351</b>	<b>\$ 261,583</b>	<b>\$ 154,768</b>

Town of Poland Capital Improvement FYE18					
PUBLIC WORKS RESERVES					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ 880,138</b>				
2014 Pick-up Truck w/plow	\$ 9,114	\$ 5,000	\$ 14,114		\$ 14,114
2003 Dump Truck Freight. (spare vehicle)	\$ 108,548	\$ 45,000	\$ 153,548		\$ 153,548
2005 Dump Truck Sterling	\$ 131,383	\$ 20,000	\$ 151,383		\$ 151,383
2001 Dump Truck International	\$ 189,398	\$ 10,000	\$ 199,398	\$ 178,371	\$ 21,027
2007 Backhoe CAT	\$ 60,868	\$ 15,000	\$ 75,868		\$ 75,868
2008 Loader CAT	\$ 89,400	\$ 20,000	\$ 109,400		\$ 109,400
2008 10W Dump Truck Int'l	\$ 87,061	\$ 20,000	\$ 107,061		\$ 107,061
2010 10W Dump Truck Int'l	\$ 76,609	\$ 20,000	\$ 96,609		\$ 96,609
2005 One Ton Truck GMC 1.5	\$ 91,700	\$ 20,000	\$ 111,700		\$ 111,700
2009 One Ton Truck GMC Chev.	\$ 33,460	\$ 5,000	\$ 38,460		\$ 38,460
Multi Use Mini Tractor	\$ 2,597	\$ -	\$ 2,597		\$ 2,597
<b>Totals:</b>	<b>\$ 880,138</b>	<b>\$ 180,000</b>	<b>\$ 1,060,138</b>	<b>\$ 178,371</b>	<b>\$ 881,767</b>

Town of Poland Capital Improvement FYE18					
FIRE RESCUE RESERVES					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ 208,904</b>				
Engine #2	\$ 20,680	\$ 20,000	\$ 40,680		\$ 40,680
Engine #3	\$ 6,000	\$ 20,000	\$ 26,000		\$ 26,000
Tank 6	\$ 89,000	\$ 15,000	\$ 104,000		\$ 104,000
Utility #1	\$ 22,580	\$ 5,000	\$ 27,580		\$ 27,580
Squad #1	\$ (1,734)	\$ -	\$ (1,734)		\$ (1,734)
Squad #2	\$ 47,586	\$ -	\$ 47,586		\$ 47,586
Chief's Vehicle	\$ 10,000	\$ 14,980	\$ 24,980		\$ 24,980
Scott Air Bottles	\$ (54)	\$ 26,540	\$ 26,486		\$ 26,486
Life Pack 12 Monitors	\$ 2,413	\$ 9,990	\$ 12,403		\$ 12,403
Radios/Thermo Image/Defibs	\$ 4,351	\$ 14,990	\$ 19,341		\$ 19,341
Turn Out Gear	\$ 8,082	\$ 10,000	\$ 18,082		\$ 18,082
Dry Hydrants	\$ -	\$ 3,500	\$ 3,500		\$ 3,500
<b>Totals:</b>	<b>\$ 208,904</b>	<b>\$ 140,000</b>	<b>\$ 348,904</b>	<b>\$ -</b>	<b>\$ 348,904</b>

Town of Poland Capital Improvement FYE18						
LAW ENFORCEMENT RESERVES						
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Appropriation	
<b>FY17 Ending Balance:</b>	<b>\$ 105</b>					
Patrol Vehicle 1	\$ -	5,750	\$ 5,750		\$ 5,750	
Patrol Vehicle 2	\$ 5,400	5,750	\$ 11,150		\$ 11,150	
Vehicles & Equipment	\$ 274	1,000	\$ 1,274		\$ 1,274	
<b>Totals:</b>	<b>\$ 5,674</b>	<b>\$ 12,500</b>	<b>\$ 18,174</b>	<b>\$ -</b>	<b>\$ 18,174</b>	



Town of Poland Capital Improvement FYE18					
SOLID WASTE					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ 16,268</b>				
Compactor Replacement	\$ 12,518	\$ 7,500	\$ 20,018		\$ 20,018
Roll-Over Containers	\$ 3,750	\$ 2,000	\$ 5,750		\$ 5,750
<b>Totals:</b>	<b>\$ 16,268</b>	<b>\$ 9,500</b>	<b>\$ 25,768</b>	<b>\$ -</b>	<b>\$ 25,768</b>

Town of Poland Capital Improvement FYE18					
RECREATION RESERVES					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ (159)</b>				
Ball Fields/Storage	\$ (159)	\$ 6,800	\$ 6,641	\$ 1,987	\$ 4,654
Beach Repairs & Maintenance	\$ -	\$ 2,000	\$ 2,000	\$ 1,545	\$ 455
<b>Totals:</b>	<b>\$ (159)</b>	<b>\$ 8,800</b>	<b>\$ 8,641</b>	<b>\$ 3,532</b>	<b>\$ 5,109</b>

Town of Poland FYE18						
CONTINGENCY RESERVE						
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance	
<b>FY17 Ending Balance:</b>	<b>\$ 2,690</b>					
Unforeseen Expenses	\$ 2,690	\$ 310	\$ 3,000	\$ 0	\$ 3,000	
<b>Totals:</b>	<b>\$ 2,690</b>	<b>\$ 310</b>	<b>\$ 3,000</b>	<b>\$ 0</b>	<b>\$ 3,000</b>	

Town of Poland Capital Improvement FYE18					
REVALUATION RESERVES					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	\$ 75,000				
Real Estate Revaluation	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ 75,000
<b>Totals:</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>

Town of Poland FYE18					
CODE ENFORCEMENT					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance:</b>	<b>\$ 12,500</b>				
Archiving Software	\$ 2,500	\$ 2,500	\$ 5,000	\$ -	\$ 5,000
Comprehensive Plan	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
Geo Library	\$ 10,000	\$ 2,500	\$ 12,500	\$ -	\$ 12,500
<b>Totals:</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>

Town of Poland FYE18					
CONSERVATION RESERVE					
	Beginning Balance	FY18 Appropriation	Total Available	YTD Expenses	YTD Balance
<b>FY17 Ending Balance</b>	<b>\$ 2,974</b>				
Purchase of Conservation Land	\$ 2,974	\$ -	\$ 2,974	\$ -	\$ 2,974
Dam Reserves	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
<b>Totals:</b>	<b>\$ 2,974</b>	<b>\$ 1,000</b>	<b>\$ 3,974</b>	<b>\$ -</b>	<b>\$ 3,974</b>

## September 2017 Monthly Report

**To: The Board of Selectpersons**

**From: Judith A. Akers, Town Clerk**

The month of September was busy with tax payments coming in. Amie attended a webinar for Motor vehicle on the 19<sup>th</sup> of this month. Lynda will attend one in October and I will attend one in November. This is to keep us updated on the law changes that have passed in this year's Legislative Sessions that deal with motor vehicles. We held a luncheon for Brian Kimball on the 25<sup>th</sup> to celebrate his retirement. He retired after 21 years of working for the Town of Poland. It was well attended and the refreshments were well received. I ordered the RSU #16 ballots for the upcoming November election and continue to prepare for the November 7<sup>th</sup> Referendum Election.

### **Monthly Reports for Inland Fisheries and Wildlife**

The following transactions were processed in the month of September. ATV's (22), Boats (0), Hunting and Fishing Licenses (23), and Dog Licenses (3).

### **Motor Vehicle Reports for the period of 8/31/2017 thru 09/29/2017**

We processed 458 registrations and collected \$82,230.42 in excise for this period. There were 35 Registrations processed on Rapid Renewal for the month of September.

### **Vital Statistics Quarterly report for the period of 7/1/2017 thru 09/30/2017**

The following transactions were processed.

Certified copies of Birth Records	14
Certified copies of Death Records	19
Certified copies of Marriage Records	56
Issuance of Marriage Licenses	26

### **Tax Collector**

We collected \$1,184,469.29 on real estate taxes, \$32,748.86 on tax liens and \$66,133.70 on personal property taxes. Tax payments are coming in at a steady pace.

## Poland Conservation Commission

	Date	Income	Expenditure	Project*	Overall Balance	HOP Project Balance
<b>Opening Balance FY 2016-17</b>					<b>\$ 8,293.16</b>	
Town Appropriation	7/1/2016	\$ 1,300.00			\$ 9,593.16	
Easement Project	7/1/2016	\$ 7,500.00		HOP	\$ 17,093.16	\$ 7,500.00
Davis Land - Retainer	7/16/2016		\$ 1,200.00	HOP	\$ 15,893.16	\$ 6,300.00
Davis Land - Services	11/11/2016		\$ 100.00	HOP	\$ 15,793.16	\$ 6,200.00
Davis Land	11/11/2016		\$ 1,166.00	HOP	\$ 14,627.16	\$ 5,034.00
Davis Land	1/9/2017		\$ 600.00	HOP	\$ 14,027.16	\$ 4,434.00
Jensen Baird (Conservation Easement)	1/12/2017		\$ 218.75	HOP	\$ 13,808.41	\$ 4,215.25
MEACC	4/27/2017		\$ 150.00		\$ 13,658.41	\$ 4,215.25
<b>Opening Balance FY 2017-18</b>					<b>\$ 13,658.41</b>	
Town Appropriation	7/1/2017	\$ 2,000.00			\$ 15,658.41	\$ 4,215.25
NEFF	9/28/2017		\$ 5,903.00	HOP	\$ 9,755.41	\$ (1,687.75)





# **POLAND FIRE RESCUE** **Monthly Activity Report** **September 2017**



	Sept. Totals	2017 Totals
Alarm Activations	7	47
Citizen Complaint	1	4
Electrical Problem	2	7
Good Intent	2	7
Lock In/Lock Out	1	2
Medical Calls	44	352
Motor Vehicle Accident without Extrication	9	52
Mechanic Falls Medical Calls	5	118
Mutual Aid Given	6	58
Mutual Aid Received	2	11
Odor Investigation	3	9
Smoke in the Building	1	1
Structure Fire	1	5
Tree in the Roadway	1	1
Tree on Wires	3	10
Unauthorized Burning	1	5
Total Patient Evaluations	57	183
Total Patient Transports	42	418
Total Man Hours	369	3462
Total Incidents	87	711

## **Mutual Aid Received:**

### Structure Fire

Auburn Engine with a crew of 3 and Auburn Rescue with a crew of 2 for 3 hours, Gray Engine with a crew of 3 and Gray Tank with a crew of 2 for our station coverage for 3 hours, Minot Tank with a crew of 2 for 3 hours, New Gloucester Engine with a crew of 3 and New Gloucester Tank with a crew of 1 for 3 hours, Oxford Engine with a crew of 4 for 3 hours

### Smoke in a Building

Mechanic Falls Ladder with a crew of 3, Minot Tank with a crew of 2, Oxford Engine 6 with a crew of 4 Paris with a crew of 3 for RIT, all units cancelled while enroute.

## **Mutual Aid Given to:**

### Auburn (1)

Medical Call, Squad 2 with a crew of 2 for 1 hour

### Casco (1)

Fire Alarm Activation, Rescue 1 for RIT with a crew of 2 for 1/2 hour

### New Gloucester (1)

Transformer on Fire, Tank 6 with a crew of 2, cancelled while enroute

### Otisfield (1)

Structure Fire, Tank 6 with a crew of 2, cancelled while enroute

### Paris (1)

Smoke in the Building, Rescue 1 for RIT with a crew of 2, cancelled before leaving

### Raymond (1)

Smoke in the Building, Engine 3 with a crew of 2, cancelled while enroute

Medical Calls to Mechanic Falls during Contracted Hours of 6am to 6pm			
	September	Fiscal Year to Date	Amount Collected
Number of Medical Calls Responded to	5	34	\$ 1,574.87
Please note that the these numbers reflect the fiscal year from July 1st to date.			

**A total of 62.75 hours were spent in training including:**

Department Trainings: 12 members-Confined Space Review, 12 members-"Ready, Check, Inject", Epi Syringe Program  
 4 members-Company Operations, Dressing a Hydrant with the Hydrant Assist Valve  
 3 members-Driver Training  
 1 member-Respiratory Clearance  
 2 members-Flu Shots  
 1 member-Basic Pump Operations

**Some of the Activities in and around the Station included:**

Annual Fire & Slice Golf Tournament Fundraiser  
 Pot Luck Dinner for our first Wednesday of the Month Department and Association Meetings  
 Kitchen Hood Fire Suppression System inspected, passed inspection  
 Fall Cleaning of Bunk Rooms Complete  
 Fire Drill at Old Castle Lawn and Garden with Chief Bosse  
 Pump Testing of Engine 2, Engine 3 and Tank 6 complete, all trucks passed their pumps tests  
 Tank 6 Annual Inspection, oil and filter change, chassis greasing, passed inspection  
 Squad 1 Annual Inspection, oil and filter change, chassis greasing and tires rotated, passed inspection

Respectfully Submitted,

*Mark Bosse*

Mark Bosse, Chief  
 Poland Fire Rescue



# ANDROSCOGGIN COUNTY SHERIFF'S OFFICE

2 TURNER ST. UNIT 9  
AUBURN, ME 04210  
207-753-2500

ERIC G. SAMSON  
SHERIFF

WILLIAM GAGNE  
CHIEF DEPUTY

October 10, 2017

Matthew Garside, Town Manager  
1231 Maine Street  
Poland, Maine 04274

Manager Garside,

This is the Monthly Report for law enforcement services provided by the Androscoggin County Sheriff's Office to the Town of Poland.

During the month of September deputies from the Androscoggin County Sheriff's Office handled the following incidents in and for the Town of Poland:

Motor Vehicle Accidents	12	Domestic	4	Property Site Check	10
Abandoned 911 Call	19	Fraud	1	Public Service Call	3
Abandoned Motor Vehicle	1	Harassment	2	Public Works Call	3
Administrative Paperwork	7	Hazardous Conditions	11	Sex Offense (Not Rape)	1
Alarm	9	Landlord/Tenant Issues	1	Suspicious Condition	5
Animal Complaints	22	Lost / Found Item	2	Suspicious Person/Vehicle	10
Assault	3	Missing Person	1	Theft	2
Assist Other Department	36	MV Laws	17	Threatening	3
Be On Lookout (BOLO)	8	MV Theft	3	Vehicle Stops	92
Broken Down Vehicle	4	Narcotic / Drug Violation	2	Violation of Abuse Order	1
Burglary	1	Neighbor Troubles	3	Warrant	6
Burglary of Motor Vehicle	1	Noise Disturbance	1	Wellbeing Check	10
Children Trouble	3	Other Criminal	1		
Criminal Mischief	1	Other Non-Criminal	7		
Criminal Trespass	4	PCF Medical / Mental	35		
Disturbance / Disorderly	2	Police Information	8		

Sincerely,

*William Gagne*

William Gagne,  
Chief Deputy

# Monthly Report for SEPT 2017

Item	Month	YTD	Notes
After Hour Incidents		3	COM CENTER CALLS , SNOW +ICE, ROAD CLOSED ETC.
Trees Down/Removed/pruning	1	136	Chainsaw crew.loader,trucks,signs,BRUSH CUTTING
Road washouts		1	SIGNIFICANT RAIN EVENT AND/OR SPRING MELT
<b>ROAD WORK</b>			
Culvert/Drain Cleaning	2	4	Water tanker,High Pressure Pump,Repair/STEAM
Culvert Replacement	2	7	Dig Safe Notify,Road Closure,crew 3
Ditching	2200'	10660'	Flaggers,Backhoe(Excavator) 2 Dump Trucks 1 full Crew
Street Sign Install, Replace or Repair	4	38	Truck 12,1 Crew
Potholes or Sinkholes Repaired	28	179	Truck 11, 1 Crew
Road Grading	1	6	Flaggers,Grader 1 Crew/cobb rd ,old plains etc.12 total
Road Sweeping		4	Truck 11, 1 Crew/after shouldering/sring cleanup etc.
Clearing Carcasses	2	6	Truck 1 , 1 Crew,DEER,racoons ,beavers etc.
SNOW/ICE EVENT/SANDING			Full Crew
<b>ADMINISTRATIVE</b>			
Citizen Requests		6	PW Director
Department Head Meeting	2	5	PW Director
Manager Meeting	2	5	PW Director/ manager meetings
Safety Meetings	1	2	PW Director,All Crew.
Training			PW Director,All Crew.
<b>MAINTENANCE</b>			
Middle Range Pond Dam Monitoring		1	PW Director/OPEN GATES/CLEAN GRATES FOR WINTER
Estes Bog Damm Maint/Repair/Monitor	2	3	PW Director/BEAVER PATROL/TO BE TRAPPED
Lane CEM (on Empire RD)	2	6	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Empire CEM (on Dunn RD)	2	7	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Locus Grove CEM (Maine ST behind Church)	3	7	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Tripp Lake CEM (Tripp Lake Camp RD)	1	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Old Mequier CEM (Meguire Hill RD)	1	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Johnson Hill Cem (Heath Rd in woods)		1	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Black Cat CEM (Cleve Tripp RD)	1	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Range Hill CEM (Range Hill RD)	1	2	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Jordan CEM (RT 26 & Schellinger)		1	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Verril CEM (RT 122 near Bishop RD)	1	3	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
White Oak Hill CEM (Summit Spring RD Golf CRS)	1	5	1 crew ,One Ton /Trailer/2 Mowers/Trimmers
Lower Field (below PCS, behind PPW)	2	8	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Nadeau Field (Hardscrable RD)	2	7	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Pine Grove Field (Brown RD)	2	7	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Public Works Facility/PLOWING/MOW	2	6	Full Crew
<b>ASSITANCE TO OTHER DEPT.</b>			
Assist Transfer Station Dept	1	8	MECHANICAL
Assist Recreation Dept	1	1	Moving-transporting equipment etc.
Assist Library Dept	2	3	SNOW
Assist Fire Rescue Dept	1	5	PLOWING,MAINTENANCE,REPAIRS,FIRE/RESUE VEH.
Assist Town Office	2	3	PLOWING,MAINTENANCE,REPAIRS,CONSTRUCTION
Mutual Service requested by McFalls		1	TRADE EQUIPMENT USAGE/SERVICES
Mutual Service requested by Poland		1	TRADE EQUIPMENT USAGE/SERVICES
Man Hours Worked		3923.5	
Local/State DOT Services Request		1	Road Hazzards/General Help/ SIGN REPLACEMENT
Diesel Gals.	1577.3	4739.2	
Gasoline Gals.	153.8	579.9	

## TRANSFER STATION MONTHLY REPORT

**Sep 17**

On 9/3/17 one employee returned from medical leave . We removed the leaf pile to make more room . Removed trees so roots wouldn't expose land fill. Installed new eye wash station on 9/15 And came in on 9/21/17 for a E-Waste pick up

Month	Jan 15	Feb 15	Mar 15	Apr 15	May 15	June 15	July15	Aug 15	Sep 17	Oct 14	Nov 14	Dec 14	Total
Tires	11	2	2	37	122	41	17	37	61	36	71	14	451
Batteries	0	0	2	1	7	4	5	4	2	14	8	0	47
Carpet	11	4	1	22	17	8	13	10	16	20	5	7	134
Couch & Chair	9	6	8	14	16	11	12	15	27	16	7	11	152
Microwaves	0	0	0	0	2	14	0	0	0	0	0	0	16
Propane Tanks	0	0	1	3	8	12	4	3	5	3	3	1	43
Helium Tanks	0	0	0	0	1	0	0	0	0	0	2	0	3
Refrigerators	12	1	4	10	8	8	3	6	6	14	11	4	87
A.C.	3	0	0	6	31	9	6	9	6	8	4	0	82
TV	27	4	13	22	14	23	21	17	24	38	26	15	244
Monitor	4	5	6	15	2	0	9	5	4	3	7	0	60
Mattress	3	4	10	13	18	14	15	9	20	31	32	8	177
Trailers Hauled Off													
Metal	1	1	1	11	5	4	5	3	4	2	3	1	41
P.T.	0	0	0	1	2	1	2	1	1	0	1	0	9
Eco	7	5	6	6	7	5	6	5	5	5	7	6	70
Obw	1	0	1	1	1	1	2	2	2	1	2	0	14
Trash	10	8	12	11	12	11	12	12	9	8	11	10	126
Ewaste	0		1	1	0	1	2	1	1	1	0	1	9

February Ifuel

Gas: 0 Gallons

Diesel 0 Gallons

# Ricker Memorial Library

## Library Statistics Report

### August 2017

1. The library was open for 27 days August.
2. Staff was paid for 692 hours during the month.  
July 30, 2017-September 2, 2017
3. Volunteers worked for approximately 21 hours.
4. Circulation figures for August were as follows:

	<b>Month</b>	<b>Year</b>
<b>E Books</b>	<b>94</b>	<b>574</b>
Total circulation for the month of August, 2017:		2,043
Total circulation year-to-date for the year 2017:		13,609
Total circulation year-to-date in August 2016		15,279

Circulation for the month compared:

	<b>Jul-16</b>	<b>Jul-17</b>	<b>Aug-16</b>	<b>Aug-17</b>
	<b>2,077</b>	<b>2,093</b>	<b>1,920</b>	<b>2,043</b>
Percent Increase (Decrease):		1%		6%

Interlibrary loans requested by:	<b>State-wide</b>	<b>Ricker</b>
	<b>99</b>	<b>66</b>

5. A total of 61 new items were added to the collection:

Adult Fic: 19	Adult N/F: 6	Bio.1	DVD: 0
Audio Cass.: 6	Juv. Fic: 9	Juv. N/F: 6	Video: 0
Juv. Bio: 0	YA: 3	MC: 0	CD: 0
Ref.: 0	LP: 9	PB: 3	

6. The Community Room was used for 17 separate meetings.  
Compare to 26 separate meetings during same month last year.

7. Program participation was as follows:

Book Discussion: 19  
Day Care Visits: 0  
School Visits: 0  
Pre-School Storytime: 75

8. Library card registrations for August:

	<b>Month</b>	<b>Year-to-Date</b>
<b>Adult</b>	19	82
<b>Juvenile</b>	2	11
<b>Non-Resident</b>	2	11
<b>Total</b>	23	104
<b>Total circulation year</b>	35	143

9. Public Access Computers were used 157 times.

*Alvan Bolster Ricker Memorial Library*

1211 Maine Street  
Poland, Maine 04274  
207-998-4390

---

September 15, 2017

**Programs at Ricker Memorial Library**

August 21, 2017

Let's Talk Book Group: Small Great Things by Jodi Picoult: **6 people** Attended.

August 23, 2017

Needler's Club: **5 people** attended.

August 30, 2017

Needler's Club: **5 people** attended.

August 31, 2017

Needle Felting Turtle: **12 people** attended

September 6, 2017

Needler's Club: **3 people** attended

September 8, 1017

Movie Night: Max 2: **4 people** attended

September 11, 2017

Mystery Book Group: Her Last Breath by Linda Castillo: **12 people** attended

September 12, 2017

Story Time: **7 people** attended

September 13, 2017

Writing Group: **3 people** attended

September 13, 2017

Needler's Club: **3 people** attended

September 18, 2017

Lego's Club: **19 people** attended

Library Director, Joanne Messer

**Poland  
Animal Control Report  
For September 2017**



Poland  
Animal Control Report  
For September 2017

Complaints 29  
Cats Complaints 7  
Animal Bites 1  
Animal Trespass 0

Robert Larrabee  
A.C.O.



Poland Parks & Recreation Department Monthly Report:  
**September 2017**

**Director Note:** After getting our fall sports and classes lined up, we have been focusing on getting recreation facilities assessed, to make sure we are looking at any potential safety issues and tasks that need to be completed. On September 26th we Had a group of inmates from the County jail do some clean up at Tripp Lake Beach. These guys worked really hard and we appreciate their service. Also on the 26th, relatives of Bucky Coutts helped us install a new sign at the Upper Field @ PCS. The old sign that has been hanging on the chain link along route 26 was faded. We took the old sign down and presented it to Bucky's niece.

**Football:**

-So far this season all 3 of our tackle teams are in the top of their division. We are still working out the kinks on how to get the full roster into the games enough. Overall things are going well!

**Soccer:**

-The season is going smooth. Deia is doing a super job of juggling all of the Soccer responsibilities!

**Poland Seniors:**

- See enclosed minutes from September 9 meeting.
- Next meeting scheduled for October 14, 10am @ Senior Center.

**Fall Schedule:**

- Pickle Ball-Thursdays 6:00pm-8:00pm & Sundays 9am-12pm @ PCS
- Zumba-Sundays 5pm-6pm @ Town Hall until November 1; then moves to Saturday mornings 8am-9am beginning November 11
- Yoga-Saturdays 9:00am-10:00am @ Town Hall
- Adult Open Gym Basketball-Sundays 4pm-6pm @ PCS
- Adult Volleyball-Sundays 6pm-8pm @ PCS
- Spook Walk-October 21 Time: 7pm-9pm @ PCS Hallways
- Halloween Extravaganza-October 28 Time: 5:30pm-7:30pm

**Trail Committee:**

- See enclosed minutes from September 19.
- On September 13, the trail committee received the Spirit of America Award from Androscoggin County for the service they provide to the community. Congrats!

**Upcoming:**

- Cheering Registration
- Basketball Registration
- Karate Classes

**Services:**

- Table & Chair rentals available
- Town Hall rental available
- Sports Recycling

### **Upcoming Planning:**

**-Assessment of outdoor facilities by 9/15 (complete)**

**-Annual Report:**

**-Camp Connor:**

-Seeking private funds and free labor for renovations if purchase is approved

-Discussion of future scholarship opportunities if we expand our camp

**-Spring program planning:**

**-Update Recreation Policies-**As we begin with our new software, we will be revisiting our current policies and also look at adding on by 1/1/2018

**-Review & update Recreation portion of Comprehensive Plan-TBD**

## **Poland Trail Committee Minutes for**

Tuesday September 19, 2017

### **Attendance**

M. Prindahl, Fred Huntress, Scott Segal, Pat McGillivray, Allen Audet, K. Messer, M. Murphy

### **Problems**

1. Trees to be cut. 3 in HOP several In BHCA? Reroute.
2. Entrance to BHCA needs water bar or chips to prevent erosion.

### **Review and approve previous minutes**

Approval of previous minutes complete

### ***Need agenda for meetings/trail updates***

### **Work done/completed since last meeting**

1. Maine Masters Naturalists Programs discussed and will try and again.
2. Spirit of America Certificate from county and state, will locate in town office.

### **Work still needed, e.g., trails/blazes/markers, kiosk info/signage, brochure info/design**

1. Brochure for Waterhouse Brook Trail still in progress.
2. Bridge still being discussed; may need DEP planning committee.

### **New item/discussion**

1. Set date for bridge work, but work would need to be supervised. (White Trail) 10/6, 10/10, 10/12, 10/13 to be done by prison volunteers.
2. May have a speaker for a winter meeting on invasive pests.

**Next committee meeting: October 17, 2017 600pm**

## POLAND SENIORS September 9, 2017 Meeting Minutes

The first meeting of the new fiscal year was opened at 10:05 by newly elected president Charlotte Mc Cleary. Charlotte welcomed everyone and wished us all a good enjoyable year. She stated that as president she will be available to assist us with any ideas and activities the club may be interested in. It is important that everyone to work together planning for the new year.

Club welcomed Tom Dobens to the senior club good to have another man on board.

Treasurers report by Rose Dulberg was read and accepted. We have \$1563.47 which includes \$500 from the recreation account and \$255 from our summer yard sale. 27 members have paid dues thus far.

Activities director Marilyn Flynn reported that candlepin bowling has started up again on 2nd and 4th Fridays of each month. Bowling begins at 9am-11am cost is \$4 each for shoes and 3 strings of bowling. lots of fun and exercise.

Bowling dates are: 9/22. 10/13. 10/27 and 11/10.

Tom Brennan reported on summer hours at center was open every Wednesday from 12-4 . Center will continue to be open each Wednesday year round 12-4. Thanked Tom for opening center in summer.

### NEW BUSINESS

Invitation from Gray seniors to join their group on a fall foliage trip Sunday October 8th leave from Gray at 9am-430pm Trip to New Hampshire \$48 person does not include lunch. Call Charlotte if interested for more details

### POLAND FOLIAGE TRIP

Wednesday October 11th meet at senior center 9:30am van leaves at 10am sharp. Scenic drive north on Rt 26 to 113 in and out of Maine and New Hampshire. Stopping along the way for lunch in Gorham, N.H. More info at next meeting.

Nancy

nanscon@aol.com

SHACK HALLOWELL MAINE

ERICAS SEAFOOD

End of summer trip on Sept. 27th rain date Sept. 28th to Erica's. Seafood by the sea. Get fresh lobster cooked in seawater while you wait plus many other seafood choices. Eat outside so bring a cover-up in case i gets cool.

meeting at the center 10:30 car pooling from there.

### SENIOR BREAKFAST 11/8/17 9-11AM

Open to any senior 55 and older at center. More details at October meeting will need volunteers for donations of food , cooking, serving etc.

Always open to ideas and suggestions for future trips or speakers, Some ideas thrown out are Bath maritime Museum, Boston Pops coming to Merrill Auditorium with a Rodgers and Hammerstein tribute. Bring more ideas.

Thanks to Arlene for bringing the doughnuts and to Rose for her delicious coffee.

Next meeting October 14th @10am

Respectfully submitted  
Nancy Green, Secretary

**TOWN OF POLAND**  
**EMERGENCY MORATORIUM ORDINANCE REGARDING RETAIL MARIJUANA ESTABLISHMENTS AND**  
**RETAIL MARIJUANA SOCIAL CLUBS**

WHEREAS, the Board of Selectpersons of the Town of Poland (the "Town") makes the following findings:

- (1) The Marijuana Legalization Act (the "Act") was approved by Maine voters in November 2016 and has been codified in the Maine Revised Statutes in Title 7, chapter 417; and
- (2) The unregulated location and operation of "Retail Marijuana Establishments" and "Retail Marijuana Social Clubs," as defined in 7 M.R.S.A. Section 2442, as well as other types of retail recreational marijuana activity within the Town raises legitimate and substantial questions about the impact of such activity, establishments and social clubs on the Town, including questions as to compatibility with existing land uses and developments in the municipality; potential adverse health and safety effects on the community; the possibility of illicit sale and use of marijuana and marijuana products to and by minors; and the possibility of unlawful use of marijuana and marijuana products; and
- (3) As a result of the foregoing issues, retail recreational marijuana activity, and the location and operation of Retail Marijuana Establishments and Retail Marijuana Social Clubs within the Town have potentially serious implications for the health, safety and welfare of the Town and its residents; and
- (4) The Town currently has no regulations governing retail recreational marijuana activities, Retail Marijuana Establishments and Retail Marijuana Social Clubs, and existing ordinances are insufficient to prevent serious public harm that could result from the unregulated development of Retail Marijuana Establishments and Retail Marijuana Social Clubs and from other types of retail recreational marijuana activity; and
- (5) An overburdening of public facilities and resources, including public safety resources, is a reasonably foreseeable result of Retail Marijuana Establishments and Retail Marijuana Social Clubs locating in the Town and/or other types of retail recreational marijuana activity in the Town; and
- (6) The state's regulatory structure is unknown at this time as the Maine Legislature and state agencies have not developed final legislation or regulations governing Retail Marijuana Establishments and Retail Marijuana Social Clubs, and legislation amending the Act is pending; and
- (7) In the judgment of the legislative body of the Town, the foregoing findings and conclusions constitute an emergency within the meaning of 30-A M.R.S.A. § 4356 and Section 2.8 of the Town Charter, requiring immediate legislative action by the Board of Selectpersons.

NOW THEREFORE, pursuant to 30-A M.R.S.A. § 4356, be it ordained by the Town as follows:

Section 1. Moratorium. The Town does hereby declare a moratorium on all retail recreational marijuana activity, and the location, operation or licensing of any and all "Retail Marijuana Social Clubs" and "Retail Marijuana Establishments," as defined in 7 M.R.S.A. chapter 417, including but not limited to, retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities and retail marijuana testing facilities within the Town.

No person or organization shall engage in any retail recreational marijuana activity or develop or operate a Retail Marijuana Establishment or Retail Marijuana Social Club within the Town on or after the effective date of this Ordinance. During the time this moratorium ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, any other type of land use approval or permit and/or any other permits or licenses related to a Retail Marijuana Establishment, Retail Marijuana Social Club or retail recreational marijuana activities.

Section 2. Pending Proceedings. Notwithstanding 1 M.R.S.A. § 302 or any other law to the contrary, this Ordinance shall govern any proposed retail recreational marijuana activity and Retail Marijuana Establishments or Retail Marijuana Social Clubs for which an application for a building permit, certificate of occupancy, site plan or any other required approval has been submitted to the Town, whether or not a pending proceeding, prior to the enactment of this Ordinance.

Section 3. Medical Marijuana Act. This Ordinance will not limit the privileges or rights afforded by the Maine Medical Use of Marijuana Act (22 M.R.S.A. §§ 2421 – 2430-B) to qualifying patients, primary caregivers, or registered dispensaries, including cultivation facilities associated with any of those classifications.

Section 4. Conflicts/Savings Clause. Any provisions of the Town's ordinances that are inconsistent or conflicting with the provisions of this Ordinance are hereby repealed to the extent applicable for the duration of this moratorium. If any section or provision of this Ordinance is declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

Section 5. Violations. If any retail recreational marijuana activity is conducted, or Retail Marijuana Establishment or Retail Marijuana Social Club is established, in violation of this Ordinance, each day of any continuing violation shall constitute a separate violation of this Ordinance and the Town shall be entitled to all rights available to it pursuant to 30-A M.R.S.A. § 4452, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

Section 6. Effective Date. This Ordinance shall become effective immediately upon its adoption.

Section 7. Repeal; reenactment. This Emergency Ordinance shall stand repealed as of the ninety-first day following the date on which it is adopted, unless reenacted by the Board of Selectpersons if the emergency set forth in this Ordinance still exists or unless other repealing legislation has been adopted by either the Board of Selectpersons or the Town Meeting.

Given under our hands this 17th day of October, 2017

Board of Selectpersons

\_\_\_\_\_  
Stanley L. Tetenman-Chairperson

\_\_\_\_\_  
Walter J. Gallagher-Vice-Chairperson

\_\_\_\_\_  
Janice A. Kimball

\_\_\_\_\_  
James G. Walker, Jr.

\_\_\_\_\_  
Mary-Beth Taylor

A true copy attest: \_\_\_\_\_  
Judith A. Akers, Town Clerk of Poland

## AGREEMENT

THIS AGREEMENT ("Agreement"), effective as of October \_\_\_\_, 2017, is made by and between the **TOWN OF POLAND**, a Maine municipality with a principal place of business at 1231 Maine Street, Poland, Androscoggin County, State of Maine ("Town"), and **ANDRE LALIBERTE** and **GERALDINE LALIBERTE**, of \_\_\_\_ ("Laliberte").

### WITNESSETH:

WHEREAS, Laliberte is the owner of record of Lot 6 of Bakerton Heights Subdivision, located off Maine Street (Route 26) located in the Town of Poland, County of Androscoggin and State of Maine, said Lot 6 being more particularly described in a Warranty Deed dated October 19, 2007 and recorded in the Androscoggin County Registry of Deeds in Book 7316, Page 371 (the "Laliberte Lot"); and

WHEREAS, the Town is the owner of record of Lots 2, 3, 4 and 5 of Bakerton Heights Subdivision (the "Town Lots"), and the fee interest in the road right of way (the "Right of Way") benefiting the lots in Bakerton Heights Subdivision, all of which are located off Maine Street (Route 26) located in the Town of Poland, County of Androscoggin and State of Maine, said Town Lots and Right of Way being more particularly described in a Quitclaim Deed dated December 6, 2012 and recorded in the Androscoggin County Registry of Deeds in Book 8557, Page 335, and a Quitclaim Deed with Covenant dated May 7, 2014 and recorded in said Registry of Deeds in Book 962, Page 130; and

WHEREAS, the Town and Laliberte desire to clarify and confirm their rights and obligations with respect to Bakerton Heights Subdivision, and in particular the Right of Way.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The Town does hereby acknowledge and agree that, regardless of whether the Right of Way meets the applicable private road standards, the Right of Way will be considered to be a "street" as defined by Chapter 14 of the Comprehensive Land Use Code for the Town of Poland, Maine (the "CLUC"), for purposes of determining required minimum Road Frontage; with the Laliberte Lot having at least one hundred (100) feet of Road Frontage, as required by Chapter 5, Section 507.2(B)(2) of CLUC, the Laliberte Lot meets the minimum Road Frontage requirements for the Downtown Village zoning district in which the Laliberte Lot is located.
2. Notwithstanding the Town's ownership of and continued rights to use the Right of Way, the Right of Way is and shall remain a private way, in accord with General Note 12 of the Final Subdivision Plan of Bakerton Heights Subdivision prepared by Terradyn Consultants L.L.C., approved by the Town of Poland Planning Board on May 8, 2007 and recorded in the Androscoggin County Registry of Deeds in Plan Book 46, Page 90 (the "Subdivision Plan").
3. The Town has no obligation to improve, maintain, repair or snow plow the Right of Way, it being the sole responsibility of Laliberte, their heirs, successors and/or assigns, to undertake such improvements, maintenance, repairs and snow plowing.
4. The Town shall construct, or cause to be constructed, an emergency vehicle turn-a-round within the Right of Way, in such a manner and location to be determined by the Town. Further, the Town agrees to repair any damage done as a result of Town owned vehicles utilizing the road.
5. This Agreement shall be binding upon and shall inure to the benefit of the parties



hereto and their respective heirs, successors and assigns and shall be governed by and interpreted in accordance with the laws of the State of Maine.

IN WITNESS WHEREOF, the undersigned have caused this Amendment to be executed as of the date set forth above.

Town of Poland

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Andre Laliberte

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Geraldine Laliberte

# Town of Poland

## Personnel Policy



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## **SECTION 1 INTRODUCTION AND GENERAL PROVISIONS**

### **101 Welcome**

Welcome to public service with the Town of Poland. You have been selected to work with the Town as a result of your knowledge, experience and training in your chosen field. You are joining other dedicated employees who are providing consistently high levels of service to Town residents and taxpayers. It is critical to remember that with our mission of service to the public, we must continually strive for the highest levels of effort, performance and conduct.

Town employees form the core of the organization and are its most important resources. Accordingly, the Personnel Policy has been prepared and provided to guide you and your fellow employees in your daily activities, including your responsibilities, rights and benefits as a Town of Poland employee. Your careful attention to this document will help to provide you with a rewarding and satisfying career in Town service.

### **102 Purpose**

The purpose of the Personnel Policy is to establish and set forth a uniform and equitable system of personnel administration generally governing employment with the Town of Poland. This policy applies to all positions not covered by collective bargaining agreements. This policy will supersede any previously existing personnel policy and take effect on 1 January 2017.

### **103 Disclaimer**

This personnel policy sets forth some of the general procedures and policies currently in effect at the Town of Poland. Personnel policies and benefits by their nature are constantly under review as they are affected by changes in applicable law, regulations, economic conditions, and the way the Town does business. The Board of ~~Selectmen~~[Selectpersons](#) therefore necessarily reserves the right to change provisions of this manual with reasonable notice when it deems the change to be in the best interest of the Town and its personnel. Neither this agreement nor any of its provisions are intended to be part of a contract between the Town and any employee, and this personnel policy does not constitute a written contract of employment with any individual or a promise or assurance of continued employment to any individual. The Town Manager has the authority to make exceptions to these policies when necessary for the good of the Town and in the exercise of his authority under Section 302 and other provisions of the Poland Town Charter.

### **104 Application of Rules and Regulations**

This policy governs the relationship between the Town and its employees who are not covered by a collective bargaining agreement, should one come into being. Standardized forms, definition of terms and procedures, as well as certain legal mandates such as equal employment opportunity, Workers' Compensation, Unemployment Compensation, and safety requirements, are intended to apply to all employees, unless those terms are covered by a collective bargaining agreement. Under no circumstances shall any provisions relating to wages or benefits in these policies apply to any employee covered by a collective bargaining agreement. Terms not defined within this policy shall be construed to have the meaning found within a standard dictionary.

### **105 Goal of Personnel Management**

The goal of personnel management in the Town of Poland is to:

- Provide effectiveness, economy, and productivity in delivering services to the citizens of Poland;
- Encourage a commitment to professional excellence in serving the public and continue the professional development and upgrading of employee skills;
- Provide reasonable assurances that the duties and responsibilities of employees and the Town alike are respected;
- Afford reasonable treatment to all individuals desiring to enter Town service and whenever possible to provide opportunity for advancement in Town service on the basis of skill, effort and performance, as determined through competitive process;
- Provide that employees are treated reasonably according to these policies in all personnel processes;
- Expect that employees shall use their best efforts to fulfill their obligations to the Town and its citizens.

## **106 Non-Discrimination**

The Town shall administer and implement these policies in a manner that shall not discriminate unlawfully against any person because of race, color, religion, sex, national origin, age, sexual orientation or physical or mental disability.

## **107 Americans with Disabilities Act (ADA)**

The Town of Poland is committed to providing accommodations to allow individuals with known disabilities who are otherwise qualified to perform the essential functions of the job as defined by federal and state law under applicable laws and regulations. The municipality's intent is to ensure that every request for an accommodation, due to disability, is promptly and properly reviewed. Poland is committed to following the requirements of the ADA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodations are to be directed by the employee or Department Head to the Town Manager for consideration and review. The review of the request may include an informal meeting, and may include an evaluation and determination of the scope of the disability and, if appropriate, requests for medical documentation, examinations and/or opinions.

**107.1** The employee or the employee's Department Head shall contact the Town Manager for assistance in requesting an accommodation. No department or individual may grant any accommodation, except on a short term or emergency basis, without first receiving approval of the Town Manager. If an employee's Department Head makes the request for accommodation on behalf of the employee, the employee must then work with the Town Manager directly. Only that information absolutely necessary shall be shared with the employee's Department Head. The employee's Department Head should not act as an advocate or surrogate for the employee. The Town Manager shall work with the employee in completing the ADA process in a timely and efficient manner.

**107.2** Any information submitted shall be considered confidential and may be shared only with those who have a need to know in accordance with federal and/or state law. The Town Manager shall make the determination of the need to know in consultation with the applicable department.

- If the nature and extent of the disability, and need for accommodation is not obvious, the Town may require the employee to present documentation from a health professional concerning the nature of the disability, its functional limitations relevant to the employee's job duties, and the need for reasonable accommodation.
- The employee shall be responsible for the expenses of providing documentation from his or her health professional, which may include the costs of necessary medical examinations needed to render a medical decision. If, upon review, the Town Manager determines that an additional medical opinion is necessary, the Town shall be responsible for the additional costs.
- Failure to provide necessary medical documentation, and/or failure to submit to an independent medical examination may, result in denial of any request(s) for accommodation(s).

**107.3** The Town Manager, after consultation and discussion with the employee, must make the following necessary determinations for each ADA accommodation request:

- Establishing the existence of a disability. If this is not apparent, it may require proof of actual diagnosis by an appropriate medical care professional, with appropriate documentation supporting the diagnosis.
- Whether, and to what extent the disability affects the ability of the employee to perform an essential function(s) of the employee's position.
- The job's function(s) that the disability impacts.
- The type of accommodation(s) that would be necessary.
- Whether the needed accommodation would be reasonable within the meaning of the law.

**107.4** The Town Manager shall implement the decision through appropriate municipal procedures if the employee is to be accommodated.

**107.5** The Town Manager shall issue a written response within a reasonable time after the request for accommodation. A reasonable time is necessarily flexible, taking into consideration such factors as the complexity of the request, cooperation of the employee, any need(s) for additional medical examinations and/or opinions, and so forth.

## **108 Employee Recommendations**

Suggestions for ways to improve Town services are encouraged. Employees may submit written recommendations to their Department Head or the Town Manager as appropriate.

## **109 Equal Employment Opportunity/Affirmative Action**

The Town of Poland is committed to compliance with the Equal Employment Opportunity Act and the Affirmative Action plan as voluntarily adopted by the Town of Poland.

## **110 Employee Expectations**

**110.1 Attendance and Punctuality:** The Town of Poland expects employees to be reliable and punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Head as soon as possible in advance of the anticipated tardiness or absence. Poor attendance or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

**110.2 Courtesy and Professionalism:** The employees of the Town are public servants and the citizens must be treated with courtesy and consideration. Every employee should remember that he or she might be the only contact a citizen has with his or her local government. The impression that the employee makes will determine for a long time to come what the citizen thinks of our Town Government. Failure of an employee to act with reasonable courtesy may result in disciplinary action. Employees are expected to practice a high level of personal hygiene, dress appropriately and conduct themselves with a professional demeanor.

**110.3 Response Time Requirement:** The Town Manager may require that new employees reside within a thirty (30) minute response time, if the Town Manager determines that requiring such response time promotes the public health and safety, or improves the administration of Town government. Such findings must be included in the job posting for the specific position.

**110.4 Chain of Command:** When you take a municipal job, you are buying into a formal structure of communication and supervision; you cannot change from “citizen hat” to “town employee hat” as a defense for such an “end-run” of those communication supervisory chains of command.

**110.5 Mandatory Training:** Every municipal employee, regardless of their employment classification is required to participate in annual trainings determined by Town administration as recommended by the Maine Bureau of Labor Standards (MBLS) and Occupational Safety and Health Administration (OSHA). These annual trainings, conducted by the Poland Safety Committee each December, are to educate the employees of the safety policies and procedures adopted by the Town. Participation is a required condition of employment and employees who do not complete the requirement by January 31<sup>st</sup> immediately following the December training may be subject to termination.

Each municipal department may also have mandatory trainings, certification or licensures specific to that department. Employees who do not maintain current required trainings, certifications or licensures may be subject to termination.

## **111 Recruitment and Promotion**

Current employees are encouraged to apply for any position for which they may be qualified however the Town shall not be required to promote an existing employee if in the sole judgment of the appointing authority an outside candidate is more qualified.

## **112 Job Descriptions**



A job description will be prepared for each position. The job description will outline the duties, responsibilities, knowledge, and skill level requirements of the position. Each employee will receive a copy of his or her job description when hired. Each job description should be reviewed periodically as part of the performance appraisal process and if necessary revised to reflect changes in the employee's duties and responsibilities.

### **113 Anniversary Date / Employment Date**

For administrative simplicity, the employee's hire date will be their anniversary date for determining sick leave and vacation accruals.

**113.1 Years of Employment Service:** Only those years of service where an employee was receiving at least partial benefits under this policy (vacation, sick time, holidays, etc.) shall count toward an employee's overall years of service.

**113.2 Break in Employment Service:** A break in employment service occurs whenever an employee voluntarily leaves the town's employment for a period of more than 180 days or when discharged from employment for any amount of time for disciplinary reasons. Participation under approved Family & Medical Leave Act, Jury Duty, Maternity Leave, and involuntary Military Duty would not be classified as a break in employment service.

### **114 Record Keeping**

Accurately recording time worked is the responsibility of every hourly employee. Federal and State laws require the Town of Poland to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

Each full-time employee is entitled to one, thirty-minute (30) break period and one fifteen-minute (15) break period during any shift of eight hours. It will be up to the discretion of the Department Head or Manager to schedule appropriate break times within each department to coincide with the required workday. Employees with shifts longer than eight hours are entitled to break times in accordance with State law.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each break period. They shall also record the beginning and ending time of any split shift or departure from work for personal reasons. Failure to document said breaks on an employee's time card is the responsibility of the employee and in no event, shall failure to take breaks or document breaks result in a liability to the employer. There is a presumption of breaks being made available to employees, even if not noted on the time cards.

The appropriate Department Head must always approve overtime for non-exempt employees before the work is performed.

Altering, falsifying, tampering with time records, or recording time improperly may result in disciplinary action, up to and including termination of employment.

The Department Head will review and approve all time records before submitting it for payroll processing. The Town Manager shall also review and approve all payroll time records.

### **115 Personnel Files / Records**

The Town Manager and/or his/her designee are responsible for creating and maintaining centralized personnel files for all employees. The Town Manager and/or his/her designee will also retain files concerning applicants for Town positions and personnel files of former employees. Personnel files should include such records and information to document the employee's personnel actions during his/her employment with the Town.

Employee personnel files are considered confidential documents. Only those persons with the right to know or the need to know may have access to the personnel files. Any employee has the right to inspect his/her personnel file or to receive copies of his/her own file. Requests to view or inspect centralized personnel files should be made in advance to the Town Manager in writing.

## **116 Termination of Employment**

An employee shall provide at least two (2) weeks written notice to the Department Head and/or Town Manager, of their effective date of resignation in order to be deemed having "resigned in good standing". The Town Manager at his/her sole discretion may waive any or all of this notification period. Employees are encouraged to give as much advance notice as possible to assist in a smooth replacement procedure.

Prior to termination the employee shall be offered an opportunity to meet with the Town Manager to execute an exit interview.

Employees, who anticipate retiring from the Town of Poland, should contact the Town Manager within six (6) months of the scheduled retirement date to provide an easy transition.

At the discretion of the Town Manager, when deemed in the best, long-term cost interest of the Town may negotiate a severance package for an employee who is asked to resign.

The Town Manager has the authority to terminate the employment of any Town employee when necessary for the good of the Town, and nothing in this section or in this personnel policy shall be deemed to modify or limit the authority of the Town Manager under the requirements of Maine state law (just cause/due process).

## **117 Secondary Employment**

Any full-time employee who engages in secondary employment shall notify his/her Department Head. Department Heads will then notify the Town Manager. The Town Manager will determine whether an employee's secondary employment presents a conflict with his or her duties to the Town.

## **118 Hiring Of Relatives**

The employment of relatives in the same department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. The hiring of relatives of elected and other employees is detailed in Chapter X, Section 10.4 of the Poland Town Charter.

## **119 Workplace Threats and Violence**

The safety and security of the employees of Poland, as well as the public who conduct business in the various municipal buildings, is of paramount importance to the Town. Therefore, threats, threatening behavior, or acts of violence against an employee, visitor, guests, or other individuals by

anyone on Town property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes unlawful threats, exhibits threatening behavior, or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response that may include, but is not limited to, suspension and/or termination of employment, and/or criminal complaint against the person or persons involved.

All Town personnel are responsible for notifying his/her Department Head, Town Manager, or the Sheriff's Department of any threats that he/she has witnessed, received, or has been told that another person has witnessed or received in connection with the person's job duties. Even without an actual threat, personnel should also report any behavior witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on a Town-owned site or is connected to Town employment.

## **120 Employee Classifications**

**120.1 Full-time Employees:** Full-time employees are defined as those employees who have successfully completed a probationary period and are regularly scheduled to work at least 35 hours each week on a year round basis. Full-time employees are eligible for all benefits offered by the Town of Poland.

**120.2 Regular Part-time Employees:** Regular part-time employees are defined as those employees who have successfully completed a probationary period and who are scheduled to work an average of between 20 and 34 hours per week on a year-round, fixed-schedule basis. Regular part-time employees are subject to appointment and removal by the Town Manager. Regular part-time employees are entitled to a pro-rated amount of the normal vacation, holidays, sick leave and bereavement leave, but not personal days or health insurance received by full-time employees.

**120.3 Part-time Employees:** Part-time employees are defined as those employees who are scheduled to work less than 20 hours per week on a year round basis, fixed or unfixed schedule. Part-time employees are not entitled to any employee benefits.

**120.4 Contract / Subcontract Employee:** Contract/Subcontract employment is employment under a written personal services contract between the Town and an individual and is subject to and governed by the terms of that agreement.

**120.5 Temporary Employee:** Temporary employment is an appointment to work a standard work week or less on a regular basis for a defined limited period of time, usually not to exceed six (6) months. Extensions of temporary employment may be granted by the Town Manager for up to three (3) months. Temporary employees are paid for hours worked and receive no other Town benefits, except those mandated by law.

**120.6 Seasonal Employment:** Seasonal employment is appointment to a position that generally has a duration coinciding with one or more of the four (4) seasons and the position terminates with the end of one or more of the applicable season(s). Such employees are paid for hours actually worked and receive no other benefits except those mandated by law.

**120.7 Probationary Employment:** Any person employed on a full-time or regular part-time basis by the Town shall be employed on a probationary status for a period of six (6) months, except as otherwise provided by State law or contract. The conduct and work performance of employees on

probation will be subject to review and evaluation during the six months, and they may be removed or demoted at any time during the probationary period. Such removals or demotions will not be subject to review or appeal. Accrued benefits shall not be paid until the employee has completed the probationary period.

**120.8 Job-Share:** The Town Manager may from time to time consider allowing employees to share a job. The arrangement must be in the best interests of the Town.

#### **120.9 Exempt Employee**

An employee whose duty position has been determined to be “exempt” under the guidelines of the federal Fair Labor Standards Act (FLSA) shall be paid on a salary basis and is not eligible to receive overtime. Exempt employees also do not normally earn compensatory time; see Section 211 Compensatory Time for further information.

#### **120.10 Non-Exempt Employee**

An employee whose duty position has been determined to be “non-exempt” under the guidelines of the Fair Labor Standards Act (FLSA) which is federal labor law; a non-exempt employee shall be paid on an hourly rate basis and shall be paid overtime (time and one-half) after 40 hours have been worked; see Section 210 Overtime and Section 211 Compensatory Time for further information.

#### **121 Employee Assistance Program**

The Town offers its regular employees, at no cost to the employees, an Employee Assistance Program (EAP), which provides confidential assistance by certified counselors for help in addressing a wide range of problems including depression, anxiety, alcoholism, drug abuse, marriage and family problems, and financial problems. The plan provides for free initial sessions for an assessment of the problem and a treatment plan, which may include free or low-cost, on-going counseling. For more information, contact the Town Manager.

#### **122 Physical Exam / Drug & Alcohol Testing**

After a conditional offer of employment is made, the prospective employee may be required to complete a pre-employment physical exam and/or a drug or alcohol test to the extent permitted by law. Holders of CDL licenses may also be subject to random drug and/or alcohol testing per federal and state regulations. A background check may also be required.

#### **123 Use of Town Property / Business Activity**

Employees must not, directly or indirectly, use or allow the use of Town property for other than official activities. Town telephones may be used for personal business only with a Department Head’s permission. The Department Head may restrict personal cell phone usage during working hours. No employee shall engage in any activity or business other than his or her regular duties during work hours; these prohibitions exclude approved break periods.

#### **124 Internet Use Policy**

The town has an adopted Internet Use Policy, which the Town Manager or his or her designee shall provide to all employees within 14 days of employment. All employees shall be required to read the policy and sign a document indicating their full understanding of the intentions of the policy.

## **125 Smoking Policy**

Employees may not smoke or use other tobacco products in any Town-owned vehicles in which a member of the public may travel from time to time, nor in Town buildings. Employees may use tobacco products in their own cars or in designated smoking areas while on Town business.

## **126 Receipt of Gifts**

A town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person outside or within Town employment whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as hats, pens, note pads, calendars, etc., is permitted.

## **127 Scheduling**

Due to the variations in the services offered by the Town, hours per work week may vary among the departments. With the exception of Public Safety Employees, the regular work week for payroll purposes begins on Sunday at 12:01 a.m. and ends at midnight on Saturday. Non-Public Safety employees are expected to work their assigned work week hours. The Town Manager reserves the right to adjust the hours of work. It is understood, that within reason, salaried employees shall accomplish the work assigned to the position regardless of the hours required to do the work.

Full-time Public Safety employees will have a base work week of forty two (42) hours. The regular work week for Public Safety employees will begin at 6:01 A.M. on Sunday and end at 5:59 A.M. the following Sunday.

Flex-time scheduling, requested by the Department Head, may be made available to employees with the approval of the Town Manager.

**127.1 Snow Emergency:** In the event a snow emergency has been declared by the Town Manager or his or her designee, Administrative, Recreation, Code Enforcement, Sanitation, Library and Clerical staff will be dismissed for the day with pay. Those who may not leave are: Deputy Sheriff's officers, Public Works' equipment operators, and Fire Rescue staff.

## **128 Confidentiality**

Many town employees have access to confidential information pertaining to persons or property in the town. Employees must not use this privileged information to their private advantage or to the advantage of friends or acquaintances. Each employee is charged with the responsibility of directing all requests for information, as described under the "Right to Know" law, MRSA Title I Sections 401-410, to the town's Public Access Officer for processing.

All employees will be required to read and sign a Confidentiality acknowledgement.

## SECTION 2 WAGE POLICY

### 201 Wage Scale

The Town Manager with the approval of the Board of ~~Selectmen~~[Selectpersons](#) shall develop and maintain a wage scale that addresses the compensation minimum, median and maximum for each position within the Town's employment.

### 202 Annual Wage Scale Adjustment

Effective July 1<sup>st</sup> of each year the wage scale shall be adjusted annually to reflect changes in the Consumer Price Index (CPI), which shall be determined annually by the Board of ~~Selectmen~~[Selectpersons](#), unless the Board of ~~Selectmen~~[Selectpersons](#) either upon its own initiative or upon recommendation of the Town Manager, votes to suspend or modify this adjustment for a particular year.

### 203 Starting Salaries

The starting salaries of new employees shall be set within the limits established by the appropriate wage scale. The Town Manager may place new employees above the lower end of the wage scale when he or she determines that experience, training, and market forces make it necessary in order to attract and retain good employees.

### 204 Performance Bonus

Annually, permanent full-time employees may be eligible for a Performance Bonus with the first day of the first pay period of the new fiscal year. The Performance Bonus Program will be authorized annually by the Board of ~~Selectman~~[Selectpersons](#) based on available funding. Funds will be authorized for the program by the Board of ~~Selectmen~~[Selectpersons](#) and will be distributed to Department Heads by the Town Manager.

The bonuses are a onetime payment and are earned through the annual performance evaluation conducted by each employee's Department Head.

### 205 Compensation for Increases in Responsibility

In circumstances where an employee's responsibilities change substantially, the Town Manager may, upon recommendation of the appropriate Department Head, grant movements within the wage scale in recognition to the increase in responsibility. The change in responsibility must be extraordinary such as beginning to supervise employees when supervision was previously not required, and cannot be part of the natural evolution every position goes through as demands, expectations and technology change.

### 206 Pay for Acting Department Head and Town ~~Manager's Pay~~

#### 206.1 Acting Department Head Pay



Employees may, from time to time, be appointed by their Department Head as an Acting ~~Manager~~ Department Head (~~Acting Town Manager~~, Acting Chief, Acting Town Clerk, Acting Recreation Director, Acting Public Works Director, etc.). An employee is expected to temporarily fill a department manager's position for up to two weeks without additional remuneration. In the event that an employee is appointed to serve in the full capacity of their Department Head for more than two weeks, the employee shall be entitled to a level of pay at mid-point between their current level of pay and that of the department director for the period that they serve in that increased capacity.

## **206.2 Acting Town Manager's Pay**

Employees may, from time to time, be appointed by the Selectpersons as Acting Town Manager. An employee is expected to temporarily fill the Town Manager's position for up to two weeks without additional remuneration. In the event that an employee is appointed to serve in the full capacity of the Town Manager for more than two weeks, the employee shall be entitled to a level of pay ranging from the mid-point between their current level of pay and that of the Town Manager, up to, but not to exceed the full pay of the Town Manager for the period that they serve in that increased capacity.

## **207 Performance Evaluations**

Each Department Head shall annually evaluate each regular full-time and regular part-time employee within his/her department to determine if the employee is performing his/her job satisfactorily. The performance evaluation shall also be used to establish a work plan for the coming year. The employee shall be given a copy of the performance appraisal form in advance of his/her meeting with the Department Head. The performance evaluation shall be discussed in detail with the employee and the employee shall be given an opportunity to participate fully in the performance evaluation, including the development of the work plan. A copy of the completed performance appraisal form shall be placed in the employee's personnel file. Failure of the Department Head to complete an annual performance appraisal for each employee may result in disciplinary action. Annual performance evaluations shall take place in the month of June.

## **208 Town Manager's Responsibility**

It will be the responsibility of the Town Manager or his/her designee to design the performance evaluation forms and distribute the forms to the Department Heads. It will also be the Town Manager's or his/her designee's responsibility to complete annual performance evaluations of employees under the Town Manager's direct supervision. Employees may be requested to do a self-evaluation with annual goals.

## **209 Performance Appraisals**

The purpose of the annual performance evaluation is to bring about good employee performance by identifying an employee's strengths, identifying areas in which the employee's performance is not satisfactory or needs to be improved, and generally providing the employee with feedback on his or her performance. In addition, the performance evaluation will be used as a tool to communicate performance goals set by management and to make certain that the employee's work plan accomplishes these goals.

The completed performance evaluation also directly forms the basis for Performance bonuses, and is also used as a criterion when considering promotions, disciplinary actions, rewards, training programs, or any other related personnel action.

## **210 Overtime**

In an emergency or extenuating circumstances as defined by the Town Manager, Department Head, or appropriate designee, overtime work may be assigned in order to meet operational requirements. Employees may choose between paid overtime and compensatory time. Employees choosing paid overtime shall be paid at one and one half (1½) times their straight time hourly rate for hours worked beyond forty (40) for non-public safety personnel. Full-time public safety personnel have a base work week of forty two (42) hours and will be paid overtime after forty eight (48) hours have been worked. Paid on-call public safety personnel have a base work week of forty eight (48) hours and will be paid overtime in compliance with section 207(k) of the FLSA which states fire protection personnel are due overtime after fifty three (53) hours are worked in a seven day period.

Wages paid to full-time employees will be limited to the employees' normal work week and shall not be increased by utilization of other benefit time off, including vacation time, personal time, sick time, compensated time, bereavement, jury duty and emergency staff dismissals. Holiday time is the only exception. Holiday leave shall be counted toward Overtime pay. If a non-public safety employee is required to work on a scheduled holiday, time shall be paid a rate of two times (2x) their straight time provided they have already reached regularly scheduled hours of forty 40 hours, and are required to continue working an uninterrupted normal work week. Full-time public safety personnel will be paid at their straight pay rate based on twelve (12) hour work day regardless of whether they have worked the day or not.

Example of Overtime Pay: Non public safety employees are scheduled to work a normal week of 40 hours: If they submitted on the payroll sheet for an eight (8) hour day of sick time and thirty five (35) hours of worked hours totaling forty three (43) hours, they would be paid thirty five (35) regular hours worked and five (5) hours of sick time (totaling forty (40) hours). The remaining three (3) hours of sick time submitted on the payroll sheet would not be debited against their accrued sick time. Public safety employees scheduled to work a normal week of forty two (42) hours: if they submitted on the payroll sheet for a twelve (12) hour day of sick time and thirty six (36) hours of worked hours (totaling forty eight (48) hours) they would be paid for their thirty six (36) worked hours and six (6) hours of sick time (totaling forty two (42) hours). The remaining six (6) hours of sick time that was submitted on the payroll sheet would not be debited against their accrued sick time. Employees will not be paid more than their normal hours unless they physically worked more than their normal hours for that week, except in the case of paid holidays.

The Town Manager is granted full authority over establishing and changing employees' schedules, work hours and overtime.

## **211 Compensatory Time**

Non-exempt employees choosing paid compensatory time off shall earn such time at the rate of one and one half (1½) hours off for each hour worked. Use of said Compensatory time requires advance approval by the employee's Department Head, and may be denied if such time off would be significantly detrimental to departmental functioning. No employee may accumulate more than forty (40) hours of compensatory time at any time. Public Safety employees shall accumulate no more than forty-eight (48) hours. Compensatory time may be carried from year to year.

Exempt employees do not normally earn compensatory time. Exempt employees work based on their job, not the number of hours they put in. They may need to work nights, weekends or whatever the job entails over forty (40) hours a week without getting paid extra for this.



At the discretion of the Town Manager or his/her designee, additional earned time may be granted to exempt employees for special circumstances on an individual basis. This time must be requested and authorized in writing prior to use, and documented with the Payroll Clerk. In no event shall exempt employees accrue nor carry more than forty (40) hours of compensatory time (as above).

All earned compensatory time shall be paid to the employee upon separation from service. Payment shall be made at the employee's regular rate of pay as of the date of separation.

## **SECTION 3 EMPLOYEE BENEFITS**

### **301 Life Insurance**

The Town shall select a carrier to provide life insurance coverage for full-time employees the town classifies as eligible employees for this life insurance benefit. Life insurance shall be in the amount of 100% of the employee's annual base salary at no cost to the employee.

The Town may also offer other life insurance policies, which shall be optional and shall be at the employees' expense.

### **302 Health Insurance**

The Town shall provide health insurance to all employees classified by the town as eligible for this health insurance benefit. The Town shall possess the authority and discretion to select and change insurance carriers from time to time to provide health insurance benefits and the authority to add to, modify, or withdraw the following benefits.

Presently, the Town provides health insurance through a qualified health insurance provider. The Town currently pays 85% of the monthly premium and the employee must pay 15% of the monthly premium by means of payroll deduction for family, dependent, domestic partner or single coverage depending on the circumstances of the individual employee.

Should an employee be eligible and opt not to participate in the health benefit the Town will provide a payment to the employee in lieu of health insurance. Effective July 1, 2008 the rate will be \$2,400 per year, which will be reviewed on an annual basis. It will be paid weekly as part of normal payroll to satisfy IRS requirements. Employees must show proof of comparable insurance to qualify.

### **303 Income Protection, Vision Care Plan, and Dental Insurance**

The Town offers to all full-time employees the opportunity to participate in an Income Protection Plan, Vision Care Plan, and/or Dental Insurance Plan through qualified insurance carriers at their own expense.

### **304 Retirement Program**

The Town offers to all full-time employees the opportunity to participate in the ICMA RC/Nationwide (457) Deferred Compensation Retirement Programs or Maine Public Employees Retirement System (MPERS), as described below. The Town of Poland will only contribute to one retirement plan, and each plan requires that the employee contribute from their own pay.

**ICMA RC (457)/Nationwide (457):** All full-time employees, not subject to a collective bargaining agreement (should one arise), may request that the Town contribute four percent (4.0%) of annualized income to the ICMA Retirement Corporation or Nationwide 457 Fund Deferred

Compensation Program on their behalf. A minimum employee contribution of four percent (4.0%) is required to receive the maximum employer match of four percent (4.0%). The maximum employee contribution to ICMA-RC/Nationwide is in accordance with the IRS maximum. Employee overtime is exempt from employer matching funds.

**MPERS (Maine Public Employees Retirement System):** All full-time employees, not subject to a collective bargaining agreement (should one arise), may request that the Town contribute the required employer match for Plan 1N (public safety personnel) or Plan AN for any other personnel. The Town has in place a 218 Agreement which allows retiring employees to also receive Social Security benefits under Plan AN. Employee overtime is not exempt from employer matching funds. Details of the Town's alternative retirement benefits are available through the Finance Office.

### **305 Social Security**

All employees with the exception of full-time Firefighters and Rescue personnel are mandated to participate in the Social Security System.

### **306 Academic Reimbursement**

In order to encourage the professional development of full-time employees the Town agrees to reimburse the cost of college courses and other optional training and education subject to the following restrictions:

- Employees who have completed their initial probationary period are entitled to request in writing, reimbursement for tuition for educational courses either for on-site college or university credit or non-credit courses from an accredited institution.
- The appropriate Department Head and Town Manager must approve all requests in writing in advance of commencement of the course. Approval may be subject to budget restrictions, the need for courses, and balance of funds used among all employees.
- All training and educational courses must be consistent with the employee's job description, duties and responsibilities and when possible should be taken during non working hours.
- The Town may reimburse the cost of tuition, which shall not exceed the tuition rate charged by the University of Southern Maine for an undergraduate course. If the employee does not achieve a grade of B or better or does not complete the course he/she may not be reimbursed by the Town in full for all tuition, fees and book costs. In non-graded training, the employee must receive proof of satisfactory completion and still be in the employment of the Town.
- Under special or unique circumstances, the Town Manager may authorize some or all of advance payment for approved courses, when such advanced payment will facilitate the training and is in the best interest of the town.

### **307 Travel Expenses and Clothing Allowance**

**307.1 Expenses:** Reimbursement for expenses incurred in the conduct of official Town business is subject to approval by the Town Manager. Payment will be processed upon submission of receipts verifying allowable expenses.

**307.2 Travel - Personal Vehicles:** When utilizing personal vehicles for approved business related travel, an eligible employee shall be reimbursed [at the official Internal Revenue Service rate.](#) ~~at a rate set by the General Services Administration, State of Maine.~~ Employees requesting payment under this sub-section must submit the required information on the prescribed form. Travel other than routine travel in the ordinary course of the employee's job, must be approved in advance by the Town Manager. Normal home to work travel is not compensable. When traveling on approved business matters, conferences and meetings, employees may, upon prior approval of the Town Manager, receive actual reimbursement for reasonable costs incurred.

**307.3 Uniform Requirements** – Employees may be required to wear a department-specific uniform as part of their work expectations, and in that event, the Town shall provide said uniforms at no expense to the employee.

**308 Holidays & Personal Days** – NOTE: This section ONLY applies to the employees of the Town of Poland in direct relation to town services.

**Eligible employees shall receive the following eleven (11) paid holidays, plus two (2) Personal Days:**

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day After Thanksgiving (substitute Patriot's Day)  
Christmas Eve (substitute Columbus Day)  
Christmas Day  
Two (2) Personal Days (accrued on the employee's Anniversary Date)

Employees shall be entitled to paid holidays as they occur, immediately after appointment. Holiday pay shall not be given to any employee if he or she is on a leave of absence without pay, suspension, or any other non-pay status on the date the holiday falls.

When a holiday falls on a weekend, the Town shall observe the holiday on the same date as State of Maine employees.

Regular part-time employees are entitled to Holiday Pay in a pro-rated amount depending upon their regularly scheduled hours. Should the Holiday fall on a day on which they are not scheduled to work, they will receive no Holiday Pay. Regular part-time employees are not entitled to the accumulation or use of Personal Days.

**308.1 Use of Personal Days:** All full-time employees that are regularly scheduled for eight (8) hour work days (this excludes seasonal schedules) are entitled to 16 hours of Personal Leave. Employees who have a regularly scheduled 12 hour work day are entitled to 24 hours of Personal

Leave annually. Personal Days must be used within the same Anniversary Year as accrued. Section 309.8 of this policy applies to personal days. No Personal Days are paid upon separation.

### **309 Vacation Leave**

**309.1 Accrual for Full-Time Employees:** Employees assigned to a (35-40) hour work week shall accrue vacation leave (weekly) in accordance with the following schedule except that the Town Manager may grant additional vacation time to new employees in order to attract and retain qualified and experienced staff:

- |  |                    |
|--|--------------------|
| • Start until completion of one (1) year | 40 hours annually  |
| • Upon completion of one (1) year        | 80 hours annually  |
| • Upon completion of five (5) years      | 100 hours annually |
| • Upon completion of ten (10) years      | 120 hours annually |
| • Upon completion of fifteen (15) years  | 140 hours annually |
| • Upon completion of twenty (20) years   | 160 hours annually |

\* For eligible Fire-Rescue personnel, accumulations are based on their normal work week of 42 hours and shall be 42, 84, 105, 126, 147 and 168 hours based on their corresponding years of service.

**309.2** \* An employee may be hired with a greater than customary amount of annual leave benefits, but in such an event, they will only advance to the next level of additional annual leave upon completion of the stated years of service (per the chart above). **Rights to vacation leave shall not be earned by an employee during the following:**

- Leave of absence without pay (including absences covered by Workers' Compensation and Family Medical Leave Act)
- Suspension without Pay
- Active Military Duty
- Extended Jury Duty

**309.3 Employment:** No employee shall be eligible to take vacation leave with pay until he or she has completed at least six (6) months of continuous service with the Town. The Town Manager may make an exception should there be extenuating circumstances.

**309.4 Options for Use of Accumulated Vacation:** Employees may not carry over more than one times their maximum annual vacation time accrual (80 hours for an employee with two years of service, 160 hours for an employee with twenty-six years of service, etc.) from one year to the next at their anniversary date. Only in circumstances, where in the Town Manager's opinion, the employee could not have reasonably taken vacation time in excess of their maximum accrual amount, or was in fact denied use of vacation time in excess of their maximum accrual amount, may be compensated at the employee's normal rate of pay.

**309.5 Accrual for Regular Part-Time Employees:** Regular part-time employees, as defined in Section II, shall accrue vacation on a prorated basis of the 40-hour work week. The total amount of accrued vacation leave that may be carried from one year to the next at their anniversary date shall not exceed forty (40) hours.

**309.6 Conditions of Accrual and Use:** Vacations are generally given at the convenience of the employee, however, the needs of the employer must be considered as paramount. Department Heads shall grant vacations with consideration for the seniority of the employee. All requests for vacation shall be made in writing on a form approved by the Town Manager and submitted to the appropriate Department Head.

**309.7 Outstanding Vacation Leave:** All earned outstanding vacation leave shall be paid to the employee upon separation from service. Payment shall be made at the employee's regular rate of pay as of the date of separation.

**309.8 Use of Time Off Request:** Requests for use of accrued time (vacation, prescheduled sick, personal or compensatory) must be submitted to the employee's immediate supervisor at least seven (7) business days before the scheduled requested time off. All approved requests must be attached to the employee's time card or time card summary when submitting to the Payroll Clerk.

## **310 Sick Leave**

**310.1 Accrual:** Employees shall be eligible to accrue ninety-six (96) hours sick leave during each twelve (12) months of employment for non-service incurred illness or disability at the rate of eight hours per month. At the time of retirement or at the end of employment in good standing with the Town, employees will be paid for thirty-three percent (33%) of the value for all of their accumulated sick leave balance.

~~Employees hired on or before December 31, 2016, who have accumulated a sick leave balance of four hundred and eighty (480) hours of sick leave will be paid for thirty-three percent (33%) of the value of their unused year's sick leave balance in excess of 480 hours as of their anniversary date.~~  
All employees may accrue a maximum of 480 hours of sick leave. Annually, on June 1<sup>st</sup>, those employees hired before December 31, 2016 will be paid for thirty-three percent (33%) of the value of sick leave balance in excess of 480 hours. Employees hired after December 31, 2016 will stop accruing sick leave at 480 hours with no excess payout.

**310.2 In Event of Death:** In the event of the death of an employee, unused accrued sick leave shall be paid to his/her designated beneficiary or estate upon his/her death at the same rate as indicated in 310.1.

**310.3 Use of Sick Time:** Sick time may be used when the employee is unable to work due to illness or disability of the employee or when necessary to care for a member of an employee's family. An employee will be allowed to use sick leave for medical examinations or tests when said appointments are available during normal working hours. Once an employee has exhausted all available sick time, pay will terminate, or if available, they may use accrued time in the Sick Leave Donation Program.

**310.4 Medical Verification:** At anytime the Town Manager or Department Head has the authority to ask the employee to provide verification of illness from a physician. Return to Work: An employee who has been absent from work due to injury may be required to provide return-to-work clearance in writing from a qualified medical professional. The Town also reserves the right to have the

employee undergo a fit-for-duty examination by an occupational health provider at the Town's expense.

**310.5 Employee Sick Leave Donation Program:** The purpose of this program is to permit an employee to donate accrued sick leave to another employee in the event that an employee has exhausted all paid leave due to a serious medical hardship or catastrophic illness or injury that poses a threat to life and or requires inpatient, hospice or residential health care. It shall also be permitted if the employee's needs are the result of a serious medical hardship or catastrophic illness of an immediate family member that requires the employee to care for that family member.

This program is not intended to cover the experience of a normal pregnancy, a common illness, an illness or injury covered by an employer paid, long term disability policy or worker's compensation, or has incurred injury during the course of committing a felony. This policy is not intended to provide paid leave to any employee who has previously abused paid leave. Employees are ineligible to use this program during disciplinary suspensions.

Employees allowed to participate in this program must be eligible to accrue sick time, must have exhausted all forms of paid leave and must have passed their initial probationary period. Medical certification of the illness or injury must be provided to the Department Head and Town Manager. The Town Manager shall have final approval of all use of the Sick Leave Donation Program.

## **311 Workers' Compensation**

The Town shall select a carrier to provide Workers' Compensation coverage to all employees while in the service of the Town.

## **312 Bereavement Leave**

In the event of the death of a full-time or regular part-time employee's spouse, domestic partner, children, parents, siblings, brother/sister-in-law, parent-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, stepparent, stepchild, or other persons residing in the same household the employee may be granted a leave of absence with pay (pro-rated in the case of regular part-time employees), for the work days falling within the period between the time of death and the day after the funeral, not to exceed three (3) working days. Additional leave may be granted to an employee but shall not exceed seven (7) working days. Employees may elect to use accrued vacation, personal or compensatory time and / or time without pay.

## **313 Military Leave**

Military leaves of absence, without pay, shall be granted to any employee called to active duty with the State or Federal forces for a temporary tour of duty, other than the routine annual training period. Military leave for routine annual training periods, not to exceed 15 days in any calendar year shall be granted. For any such period of routine annual training, the Town will pay the employee the difference between service pay and the employee's regular compensation. Earned vacation shall not be charged for such training period. Employees must submit their orders to be eligible for this benefit.

## **314 Jury Duty**



Upon verification of service, employees selected for jury duty by any court shall be paid straight time earnings less jury pay. Earned vacation shall not be charged for such service. If an employee is dismissed from jury duty, he or she must report to their Department Head within sixty (60) minutes of dismissal (if during his or her regular work day).

### **315 Domestic Violence Leave**

The Town will grant reasonable and necessary leave from work, with or without pay, for an employee to:

- Prepare for and attend court proceedings;
- Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse, domestic partner; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

The leave must be needed because the employee or the employee's daughter, son, parent, or spouse or domestic partner is a victim of violence, assault, sexual assaults under Title 17-A, sections 251 to 258, stalking, or any act that would support an order for protection under Title 19-A, sections 4001 to 4014. The Town will not punish or retaliate against an employee or deprive an employee of pay or benefits for requesting domestic violence leave.

The Town may require an employee to provide reasonable documentation of the family relationship, which may include a statement from the employee, a birth certificate, a court document or similar documents.

Leave may not be granted if:

- The Town would sustain undue hardship from the employee's absence;
- The request for leave is not communicated to the Town within a reasonable time under the circumstances; or
- The requested leave is impractical, unreasonable or unnecessary based on the facts then made known to the Town.

### **316 Personal Leave of Absence**

Employees may, with the written approval of the Town Manager, be granted a personal leave of absence without compensation for a period of time not to exceed sixty (60) days when the Town Manager determines that the best interests of the Town are served by granting the leave. A leave of absence will not be granted for employment elsewhere, except when in the best interests of the Town. During such a leave, the employee shall not accrue any benefits; will be required to defray the entire cost of insurance premiums and will relinquish any claim to time in service that would have been earned during the length of the absence.

## **SECTION 4 DISCIPLINE AND GRIEVANCE**

## **401 Discipline**

Discipline may be initiated for any infraction based on the good of the Town as determined by the Town Manager or his or her designee, including Department Heads. Infractions which may be subject to disciplinary actions include, but are not limited to, the following:

- The employee has been convicted of a felony or of a misdemeanor involving moral turpitude or which is related to the Town or the employee's job.
- The employee has violated a Town and/or departmental policy and/or procedure, or failed to obey any proper direction made and given by a Department Head.
- The employee is offensive in conduct or language in public or towards fellow employees.
- The employee fails to satisfactorily perform the duties and responsibilities required and recognized in the job description.
- The employee is careless or negligent with the moneys or other properties of the Town.
- The employee exhibits recurring absenteeism and/or tardiness.

## **402 Customary Procedure**

Discipline will normally be initiated in the following manner: *verbal warning; written warning; suspension; and termination*. However, depending on the nature of the offense, the Town Manager has the right to impose the discipline he/she considers warranted based upon the nature and gravity of the offense and is not under a duty to follow all the progressive steps of discipline in every case. The Town Manager shall be made aware of any action initiated as outlined in the disciplinary process sections of this policy.

## **403 Informal Procedure**

Every effort shall be made to resolve a pending grievance through the informal process, with the Department Head prior to filing the formal written grievance.

Any employee having a problem regarding his or her employment shall first discuss the problem with his/her Department Head. If the problem is not settled to the employee's satisfaction, the employee has the right to present the pending grievance in accordance with the procedure outlined below.

## **404 Grievance Procedure**

Each employee of the Town will be provided opportunity to understand and resolve matters affecting his/her employment that the employee believes have been carried out in violation of these policies. Employees may present their grievances without fear of reprisal.

1. The employee shall, within ten (10) working days of the date of the event which gave rise to the grievance, or within ten (10) working days of the date he/she could reasonably be expected to have knowledge of the event, present the grievance in writing to his/her Department Head. The Department Head shall, within ten (10) working days, meet and discuss the grievance with the employee and reply in writing within ten (10) working days.



2. In the event that the decision of the Department Head is not satisfactory to the employee, the employee may, within ten (10) working days of the Department Head's decision, request that the entire written record be advanced to the Town Manager for review with the Department Head. After meeting with the Town Manager, the Department Head will once again meet with the employee to render the final decision within ten (10) working days.

3. Department Heads shall file any and all grievances with the Town Manager in writing. Within ten days of receipt of such a grievance, the Town manager shall meet with the aggrieved Department to discuss their concerns. The decision of the Town Manager with regard to the grievance shall be rendered within ten (10) working days and shall be final.

## **SECTION 5 SEXUAL HARASSMENT, DRUG FREE WORKPLACE, FAMILY MEDICAL LEAVE AND HOSTILE WORK ENVIRONMENT POLICIES**

### **501 Sexual Harassment Is Illegal Under State and Federal Law**

It is illegal for any Town employee to sexually harass another employee and for any Department Head employee to permit any act of sexual harassment in the workplace by anyone, whether or not an employee.

**501.1 Definition Under Maine Law:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**501.2 Description:** The following type of conduct is considered to be sexual harassment and is not permitted. Physical assaults of a sexual nature such as:

- Rape, sexual battery, molestation or attempts to commit these assaults; and
- Intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwanted sexual advances, propositions or other sexual comments, such as;
- Sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
- Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;

- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of that employee's job more difficult because of that employee's sex;
- Sexual or discriminatory displays or publications anywhere in the Town by employees, such as;
- Displaying pictures, posters, calendars, graffiti, objects, promotional materials or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work;
- A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the Town and who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body;
- Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

**501.3 Internal Complaint Procedure:** Any Town employee who believes he or she has been the subject of sexual harassment should report the incident or act immediately to his or her Department Head or to the Town Manager. All complaints will be promptly investigated. All information will be held in confidence and will be discussed only with those who have a need to know in order to either investigate or resolve the complaint. Any employee who is/has been determined to have engaged in sexual harassment will be promptly counseled or disciplined. Disciplinary measures may consist of a reprimand, suspension or termination depending upon the severity of the offense. Employees who make false complaints in bad faith may be subject to disciplinary action, up to and including discharge.

**501.4 Legal Recourse through the Maine Human Rights Commission:** The Commission can be contacted at State House Station 51, Augusta, Maine 04333, telephone 624-6050. Any employee who believes he or she has been subjected to sexual harassment may call or write the Maine Human Rights Commission to register a complaint. Any complaint must be filed with the Commission within 180 days of the act of harassment. Once a signed charge form has been received by the Commission an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe sexual harassment occurred. If the Commission determines that sexual harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief.

**501.5 Maine Human Rights Act Protection Against Retaliation For Complaining About Sexual Harassment:** Under the law, you may not be punished or penalized in any way for truthfully reporting, complaining about or filing a claim concerning sexual harassment in good faith, or for testifying in any proceeding brought by anyone else.

## **502 Drug Free Workplace:**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Town property, and to ensure efficient operations, the Town has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Town. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Town premises, while on Town business (whether or not on Town premises) or while representing the Town, is strictly prohibited. Employees and other individuals who work for the Town also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. Violation of this policy will result in disciplinary action, up to and including discharge. The Town maintains a policy of non-discrimination and does not discriminate against individuals with a past history of illegal drug use, and those who have a medical history, which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, results in a violation of town policies, or jeopardizes the health and safety of any Town employee, including themselves.

## **503 Family Medical Leave**

**503.1 General:** As provided by the 1993 Family and Medical Leave Act (FMLA), all eligible employees shall be entitled to take up to 12 weeks of unpaid, job-protected leave during any 12 month period for specified family and medical reasons.

**503.2 Covered Family and Medical Reasons:** An eligible employee shall be entitled to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:

- \* For the birth or care of the newborn child of the employee;
- For the placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- A serious health condition, which shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

**503.3 Employee Eligibility:** An employee shall be entitled to family leave when he/she meets the following criteria:

- The employee has worked for at least 12 months for the Town. The twelve months need not have been consecutive.

- The employee has to have worked for the employer for at least 1,250 hours over the 12 months before the leave would begin.
- An employee who has worked less than 1,250 hours may be eligible for Family Medical Leave under Maine law, in which case the leave is limited to ten (10) weeks over a period of two years, and does not include employer-paid health insurance.

**503.4 Calculation of Leave:** Eligible employees can use up to 12 weeks of leave during any 12-month period. The Town will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses leave, the Town computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken 5 weeks of leave in the past 12 months, he or she could take an additional 7 weeks under this policy.

**503.5 Maintenance of Benefits:** An employee eligible under FMLA shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work for the Town. To maintain uninterrupted coverage, the employee will have to continue to pay his/her share of insurance premium payments. This payment shall be made either in person or by mail at the Town Office by the 21<sup>st</sup> day of each month. If the employee's payment is more than 30 days overdue, the Town will drop the coverage.

If the employee informs the Town that he/she does not intend to return to work at the end of the leave period, the Town's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the employee to reimburse the Town the amount the Town contributed towards the employee's health insurance during the leave period.

If the employee contributes to a life insurance or disability plan, the Town will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the Town will request that the employee continue to make those payments, along with the health care payments. If the employee does not continue these payments, the Town will recover the payments at the end of the leave period, in a manner consistent with the law.

Vacation, sick leave and holidays will not accrue during the leave period consistent with the Town's benefits policy. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

**503.6 Job Restoration:** An employee who utilizes family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms in accordance with the act.

**503.7 Use of Paid and Unpaid Leave:** If an employee has any accrued paid leave (e.g., sick leave, vacation) the employee shall use all available paid leave time, which shall be considered Family Medical Leave, first before taking additional unpaid Family Medical Leave. If the employee still meets the eligibility requirements under the FMLA, Vacation and sick time will not continue to accrue, however, insurance, and retirement benefits will continue during that time.

**503.8 Procedure for Requesting Leave:** All employees requesting leave under this policy must complete the Family / Medical leave form available from the Town Manager or his or her designee.

When an employee plans to take leave under this policy, the employee must give the town 30 days notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the town's operations.

While on leave, employees will be requested to report, no less than bi-monthly to their Department Head regarding the status of the medical condition, and their intent to return to work.

**503.9 Procedure for Notice and Certification of Serious Health Condition:** On occasion, the Town may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition by a qualified healthcare provider. The employee should try to respond to such a request within 10 days of the request, or provide a reasonable explanation for the delay.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors, nurse practitioners and nurse-midwives authorized to practice under State law and performing within the scope of their practice under State law.

When seeking certification of a serious medical condition, an employee should ensure that the certification form (Form WH-381) contains the following:

- Date when the condition began; expected duration; diagnosis; and a brief statement of treatment.
- If an employee is seeking medical leave for his/her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.
- For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
- If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- If deemed necessary, the Town may ask for a second opinion. The Town will pay for the employee to get a certification from a second doctor, which the Town will select. If there is a conflict between the original certification and the second opinion, the Town may require the opinion of a third doctor. The Town and the employee will jointly select the third doctor, and the Town will pay for the opinion. The third opinion will be considered final.

## **Section 504 Hostile Work Environment**

In general, municipal employees are not required to remain in a hostile work environment. Employees who feel they are in a threatening situation, or a situation in which sexually explicit or foul language is being directed at them, or similar circumstances, should declare themselves to feel that it is becoming a hostile environment and request the offender to cease the offending behavior immediately. If the offender does not stop the hostile behavior, the employee is within their rights to

remove themselves from the area, and immediately notify their Department Head of the circumstances and the decision to declare a hostile work environment.

Under no circumstances is an employee permitted to return the hostile behaviors to the offending party (push them, threaten, swear at them, etc.). Employees should tell the party that they are being overly hostile, and that the employee will be leaving if they do not stop. The employee should instruct the person as to whom their Department Head is, and ask them to take up the matter with the Department Head, and then politely leave the scene.

Amended this ~~20<sup>th</sup> day of December, 2016.~~ 17<sup>th</sup> day of October, 2017

Board of ~~Selectmen~~ Selectpersons

\_\_\_\_\_  
Walter J. Gallagher, Vice Chairperson

\_\_\_\_\_  
Stanley L. Tetenman, ~~Vice~~ Chairperson

\_\_\_\_\_  
Janice A. Kimball

\_\_\_\_\_  
~~Stephen E. Robinson~~ Mary-Beth Taylor

\_\_\_\_\_  
James G. Walker, Jr.

**EASEMENT DEED  
& AGREEMENT**

KNOW ALL BY THESE PRESENTS, that **SPECIAL OLYMPICS MAINE f/k/a MAINE SPECIAL OLYMPICS, INC.**, a Maine nonprofit corporation with a mailing address of 125 John Roberts Road, South Portland, Maine 04106 (the "Special Olympics"), as owner of a certain lot or parcel of land in the Town of Poland described in a Warranty Deed dated May 26, 1993 and recorded in the Androscoggin County Registry of Deeds in Book 3046, Page 70 (the "Special Olympics Property"), for good and valuable consideration, hereby grants to **THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF AUBURN-LEWISTON**, a Maine nonprofit corporation with a mailing address of 62 Turner Street, Auburn, Maine 04210, and its assigns (the "YMCA"), as owner of a certain lot or parcel of land in the Town of Poland described in a deed dated June 6, 1968 and recorded in the Androscoggin County Registry of Deeds in Book 990, Page 360 (the "YMCA Property"), the appurtenant easements as follows:

An easement for the use of water together with the right to access, use, maintain, repair, and replace lines, pipes and conduits for transporting said water over, under, through, and along the Special Olympics Property. The use of the easement shall be seasonal (April through October) and consistent with historical use for recreational, campground and similar purposes. The approximate location of the existing water line is marked on a plan entitled "Standard Boundary Survey for Special Olympics Maine, Lower Range Pond, Poland, Maine" dated November 11, 1993 and prepared by John A. Belding Land Surveyor (the "Plan"), a copy of which is attached hereto as **Exhibit A**. The parties hereto shall each be responsible for fifty percent (50%) of the reasonable cost of any future maintenance, repair or replacement of the lines, pipes, and related appurtenances, and shall cooperate in good faith in connection with said future maintenance, repair and replacement of said improvements.

An easement for the use together with the right to access, maintain, repair, and replace an existing structure and retaining wall in their existing location on the Special Olympics Property. The approximate location of the existing structure and retaining wall is shown on the Plan. The YMCA and its assigns shall be solely responsible for the cost of any future maintenance, repair or replacement of the structure and retaining wall.

The parties acknowledge that said easements are herein granted to (i) allow for existing improvements consistent with their historical use and (ii) to benefit the YMCA Property and to run with the land.

The YMCA shall indemnify and hold the Special Olympics harmless from any and all injuries, liabilities, claims and damages arising from the YMCA's use of the easements, excepting where such damage or injury arises out of the gross negligence or willful misconduct of Special Olympics.



IN WITNESS WHEREOF, the undersigned have caused this instrument to be signed this  
\_\_\_\_\_ day of \_\_\_\_\_, 2017

SPECIAL OLYMPICS MAINE F/K/A MAINE  
SPECIAL OLYMPICS, INC.

\_\_\_\_\_  
By:  
Its:

YOUNG MEN'S CHRISTIAN ASSOCIATION  
OF AUBURN-LEWISTON

\_\_\_\_\_  
By:  
Its:

STATE OF MAINE  
COUNTY OF \_\_\_\_\_, 2017

Personally appeared the above named, \_\_\_\_\_, as  
\_\_\_\_\_ of Maine Special Olympics, Inc. and acknowledged the foregoing  
instrument to be his free act in his stated capacity.

Before me,

\_\_\_\_\_  
Notary Public/Attorney at Law  
Printed Name: \_\_\_\_\_

STATE OF MAINE  
COUNTY OF \_\_\_\_\_, 2017

Personally appeared the above named, \_\_\_\_\_, as  
\_\_\_\_\_ of Young Men's Christian Association of Auburn-Lewiston and  
acknowledged the foregoing instrument to be his free act in his stated capacity.

Before me,

\_\_\_\_\_  
Notary Public/Attorney at Law  
Printed Name: \_\_\_\_\_



## Schedule for FY18/19 Budget Process

### Week of September 17

Budget Worksheets to Department Heads (09/21)  
First review of revenue projections (09/21)

### Week of Oct 22 and 29

Department Heads meet with Town Manager/Finance Director

### Week of November 5

Town Manager/Finance Director Finalize Draft Budget

### Tues., Dec 5th

Draft Budget to Selectmen & Budget Committee

**Budget Hearings:** Hearings will be held at the Fire/Rescue Training Room **at 6:30 PM.**

### **Budget Committee Workshops with Board of Selectmen**

### Thursday, January 11th

Budget Committee Initial Organizational Meeting

Revenue

110-01 Administration and Municipal CIP

110-05 Contracted Services

110-06 Buildings & Grounds

110-07 CATV

150-02 Debt Service

150-03 Municipal Insurance

150-04 Employee Benefits

150-06 CIP – Contingency, Revaluation

150-07 RSU 16

160-01 County Tax

170-01 Overlay

Thursday, January 18th

120-01 Code Enforcement and CIP  
120-02 Recreation – Operational Budget and CIP  
120-03 Health Officer  
120-04 Beach Maintenance  
120-05 Conservation and CIP  
120-06 General Assistance  
120-08 Social Service Agencies  
120-09 Ricker Library

Thursday, January 25th

130-02 Solid Waste – Operational Budget and CIP  
140-02 Law Enforcement (ASO) and CIP  
140-03 Dispatching  
140-04 Animal Control  
140-05 Street Lights  
140-06 Fire Hydrants  
140-07 Emergency Management  
401/402-01 CEDC Budget

Thursday, February 1st

140-01 Fire Rescue – Operational Budget and CIP  
130-01 Public Works – Operational Budget and CIPs  
150-10 Poland Spring TIF Districts  
150-11 Downtown Village TIF District  
Any remaining accounts or changes if needed.

Tuesday February 6th

Selectmen approve final budget/warrant and send forward to Town Meeting

Style No. 1

**State of Maine Sample Ballot**  
**Referendum Election, November 7, 2017**

**Instructions to Voters**

Fill in the oval next to your Yes or No choice, like this: ☐

To have your vote count, do not erase or cross out your choice.

If you make a mistake, ask for a new ballot.

**Question 1: Citizen Initiative**

Do you want to allow a certain company to operate table games and/or slot machines in York County, subject to state and local approval, with part of the profits going to the specific programs described in the initiative?

☐ Yes

☐ No

**Question 2: Citizen Initiative**

Do you want Maine to expand Medicaid to provide healthcare coverage for qualified adults under age 65 with incomes at or below 138% of the federal poverty level, which in 2017 means \$16,643 for a single person and \$22,412 for a family of two?

☐ Yes

☐ No

**Question 3: Bond Issue**

Do you favor a \$105,000,000 bond issue for construction, reconstruction and rehabilitation of highways and bridges and for facilities or equipment related to ports, harbors, marine transportation, freight and passenger railroads, aviation, transit and bicycle and pedestrian trails, to be used to match an estimated \$137,000,000 in federal and other funds, and for the upgrade of municipal culverts at stream crossings?

Total estimated life time cost is \$133,875,000 representing \$105,000,000 in principal and \$28,875,000 in interest (assuming interest at 5.0% over 10 years).

☐ Yes

☐ No

**Question 4: Constitutional Amendment**

Do you favor amending the Constitution of Maine to reduce volatility in state pension funding requirements caused by the financial markets by increasing the length of time over which experience losses are amortized from 10 years to 20 years, in line with pension industry standards?

☐ Yes

☐ No

**You Have Completed  
Voting**

11  
12  
21  
SPECIMEN BALLOT  
REGIONAL SCHOOL UNIT SIXTEEN (16)  
REFERENDUM ELECTION  
POLAND, MAINE  
NOVEMBER 7, 2017

Instructions to Voters

- ♦ Fill in the oval next to your Yes or No choice, like this: ●
- ♦ To have your vote count, do not erase or cross out your choice.
- ♦ If you make a mistake, ask for a new ballot.

40  
41  
42  
43  
81  
Question 1: Do you favor authorizing the School Board of Regional School Unit No. 16 (the "Region") to issue bonds or notes in the name of the Region for school construction and minor capital project purposes in an amount not to exceed \$5,700,000 to construct and equip an addition and renovations to Bruce Whitier Middle School and renovations to Poland Regional High School?

☐ Yes

☐ No

SAMPLE

FOR FINANCIAL STATEMENT  
CONTACT JOHN HAWLEY  
AT RSU #16 998-2727 XT 113  
JHAWLEY@RSU16.ORG

## Treasurer's Statement

The State of Maine borrows money by issuing bonds. General Obligation bonds are backed by the full faith and credit of the State and must be submitted statewide to the voters for approval.

Once approved, the Treasurer issues bonds as needed to fund the approved bond projects and uses a rapid 10-year repayment of principal strategy to retire the debt.

If the bond proposals on the ballot in November 2017 are approved by the voters, general obligation debt service as a percentage of the State's General Fund, Highway Fund and Revenue Sharing appropriations is expected to be 2.87% in FY18 and 3.28% in FY19.

The following is a summary of general obligation bond debt of the State of Maine as of **September 30, 2017**.

**Bonds Outstanding (Issued and Maturing through 2027):**

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Highway Fund	\$ 40,605,000	\$ 3,096,918	\$ 43,701,918
General Fund	\$ 419,635,000	\$ 84,437,669	\$ 504,072,669
Total	\$ 460,240,000	\$ 87,534,587	\$ 547,774,587

Unissued Bonds Authorized by Voters: \$ 85,208,697

Unissued Bonds Authorized by the Constitution: \$ 101,000,000

Total Authorized but Unissued Bonds: \$ 186,208,697

The total amount that must be paid in the present fiscal year for bonded debt already outstanding (for FY2018): \$ 103,949,780

If the bonds submitted here are approved by voters and issued for the full statutory period authorized, an estimate of the total interest and principal that may reasonably be expected to be paid is \$133,875,000.00, representing \$ 105,000,000.00 in principal and \$28,875,000.00 in interest.



Terry Hayes, Treasurer of State

# Memo

To: Board of Selectpersons  
From: Nikki Pratt, General Assistance Administrator  
CC: Matt Garside, Town Manager  
Date: 10/13/2017  
Re: General Assistance Appendix Adoption

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Each year in October new appendices come out for General Assistance Maximums that the Town has to adopt. I am requesting that the Board schedule the public hearing for the adoption of these Appendices on Tuesday, November 7<sup>th</sup> at 7:00 PM.

# 2017

## Municipal Valuation Return



**DUE DATE - NOVEMBER 1, 2017 (or within 30 days of commitment, whichever is later)**

*Mail the signed original to Maine Revenue Services, Property Tax Division,  
PO Box 9106, Augusta, ME 04332-9106 and affix copy to front cover of Municipal Valuation book.*

For help in filling out this return, please see the Municipal Valuation Return Guidance Document at  
[www.maine.gov/revenue/forms/property/appsformspubs.htm](http://www.maine.gov/revenue/forms/property/appsformspubs.htm)

# MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN

(36 M.R.S. § 383)

DUE DATE - NOVEMBER 1, 2017 (or within 30 days of commitment, whichever is later)

Poland

Municipality

1. County: **Androscoggin**

Commitment Date: **8/1/2017**  
mm/dd/yyyy

2. Municipality **Poland**

3. 2017 Certified Ratio (Percentage of current just value upon which assessments are based.) 3 **100.00%**  
*Homestead, veterans, blind, and BETE Exemptions, Tree Growth and Farmland values must be adjusted by this percentage*

## TAXABLE VALUATION OF REAL ESTATE

(Exclude exempt valuation of all categories)

4. Land (include value of transmission, distribution lines & substations, dams and power houses) 4 **307,441,010**  
5. Buildings 5 **334,655,310**  
6. Total **taxable** valuation of real estate (sum of lines 4 & 5 above) 6 **642,096,320**  
(See Municipal Tax Rate Calculation Standard Form page 10, line 1)

## TAXABLE VALUATION OF PERSONAL PROPERTY

(Exclude exempt valuation of all categories)

7. Production machinery and equipment 7 **81,712,150**  
8. Business equipment (furniture, furnishings and fixtures) 8 **405,460**  
9. All other personal property 9 **1,599,150**  
10. Total **taxable** valuation of personal property (sum of lines 7 through 9 above) 10 **83,716,760**  
(See Municipal Tax Rate Calculation Standard Form page 10, line 2)

## OTHER TAX INFORMATION

11. Total taxable valuation of real estate and personal property (sum of lines 6 & 10 above) 11 **725,813,080**  
(See Municipal Tax Rate Calculation Standard Form page 10, line 3)  
12. 2017 Property Tax Rate (example .01520) 12 **0.014740**  
13. 2017 Property Tax Levy (includes overlay and any fractional gains from rounding) 13 **\$10,698,484.80**  
*Note: This is the exact amount of 2017 tax actually committed to the collector*  
(See Municipal Tax Rate Calculation Standard Form page 10, line 19)

## HOMESTEAD EXEMPTION REIMBURSEMENT CLAIM

*Homestead exemptions must be adjusted by the municipality's certified ratio*

14. a. Total number of \$20,000 homestead exemptions granted 14a **1,586**  
b. Total exempt value for all \$20,000 homestead exemptions granted (Line 14a x \$20,000) 14b **31,720,000**  
c. Total number of properties fully exempted (valued less than \$20,000) by homestead exemptions granted 14c **65**  
d. Total exempt value for all properties fully exempted (valued less than \$20,000) by homestead exemptions granted 14d **862,640**  
e. Total number of homestead exemptions granted (sum of 14a & 14c) 14e **1,651**  
f. Total exempt value for all homestead exemptions granted (sum of 14b & 14d) 14f **32,582,640**  
(Must be the same as Municipal Tax Rate Calculation Standard Form page 10, line 4a)  
g. Total **assessed value** of all homestead qualified property (land & buildings) 14g **302,486,960**



**MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN**

Municipality: Poland

**BUSINESS EQUIPMENT TAX EXEMPTION (BETE) REIMBURSEMENT CLAIM**

15. a. Number of BETE applications processed for tax year 2017.	15a	21
b. Number of BETE applications approved	15b	0
c. Total exempt value of all BETE qualified property (Must be the same as Municipal Tax Rate Calculation Standard Form page 10, line 5a)	15c	49,360,600
d Total exempt value of BETE property located in a municipal retention TIF district.	15d	26,136,500

**TAX INCREMENT FINANCING (TIF)**

16. a. Total amount of increased taxable valuation above Original Assessed Value within TIF Districts.	16a	112,140,195
b. Amount of Captured Assessed Value within TIF Districts.	16b	100,926,176
c. Property tax revenue that is appropriated and deposited into either a Project Cost Account or a Sinking Fund Account.	16c	1,500,422
d. BETE reimbursement revenue that is appropriated and deposited into either a Project Cost Account or a Sinking Fund Account.	16d	\$0.00

(Lines 16c and 16d combined must be the same as Municipal Tax Rate Calculation Standard Form page 10, line 9)

**EXCISE TAX**

17. a. Excise taxes collected during a recently completed twelve month period. Enter either <b>calendar</b> or <b>fiscal</b> .	17a	Fiscal
b. Motor vehicle excise tax collected.	17b	\$1,220,914.01
c. Watercraft excise tax collected.	17c	\$13,713.40

**ELECTRICAL GENERATION AND DISTRIBUTION PROPERTY**

18. Total valuation of distribution and transmission lines owned by electric utility companies.	18	\$5,872,700
19. Total valuation of all electrical generation facilities.	19	\$649,800

**FOREST LAND CLASSIFIED UNDER THE TREE GROWTH TAX LAW**

(36 M.R.S. §§ 571 - 584-A)

20. Average per acre unit value used for undeveloped acreage (land not classified).	20	\$1,025
21. Classified forest land. (Do Not include land classified in Farmland as woodland).		
a. Number of parcels classified as of April 1, 2017	21a	85
b. Softwood acreage	21b	939.90
c. Mixed wood acreage	21c	1793.26
d. Hardwood acreage	21d	1465.04
e. Total number of acres of forest land only (sum of lines 21 b, c, & d above).	21e	4,198.20
22. Total assessed valuation of all classified forest land for tax year 2017.	22	1,691,305
a. Per acre values used to assess Tree Growth classified forest land value:		
Softwood	22a(1)	430.00
Mixed Wood	22a(2)	440.00
Hardwood	22a(3)	340.00

**MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN**

Municipality: \_\_\_\_\_

**Poland**

**TREE GROWTH TAX LAW CONTINUED**

- |   |      |                   |
|---|------|-------------------|
| 23. Number of forest acres first classified for tax year 2017.  | 23   | <b>0.00</b>       |
| 24. Land withdrawn from Tree Growth classification. (36 M.R.S. § 581)   |      |                   |
| a. Total number of parcels withdrawn from 4/2/16 through 4/1/17.  | 24a  | <b>1</b>          |
| b. Total number of acres withdrawn from 4/2/16 through 4/1/17.  | 24b  | <b>13.00</b>      |
| c. Total value of penalties assessed by the municipality due to withdrawal of classified Tree Growth land from 4/2/16 through 4/1/17. | 24c  | <b>\$2,973.60</b> |
| d. Total number of \$500 penalties assessed for non-compliance  | 24d  | <b>0</b>          |
| 24-1 Since April 1, 2016, have any Tree Growth acres been transferred to Farmland?  | 24-1 | <b>Yes</b> Yes/No |

**LAND CLASSIFIED UNDER THE FARM AND OPEN SPACE TAX LAW**

*(36 M.R.S. §§ 1101 to 1121)*

**FARM LAND:**

- |   |        |                |
|---|--------|----------------|
| 25. Number of parcels classified as Farmland as of April 1, 2017.   | 25     | <b>19</b>      |
| 26. Number of acres first classified as Farmland for tax year 2017.   | 26     | <b>22.00</b>   |
| 27. a. Total number of acres of all land now classified as Farmland<br>(Do not include Farm woodland)                             | 27a    | <b>347.00</b>  |
| b. Total valuation of all land now classified as Farmland<br>(Do not include Farm woodland)                                       | 27b    | <b>132,900</b> |
| 28. a. Number of <u>Farm</u> woodland acres:  |        |                |
| 28a(1) Softwood acreage   | 28a(1) | <b>81.50</b>   |
| 28a(2) Mixed wood acreage   | 28a(2) | <b>292.00</b>  |
| 28a(3) Hardwood acreage   | 28a(3) | <b>42.00</b>   |
| b. Total number of acres of all land now classified as <u>Farm</u> woodland.  | 28b    | <b>415.50</b>  |
| c. Total valuation of all land now classified as <u>Farm</u> woodland.  | 28c    | <b>177,805</b> |
| d. Per acre rates used for <u>Farm</u> woodland:  |        |                |
| Soft wood   | 28d(1) | <b>430.00</b>  |
| Mixed wood  | 28d(2) | <b>440.00</b>  |
| Hard wood   | 28d(3) | <b>340.00</b>  |
| 29. Land withdrawn from Farmland classification. (36 M.R.S. § 1112)   |        |                |
| a. Total number of parcels withdrawn from 4/2/16 through 4/1/17.  | 29a    | <b>0</b>       |
| b. Total number of acres withdrawn from 4/2/16 through 4/1/17.  | 29b    | <b>0.00</b>    |
| c. Total value of penalties assessed by the municipality due to the withdrawal of classified Farmland from 4/2/16 through 4/1/17. | 29c    | <b>\$0.00</b>  |

**OPEN SPACE:**

- |   |    |               |
|---|----|---------------|
| 30. Number of parcels classified as Open Space as of April 1, 2017.   | 30 | <b>3</b>      |
| 31. Number of acres first classified as Open Space for tax year 2017. | 31 | <b>0.00</b>   |
| 32. Total number of acres of land now classified as Open Space.       | 32 | <b>96.30</b>  |
| 33. Total valuation of all land now classified as Open Space.         | 33 | <b>67,225</b> |

**MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN**

Municipality: Poland

**OPEN SPACE TAX LAW CONTINUED**

34. Land withdrawn from Open Space classification. (36 M.R.S. § 1112)

- |  |     |        |
|--|-----|--------|
| a. Total number of parcels withdrawn from 4/2/16 through 4/1/17.   | 34a | 0      |
| b. Total number of acres withdrawn from 4/2/16 through 4/1/17.   | 34b | 0.00   |
| c. Total value of penalties assessed by the municipality due to the withdrawal of classified Open Space land from 4/2/16 through 4/1/17. | 34c | \$0.00 |

**LAND CLASSIFIED UNDER THE WORKING WATERFRONT TAX LAW**

*(36 M.R.S., §§ 1131 - 1140-B)*

- |  |     |        |
|--|-----|--------|
| 35. Number of parcels classified as Working Waterfront as of April 1, 2017.  | 35  | 0      |
| 36. Number of acres first classified as Working Waterfront for tax year 2017.  | 36  | 0.00   |
| 37. Total acreage of all land now classified as Working Waterfront.  | 37  | 0.00   |
| 38. Total valuation of all land now classified as Working Waterfront.  | 38  | 0      |
| 39. Classified Working Waterfront withdrawn. (36 M.R.S. § 1138)  |     |        |
| a. Total number of parcels withdrawn from 4/2/16 through 4/1/17.   | 39a | 0      |
| b. Total number of acres withdrawn from 4/2/16 through 4/1/17.   | 39b | 0.00   |
| c. Total value of penalties assessed by the municipality due to the withdrawal of classified Working Waterfront land from 4/2/16 through 4/1/17. | 39c | \$0.00 |

**EXEMPT PROPERTY**

*(36 M.R.S. §§ 651, 652, 653, 654-A, 656)*

40. Enter the **exempt value** of all the following classes of property which are exempt from property taxation by law.

a. Public Property (§ 651(1)(A) and (B)).

- |                                      |        |           |
|--------------------------------------|--------|-----------|
| (1) United States                    | 40a(1) | 0         |
| (2) State of Maine (excluding roads) | 40a(2) | 5,899,480 |

TOTAL VALUE [40a (1) + (2)]

40a **5,899,480**

b. Real estate owned by the Water Resources Board of the State of New Hampshire located within this state. (§ 651(1)(B-1))

40b align="right">0

c. Property of any public municipal corporation of this state (including county property) appropriated to public uses. (§ 651(1)(D))  
(County, Municipal, Quasi-Municipal owned property)

40c align="right">21,325,960

d. Pipes, fixtures, hydrants, conduits, gatehouses, pumping stations, reservoirs and dams of a public municipal corporation supplying water, power or light if located outside the limits of the municipality. (§ 651(1)(E)).

40d align="right">0

e. Airport or landing field of a public municipal corporation used for airport or aeronautical purposes. (§ 651(1)(F))

40e align="right">0

f. Landing area of a privately owned airport when owner grants free use of that landing area to the public. (§ 656(1)(C))

40f align="right">0

g. Pipes, fixtures, conduits, buildings, pumping stations, and other facilities of a public municipal corporation used for sewerage disposal if located outside the limits of the municipality. (§ 651(1)(G))

40g align="right">28,030

Municipality: Poland

## EXEMPT PROPERTY CONTINUED

40. h. Property of benevolent and charitable institutions. (§ 652(1)(A))	40h	<b>9,711,800</b>
i. Property of literary and scientific institutions. (§ 652(1)(B))	40i	<b>0</b>
j. Property of the American Legion, Veterans of Foreign Wars, American Veterans, Sons of Union Veterans of the Civil War, Disabled American Veterans and Navy Clubs of the USA. (§ 652(1)(E))		
1) Total exempt value of veterans organizations.	40 j(1)	<b>0</b>
2) Exempt value attributable to purposes <b>other than</b> meetings, ceremonials, or instruction facilities ( <b>reimbursable exemption</b> ).	40 j(2)	<b>0</b>
k. Property of chambers of commerce or boards of trade. (§ 652(1)(F))	40k	<b>0</b>
l. Property of houses of religious worship and parsonages. (§ 652(1)(G))		
1) Number of parsonages within this municipality.	40 l(1)	<b>0</b>
2) Indicate the total <b>exempt</b> value of those parsonages.	40 l(2)	<b>0</b>
3) Indicate the total <b>taxable</b> value of those parsonages.	40 l(3)	<b>0</b>
4) Indicate the total <b>exempt</b> value of all houses of religious worship.	40 l(4)	<b>1,334,410</b>
TOTAL EXEMPT VALUE OF ALL HOUSES OF RELIGIOUS WORSHIP AND PARSONAGES		
	[ Sum of 40 l(2) and 40 l(4) ] 40l	<b>1,334,410</b>
m. Property owned or held in trust for fraternal organizations operating under the lodge system (do not include college fraternities). (§ 652(1)(H))	40m	<b>280,160</b>
n. Personal property <b>leased</b> by a benevolent and charitable organization exempt from taxation under § 501 of the Internal Revenue Code of 1954 and the primary purpose is the operation of a hospital licensed by the Dept. of Health and Human Services, health maintenance organization or blood bank. (§ 652(1)(K)) (Value of property <u>owned</u> by a hospital should be reported on line 40h)	40n	<b>0</b>
o. Exempt value of real property of all persons determined to be legally blind. (§ 654-A) ( \$4,000 adjusted by certified ratio)	40o	<b>0</b>
p. Aqueducts, pipes and conduits of any corporation supplying a municipality with water. (§ 656(1)(A))	40p	<b>0</b>
q. Animal waste storage facilities constructed after April 1, 1999 and certified as exempt by the Commissioner of Agriculture, Conservation and Forestry. (§ 656(1)(J)) ( <b>reimbursable exemption</b> )	40q	<b>0</b>
r. Pollution control facilities that are certified as such by the Commissioner of Environmental Protection. (§ 656(1)(E))	40r	<b>0</b>
s. Snowmobile trail grooming equipment registered under 12 M.R.S. § 13113. (§ 655(1)(T)) ( <b>reimbursable exemption</b> )	40s	<b>0</b>

**MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN**

Municipality: \_\_\_\_\_

**Poland**

**40t. VETERANS EXEMPTIONS** - The following information is necessary in order to calculate reimbursement. (Section 653)

**SECTION 1: The section is *only* for those veterans who served during a federally recognized war period**

**Widower:**

	NUMBER OF EXEMPTIONS	EXEMPT VALUE
--	-------------------------	--------------

1. Living male spouse or male parent of a deceased Veteran. \$6,000 adjusted by the certified ratio. [Section 653(1)(D)]	40t(1)A <b>0</b>	40t(1)B <b>0</b>
--	------------------	------------------

**Revocable Living Trusts:**

2. Paraplegic veteran (or their widow) who is the beneficiary of a revocable living trust. \$50,000 adjusted by the certified ratio. [Section 653(1)(D-1)]	40t(2)A <b>0</b>	40t(2)B <b>0</b>
--	------------------	------------------

3. All other veterans (or their widows) who are the beneficiaries of revocable living trusts. \$6,000 adjusted by the certified ratio. [Section 653(1)(C) or (D)]	40t(3)A <b>0</b>	40t(3)B <b>0</b>
---	------------------	------------------

**WW I Veterans:**

4. WW I veteran (or their widow) enlisted as Maine resident. \$7,000 adjusted by the certified ratio. [Section 653(1)(C-1) or (D-2)]	40t(4)A <b>0</b>	40t(4)B <b>0</b>
--	------------------	------------------

5. WW I veteran (or their widow) enlisted as non-Maine resident. \$7,000 adjusted by the certified ratio. [Section 653(1)(C-1) or (D-2)]	40t(5)A <b>0</b>	40t(5)B <b>0</b>
--	------------------	------------------

**Paraplegic Veterans:**

6. Paraplegic status veteran or their unremarried widow. \$50,000 adjusted by the certified ratio. [Section 653(1)(D-1)]	40t(6)A <b>0</b>	40t(6)B <b>0</b>
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**Cooperative Housing Corporation Veterans:**

7. Qualifying Shareholder of Cooperative Housing Corporation \$6,000 adjusted by the certified ratio. [Section 653(2)]	40t(7)A <b>0</b>	40t(7)B <b>0</b>
--	------------------	------------------

**All Other Veterans:**

8. All other veterans (or their widows) enlisted as Maine residents. \$6,000 adjusted by the certified ratio. [Section 653(1)(C)(1)]	40t(8)A <b>141</b>	40t(8)B <b>846,000</b>
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9. All other veterans (or their widows) enlisted as non-Maine residents. \$6,000 adjusted by the certified ratio. [Section 653(1)(C)(1)]	40t(9)A <b>45</b>	40t(9)B <b>270,000</b>
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**SECTION 2: This section is *only* for those veterans who did not serve during a federally recognized war period**

	NUMBER OF EXEMPTIONS	EXEMPT VALUE
--	-------------------------	--------------

10. Veteran (or their widow) disabled in the line of duty. \$6,000 adjusted by the certified ratio. [Section 653(1)(C)(2) or (D)]	40t(10)A <b>0</b>	40t(10)B <b>0</b>
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11. Veteran (or their widow) who served during the periods from August 24, 1982 to July 31, 1984 and December 20, 1989 to January 31, 1990. \$6,000 adjusted by the certified ratio. [Section 653(1)(C)(1) or (D)]	40t(11)A <b>0</b>	40t(11)B <b>0</b>
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12. Veteran (or their widow) who served during the period from February 27, 1961 and August 5, 1964, but did not serve prior to February 1, 1955 or after August 4, 1964. \$6,000 adjusted by the certified ratio. [Section 653(1)(C)(1) or (D)]	40t(12)A <b>0</b>	40t(12)B <b>0</b>
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**Total number of ALL veteran exemptions granted in 2017**

40t(A) **186**

**Total exempt value of ALL veteran exemptions granted in tax year 2017**

40t(B) **1,116,000**

Municipality: Poland**EXEMPT PROPERTY CONTINUED**

40. u. **Other.** The Laws of the State of Maine provide for exemption of quasi-municipal organizations such as authorities districts and trust commissions. These exemptions will not be found in Title 36.

Examples: Section 5114 of Title 30-A provides for exemption of real and personal property of an Urban Renewal Authority or Chapter 164, P. & S.L. of 1971 provides for exemption of real estate owned by the Cobbossee-Annabessacook Authority. (See also 30-A M.R.S., § 5413, Revenue Producing Municipal Facilities Act.)

Please list the full name of the organization in your municipality that has been granted exempt status through such a law, the provision of the law granting the exemption and the estimated full value of real property.

NAME OF ORGANIZATION	PROVISION OF LAW	EXEMPT VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL		40u <input type="text" value="0"/>

**40. TOTAL VALUE OF ALL PROPERTY EXEMPTED BY LAW**

40   
(sum of all exempt value)

**MUNICIPAL RECORDS**

41. a. Does your municipality have tax maps? 41a  YES/NO  
If yes, proceed to b, c and d. If no, move to line 42. Give date when tax maps were originally obtained and name of contractor. (This does not refer to the annual updating of tax maps.)
- b. Date 41b  mm/dd/yyyy
- c. Name of Contractor 41c
- d. Are your tax maps PAPER, GIS or CAD? 41d
42. Please indicate the number of *land parcels* within your municipal assessing jurisdiction. (Not the number of tax bills) 42
43. Total **taxable land acreage** in your municipality. 43
44. a. Has a professional town-wide revaluation been completed in your municipality?  
If yes, please answer the questions below. 44a  YES/NO  
If no, please proceed to line 45.
- b. Did the revaluation include any of the following? Please enter each category with YES or NO.
- 44b (1)  LAND
- 44b (2)  BUILDINGS
- 44b (3)  PERSONAL PROPERTY
- c. Effective Date 44c  mm/dd/yyyy
- d. Contractor Name 44d
- e. Cost 44e

**MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN**

Municipality: Poland

**MUNICIPAL RECORDS CONTINUED**

45. Please indicate the best choice that describes how the municipality administers its assessment function. Choose SINGLE ASSESSOR, ASSESSORS' AGENT or BOARD OF ASSESSORS. Please provide the name if single assessor or agent.

a) Function 45a Assessors Agent

b) Name 45b Robert Duplisea, RJD Appraisal

c) Email address 45c

46. List the beginning and ending dates of the fiscal year in your municipality.

FROM 46a 7/1/2017  
mm/dd/yyyy

TO 46b 6/30/2018  
mm/dd/yyyy

47. Interest rate charged on overdue 2017 property taxes (36 M.R.S. § 505)

47 7.00  
(not to exceed 7.00%)

48. Date(s) that 2017 property taxes are due.

48a 9/22/2017  
48c   
mm/dd/yyyy

48b   
48d   
mm/dd/yyyy

49. Are your assessment records computerized?

49a Yes YES/NO

Name of software used 49b Trio

50. Has your municipality implemented a local tax relief program similar to the state's circuitbreaker program or property tax fairness credit? 50a No YES/NO

How many people qualified? 50b

How much relief was granted? 50c

51. Has your municipality implemented a local elderly volunteer tax credit program under 36 M.R.S. § 6232(1-A)?

51a No YES/NO

How many people qualified? 51b

How much relief was granted? 51c

I/We, the Assessor(s) of the Municipality of Poland do state that the foregoing information contained herein is, to the best knowledge and belief of this office, reported correctly and that all of the requirements of the law have been followed in valuing, listing and submitting the information.

ASSESSOR(S)  
SIGNATURES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE   
mm/dd/yyyy

**NOTICE:** This return must be completed and sent to the Property Tax Division by November 1, 2017 or within 30 days after the commitment date, whichever is later, in order to avoid reduction or loss of any entitlement under the Tree Growth Tax Law municipal reimbursement program for the 2017 tax year.

# MAINE REVENUE SERVICES - 2017 MUNICIPAL VALUATION RETURN

Municipality: Poland

County: Androscoggin

## VALUATION INFORMATION

1. List the number and type of new, demolished and converted residential buildings in your municipality since April 1, 2016, giving the approximate increase or decrease in full market value.

	One Family	Two Family	3-4 Family	5 Family Plus	Mobile Homes	Seasonal Homes
New	14	0	0	0	5	0
Demolished	6	0	0	0	3	0
Converted	0	0	0	0	0	0
Valuation Increase (+)	\$1,610,000	\$0	\$0	\$0	\$93,500	\$0
Valuation Loss (-)	\$462,300	\$0	\$0	\$0	\$39,100	\$0
Net Increase/Loss	\$1,147,700	\$0	\$0	\$0	\$54,400	\$0

2. List any new industrial or commercial growth started or expanded since April 1, 2016, giving the approximate full market value and additional machinery, equipment, etc.


3. List any extreme losses in valuation since April 1, 2016, giving a brief explanation such as "fire" or "mill closing", etc. giving the loss at full market value.


4. Explain any general increase or decrease in valuation since April 1, 2016 based on revaluations, change in ratio used, adjustments, etc.




2017 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM  
**ENHANCED BUSINESS EQUIPMENT TAX EXEMPTION CALC SHEET**

Municipality: \_\_\_\_\_

**POLAND**

Data entry fields

**BE SURE TO COMPLETE & FILE THIS FORM IN CONJUNCTION WITH ENHANCED BETE TAX RATE CALCULATION FORM**

**1. Standard BETE reimbursement computation**

- (a) Total valuation of ALL BETE qualified exempt property as of April 1, 2017  
(+BETE Exempt Valuation '2017 Tax Rate Calculation Form' IH18 line 5a.) **\$49,360,600**  
(should agree with MVR Page 2, line 15c.)
- (b) Total valuation of all BETE qualified exempt property **not** located in a Municipal  
Retention Tax Increment Financing District (Line 1a. minus line 3b.) **\$49,360,600**
- (c) Percent of reimbursement for BETE exempt property (2017 statutory standard 50% reimbursement) **50.00%**
- (d) Valuation of all BETE qualified exempt property subject to standard reimbursement **\$0**  
(if zero results see below)

**2. Enhanced Reimbursement if personal property factor exceeds 5% of total taxable value**

- (a) Total value of all business personal property  
(include all taxable and all exempt BETE qualified business personal property) **\$133,077,360**
- (b) Total value of all taxable real and personal property **\$725,813,080**
- (c) Total valuation of all BETE qualified exempt property subject to **Enhanced reimbursement** if not  
located in a Municipal Retention TIF District subject to a > % of line 2.(f) **\$49,360,600**  
Line 1.(a) minus line 3.(c) if 2.(f) > 3.(a)
- (d) Personal Property Factor [2a. / (2b. + 1a.)] **17.17%**
- (e) Line 2d. / 2 **8.58%**
- (f) Line 2(e) plus 50% (if line 2(d) is greater than 5%) **58.58%**
- (g) Valuation of all BETE qualified exempt property subject to **Enhanced** reimbursement **\$28,917,272**  
(if zero results see below)

**3. Municipal Retention Tax Increment Percentage**

- (a) Percentage of captured assessed value retained by the municipality and allocated  
for the municipality's own authorized TIF project costs approved as of 4/1/2008.  
(Defaults to Statutory Standard unless Municipal Retention % is greater than standard  
reimbursement) **0.00%** **50.00%**
- (b) Captured Assessed Value of BETE qualified property located within a **Municipal Retention** TIF district
- (c) Valuation of all TIF BETE qualified exempt property subject to reimbursement **\$0**  
(if zero results see below)

**4. Total Reimbursable BETE Exempt Valuation**

- (a) Total of all reimbursable BETE Exempt Valuation 1.(d) or 2.(g)+ 3.(c) **\$28,917,272**

# 2017 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: \_\_\_\_\_

**POLAND**

Data entry fields

## **BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

- |   |      |               |
|---|------|---------------|
| 1. Local taxable real estate valuation  | 1    | \$642,096,320 |
| 2. Local taxable personal property valuation  | 2    | \$83,716,760  |
| 3. Total taxable valuation (Line 1 plus line 2)   | 3    | \$725,813,080 |
| (should agree with MVR Page 1, line 11)   |      |               |
| 4. Total of all homestead exempt valuation  | 4(a) | \$32,582,640  |
| (should agree with MVR Page 1, line 14f)  |      |               |
| Total of all Homestead Exempt Valuation multiplied by 50%   | 4(b) | \$16,291,320  |
| 5. Total of all <b>BETE exempt valuation</b><br>(+Enhanced BETE Calc sheet'1J12)                                  | 5(a) | \$49,360,600  |
| <b>Enhanced</b> total of all reimbursable BETE exempt valuation<br>(+Enhanced BETE Calc sheet'1J50:J50, Line 4.a) | 5(b) | \$28,917,272  |
| 6. Total valuation base (Line 3 plus line 4(b) plus line 5)   | 6    | \$771,021,672 |

### **ASSESSMENTS**

- |   |    |                 |
|---|----|-----------------|
| 7. County tax   | 7  | \$780,898.00    |
| 8. Municipal appropriation  | 8  | \$4,174,565.00  |
| 9. TIF financing plan amount  | 9  | \$1,500,422.00  |
| 10. Local education appropriation (Local share/contribution)<br>(Adjusted to municipal fiscal year) | 10 | \$6,941,359.00  |
| 11. Total appropriations (Add lines 7 through 10)   | 11 | \$13,397,244.00 |

### **ALLOWABLE DEDUCTIONS**

- |  |    |                |
|--|----|----------------|
| 12. State municipal revenue sharing  | 12 | \$213,467.00   |
| 13. Other revenues: All other revenues that have been formally<br>appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank<br>interest income, appropriated surplus revenue, etc. (Do Not Include any Homestead or BETE Reimbursement) | 13 | \$1,858,327.00 |

- |   |    |                 |
|---|----|-----------------|
| 14. Total deductions (Line 12 plus line 13)                             | 14 | \$2,071,794.00  |
| 15. Net to be raised by local property tax rate (Line 11 minus line 14) | 15 | \$11,325,450.00 |

- |   |                         |
|---|-------------------------|
| 16. $\frac{\$11,325,450.00}{1.05} = \$11,891,722.50$<br>(Amount from line 15)   | Maximum Allowable Tax   |
| 17. $\frac{\$11,325,450.00}{\$771,021,672} = 0.01469$<br>(Amount from line 15) (Amount from line 6)   | Minimum Tax Rate        |
| 18. $\frac{\$11,891,722.50}{\$771,021,672} = 0.01542$<br>(Amount from line 16) (Amount from line 6)   | Maximum Tax Rate        |
| 19. $\$725,813,080.00 \times 0.01474 = \$10,698,484.80$<br>(Amount from line 3) (Selected Rate) (Enter on MVR Page 1, line 13)                      | Tax for Commitment      |
| 20. $\$11,325,450.00 \times 0.05 = \$566,272.50$<br>(Amount from line 15)   | Maximum Overlay         |
| 21. $\$16,291,320 \times 0.01474 = \$240,134.06$<br>(Amount from line 4b.) (Selected Rate) (Enter on line 8, Assessment Warrant)                    | Homestead Reimbursement |
| 22. $\$28,917,272 \times 0.01474 = \$426,240.59$<br>(Amount from line 5b.) (Selected Rate) (Enter on line 9, Assessment Warrant)                    | BETE Reimbursement      |
| 23. $\$11,364,859.45 - \$11,325,450.00 = \$39,409.45$<br>(Line 19 plus lines 21 and 22) (Amount from line 15) (Enter on line 5, Assessment Warrant) | Overlay                 |

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,  
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

**SUPPLEMENTAL TAX CERTIFICATE AND WARRANT**  
**36 M.R.S.A. SECTION 713**

**Tax Year and Warrant Number: 2017/2018-04**

I, the undersigned Assessor of Town of Poland, County of Androscoggin, State of Maine, hereby do commit to Judith A Akers, Tax Collector, the following supplemental tax in the amount of \$12,562.00 which were omitted from assessment, or were invalid or void by reason of illegality or irregularity from the April 1, 2017 valuation records. The powers of the original warrant dated August 1, 2017 for fiscal year 2018 are extended by virtue of Title 36 MRSA Sec 713 as amended.

Payment is due                      December 3, 2017

Interest begins to accrue        December 4, 2017

<b>Name</b>	<b>Map/Lot</b>	<b>Acc #</b>	<b>Amount</b>	<b>Reason</b>
Kimball Bros LLC	M9 L8	792RE	\$12,562.00	Tree Growth Removal Penalty

Given under our hands this 3rd day of October, 2017

\_\_\_\_\_  
Assessor, Town of Poland

\_\_\_\_\_  
Assessor, Town of Poland

\_\_\_\_\_  
Assessor, Town of Poland

\_\_\_\_\_  
Assessor, Town of Poland

\_\_\_\_\_  
Assessor, Town of Poland

10/13/2017

# Tree Growth Removal Penalty Calculation

Kimball Brothers LLC  
MAP 9 LOT 8

REMOVAL OF ALL LANDS FROM TREE GROWTH CLASSIFICATION

THIS ESTIMATE IS GOOD UNTIL APRIL 1, 2018

Full Value		Base	Total	Depr.	Total	
Rear 1	5	\$2,500.00	\$12,500.00	100%	\$12,500	
Rear 2	45	\$1,500.00	\$67,500.00	100%	\$67,500	
Rear 3	16	\$650.00	\$10,400.00	100%	\$10,400	
	66	Total			\$90,400	
					100%	Certified Ratio
					\$90,400	Full Value Total

Value in TG		Base	Total	Depr.	Total	
Softwood	15	\$430.00	\$6,450.00	100%	\$6,450	
Mixed Wood	38	\$440.00	\$16,720.00	100%	\$16,720	
Hardwood	13	\$340.00	\$4,420.00	100%	\$4,420	
	66	Total			\$27,590	
					100%	Certified Ratio
					\$27,590	Full Value Total

Full Value	\$90,400
FL Value	\$27,590
Difference	<b>\$62,810</b>
In TG Since 1979	20%
<b>Penalty</b>	<b>\$12,562.00</b>

# Town of Poland

1231 Maine Street, Poland, ME 04274

Phone: (207) 998-4601

Fax: (207) 998-2002

www.polandtownoffice.org



Assessing 207-998-4651  
Code Enforcement 207-998-4604  
Recreation 207-998-4650  
Fire Rescue 207-998-4689  
Public Works 207-998-2570  
Solid Waste 207-998-4688

October 17, 2017

Authorization of bills payable for Fiscal Year 2018 totaling:

Town A/P's:	\$ 222,369.94
Payroll:	\$ 84,164.25
Library A/P's:	\$ 2,583.74
DTV TIF:	\$ 9,898.87
TIF 1:	\$ -
TIF 2:	\$ 237,572.88
Total:	\$ 556,589.68

## BOARD OF SELECTPERSONS

\_\_\_\_\_  
Mary Beth Taylor

\_\_\_\_\_  
Janice A. Kimball

\_\_\_\_\_  
Stanley L. Tetenman

\_\_\_\_\_  
Walter J. Gallagher

\_\_\_\_\_  
James G. Walker, Jr.

# A / P Check Register

Bank: NORTHEAST-GEN

10/12/2017

Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	57368	225.00	10/02/17	38	01400 AQUABOGGIN
P	57369	1,023.00	10/02/17	38	01431 CANOBIE LAKE PARK CORPORATION
P	57370	6,126.00	10/02/17	38	00407 FUNTOWN/SPLASHTOWN USA
P	57371	1,288.50	10/02/17	38	00000 MICHEL FLEURY CONSTRUCTION
P	57372	115.00	10/02/17	38	00000 RANGE PONDS STATE PARK
P	57373	9,235.36	10/02/17	38	01029 SECRETARY OF STATE
P	57374	639.80	10/02/17	38	01736 WATER COUNTRY
P	57430	380.00	10/05/17	38	00982 ANDROSCOGGIN COUNTY
P	57431	150.00	10/05/17	38	01506 DAVID ENOS
P	57432	52.00	10/05/17	38	00000 DOUG GILBERT
P	57433	100.00	10/05/17	38	00000 DOUG GILBERT
P	57434	60.00	10/05/17	38	00000 JASON BECVAR
P	57435	172.00	10/05/17	38	00000 JEFF GILBERT
P	57436	136.59	10/05/17	38	02294 FIRST NATIONAL BANK OMAHA
P	57437	800.00	10/05/17	38	00928 POLAND REC. DEPT/SCOTT SEGAL
P	57438	223.20	10/05/17	38	01900 TREASURER, STATE OF MAINE
P	57439	2,321.25	10/05/17	38	02254 TREASURER, STATE OF MAINE
P	57440	9.00	10/05/17	38	00303 TREASURER, STATE OF MAINE
P	57494	1,000.00	10/11/17	38	00000 CUMBERLAND YOUTH CHEERING
P	57495	125.00	10/11/17	38	00000 DAN & DAD'S PLUMBING
P	57496	70.00	10/11/17	38	00000 DENNIS DACUS
P	57497	900.00	10/11/17	38	00000 KENNEBEC EQUIPMENT RENTAL
P	57498	70.00	10/11/17	38	00000 MIKE HOPKINS
P	57499	1,000.00	10/11/17	38	00000 UNITED STATES TREASURY
R	57500	741.32	10/12/17	38	00364 643-FAIRPOINT COMMUNICATIONS
R	57501	806.20	10/12/17	38	00064 ALMIGHTY WASTE
R	57502	1.53	10/12/17	38	00089 AMERICAN MESSAGING
R	57503	45.00	10/12/17	38	00982 ANDROSCOGGIN COUNTY
R	57504	87.00	10/12/17	38	00123 ANDROSCOGGIN VALLEY
R	57505	98.38	10/12/17	38	02108 BSN SPORTS
R	57506	1,234.53	10/12/17	38	00222 CENTRAL MAINE POWER COMPANY
R	57507	2,217.00	10/12/17	38	01805 COPP EQUIPMENT, LLC
R	57508	540.00	10/12/17	38	00081 CUNNINGHAM SECURITY SYSTEMS
R	57509	50.00	10/12/17	38	01506 DAVID ENOS
R	57510	44.46	10/12/17	38	01854 DEPOT SQUARE HARDWARE
R	57511	31,548.74	10/12/17	38	01565 EASTERN SALT COMPANY INC.
R	57512	970.83	10/12/17	38	02138 ECOLAB, INC.
R	57513	98.76	10/12/17	38	01458 EDM PUBLISHERS
R	57514	8.20	10/12/17	38	00378 FIRESAFE EQUIPMENT
R	57515	1,176.23	10/12/17	38	02294 FIRST NATIONAL BANK OMAHA
R	57516	600.00	10/12/17	38	00314 G. A. DOWNING CO., INC.
R	57517	1,220.41	10/12/17	38	00020 GOOD YEAR COMMERCIAL TIRE
R	57518	60.00	10/12/17	38	00455 GREATER ANDROSCOGGIN
R	57519	100.00	10/12/17	38	01846 HARRIS COMPUTER SYSTEMS
R	57520	6,275.15	10/12/17	38	01607 HARRISON SHRADER ENTERPRISES
R	57521	66.80	10/12/17	38	01858 HYDRAULIC HOSE & ASSEMBLIES
R	57522	175.00	10/12/17	38	02240 INDUSTRIAL PROTECTION SERVICES
R	57523	1,424.00	10/12/17	38	01851 ION NETWORKING

Type	Check	Amount	Date	Wrnt	Payee
R	57524	19,047.08	10/12/17	38	01541 IRVING ENERGY
R	57525	85.48	10/12/17	38	00078 JESSICA LEIGHTON
R	57526	68.98	10/12/17	38	00558 JORDAN EQUIPMENT CO.
R	57527	92.00	10/12/17	38	00665 MAINE FIRE CHIEFS ASSOCIATION
R	57528	5,000.00	10/12/17	38	02145 MAINE MUNICIPAL ASSOCIATION
R	57529	3,292.20	10/12/17	38	02311 MAINE MUNICIPAL ASSOCIATION
R	57530	696.00	10/12/17	38	02311 MAINE MUNICIPAL ASSOCIATION
R	57531	13.50	10/12/17	38	00670 MAINE OXY-ACETYLENE SUPPLY CO.
R	57532	75.25	10/12/17	38	02270 MAINE WASTE SOLUTIONS, LLC
R	57533	64.00	10/12/17	38	00703 MECHANIC FALLS AUTO SUPPLY, INC.
R	57534	1,521.14	10/12/17	38	00714 MECHANIC FALLS WATER DEPT.
R	57535	1,569.48	10/12/17	38	01282 MEDICAL REIMBURSEMENT SERVICES, INC
R	57536	2,687.55	10/12/17	38	00757 MID-MAINE WASTE ACTION CORP.
R	57537	33.93	10/12/17	38	00767 MORRISON & SYLVESTER
R	57538	220.00	10/12/17	38	00794 NASON MECHANICAL SYSTEMS
R	57539	910.00	10/12/17	38	00823 NFPA
R	57540	10,950.19	10/12/17	38	00904 PIKE INDUSTRIES, INC.
R	57541	631.40	10/12/17	38	00911 PIONEER MANUFACTURING COMPANY
R	57542	172.00	10/12/17	38	00920 PITNEY BOWES GLOBAL
R	57543	6,003.38	10/12/17	38	01843 PORTLAND PLASTIC PIPE
R	57544	171.46	10/12/17	38	00983 REGGIE'S SALES & SERVICE
R	57545	2,218.41	10/12/17	38	00985 RELIANCE EQUIPMENT
R	57546	2,998.75	10/12/17	38	00988 RENT IT OF MAINE
R	57547	88.00	10/12/17	38	01485 RESPONSIBLE PET CARE
R	57548	1,600.00	10/12/17	38	01884 RHR SMITH & COMPANY
R	57549	2,375.00	10/12/17	38	01428 RJD APPRAISAL
R	57550	188.14	10/12/17	38	00091 ROBERT FOLSOM
R	57551	60.00	10/12/17	38	01531 ROBERT MANCINI
R	57552	325.00	10/12/17	38	01497 SEABEE ELECTRIC
R	57553	5,948.00	10/12/17	38	01029 SECRETARY OF STATE
R	57554	153.56	10/12/17	38	01471 SHARON CHAMMINGS
R	57555	75.00	10/12/17	38	01086 STRATHAM TIRE, INC.
R	57556	164.40	10/12/17	38	01097 SUN MEDIA GROUP
R	57557	250.00	10/12/17	38	01141 TOWN HALL STREAMS
R	57558	700.00	10/12/17	38	01140 TOWN OF POLAND
R	57559	59.84	10/12/17	38	02176 TRACTION
R	57560	75,440.00	10/12/17	38	01554 VIKING-CIVES
R	57561	609.58	10/12/17	38	02038 W. B. MASON CO. INC.
<b>Total</b>		<b>222,369.94</b>			

**Count**

Checks	86
Voids	0

## Warrant 38

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00364 643-FAIRPOINT COMMUNICATIONS</b>						
0147	57500	10	SERVICE		10/10/17	
MUNIC BUILDINGS			E 110-01-5205		325.74	0.00
			ADMINISTRATI / ADMIN - PHONE			
ASO			E 140-02-5205		35.27	0.00
			PUB SAFETY / LAW ENFORCEM - PHONE			
PUBLIC WORKS			E 130-01-5205		35.56	0.00
			PUB WORKS / PUBLIC WORKS - PHONE			
SOLID WASTE			E 130-02-5205		38.59	0.00
			PUB WORKS / SOLID WASTE - PHONE			
DISPATCH			E 140-03-5350		109.59	0.00
			PUB SAFETY / DISPATCHING - PROF SERVICE			
FIRE/RESCUE			E 140-01-5205		36.02	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
FIRE/RESCUE			E 140-01-5205		38.68	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
FIRE/RESCUE			E 140-01-5205		84.05	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
REC DEPT			E 500-01-5205		37.82	0.00
			REC PGMS / REC PROGRAMS - PHONE			
Vendor Total-					741.32	
<b>00064 ALMIGHTY WASTE</b>						
0147	57501	10	PULL FEE 9/27/17		10232236	
PULL FEE 9/27/17			E 130-02-5275		174.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					174.00	
0147	57501	10	PULL FEE 10/2/17		936622	
PULL FEE 10/2/17			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0147	57501	10	PULL FEE 9/30/17		936429	
PULL FEE 9/30/17			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0147	57501	10	PULL FEE 9/23/17		935566	
PULL FEE 9/23/17			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0147	57501	10	PULL FEE 9/26/17		935841	
PULL FEE 9/26/17			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0147	57501	10	PULL FEE 9/26/17		72306	
PULL FEE 9/26/17			E 130-02-5275		276.20	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					276.20	
Vendor Total-					806.20	
<b>00089 AMERICAN MESSAGING</b>						
0147	57502	10	SERVICE 10/1/17		442947	
SERVICE 10/1/17			E 140-01-5205		1.53	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
Vendor Total-					1.53	
<b>00982 ANDROSCOGGIN COUNTY</b>						
0147	57430	10	LIEN DISCHARGES		IPER 10/3/17	
LIEN DISCHARGES			E 110-01-5320		380.00	0.00



Warrant 38

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
ADMINISTRATI / ADMIN - REG OF DEEDS						
Invoice Total-					380.00	
0147	57503	10	TRANSFERS 10/2/17	34175		
TRANSFERS 10/2/17			E 110-01-5320		45.00	0.00
ADMINISTRATI / ADMIN - REG OF DEEDS						
Invoice Total-					45.00	
Vendor Total-					425.00	
00123 ANDROSCOGGIN VALLEY						
0147	57504	10	HHW DISPOS PRG 9/27/17	341061-861		
ENVIRONMENT PRG 9/27/17			E 130-02-5290		87.00	0.00
PUB WORKS / SOLID WASTE - HHW DISP						
Vendor Total-					87.00	
01400 AQUABOGGIN						
0147	57368	10	CONSIGNMENT TICKETS	IPER 9/28/17		
CONSIGNMENT TICKETS			E 500-01-6060		225.00	0.00
REC PGMS / REC PROGRAMS - DISC TIC EXP						
Vendor Total-					225.00	
02108 BSN SPORTS						
0147	57505	10	SOCCER SUP 9/21/17	900528245		
SOCCER SUP 9/21/17			E 500-01-6130		98.38	0.00
REC PGMS / REC PROGRAMS - SOCCER EXP						
Vendor Total-					98.38	
01431 CANOBIE LAKE PARK CORPORATION						
0147	57369	10	CONCIGNMENT TICKETS	IPER 9/28/17		
CONCIGNMENT TICKETS			E 500-01-6060		1,023.00	0.00
REC PGMS / REC PROGRAMS - DISC TIC EXP						
Vendor Total-					1,023.00	
00222 CENTRAL MAINE POWER COMPANY						
0147	57506	10	ST LIGHTS	9/29/17		
ST LIGHTS			E 140-05-5350		1,234.53	0.00
PUB SAFETY / STREET LIGHT - PROF SERVICE						
Vendor Total-					1,234.53	
01805 COPP EQUIPMENT, LLC						
0147	57507	10	RENTAL 10/9/17	2635		
RENTAL 10/9/17			E 130-01-5375		2,217.00	0.00
PUB WORKS / PUBLIC WORKS - RENTAL EQUIP						
Vendor Total-					2,217.00	
00000 CUMBERLAND YOUTH CHEERING						
0147	57494	10	CHEER MATS	IPER 10/9/17		
CHEER MATS			E 500-01-6030		1,000.00	0.00
REC PGMS / REC PROGRAMS - CHEER EXP						
Vendor Total-					1,000.00	
00081 CUNNINGHAM SECURITY SYSTEMS						
0147	57508	10	SERVICE 10/2/17	613489		
SERVICE 10/2/17			E 110-06-5420		540.00	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP						
Vendor Total-					540.00	
00000 DAN & DAD'S PLUMBING						
0147	57495	10	SERVICE 10/5/17	2000		
SERVICE 10/5/17			E 110-06-5420		125.00	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP						
Vendor Total-					125.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>01506 DAVID ENOS</b>						
0147	57431	10	FOOTBALL TRAINER 10/7/17	IPER 10/3/17		
FOOTBALL TRAINER 10/7/17			E 500-01-6080		150.00	0.00
			REC PGMS / REC PROGRAMS - FOOTBL EXP			
			<b>Invoice Total-</b>		<b>150.00</b>	
0147	57509	10	ATHLETIC TRAINER 10/14	IPER 10/9/17		
ATHLETIC TRAINER 10/14			E 500-01-6080		50.00	0.00
			REC PGMS / REC PROGRAMS - FOOTBL EXP			
			<b>Invoice Total-</b>		<b>50.00</b>	
			<b>Vendor Total-</b>		<b>200.00</b>	
<b>00000 DENNIS DACUS</b>						
0147	57496	10	FOOTBALL OFFICIAL 10/14	IPER 10/9/17		
FOOTBALL OFFICIAL 10/14			E 500-01-6080		70.00	0.00
			REC PGMS / REC PROGRAMS - FOOTBL EXP			
			<b>Vendor Total-</b>		<b>70.00</b>	
<b>01854 DEPOT SQUARE HARDWARE</b>						
0147	57510	10	SUPPLIES 9/22/17	33033		
SUPPLIES 9/22/17			E 140-01-5230		15.98	0.00
			PUB SAFETY / FIRE RESCUE - VEHICLES			
			<b>Invoice Total-</b>		<b>15.98</b>	
0147	57510	10	SUPPLIES 9/29/17	33312		
SUPPLIES 9/29/17			E 110-01-5420		28.48	0.00
			ADMINISTRATI / ADMIN - GRNDS SUPP			
			<b>Invoice Total-</b>		<b>28.48</b>	
			<b>Vendor Total-</b>		<b>44.46</b>	
<b>00000 DOUG GILBERT</b>						
0147	57432	10	FOOTBALL OFFICIAL 10/7/17	IPER 10/2/17		
FOOTBALL OFFICIAL 10/7/17			E 500-01-6080		52.00	0.00
			REC PGMS / REC PROGRAMS - FOOTBL EXP			
			<b>Invoice Total-</b>		<b>52.00</b>	
0147	57433	10	FOOTBALL OFFICIAL 10/7/17	IPER 10/2/17		
FOOTBALL OFFICIAL 10/7/17			E 500-01-6080		100.00	0.00
			REC PGMS / REC PROGRAMS - FOOTBL EXP			
			<b>Invoice Total-</b>		<b>100.00</b>	
			<b>Vendor Total-</b>		<b>152.00</b>	
<b>01565 EASTERN SALT COMPANY INC.</b>						
0147	57511	10	SALT 9/30/17	68221		
SALT 9/30/17			E 130-01-6465		31,548.74	0.00
			PUB WORKS / PUBLIC WORKS - SALT SNO&ICE			
			<b>Vendor Total-</b>		<b>31,548.74</b>	
<b>02138 ECOLAB, INC.</b>						
0147	57512	10	SUPPLIES 9/25/17	7038304		
SUPPLIES 9/25/17			E 140-01-5490		507.61	0.00
			PUB SAFETY / FIRE RESCUE - MEDICAL SUP			
			<b>Invoice Total-</b>		<b>507.61</b>	
0147	57512	10	SUPPLIES 9/25/17	7039940		
SUPPLIES 9/25/17			E 140-01-5490		43.28	0.00
			PUB SAFETY / FIRE RESCUE - MEDICAL SUP			
			<b>Invoice Total-</b>		<b>43.28</b>	
0147	57512	10	SUPPLIES 9/26/17	7056971		
SUPPLIES 9/26/17			E 140-01-5490		419.94	0.00
			PUB SAFETY / FIRE RESCUE - MEDICAL SUP			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>Invoice Total-</b>					<b>419.94</b>	
<b>Vendor Total-</b>					<b>970.83</b>	
<b>01458 EDM PUBLISHERS</b>						
0147	57513	10	SUBSCRIPTION 9/5/17	25468391		
SUBSCRIPTION 9/5/17			E 140-01-5330		98.76	0.00
PUB SAFETY / FIRE RESCUE - DUES/SUBSCR						
<b>Vendor Total-</b>					<b>98.76</b>	
<b>00378 FIRESAFE EQUIPMENT</b>						
0147	57514	10	PARTS 9/21/17	175993		
PARTS 9/21/17			E 140-01-5420		8.20	0.00
PUB SAFETY / FIRE RESCUE - GRNDS SUPP						
<b>Vendor Total-</b>					<b>8.20</b>	
<b>02294 FIRST NATIONAL BANK OMAHA</b>						
0147	57436	10	P/W CHARGES	9/22/17		
EQUIPMENT			E 130-01-5210		136.59	0.00
PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS						
<b>Invoice Total-</b>					<b>136.59</b>	
0147	57515	10	REC CHARGES	10/20/17		
FOOTBALL SUPL			E 500-01-6080		237.36	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
FOOTBALL			E 500-01-6080		120.64	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
OFFICE SUPP			E 500-01-5400		152.92	0.00
REC PGMS / REC PROGRAMS - OFFICE SUPP						
OFFICE SUPP			E 500-01-5400		56.91	0.00
REC PGMS / REC PROGRAMS - OFFICE SUPP						
DESTINATION IMAG EXP			E 500-01-6050		11.40	0.00
REC PGMS / REC PROGRAMS - DEST IMAG EX						
SOCCER SUPP			E 500-01-6130		597.00	0.00
REC PGMS / REC PROGRAMS - SOCCER EXP						
<b>Invoice Total-</b>					<b>1,176.23</b>	
<b>Vendor Total-</b>					<b>1,312.82</b>	
<b>00407 FUNTOWN/SPLASHTOWN USA</b>						
0147	57370	10	CONSIGNMENT TICKETS	IPER 9/28/17		
CONSIGNMENT TICKETS			E 500-01-6060		6,126.00	0.00
REC PGMS / REC PROGRAMS - DISC TIC EXP						
<b>Vendor Total-</b>					<b>6,126.00</b>	
<b>00314 G. A. DOWNING CO., INC.</b>						
0147	57516	10	RENTAL 9/25/17	78388		
RENTAL 9/25/17			E 120-04-5210		60.00	0.00
COMM SERVCS / BEACH MAINT - MAIN-REPAIRS						
<b>Invoice Total-</b>					<b>60.00</b>	
0147	57516	10	RENTAL 9/25/17	78387		
RENTAL 9/25/17			E 500-01-6080		270.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
RENTAL 9/25/17			E 500-01-6130		270.00	0.00
REC PGMS / REC PROGRAMS - SOCCER EXP						
<b>Invoice Total-</b>					<b>540.00</b>	
<b>Vendor Total-</b>					<b>600.00</b>	
<b>00020 GOOD YEAR COMMERCIAL TIRE</b>						
0147	57517	10	TIRES 9/27/17	068-1060490		
TIRES 9/27/17			E 130-01-5230		1,220.41	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES						
<b>Vendor Total-</b>					<b>1,220.41</b>	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00455 GREATER ANDROSCOGGIN</b>						
0147	57518	10	SERVICE 9/30/17	1630		
SERVICE 9/30/17			E 140-04-5350		60.00	0.00
			PUB SAFETY / ANIMAL CTRL - PROF SERVICE			
			<b>Vendor Total-</b>		<b>60.00</b>	
<b>01846 HARRIS COMPUTER SYSTEMS</b>						
0147	57519	10	TRAINING 9/28/17	131862		
TRAINING 9/28/17			E 110-01-5140		100.00	0.00
			ADMINISTRATI / ADMIN - TRAINING			
			<b>Vendor Total-</b>		<b>100.00</b>	
<b>01607 HARRISON SHRADER ENTERPRISES</b>						
0147	57520	10	EQUIPMENT 8/10/17	243030		
EQUIPMENT 8/10/17			E 140-01-5410		4,310.00	0.00
			PUB SAFETY / FIRE RESCUE - EQUIP SUPP			
			<b>Invoice Total-</b>		<b>4,310.00</b>	
0147	57520	10	EQUIPMENT 9/22/17	243134		
EQUIPMENT 9/22/17			E 140-01-5230		1,965.15	0.00
			PUB SAFETY / FIRE RESCUE - VEHICLES			
			<b>Invoice Total-</b>		<b>1,965.15</b>	
			<b>Vendor Total-</b>		<b>6,275.15</b>	
<b>01858 HYDRAULIC HOSE &amp; ASSEMBLIES</b>						
0147	57521	10	PARTS 9/28/17	7454077		
PARTS 9/28/17			E 130-01-6480		66.80	0.00
			PUB WORKS / PUBLIC WORKS - TLS/PART SNO			
			<b>Vendor Total-</b>		<b>66.80</b>	
<b>02240 INDUSTRIAL PROTECTION SERVICES</b>						
0147	57522	10	SUPPLIES 9/19/17	144596		
SUPPLIES 9/19/17			E 140-01-5435		175.00	0.00
			PUB SAFETY / FIRE RESCUE - PROT CLOTHIN			
			<b>Vendor Total-</b>		<b>175.00</b>	
<b>01851 ION NETWORKING</b>						
0147	57523	10	SERVICE 10/2/17	11720		
SERVICE 10/2/17			E 110-05-5245		694.00	0.00
			ADMINISTRATI / CONTRACTED - OFF EQP/FEES			
			<b>Invoice Total-</b>		<b>694.00</b>	
0147	57523	10	SERVICE 10/2/17	11721		
SERVICE 10/2/17			E 140-01-5245		730.00	0.00
			PUB SAFETY / FIRE RESCUE - OFF EQP/FEES			
			<b>Invoice Total-</b>		<b>730.00</b>	
			<b>Vendor Total-</b>		<b>1,424.00</b>	
<b>01541 IRVING ENERGY</b>						
0147	57524	10	DIESEL 9/29/17	538579		
DIESEL 9/29/17			G 10-1800-01		3,855.10	0.00
			GENERAL FUND / DIESEL INVEN			
			<b>Invoice Total-</b>		<b>3,855.10</b>	
0147	57524	10	REC HEAT 10/3/17	935725		
REC HEAT 10/3/17			E 110-01-5220		220.93	0.00
			ADMINISTRATI / ADMIN - HEAT			
			<b>Invoice Total-</b>		<b>220.93</b>	
0147	57524	10	DIESEL 10/4/17	29261		
DIESEL 10/4/17			G 10-1800-01		4,035.81	0.00
			GENERAL FUND / DIESEL INVEN			

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Invoice Total-					4,035.81	
0147	57524	10	DIESEL 9/15/17	147303		
DIESEL 9/15/17			G 10-1800-01		1,641.44	0.00
GENERAL FUND / DIESEL INVEN						
Invoice Total-					1,641.44	
0147	57524	10	DIESEL 9/27/17	345812		
DIESEL 9/27/17			G 10-1800-01		4,023.87	0.00
GENERAL FUND / DIESEL INVEN						
Invoice Total-					4,023.87	
0147	57524	10	UNLEADED 9/27/17	343885		
UNLEADED 9/27/17			G 10-1800-02		5,269.93	0.00
GENERAL FUND / UNLEADED INV						
Invoice Total-					5,269.93	
Vendor Total-					19,047.08	
00000 JASON BECVAR						
0147	57434	10	FOOTBALL OFFICIAL 10/7/17	IPER 10/2/17		
FOOTBALL OFFICIAL 10/7/17			E 500-01-6080		60.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
Vendor Total-					60.00	
00000 JEFF GILBERT						
0147	57435	10	FOOTBALL OFFICIAL 10/7/17	IPER 10/2/17		
FOOTBALL OFFICIAL 10/7/17			E 500-01-6080		72.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
Invoice Total-					72.00	
0147	57435	10	FOOTBALL OFFICIAL 10/7/17	IPER 10/2/17		
FOOTBALL OFFICIAL 10/7/17			E 500-01-6080		100.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
Invoice Total-					100.00	
Vendor Total-					172.00	
00078 JESSICA LEIGHTON						
0147	57525	10	TRAVEL EXP SEPTEMBER	10/2/17		
TRAVEL EXP SEPTEMBER			E 120-01-5130		85.48	0.00
COMM SERVCS / PLANNING&DEV - ALLOWANCE						
Vendor Total-					85.48	
00558 JORDAN EQUIPMENT CO.						
0147	57526	10	PARTS 9/20/17	30698		
PARTS 9/20/17			E 130-01-5210		68.98	0.00
PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS						
Vendor Total-					68.98	
00000 KENNEBEC EQUIPMENT RENTAL						
0147	57497	10	FOOTBALL 9/22/17	273269-3		
FOOTBALL 9/22/17			E 500-01-6080		900.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
Vendor Total-					900.00	
00665 MAINE FIRE CHIEFS ASSOCIATION						
0147	57527	10	ANNUAL DUES	1000154075		
ANNUAL DUES			E 140-01-5330		92.00	0.00
PUB SAFETY / FIRE RESCUE - DUES/SUBSCR						
Vendor Total-					92.00	
02145 MAINE MUNICIPAL ASSOCIATION						
0147	57528	10	INSURANCE DEDUCT 10/3/17	217P0262-0001		
INSURANCE DEDUCT 10/3/17			E 150-03-5260		5,000.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
FINAN SERVCS / MUN INSURANC - FINAN OUTLAY					
Vendor Total-					5,000.00
02311 MAINE MUNICIPAL ASSOCIATION					
0147	57529	10	UNEMPLOYMENT 9/15/17	115902	*** SEPARATE ***
UNEMPLOYMENT 9/15/17			E 150-04-5830	3,292.20	0.00
FINAN SERVCS / EE BENEFITS - UNEMPLOY					
Invoice Total-					3,292.20
0147	57530	10	MMA CONVENTION 10/5/17	1000154738	*** SEPARATE ***
MMA CONVENTION 10/5/17			E 110-01-5140	696.00	0.00
ADMINISTRATI / ADMIN - TRAINING					
Invoice Total-					696.00
Vendor Total-					3,988.20
00670 MAINE OXY-ACETYLENE SUPPLY CO.					
0147	57531	10	OXYGEN 9/30/17	70372226	
OXYGEN 9/30/17			E 140-01-5490	13.50	0.00
PUB SAFETY / FIRE RESCUE - MEDICAL SUP					
Vendor Total-					13.50
02270 MAINE WASTE SOLUTIONS, LLC					
0147	57532	10	COMPOST COLLEC 10/1/17	16828	
COMPOST COLLEC 10/1/17			E 130-02-5296	75.25	0.00
PUB WORKS / SOLID WASTE - COMPOSTING					
Vendor Total-					75.25
00703 MECHANIC FALLS AUTO SUPPLY, INC.					
0147	57533	10	PARTS/SUPPLIES 9/18/17	626493	
PARTS/SUPPLIES 9/18/17			E 140-01-5230	64.00	0.00
PUB SAFETY / FIRE RESCUE - VEHICLES					
Vendor Total-					64.00
00714 MECHANIC FALLS WATER DEPT.					
0147	57534	10	WATER	10/5/17	
WATER TOWN HALL			E 110-01-5225	15.04	0.00
ADMINISTRATI / ADMIN - WATER					
WATER TOWN OFFICE			E 110-01-5225	15.04	0.00
ADMINISTRATI / ADMIN - WATER					
SPRINKLER TOWN HALL			E 110-01-5225	103.68	0.00
ADMINISTRATI / ADMIN - WATER					
WATER FIRE STATION			E 140-01-5225	49.91	0.00
PUB SAFETY / FIRE RESCUE - WATER					
WATER FIRE HYDRANT			E 140-06-5350	1,218.75	0.00
PUB SAFETY / FIREHYDRANTS - PROF SERVICE					
SPRINKLER FIRE STATION			E 140-01-5225	103.68	0.00
PUB SAFETY / FIRE RESCUE - WATER					
WATER PUB WORKS			E 130-01-5225	15.04	0.00
PUB WORKS / PUBLIC WORKS - WATER					
Vendor Total-					1,521.14
01282 MEDICAL REIMBURSEMENT SERVICES, INC					
0147	57535	10	SEPTEMBER	4279	
SEPTEMBER			R 100-4150	1,569.48	0.00
REV FUND 10 - FEES AMBUL					
Vendor Total-					1,569.48
00000 MICHEL FLEURY CONSTRUCTION					
0147	57371	10	TOWN OFFICE ROOF TRIM	9/27/17	
TOWN OFFICE ROOF TRIM			E 110-06-5420	1,288.50	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP					

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					1,288.50	
00757 MID-MAINE WASTE ACTION CORP.						
0147	57536	10	TIP FEES 9/30/17	936429		
TIP FEES 9/30/17			E 130-02-5270		557.60	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					557.60	
0147	57536	10	TIP FEES 9/26/17	935841		
TIP FEES 9/26/17			E 130-02-5270		555.96	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					555.96	
0147	57536	10	TIP FEES 9/23/17	935566		
TIP FEES 9/23/17			E 130-02-5270		505.53	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					505.53	
0147	57536	10	TIP FEES 9/19/17	935078		
TIP FEES 9/19/17			E 130-02-5270		578.10	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					578.10	
0147	57536	10	TIP FEES 9/18/17	934790		
TIP FEES 9/18/17			E 130-02-5270		490.36	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					490.36	
Vendor Total-					2,687.55	
00000 MIKE HOPKINS						
0147	57498	10	FOOTBALL OFFICIAL 10/9/17	IPER 10/9/17		
FOOTBALL OFFICIAL 10/9/17			E 500-01-6080		70.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
Vendor Total-					70.00	
00767 MORRISON & SYLVESTER						
0147	57537	10	PARTS 10/3/17	435924		
PARTS 10/3/17			E 130-01-5230		33.93	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES						
Vendor Total-					33.93	
00794 NASON MECHANICAL SYSTEMS						
0147	57538	10	SERVICE 9/29/17	78297		
SERVICE 9/29/17			E 110-06-5420		220.00	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP						
Vendor Total-					220.00	
00823 NFPA						
0147	57539	10	MATERIAL 9/13/17	7074398		
MATERIAL 9/13/17			E 140-01-5140		910.00	0.00
PUB SAFETY / FIRE RESCUE - TRAINING						
Vendor Total-					910.00	
00904 PIKE INDUSTRIES, INC.						
0147	57540	10	STONE 9/18/17	946896		
STONE 9/18/17			E 130-01-5455		8,317.95	0.00
PUB WORKS / PUBLIC WORKS - GRAVEL						
Invoice Total-					8,317.95	
0147	57540	10	ASPHALT 9/26/17	947671		
ASPHALT/PATCH			E 130-01-5460		158.01	0.00
PUB WORKS / PUBLIC WORKS - SURF PATCH						
Invoice Total-					158.01	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0147	57540	10	STONE 9/26/17	947444		
STONE 9/26/17			E 130-01-5455		2,039.00	0.00
			PUB WORKS / PUBLIC WORKS - GRAVEL			
STONE 9/26/17			E 130-01-6455		435.23	0.00
			PUB WORKS / PUBLIC WORKS - GRAVEL SNOW			
Invoice Total-					2,474.23	
Vendor Total-					10,950.19	
00911 PIONEER MANUFACTURING COMPANY						
0147	57541	10	EQUIPMENT 9/21/17	656919		
EQUIPMENT 9/21/17			E 500-01-6130		631.40	0.00
			REC PGMS / REC PROGRAMS - SOCCER EXP			
Vendor Total-					631.40	
00920 PITNEY BOWES GLOBAL						
0147	57542	10	MAIL METER RENTAL 9/30/17	3304578889		
MAIL METER RENTAL 9/30/17			E 110-01-5235		172.00	0.00
			ADMINISTRATI / ADMIN - POSTAGE			
Vendor Total-					172.00	
00928 POLAND REC. DEPT/SCOTT SEGAL						
0147	57437	10	PETTY CASH/SOCCER REFS	IPER 10/2/17		
PETTY CASH/SOCCER REFS			E 500-01-6130		800.00	0.00
			REC PGMS / REC PROGRAMS - SOCCER EXP			
Vendor Total-					800.00	
01843 PORTLAND PLASTIC PIPE						
0147	57543	10	CULVERTS 10/6/17	195036		
CULVERTS 10/6/17			E 130-01-5445		2,785.58	0.00
			PUB WORKS / PUBLIC WORKS - CULVERTS			
Invoice Total-					2,785.58	
0147	57543	10	CULVERTS 10/6/17	195048		
CULVERTS 10/6/17			E 130-01-5445		3,217.80	0.00
			PUB WORKS / PUBLIC WORKS - CULVERTS			
Invoice Total-					3,217.80	
Vendor Total-					6,003.38	
00000 RANGE PONDS STATE PARK						
0147	57372	10	SUMMER REC 8/4/17	5954		
SUMMER REC 8/4/17			E 500-01-6140		115.00	0.00
			REC PGMS / REC PROGRAMS - SUMM REC EXP			
Vendor Total-					115.00	
00983 REGGIE'S SALES & SERVICE						
0147	57544	10	PARTS 10/9/17	231686		
PARTS 10/9/17			E 130-01-5210		44.88	0.00
			PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS			
Invoice Total-					44.88	
0147	57544	10	PARTS 10/3/17	231482		
PARTS 10/3/17			E 130-01-5210		126.58	0.00
			PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS			
Invoice Total-					126.58	
Vendor Total-					171.46	
00985 RELIANCE EQUIPMENT						
0147	57545	10	SERVICE TANK-6 10/1/17	7138		
SERVICE TANK-6 10/1/17			E 140-01-5230		1,244.97	0.00
			PUB SAFETY / FIRE RESCUE - VEHICLES			
Invoice Total-					1,244.97	



11:25 AM

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## Warrant 38

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0147	57545	10	SERVICE ENGINE-3 10/1/17	7139		
SERVICE ENGINE-3 10/1/17			E 140-01-5230		482.80	0.00
PUB SAFETY / FIRE RESCUE - VEHICLES						
Invoice Total-					482.80	
0147	57545	10	SERVICE ENGINE-2 10/1/17	7137		
SERVICE ENGINE-2 10/1/17			E 140-01-5230		490.64	0.00
PUB SAFETY / FIRE RESCUE - VEHICLES						
Invoice Total-					490.64	
Vendor Total-					2,218.41	
<b>00988 RENT IT OF MAINE</b>						
0147	57546	10	LOADER RENTAL 10/2/17	45819		
LOADER RENTAL 10/2/17			E 130-01-5375		1,433.50	0.00
PUB WORKS / PUBLIC WORKS - RENTAL EQUIP						
Invoice Total-					1,433.50	
0147	57546	10	LOADER RENTAL 9/29/17	45818		
LOADER RENTAL 9/29/17			E 130-01-5375		1,565.25	0.00
PUB WORKS / PUBLIC WORKS - RENTAL EQUIP						
Invoice Total-					1,565.25	
Vendor Total-					2,998.75	
<b>01485 RESPONSIBLE PET CARE</b>						
0147	57547	10	SERVICE	9/1/17		
SERVICE			E 140-04-5350		88.00	0.00
PUB SAFETY / ANIMAL CTRL - PROF SERVICE						
Vendor Total-					88.00	
<b>01884 RHR SMITH &amp; COMPANY</b>						
0147	57548	10	SERVICE 9/26/17	19773		
SERVICE 9/26/17			E 110-05-5305		1,600.00	0.00
ADMINISTRATI / CONTRACTED - AUDIT						
Vendor Total-					1,600.00	
<b>01428 RJD APPRAISAL</b>						
0147	57549	10	ASSESSING OCTOBER 2017	10/1/17		
ASSESSING OCTOBER 2017			E 110-05-5160		2,375.00	0.00
ADMINISTRATI / CONTRACTED - ASSESS AGENT						
Vendor Total-					2,375.00	
<b>00091 ROBERT FOLSOM</b>						
0147	57550	10	CEO REIMBURSEMENT	9/28/17		
CEO REIMBURSEMENT			E 120-01-5130		188.14	0.00
COMM SERVCS / PLANNING&DEV - ALLOWANCE						
Vendor Total-					188.14	
<b>01531 ROBERT MANCINI</b>						
0147	57551	10	FOOTBALL OFFICAL 10/14/17	IPER 10/9/17		
FOOTBALL OFFICAL 10/14/17			E 500-01-6080		60.00	0.00
REC PGMS / REC PROGRAMS - FOOTBL EXP						
Vendor Total-					60.00	
<b>01497 SEABEE ELECTRIC</b>						
0147	57552	10	SERVICE 9/27/17	395370		
SERVICE 9/27/17			E 140-01-5420		325.00	0.00
PUB SAFETY / FIRE RESCUE - GRNDS SUPP						
Vendor Total-					325.00	
<b>01029 SECRETARY OF STATE</b>						
0147	57373	10	REPORT FOR 9/21-9/29/17	IPER 9/29/17		
REPORT FOR 9/21-9/29/17			G 10-2300-03		9,235.36	0.00

## Warrant 38

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
GENERAL FUND / STATE MV						
Invoice Total-					9,235.36	
0147	57553	10	REPORT FOR 9/29-10/5/17	IPER 10/5/17		
REPORT FOR 9/29-10/5/17			G 10-2300-03		5,948.00	0.00
GENERAL FUND / STATE MV						
Invoice Total-					5,948.00	
Vendor Total-					15,183.36	
01471 SHARON CHAMMINGS						
0147	57554	10	EXPENSE REIMBURSE FORM	10/5/17		
OFFICE SUPPLIES			E 110-01-5400		29.50	0.00
			ADMINISTRATI / ADMIN - OFFICE SUPP			
TRAVEL EXP			E 110-01-5130		124.06	0.00
			ADMINISTRATI / ADMIN - ALLOWANCE			
Vendor Total-					153.56	
01086 STRATHAM TIRE, INC.						
0147	57555	10	SERVICE 9/30/17	6093973		
SERVICE 9/30/17			E 130-01-5230		75.00	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES						
Vendor Total-					75.00	
01097 SUN MEDIA GROUP						
0147	57556	10	ACT 117721	9/30/17		
ACT 117721			E 110-01-5335		164.40	0.00
			ADMINISTRATI / ADMIN - ADVERTISING			
Vendor Total-					164.40	
01141 TOWN HALL STREAMS						
0147	57557	10	VIDEO STREAMING 10/1/17	8364		
VIDEO STREAMING 10/1/17			E 110-07-5350		250.00	0.00
ADMINISTRATI / CABLE TV - PROF SERVICE						
Vendor Total-					250.00	
01140 TOWN OF POLAND						
0147	57558	10	EMPLOYEE APPR DINNER	10/12/17		
EMPLOYEE APPR DINNER			E 110-01-5360		700.00	0.00
ADMINISTRATI / ADMIN - SPECIAL EVEN						
Vendor Total-					700.00	
02176 TRACTION						
0147	57559	10	PARTS 10/4/17	754302625		
PARTS 10/4/17			E 130-01-5230		59.84	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES						
Vendor Total-					59.84	
00303 TREASURER, STATE OF MAINE						
0147	57440	10	REPORT FOR SEPTEMBER	IPER 10/3/17		
REPORT FOR SEPTEMBER			G 10-2300-05		9.00	0.00
GENERAL FUND / STATE DOG						
Vendor Total-					9.00	
01900 TREASURER, STATE OF MAINE						
0147	57438	10	VITAL STATISTICS 7/1-9/30	IPER 10/03/17		
VITAL STATISTICS 7/1-9/30			G 10-2300-07		223.20	0.00
GENERAL FUND / VITAL STATS						
Vendor Total-					223.20	
02254 TREASURER, STATE OF MAINE						
0147	57439	10	REPORT FOR SEPTEMBER 2017	IPER 10/3/17		
REPORT FOR SEPTEMBER 2017			G 10-2300-02		2,321.25	0.00

Warrant 38

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
GENERAL FUND / STATE INL FI						
Vendor Total-					2,321.25	
00000 UNITED STATES TREASURY						
0147	57499	10	PAYMENT DUE	10/11/17		
PAYMENT DUE			E 150-06-5950		1,000.00	0.00
			FINAN SERVCS / CIP - CIP - CONTIN			
Vendor Total-					1,000.00	
01554 VIKING-CIVES						
0147	57560	10	PLOW TRUCK 9/29/17	4476287		
PLOW TRUCK 9/29/17			E 213-03-5350		75,440.00	0.00
			PUBLIC WORKS / PUBLIC WORKS - PROF SERVICE			
Vendor Total-					75,440.00	
02038 W. B. MASON CO. INC.						
0147	57561	10	SUPPLIES 9/27/17	48182075		
FIRE/RES SUPPLIES			E 140-01-5400		3.09	0.00
			PUB SAFETY / FIRE RESCUE - OFFICE SUPP			
OFFICE SUPPLIES			E 110-01-5400		12.36	0.00
			ADMINISTRATI / ADMIN - OFFICE SUPP			
BUILDING SUPPLIES			E 500-01-5400		3.09	0.00
			REC PGMS / REC PROGRAMS - OFFICE SUPP			
Invoice Total-					18.54	
0147	57561	10	SUPPLIES 9/25/17	48080962		
SUPPLIES 9/25/17			E 140-01-5400		26.18	0.00
			PUB SAFETY / FIRE RESCUE - OFFICE SUPP			
SUPPLIES 9/25/17			E 500-01-5400		26.18	0.00
			REC PGMS / REC PROGRAMS - OFFICE SUPP			
SUPPLIES 9/25/17			E 110-01-5400		104.78	0.00
			ADMINISTRATI / ADMIN - OFFICE SUPP			
Invoice Total-					157.14	
0147	57561	10	SUPPLIES 9/29/17	48273708		
SUPPLIES 9/29/17			E 500-01-5400		228.42	0.00
			REC PGMS / REC PROGRAMS - OFFICE SUPP			
Invoice Total-					228.42	
0147	57561	10	SUPPLIES 9/27/17	48182181		
SUPPLIES 9/27/17			E 140-01-5400		205.48	0.00
			PUB SAFETY / FIRE RESCUE - OFFICE SUPP			
Invoice Total-					205.48	
Vendor Total-					609.58	
01736 WATER COUNTRY						
0147	57374	10	CONSIGNMENT TICKETS	IPER 9/28/17		
CONSIGNMENT TICKETS			E 500-01-6060		639.80	0.00
			REC PGMS / REC PROGRAMS - DISC TIC EXP			
Vendor Total-					639.80	

Warrant 38

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
Prepaid Total-					26,221.70
Current Total-					196,148.24
EFT Total-					0.00
Warrant Total-					222,369.94

BOARD OF SELECTPERSONS

Walter J. Gallagher

Stanley L. Tetenman

Mary Beth Taylor

Janice A. Kimball

James G. Walker, Jr.

**A / P Check Register**  
Bank: NORTHEAST-LIBRARY

Type	Check	Amount	Date	Wrnt	Payee
P	2430	198.76	10/05/17	35	02294 FIRST NATIONAL BANK OMAHA
R	2431	40.00	10/12/17	35	02173 ANNABELLE LOVERING
R	2432	581.86	10/12/17	35	00129 BAKER & TAYLOR BOOKS
R	2433	320.38	10/12/17	35	00222 CENTRAL MAINE POWER COMPANY
R	2434	114.81	10/12/17	35	01448 DEMCO
R	2435	90.75	10/12/17	35	01312 GALE/CENGAGE LEARNING
R	2436	192.00	10/12/17	35	01851 ION NETWORKING
R	2437	38.43	10/12/17	35	01592 JOANNE MESSER
R	2438	612.00	10/12/17	35	00097 MAINE STATE LIBRARY
R	2439	242.29	10/12/17	35	01547 MICROMARKETING LLC
R	2440	89.41	10/12/17	35	02169 THE PENWORTHY COMPANY
R	2441	63.05	10/12/17	35	02038 W. B. MASON CO. INC.
<b>Total</b>		<b>2,583.74</b>			

**Count**

Checks	12
Voids	0

Warrant 35

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>02173 ANNABELLE LOVERING</b>						
0152	2431	10	ADULT ED CLASS	9/29/17		
ADULT ED CLASS			E 700-01-7125		40.00	0.00
			RICKER LIBRA / RICKER LIBR. - ADULT PROGR			
			<b>Vendor Total-</b>		<b>40.00</b>	
<b>00129 BAKER &amp; TAYLOR BOOKS</b>						
0152	2432	10	BOOKS 10/2/17	3021836616		
BOOKS 10/2/17			E 700-01-7105		72.85	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>72.85</b>	
0152	2432	10	BOOKS 9/28/17	3021833688		
BOOKS 9/28/17			E 700-01-7105		57.74	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>57.74</b>	
0152	2432	10	BOOKS 9/22/17	3021823659		
BOOKS 9/22/17			E 700-01-7105		249.89	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>249.89</b>	
0152	2432	10	BOOKS 9/21/17	3021820880		
BOOKS 9/21/17			E 700-01-7105		19.13	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>19.13</b>	
0152	2432	10	BOOKS 9/19/17	3021814610		
BOOKS 9/19/17			E 700-01-7105		60.74	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>60.74</b>	
0152	2432	10	BOOKS 9/12/17	3021802258		
BOOKS 9/12/17			E 700-01-7105		29.96	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>29.96</b>	
0152	2432	10	BOOKS 9/8/17	3021796443		
BOOKS 9/8/17			E 700-01-7105		91.55	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Invoice Total-</b>		<b>91.55</b>	
			<b>Vendor Total-</b>		<b>581.86</b>	
<b>00222 CENTRAL MAINE POWER COMPANY</b>						
0152	2433	10	LIBRARY	9/15/17		
LIBRARY			E 700-01-5200		320.38	0.00
			RICKER LIBRA / RICKER LIBR. - ELECTRICITY			
			<b>Vendor Total-</b>		<b>320.38</b>	
<b>01448 DEMCO</b>						
0152	2434	10	SUPPLIES 9/25/17	6217383		
SUPPLIES 9/25/17			E 700-01-5400		114.81	0.00
			RICKER LIBRA / RICKER LIBR. - OFFICE SUPP			
			<b>Vendor Total-</b>		<b>114.81</b>	
<b>02294 FIRST NATIONAL BANK OMAHA</b>						
0152	2430	10	LIBRARY CHARGES	9/22/17		
SUPPLIES			E 700-01-5400		10.00	0.00
			RICKER LIBRA / RICKER LIBR. - OFFICE SUPP			
ADULT PROG			E 700-01-7125		43.61	0.00
			RICKER LIBRA / RICKER LIBR. - ADULT PROGR			
CHILDRENS PROG			E 700-01-7130		145.15	0.00
			RICKER LIBRA / RICKER LIBR. - CHILD PROGR			

Warrant 35

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>Vendor Total-</b>					<b>198.76</b>	
<b>01312 GALE/CENGAGE LEARNING</b>						
0152	2435	10	BOOKS 9/26/17	61946285		
BOOKS 9/26/17			E 700-01-7105		67.50	0.00
RICKER LIBRA / RICKER LIBR. - BOOKS						
<b>Invoice Total-</b>					<b>67.50</b>	
0152	2435	10	BOOKS 9/12/17	61737838		
BOOKS 9/12/17			E 700-01-7105		23.25	0.00
RICKER LIBRA / RICKER LIBR. - BOOKS						
<b>Invoice Total-</b>					<b>23.25</b>	
<b>Vendor Total-</b>					<b>90.75</b>	
<b>01851 ION NETWORKING</b>						
0152	2436	10	SERVICE 10/2/17	11722		
SERVICE 10/2/17			E 700-01-5255		192.00	0.00
RICKER LIBRA / RICKER LIBR. - TECH MTC						
<b>Vendor Total-</b>					<b>192.00</b>	
<b>01592 JOANNE MESSER</b>						
0152	2437	10	MILEAGE REIMB JUL-SEPT	9/28/17		
MILEAGE REIMB JUL-SEPT			E 700-01-5130		38.43	0.00
RICKER LIBRA / RICKER LIBR. - ALLOWANCE						
<b>Vendor Total-</b>					<b>38.43</b>	
<b>00097 MAINE STATE LIBRARY</b>						
0152	2438	10	SERVICE FEE FY 18	F2018RM		
SERVICE FEE FY 18			E 700-01-5235		612.00	0.00
RICKER LIBRA / RICKER LIBR. - POSTAGE						
<b>Vendor Total-</b>					<b>612.00</b>	
<b>01547 MICROMARKETING LLC</b>						
0152	2439	10	BOOKS 9/26/17	690358		
BOOKS 9/26/17			E 700-01-7105		27.98	0.00
RICKER LIBRA / RICKER LIBR. - BOOKS						
<b>Invoice Total-</b>					<b>27.98</b>	
0152	2439	10	CDS 9/26/17	690717		
CDS 9/26/17			E 700-01-7115		71.98	0.00
RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS						
<b>Invoice Total-</b>					<b>71.98</b>	
0152	2439	10	BOOKS 9/19/17	689241		
BOOKS 9/19/17			E 700-01-7105		14.36	0.00
RICKER LIBRA / RICKER LIBR. - BOOKS						
<b>Invoice Total-</b>					<b>14.36</b>	
0152	2439	10	BOOKS 9/14/17	689038		
BOOKS 9/14/17			E 700-01-7105		27.98	0.00
RICKER LIBRA / RICKER LIBR. - BOOKS						
<b>Invoice Total-</b>					<b>27.98</b>	
0152	2439	10	CDS 9/19/17	689550		
CDS 9/19/17			E 700-01-7115		68.00	0.00
RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS						
<b>Invoice Total-</b>					<b>68.00</b>	
0152	2439	10	CDS 9/12/17	688340		
CDS 9/12/17			E 700-01-7115		31.99	0.00
RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS						
<b>Invoice Total-</b>					<b>31.99</b>	
<b>Vendor Total-</b>					<b>242.29</b>	

02169 THE PENWORTHY COMPANY

Warrant 35

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0152	2440	10	BOOKS 9/11/17		532104	
BOOKS 9/11/17			E 700-01-7105		89.41	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			<b>Vendor Total-</b>		<b>89.41</b>	
<b>02038 W. B. MASON CO. INC.</b>						
0152	2441	10	SUPPLIES 9/27/17		48182075	
SUPPLIES 9/27/17			E 700-01-5400		3.09	0.00
			RICKER LIBRA / RICKER LIBR. - OFFICE SUPP			
			<b>Invoice Total-</b>		<b>3.09</b>	
0152	2441	10	SUPPLIES 9/25/17		48080962	
SUPPLIES 9/25/17			E 700-01-5400		26.18	0.00
			RICKER LIBRA / RICKER LIBR. - OFFICE SUPP			
			<b>Invoice Total-</b>		<b>26.18</b>	
0152	2441	10	SUPPLIES 9/14/17		47739737	
LIBRARY SUPPLIES			E 700-01-5400		33.78	0.00
			RICKER LIBRA / RICKER LIBR. - OFFICE SUPP			
			<b>Invoice Total-</b>		<b>33.78</b>	
			<b>Vendor Total-</b>		<b>63.05</b>	
			<b>Prepaid Total-</b>		<b>198.76</b>	
			<b>Current Total-</b>		<b>2,384.98</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>2,583.74</b>	

BOARD OF SELECTPERSONS

Walter J. Gallagher

Stanley L. Tetenman

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Janice A. Kimball

James G. Walker, Jr.



Type	Check	Amount	Date	Wrnt	Payee
R	5054	9,898.87	10/12/17	36	01202 US BANK CORPORATE TRUST BOSTON
<b>Total</b>		<b>9,898.87</b>			

<b>Count</b>	
Checks	1
Voids	0

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
<b>01202 US BANK CORPORATE TRUST BOSTON</b>					
0154	5054	10	MMBB10F WATER/SEWER	42813	
MMBB10F WATER/SEWER			E 402-01-5250		9,898.87
			DTV TIF / DTV TIF - DEBT SVC		0.00
<b>Vendor Total-</b>					<b>9,898.87</b>
<b>Prepaid Total-</b>					<b>0.00</b>
<b>Current Total-</b>					<b>9,898.87</b>
<b>EFT Total-</b>					<b>0.00</b>
<b>Warrant Total-</b>					<b>9,898.87</b>

BOARD OF SELECTPERSONS

Walter J. Gallagher \_\_\_\_\_

Stanley L. Tetenman \_\_\_\_\_

Mary Beth Taylor \_\_\_\_\_

Janice A. Kimball \_\_\_\_\_

James G. Walker, Jr. \_\_\_\_\_

Poland  
10:05 AM

**A / P Check Register**  
Bank: NORTHEAST-TIF 2

10/12/2017  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	5053	237,572.88	10/12/17	37	01202 US BANK CORPORATE TRUST BOSTON
<b>Total</b>		<b>237,572.88</b>			

<b>Count</b>	
Checks	1
Voids	0

Warrant 37

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount Encumbrance
<b>01202 US BANK CORPORATE TRUST BOSTON</b>					
0153	5053	10	MMBB10F WATER/SEWER	42813	
MMBB10F WATER/SEWER			E 401-01-5250		237,572.88 0.00
			PSB TIF 2 / PSB TIF 2 - DEBT SVC		
			<b>Vendor Total-</b>		<b>237,572.88</b>
			<b>Prepaid Total-</b>		<b>0.00</b>
			<b>Current Total-</b>		<b>237,572.88</b>
			<b>EFT Total-</b>		<b>0.00</b>
			<b>Warrant Total-</b>		<b>237,572.88</b>

BOARD OF SELECTPERSONS

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James G. Walker, Jr. \_\_\_\_\_