

**Board of Selectmen
Tuesday, December 20, 2016
7:00 PM - Town Office Conference Room**

CALL TO ORDER / PLEDGE OF ALLEGIANCE

MINUTES

November 15, 2016

December 6, 2016

APPOINTMENTS

Ray Cloutier – Application for CEDC

Nicole Pratt – Registrar of Voters (2 year appointment every odd year)

RECOGNITION OF VISITORS - ITEMS NOT ON THE AGENDA

REPORTS

Town Manager Report

Financial Reports

Department Reports

COMMUNICATIONS

Fred Huntress – Poland Resident

RSU 16 Request Letter

OLD BUSINESS

Personnel Policy Approval

Heart of Poland Easement Discussion

NEW BUSINESS

Charter Warrant Article

Cemetery Committee Request

Approve Roll-off Container Purchase

PAYABLES

ANY OTHER BUSINESS

CALENDAR

Wednesday, December 21st, Town Office will be closed from 11:30 AM – 12:30 PM

Friday, December 23rd, Town Office will be closed in observance of Christmas Eve

Saturday and Sunday, December 24th and 25th, Transfer Station will be closed for the Christmas Holidays

Monday, December 26th, Town Office will be closed in observance of Christmas Day

ADJOURNMENT

SELECTMENS ACTIVE LIST

Municipal Complex – Ongoing

Charter Revisions – Ongoing until Town Meeting

Tripp Lake Erosion – Project 90% completed, tabled until Spring

Heart of Poland Easement – Moving forward with Conservation Committee

OPEN COMMITTEE/BOARD SEATS

Board of Appeals – 3 vacancies

Conservation Commission – 2 vacancies

Community Economic Development Committee – 4 vacancies

Planning Board – 2 vacancies

Scholarship Committee – 1 vacancy

**POLAND BOARD OF SELECTMEN
MINUTES OF MEETING
November 15, 2016**

CALL TO ORDER/PLEDGE OF ALLEGIANCE – Chairman Gallagher called the meeting to order at 7:00 PM with Selectmen Janice Kimball, Steve Robinson, Stanley Tetenman and James Walker, Jr. present.

DEPARTMENT HEAD UPDATE – Nicholas Adams from the Planning & Development Department was present. He discussed how his department was running and wanted to get the word out about the need to fill open vacancies on the Planning Board, Board of Appeals, and the Community Economic Development Committee.

APPOINTMENTS

Selectman Tetenman moved to appoint Alex Duff to the Planning Board with a term to expire June 30, 2019. Selectman Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

Selectman Robinson moved to appoint Arthur Berry to the Budget Committee with a term to expire June 30, 2019. Selectman Tetenman seconded the motion. Discussion: None
Vote: 5-yes 0-no

Selectman Tetenman moved to appoint William Almy to the Library Trustees with a term to expire at Town Meeting 2017. Selectman Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

MINUTES

None

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

REPORTS

Town Manager's Report – Written report was submitted for Board review.

Financial Reports – Selectman Robinson moved to approve the financial reports as presented. Selectman Walker seconded the motion. Discussion: None
Vote: 5-yes 0-no

Department Reports

OLD BUSINESS – None

NEW BUSINESS – **Annual Town Meeting Article Discussion** – Petitions or articles being submitted must be to the Town Office no later than February 1st. The Board will approve and sign the warrant on March 1st, 2017.

Poland Fire Rescue Ambulance RFP - Selectman Kimball moved to approve the Fire Rescue Ambulance RFP as presented and authorized it to be distributed. Selectman Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

ASSESSING BUSINESS - **Abatement – RE 2956** – Selectman Kimball moved to approve an abatement for RE 2956 in the amount of \$293.70. Selectman Tetenman seconded the motion.

Discussion: None

Vote: 5-yes 0-no

Supplemental – RE 1304 – Selectman Kimball moved to approve a supplemental for RE 1304 in the amount of \$2,973.60. Selectman Robinson seconded the motion. Discussion: This supplemental is due to removing land from current tree growth area so the revenue from this supplemental is to be placed into the Conservation CIP account when it is receipted.

Vote: 5-yes 0-no

PAYABLES – Motion by Selectman Kimball to approve the bills payable in the amount of \$446,509.58. Selectman Robinson seconded the motion. Discussion: None

Vote: 5-yes 0-no

ANY OTHER BUSINESS – Chairman Gallagher has asked the Board for approval to send an FOAA request to RSU 16 asking for the minutes of meetings where the RSU Board discussed the Bus Bay issue along with a copy of any invoices from their attorney relating to the same topic. The consensus of the Board was to send the FOAA request.

ADJOURN – Selectman Tetenman moved to adjourn. Selectman Kimball seconded the motion. Discussion: None

Vote: 5 -yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectmen

Walter J. Gallagher, Chairperson

Janice A. Kimball

Stanley L. Tetenman, Vice-Chairperson

James G. Walker, Jr.

Stephen E. Robinson

**POLAND BOARD OF SELECTMEN
MINUTES OF MEETING
December 6, 2016**

CALL TO ORDER/PLEDGE OF ALLEGIANCE – Chairman Gallagher called the meeting to order at 6:00 PM with Selectmen Janice Kimball, Stanley Tetenman, Steve Robinson and James Walker, Jr. present.

EXECUTIVE SESSION – Selectman Robinson moved that the Board of Selectmen enter into executive session with Town Manager Bradley Plante, CEO Nicholas Adams, and Attorney Natalie Burns pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, subsection 405 Executive Sessions, subsection 6(E) and 6(C) to consult with the town attorney at 6:05 PM. Selectman Tetenman seconded the motion. Discussion: None
Vote: 5-yes 0-no

The Board returned to open session at 7:00 PM

DEPARTMENT UPDATE

Town Clerk Judith Akers was present to update the Board on the Clerks department. The department has many new things coming at them in the following year. They will change over to laser printing of Motor Vehicle Registrations in April, start accepting Motor Vehicle Renewals online with the Rapid Renewal Program and move to the Electronic Marriage Registration System.

MINUTES

None

RECOGNITION OF VISITORS (A list of visitors who attended the meeting are attached) Resident Arthur Berry was present to address a personnel matter with the Board. Chairman Gallagher stated they would not allow the discussion to take place as personnel matters do not fall under the Selectmen's authority.

RSU 16 Board of Directors Chair Mary Martin and Jack Wiseman were present to discuss a request from RSU 16 to meet in a workshop to further discuss the RSU 16 Bus Bay issue. The consensus of the Board was to place a discussion of the request on their next meeting agenda.

CEDC Member Joe Cimino was present to ask if Ray Cloutier could be appointed to the CEDC at the meeting, the Board declined to take it up at this meeting as they do appointments at the second meeting of the month. The request was tabled until the next meeting.

Resident Larry Hilt was present to discuss what the "road" in Hilt Hollow was considered and what the Board plans to do in regards with access. The Board agreed to place the discussion on their January 17th meeting agenda.

REPORTS

Town Manager's Report – Written report was submitted for Board review.

Financial Reports – Selectman Robinson moved to approve the financial reports as presented. Selectman Walker seconded the motion. Discussion: None
Vote: 5-yes 0-no

COMMUNICATIONS – FOAA Request to RSU 16

OLD BUSINESS – None

NEW BUSINESS – Notice of Intent to Prosecute – 40 Orchard Road – Code Enforcement Officer Nicholas Adams was present to ask the Board for their recommendation to move forward with a notice to prosecute. He stated that it seems that the applicant is now trying to work with him to clear the violations on the property. The consensus of the Board was to have the CEO write a detailed letter of what needs to be done to clear the violations and notify the applicant that they will have until the Board meeting of January 3rd to come into compliance or the Board will discuss moving forward with the intent to prosecute. The Board also requested that a document be drawn up and recorded at the Registry of Deeds stating that this property has code violations as it was brought to their attention that the property owners have placed the property up for sale.

Land Swap Proposal – The Board did not authorize an agreement for a land swap and stated that only Town Meeting could approve such a thing. Further discussion on this matter will be brought forward at the Selectmen's meeting on February 7th.

Charter Order – Selectman Robinson moved to accept the order as written. Selectman Kimball seconded the motion. Discussion: None
Vote: 5-yes 0-no

Municipal Complex Discussion – Selectman Robinson moved to authorize the Town Manager to put together a Request for Information (Quotes) on how much site plan engineering would cost. Selectman Tetenman seconded the motion. Discussion: None
Vote: 5-yes 0-no

PAYABLES – Motion by Selectman Kimball to approve the bills payable in the amount of \$969,910.59. Selectman Walker seconded the motion. Discussion: None
Vote: 5-yes 0-no

ANY OTHER BUSINESS – Chairman Gallagher addressed the Board stating they needed to set a date to review the Town Manager's contract. An executive session to review the contract was set for January 10th at 6:30 PM.

ADJOURN – Selectman Tetenman moved to adjourn. Selectman Walker seconded the motion. Discussion: None
Vote: 5 -yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectmen

Walter J. Gallagher, Chairperson

Janice A. Kimball

Stanley L. Tetenman, Vice-Chairperson

James G. Walker, Jr.

Stephen E. Robinson

Town of Poland
APPLICATION FOR BOARDS AND COMMITTEES

Date: 11-4-16

Please list in order of preference those Boards and Committees in which you are interested.

1. Economic Development Committee
2. _____
3. _____

Name: Ray Cloutier
Street Address: 592 Bakertown Rd. 04276
Mailing Address: Same
Home Phone: _____
Cell Phone: 320-8776
Work Phone: _____
Occupation: Electrician
Present Employer: SELF
Type of Business: _____
Email: _____

Why did you choose the board and/or committee listed above?

Preserve Present Business AND expand Tax Base

What kind of contribution and benefit can you bring to the Town of Poland?

40 YEARS Commercial & Industrial Contracting
experience

What talents and skills do you feel you would bring to this position?

What do you feel is the responsibility of the board and/or committee you chose?

Please complete other side.

What Municipal Boards, volunteer organizations or community service groups/committees have you worked in the past, and for what length of time?

8 YEARS Selectman
2 YEARS School Building Com -
2 YEARS Poland Electrical Inspector - 4 YEARS State of Maine Electrical Board

Will your schedule be flexible enough to allow you to attend meetings on a regular basis? YES

Are you familiar with the "Comprehensive Plan" as adopted by the Town of Poland?
Not Recent

Please feel free to comment on any consideration of aspect of your interest to a board or committee that will directly benefit the overall advancement of the Town of Poland.

Thank you for taking the time to complete this application and for your interest in the Town of Poland. Upon receipt of your application you will be scheduled to meet with the Board of Selectmen. Notification will be sent to you regarding the date and time of this meeting. If you have any questions, please do not hesitate to contact Executive Assistant, Nikki Pratt.

OFFICE USE ONLY

Voter Registration Certification

_____, is a Registered Voter of the Town of Poland.

_____, Registrar, Town Clerk, Deputy Clerk

Town of Poland, 1231 Maine Street, Poland, Maine 04274 (207) 998-4601

C. Selection; Term of Office of the Registrar (*Title 21-A §101.2*)

- *1. The municipal officers of each municipality shall appoint a qualified registrar, in writing, by **January 1st of each odd-numbered year**.
2. The registrar remains in office for 2 years and until a successor is appointed and sworn.
3. All municipalities, regardless of size, must have only one registrar, although the registrar may appoint 1 or more deputy registrars to assist as needed.
4. The clerk may serve as the registrar or deputy registrar (no incompatibility of office). However, these are separate offices, and the term of the clerk has no effect on the term of the registrar.

D. Vacancy in the Office of Registrar (*Title 21-A §101.8*)

1. Municipal officers shall appoint a qualified person to fill the remainder of the term.
2. If the municipal officers fail to appoint a registrar within 15 days after they receive notice of a vacancy, the clerk shall appoint a qualified person to fill the vacancy for the remainder of the term.

E. Compensation and Other Issues (*Title 21-A §101.5, §101.7*)

1. Municipal officers determine compensation of the registrar.
2. Each municipality shall provide suitable space for the registrar and pay reasonable expenses for necessary office supplies and clerical help.

F. Duties of the Registrar (*Title 21-A §101 – §182; Rules: Chapter 505*)

The registrar is the supervisor of the voter registration process, and has the following duties:

1. **Determine Voter Eligibility** – review each application and decide whether the voter meets the registration qualifications;
2. **Process New Applications** – process applications for registration and enrollment by mail and in person and enter voter information into the Central Voter Registration system (CVR) as soon as they have qualified;
3. **Process Changes of Voter Information** – process changes in voter name or address and changes or withdrawals in enrollment as soon as possible after receipt;
4. **Prepare and Maintain the Voter List and Files** – keep the Central Voter Registration system (CVR) current at all times; keep a voter registration file containing all voter registration documents for active and inactive voters; and conduct systematic purges at least once every 5 years (unless the State conducts a statewide purge centrally during any 5 year period);

MANAGER'S REPORT

TOWN OF POLAND, MAINE

To: Board of Selectmen

Date: 12/20/16

CC: Department Heads, Committee Chairs

Merry Christmas – Happy Holidays – Happy New Year

1. **Meetings:** The Finance Director and I met with representatives from Northeast Bank on the 8th to review the last year. Scott Segal and I attended the Poland Senior's Christmas Party earlier that day. We held the Staff Meeting on the 15th, it was postponed a week due to vacations. I attended the Executive Board meeting at MMWAC earlier today.
2. **Five Corners:** A progress meeting was held on Wednesday the 14th and it has been reported they are suspending the project until next April.
3. **Handicapped Lift:** We were informed by David Bates of Ver-Tran the new electronic control system for the lift at the Town Hall has been shipped and they hope to be here next week to start the retrofit.
4. **Town Office Closure:** The Town Office will be holding its annual holiday luncheon; the Office will be closed next Wednesday the 21st from 11:30 AM to 12:30 PM.
5. **Building Maintenance:** The Transfer Station Attendant Building has had a new floor installed as the old one had seriously deteriorated, we also replaced the door which had become damaged and beyond repair.
6. **Training:** We had 31 employees attend Mandatory Annual Training last week, this included both full-time and part-time personnel. Thank you to Brett in

the Finance Department, Nikki Pratt and Captain Lee Conner from Fire Rescue for putting this together.

7. Reminder: Please do not put plastic bags in the recycling bin at the Transfer Station.

8. Job Well Done: A shout out to both the Poland Fire Rescue and the Department of Public works who have both been very busy the last couple of weeks. We appreciate your hard work and response to the fires and storms in the last couple of weeks.

9. Warming Station: Don't forget the Ricker Memorial Library is designated as the Town warming station. If you're trying to stretch your oil or your heat goes out you can go to the library during hours of operation to warm up. Also, if we have a major long term power outage we will also open the library for those without heat.

TO: Bradley Plante, Town Manager
FROM: Sharon Chammings, Finance Director
DATE: December 16, 2016
RE: Financial Statement Issues for FY2017

We are 46% into FY2017: 42.90% of budgeted expenditures have been expended and 46.85% of budgeted revenues have been received to date.

Revenues:

Revenues seem to be right on track.

Expenses:

Expenditures seem to be right on schedule.

BI-WEEKLY REVENUE REPORT

Fund: 10

December

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
4020 - CASH REPORTING SHORT-OVER	0.00	0.00	-6.53	6.53	----
4030 - CD DEBRIS	0.00	0.00	203.79	-203.79	----
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	72,536.00	72,536.00	-2,536.00	103.62
4080 - MMWAC MEMBER DISTRIBUTION	0.00	0.00	16,666.55	-16,666.55	----
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	93,244.67	122,695.33	43.18
4120 - STATE TREE GROWTH FEE DIS	17,000.00	0.00	14,634.71	2,365.29	86.09
4130 - BOAT EXCISE	12,000.00	0.00	1,852.60	10,147.40	15.44
4140 - MOTOR VEHICLE EXCISE	1,000,000.00	30,196.58	538,574.81	461,425.19	53.86
4150 - AMBULANCE SERVICE FEES	160,000.00	-2,414.72	71,289.58	88,710.42	44.56
4151 - AMBULANCE MECHANIC FALLS	40,000.00	0.00	13,123.06	26,876.94	32.81
4155 - FIRE COPY REVENUE	0.00	0.00	0.00	0.00	----
4160 - ANIMAL LICENSE FEES & FIN	3,000.00	202.00	576.00	2,424.00	19.20
4170 - BUSINESS REGISTRATION FEE	1,000.00	0.00	720.00	280.00	72.00
4180 - CODE ENFORCEMENT FEES	40,000.00	543.00	18,509.92	21,490.08	46.27
4190 - CUSTOMER SERVICE FEES	1,000.00	54.48	399.34	600.66	39.93
4195 - HERITAGE VIDEO REVENUE	0.00	0.00	0.00	0.00	----
4200 - ELECTRICAL PERMIT FEES	7,500.00	431.00	3,788.60	3,711.40	50.51
4210 - INLAND FISHERIES AGENT FE	2,500.00	98.00	671.75	1,828.25	26.87
4220 - LIEN FEES	10,000.00	220.70	5,955.25	4,044.75	59.55
4230 - MOTOR VEHICLE FEES	21,000.00	581.00	9,361.00	11,639.00	44.58
4240 - PLUMBING PERMIT FEES	11,000.00	150.00	5,921.25	5,078.75	53.83
4245 - FIRE PERMIT FEES	0.00	0.00	215.04	-215.04	----
4250 - RETURN CHECK FEES	900.00	0.00	330.00	570.00	36.67
4260 - SNOWMOBILE REGISTRATION F	1,000.00	0.00	0.00	1,000.00	0.00
4270 - SOLID WASTE SERVICE FEES	19,000.00	540.00	11,554.50	7,445.50	60.81
4280 - TOWN BUILDINGS RENTAL FEES	1,000.00	0.00	137.50	862.50	13.75
4285 - NON RESIDENT RECREATION FEES	1,000.00	0.00	0.00	1,000.00	0.00
4290 - VITAL STATISTICS	4,000.00	58.60	3,056.40	943.60	76.41
4295 - NON RESIDENT BEACH PERMITS	900.00	0.00	485.00	415.00	53.89
4300 - RSU16 Garage Bay Maintenance	9,600.00	0.00	2,400.00	7,200.00	25.00
4310 - GENERAL ASSIST REIMBURSEM	5,000.00	0.00	0.00	5,000.00	0.00
4320 - HOMESTEAD REIMBURSEMENT	106,250.00	0.00	135,548.00	-29,298.00	127.57
4330 - VETERANS EXEMPT REIMBURSE	3,600.00	0.00	0.00	3,600.00	0.00
4335 - INSURANCE REIMBURSEMENTS	0.00	0.00	5,956.00	-5,956.00	----
4340 - SOLID WASTE REVENUES	6,000.00	0.00	3,883.41	2,116.59	64.72
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	10,538,132.56	-10,538,132.56	----
4380 - GAIN ON TAX ACQUIRED PROP	0.00	0.00	0.00	0.00	----
4390 - TAX PENALTY INTEREST	35,000.00	465.06	8,887.52	26,112.48	25.39
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	92,351.00	0.00	0.00	92,351.00	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	----
4500 - MISCELLANEOUS REVENUES	5,000.00	0.00	410.00	4,590.00	8.20
4510 - INVESTMENT INTEREST	9,000.00	0.00	0.00	9,000.00	0.00
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	350,000.00	0.00	0.00	350,000.00	0.00
4550 - FIRE BOND REVENUE	0.00	0.00	0.00	0.00	----
Final Totals	2,314,291.00	103,661.70	11,579,018.28	-9,264,727.28	500.33
4370 - TAX COMMITMENT REVENUE	0.00	0.00	10,538,132.56	-10,538,132.56	----
4440 - USE OF RESERVES	92,351.00	0.00	0.00	92,351.00	0.00
Budgeted Totals	2,221,940.00	103,661.70	1,040,885.72	1,181,054.28	46.85%

BI-WEEKL EXPENSE REPORT

Fund: 10
December

Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
110 - ADMINISTRATI	573,081.00	45,290.82	279,604.28	293,476.72	48.79
01 - ADMIN	415,791.00	26,207.19	198,125.06	217,665.94	47.65
05 - CONTRACTED	95,500.00	16,406.84	55,791.88	39,708.12	58.42
06 - BLDGS & GRND	50,128.00	2,426.79	20,890.00	29,238.00	41.67
07 - CABLE TV	11,662.00	250.00	4,797.34	6,864.66	41.14
120 - COMM SERVCS	288,916.00	10,172.08	86,184.66	202,731.34	29.83
01 - PLANNING&DEV	100,862.00	5,845.88	44,007.85	56,854.15	43.63
02 - RECREATION	74,375.00	3,674.10	32,097.98	42,277.02	43.16
03 - HEALTH OFFCR	2,145.00	552.10	798.44	1,346.56	37.22
04 - BEACH MAINT	4,865.00	0.00	2,304.39	2,560.61	47.37
05 - CONSERVATION	10,300.00	100.00	2,300.00	8,000.00	22.33
06 - GENL ASSIST	15,000.00	0.00	676.00	14,324.00	4.51
08 - SOC SERVC AG	4,000.00	0.00	4,000.00	0.00	100.00
09 - RICKER LIB	77,369.00	0.00	0.00	77,369.00	0.00
130 - PUB WORKS	783,589.00	43,562.48	274,316.99	509,272.01	35.01
01 - PUBLIC WORKS	585,200.00	29,852.53	192,998.30	392,201.70	32.98
02 - SOLID WASTE	198,389.00	13,709.95	81,318.69	117,070.31	40.99
140 - PUB SAFETY	962,880.00	172,383.46	459,281.49	503,598.51	47.70
01 - FIRE RESCUE	646,969.00	41,146.53	306,617.78	340,351.22	47.39
02 - LAW ENFORCEM	233,415.00	109,033.47	111,958.95	121,456.05	47.97
03 - DISPATCHING	37,815.00	19,015.68	19,410.41	18,404.59	51.33
04 - ANIMAL CTRL	10,000.00	225.00	4,878.34	5,121.66	48.78
05 - STREET LIGHT	14,000.00	1,327.36	6,299.74	7,700.26	45.00
06 - FIREH DRANTS	15,231.00	1,218.75	7,312.50	7,918.50	48.01
07 - EMER MANGMT	5,450.00	416.67	2,803.77	2,646.23	51.45
150 - FINAN SERVCS	9,783,281.00	589,500.75	3,826,895.54	5,956,385.46	39.12
01 - CONTINGENC	0.00	0.00	0.00	0.00	----
02 - DEBT	248,539.00	0.00	225,193.96	23,345.04	90.61
03 - MUN INSURANC	47,000.00	138.45	22,600.10	24,399.90	48.09
04 - EE BENEFITS	487,066.00	33,258.30	242,477.48	244,588.52	49.78
06 - CIP	863,800.00	0.00	0.00	863,800.00	0.00
07 - RSU 16	6,673,248.00	556,104.00	3,336,624.00	3,336,624.00	50.00
10 - TIF TO PS 1	729,753.00	0.00	0.00	729,753.00	0.00
11 - TIF TO VILLA	111,801.00	0.00	0.00	111,801.00	0.00
12 - TIF TO PS 2	622,074.00	0.00	0.00	622,074.00	0.00
15 - USE DESIG FB	0.00	0.00	0.00	0.00	----
160 - COUNTY TAX	728,065.00	0.00	728,064.14	0.86	100.00
170 - OVERLAY	60,000.00	0.00	0.00	60,000.00	0.00
Final Totals	13,179,812.00	860,909.59	5,654,347.10	7,525,464.90	42.90

BI-WEEKL EXPENSE REPORT

Fund: 10
December

Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
110 - ADMINISTRATI	573,081.00	45,290.82	279,604.28	293,476.72	48.79
01 - ADMIN	415,791.00	26,207.19	198,125.06	217,665.94	47.65
5100 - FT WAGES	308,462.00	18,690.03	151,234.79	157,227.21	49.03
5110 - OTHER WAGES	7,761.00	539.00	3,036.93	4,724.07	39.13
5120 - OT WAGES	2,000.00	0.00	315.46	1,684.54	15.77
5130 - ALLOWANCE	4,795.00	173.07	1,916.43	2,878.57	39.97
5140 - TRAINING	2,625.00	65.00	976.87	1,648.13	37.21
5200 - ELECTRICITY	9,000.00	553.14	3,638.51	5,361.49	40.43
5205 - PHONE	3,600.00	627.91	1,882.14	1,717.86	52.28
5210 - MAIN-REPAIRS	0.00	0.00	0.00	0.00	----
5215 - INTERNET	1,600.00	127.70	859.37	740.63	53.71
5220 - HEAT	13,500.00	2,438.24	2,916.32	10,583.68	21.60
5225 - WATER	1,600.00	133.76	902.66	697.34	56.42
5235 - POSTAGE	11,355.00	2,187.00	7,815.69	3,539.31	68.83
5245 - OFF EQP/FEES	0.00	0.00	0.00	0.00	----
5246 - CONT SVCS	0.00	0.00	0.00	0.00	----
5310 - MINOR DNU	0.00	0.00	0.00	0.00	----
5320 - REG OF DEEDS	7,500.00	109.00	5,325.00	2,175.00	71.00
5330 - DUES/SUBSCR	16,240.00	170.00	9,076.20	7,163.80	55.89
5335 - ADVERTISING	1,350.00	0.00	23.75	1,326.25	1.76
5340 - PRINTING	7,285.00	132.43	411.97	6,873.03	5.66
5345 - BANK FEES	2,750.00	0.00	43.67	2,706.33	1.59
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5355 - PAYROLL SERV	0.00	0.00	0.00	0.00	----
5360 - SPECIAL EVEN	3,500.00	0.00	1,968.97	1,531.03	56.26
5400 - OFFICE SUPP	7,500.00	260.91	4,965.62	2,534.38	66.21
5415 - ELECTION SUP	3,368.00	0.00	814.71	2,553.29	24.19
5420 - GRNDS SUPP	0.00	0.00	0.00	0.00	----
05 - CONTRACTED	95,500.00	16,406.84	55,791.88	39,708.12	58.42
5160 - ASSESS AGENT	35,000.00	2,333.33	13,958.31	21,041.69	39.88
5245 - OFF EQP/FEES	32,000.00	10,740.82	25,934.86	6,065.14	81.05
5305 - AUDIT	13,500.00	0.00	8,500.00	5,000.00	62.96
5315 - LEGAL	15,000.00	3,332.69	7,398.71	7,601.29	49.32
5325 - PLANNING	0.00	0.00	0.00	0.00	----
5330 - DUES/SUBSCR	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	----
06 - BLDGS & GRND	50,128.00	2,426.79	20,890.00	29,238.00	41.67
5100 - FT WAGES	32,128.00	1,844.40	14,999.24	17,128.76	46.69
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
5420 - GRNDS SUPP	18,000.00	582.39	5,890.76	12,109.24	32.73
07 - CABLE TV	11,662.00	250.00	4,797.34	6,864.66	41.14
5110 - OTHER WAGES	7,727.00	0.00	3,297.34	4,429.66	42.67
5245 - OFF EQP/FEES	500.00	0.00	0.00	500.00	0.00
5350 - PROF SERVICE	3,300.00	250.00	1,500.00	1,800.00	45.45
5400 - OFFICE SUPP	135.00	0.00	0.00	135.00	0.00
120 - COMM SERVCS	288,916.00	10,172.08	86,184.66	202,731.34	29.83
01 - PLANNING&DEV	100,862.00	5,845.88	44,007.85	56,854.15	43.63
5100 - FT WAGES	57,559.00	3,731.04	27,453.60	30,105.40	47.70
5110 - OTHER WAGES	22,103.00	1,265.60	9,009.00	13,094.00	40.76
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
5130 - ALLOWANCE	5,600.00	313.24	2,094.21	3,505.79	37.40

BI-WEEKL EXPENSE REPORT

Fund: 10
December

Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
120 - COMM SERVCS CONT'D					
5140 - TRAINING	1,000.00	0.00	130.00	870.00	13.00
5200 - ELECTRICITY	0.00	0.00	0.00	0.00	----
5205 - PHONE	0.00	0.00	0.00	0.00	----
5245 - OFF EQP/FEES	2,600.00	0.00	2,400.00	200.00	92.31
5325 - PLANNING	10,000.00	486.00	1,385.15	8,614.85	13.85
5330 - DUES/SUBSCR	2,000.00	50.00	1,535.89	464.11	76.79
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5400 - OFFICE SUPP	0.00	0.00	0.00	0.00	----
02 - RECREATION	74,375.00	3,674.10	32,097.98	42,277.02	43.16
5100 - FT WAGES	56,623.00	2,817.36	24,912.00	31,711.00	44.00
5110 - OTHER WAGES	17,752.00	856.74	7,185.98	10,566.02	40.48
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
03 - HEALTH OFFCR	2,145.00	552.10	798.44	1,346.56	37.22
5110 - OTHER WAGES	1,325.00	552.10	552.10	772.90	41.67
5130 - ALLOWANCE	300.00	0.00	246.34	53.66	82.11
5410 - EQUIP SUPP	520.00	0.00	0.00	520.00	0.00
04 - BEACH MAINT	4,865.00	0.00	2,304.39	2,560.61	47.37
5110 - OTHER WAGES	2,500.00	0.00	1,846.00	654.00	73.84
5210 - MAIN-REPAIRS	2,365.00	0.00	458.39	1,906.61	19.38
05 - CONSERVATION	10,300.00	100.00	2,300.00	8,000.00	22.33
5311 - LAKE PROTECT	3,000.00	0.00	1,000.00	2,000.00	33.33
5312 - PCC	1,300.00	100.00	1,300.00	0.00	100.00
5313 - CONS DAM REP	6,000.00	0.00	0.00	6,000.00	0.00
5325 - PLANNING	0.00	0.00	0.00	0.00	----
06 - GENL ASSIST	15,000.00	0.00	676.00	14,324.00	4.51
08 - SOC SERVC AG	4,000.00	0.00	4,000.00	0.00	100.00
09 - RICKER LIB	77,369.00	0.00	0.00	77,369.00	0.00
130 - PUB WORKS	783,589.00	43,562.48	274,316.99	509,272.01	35.01
01 - PUBLIC WORKS	585,200.00	29,852.53	192,998.30	392,201.70	32.98
5100 - FT WAGES	151,743.00	0.00	98,985.11	52,757.89	65.23
5110 - OTHER WAGES	12,120.00	0.00	7,355.14	4,764.86	60.69
5120 - OT WAGES	2,200.00	0.00	722.25	1,477.75	32.83
5130 - ALLOWANCE	8,000.00	0.00	200.00	7,800.00	2.50
5140 - TRAINING	750.00	0.00	0.00	750.00	0.00
5200 - ELECTRICITY	5,000.00	320.15	1,556.00	3,444.00	31.12
5205 - PHONE	500.00	63.02	189.56	310.44	37.91
5210 - MAIN-REPAIRS	12,000.00	376.22	1,613.11	10,386.89	13.44
5215 - INTERNET	800.00	79.95	319.80	480.20	39.98
5220 - HEAT	4,500.00	559.86	559.86	3,940.14	12.44
5225 - WATER	300.00	109.75	207.28	92.72	69.09
5230 - VEHICLES	19,500.00	1,707.14	17,491.68	2,008.32	89.70
5240 - GAS/DIESEL	18,000.00	0.00	6,806.16	11,193.84	37.81
5270 - MSW TIPPING	0.00	0.00	0.00	0.00	----
5275 - RECY & PULL	0.00	0.00	0.00	0.00	----
5330 - DUES/SUBSCR	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	750.00	0.00	74.00	676.00	9.87
5365 - PHYS/DRUG SC	1,650.00	176.00	670.50	979.50	40.64
5370 - WASTE DISPOS	0.00	0.00	0.00	0.00	----
5375 - RENTAL EQUIP	17,900.00	0.00	11,132.35	6,767.65	62.19
5380 - CATCHBS CLN	3,600.00	0.00	0.00	3,600.00	0.00
5385 - ROAD MOWING	0.00	0.00	0.00	0.00	----
5390 - TREE CUTTING	2,500.00	0.00	600.00	1,900.00	24.00

BI-WEEKL EXPENSE REPORT

Fund: 10
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Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
130 - PUB WORKS CONT'D					
5400 - OFFICE SUPP	0.00	0.00	0.00	0.00	----
5410 - EQUIP SUPP	0.00	0.00	0.00	0.00	----
5420 - GRNDS 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	299.96	900.04	25.00
5445 - CULVERTS	8,000.00	0.00	7,953.46	46.54	99.42
5450 - EROSION MAT	12,000.00	0.00	0.00	12,000.00	0.00
5452 - ROAD STRIPIN	15,000.00	0.00	0.00	15,000.00	0.00
5455 - GRAVEL	16,000.00	0.00	1,022.30	14,977.70	6.39
5460 - SURF PATCH	9,000.00	0.00	4,489.69	4,510.31	49.89
5465 - SALT	0.00	0.00	0.00	0.00	----
5467 - SAND	0.00	0.00	0.00	0.00	----
5470 - CUTTING EDGE	0.00	0.00	0.00	0.00	----
5475 - SIGNS	3,500.00	0.00	277.15	3,222.85	7.92
5480 - TOOLS, PARTS	2,800.00	0.00	0.00	2,800.00	0.00
5485 - WELDING SUP	400.00	0.00	0.00	400.00	0.00
5490 - MEDICAL SUP	0.00	0.00	0.00	0.00	----
5500 - MINOR CPTL	0.00	0.00	0.00	0.00	----
6100 - FT WAGE SNOW	101,162.00	13,794.44	17,926.04	83,235.96	17.72
6110 - OTHR WGE SNO	6,565.00	893.00	1,223.00	5,342.00	18.63
6120 - OT WAGE SNOW	20,000.00	192.37	192.37	19,807.63	0.96
6230 - VEHICLES SNO	19,500.00	658.85	209.75	19,290.25	1.08
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	0.00	0.00	1,800.00	0.00
6460 - SURF PAT SNO	1,000.00	0.00	0.00	1,000.00	0.00
6465 - SALT SNO&ICE	52,000.00	10,921.78	10,921.78	41,078.22	21.00
6467 - SAND SNO&ICE	15,000.00	0.00	0.00	15,000.00	0.00
6470 - CUT EDGE SNO	10,000.00	0.00	0.00	10,000.00	0.00
6475 - SIGNS SNO&IC	660.00	0.00	0.00	660.00	0.00
6480 - TLS/PART SNO	700.00	0.00	0.00	700.00	0.00
6485 - WELD SUP SNO	400.00	0.00	0.00	400.00	0.00
02 - SOLID WASTE	198,389.00	13,709.95	81,318.69	117,070.31	40.99
5100 - FT WAGES	62,918.00	3,612.00	27,632.60	35,285.40	43.92
5110 - OTHER WAGES	13,260.00	829.68	7,872.43	5,387.57	59.37
5120 - OT WAGES	0.00	0.00	0.00	0.00	----
5130 - ALLOWANCE	1,500.00	0.00	200.00	1,300.00	13.33
5140 - TRAINING	150.00	0.00	0.00	150.00	0.00
5200 - ELECTRICITY	3,000.00	238.32	976.46	2,023.54	32.55
5205 - PHONE	340.00	69.77	209.60	130.40	61.65
5210 - MAIN-REPAIRS	2,500.00	0.00	293.95	2,206.05	11.76
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	1,600.00	0.00	156.78	1,443.22	9.80
5270 - MSW TIPPING	63,621.00	5,199.21	26,675.83	36,945.17	41.93
5275 - RECY & PULL	30,000.00	2,787.90	12,930.10	17,069.90	43.10
5280 - TIRE DISPOS	1,000.00	0.00	0.00	1,000.00	0.00
5285 - BULK & GRIND	10,000.00	831.86	2,970.26	7,029.74	29.70
5290 - HHW DISP	1,750.00	65.96	523.97	1,226.03	29.94
5295 - UNIV WASTE	0.00	0.00	0.00	0.00	----
5296 - COMPOSTING	900.00	75.25	376.25	523.75	41.81
5330 - DUES/SUBSCR	500.00	0.00	0.00	500.00	0.00

BI-WEEKL EXPENSE REPORT

Fund: 10
December

Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
130 - PUB WORKS CONT'D					
5365 - PHYS/DRUG SC	0.00	0.00	0.00	0.00	----
5410 - EQUIP SUPP	500.00	0.00	85.52	414.48	17.10
5420 - GRNDS SUPP	2,800.00	0.00	414.94	2,385.06	14.82
5430 - ROAD SUPP	0.00	0.00	0.00	0.00	----
5480 - TOOLS, PARTS	250.00	0.00	0.00	250.00	0.00
140 - PUB SAFETY	962,880.00	172,383.46	459,281.49	503,598.51	47.70
01 - FIRE RESCUE	646,969.00	41,146.53	306,617.78	340,351.22	47.39
5100 - FT WAGES	227,500.00	14,028.92	104,618.89	122,881.11	45.99
5110 - OTHER WAGES	260,044.00	16,157.67	132,613.10	127,430.90	51.00
5120 - OT WAGES	16,500.00	229.93	7,106.34	9,393.66	43.07
5130 - ALLOWANCE	4,350.00	100.00	300.00	4,050.00	6.90
5140 - TRAINING	10,000.00	158.80	4,141.99	5,858.01	41.42
5200 - ELECTRICITY	10,000.00	848.36	4,644.38	5,355.62	46.44
5205 - PHONE	6,500.00	407.70	2,209.34	4,290.66	33.99
5210 - MAIN-REPAIRS	0.00	0.00	0.00	0.00	----
5215 - INTERNET	0.00	0.00	0.00	0.00	----
5220 - HEAT	12,000.00	1,413.94	2,083.67	9,916.33	17.36
5225 - WATER	2,390.00	142.37	880.40	1,509.60	36.84
5230 - VEHICLES	20,000.00	1,966.93	11,258.81	8,741.19	56.29
5240 - GAS/DIESEL	10,800.00	0.00	2,622.05	8,177.95	24.28
5245 - OFF EQP/FEES	5,000.00	0.00	1,620.00	3,380.00	32.40
5310 - MINOR DNU	0.00	0.00	0.00	0.00	----
5330 - DUES/SUBSCR	2,760.00	1,495.50	3,012.26	-252.26	109.14
5350 - PROF SERVICE	0.00	0.00	0.00	0.00	----
5365 - PHYS/DRUG SC	4,500.00	325.00	790.00	3,710.00	17.56
5370 - WASTE DISPOS	2,275.00	0.00	125.00	2,150.00	5.49
5400 - OFFICE SUPP	3,000.00	0.00	2,777.71	222.29	92.59
5410 - EQUIP SUPP	15,000.00	103.79	3,695.19	11,304.81	24.63
5420 - GRNDS SUPP	11,500.00	1,747.20	9,142.85	2,357.15	79.50
5435 - PROT CLOTHIN	5,450.00	22.50	4,845.65	604.35	88.91
5440 - FIRE MED REI	0.00	0.00	0.00	0.00	----
5490 - MEDICAL SUP	15,400.00	892.92	6,684.15	8,715.85	43.40
5495 - OSHA EQUIP	2,000.00	1,105.00	1,446.00	554.00	72.30
6000 - FIRE STATION	0.00	0.00	0.00	0.00	----
02 - LAW ENFORCEM	233,415.00	109,033.47	111,958.95	121,456.05	47.97
5205 - PHONE	400.00	64.99	193.22	206.78	48.31
5210 - MAIN-REPAIRS	300.00	150.00	233.96	66.04	77.99
5230 - VEHICLES	600.00	0.00	0.00	600.00	0.00
5240 - GAS/DIESEL	14,400.00	0.00	2,713.29	11,686.71	18.84
5350 - PROF SERVICE	217,715.00	108,818.48	108,818.48	108,896.52	49.98
5400 - OFFICE SUPP	0.00	0.00	0.00	0.00	----
03 - DISPATCHING	37,815.00	19,015.68	19,410.41	18,404.59	51.33
04 - ANIMAL CTRL	10,000.00	225.00	4,878.34	5,121.66	48.78
05 - STREET LIGHT	14,000.00	1,327.36	6,299.74	7,700.26	45.00
06 - FIREH DRANTS	15,231.00	1,218.75	7,312.50	7,918.50	48.01
07 - EMER MANGMT	5,450.00	416.67	2,803.77	2,646.23	51.45
150 - FINAN SERVCS	9,783,281.00	589,500.75	3,826,895.54	5,956,385.46	39.12
01 - CONTINGENC	0.00	0.00	0.00	0.00	----
02 - DEBT	248,539.00	0.00	225,193.96	23,345.04	90.61
5260 - FINAN OUTLAY	0.00	0.00	0.00	0.00	----
5710 - DEBT TSFR ST	0.00	0.00	0.00	0.00	----

BI-WEEKL EXPENSE REPORT

Fund: 10
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Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
150 - FINAN SERVCS CONT'D					
5715 - DEBT MMWAC	0.00	0.00	0.00	0.00	----
5720 - DEBT PWD GAR	85,501.00	0.00	85,772.48	-271.48	100.32
5725 - DEBT PLAIN R	31,230.00	0.00	31,229.70	0.30	100.00
5730 - FIRE STATION	131,808.00	0.00	108,191.78	23,616.22	82.08
03 - MUN INSURANC	47,000.00	138.45	22,600.10	24,399.90	48.09
04 - EE BENEFITS	487,066.00	33,258.30	242,477.48	244,588.52	49.78
5260 - FINAN OUTLAY	0.00	0.00	0.00	0.00	----
5810 - HEALTH INS	254,130.00	17,639.62	136,696.13	117,433.87	53.79
5815 - ICMA/MPRS	68,106.00	9,944.72	27,414.36	40,691.64	40.25
5820 - SOC SEC/FICA	94,730.00	5,673.96	49,222.02	45,507.98	51.96
5825 - WORKER'S COM	42,000.00	0.00	11,675.70	30,324.30	27.80
5830 - UNEMPLOY	22,000.00	0.00	10,490.00	11,510.00	47.68
5835 - SICK PAYOUT	3,000.00	0.00	6,979.27	-3,979.27	232.64
5840 - VOLUNT INS	1,800.00	0.00	0.00	1,800.00	0.00
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
5860 - COLA/MERIT	0.00	0.00	0.00	0.00	----
06 - CIP	863,800.00	0.00	0.00	863,800.00	0.00
07 - RSU 16	6,673,248.00	556,104.00	3,336,624.00	3,336,624.00	50.00
10 - TIF TO PS 1	729,753.00	0.00	0.00	729,753.00	0.00
11 - TIF TO VILLA	111,801.00	0.00	0.00	111,801.00	0.00
12 - TIF TO PS 2	622,074.00	0.00	0.00	622,074.00	0.00
15 - USE DESIG FB	0.00	0.00	0.00	0.00	----
160 - COUNTY TAX	728,065.00	0.00	728,064.14	0.86	100.00
170 - OVERLAY	60,000.00	0.00	0.00	60,000.00	0.00
Final Totals	13,179,812.00	860,909.59	5,654,347.10	7,525,464.90	42.90

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Fund: 40
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Account	Budget Net	Curr Mnth Net	YTD Net	Une pended Balance	Percent Spent
400 - PSB TIF 1	804,797.00	8,084.04	486,876.28	317,920.72	60.50
01 - PSB TIF I	804,797.00	8,084.04	486,876.28	317,920.72	60.50
5220 - HEAT	0.00	0.00	0.00	0.00	----
5230 - VEHICLES	29,582.00	0.00	0.00	29,582.00	0.00
5250 - DEBT SVC	441,445.00	0.00	350,658.48	90,786.52	79.43
5260 - FINAN OUTLAY	17,799.00	0.00	0.00	17,799.00	0.00
5265 - PSB 40% PYBK	194,860.00	0.00	93,297.50	101,562.50	47.88
5300 - MAJOR DNU	0.00	0.00	0.00	0.00	----
5309 - MISC EXP	0.00	0.00	0.00	0.00	----
5310 - MINOR DNU	0.00	0.00	0.00	0.00	----
5345 - BANK FEES	0.00	0.00	0.00	0.00	----
5350 - PROF SERVICE	2,500.00	43.75	43.75	2,456.25	1.75
5410 - EQUIP SUPP	91,281.00	8,040.29	30,387.05	60,893.95	33.29
5620 - HYDRANT	27,330.00	0.00	12,489.50	14,840.50	45.70
401 - PSB TIF 2	601,221.00	428.94	395,452.88	205,768.12	65.77
01 - PSB TIF 2	601,221.00	428.94	395,452.88	205,768.12	65.77
5220 - HEAT	0.00	0.00	0.00	0.00	----
5250 - DEBT SVC	298,415.00	0.00	261,887.73	36,527.27	87.76
5260 - FINAN OUTLAY	9,493.00	0.00	0.00	9,493.00	0.00
5265 - PSB 40% PYBK	246,573.00	0.00	125,870.50	120,702.50	51.05
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
5410 - EQUIP SUPP	0.00	0.00	0.00	0.00	----
5600 - WATER LINE	0.00	0.00	0.00	0.00	----
5610 - SO VILLAGE	0.00	0.00	0.00	0.00	----
5620 - HYDRANT	0.00	0.00	0.00	0.00	----
5650 - CEDC	44,240.00	428.94	7,694.65	36,545.35	17.39
402 - DTV TIF	111,951.00	113.96	76,643.16	35,307.84	68.46
01 - DTV TIF	111,951.00	113.96	76,643.16	35,307.84	68.46
5220 - HEAT	0.00	0.00	0.00	0.00	----
5250 - DEBT SVC	51,506.00	0.00	47,362.43	4,143.57	91.96
5260 - FINAN OUTLAY	2,372.00	0.00	0.00	2,372.00	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	30,000.00	0.00	20,016.44	9,983.56	66.72
5600 - WATER LINE	0.00	0.00	0.00	0.00	----
5620 - HYDRANT	0.00	0.00	0.00	0.00	----
5630 - JTK 50% PYBK	14,313.00	0.00	7,252.50	7,060.50	50.67
5650 - CEDC	11,760.00	113.96	2,011.79	9,748.21	17.11
6376 - SKID STEER	0.00	0.00	0.00	0.00	----
Final Totals	1,517,969.00	8,626.94	958,972.32	558,996.68	63.17

FY2017 LIBRARY REVENUES & EXPENSES

Department	Budget	Current Month	Year To Date	Balance	Percent
RICKER LIBRARY					
REVENUES	146,868.00	0.00	34,866.74	112,001.26	23.74%
EXPENSES	146,868.00	12,490.23	65,962.01	80,905.98	44.91%
Net Profit / (Loss)	0.00	(12,490.23)	(31,095.27)	31,095.27	

FY2017 PCC REVENUES & EXPENSES

Beginning of year balance:

\$ 8,293.16

Money in:

7/1/16 Town's Appropriation
7/1/16 Easement Project

\$ 1,300.00
\$ 7,500.00

Money out:

\$ 2,466.00

Current Balance

\$ 14,627.16

Total PW wages

Account	Budget	Budget	Budget	YTD	YTD	YTD	Unexpended	Percent
			Total			Total	Balance	Spent
130 - PUB WORKS								
01 - PUBLIC WORKS								
5100 - FT WAGES	151,743.00	101,162.00	252,905.00	98,985.11	13,794.44	112,779.55	140,125.45	44.59%
5110 - OTHER WAGES	12,120.00	6,565.00	18,685.00	7,355.14	893.00	8,248.14	10,436.86	44.14%
5120 - OT WAGES	2,200.00	20,000.00	22,200.00	722.25	192.37	914.62	21,285.38	4.12%
6100 - FT WAGE SNOW	101,162.00			13,794.44				
6110 - OTWR WGE SNO	6,565.00			893.00				
6120 - OT WAGE SNOW	20,000.00			192.37				

RECREATION

Enterprise Fund

NOVEMBER

Beginning

RECREATION PROGRAMS	Balance	Revenues	Expenses	Balance
ART CLASS	\$ 1,575.00			\$ 1,575.00
BASEBALL	\$ 12,842.66	25.00		\$ 12,867.66
BASKETBALL	\$ 3,452.09	1345.00	50.00	\$ 4,747.09
CHEERING	\$ 18,116.38	1,735.00	550.00	\$ 19,301.38
COMMUNITY GARDEN	\$ 242.37			\$ 242.37
DESTINATION IMAGINATION	\$ 1,330.00	320.00		\$ 1,650.00
DRAMA	\$ 3,496.59			\$ 3,496.59
FOOTBALL	\$ 30,466.15	395.00	790.84	\$ 30,070.31
PICKLE BALL	\$ 236.53	30.00		\$ 266.53
SCHOLARSHIP	\$ 877.50			\$ 877.50
SOCCER	\$ 3,723.45	475.00	875.69	\$ 3,322.76
SUMMER RECREATION	\$ 61,980.56	50.00		\$ 62,030.56
TEEN ADVENTURE	\$ 3,615.85			\$ 3,615.85
TUMBLING	\$ 3,383.50			\$ 3,383.50
TRAILS	\$ 2,164.58			\$ 2,164.58
VOLLEYBALL	\$ 124.00	125.00		\$ 249.00
YOGA	\$ 209.00	15.00		\$ 224.00
ZUMBA	\$ 775.00			\$ 775.00
Program Totals	\$ 148,611.21	\$ 4,515.00	\$ 2,266.53	\$ 150,859.68
OTHER REVENUE				
DISCOUNT TICKET REVENUE				\$ -
LOST VALLEY SKI				\$ -
TABLE/CHAIR RENT		16.00		\$ 16.00
TRI-TOWN SENIOR CLUB		55.00	28.31	\$ 26.69
OPERATING/MISCELLANEOUS				\$ -
Total Other Revenues	\$ -	\$ 71.00	\$ 28.31	\$ 42.69
OTHER EXPENSES				
Program Misc. Expenses			2006.12	\$2,006.12
Operating Expenses			301.73	\$301.73
Total Other Expenses	\$ -	\$ -	\$ 2,307.85	\$2,307.85
Final Totals	\$ 148,611.21	\$ 4,586.00	\$ 4,602.69	\$ 148,594.52

**Town of Poland Capital Improvement
FYE17**

MUNICIPAL FACILITIES RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 90,735				
TECHNOLOGY					
Town Hall - Continued Repairs	\$ (1,387)	\$ 5,000	\$ 3,613	\$ 2,330	\$ 1,283
Town Hall - Kitchen	\$ 23,017	-	\$ 23,017	\$ 780	\$ 22,237
Town Office - Interior Renovation	\$ 3,705	-	\$ 3,705		\$ 3,705
Town Buildings - Exterior Painting	\$ 1,842	\$ 8,000	\$ 9,842	\$ 912	\$ 8,930
Historical Bldg. - Front Railings & Steps	\$ 9,014	\$ 1,000	\$ 10,014		\$ 10,014
Library - Parking Expansion	\$ 654	-	\$ 654		\$ 654
Brick Repoint Municipal Bldgs	\$ 10,733	-	\$ 10,733		\$ 10,733
Library Sprinkler System	\$ 10,000	\$ 2,000	\$ 12,000	\$ 12,000	\$ -
Furnace Replacement	\$ 20,000	\$ 14,000	\$ 34,000		\$ 34,000
Library Office Remodel	\$ 3,000	\$ 1,000	\$ 4,000		\$ 4,000
Cable Access Equipment	\$ 4,000	\$ 2,000	\$ 6,000		\$ 6,000
Town Owned Bldgs/Property Improvements from Timber Sales	\$ 5,000	\$ 3,000	\$ 8,000		\$ 8,000
McConaghy Demolition	\$ 133,665	-	\$ 133,665	\$ 9,153	\$ 124,512
Totals:	\$ -	\$ 30,000	\$ 30,000	\$ 24,129	\$ 5,871
	\$ 223,243	\$ 66,000	\$ 289,243	\$ 49,304	\$ 239,938

**Town of Poland Capital Improvement
FYE17**

ROAD RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 19,586				
Crack Sealing	\$ 11,201	5,000	\$ 16,201	\$	16,201
Infrastructure	\$ 8,385	\$ 425,000	\$ 433,385	\$ 293,210	\$ 140,175
Totals:	\$ 19,586	\$ 430,000	\$ 449,586	\$ 293,210	\$ 156,376

**Town of Poland Capital Improvement
FYE17**

PUBLIC WORKS RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 712,541				
2014 Pick-up Truck w/plow	\$ 4,114	\$ 5,000	\$ 9,114		\$ 9,114
2003 Dump Truck Freight. (spare vehicle)	\$ 73,548	\$ 35,000	\$ 108,548		\$ 108,548
2005 Dump Truck Sterling	\$ 111,383	\$ 20,000	\$ 131,383		\$ 131,383
2001 Dump Truck International	\$ 164,398	\$ 25,000	\$ 189,398		\$ 189,398
2007 Backhoe CAT	\$ 45,868	\$ 15,000	\$ 60,868		\$ 60,868
2008 Loader CAT	\$ 69,400	\$ 20,000	\$ 89,400		\$ 89,400
2008 10W Dump Truck Int'l	\$ 67,061	\$ 20,000	\$ 87,061		\$ 87,061
2010 10W Dump Truck Int'l	\$ 56,609	\$ 20,000	\$ 76,609		\$ 76,609
2005 One Ton Truck GMC 1.5	\$ 71,700	\$ 20,000	\$ 91,700		\$ 91,700
2009 One Ton Truck GMC Chev.	\$ 28,460	\$ 5,000	\$ 33,460		\$ 33,460
Multi Use Mini Tractor	\$ 20,000	\$ 10,000	\$ 30,000	\$ 27,403	\$ 2,597
Totals:	\$ 712,541	\$ 195,000	\$ 907,541	\$ 27,403	\$ 880,138

**Town of Poland Capital Improvement
FYE17**

FIRE RESCUE RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 1,040,240				
Engine #2	\$ 458,400	\$ 41,600	\$ 500,000	\$ 469,238	\$ 30,762
Engine #3	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
Tank 6	\$ 73,720	\$ 15,280	\$ 89,000	\$ -	\$ 89,000
Utility #1	\$ 17,580	\$ 5,000	\$ 22,580	\$ -	\$ 22,580
Squad #1	\$ 220,500	\$ 27,570	\$ 248,070	\$ -	\$ 248,070
Squad #2	\$ 157,071	\$ 25,000	\$ 182,071	\$ -	\$ 182,071
Chief's Vehicle	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
Scott Air Bottles	\$ 28,280	\$ 4,550	\$ 32,830	\$ -	\$ 32,830
Life Pack 12 Monitors	\$ 2,413	\$ -	\$ 2,413	\$ -	\$ 2,413
Radios/Thermo Image/Defibs	\$ 42,276	\$ 5,000	\$ 47,276	\$ -	\$ 47,276
Turn Out Gear	\$ 30,000	\$ 15,000	\$ 45,000	\$ -	\$ 45,000
Totals:	\$ 1,040,240	\$ 145,000	\$ 1,185,240	\$ 469,238	\$ 716,002

**Town of Poland Capital Improvement
FYE17**

LAW ENFORCEMENT RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Appropriation
FYE16 Ending Balance:	\$ 105				
Patrol Vehicle 1	\$ -	\$ -	0.00		\$ -
Patrol Vehicle 2	\$ -	\$ 5,400.00	5400.00		\$ 5,400
Vehicles & Equipment	\$ 105	\$ 8,600.00	8705.00	\$ 8,431	\$ 274
Totals:	\$ 105	\$ 14,000	\$ 14,105	\$ 8,431	\$ 5,674

**Town of Poland Capital Improvement
FYE17**

SOLID WASTE

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 17,018				
Compactor Replacement	\$ 8,518	\$ 4,000	\$ 12,518	\$ -	\$ 12,518
Roll-Over Containers	\$ 8,500	\$ 2,000	\$ 10,500	\$ -	\$ 10,500
Totals:	\$ 17,018	\$ 6,000	\$ 23,018	\$ -	\$ 23,018

**Town of Poland Capital Improvement
FYE17**

RECREATION RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 2,129				
Ball Fields/Storage	\$ 2,129	\$ 6,800	\$ 8,929	\$ 740	\$ 8,189
Totals:	\$ 2,129	\$ 6,800	\$ 8,929	\$ 740	\$ 8,189

**Town of Poland Capital Improvement
FYE17**

REVALUATION RESERVES

	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
FYE16 Ending Balance:	\$ 50,000				
Real Estate Revaluation	\$ 50,000	\$ 25,000	\$ 75,000	\$ -	\$ 75,000
Totals:	\$ 50,000	\$ 25,000	\$ 75,000	\$ -	\$ 75,000

Town of Poland FYE17						
CONTINGENCY RESERVE						
	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance	
FYE16 Ending Balance:	\$ 1,690					
Unforeseen Expenses	\$ 1,690	\$ 1,000	\$ 2,690	\$ 0	\$ 2,690	
Totals:	\$ 1,690	\$ 1,000	\$ 2,690	\$ 0	\$ 2,690	

Town of Poland FYE17						
CODE ENFORCEMENT						
	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance	
FYE17 Ending Balance:	\$ 7,500					
Archiving Software	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	
Geo Library	\$ 7,500	\$ 2,500	\$ 10,000	\$ -	\$ 10,000	
Totals:	\$ 7,500	\$ 5,000	\$ 12,500	\$ -	\$ 12,500	

Town of Poland					
FYE17					
BEACH REPAIRS/MAINTENANCE RESERVE					
	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance
Beach Repairs & Maintenance	\$ -	\$ 16,000	\$ 16,000	\$ 12,484	\$ 3,516
Totals:	\$ -	\$ 16,000	\$ 16,000	\$ 12,484	\$ 3,516

Town of Poland FYE17						
CONSERVATION RESERVE						
	Beginning Balance	FY17 Appropriation	Total Available	YTD Expenses	YTD Balance	
Purchase of Conservation Land	\$ -	\$ -	\$ -		\$ -	
Totals:	\$ -	\$ -	\$ -	\$ -	\$ -	

Poland Conservation Commission

Town of Poland
1231 Maine St.
Poland, Maine 04274

Meeting Minutes, November 9, 2016

Members Present: Fred Huntress (co-chairperson), Barry Morgan(co-chairperson) Jean Potuchek(Treasurer), Donald Stover(Secretary), John Laskey, Keith Messer, Steve Robinson(Selectperson), James Walker (Selectperson).

Meeting called to order at 7pm.

Minutes of October 12, 2016 were reviewed and approved.

Heart of Poland: New England Forestry Foundation (NEFF) has sent a draft of the easement document. Fred will meet with Betsy Cook of NEFF to make final changes and corrections. The commission agreed that one of the changes should be to prohibit bicycles in the easement area. Fred suggested and the commission agreed to ask Deborah Perkins to prepare a wildlife management plan to be included with the required forest management plan. Sherman Small, a forester who has done previous work for us, will be asked to prepare the forest management plan. Once the easement language is finalized, Betsy Cook will visit the site to prepare baseline documentation. The corrected easement document will then be given to Bradley Plante, Town Manager to forward to town attorney for review.

Fred presented the recently completed and beautifully readable survey map. All corners have been marked with rebar posts and lines have been marked with tape. A trails committee group will more permanently mark the boundary lines with paint on the trees.

Waterhouse Park and Brook Trail: Keith Messer and David Lowe are giving priority to completion of the area map. Keith plans to organize a work crew to upgrade the Beaver Knoll trail, remove an old tree stand and make several log benches. Barry discussed difficulty of preparing a grant without engineering detail for the bridge. An engineer is being sought to prepare a plan. Jean states that we probably have sufficient money in the budget to do this.

Bragdon Hill Conservation Area: A mountain bike group has approached Scott Segal about usage of HOP and BHCA areas. This will not be permitted in HOP. Keith recommended and the commission agreed to discussion with them about possible mountain bike usage on the east side trails of Bragdon Hill area. This will depend upon details of usage (size of groups, parking, etc) and willingness to participate in suitable trail building that will deal with issues of mud, erosion, interference with hiking, respect for wildlife. Any approval for mountain biking would also require permission from NEFF. Keith will pursue further discussion with this group.

Adjourned at 8:11pm. The next meeting will be on December 14, 2016 at 7pm in the Ricker Library Conference Room.

Respectfully submitted by
Donald Stover, Secretary

PUBLIC WORKS REPORT NOV. 2016

Item	Monthly	Year to Date	Notes
After Hour Incidents	8	21	COM CENTER CALLS 911, ROAD CLOSED ETC.
Trees Down/Removed/pruning	6	28	Chainsaw crew.loader,trucks,signs,BRUSH CUTTING
Road washouts	0	1	SIGNIFICANT RAIN EVENT AND/OR SPRING MELT
<u>ROAD WORK</u>			
Culvert Cleaning	0	9	Water tanker,High Pressure Pump,Repair/STEAM
Culvert Replacement	0	19	Dig Safe Notify,Road Closure,crew 3
Ditching	0	2405	Flaggers,Backhoe(Excavator) 2 Dump Trucks 1 full Crew
Street Sign Install or Replace	3	21	Truck 12,1 Crew
Potholes or Sinkholes Repaired	30	108	Truck 11, 1 Crew
Road Grading	2	18	Flaggers,Grader 1 Crew/cobb rd ,old plains etc.12 total
Road Sweeping	0	13	Truck 11, 1 Crew/after shouldering/sring cleanup etc.
Clearing Carcasses	1	13	Truck 1 , 1 Crew,DEER,racons, beavers etc.
SNOW/ICE EVENT/SANDING	5	5	Full Crew
<u>ADMINISTRATIVE</u>			
Citizen Requests	4	42	PW Director
Department Head Meeting	2	11	PW Director
Manager Meeting	2	20	PW Director/ manager meetings
Safety Meetings	3	14	PW Director,All Crew.
Training	2	8	PW Director,All Crew.
<u>MAINTENANCE</u>			
Middle Range Pond Dam Monitoring	2	13	PW Director/OPEN GATES/CLEAN GRATES FOR WINTER
Empire Road Cemetery	1	8	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Dunn Road Cemetery	2	9	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Maine Street (behind PCC)	0	9	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Tripp Lake Camp Road Cemetery	0	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Mequier Hill Road Cemetery	0	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Johnson Hill Road Cemetery	0	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Cleve Tripp Road Cemetery	0	4	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers

Range Hill Road Cemetary		0	3	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Jordan Cemetary		0	3	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Route 122 (Bishop Road)		0	3	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Lower Field (behind PCS)		1	14	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Nadeau Field		2	18	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Brown Road Field		1	12	1 Crew ,One Ton /Trailer/2 Mowers/Trimmers
Public Works Facility/PLOWING/MOW		3	11	Full Crew
Estes Bog Damm Maint/Repair/Monitor		5	20	PW Director/BEAVER PATROL/TO BE TRAPPED
Summit Spring rd.Cemetary		1	12	1 crew ,One Ton /Trailer/2 Mowers/Trimmers
ASSITANCE TO OTHER DEPT.				
Assist Transfer Station Dept		6	20	MECHANICAL SOLUTIONS/WELDING/FABRICATING/REPAIRS
Assist Recreation Dept		4	22	Moving-transporting equipment etc.
Assist Library Dept		2	10	
Assist Fire Rescue Dept		5	10	PLOWING,MAINTENANCE,REPAIRS,FIRE/RESUE VEH.
Assist Town Office		5	21	PLOWING,MAINTENANCE,REPAIRS,CONSTRUCTION
OTHER				
Mutual Service requested by McFalls		0	2	TRADE EQUIPMENT USAGE/SERVICES
Mutual Service requested by Poland		0	2	TRADE EQUIPMENT USAGE/SERVICES
Man Hours Worked		766	4,442	
Local/State DOT Services Request		0	8	Road Hazzards/General Help/ SIGN REPLACEMENT
Diesel Gals.		799	4,198.20	
Gasoline Gals.		101	493.20	



Department of Planning and Community Development

Monthly Activity Report November 2016

During the month of November 2016, this office continually answered phone calls pertaining to permit information, realtor requests, zoning information and other various Planning and Community Development issues. All fifty-nine building, electrical, plumbing, shoreland zoning, and complaint inspections were performed by Nicholas L. Adams (CEO).

There was a total of 12 building and shoreland zoning permits, 0 road entrance, 9 electrical permits, 5 septic system permits, and 1 internal plumbing permits issued with a total cost of work of \$408,550.00 for the months of November. I have attached the permit breakdown for the month.

Chief Bosse and I met with Diano Circo who is the Chief Planner with the Maine Department of Inland Fisheries and Wildlife regarding the placement of a dry hydrant at the Upper Range Boat Launch, Mr. Circo is drafting a Memorandum of Understanding for the installation of the dry hydrant.

Additionally, the Chief and I had a brief informational meeting with Alan Kuniholm and Chelsea Lipham from PDT Architects regarding the possible Middle School Addition for RSU 16.

The Planning Board approved the following during the month of November:

- Findings of Fact, Site Plan Amendment for Poland Spring Academy, Map 7 Lot 34
- Findings of Fact, Dock It Here, Monique Collins, Map 15 Lot 44
- Sketch Plan Application, The Inn at Summit Spring, Stephen Kinney, Map 6 Lot 10

There were 1 Certificate of Occupancies issued for the month of November.

Jessica and I attended 1 Planning Board and 0 Board of Appeals meetings during the month of November.

This office accrued around 0 hours of FOAA requests for the month of November.

Respectfully submitted,

Nicholas L. Adams

Nicholas L. Adams

Town of Poland, Maine
Inspections Division
Permit Listing
Application Date Between 11/1/2016 And 11/30/2016

Permit #	Appl. Date	Permit Type	Property Location	Applicant/Owner	Fee
2016-215	11/02/2016	Fire Permit New 1,904 Sq. ft. Community Building	338 HARDSCRABBLE RD.	Brookdale Village, LLC	\$171.36
2016-216	11/02/2016	HVAC Install two (2) LG Wall Mounted 920 CK mini split heat pumps	6 HARDSCRABBLE RD.	Welenteichick, Mary E. Welenteichick, Eugene A., J	\$70.00
2016-217	11/08/2016	Garages - Detached Install a 18' x 26' Carport Shed	5 CLIFF LANE	Fournier, Richard R. Fournier, Suzan A. (jt)	\$59.00
2016-218	11/09/2016	HVAC Install a Buderus G-115-4 Boiler	303 MEGQUIER HILL RD.	Albee, Glenn D Albee, Lisa D	\$45.00
2016-219	11/09/2016	Additions - Dwellings Relocate bathrooms to where addition on left side will be. Replacing insulation throughout house. Changing front door from 32" to 36"	299 EMPIRE RD.	Lemay, James Michael III, Lemay, James Michael	\$99.00
2016-220	11/14/2016	Additions - Dwellings Build a 4' x 19' ramp replacing existing stairs	15 BROWN RD.	Purington, Robert & Gail S. Purington, David S. (\$29.00
2016-221	11/17/2016	Single Family 24' x 28' detached private accessory garage to a Future Single Family Home	211 WHITE OAK HILL RD.	Harmon, Annette M.	\$149.00
2016-222	11/17/2016	Sheds 10' x 16' Lean-to canopy off from garage, and a 12' x 16' shed/greenhouse on second driveway	418 WHITE OAK HILL RD.	Thompson, Alan G. Thompson, Janet A. (jt)	\$29.00
2016-223	11/18/2016	Signs - Permanent Replace existing freestanding sign with new 64 sq. ft. freestanding sign	109 POLAND SPRING DR.	Nestle Waters North America Inc. Attn: Tax Depart	\$281.00
2016-224	11/18/2016	Signs - Permanent Install a 3x6 sign on the property.	965 MAINE ST.	Paul Lessard & Son, Inc.	\$29.00
2016-225	11/21/2016	Additions - Dwellings Enclose deck and create a sunroom. Footprint and height remain the same	42 MAX PINE LANE	Fitch, Ronald G. Fitch, Sandra E. (jt)	\$374.00
2016-226	11/23/2016	Single Family 1860 SF Ranch w/ 1600 SF detached garage.	88 SIMPLICITY WAY	Harmon, Joseph & Stephanie	\$1,024.00
2016-2102	11/01/2016	Electrical Miscellaneous	18 TAMERACK WAY	Williams, James K.	\$35.00
2016-2103	11/02/2016	Electrical Miscellaneous	24 NORTH RAYMOND RD.	Citibank N.a. As Trustees For	\$35.00
2016-2104	11/04/2016	Electrical Miscellaneous	63 JORDAN SHORE DR.	New, Matthew J. New, Margaret R. (jt)	\$35.00
2016-2105	11/08/2016	Electrical Miscellaneous	299 EMPIRE RD.	Pineau, Nathan E. Pineau, Claire A. (jt)	\$75.00
2016-2106	11/10/2016	Electrical Miscellaneous	369 SCHELLINGER RD.	Kenneth Bergeron	\$35.00
2016-2107	11/14/2016	Electrical Miscellaneous	2 HASKELL LANE	Hackett, Jeffrey	\$125.40
2016-2108	11/15/2016	Electrical Miscellaneous	74 JACKSON RD.	Bryant, Robert E.	\$75.00
2016-2109	11/21/2016	Electrical Miscellaneous	282 EMPIRE RD.	Daigle, Clarence J.	\$35.00
2016-2110	11/29/2016	Electrical Miscellaneous	12 WHISPERING PINE DR.	Autumn, Inc.	\$123.60
2016-6095	11/07/2016	Replacement System	814 MAINE ST.	Letourneau, Ronnie R. Letourneau, Deborah Jo	\$150.00
2016-6096	11/07/2016	Replacement System	92 STROUT RD.	Emery, Wilma K. Fleury, Carol A. (jt)	\$150.00
2016-6097	11/09/2016	Relocated Plumbing	24 NORTH RAYMOND RD.	Citibank N.a. As Trustees For	\$60.00

Permit #	Appl. Date	Permit Type	Property Location	Applicant/Owner	Fee
2016-6098	11/18/2016	First Time System	WHITE OAK HILL RD.	Harmon, Annette M.	\$265.00
2016-6099	11/22/2016	Replacement System	16 NORTH RAYMOND RD.	Dargie's Enterprises, Inc.	\$265.00
2016-6100	11/23/2016	First Time System	88 SIMPLICITY WAY	Harmon, Joseph & Stephanie	\$265.00
Total	27				\$4,088.36



**ANDROSCOGGIN COUNTY
SHERIFF'S OFFICE**

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

**ERIC G. SAMSON
SHERIFF**

**WILLIAM GAGNE
CHIEF DEPUTY**

December 12, 2016

Town of Poland
Bradley Plante, Town Manager
1231 Maine Street
Poland, Maine 04274

Manager Plante,

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 November deputies from the Androscoggin County Sheriff's Office handled the following calls for service / incidents in and for the Town of Poland:

10-55 Motor Vehicle Accident	18	Fraud	1	Police Information	6
Abandoned 911 Call	13	Harassment	4	Public Service Call	2
Administrative Paperwork	5	Hazardous Conditions	4	Public Works Call	5
Alarm	14	K9 Request / Response	1	Request to Locate / Notify	1
Animal Complaints	10	Lost / Found Item	1	Retrieve Property	1
Assault	1	Missing Person	2	Robbery	1
Assist Other Department	13	MV Laws	16	Suspicious Condition	2
Broken Down Vehicle	3	MV Theft	1	Suspicious Person / Vehicle	8
Burglary	2	Other Criminal	2	Theft	4
Children Trouble	2	Other Non-Criminal	3	Threatening	4
Criminal Mischief	1	PCF Medical / Mental	19	Traffic Control Lights / Signs	1
Criminal Trespass	2			Vehicle Stops	85
Disturbance / Disorderly	1			Warrant	11
Domestic	4			Wellbeing Check	2

Respectfully Submitted,

William Gagne
Chief Deputy



Poland Parks & Recreation Department Monthly Report:
November 2016

Basketball:

- We joined with Auburn and Lewiston for 7 & 8 grade coed.
- We are trying 3 v 3 basketball with Gray this year.
- Held a coaches clinic on 11/11
- Current balance - \$1,205.09

Beach Erosion Update:

- Railings to be installed between 12/5-12/16.
- We may have to do planting in the spring. Had hoped to plant this fall, however would rather get the fence and railings done before doing any planting.

Cheering:

- We have 5 teams competing this season.
- Held Assessment on 11/2
- Attended training on 11/6
- Held Meet & Greet on 11/9
- Current balance = \$8,306.53

Community Service:

- We have a parent who volunteered to support her children's registration fees. Even though she is not obligated, she is coming in twice per week because she wants to be helpful.

Football:

- We are buying gear off-season to save money in the long run.
- Current balance= \$11,995.46

Poland Seniors:

- See November 12 Meeting Minutes
- The Poland Seniors offered to match member donations to support the Poland Food Pantry. Membership donated \$389.00 and with the match, the Food pantry received \$778.00
- Current membership- 38
- Current Budget Balance = \$1,202.23

SMART Meeting:

- Attended meeting in Standish. Mostly discussed trends in youth sports.
- Next SMART meeting 12/13.

Summer Recreation:

- We will be advertising the director position starting in December.
- Current Balance = \$562.78

Trail Committee:

- See attached minutes from November 15, 2016.
- Next Meeting 12/20 @ 6:30pm in library
- Current Balance = \$1,642.19

Other programs we are currently offering

- Destination Imagination-October thru March
- Karate-Session II
- Adult Volleyball-Now thru end of school year-Sundays 6pm-8pm @ PCS

- Pickle Ball-Saturdays 4pm-6pm @ PCS
- Zumba-Saturdays 9am-10am @ Town Hall
- Yoga-Sundays 4pm-5pm @ Town Hall

Upcoming Dates & Planning:

- Beach Erosion Plan-Scheduled for summer 2016-90% completed
- Update Recreation Policies
- Review & update Recreation portion of Comprehensive Plan

Poland Senior Minutes
November 12, 2016

There were 19 members at the meeting.

President Jim opened the meeting at 10:05 a.m. He thanked Esther for providing the refreshments for us.

Secretary's report was read and accepted

Treasurer's report--\$1,635.23, motion made by Nancy to accept the report and seconded by Patti. Motion passed

Bowling: Nov. 14th and 28th.

Cards: Rose-Cards days will now be the first and third Wednesdays of the month. Motion by Rose and seconded by Rich to take \$10:00 each card day to provided refreshments. Motion passed

Movie Day, discussed to perhaps do other other activities on that Wed.—game day, etc.

Food Pantry: The group collected \$389.00. At the last meeting it was voted to match whatever we collected from our treasury. So a total of \$778.00 was given to the Food Pantry.

L/A Museum: The Bates Bedspread display will be there through May 2017. They are opened Tuesday and Thursday and will give tours. Suggested that we go in January, Charlotte will check it out

Christmas Party

December 8th

Noon

If you are going, please let Jim/Nancy know by Dec.5th. Talk to Nancy about what you are bringing as Jim is possibly doing some kind of roast and you can bring things to go with that.

REGIFTING

For those who want to—you look around your house and find something that someone gave you and you don't want anymore. Wrap it up and bring it to the party. We have had some interesting gifts at the Christmas Party.

GAMES

If you have ideas for games, trivia, etc. bring them that day.

Decorating the center for the holidays

November 30th

10:00 a.m.

If you have any decoration or ideas bring them

Pickle Ball: Bill reported that on Saturdays, 4:00 p.m., at the Poland Community School, the gym is set up for pickle ball. If the school needs the gym then Pickle Ball is cancelled.

Future activities—Go out to eat at the Green Ladle at the Lewiston Vocational School
Motion made by Marty , seconded by Rich at 10:30 a.m. to adjourned. Motion passed

Next regular meeting: January 14, 2017

Refreshments :Charlotte

Respectfully submitted,

Charlotte McCleary, Secretary

Trail Committee Meeting Minutes

11/15/16

Attendance:

Keith Messer, Don Stover, Fred Huntress, Mark Priadell, Allen Audet, Pat McGillivray, George Fontana

Introductions and guests-Frank Jalbert, Tim Guerin, Deisha.

1. Frank Jalbert gave information on their standards for mountain bike trail riding, i.e. no habitat disturbance.
2. Represented Cental Maine New England Mountain Bike Association.
 - a. Approximately 100 members
 - b. Organized work details. They usually have 6-22 people.
 - c. Rides are usually 2 hours and have 6-12 people.
 - d. They have worked with various trail associations including Maine State Government (Range Pond State Park).
3. Discussion:
 - a. The west side of Bragdon Trails too fragile and heavily used to accommodate bicycles.
 - b. Parking could be available on White Oak Hill for east side of Bragdon Trails (only 2 vehicles?)
 - c. Map out approach from North Raymond Rd. parking, using existing snow mobile trail and extending ride up Black Cat Mountain, if all persons involved agreed.
4. Pros and cons of access to our trails listed and discussed.
5. Things to do.
 - a. Ongoing discussions
 - b. Conservation committee to review in December.
 - c. Scott to be informed, NEFF
 - d. Hike the east side.
 - e. Tim Guerin, liason between groups. Sunday 11/20/16 9am at trail head.

TRANSFER STATION MONTHLY REPORT**Nov 16**

On 11/ 25/16 had a E-waste pick up , I called for a tirer pick up on 11/28/16

Month	Jan 15	Feb 15	Mar 15	Apr 15	May 15	June 15	July15	Aug 15	Sep 16	Oct 16	Nov 16	Dec 14	Total
Tires	11	2	2	37	122	41	17	37	10	37	52	14	382
Batteries	0	0	2	1	7	4	5	4	0	5	6	0	34
Carpet	11	4	1	22	17	8	13	10	23	9	10	7	135
Couch & Chair	9	6	8	14	16	11	12	15	15	22	20	11	159
Microwaves	0	0	0	0	2	14	0	0	0	0	0	0	16
Propane Tanks	0	0	1	3	8	12	4	3	7	0	0	1	39
Helium Tanks	0	0	0	0	1	0	0	0	0	0	0	0	1
Refrigerators	12	1	4	10	8	8	3	6	6	15	9	4	86
A.C.	3	0	0	6	31	9	6	9	8	10	7	0	89
TV	27	4	13	22	14	23	21	17	44	16	29	15	245
Monitor	4	5	6	15	2	0	9	5	2	6	7	0	61
Mattress	3	4	10	13	18	14	15	9	30	25	20	8	169
Trailers Hauled Off													
Metal	1	1	1	11	5	4	5	3	3	4	2	1	41
P.T.	0	0	0	1	2	1	2	1	2	2	1	0	12
Eco	7	5	6	6	7	5	6	5	4	5	5	6	67
Obw	1	0	1	1	1	1	2	2	2	2	2	0	15
Trash	10	8	12	11	12	11	12	12	9	14	10	10	131
Ewaste	0		1	1	0	1	2	1	1	1	1	1	10

February fuel

Gas: 0 Gallons

Diesel 0 Gallons



POLAND FIRE RESCUE **Monthly Activity Report** **November 2016**



November
Totals 2016 Totals

Alarm Activations	3	34
Hazardous Materials Spill	1	2
Mechanic Falls Medical Calls	16	88
Medical Calls	28	299
Motor Vehicle Accidents without Extrication	5	42
Mutual Aid Given	7	57
Mutual Aid Received	0	25
Odor Investigation	1	4
Total Patient Evaluations	51	409
Total Patient Transports	36	362
Total Man Hours	257	3120
Total Incidents	61	646

Mutual Aid Given to:

Minot (2):

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

Motor Vehicle Accident with Multiple Patients, Squad 1 with a crew of 2 for 2 1/4 hours

New Gloucester (1)

Medical Call, cancelled before leaving the station

Norway (1):

Structure Fire, Chief's Vehicle with a crew of 1 and Rescue 1 with a crew of 4 for 1 hour 40 mins.

Oxford (2):

Structure Fire, Chief's Vehicle with a crew of 1 and Rescue 1 with a crew of 3 for 1 hour 40 mins.

Motor Vehicle Accident with Extrication, Rescue 1 with a crew of 3 for 1 hour 20 mins.

Raymond (1):

Structure Fire, Engine 3 with a crew of 3, cancelled while enroute

Medical Calls to Mechanic Falls during Contracted Hours of 6am to 6pm

	November	Fiscal Year to Date	Amount Collected
Number of Medical Calls Billed to date	12	54	\$ 13,123.06

Please note that the these numbers reflect the fiscal year from July 1st to date.

A total of 82.25 hours were spent in training including:

Department Training: 13 members-Poland Spring Water Tanker (for water supply), SCBA, Firefighter
Fitness, Cascade System
5 members-Review of Medical Emergencies and Treatment
4 members-Driver Training
1 member-On-line Maine EMS, Chest Trauma
1 member-On-line Maine EMS, 12 Lead EKG
1 member-CPR Certification
2 members-Orientation
3 members-COBRA live HazMat training at the Poland Spring Resort

Some of the Activities in and around the Station included:

Fall waxing of the Vehicles
Thanksgiving Basket items purchased and picked up by the Poland Community Church
RFP sent out for the New Ambulance
Studded snow tires on Chief's Vehicle
Engine 3 oil change and maintenance at Public Works
SCBA brackets on Rescue 1 replaced
Squad 1-rear wheels seals, brake pads and rotors replaced. 3 batteries replaced, bottom latch of rear
was sticking-cleaned and lubricated in-house.
Surface Pros installed in Ambulances

Respectfully Submitted,

Mark Bosse

Mark Bosse, Chief
Poland Fire Rescue

November 2016 Monthly Report

To: The Board of Selectmen

From: Judith A. Akers, Town Clerk

Town Clerk

We survived another General/Referendum Election! What an election! We are noticing that voters need to educate themselves on the voting process. We issued 1017 absentee ballots for this election which was about 25 percent of our voters. We registered 347 new voters for this election and 3,284 ballots were cast. Over all everything went very well at the voting facility. We changed the traffic pattern at the Town Hall parking area and once voters saw the traffic pattern in and out of the facility it got better. We got backed up at the very beginning in the morning both inside and out of the building but after the initial opening of the polls the voters were able to get in and out in a timely fashion. We definitely should be looking at expanding the parking area before another General Election is held. I am not listing the results for Poland as they were posted on the town's website right after the election results were computed. We had a great group of people who worked at the election and on the election. We had great team work. Thanks to all.

We had ten students from the 3rd and 4th grade class from Poland Spring Academy visit our office for a field trip on November 16th. They are studying local government. I gave them a tour of our office and introduced them to all of the other departments. Each department person explained what their duties were and what is done in their office. I explained the different transactions that are done at the front counter and showed them the vault and old Town Meeting books along with our oldest Vital Statistics book dating back to the 1700's. They also saw the conference room where the Board meetings are held and got a big kick out of sitting in the BOS chairs pretending they were officiating at a meeting.

Monthly Reports for Inland Fisheries and Wildlife

The following transactions were processed ATV's,(8), (0) Boats (13), Snowmobiles, (23) Hunting and Fishing Licenses, and (70) Dog Licenses

Motor Vehicle Reports from 10/27/16 to 11/30/16

We processed 507 transactions and collected \$93,603.29 in excise tax for this period.

Tax Collector

We collected \$696.082.18 on real estate taxes \$25,660.44 on tax liens and \$15,108.32 on personal property taxes.

Treasurer

Most of our participants in the tax payment agreements continue to pay their monthly installment plans. We have one account that is in bankruptcy and we are not able to collect taxes until they are out of bankruptcy.

Ricker Memorial Library

Library Statistics Report

November 2016

1. The library was open for 23 days November.
2. Staff was paid for 475 hours during the month.
Nov. 6, 2016-December 3, 2016
3. Volunteers worked for approximately 26 hours.

4. Circulation figures for November were as follows:

	Month	Year
E Books	107	1,038
Total circulation for the month of November, 2016:		1,750
Total circulation year-to-date for the year 2016:		20,489
Total circulation year-to-date in October 2015		20,921

Circulation for the month compared:

	Oct-15	Oct-16	Nov-15	Nov-16
	1,869	1,626	1,571	1,750
Percent Increase (Decrease):		(13%)		11%

Interlibrary loans requested by:	State-wide	Ricker
	52	42

5. A total of 91 new items were added to the collection:

Adult Fic: 39	Adult N/F: 11	BIO: 1	DVD: 0
Audio Cass.: 4	Juv. Fic: 20	Juv. N/F: 3	Video: 0
Juv. Bio: 0	YA: 2	MC: 4	CD: 0
Ref.: 0	LP: 5	PB: 2	

6. The Community Room was used for 26 separate meetings.
Compare to 31 separate meetings during same month last year.

7. Program participation was as follows:

Book Discussion: 22
Day Care Visits: 4
School Visits: 21
Pre-School Storytime: 57

8. Library card registrations for November:

	Month	Year-to-Date
Adult	10	141
Juvenile	10	37
Non-Resident	4	24
Total	24	202
Total circulation year	4	111

9. Public Access Computers were used 129 times.

Alvan Bolster Ricker Memorial Library

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

December 15, 2016

Programs at Ricker Memorial Library

October 28, 2016

Movie Night: Teen Age Mutant Ninja Turtles: **15 people** attended.

November 1, 2016

Story Time: **15 people** attended.

November 7, 2016

Mystery Book Group: Ghost Wanted by Carolyn Hart: **11 people** attended

November 9, 2016

Needlers Group: **5 people** attended.

November 14, 2016

Lego's Group: **23 people** attended.

November 15, 2016

Storytime: **14 people** attended.

November 16, 2016

Knitting: **5 people** attended.

November 17, 2016

3rd Grade Class: **21 people** attended.

November 18, 2016

Movie Night: Finding Dory: **48 people** attended.

November 21, 2016

Let's Talk Bok Group: Plainsong by Kent Haruf: **11 people** attended.

November 22, 2016

Storytime: **10 people** attended.

November 23, 2016

Needlers Group: **3 people** attended.

November 28, 2016

Lego's Club: **21 people** attended.

Library Director, Joanne Messer

67 Strout Road
Poland Spring, Maine 04274
December 10, 2016

Board of Selectmen
1231 Maine Street
Poland, Maine 04274

Dear Board Members:

At the Board's meeting on December 6, Janice Kimball said that an exchange of land between the Town of Poland and the Laliberte's might set an undesirable precedent.

I would like to call your attention to a land exchange between myself and the Town of Poland in 1978 when the town voted to exchange the land where the town office and old schoolhouse are now located for a town owned woodlot on North Raymond Road.

I had acquired the land on Route 26 adjacent to the town hall from the Bankruptcy Court several years before when I was on the Board of Selectmen with the thought that the town would need it for future expansion.

Had the town not voted to exchange their woodlot for my land beside the town hall the present municipal building and parking lot would probably not exist. This exchange cost no money to either party and the town acquired a very valuable parcel of land.

The proposed exchange of land between the town and Laliberties should be of benefit to both parties, now and in the future.

Sincerely,



Fred A. Huntress, Jr.

- RSU 16 is committed to working with the Town of Poland to resolve the bus garage issue.
- The RSU 16 School Board would like to work with Poland Selectmen to establish if RSU 16 has ownership rights to the bus bay at the town garage.
- If ownership rights cannot be clearly determined without additional costs, a compromise might be to identify RSU 16's current and future rights as RSU 16 has paid on the bond since consolidation in 2009 and will have paid a significant amount by the end of the bond.
- RSU 16 is paying \$9600 a year for operational costs. RSU 16 would like to discuss the amount assessed as operational costs and come to a mutual agreement on the monthly fee.
- RSU 16 and the town of Poland have shared information through Freedom of Access requests.
- The RSU 16 School Board would like to know if the Town of Poland is committed to working with RSU 16 to resolve these issues with a mutually agreed upon goal of avoiding the necessity of future legal costs.
- RSU 16 proposes a workshop that would include representatives from the RSU 16 School Board and Poland Selectmen, Town Manager, Superintendent of Schools, and finance staff to review the facts, to clarify the issues for both groups, and to develop a resolution plan. The RSU 16 School Board would recommend a mutually agreed upon neutral facilitator to guide us through the process. The agenda for the workshop would be developed collaboratively by the RSU 16 School Board chair, the chair of the Poland Board of Selectmen, and the facilitator.

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 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 31st 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 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 1st 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, unless the Board of Selectmen 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 based on available funding. Funds will be authorized for the program by the Board of Selectmen 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 Acting Manager's Pay

Employees may, from time to time, be appointed by their Department Head as an Acting Manager (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.

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 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.

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 in 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 21st 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 20th day of December, 2016.

Board of Selectmen

Walter J. Gallagher, Chairperson

Stanley L. Tetenman, Vice Chairperson

Janice A. Kimball

Stephen E. Robinson

James G. Walker, Jr.

From: barry w morgan
Sent: Friday, December 16, 2016 11:30 AM
To: Bradley Plante; Donald Stover
Subject: RE: Conservation Easement

I will attend the meeting and will drop off materials related to this at the town hall Monday. Thanks.

Sent from Mail for Windows 10

From: Bradley Plante
Sent: Friday, December 16, 2016 10:28 AM
To: stanza482@hotmail.com
Cc: dstover@ime.net; messerjk@fairpoint.net; sandratknowles@gmail.com;
stanza482@hotmail.com; su18el@myfairpoint.net
Subject: Conservation Easement

Barry & Members,

As a result of your Wednesday night meeting and the discussion of modifying the boundary of the easement Selectman Robinson asked for this be included on the 12/20 BOS agenda. I do know that Steve and Fred will not be at the meeting. I need to know if you can attend to discuss, if not we'll table until January.

Please confirm.

Bradley A. Plante
US Army (Ret)
Town Manager
Town of Poland, Maine
207-998-4601

From: Betsy Cook
Sent: Wednesday, December 7, 2016 12:16 PM
To: Bradley Plante
Cc: stanza482@hotmail.com
Subject: Heart of Poland Easement - Laliberte Encroachment

Hi Brad,

I wanted to share some additional information regarding the encroachment from the Laliberte lot on Hilt Hollow Road into the Heart of Poland property. We were out on the property on 11/16 conducting the Baseline Documentation Report and it was clear, after the recent survey work, that the trailer, fire pit, and small shed were encroaching across the boundary line into the town property. I have attached a few photos we took that day, you can see the pink flagging is the boundary line.

Our attorney advised us that we should not accept the conservation easement until this encroachment is cleared up. Fred, Barry and the entire Conservation Commission has been very responsive in addressing the problem and once the structures are moved that will be one of the final steps before the easement can be signed.

Let me know if you have any questions or would like any additional information.

Thanks!

Betsy

Betsy Cook | Land Protection Manager

T 978.952.6856 ext. 106
bcook@newenglandforestry.org
newenglandforestry.org

New England Forestry Foundation
Conserving Forests for Future Generations

"White Oak Trail"

OWNER OF RECORD:
Town of Poland
12-17-14 9056/300
Tax Map 15 - Lot 17
Plan Ref: #4

Amended to bypass

12/8/16

Proposed Future
Trailhead
at end Hill Hollow Road

Blue Trail"

10' - 110'

enclosed.
Please ask Mr Davis
to survey this change.

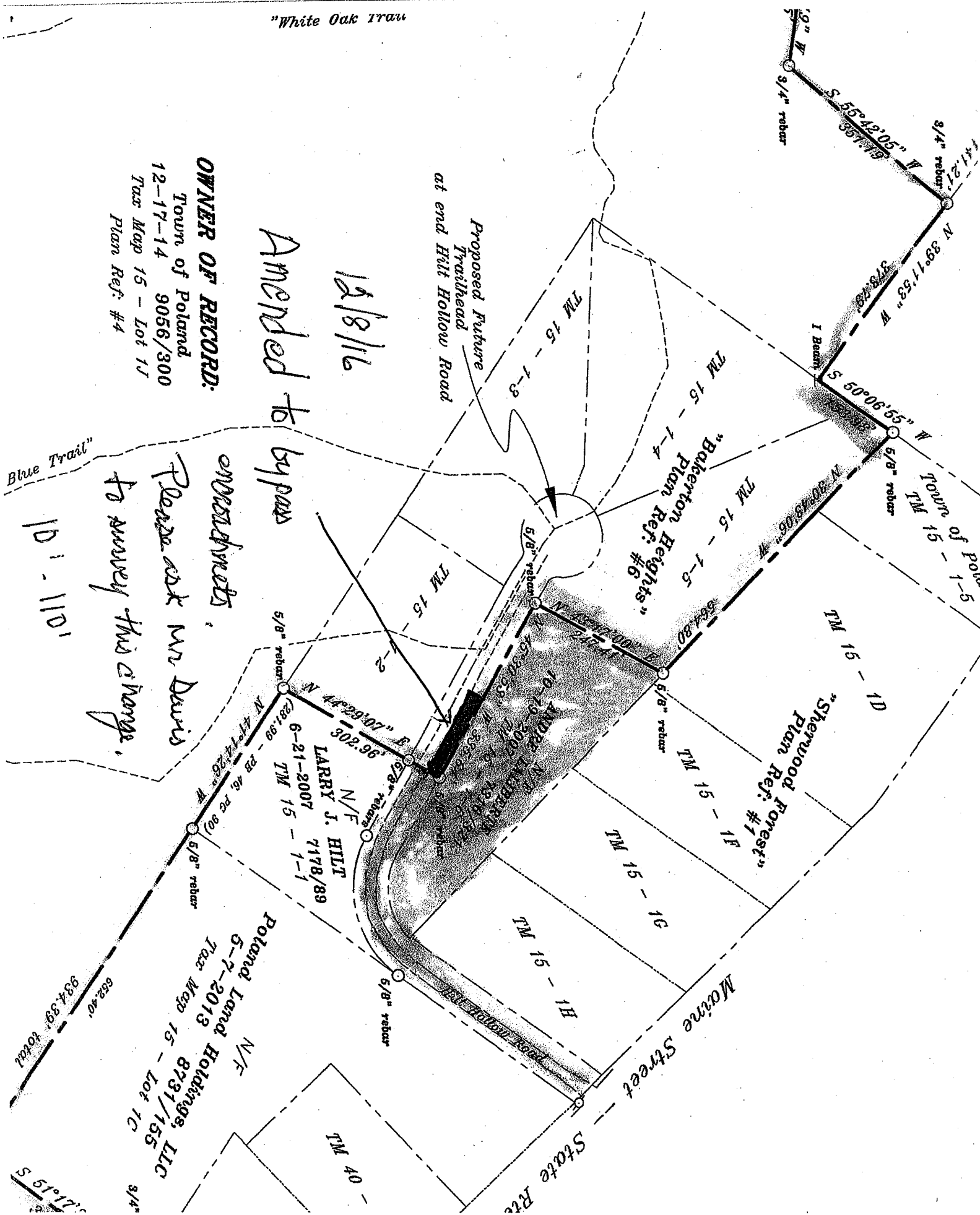
Poland Land Holdings, LLC
5-7-2013 8731/155
Tax Map 15 - Lot 1C
N/F

LARRY J. HILL
6-21-2007 7178/89
TM 15 - 1-1
N/F

"Bakerton Heights"
Plan Ref: #6

"Sherwood Forest"
Plan Ref: #1

Maine Street
State Rte



Memo

To: Board of Selectmen
From: Nikki Pratt, Executive Assistant
CC: Judith Akers, Town Clerk
Date: 12/16/2016
RE: Charter Article

By your order dated December 6, 2016 and State Statute you must put forth an order for the following article to be included in the 2017 Town Meeting Warrant Articles with said meeting to be held on Saturday, April 1, 2017.

Shall a Charter Commission be established for the purpose of amending the Municipal Charter?

**TOWN OF POLAND
CEMETERY COMMITTEE**

Selectmen to appoint 3 residents of Poland to a Committee to inspect all old cemeteries in Poland owned by the town or which the town is legally obligated to maintain.

Said Committee to inspect these cemeteries and file a written report to the selectmen in April and October stating the condition of said cemeteries and making recommendations for proper maintenance of grave markers, trees and shrubs, grass and fences to comply with the requirements of LD 274 passed by the Maine Legislature in 2013.

Saviello: 'Buck it up' and take care of veterans' graves

By Lynne Schmidt

BUCKFIELD — A law passed in July to preserve the grounds where veterans are buried is slated to take effect in October and is stirring up financial worry within the town.

The law - LD 274 - has several stipulations: That veteran grave sites must remain level or be regraded if the site has sunk three or more inches compared to surrounding ground.

The headstones or markers must be maintained in the proper height and orientation.

The inscription on headstones or markers must be visible and legible.

The grass at the site may be between 1.5 to 2.5 inches but not more than three inches.

Flat grave markers must remain free of grass and debris.

The burial place must remain free of fallen trees, branches, vines and weeds.

The requirements are to be met from May 1 to Sept. 30 of each year.

During the Aug. 6 Selectmen's meeting, the issues were raised by the town manager and selectmen.

"It doesn't say if it's requested, it says you will do it for any veteran's grave anywhere in any town, and they didn't give the town any money to do this," Town Manager Dana Lee told the board.

Lee, an Army veteran from 1980-1982, explained that the veterans in question need not be combat veterans, just any-

one who has served in the armed forces. Lee also expressed that the town was established in 1793 and as such, the town may face more than \$20,000-\$25,000 worth of stones to repair.

An issue that Selectman Cheryl Coffman brought up was that if the law includes all veterans, combat or not, does the town have a way of knowing who those people are?

Talk of trying to form a committee or ask for volunteers to keep up with the mandate were discussed, but officials were unsure how to pay for it.

In a follow up, Lee stated, "Very few, if any, Maine towns can afford another unfunded mandate despite the underlying good the law seeks to accomplish."

The only opposing vote in the house chamber came from State Rep. Terry M. Hayes (D-Buckfield). "It's an unfunded mandate on the municipalities across the state...it's a timing issue," she said.

"I know there will be folks who will want to paint me as an unpatriotic veteran hater. I am not. I still appreciate those who have served on our behalf, it's just the ratcheting up the expenses for towns across the state in a time when the state is cutting the revenues. I don't know how they expect to pay for this," Hayes stated.

Hayes implied that Buckfield has seven cemeteries that are the town's responsibilities. She worries that the stone work will drive up

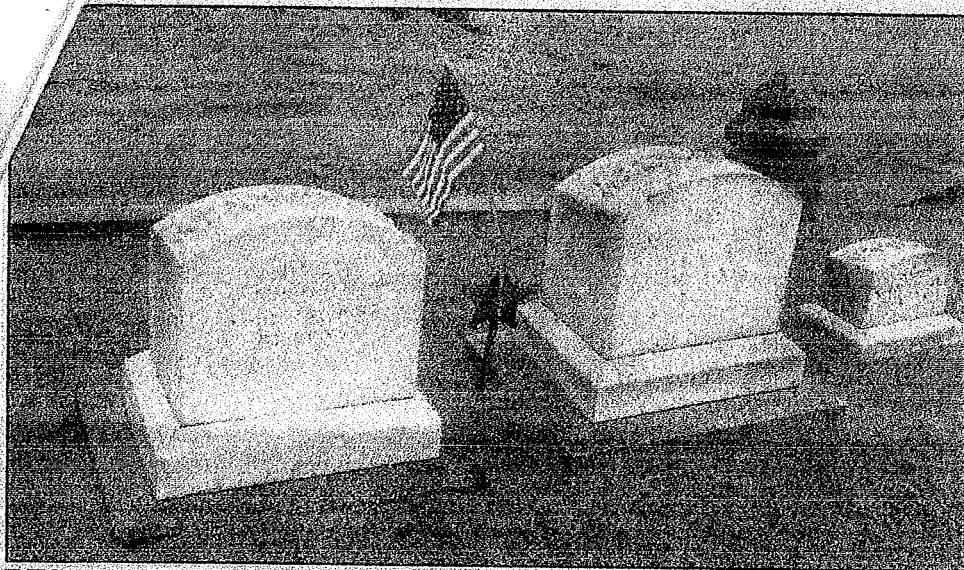
the costs for every municipality in Maine. She also suggested that this fiscal year will not see much of a difference as the change will not take effect until May 2014, but come fiscal year 2015 and onward, the towns will start to see the effects and have to budget accordingly.

State Sen. Tom Saviello (R-District 18) who proposed the bill stated, "...I'm very supportive of veterans. Without them and what they've done for this country, I wouldn't be sitting in (the) Maine State Legislature. We need to honor them. The way the law was in the past, it was only war veterans that we had to take care of in old cemeteries. This expands it to all veterans, because their chance in the service just by happenstance they weren't in a worse situation, they well could have been. They signed their check at the bottom of their personal life saying 'You know if you need me, you got me.'"

When asked how he expects towns to pay for the unfunded mandate, Saviello answered, "I don't have much sympathy when they tell me they can't find the money."

Saviello also spoke of a selectmen who had reservations of LD 274 from another town and said, "Buck it up, Buddy. Buck it up and take care of them."

Saviello said that if a town cannot figure out whose grave it is because the marker has been rubbed away, then the least the town can do is place a



Lynne Schmidt

RESTING IN PEACE — Two graves dated as far back as 1867 and 1901 in a South Paris cemetery have an American flag on them. A new law, LD 274, will mandate that veterans' graves throughout Maine will be upkeep, whether they were combat veterans or not.

Graves from page 1A

flag to honor the veteran. He said he does not know what the penalties will be if the law is not kept up.

Hayes also suggested that the penalties are unclear.

Saviello is also a selectman in Wilton, which he says contains 22 small cemeteries with veterans interred. "I'm going to sit there and I'm going to figure out a way to fund the thing. I mean if I have to, I'll have a bake sale. Tell the gen-

tleman in Buckfield to have a bake sale," he said.

"To say 'I don't have the money', I don't buy that as an excuse. If I can't find the grave, if I can't find the cemetery, if I can't find out who it is, that's a legitimate excuse. But to tell me you can't take care of it, that falls on deaf ears for me," Saviello continued.

Big projects that Buckfield currently has under way are

excavating Jordan, Purkis, High, Cross, East Buckfield, and North Buckfield roads through D & D Excavating which the town aims to have complete by late October so they can pave in November.

They also do not have a fire station but will be entering into negotiations with Port City Architecture and hoping to break ground in May 2014, the same month regulations for LD 274 will begin.

Memo

To: Board of Selectmen
From: Nikki Pratt, Executive Assistant
CC: Marvin Larrabee, Solid Waste Director
Date: 12/16/2016
RE: Roll-Off Container

The Town received three quotes for the Roll-Off Container:

Atlantic Recycling Equipment - \$6,750
East Coast Containers - \$7,410
Maguire Equipment Inc. - \$7,675

It is the Town Managers recommendation to go with Atlantic Recycling Equipment.

Atlantic Recycling Equipment, LLC Quotation

Refuse Equipment Sales and Service

P.O. Box 609

Rollinsford, NH 03869

Phone 603.749 2414 Fax 603.749 2421

DATE 11/28/2016

Quotation #

Customer ID

Submitted To:

Name Marvin Larrabee
Company Town of Poland
Address 1231 Maine Street
City, State ZIP Poland, Maine 04274
Phone 207 998 2002 Fax

otation valid until: 45 days

Prepared by: Jim O'Regan

Print #:

Comments or Special Instructions:

Description	AMOUNT
1-40 YARD CLOSED TOP OCTAGON STOCK STANDARD ROLL-OFF CONTAINER 22' long Floor 7 gauge with 3" structural channels on 18" centers and 6" x 2" x3/16" Structural Tubing Rails, Walls, 7 gauges lower and 10 gauge upper. 4 wheels, Color green	\$6,000.00
FREIGHT To Poland, Maine(shared)	\$750.00
THESE PRICES DO NOT INCLUDE ANY APPLICABLE TAXES.	
Payment Terms: 30 DAYS	
TOTAL	\$6,750.00

Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge to this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry all necessary insurance coverage. Our employees are fully covered by workers compensation insurance.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Acceptance:

The above quoted pricing, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the job.

Authorized

Signature: _____

Date: _____

If you have any questions contact Jim O'Regan, 603.749 2414 joregan@atlanticrecyclingequipment.com

THANK YOU FOR YOUR BUSINESS!

**EAST COAST****CONTAINERS**

MANUFACTURER OF WASTE HANDLING EQUIPMENT

211 Brookside Road

Waterbury, CT 06708

Phone: 203-597-8833

Fax: 203-597-8865

Todd's Fax: 860-783-5511

Today's Date11/18/2016**SALES QUOTATION**

To:		Town of Poland 1231 Maine Street Poland, ME 04274		Ship to		Town of Poland Transfer Station Tripp Lake Rd Poland, ME 04274	
Contact				Contact			
Phone				Phone			
Fax				Fax			
Cell				Cell			
Email				Email			
Rep	Date Quoted	Est. Production	Term s	Customer PO#	Freight terms		
TLM		3 Weeks	NET 30				

Prod #	QTY	PRODUCT DESCRIPTION	Qty/ Truck	UNIT \$	EXTENDED \$
	1	40YD Octagon Receiver Box -22FT - STD Duty		\$ 6,500.00	\$ 6,500.00
		3/16" Main rails, 10ga sides, 10ga tops			\$ -
		7ga floors, 16" on center cross-members			\$ -
					\$ -
					\$ -
		New Container			\$ -
					\$ -
					\$ -
					\$ -
	1	Freight Rate		\$ 910.00	\$ 910.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
EQUIPMENT COLOR					

FINANCING AVAILABLE UPON REQUEST		
I can give you a list of several equipment financing companies that offer different options for companies, individuals & municipalities. Customer chooses who they wish to work with.		

ORDER ACKNOWLEDGEMENT		Sub-total	\$ 7,410.00
		Freight Rate	
AUTHORIZED SIGNATURE	Date	Tax	\$ -
		Grant Total	\$ 7,410.00
PRINTED NAME		SECURITY DEPOSIT	\$ -

Please Review the order. To place an order please sign & fax back 860-783-5511.

All orders not final until the plant accepts them

All order in the state of CT or pickup in the state of CT must pay sales tax, unless a valid tax exempt form is provided

All custom containers require a deposit, deposit is not returnable after steel has been cut

617-364-4930
800-441-5101
617-364-7014 FAX



Maguire Equipment Inc.

P.O. Box 13 • Readville, MA 02137-0013 • Sales, Installation & Service of Industrial Waste Equipment

November 17, 2016

Town of Poland
1231 Maine Street
Poland, ME 04274
Attn: Marvin Larrabee - 207998-2002 FAX

RE: Compactor Container

Dear Mr. Larrabee:

Thank you for allowing Maguire Equipment Inc. to quote you on the following Solid Waste Handling Equipment.

1	Marathon Octagon Compaction Container.	\$6,500.00
	Freight to Poland, ME.	1,175.00
		\$7,675.00

Delivery is 3-4 weeks from receipt of order.

Should you need any additional information please do not hesitate to contact my office.

Yours truly,



Thomas Maguire
Maguire Equipment Inc.

TM/sm

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

December 20, 2016

Authorization of bills payable for Fiscal Year 2017 totaling:

Town A/P's:	\$ 53,921.08
Payroll:	\$ 77,183.08
Library A/P's:	\$ 1,948.20
DTV TIF:	\$ 63.00
TIF 1:	\$ 810.43
TIF 2:	\$ 237.00
Total:	\$ 134,162.79

BOARD OF SELECTMEN

Stephen E. Robinson

Janice A. Kimball

Stanley L. Tetenman

Walter J. Gallagher

James G. Walker, Jr.

A / P Check Register
Bank: NORTHEAST-GEN

Type	Check	Amount	Date	Wrnt	Payee
P	53414	5,290.81	12/05/16	66	01029 SECRETARY OF STATE
P	53415	1,642.87	12/05/16	66	02294 FIRST NATIONAL BANK OMAHA
P	53416	180.63	12/05/16	66	01032 SCOTT SEGAL
P	53470	1,252.00	12/08/16	66	02254 TREASURER, STATE OF MAINE
P	53471	259.00	12/08/16	66	00303 TREASURER, STATE OF MAINE
P	53472	38.00	12/13/16	66	00982 ANDROSCOGGIN COUNTY
P	53473	7,027.31	12/13/16	66	01029 SECRETARY OF STATE
P	53528	800.00	12/13/16	66	00000 ALLEN MITCHELL
P	53529	466.77	12/13/16	66	00000 MAINE RECOVERY LOCKBOX
P	53530	50.00	12/13/16	66	00000 SECRETARY OF STATE
P	53531	100.00	12/13/16	66	00000 TOM DOHERTY
P	53532	272.96	12/14/16	66	00928 POLAND REC. DEPT/SCOTT SEGAL
P	53533	489.81	12/15/16	66	02294 FIRST NATIONAL BANK OMAHA
R	53534	697.44	12/15/16	66	00364 643-FAIRPOINT COMMUNICATIONS
R	53535	115.00	12/15/16	66	01574 A-COPI IMAGING SYSTEMS
R	53536	313.24	12/15/16	66	01776 ADAMS, NICHOLAS L.
V	53537	0.00	12/15/16	66	00064 ALMIGHTY WASTE
R	53538	1,606.50	12/15/16	66	00064 ALMIGHTY WASTE
R	53539	833.00	12/15/16	66	01042 ANDROSCOGGIN COUNTY
R	53540	71.00	12/15/16	66	00982 ANDROSCOGGIN COUNTY
R	53541	180.00	12/15/16	66	01955 BOB THE SCREENPRINTER
R	53542	105.50	12/15/16	66	00150 BUSINESS EQUIPMENT UNLIMITED
R	53543	1,269.22	12/15/16	66	00222 CENTRAL MAINE POWER COMPANY
R	53544	192.00	12/15/16	66	01598 CONCENTRA MEDICAL CENTERS
R	53545	99.45	12/15/16	66	01401 CRITICAL ALERT
R	53546	22.16	12/15/16	66	01854 DEPOT SQUARE HARDWARE
R	53547	82.00	12/15/16	66	00378 FIRESAFE EQUIPMENT
R	53548	1,495.00	12/15/16	66	01607 HARRISON SHRADER ENTERPRISES
R	53549	132.43	12/15/16	66	00520 HYGRADE BUSINESS GROUP
R	53550	129.00	12/15/16	66	02240 INDUSTRIAL PROTECTION SERVICES
R	53551	450.00	12/15/16	66	01851 ION NETWORKING
R	53552	5,533.71	12/15/16	66	01541 IRVING ENERGY
R	53553	1,563.15	12/15/16	66	02283 JENSEN BAIRD GARDNER & HENRY
R	53554	158.80	12/15/16	66	00023 MAINE AWARDS
R	53555	50.00	12/15/16	66	02311 MAINE MUNICIPAL ASSOCIATION
R	53556	42.13	12/15/16	66	00670 MAINE OXY-ACETYLENE SUPPLY CO.
R	53557	75.25	12/15/16	66	02270 MAINE WASTE SOLUTIONS, LLC
R	53558	9,951.96	12/15/16	66	01837 MainePERS
V	53559	0.00	12/15/16	66	00703 MECHANIC FALLS AUTO SUPPLY, INC.
R	53560	545.26	12/15/16	66	00703 MECHANIC FALLS AUTO SUPPLY, INC.
R	53561	1,604.63	12/15/16	66	00714 MECHANIC FALLS WATER DEPT.
R	53562	1,329.99	12/15/16	66	01282 MEDICAL REIMBURSEMENT SERVICES, INC
R	53563	2,767.60	12/15/16	66	00757 MID-MAINE WASTE ACTION CORP.
R	53564	79.89	12/15/16	66	00000 MINOT/HEBRON ATHLETIC ASSOCIATION
R	53565	147.02	12/15/16	66	00767 MORRISON & SYLVESTER
R	53566	266.76	12/15/16	66	00794 NASON MECHANICAL SYSTEMS
R	53567	238.00	12/15/16	66	01647 NORRIS INC.
R	53568	45.00	12/15/16	66	00024 OXFORD COUNTY TOWN CLERKS ASSOC

Poland
2:44 PM

A / P Check Register
Bank: NORTHEAST-GEN

12/15/2016
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	53569	282.14	12/15/16	66	00880 PARENT LUMBER CO. INC.
R	53570	2,333.33	12/15/16	66	01428 RJD APPRAISAL
R	53571	217.00	12/15/16	66	01497 SEABEE ELECTRIC
R	53572	250.00	12/15/16	66	01141 TOWN HALL STREAMS
R	53573	776.36	12/15/16	66	02038 W. B. MASON CO. INC.
Total		53,921.08			

Count

Checks	51
Voids	2

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00364 643-FAIRPOINT COMMUNICATIONS						
0221	53534	12	SERVICE		12/10/16	
MUNIC BUILDINGS			E 110-01-5205		313.44	0.00
			ADMINISTRATI / ADMIN - PHONE			
ASO			E 140-02-5205		31.50	0.00
			PUB SAFETY / LAW ENFORCEM - PHONE			
PUBLIC WORKS			E 130-01-5205		31.40	0.00
			PUB WORKS / PUBLIC WORKS - PHONE			
SOLID WASTE			E 130-02-5205		34.85	0.00
			PUB WORKS / SOLID WASTE - PHONE			
DISPATCH			E 140-03-5350		99.55	0.00
			PUB SAFETY / DISPATCHING - PROF SERVICE			
FIRE/RESCUE			E 140-01-5205		34.65	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
FIRE/RESCUE			E 140-01-5205		34.57	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
FIRE/RESCUE			E 140-01-5205		83.37	0.00
			PUB SAFETY / FIRE RESCUE - PHONE			
REC DEPT			E 500-01-5205		34.11	0.00
			REC PGMS / REC PROGRAMS - PHONE			
Vendor Total-					697.44	
01574 A-COPI IMAGING SYSTEMS						
0221	53535	12	MAINT. AGREEMENT 12/1/16	206263		
MAINT. AGREEMENT 12/1/16			E 110-05-5245		115.00	0.00
			ADMINISTRATI / CONTRACTED - OFF EQP/FEES			
Vendor Total-					115.00	
01776 ADAMS, NICHOLAS L.						
0221	53536	12	MILEAGE REIMBURSE.	12/1/16		
MILEAGE REIMBURSE.			E 120-01-5130		313.24	0.00
			COMM SERVS / PLANNING&DEV - ALLOWANCE			
Vendor Total-					313.24	
00000 ALLEN MITCHELL						
0221	53528	12	DOOR- TRANS STATION	12/7/16		
DOOR- TRANS STATION			E 211-01-5350		800.00	0.00
			MUNIC FACILI / MUNIC FACILI - PROF SERVICE			
Vendor Total-					800.00	
00064 ALMIGHTY WASTE						
0221	53538	12	PULL FEE 10/10/16	904132		
PULL FEE 10/10/16			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0221	53538	12	PULL FEE 12/8/16	10171031		
PULL FEE 12/8/16			E 130-02-5275		174.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					174.00	
0221	53538	12	PULL FEE 12/8/16	10170901		
PULL FEE 12/8/16			E 130-02-5275		174.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					174.00	
0221	53538	12	PULL FEE 12/7/16	903738		
PULL FEE 12/7/16			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0221	53538	12	PULL FEE 12/7/16	10170627		

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Amount	
PULL FEE 12/7/16			E 130-02-5275	174.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	174.00	
0221	53538	12	PULL FEE 12/6/16	903706	
PULL FEE 12/6/16			E 130-02-5275	89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	89.00	
0221	53538	12	PULL FEE 12/18/16	903383	
PULL FEE 12/18/16			E 130-02-5275	89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	89.00	
0221	53538	12	PULL FEE 11/30/16	903054	
PULL FEE 11/30/16			E 130-02-5275	89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	89.00	
0221	53538	12	PULL FEE 11/30/16	539879	
PULL FEE 11/30/16			E 130-02-5275	198.50	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	198.50	
0221	53538	12	PULL FEE 11/29/16	10168995	
PULL FEE 11/29/16			E 130-02-5275	174.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	174.00	
0221	53538	12	PULL FEE 11/28/16	902717	
PULL FEE 11/28/16			E 130-02-5275	89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	89.00	
0221	53538	12	PULL FEE 11/28/16	902694	
PULL FEE 11/28/16			E 130-02-5275	89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	89.00	
0221	53538	12	PULL FEE 11/28/16	902666	
PULL FEE 11/28/16			E 130-02-5275	89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL		
			Invoice Total-	89.00	
			Vendor Total-	1,606.50	
01042 ANDROSCOGGIN COUNTY					
0221	53539	12	TRAFFIC VOTING DAY 2016	12/1/16	
TRAFFIC VOTING DAY 2016			E 110-01-5110	539.00	0.00
			ADMINISTRATI / ADMIN - OTHER WAGES		
			Invoice Total-	539.00	
0221	53539	12	SECURITY FOOTBALL	12/1/16	
SECURITY FOOTBALL			E 500-01-5301	294.00	0.00
			REC PGMS / REC PROGRAMS - MAJOR REC		
			Invoice Total-	294.00	
			Vendor Total-	833.00	
00982 ANDROSCOGGIN COUNTY					
0221	53472	12	RECORD FEE 40 ORCHARD	IPER 12/13/16	*** SEPARATE ***
RECORD FEE 40 ORCHARD			E 110-01-5320	38.00	0.00
			ADMINISTRATI / ADMIN - REG OF DEEDS		
			Invoice Total-	38.00	
0221	53540	12	TRANSFERS 11/30/16	32828	
TRANSFERS 11/30/16			E 110-01-5320	71.00	0.00

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
ADMINISTRATI / ADMIN - REG OF DEEDS						
Invoice Total-					71.00	
Vendor Total-					109.00	
01955 BOB THE SCREENPRINTER						
0221	53541	12	BASKETBALL UNIS 12/8/16	14416		
BASKETBALL UNIS 12/8/16			E 500-01-5301		160.00	0.00
REC PGMS / REC PROGRAMS - MAJOR REC						
Invoice Total-					160.00	
0221	53541	12	SERVICE 12/1/16	14399		
SERVICE 12/1/16			E 500-01-5301		20.00	0.00
REC PGMS / REC PROGRAMS - MAJOR REC						
Invoice Total-					20.00	
Vendor Total-					180.00	
00150 BUSINESS EQUIPMENT UNLIMITED						
0221	53542	12	SERVICE 12/3/16	603781		
SERVICE 12/3/16			E 110-05-5245		105.50	0.00
ADMINISTRATI / CONTRACTED - OFF EQP/FEES						
Vendor Total-					105.50	
00222 CENTRAL MAINE POWER COMPANY						
0221	53543	12	BILL DATE	12/3/16		
STREET LIGHTS			E 140-05-5350		1,269.22	0.00
PUB SAFETY / STREET LIGHT - PROF SERVICE						
Vendor Total-					1,269.22	
01598 CONCENTRA MEDICAL CENTERS						
0221	53544	12	EXAM ASSESSMENT JB	1204946557		
EXAM ASSESSMENT JB			E 140-01-5365		140.00	0.00
PUB SAFETY / FIRE RESCUE - PHYS/DRUG SC						
Invoice Total-					140.00	
0221	53544	12	EXAM/ASSESSMENT DD	1204960543		
EXAM/ASSESSMENT DD			E 130-01-5365		52.00	0.00
PUB WORKS / PUBLIC WORKS - PHYS/DRUG SC						
Invoice Total-					52.00	
Vendor Total-					192.00	
01401 CRITICAL ALERT						
0221	53545	12	SERVICE 12/1/16	1643528		
SERVICE 12/1/16			E 140-01-5205		99.45	0.00
PUB SAFETY / FIRE RESCUE - PHONE						
Vendor Total-					99.45	
01854 DEPOT SQUARE HARDWARE						
0221	53546	12	SUPPLIES 11/23/16	B23105		
SUPPLIES 11/23/16			E 110-06-5420		12.98	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP						
Invoice Total-					12.98	
0221	53546	12	SUPPLIES 11/17/16	A60602		
SUPPLIES 11/17/16			E 110-06-5420		9.18	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP						
Invoice Total-					9.18	
Vendor Total-					22.16	
00378 FIRESAFE EQUIPMENT						
0221	53547	12	EXTINGUISHER REP 11/23/16	167900		
EXTINGUISHER REP 11/23/16			E 110-06-5420		82.00	0.00
ADMINISTRATI / BLDGS & GRND - GRNDS SUPP						

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					82.00	
02294 FIRST NATIONAL BANK OMAHA						
0221	53415	12	REC CHARGES	10/25-11/23/16		
HALLOWEEN			E 500-01-5360		231.80	0.00
			REC PGMS / REC PROGRAMS - SPECIAL EVEN			
HALLOWEEN			E 500-01-5360		56.24	0.00
			REC PGMS / REC PROGRAMS - SPECIAL EVEN			
SOCCER			E 500-01-5301		174.60	0.00
			REC PGMS / REC PROGRAMS - MAJOR REC			
FOOTBALL			E 500-01-5301		18.46	0.00
			REC PGMS / REC PROGRAMS - MAJOR REC			
OFFICE SUPPLIES			E 500-01-5400		33.75	0.00
			REC PGMS / REC PROGRAMS - OFFICE SUPP			
OFFICE SUPPLIES			E 500-01-5400		15.14	0.00
			REC PGMS / REC PROGRAMS - OFFICE SUPP			
CHEERING			E 500-01-5301		933.88	0.00
			REC PGMS / REC PROGRAMS - MAJOR REC			
CIP			E 217-07-5350		179.00	0.00
			RECREATION / RECREATION - PROF SERVICE			
Invoice Total-					1,642.87	
0221	53533	12	PW CHARGES	12/20/16		
TRUCK PARTS			E 130-01-6230		113.59	0.00
			PUB WORKS / PUBLIC WORKS - VEHICLES SNO			
TRUCK PARTS			E 130-01-5210		337.36	0.00
			PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS			
TRUCK PARTS			E 130-01-5210		14.02	0.00
			PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS			
MISC			E 130-01-5210		24.84	0.00
			PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS			
Invoice Total-					489.81	
Vendor Total-					2,132.68	
01607 HARRISON SHRADER ENTERPRISES						
0221	53548	12	FLOOR TRANS STATION	F-242414		
FLOOR TRANS STATION			E 211-01-5350		1,495.00	0.00
			MUNIC FACILI / MUNIC FACILI - PROF SERVICE			
Vendor Total-					1,495.00	
00520 HYGRADE BUSINESS GROUP						
0221	53549	12	OFFICE SUPPLIES 11/30/16	451260		
OFFICE SUPPLIES 11/30/16			E 110-01-5340		132.43	0.00
			ADMINISTRATI / ADMIN - PRINTING			
Vendor Total-					132.43	
02240 INDUSTRIAL PROTECTION SERVICES						
0221	53550	12	SUPPLIES 11/30/16	139264		
SUPPLIES 11/30/16			E 140-01-5420		24.00	0.00
			PUB SAFETY / FIRE RESCUE - GRNDS SUPP			
Invoice Total-					24.00	
0221	53550	12	SUPPLIES 11/18/16	135844		
SUPPLIES 11/18/16			E 140-01-5495		105.00	0.00
			PUB SAFETY / FIRE RESCUE - OSHA EQUIP			
Invoice Total-					105.00	
Vendor Total-					129.00	
01851 ION NETWORKING						
0221	53551	12	SERVICE 12/5/16	SC0725		
SERVICE 12/5/16			E 110-05-5245		450.00	0.00
			ADMINISTRATI / CONTRACTED - OFF EQP/FEES			

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
				Vendor Total-	450.00	
01541 IRVING ENERGY						
0221	53552	12	FIRE RESC PROPANE	839710		
FIRE RESC PROPANE			E 140-01-5220		721.21	0.00
PUB SAFETY / FIRE RESCUE - HEAT						
				Invoice Total-	721.21	
0221	53552	12	REC OFFICE FUEL	835439		
REC OFFICE FUEL			E 110-01-5220		280.45	0.00
ADMINISTRATI / ADMIN - HEAT						
				Invoice Total-	280.45	
0221	53552	12	FIRE BARN PROPANE	840593		
FIRE BARN PROPANE			E 110-01-5220		252.67	0.00
ADMINISTRATI / ADMIN - HEAT						
				Invoice Total-	252.67	
0221	53552	12	TOWN HALL FUEL	836281		
TOWN HALL FUEL			E 110-01-5220		348.27	0.00
ADMINISTRATI / ADMIN - HEAT						
				Invoice Total-	348.27	
0221	53552	12	PUB WORKS FUEL	834937		
PUB WORKS FUEL			E 130-01-5220		106.81	0.00
PUB WORKS / PUBLIC WORKS - HEAT						
				Invoice Total-	106.81	
0221	53552	12	PROPANE MAIN OFFICE	841046		
PROPANE MAIN OFFICE			E 110-01-5220		305.60	0.00
ADMINISTRATI / ADMIN - HEAT						
				Invoice Total-	305.60	
0221	53552	12	DIESEL 12/2/16	435611		
DIESEL			G 10-2800-01		3,518.70	0.00
GENERAL FUND / DIESEL INV						
				Invoice Total-	3,518.70	
				Vendor Total-	5,533.71	
02283 JENSEN BAIRD GARDNER & HENRY						
0221	53553	12	LEGAL SERVICES NOV 2016	280551		
LEGAL SERVICES NOV 2016			E 110-05-5315		1,563.15	0.00
ADMINISTRATI / CONTRACTED - LEGAL						
				Vendor Total-	1,563.15	
00023 MAINE AWARDS						
0221	53554	12	FIRE RESCUE PLAQUE	54971		
FIRE RESCUE TRAIN/PLAQUES			E 140-01-5140		158.80	0.00
PUB SAFETY / FIRE RESCUE - TRAINING						
				Vendor Total-	158.80	
02311 MAINE MUNICIPAL ASSOCIATION						
0221	53555	12	YEARLY DUES JA, NP	PER 12/13/16		
YEARLY DUES JA, NP			E 110-01-5330		50.00	0.00
ADMINISTRATI / ADMIN - DUES/SUBSCR						
				Vendor Total-	50.00	
00670 MAINE OXY-ACETYLENE SUPPLY CO.						
0221	53556	12	OXYGEN 11/23/16	31422750		
OXYGEN 11/23/16			E 140-01-5490		42.13	0.00
PUB SAFETY / FIRE RESCUE - MEDICAL SUP						
				Vendor Total-	42.13	
00000 MAINE RECOVERY LOCKBOX						

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
0221	53529	12	AMBULANCE REIMB 11/23/16	27-16-1196	
AMBULANCE REIMB 11/23/16	R 100-4150		466.77		0.00
REV FUND 10 - FEES AMBUL					
			Vendor Total-	466.77	
02270 MAINE WASTE SOLUTIONS, LLC					
0221	53557	12	COMPOST COLLECT 12/1/16	10681	
COMPOST COLLECT 12/1/16	E 130-02-5296		75.25		0.00
PUB WORKS / SOLID WASTE - COMPOSTING					
			Vendor Total-	75.25	
01837 MainePERS					
0221	53558	12	BALANCE DUE	2424104	
TOWN PORTION	E 150-04-5815		4,762.19		0.00
FINAN SERVCS / EE BENEFITS - ICMA/MPRS					
TOWN EMPLOYEES	G 10-2600-00		3,631.31		0.00
GENERAL FUND / MPERS					
FIRE/RES	G 10-2605-00		1,558.46		0.00
GENERAL FUND / MPERS F/R					
			Vendor Total-	9,951.96	
00703 MECHANIC FALLS AUTO SUPPLY, INC.					
0221	53560	12	PARTS/SUPPLIES	611585	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		65.72		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	65.72	
0221	53560	12	PARTS/SUPPLIES	611527	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		13.44		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	13.44	
0221	53560	12	PARTS/SUPPLIES	611623	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		272.34		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
CREDIT 611648	E 130-01-6230		-58.60		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	213.74	
0221	53560	12	PARTS/SUPPLIES	611614	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		38.31		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	38.31	
0221	53560	12	PARTS/SUPPLIES	611647	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		48.60		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	48.60	
0221	53560	12	PARTS/SUPPLIES	611637	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		11.10		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	11.10	
0221	53560	12	PARTS/SUPPLIES	611251	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		32.56		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	32.56	
0221	53560	12	PARTS/SUPPLIES	611031	
PUB WORKS SUPPLIES-SNOW	E 130-01-6230		15.35		0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO					
			Invoice Total-	15.35	
0221	53560	12	PARTS/SUPPLIES	610657	

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
PUB WORKS SUPPLIES-SNOW			E 130-01-6230		23.98	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO						
Invoice Total-					23.98	
0221	53560	12	PARTS/SUPPLIES	610624		
PUB WORKS SUPPLIES-SNOW			E 130-01-6230		18.76	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO						
Invoice Total-					18.76	
0221	53560	12	PARTS/SUPPLIES	610541		
PUB WORKS SUPPLIES-SNOW			E 130-01-6230		63.70	0.00
PUB WORKS / PUBLIC WORKS - VEHICLES SNO						
Invoice Total-					63.70	
Vendor Total-					545.26	
00714 MECHANIC FALLS WATER DEPT.						
0221	53561	12	WATER BILL	12/6/16		
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		38.69	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		109.75	0.00
PUB WORKS / PUBLIC WORKS - WATER						
Vendor Total-					1,604.63	
01282 MEDICAL REIMBURSEMENT SERVICES, INC						
0221	53562	12	MONTHLY BILLING NOV 2016	3748		
MONTHLY BILLING NOV 2016			R 100-4150		1,329.99	0.00
REV FUND 10 - FEES AMBUL						
Vendor Total-					1,329.99	
00757 MID-MAINE WASTE ACTION CORP.						
0221	53563	12	BULK WASTE 11/30/16	903054		
BULK WASTE 11/30/16			E 130-02-5285		450.69	0.00
PUB WORKS / SOLID WASTE - BULK & GRIND						
Invoice Total-					450.69	
0221	53563	12	TIP FEES 11/28/16	902717		
TIP FEES 11/28/16			E 130-02-5270		574.41	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					574.41	
0221	53563	12	TIP FEES 11/28/16	902694		
TIP FEES			E 130-02-5270		397.29	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					397.29	
0221	53563	12	TIP FEES 11/28/16	902666		
TIP FEES 11/28/16			E 130-02-5270		362.03	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					362.03	
0221	53563	12	TIP FEES 11/21/16	902040		
TIP FEES 11/21/16			E 130-02-5270		559.24	0.00
PUB WORKS / SOLID WASTE - MSW TIPPING						
Invoice Total-					559.24	

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0221	53563	12	TIP FEES 11/19/16	901902		
TIP FEES 11/19/16	E 130-02-5270				423.94	0.00
	PUB WORKS / SOLID WASTE - MSW TIPPING					
	Invoice Total-				423.94	
	Vendor Total-				2,767.60	
00000 MINOT/HEBRON ATHLETIC ASSOCIATION						
0221	53564	12	SOCCER 2016	2016 SOCCER INV		
SOCCER 2016	E 500-01-5301				79.89	0.00
	REC PGMS / REC PROGRAMS - MAJOR REC					
	Vendor Total-				79.89	
00767 MORRISON & SYLVESTER						
0221	53565	12	PARTS	410309		
PARTS	E 140-01-5230				105.95	0.00
	PUB SAFETY / FIRE RESCUE - VEHICLES					
	Invoice Total-				105.95	
0221	53565	12	PARTS	416193		
PARTS	E 140-01-5230				41.07	0.00
	PUB SAFETY / FIRE RESCUE - VEHICLES					
	Invoice Total-				41.07	
	Vendor Total-				147.02	
00794 NASON MECHANICAL SYSTEMS						
0221	53566	12	SERVICE 12/2/16	74828		
SERVICE 12/2/16	E 110-06-5420				266.76	0.00
	ADMINISTRATI / BLDGS & GRND - GRNDS SUPP					
	Vendor Total-				266.76	
01647 NORRIS INC.						
0221	53567	12	SERVICE 12/1/16	338263		
SERVICE 12/1/16	E 140-01-5420				238.00	0.00
	PUB SAFETY / FIRE RESCUE - GRNDS SUPP					
	Vendor Total-				238.00	
00024 OXFORD COUNTY TOWN CLERKS ASSOC						
0221	53568	12	MEMBERSHIP DUES 2016-17	PER 12/8/16 JA		
MEMBERSHIP DUES	E 110-01-5330				45.00	0.00
	ADMINISTRATI / ADMIN - DUES/SUBSCR					
	Vendor Total-				45.00	
00880 PARENT LUMBER CO. INC.						
0221	53569	12	SERVICE	54229		
SERVICE	E 130-01-5230				282.14	0.00
	PUB WORKS / PUBLIC WORKS - VEHICLES					
	Vendor Total-				282.14	
00928 POLAND REC. DEPT/SCOTT SEGAL						
0221	53532	12	MISC REC EXPENSES	IPER 12/13/16SS		
SENIOR PROGRAM	E 500-01-5309				84.00	0.00
	REC PGMS / REC PROGRAMS - MISC EXP					
OFFICE SUPPLIES	E 500-01-5400				33.99	0.00
	REC PGMS / REC PROGRAMS - OFFICE SUPP					
BASKETBALL	E 500-01-5301				89.97	0.00
	REC PGMS / REC PROGRAMS - MAJOR REC					
BASKETBALL REFS	E 500-01-5301				55.00	0.00
	REC PGMS / REC PROGRAMS - MAJOR REC					
MISC	E 500-01-5130				10.00	0.00
	REC PGMS / REC PROGRAMS - ALLOWANCE					
	Vendor Total-				272.96	

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
01428 RJD APPRAISAL						
0221	53570	12	FY 2016 ASSESSING SERV.		12/1/16	
FY 2016 ASSESSING SERV.			E 110-05-5160		2,333.33	0.00
ADMINISTRATI / CONTRACTED - ASSESS AGENT						
Vendor Total-					2,333.33	
01032 SCOTT SEGAL						
0221	53416	12	SUPPLIES -TREE LIGHTING		IPER 12/5/16	
SUPPLIES -TREE LIGHTING			E 500-01-5130		180.63	0.00
REC PGMS / REC PROGRAMS - ALLOWANCE						
Vendor Total-					180.63	
01497 SEABEE ELECTRIC						
0221	53571	12	SERVICE 11/29/16		394848	
SERVICE 11/29/16			E 140-01-5420		217.00	0.00
PUB SAFETY / FIRE RESCUE - GRNDS SUPP						
Vendor Total-					217.00	
01029 SECRETARY OF STATE						
0221	53414	12	REPORT FOR 11/23-11/30/16		IPER 11/30/16	
REPORT FOR 11/23-11/30/16			G 10-2300-03		5,290.81	0.00
GENERAL FUND / STATE MV						
Invoice Total-					5,290.81	
0221	53473	12	REPORT FOR 11/30-12/8/16		IPER 12/8/16 JA	
REPORT FOR 11/30-12/8/16			G 10-2300-03		7,027.31	0.00
GENERAL FUND / STATE MV						
Invoice Total-					7,027.31	
Vendor Total-					12,318.12	
00000 SECRETARY OF STATE						
0221	53530	12	NOTARY PUBLIC APP- JL		IPER 8/22/16 NA	
NOTARY PUBLIC APP- JL			E 120-01-5330		50.00	0.00
COMM SERVCS / PLANNING&DEV - DUES/SUBSCR						
Vendor Total-					50.00	
00000 TOM DOHERTY						
0221	53531	12	BOOTS 11/28/16		CR 12/5/16 TD	
BOOTS 11/28/16			E 140-01-5130		100.00	0.00
PUB SAFETY / FIRE RESCUE - ALLOWANCE						
Vendor Total-					100.00	
01141 TOWN HALL STREAMS						
0221	53572	12	VIDEO STREAMING 12/1/16		7655	
VIDEO STREAMING 12/1/16			E 110-07-5350		250.00	0.00
ADMINISTRATI / CABLE TV - PROF SERVICE						
Vendor Total-					250.00	
00303 TREASURER, STATE OF MAINE						
0221	53471	12	REPORT FOR NOV 2016		IPER 12/7/16 JA	
REPORT FOR NOV 2016			G 10-2300-05		259.00	0.00
GENERAL FUND / STATE DOG						
Vendor Total-					259.00	
02254 TREASURER, STATE OF MAINE						
0221	53470	12	REPORT FOR NOV 2016		IPER 12/7/16	
REPORT FOR NOV 2016			G 10-2300-02		1,252.00	0.00
GENERAL FUND / STATE INL FI						
Vendor Total-					1,252.00	
02038 W. B. MASON CO. INC.						

Warrant 66

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0221	53573	12	SUPPLIES 11/23/16		39659462	
REC SUPPLIES			E 500-01-5400		423.98	0.00
			REC PGMS / REC PROGRAMS - OFFICE SUPP			
			Invoice Total-		423.98	
0221	53573	12	SUPPLIES 11/18/16		39548586	
OFFICE SUPPLIES			E 110-01-5400		92.93	0.00
			ADMINISTRATI / ADMIN - OFFICE SUPP			
			Invoice Total-		92.93	
0221	53573	12	SUPPLIES 11/23/16		39660569	
OFFICE SUPPLIES			E 110-01-5400		167.98	0.00
			ADMINISTRATI / ADMIN - OFFICE SUPP			
			Invoice Total-		167.98	
0221	53573	12	SUPPLIES 11/23/16		39657186	
BUILDING SUPPLIES			E 110-06-5420		91.47	0.00
			ADMINISTRATI / BLDGS & GRND - GRNDS SUPP			
			Invoice Total-		91.47	
			Vendor Total-		776.36	
			Prepaid Total-		17,870.16	
			Current Total-		36,050.92	
			EFT Total-		0.00	
			Warrant Total-		53,921.08	

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Stanley L. Tetenman

Stephen E. Robinson

Janice A. Kimball

James G. Walker, Jr.

Type	Check	Amount	Date	Wrnt	Payee
P	2264	545.53	12/07/16	67	02294 FIRST NATIONAL BANK OMAHA
R	2265	89.45	12/15/16	67	00364 643-FAIRPOINT COMMUNICATIONS
R	2266	250.66	12/15/16	67	00129 BAKER & TAYLOR BOOKS
R	2267	160.00	12/15/16	67	02262 BLAKE CARVER
R	2268	45.54	12/15/16	67	01835 CENTER POINT LARGE PRINT
R	2269	44.24	12/15/16	67	01312 GALE/CENGAGE LEARNING
R	2270	526.89	12/15/16	67	01541 IRVING ENERGY
R	2271	177.34	12/15/16	67	01547 MICROMARKETING LLC
R	2272	83.92	12/15/16	67	02169 THE PENWORTHY COMPANY
R	2273	24.63	12/15/16	67	02235 TOUCHTONE COMMUNICATIONS
Total		1,948.20			

Count

Checks	10
Voids	0

Warrant 67

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00364 643-FAIRPOINT COMMUNICATIONS						
0228	2265	12	SERVICE		12/10/16	
LIBRAR			E 700-01-5205		89.45	0.00
			RICKER LIBRA / RICKER LIBR. - PHONE			
			Vendor Total-		89.45	
00129 BAKER & TAYLOR BOOKS						
0228	2266	12	BOOKS 12/3/16		3021342196	
BOOKS 12/3/16			E 700-01-7105		27.78	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		27.78	
0228	2266	12	BOOKS 12/01/16		3021335936	
BOOKS 12/01/16			E 700-01-7105		31.61	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		31.61	
0228	2266	12	BOOKS 11/29/16		3021332311	
BOOKS 11/29/16			E 700-01-7105		138.66	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		138.66	
0228	2266	12	BOOKS 11/22/16		3021323105	
BOOKS 11/22/16			E 700-01-7105		30.50	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		30.50	
0228	2266	12	BOOKS 11/25/16		3021328420	
BOOKS 11/25/16			E 700-01-7105		8.49	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		8.49	
0228	2266	12	BOOKS 11/15/16		3021310673	
BOOKS 11/15/16			E 700-01-7105		13.62	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		13.62	
			Vendor Total-		250.66	
02262 BLAKE CARVER						
0228	2267	12	MEMBERSHIP		4587	
MEMBERSHIP			E 700-01-5330		160.00	0.00
			RICKER LIBRA / RICKER LIBR. - DUES/SUBSCR			
			Vendor Total-		160.00	
01835 CENTER POINT LARGE PRINT						
0228	2268	12	BOOKS 12/1/16		1431902	
BOOKS 12/1/16			E 700-01-7105		45.54	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Vendor Total-		45.54	
02294 FIRST NATIONAL BANK OMAHA						
0228	2264	12	LIBRARY CHARGES		10/24-11/23/16	
BOOKS			E 700-01-7105		313.99	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
TEEN PROGRAM			E 700-01-7135		2.75	0.00
			RICKER LIBRA / RICKER LIBR. - TEEN PROGR			
TEEN PROGRAM			E 700-01-7135		5.65	0.00
			RICKER LIBRA / RICKER LIBR. - TEEN PROGR			
MISC EXP			E 700-01-5309		62.90	0.00
			RICKER LIBRA / RICKER LIBR. - MISC EXP			
TEEN PROGRAM			E 700-01-7135		12.63	0.00
			RICKER LIBRA / RICKER LIBR. - TEEN PROGR			
ADULT PROGRAM			E 700-01-7125		7.99	0.00

Warrant 67

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			RICKER LIBRA / RICKER LIBR. - ADULT PROGR			
TEEN PROGRAM			E 700-01-7135		59.12	0.00
			RICKER LIBRA / RICKER LIBR. - TEEN PROGR			
ADULT PROGRAM			E 700-01-7125		19.89	0.00
			RICKER LIBRA / RICKER LIBR. - ADULT PROGR			
TEEN PROGRAM			E 700-01-7135		60.61	0.00
			RICKER LIBRA / RICKER LIBR. - TEEN PROGR			
Vendor Total-					545.53	
01312 GALE/CENGAGE LEARNING						
0228	2269	12	BOOKS 11/22/16	59420079		
BOOKS 11/22/16			E 700-01-7105		44.24	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
Vendor Total-					44.24	
01541 IRVING ENERGY						
0228	2270	12	LIBRARY- FUEL 11/22/16	447061		
LIBRARY- FUEL 11/22/16			E 700-01-5220		526.89	0.00
			RICKER LIBRA / RICKER LIBR. - HEAT			
Vendor Total-					526.89	
01547 MICROMARKETING LLC						
0228	2271	12	CDS 12/1/16	649493		
CDS 12/1/16			E 700-01-7115		47.99	0.00
			RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS			
Invoice Total-					47.99	
0228	2271	12	CDS 11/29/16	649041		
CDS 11/29/16			E 700-01-7115		35.99	0.00
			RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS			
Invoice Total-					35.99	
0228	2271	12	CDS 11/22/16	648017		
CDS 11/22/16			E 700-01-7115		82.97	0.00
			RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS			
Invoice Total-					82.97	
0228	2271	12	BOOKS 11/22/16	648803		
BOOKS 11/22/16			E 700-01-7105		10.39	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
Invoice Total-					10.39	
Vendor Total-					177.34	
02169 THE PENWORTHY COMPANY						
0228	2272	12	BOOKS 12/6/16	523390		
BOOKS 12/6/16			E 700-01-7105		83.92	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
Vendor Total-					83.92	
02235 TOUCHTONE COMMUNICATIONS						
0228	2273	12	SERVICE	11/30/16		
SERVICE			E 700-01-5205		24.63	0.00
			RICKER LIBRA / RICKER LIBR. - PHONE			
Vendor Total-					24.63	

Warrant 67

Jrnl	Check	Month	Invoice Description		Reference	
Description			Account	Proj	Amount	Encumbrance
Prepaid Total-					545.53	
Current Total-					1,402.67	
EFT Total-					0.00	
Warrant Total-					1,948.20	

BOARD OF SELECTMEN

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Janice A. Kimball

James G. Walker, Jr.

A / P Check Register
Bank: NORTHEAST DTV TIF

Type	Check	Amount	Date	Wrnt	Payee
R	5028	63.00	12/15/16	70	00189 LA METROPOLITAN CHAMBER
Total		63.00			

Count	
Checks	1
Voids	0

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00189 LA METROPOLITAN CHAMBER						
0232	5028	12	MEMBERSHIP DUES 2017		2017-PP-1541	
MEMBERSHIP DUES 2017			E 402-01-5650		63.00	0.00
			DTV TIF / DTV TIF - CEDC			
Vendor Total-					63.00	
Prepaid Total-					0.00	
Current Total-					63.00	
EFT Total-					0.00	
Warrant Total-					63.00	

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Stanley L. Tetenman

Stephen E. Robinson

Janice A. Kimball

James G. Walker, Jr.

Poland
2:56 PM

A / P Check Register
Bank: NORTHEAST-TIF

12/15/2016
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	5026	694.56	12/15/16	68	01607 HARRISON SHRADER ENTERPRISES
R	5027	43.75	12/15/16	68	02283 JENSEN BAIRD GARDNER & HENRY
R	5028	72.12	12/15/16	68	00747 MINUTEMAN TRUCKS, INC.
Total		810.43			

Count

Checks	3
Voids	0

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
01607 HARRISON SHRADER ENTERPRISES						
0229	5026	12	EQUIPMENT 11/30/16	F-242396		
EQUIPMENT 11/30/16			E 400-01-5410		295.10	0.00
			PSB TIF 1 / PSB TIF I - EQUIP SUPP			
			Invoice Total-		295.10	
0229	5026	12	EQUIPMENT 11/18/16	F-242378		
EQUIPMENT 11/18/16			E 400-01-5410		399.46	0.00
			PSB TIF 1 / PSB TIF I - EQUIP SUPP			
			Invoice Total-		399.46	
			Vendor Total-		694.56	
02283 JENSEN BAIRD GARDNER & HENRY						
0229	5027	12	LEGAL SERVICES NOV 2016	280551		
AKIN MATTER NOV 2016			E 400-01-5350		43.75	0.00
			PSB TIF 1 / PSB TIF I - PROF SERVICE			
			Vendor Total-		43.75	
00747 MINUTEMAN TRUCKS, INC.						
0229	5028	12	PARTS 11/23/16	1120042		
PARTS 11/23/16			E 400-01-5410		72.12	0.00
			PSB TIF 1 / PSB TIF I - EQUIP SUPP			
			Vendor Total-		72.12	
			Prepaid Total-		0.00	
			Current Total-		810.43	
			EFT Total-		0.00	
			Warrant Total-		810.43	

BOARD OF SELECTMEN
Walter J. Gallagher

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2:58 PM

A / P Check Register
Bank: NORTHEAST-TIF 2

12/15/2016
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	5027	237.00	12/15/16	69	00189 LA METROPOLITAN CHAMBER
Total		237.00			

Count	
Checks	1
Voids	0

Warrant 69

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
00189 LA METROPOLITAN CHAMBER					
0231	5027	12	MEMBERSHIP DUES 2017	2017-PP-1541	
MEMBERSHIP DUES 2017			E 401-01-5650	237.00	0.00
			PSB TIF 2 / PSB TIF 2 - CEDC		
			Vendor Total-	237.00	
			Prepaid Total-	0.00	
			Current Total-	237.00	
			EFT Total-	0.00	
			Warrant Total-	237.00	

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