

- PUBLIC MEETING -
Hope Select Board
Meeting at 6:30 p.m.
Tuesday, April 26, 2022
Hope Town Office

-AGENDA-

Zoom Link: <https://zoom.us/j/5851802397> Meeting Id: 585 180 2397

Livestream Link: https://townhallstreams.com/towns/hope_me

Call to Order:

Agenda Adjustments/Approval:

Public Comment (*Please limit comments to 2-3 minutes*):

Minutes:

- April 12, 2022:

Warrants:

New Business:

- ***Approve funding for Broadband Workshop – Melissa Hall:***
- Accept Resignation of Deputy Town Clerk – Jennifer Daigle:
- Approve & Sign Warrant for Special Town Meeting for HES Budget:
- Treasurer’s Disbursement Warrants for Employee Wages & Benefits Policy:
- Treasurer’s Disbursement Warrants for Payment of State Fees Policy:
- Municipal Officer’s Policy on Disbursement of Municipal Education Costs:
- Annual Town Meeting Warrant Approval:
- Roads Advisory Committee, Final Report – Preliminary Discussion:

Old Business:

Other Business:

Town Administrator Report:

Executive Session: Pursuant to 36 M.R.S. §841(2) Hardship or Poverty Abatement:

Adjournment:

MINUTES OF SELECT BOARD MEETING

Hope Select Board
Tuesday, April 12, 2022
6:30 PM

Hope Town Office

View the meeting in its entirety at

https://townhallstreams.com/towns/hope_me

Board Members Present:

- Sarah Ann Smith, Dick Crabtree, Mike Brown, Bruce Haffner, and Wendy Pelletier (*arrived after warrants*)

Others Present:

- Samantha Mank

Call to Order:

- The meeting was called to order by Sarah at 6:34 p.m.

Agenda Adjustments/Approval:

- Mike made a motion to accept the agenda as presented. It was seconded by Dick.
Motion passed 4-0

Public Comment:

- None

Minutes:

- March 22, 2022: Dick made a motion to approve the 3/22/22 minutes. It was seconded by Mike.
Motion passed 3-0-1 (Bruce)
- March 24, 2022: Dick made a motion to approve the 3/10/22 minutes. It was seconded by Mike.
Motion passed 3-0-1 (Bruce)

Warrants 72, 73, & 74:

- The Select Board reviewed the warrants. The warrants were approved by consent and signed by all Select Board members present.

New Business:

- Approve & Sign Five Town CSD Notice of Election: Dick made a motion to approve and sign the Notice of Election for the Five Town CSD noting that it is upsetting that the school is not required to put the amount the voters are being asked to vote and approve on the actual ballot. It was seconded by Mike.
Motion passed 5-0
- 20-Day Extension for Order to Remedy – 4 Shore Dr: Dick made a motion to grant a 20-day extension for the Order to Remedy the malfunctioning septic system at 4 Shore Dr. It was seconded by Mike.
Motion passed 5-0
- Final Vote FY23 Municipal Budget: Sarah asked that all items on the budget vote be considered as moved and seconded. The Select Board unanimously approved.

○ Administration Cost Center	<u>\$380,211</u>	
▪ Payroll Costs	\$224,022	5-0
▪ General Administration	\$86,996	5-0
▪ Municipal Buildings	\$15,313	5-0
▪ Professional Services	\$51,660	5-0
▪ General Assistance	\$2,250	5-0

○ Public Safety Cost Center	<u>\$165,002</u>	
▪ Animal Control	\$7,795	5-0
▪ Fire Department	\$106,211	5-0
▪ Ambulance	\$50,996	5-0
○ Public Works Cost Center	<u>\$717,723</u>	
▪ Recreation	\$10,062	5-0
▪ Streetlights	\$1,400	5-0
▪ Roads	\$642,717	4-1(Bruce)
▪ Sanitation	\$58,643	5-0
▪ Cemeteries	\$4,901	5-0
○ Reserves	\$57,398	5-0
○ Knox County	<u>\$303,265</u>	
▪ County Tax	\$250,289	5-0
▪ Dispatch	\$52,967	5-0
○ Revenue	\$818,810	5-0
○ ARPA Expenditures	<u>\$140,550</u>	5-0
▪ First Responders	\$23,950	
▪ Sand/Salt Shed Repair	\$30,000	
▪ Town Office Parking Lot	\$6,000	
▪ Town Office Equipment	\$2,100	
▪ True Park Wood Chips	\$2,000	
▪ True Park Parking Lot	\$30,500	
▪ Hope Grove Cemetery	\$12,000	
▪ Revaluation Implementation	\$34,000	

Old Business:

- None

Other Business:

- None

Town Administrator Report:

- Still don't know when the audit will be completed. A call was placed to auditor today inquiring about billing and timing.
- Spoke with Maine Revenue Services about the Tax Deferral Program. It appears that the person in question does qualify. SB must determine next steps they wish to take regarding the TAP on Gillette Rd.
- Still working with the attorneys regarding Highfield Rd. violations. The CEO discovered another massive Shoreland Zone violation today on Lermond Pond. The DEP has already been notified and will be on site this Thursday.
- The easement for Blueberry Hill has been completed. It will be placed on the June Town Meeting Warrant.
- The CEO issued 3 building permits and 2 internal plumbing permits since the last Select Board meeting:
 - M&L Heating 310 Main St.- Install bulk fuel & lp tanks
 - J. Denman & S. Whitley 46 Island Ln. – Renovations and addition.

○ D. Gould 99 Beaver Lodge Rd. – addition

- There are 14 RE accounts for 2021, totaling \$32,030.51. Unpaid 2021 real estate taxes will automatically foreclose on February 3, 2023, if the accounts are not paid in full.
- There are 806 RE accounts for 2022, totaling \$1,193,934.77. The second half of taxes are due on Tuesday, May 3, 2022.
- The cash has not been out of balance since the last Select Board meeting on March 22, 2022.

Executive Session:

- Pursuant to 1 M.R.S. §405(6)(A)(1) Personnel Matter: Wendy made a motion to enter executive session at 7:56 p.m. It was seconded by Mike.

Motion passed 5-0

- Select Board exited executive session. No action was taken.

Adjournment:

- The meeting was adjourned at 8:30 p.m. by unanimous consent.

View the meeting in its entirety at
https://townhallstreams.com/towns/hope_me

JENNIFER DAIGLE

April 13, 2022
Town of Hope
Samantha Mank
441 Camden Rd
Hope, ME 04847

Dear Samantha,

This letter is to inform you of my official resignation as Deputy Clerk, at the Town of Hope. Unfortunately, my final day as Deputy Clerk with the Town of Hope, will be Friday, April 22, 2022. It has been a great experience working with the Town of Hope and all of its employees and the community, however, I have decided to return to teaching. I thank you and everyone in the office for such a great work experience.

Best,


Jennifer Daigle

**TOWN OF HOPE
SPECIAL SCHOOL BUDGET TOWN MEETING WARRANT**

Knox County, ss.

State of Maine

TO: Adrian Humphries, a resident of the Town of Hope, County of Knox, State of Maine:
You are hereby required in the name of the State of Maine to notify and warn the inhabitants of the Town of Hope qualified to vote in Town affairs, of the Special School Budget Town Meeting described in this Warrant.

TO THE VOTERS OF THE TOWN OF HOPE:

You are hereby notified that a Special School Budget Town Meeting will be held at Hope Elementary School, 34 Highfield Road, in the Town of Hope on May 19, 2022 at 6:30 PM for the purpose of determining the school budget articles set forth below.

ARTICLE 1A: To elect by written ballot a Moderator to preside at said meeting.

**ARTICLES 1 THROUGH 11 AUTHORIZE EXPENDITURES IN COST
CENTER CATEGORIES**

ARTICLE 1: Shall the Town of Hope be authorized to expend \$1,377,180.00 for Regular Instruction.

*School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor*

ARTICLE 2: Shall the Town of Hope be authorized to expend \$757,071.00 for Special Education.

*School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor*

ARTICLE 3: Shall the Town of Hope be authorized to expend \$0.00 for Career and Technical Education.

*School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor*

ARTICLE 4: Shall the Town of Hope be authorized to expend \$32,887.00 for Other Instruction.

*School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor*

ARTICLE 5: Shall the Town of Hope be authorized to expend \$331,377.00 for Student and Staff Support.

School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor

ARTICLE 6: Shall the Town of Hope be authorized to expend \$126,495.00 for System Administration.

School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor

ARTICLE 7: Shall the Town of Hope be authorized to expend \$213,437.00 for School Administration.

School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor

ARTICLE 8: Shall the Town of Hope be authorized to expend \$147,800.00 for Transportation and Buses.

School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor

ARTICLE 9: Shall the Town of Hope be authorized to expend \$282,422.00 for Facilities Maintenance.

School Committee Vote: 4-0 in favor
Budget Committee Vote: 6-0 in favor

**ARTICLES 10 AND 11 RAISE FUNDS FOR THE
PROPOSED SCHOOL BUDGET**

ARTICLE 10: Shall the Town of Hope appropriate \$2,194,871.00 for the total cost of funding public education from PreK to grade 8 as described in the Essential Programs and Services Funding Act and shall the Town of Hope raise \$1,071,400.00 as the Town's contribution to the total cost of funding public education from PreK to grade 8 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688

*School Committee Unanimously Recommends: appropriating \$2,194,871.00
and raising \$1,071,400.00*

*Budget Committee Unanimously Recommends: appropriating \$2,194,871.00
and raising \$1,071,400.00*

Explanation: The Town's contribution to the total cost of funding public education from pre-kindergarten to grade 8 as described in the Essential Programs and Services Funding Act is the amount of money determined by state

law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

ARTICLE 11: (Written ballot required) Shall the Town of Hope raise and appropriate \$863,799.00 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$863,799.00.

School Committee Unanimously Recommends:

raise and appropriate \$863,799.00 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$863,799.00.

Budget Committee Unanimously Recommends:

raise and appropriate \$863,799.00 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$863,799.00.

The School Committee gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$863,799.00: The essential programs and services funding model does not recognize all educational costs, such as Special Education, extra-curricular and co-curricular costs.

Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from pre-kindergarten to grade 8 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town budget for educational programs.

ARTICLE 12 SUMMARIZES THE PROPOSED SCHOOL BUDGET

ARTICLE 12: Shall the Town of Hope authorize the school committee to expend \$3,268,669.00 for the fiscal year beginning July 1, 2022, and ending June 30, 2023, from the Town's contribution to the total cost of funding public education from PreK to grade 8 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

School Committee Unanimously Recommends: \$3,268,669.00

Budget Committee Unanimously Recommends: \$3,268,669.00

ARTICLE 13 AUTHORIZES EXPENDITURE OF GRANTS AND OTHER RECEIPTS

ARTICLE 13: In addition to amounts approved in the preceding articles, shall the school committee be authorized to expend sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

School Committee Recommends a Yes Vote.

ARTICLE 14 AUTHORIZES A TRANSFER TO THE FACILITY RESERVE FUND

ARTICLE 14: Shall the Town transfer up to \$70,000 of remaining funds from the Hope Elementary School's Unassigned Fund Balance, if determined by FY21 audit to be available, to Hope Elementary School's Facility Reserve Fund to be expended by a vote of the School Committee for the purpose of replacing the school's failed boiler?

School Committee Recommends a Yes Vote.

Budget Committee Unanimously Recommends a Yes Vote.

Given under our hand this day, April ____, 2022, at Hope, Maine.

A majority of the municipal officers of the Town of Hope

A true copy of the Warrant, attest:

Pam Smith, Clerk
Town of Hope

Title 30-A: MUNICIPALITIES AND COUNTIES

Part 2: MUNICIPALITIES

Subpart 9: FISCAL MATTERS

Chapter 221: MUNICIPAL TREASURER

§5603. Powers and duties

The treasurer has the following powers and duties. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Powers. The treasurer may:

A. Make deductions from the salary of a municipal employee and pay the money deducted to the proper payee, when the employee gives the written authority to do so. The treasurer's authority to make a deduction continues until:

(1) The employee revokes the authorization in writing; or

(2) The treasurer knows that the reason for the deduction no longer exists. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [PL 2009, c. 6, §1 (AMD).]

B. Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months; and [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Maintain a bank account in the municipality's name for the deposit of cash receipts. The treasurer shall deposit all cash receipts in the bank within 10 days. The treasurer may not commingle funds of the municipality with any personal funds or in any personal account of the treasurer. [PL 2009, c. 193, §2 (AMD).]

[PL 2009, c. 6, §1 (AMD); PL 2009, c. 193, §2 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§8,10 (AMD). PL 1991, c. 271 (AMD). PL 1993, c. 96, §2 (AMD). PL 1995, c. 83, §1 (AMD). PL 1995, c. 549, §1 (AMD). PL 2009, c. 6, §1 (AMD). PL 2009, c. 193, §2 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes \(mailto:webmaster_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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Town of Hope
Treasurer's Disbursement Warrants for Employee Wages and Benefits Policy

Purpose. This policy allows designated municipal officers (Members of the Select Board), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for wages and benefits only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, MRSA, Section 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only.

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Sarah Ann Smith (Chair), Richard Crabtree (Vice-Chair), Bruce Haffner, Wendy Pelletier, and Michael Brown.

Any one of the municipal officers named above, acting alone, may review, approve and sign such warrants.

Effective date. This policy will become effective on the date indicated below.

Copies. The Town Administrator will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lease. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The municipal treasurer shall remind the municipal officers to consider renewing this policy annually, on the first Select Board meeting after the annual town meeting or June referendum election, whichever comes last.

Original. The original copy of this policy will remain on file at the Town Office.

April 26, 2022
Municipal Officers

Sarah Ann Smith, Chair

Richard Crabtree, Vice Chair

Bruce Haffner

Wendy Pelletier

Michael Brown

**Town of Hope
Treasurer's Disbursement Warrants for Payment State Fees Policy**

Purpose. This policy allows designated municipal officers (Members of the Select Board), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for payment of state fees only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for payment of state fees.

Delegation of authority. Pursuant to 30-A, MRSA, Section 5603(2)(A)(3), the following authority is granted with respect to treasurer's disbursement warrants for payment of state fees only.

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Sarah Ann Smith (Chair), Richard Crabtree (Vice-Chair), Bruce Haffner, Wendy Pelletier, and Michael Brown.

Any one of the municipal officers named above, acting alone, may review, approve and sign such warrants.

Effective date. This policy will become effective on the date indicated below.

Copies. The Town Administrator will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lease. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The municipal treasurer shall remind the municipal officers to consider renewing this policy annually, on the first Select Board meeting after the annual town meeting or June referendum election, whichever comes last.

Original. The original copy of this policy will remain on file at the Town Office.

April 26, 2022
Municipal Officers

Sarah Ann Smith, Chair

Richard Crabtree, Vice Chair

Bruce Haffner

Wendy Pelletier

Michael Brown

Disbursement Warrants for Municipal School Costs

In municipalities that operate their own school systems, the municipal officers now have the option of not having to review and sign treasurer's disbursement warrants to pay school bills. They need not sign if the municipal school superintendent and either a majority of the municipal school board or all of the members of any finance committee the school board may have duly appointed or elected sign a treasurer's disbursement warrant for school expenses; but the municipal officers must adopt this alternative procedure as a written policy, file it with the town clerk and treasurer, and renew it annually. The sample policy accompanying this note can be adopted to take advantage of this alternative procedure.

This alternative became effective October 13, 1993. It was added to the laws by PL 1993, c- 96, which repealed and replaced 20-A MRSA Sec. 15006(l) and amended 30-A MRSA Sec. 5603(2)(A)- Note that it is not available with respect to quasi-municipal school expenses (SAD's, CSD's), but only with respect to municipal school system expenses. (By E.P.C.)

Title 20-A: EDUCATION
Part 7: SCHOOL FINANCE
Chapter 601: GENERAL PROVISIONS

§15006. School money; finance committees

1. Municipal schools. Money appropriated for public schools for educational purposes may be paid from the treasury of a municipality by the treasurer of the municipality in the following circumstances:

A. Upon written order of the municipal officers following receipt of a bill of items certified by the superintendent of schools and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board; or [PL 1993, c. 96, §1 (NEW).]

B. Upon presentation of a disbursement warrant as provided in [Title 30-A, section 5603 \(./30-A/title30-Asec5603.html\)](#), subsection 2, paragraph A, subparagraph (2). [PL 1993, c. 96, §1 (NEW).]

[PL 1993, c. 96, §1 (RPR).]

2. Quasi-municipal corporations. No money appropriated for public school or educational purposes may be paid out by a school administrative unit other than a municipality, except upon written order of its treasurer. No such order may be drawn by the treasurer, except upon presentation of a properly avouched bill of items which has first been certified as to correctness by the superintendent of schools and approved by a majority of the school board or by a financial committee appointed or otherwise duly elected by the school board.

[PL 1987, c. 402, Pt. A, §130 (RPR).]

3. Finance committees. School boards which do not otherwise have authority to appoint a finance committee under this Title may appoint 2 or more members of the board and the superintendent to act as the finance committee of the administrative unit.

[PL 1987, c. 402, Pt. A, §130 (RPR).]

SECTION HISTORY

PL 1985, c. 774, §8 (NEW). PL 1985, c. 797, §53 (NEW). PL 1987, c. 402, §A130 (RPR). PL 1993, c. 96, §1 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Town of Hope
Municipal Officers' Policy
on Disbursement of Municipal Education Costs

Pursuant to 20-A MRSA Section 15006(1) and 30-A MRSA Section 5603(2)(A), the municipal treasurer is hereby authorized to disburse funds to pay municipal education costs when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by a majority of the school board, or by all of the members of any finance committee appointed or duly elected by the school board.

Before disbursing any funds on such a warrant, however, the municipal treasurer shall satisfy herself that the warrant is indeed signed by at least a majority of the school board or by all of the members of any finance committee appointed or elected by the school board. The treasurer may accept as such satisfaction a written and signed certification of the pertinent fact from the school superintendent, or, if the warrant itself indicates the fact (as, for example, by bearing the statement "being at least a majority of the school board" or "being all of the members of the school board's finance committee" beneath the signatures appearing on the warrant), then the Treasurer may rely on the representation of the warrant without further inquiry. The Treasurer shall not, however, pay any item on a warrant if payment of that item would result in an overdraft, and shall report her refusal to honor the item in writing to the superintendent and to the municipal officers promptly.

The Town Administrator shall file a copy of this policy with the municipal clerk and provide a copy to the municipal treasurer and shall ensure that this policy is brought to the attention of the municipal officers annually for consideration of renewal. The municipal clerk shall, after approval by the municipal officers of any meeting in which they have voted a renewal of this policy, attest to such renewal by endorsing the policy below, and shall then file a copy of the policy bearing that renewal endorsement in the clerk's files and shall deliver a copy to the municipal treasurer.

Adopted on: April 26, 2022

Certified date: _____

Clerk's initials: _____

Municipal Officers

Sarah Ann Smith, Chair

Richard Crabtree, Vice Chair

Bruce Haffner

Wendy Pelletier

Michael Brown

**TOWN OF HOPE
ANNUAL TOWN MEETING WARRANT**

MUNICIPAL ELECTION

June 14, 2022 - Tuesday
7:45 a.m. to 8:00 p.m.
Hope Town Office

ANNUAL TOWN MEETING

June 16, 2022 - Thursday
6:30 p.m.
Hope Elementary School

TO: Adrian Humphreys, resident of the Town of Hope, in the County of Knox

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the Inhabitants of the Town of Hope, in said County, qualified by law to vote in Town affairs, to meet at the HOPE TOWN OFFICE, in said Town on TUESDAY, the FOURTEENTH day of JUNE 2022 at 7:45 a.m. then and there to act on Articles numbered 1 through 4;

And to notify and warn the voters to meet at the HOPE ELEMENTARY SCHOOL, in said Town on THURSDAY, the SIXTEENTH day of JUNE 2022 at 6:30 p.m., then and there to act on Articles numbered 5 through 27, all of said Articles being set out below, to wit:

ARTICLE 1. To elect a Moderator to preside at said meeting.

ARTICLE 2. To elect all necessary Town Officers/Officials by secret ballot.

ARTICLE 3. To vote on the Hope Elementary School Budget by secret ballot.

ARTICLE 4. To vote by secret ballot on continuing the Hope Elementary School budget validation referendum process for an additional three years.

For articles 2, 3, and 4, the polls shall be opened at 8:00 a.m. and closed at 8:00 p.m. Absentee ballots will be processed on Tuesday June 14, 2022 as listed on the Notice of Election.

ARTICLE 5. To see if the Town will vote to approve granting an easement for an appurtenant (trench)10 ft. wide containing electric cable in a conduit supplying a solar array and a water line within a public way at 56 Blueberry Hill Rd. to Wayne Breda and Sarah McBrian.

ARTICLE 6. To see if the Town will vote to appropriate all of the money received from the State of Maine for snowmobile registrations to the Hatchet Mountain Sno-Riders Snowmobile Club for the maintenance of their network of trails, on the condition that those trails are open to the public for the purpose of snowmobiling at no charge.

ARTICLE 7. To see if the Town will vote to authorize the Tax Collector to accept prepayment of taxes not yet committed pursuant to 36 M.R.S. § 506, with no interest to accrue on any excess prepaid over the amount finally committed.

ARTICLE 8. To see if the Town will vote to set September 30, 2022 as the date when the first one-half of taxes shall be due and payable, with interest on the first installment to start after that date, and the date of May 2, 2023 as the date when the second one-half of taxes are due and payable, with interest on the second installment to start after that date; to set the interest rate at 4.00% for unpaid taxes pursuant to 36 M.R.S. §505(4); and to list taxpayers' names in the Town Report if taxes are not paid by June 30, 2023.

ARTICLE 9. To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at a rate of 2.00% for Fiscal Year 2022-2023 pursuant to 36 M.R.S. §506-A and to authorize such interest paid or abatements granted to be appropriated from overlay funds or, if necessary, from the unassigned fund balance.

ARTICLE 10. To see what sum the Town will vote to appropriate from non-property tax revenues to help fund the total Municipal Budget and reduce the property tax assessment for Fiscal Year 2022–2023 as detailed in Articles 11-14 below:

Recommendations:

Select Board: **\$818,810**

Budget Committee: \$818,810

Revenue Source	Select Board Recommend	Select Board Vote	Budget Committee Vote	Budget Committee Recommend
Excise Taxes - Vehicles	\$385,900	5-0	6-0	\$385,900
Local Roads Assistance	\$36,000	5-0	6-0	\$36,000
State Revenue Sharing	\$266,000	5-0	6-0	\$266,000
GA Reimbursement	\$1,575	5-0	6-0	\$1,575
Unassigned Fund Balance	\$5,335	5-0	6-0	\$5,335
Miscellaneous Revenue	\$74,000	5-0	6-0	\$74,000
Totals	\$818,810			\$818,810

ARTICLE 11. To see what sum the Town will vote to raise and appropriate for Fiscal Year 2022-2023 for the Administration Cost Center:

Recommendations:

Select Board: **\$380,211**

Budget Committee: \$380,211

Dept.	Select Board Recommend	Select Board Vote	Budget Committee Vote	Budget Committee Recommend
Town Administration	\$224,022	5-0	5-1	\$224,022
General Administration	\$86,966	5-0	6-0	\$86,966
Municipal Buildings	\$15,313	5-0	6-0	\$15,313
Professional Services	\$51,660	5-0	6-0	\$51,660
General Assistance	\$2,250	5-0	6-0	\$2,250
Totals	\$380,211			\$380,211

ARTICLE 12. To see what sum the Town will vote to raise and appropriate for Fiscal Year 2022-2023 for the Public Safety Cost Center:

Recommendations:

Select Board: **\$165,002**

Budget Committee: \$165,002

<i>Dept.</i>	<i>Select Board Recommend</i>	<i>Select Board Vote</i>	<i>Budget Committee Vote</i>	<i>Budget Committee Recommend</i>
<i>Ambulance</i>	\$50,996	5-0	6-0	\$50,996
<i>Animal Control</i>	\$7,795	5-0	6-0	\$7,795
<i>Fire Department</i>	\$106,211	5-0	6-0	\$106,211
Totals	\$165,002			\$165,002

ARTICLE 13. To see what sum the Town will vote to raise and appropriate for Fiscal Year 2022-2023 for the Public Works Cost Center:

Recommendations:

Select Board: **\$717,723**

Budget Committee: \$717,723

<i>Dept.</i>	<i>Select Board Recommend</i>	<i>Select Board Vote</i>	<i>Budget Committee Vote</i>	<i>Budget Committee Recommend</i>
<i>Cemeteries</i>	\$4,901	5-0	6-0	\$4,901
<i>Recreation</i>	\$10,062	5-0	6-0	\$10,062
<i>Roads</i>	\$642,717	4-1	5-1	\$642,717
<i>Sanitation</i>	\$58,643	5-0	6-0	\$58,643
<i>Streetlights</i>	\$1,400	5-0	6-0	\$1,400
Totals	\$717,723			\$717,723

ARTICLE 14. To see what sum the Town will vote to raise and appropriate for Fiscal Year 2022-2023 for the Reserve Accounts Cost Center:

Recommendations:

Select Board: **\$57,398**

Budget Committee: \$57,398

<i>Item</i>	<i>Select Board Recommend</i>	<i>Select Board Vote</i>	<i>Budget Committee Vote</i>	<i>Budget Committee Recommend</i>
<i>Emergency Road Repairs</i>	\$20,000	5-0	6-0	\$20,000
<i>Fire Department Equipment</i>	\$9,170	5-0	6-0	\$9,170
<i>Fire Truck Replacement</i>	\$10,000	5-0	6-0	\$10,000
<i>Municipal Buildings Repair</i>	\$5,000	5-0	6-0	\$5,000
<i>Office Equipment/Software</i>	\$2,000	5-0	6-0	\$2,000
<i>Solar Reserve</i>	\$6,228	5-0	6-0	\$6,228
<i>Fire Truck Repair/Maintenance</i>	\$5,000	5-0	6-0	\$5,000
Totals	\$57,398			\$57,398

Total Municipal Expenditures (combine Articles 11-14)

\$1,320,334

Total Municipal Revenues (See Article 10)

\$ 818,810

Total to be raised and appropriated

\$ 501,524

ARTICLE 15. To see if the Town will vote to appropriate up to \$140,550 from Coronavirus Local Fiscal Recovery Funds (aka American Rescue Plan Act or ARPA funds) received by the Town from the federal government for the following purposes:

<i>\$23,950 for First Responders</i>	<i>\$2,000 for Woodchips in True Park Playground</i>
<i>\$30,000 for Sand/Salt Shed Repairs</i>	<i>\$30,500 for Paving & Striping True Park Parking Lot</i>
<i>\$6,000 for Town Office Parking Lot Repair & Striping</i>	<i>\$12,000 Removal of Trees in Hope Grove Cemetery</i>
<i>\$2,100 for Town Office Equipment</i>	<i>\$34,000 Implementation Costs of Revaluation</i>

ARTICLE 16. To see if the Town will vote to authorize the Select Board to fix the salaries of the officials and employees appointed by it under provision of 30-A M.R.S. §2601(1) and (2), subject to funding under Article 11 above.

ARTICLE 17. To see if the Town will vote to authorize the Select Board to enter into multi-year contracts on behalf of the Town.

ARTICLE 18. To see if the Town will vote to authorize the Select Board, at its discretion, to sell by sealed bid or public auction (with the Select Board reserving the right to reject any and all bids) and to convey by quitclaim deed any real estate acquired by the Town for nonpayment of taxes thereon, or to convey the property to the prior owner upon payment in full of all taxes, interest and charges incurred by the Town; provided that the Select Board shall use the special sale process required by 36 M.R.S. §943-A for qualifying homestead property, as applicable.

ARTICLE 19. To see if the Town will vote to authorize the Select Board to sell or otherwise dispose of Town-owned personal property with a value of \$5,000 or less on such terms and conditions as it deems advisable.

ARTICLE 20. To see if the Town will vote to authorize the Treasurer to waive the foreclosure of tax lien mortgages and file such waivers at the Knox County Registry of Deeds pursuant to 36 M.R.S. §944 upon a finding by the Select Board that ownership of the property that is subject to the tax lien mortgage would be contrary to the Town's best interests.

ARTICLE 21. To see if the Town will vote to authorize the Select Board to accept or reject donations of personal property and/or to accept or reject donations and/or gifts of money to the various accounts of the Town for the ensuing year and to appropriate those moneys donated for specific purposes, provided that any donation and/or gift which obligates the Town to incur liabilities that total \$5,000 or more per year, as determined by the Select Board, shall be decided at a special town meeting.

ARTICLE 22. To see if the Town will vote to authorize the Select Board to accept conditional or unconditional gifts of real property, provided that any gift which obligates the Town to incur liabilities that total \$5,000 or more per year, as determined by the Select Board, shall be decided at a special town meeting.

ARTICLE 23. To see if the Town will vote to authorize the School Board to accept or reject donations of personal property and/or to accept or reject donations and/or gifts of money to the various accounts of the school for the ensuing year and to appropriate those moneys donated for specific purposes, provided that any donation and/or gift which obligates the Town to incur liabilities that total \$5,000 or more per year, as determined by the Select Board, shall be decided at a special town meeting.

ARTICLE 24. To see if the Town will vote to authorize the Select Board to apply for state, federal (including Community Development Block Grants) and other grants on the Town's behalf for purposes deemed by the Select Board to be in the best interests of the Town; to accept such grants, including, when necessary, the authority to sign contracts and related documents and to accept conditions of approval; and to appropriate such grant funds for any purpose for which the Town has appropriated funds in Fiscal Year 2022-2023.

ARTICLE 25. To see if the Town will vote to appropriate the proceeds of any payment on insurance claims for damage occurring to Town property, with such appropriation dedicated to the budget line item for the same type of property as the loss sustained.

ARTICLE 26. To see if the Town will vote to authorize the Select Board to carry unexpended funds forward to the next fiscal year within the existing cost centers.

ARTICLE 27. To see if the Town will vote by written ballot to increase the property tax levy limit of \$520,218 established for Hope in accordance with the 30-A M.R.S. §5721-A, in the event the municipal budget approved under the preceding Articles will result in a tax commitment that is greater than the property tax levy limit.

The Hope Roads Advisory Committee began meeting in January of 2021 when it received two **Charges** from the Hope Selectboard for Committee consideration:

1. To survey and rate all town roads for condition, and considering the number of vehicles used on each road (how the road is used, commuter or local) create short and long term plans for maintenance and improvement, and
2. to review present procedures for procuring work on town roads and to investigate the way other towns similar to Hope organize the work for example employing a supervising Road Commissioner (RC), a town operated snow plowing, or public works department.

Charge 1.

The Committee broke Charge 1 into 7 tasks:

1. catalog all town maintained roads, (completed)
2. determine means of assessing condition,
3. determine needed repairs and maintenance,
4. assess the volume and type of traffic for each road, (completed)
5. prioritize roads according to use,
6. develop short term plan of higher priorities, and
7. create long term plan.

Results:

- A copy of the catalog of roads and types of traffic typically on each are attached to this document as **Appendix I**.
- Item 2 was not completed and, as a result, the reliant tasks 3, 5, 6 and 7 could not be completed.

The committee did not settle on one objective strategy for assessing our roads. The current method utilized, according to the current RC, is that there are no documented standards per se, rather, work is done as needed based on urgency and paving schedule. It was discussed that this evaluation method lends itself to little more than just annual planning.

The Committee provided some support for a rating system presented by the Chair who attended a Pavement Preservation Seminar sponsored by ME DOT and presented by All State Materials Group (ASMG). A plan was made for the Road Commissioner to team up with a representative of ASMG to evaluate at least several of Hope's roads to assess the evaluation system. For various reasons, this did not happen.

The Committee seemed to reach some consensus on how best to utilize the results of any objective road rating system. The presenters in the pavement preservation seminar laid out the concept of "keeping good roads good" v "fix the worst first". The idea is, if focus is given to proactively maintaining our roads rather than defaulting to expensive repair, funds will go further spread over all roads. Of course, this approach requires, within a planned period, bringing all of Hope's roads to a good or better rating first. This seemed to be well received by the Committee although it remains anecdotal due to the lack of movement on an actual road evaluation.

Charge 2. Survey of Neighbor Towns

The Committee developed a selection of 12 questions to ask of like sized towns in our area. Six municipalities were chosen: Union, Appleton, Washington, Lincolnville, Nobleboro and Searsmont. The results of this survey are attached to this document as **Appendix II**. It should be noted that two of the six towns elected their RC. The remainder appoint a commissioner, hire a “road foreman” or rely on Selectboard to direct road maintenance. If this survey is done again, perhaps it should be done by one person in order to elicit more consistency in responses.

Results:

At this point, spirited discussion ensued regarding acknowledging past and current practices and the need to prepare for the future.

- **Public Works**

Costs for a public works department proposal were not presented to the committee. As a result, the Committee decided not to pursue a department at this point. In discussions, it was determined that the amount of planning as well as capital required for Hope to develop a public works department were too great to take on from our current position. Such a department may well be desirable in the future but there are likely easier and less expensive steps to be taken in the near term that may lead into a public works system over time.

- **Current Roads Management**

Stemming from discussing Public Works Department, while it was the Chair’s intent to maintain more general discussions, sincere support was expressed for the current Road Commissioner and his performance. This was never in question. Agreement was reached that the Town has been more than lucky with the treatment and dedication received under the current system.

It was pointed out, however, that this unique situation would not last forever and a plan should be formulated to prepare for future change. While the Committee members recognized this, personal schedules, winter jobs and having achieved the resolution of the issue of a Public Works Department limited the ability for the Committee to continue meeting as a quorum.

For Committee Consideration

Committee: If we are to fulfill our responsibility to the Select Board any further than turning down a Public Works Department and recognizing that we have been very lucky with our Road Commissioners under the current system, we should really consider providing them a plan to be implemented when our current management scenario changes. Please consider the following, some of which we have discussed along the way. We should really vote on the questions below before providing recommendation to the Selectboard. I've laid out some pros and cons and you each should add to it. If we are split, we should write a majority and minority paragraph. Once again, the following refers to post current scenario.

1. Does the Road Commissioner remain elected or does it become an appointed position by the Select Board with the assistance of a Roads Committee? If other than the status quo, we should record a vote on;
2. In the case of an appointed position, what are the tasks and responsibilities of the RC? (I have included a start for a job description of a hired position)

There are pros and cons relating to either approach.

Option One: The Status quo, RC is elected: has own business, does maintenance and bids out paving

Pros – (not complete)

- No reorganization required making it an easy lift,
- Roads are repaired as needed (politically or physically)
- Budgeting is simpler

Cons – (not complete)

- No long term improvement
- No great incentive to permanently fix problem areas
- Hope Roads are not necessarily the RC's highest priority as his or her private business takes precedent

Option Two: A Road Commissioner is appointed (hired based on experience and knowledge) by the selectman to act as Projects Manager for road maintenance, repair and upgrade.

Pros: A paid position (not complete list)

- RC can be required to maintain or pursue available training/certifications for best municipal practices,
- RC can be motivated to pursue and apply new approaches: pavement preservation techniques, over-sizing culverts for future resilience,
- solidifies chain of command, Rd commissioner is answerable to the Select Board,
- Places focus on planning both short in long term,
- develop a consistent and transparent recording of costs as well as detailed explanation of what was provided,
- primarily responsible for QAQC of Rd maintenance and construction,

- Encourages the RC to “earn their wage” by identifying and deploying good ideas and practice that save tax dollars in the long run. For example, annual sourcing of quality bulk materials and aggregate taking advantage of tax-exempt status,
- Potentially spreads jobs out over other capable local contractors,
- Makes clean fill available to residents,
- Creates an arm’s length transaction between the town and it's contractors, and
- Hope roads are absolute priority.

Cons:

- Significantly increased stipend,
- Require Development of an acceptable bidding system,
- Requires planning and likely cost (retainer) to accommodate emergency road repairs,
- May require land purchase to stockpile annual (or more) material needs,
- Benefits accrue over the long term if at all.

Draft Job Description for appointed (hired) Road Commissioner – **Appendix III**

Appendix IV addresses emergency protocol in the case Option Two is chosen

Conclusion

Since this was less than a formal vote with less than full participation, the results are recorded as preference. Of nine members of the Roads Committee, five provided a preference between the two options: Rick Bresnahan, Michelle Fong, Todd Snyder, Chris Pinchbeck and Jim Guerra. Three Committee members preferred the status quo represented as Option One and two members preferred the appointment (hiring) of a Road Commissioner, represented as Option Two. There was no current support within the Committee for a Public Works approach.

Respectfully submitted by Jim Guerra, 4/12/2022

Appendix I

	<i>Rate "C" or "R"</i>	Sum of Ratings for Paving*, Ditching, Treework & Culverts (*Weighted)	<i>Rate "L", "M", "H" or "E"</i>	<i>Rate 1 - 5</i>	<i>Rate 1 - 5</i>	<i>Rate 1 - 5</i>	<i>Rate 1 - 5</i>
ROAD	TRAF FIC	TOTAL	ROAD PRIORI TY	PAVIN G	DITCHI NG	TREE WOR K	CULVER TS
Alford Lake Rd.	C	0					
Barnestown Rd.	(state)	0					
Beverage Rd.	R	0					
Blueberry Hill Rd.	R	0					
Church St.	R	0					
Crabtree Rd.	R	0					
Daniels Rd.	c	0					
Fogler Rd.	C	0					
Gillette Rd.	C	0					
Gurney Hill Rd.	R	0					
Hackleburnham Rd.	R	0					
Hart's Mill Rd.	C	0					
High St.	C	0					
Highfield Rd.	C (school)	0					
Hope St.	C	0					
Jones Hill Rd.	R	0					
Ludwig Rd.	R	0					
Morey Hill Rd.	R	0					

	<i>Rate "C" or "R"</i>	Sum of Ratings for Paving*, Ditching, Treework & Culverts (*Weighted)	<i>Rate "L", "M", "H" or "E"</i>	<i>Rate 1 - 5</i>	<i>Rate 1 - 5</i>	<i>Rate 1 - 5</i>	<i>Rate 1 - 5</i>
ROAD	TRAFFIC	TOTAL	ROAD PRIORITY	PAVING	DITCHING	TREWORK	CULVERTS
Morse Rd.	R	0					
Pearse Rd.	R	0					
Pond Rd.	R	0					
Pushaw Rd.	C	0					
Robbins & Howe Hill Rd.	C	0					
Route 105 (Camden Rd.)	(state)	0					
Route 235 (Buzzell Hill/Hatchet Mtn)	(state)	0					
Route 235 (Lincolnvile Rd)	(state)	0					
Seacoast Rd.	C	0					
So. Hope Fire Station Cutoff	C	0					
Taylor Hill Rd.	R	0					
RATINGS	C	commuter traffic					
	R	residential traffic					

Appendix II

HOPE ROADS ADVISORY COMMITTEE
Questions for Comparator Towns & Their Responses To-Date
February 22, 2021

ROADS:

1. Miles the town maintains?
2. Miles paved vs. dirt?
3. Miles of state roads vs. local?

a. Does town plow state roads? YES / NO If yes, to what standard?

	Hope	Union	Apple- ton	Wash- ington	Lincolnvil- le	Nobleboro	Searsmont
1	18.24	56 winter, 43 summer	35	56	34	approx 34	45
2	15.25 paved / 2.99 dirt	-	19 paved / 16 gravel	16 paved / 14 dirt	25.5 paved, 8.5 gravel	-	35 paved / 7- 10 dirt
3	14.31 state / 18.24 local	43 vs 13	13 state / 22 local	26 state / 30 local	-	-	20 state / 25 local
3.a.	Yes, See contract.	Y, None - subjective.	Yes; "Whatever meets cmnty expectation s"	Yes, Unknown.	-	Put out to bid. (St'd not indicated)	Put out to bid. (St'd not indicated)

ROADS (Cont.)

4. Paving schedule - average miles paved/year?

	Hope	Union	Apple- ton	Wash- ington	Lincolnvil le	Nobleboro	Searsmont
4	1.6 mi/yr (= roughly 18.24* mi/10 yrs; *not nec all Hope roads every 10 yrs)	Depends on budget. ~\$300K paving, \$100K Dirt. All-State used for paving w/good results. "Doesn't always take lowest bid."	It depends on road conditions.	2 mi./yr; Major constructi on can impact this.	Ave miles paved around 3 miles	"a road or two per year"	We typically pave a road or two each year and budget for that

ROADS (Cont.)

5. How, specifically, does your town rate the condition of its roads? (Objective or subjective? If objective, by what standard?)
6. Does the town have a long-term maintenance plan? YES / NO If yes, who creates and has oversight for its yearly pace?

	Hope	Union	Apple- ton	Wash- ington	Lincolnville	Nobleboro	Searsmont
5	Subjective to the RC's opinion	RSMS Software Road Ratings System for Maine Local Roads	No rating; RC and SB det. work to be done.	Subjective	-	-	-
6	No. There has never been any \$ for long-term maint planning, even though paving and culvert issues demand	Y, 10-yr plan ("but really 5-yr as things change - much more freeze-thaw, roads get worse quicker") Town Mgr / Road Comm. "Uses software program". Used to re-coat w/2", now 1-1/4".	No	Yes (2 Years); Consensus between SB, Road Foreman and Citizens who express concern.	Maintenance plan for long-term projects such as paving; Ditching, etc. planned along with budget. Work plans are created and maintained by RC and Town Administrator (TA). RC and TA work together to make sure work is done. Approved by SB and town meeting.	SB/RC develop plans for paving, ditching, re-graveling, culvert placements, paving schedule. Use volunteer civil engineering tech to help with estimates. (RC = SB member or other vol.)	SB members are elected into RC position. They (RC/SB) come up with plan.

LABOR:

7. Historically has your town made structural and procedural changes because you found a more efficient/effective path forward? YES / NO

a. If so:

- What prompted the change?
- Has it worked? YES / NO Why or why not?

	Hope	Union	Appleton	Washington	Lincolnvillle	Nobleboro	Searsmont
7.	Yes. 2010: RC Policy & Line Item Budget implemented	Yes: Liquid/Salt, Bought excavator, Used chipseal	“No, other than various forms of RC and changing to 3-yr term [for RC].”	n/a	No, but <u>communication</u> , <u>honesty</u> and <u>oversight</u> were all noted essentials.	No.	-
7.a.	Desire for transparency & accountability, promoted by RC. Yes, worked. Gave Town Admin & Select Bd a complete, detailed outlook of work and budget.	All work for more consistent and cheaper results. (See comments in Rick’s written document.)	n/a	n/a	n/a	n/a	-

Appendix III

Very Draft Road Commissioner job description bullet point brainstorm

~ Consider purchase of town owned Pick-up truck with plow and appropriate toolboxes for cones, sign repair, mailbox repair. Could be stationed at Fire Station?

~ Stipend amount to cover:

- keeping long term plan for road upkeep in scope and organized
- Creating parameters and overseeing bidding process for upcoming budget cycle proactive jobs...including tree/brush work, ditching, culvert replacement, road prep for paving
- Pothole patching
- Oversee those jobs to completion
- Maintain road signage - both permanent as well as posting roads seasonally
- Oversee plowing subcontractor
- Oversee and prepare bids for yearly paving/surface treatment projects
- Oversee yearly roadside mowing subcontracting
- Assess storm damage and delegate repairs accordingly
- Prepare upcoming roads budget
- Develop and present efficiency proposals to the Select Board
- Proactively monitor road status as part of long term maintenance plan to keep pace on maintaining safe roads at good quality as to maintain long term voter tax savings
- Act as interface between Select board, Town administrators and contractors
- Road Commissioner act as overseer - not person performing the proactive work

For Select Board in order to prepare/consider:

- Have Road Commissioner position requirements detailed by professional i.e. engineer tech
- Increase Stipend from current \$155/year to salary commiserate with above duties (\$20-\$25k per year?? May be higher in the beginning?)
- Change position to appointed to insure accountability
- Consider pick-up truck to minimize mileage surcharge/questions, ensure liability is covered via town policy
- Clearly define RC duties/payment schedule for - if RC does have some equipment - i.e. dirt road grading.

If the vote is to hire a Road Commissioner focused mainly on Qa/Qc, we will need a plan for emergencies.

Appendix IV

Emergency - Reactive Event Guidelines for Road Commissioner and thoughts for the Selectboard

Reactive/Emergency as defined by: weather events, traffic accidents, tree damage/obstruction - that cause: wash-outs, travel obstructions, safety hazards, other ice or water damage from natural occurrences and or traffic related accidents. These incidents can be considered unexpected, reactive needs vs long term, proactive planned road upkeep, maintenance and improvement.

RC is to pre-vet and formalize relationships with 5 local - and qualified - (3 - certified earth/roadwork and 2 - licensed arborists) contractors who will act as on retainer and be on call for emergency repair events. (These contractors shall not be limited in participating in non-reactive event bidding for yearly road maintenance projects)

- Qualifications would include - but not limited to:

- properly bonded and are in business
- appropriate experience and certification (erosion control) in road repair
- appropriate experience and licensing in tree/arborist work
- own and maintain appropriate equipment to functioning/safe standards
- can employ and adhere to proper roadside, work zone safety protocols

Event pay schedule to be set at MEDOT - OVERTIME - rates - as outlined at:
<https://www.maine.gov/mdot/csd/docs/slrper22.pdf>

- + 10% for human labor pay (foreman, traffic control people) due to private contractor covering insurance, employee FICA, etc.
- + 10% for equipment and operator — excavator, dozer, grader, tractor, truck.

The overtime DOT rates are more in line and applicable with a typical normal private contractor setting - combined with the good-will “retainer” aspect of the town having a contractor “on-call” for emergency work which will invariably call on odd hours and timing for immediate life/safety fixes. Contractors have outside insuring and maintenance costs for their equipment.

RC shall receive calls for event repair needs from town officials such as Administrator, Select board and Safety Officer - shall assess needs - shall inform Select board and Administrator of specific repair needs and shall allocate, coordinate and oversee appropriate contractor(s) to make needed repairs and fix appropriately on a timely basis for traffic flow, traffic and human safety. All work will be done with intent for preserving human safety, traffic flow and future short term mitigation of further damage by succeeding events such that if there are needs for a longer term proactive repair, the fix will suffice to keep roads safe and passable until such job can be completed.

For Select Board in order to prepare/consider:

- ~ Raise Cap.Reserve fund for Emergency repair work from \$20,000/yr to \$35,000/yr.
- ~ Should consider an hourly rate for RC above yearly stipend to account for this added time and burden - not to exceed \$5000 per budget cycle.