

REGULAR MEETING

- **MINUTES**
- **WARRANTS**

Readfield Select Board
Regular Meeting Minutes – January 25, 2016 – Unapproved

Select Board Members Present: Valarie Pomerleau, Thomas Dunham, Christine Sammons, Bruce Bourgoine, and Allen Curtis

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Bruce Chandler Jr. (Maintenance), John Perry, Marianne Perry, Milton Wright, John Parent, Fran Zambella

Ms. Pomerleau called the meeting to order at 6:30 pm followed by The Pledge of Allegiance.

Regular Meeting

- **16-078 - Minutes:** Select Board meeting minutes of January 11, 2016
 - **Motion** made by Mr. Bourgoine to approve the minutes of the January 11, 2016 meeting as presented, **second** by Mr. Dunham. **Vote 5-0 in favor.**
- **16-079 - Warrant: #31 & #32**
 - **Motion** made by Mr. Curtis to approve Warrant #31 & #32 in the amount of \$37,679.28, **second** by Mrs. Sammons. **Vote 5-0 in favor.**

Communications

- **Select Board Communications**
 - Mr. Curtis had an assessors meeting last Tuesday, abated three items. All three were because of miss readings of the properties. Total was about \$5,000 left in the overlay account, currently about \$3,200 left in overlay for abatements account. Should be coming in the positives with abatements this year.
 - Mr. Bourgoine mentioned that the evolution of the website looks good and kudos to the staff.
 - The installation process of the dumpster cover is still in progress; wrong size cover causing bolt patterns to be off. Mr. Chandler is working on finishing up the installation and it should be completed this week.
- **Town Manager**
 - Mr. Dyer went over his Town Manager report dated 01-25-2016.
 - Discussion on town office window hours.
 - Possibility to put DOT pump near water drainage issue near the town office.
- **Boards, Committees, Commissions & Departments**
 - **KRDA Annual Report Fiscal Year 2014-2015**
 - Review of KRDA Annual Report and discussion on towns contract.
 - **Cobbossee Watershed District Minutes of October 13, 2015**
 - Thank you for submitting the minutes.
 - **Readfield Library Board Minutes of November 4, 2015**
 - Thank you for submitting the minutes.
 - **Readfield Adhoc Appointments Committee Minutes of January 6, 2016**
 - Thank you for submitting the minutes.

- **Public Communications - Members of the public may address the Select Board on any topic**
 - Fran Zambella spoke regarding the town truck Quirk estimate. Will be discussed under New Business; Item #16-084.

Appointments / Reappointments & Resignations:

- **16-080 – Appoint Marianne Perry to the Adhoc Age Friendly Community Committee**
 - Marianne Perry talked about her previous experience volunteering with aging communities.
 - Encourage the public for others to join the committee, looking for at least three more people.
 - **Motion** made by Mr. Bourgoine to appoint Marianne Perry, for the term of one year, to the Adhoc Age Friendly Community Committee, **second** by Mrs. Sammons. **Vote 5-0 in favor.**

Unfinished Business:

- **16-062 – Discussion of Secret Ballot Review Process**
 - Discussion among the Select Board members regarding the Secret Ballot Review Process.
 - According to legal counsel there is more flexibility to have a charter. Charter can be narrowed down to just the Secret Ballot or can be expanded to include other things.
 - Mr. Dunham went over his knowledge of having a Charter.
 - Educate the public on the process and get the public involved. Come up with a plan of action and timeline.
 - John Parent, Readfield resident; make sure enough information is available to the citizens so they understand the process of a Charter.
 - Mr. Dyer looking for feedback on a two-part article as presented in his memo. Discussion among the Select Board; make sure added to future agenda item for further review.
- **16-073 – 2nd Reading of an amended Giles Hall Use Policy**
 - **Motion** made by Mr. Bourgoine to accept the 2nd Reading of the amended Gile Hall Use Policy as presented, **second** by Mr. Dunham. **Vote 5-0 in favor.**

New Business:

- **16-081 – Consider approval of Commercial Haulers Permits for the Transfer Station**
 - Mr. Dyer reported; do have full set of requirements for everyone who has submitted.
 - **Motion** made by Mr. Bourgoine to move approval of all four commercial hauler applications, **second** by Mr. Curtis. **Vote 5-0 in favor.**
- **16-082 – 1st reading of the revised FOAA Policy**
 - Mr. Dyer went over the revised FOAA Policy.
 - Review and input of the revised FOAA Policy by the Select Board.
 - Change Section 4, Part B to read specific instead of brief.
 - **Motion** made by Mrs. Sammons to pass the first reading of the FOAA Policy, **second** by Mr. Dunham. **Vote 5-0 in favor.**

- **16-083– 1st reading of the revised Personnel Policy**
 - Mr. Dyer went over the revised Personnel Policy. To bring consistency between the Union and Non-Union town staff.
 - Agreed by Select Board to have a combined Personnel Policy among all employees.
 - Review and discussion of the updated revised Personnel Policy by the Select Board.
 - Discussion topics included the Use of Town Heavy Equipment, Military Leave and Free Library Card.
 - Suggested changes included to make sure the Index matches the new changes to the policy and to add when (date) documents are added to personnel files under Personnel;; Files section.
 - **Motion** made by Mrs. Sammons to pass the first reading of the Town Personnel Policy as amended, **second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-084 – Review 1-Ton truck repair quotes & purchase options**
 - Mr. Dyer went over the documents provided regarding the repair quotes and purchase options.
 - Discussion among the Select Board regarding the truck usage, why truck is in current shape and to justify the uses of the truck.
 - Mr. Chandler reviewed the difference between new and surplus truck options. Trade in value has dropped dramatically since the quote from last year.
 - Recommendation by Mr. Dyer that looking into the purchase of a new vehicle is the best option.
 - Look into the different purchase and financing options to see where we can go from here.
- **16-085 – 2nd draft of the budget presented**
 - Mr. Dyer went over the 2nd draft of the budget and the changes to the budget.
 - Discussion among the Select Board regarding the changes to the budget.
 - Presentation material excellent and summarized to make it well understandable.

Motion made by Mr. Bourgoine to adjourn the meeting at 8:58 pm, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary

COMMUNICATIONS

- **SELECT BOARD**
- **TOWN MANAGER**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

RECEIVED JAN 28 2016

November 24, 2015 Trails Committee Meeting

Present: Nancy Buker, Hank Laidlaw, Gary Keilty, Ann Keilty, Greg Durgin, Will Harris, Jeanne Harris, Bob Harris, Ken Clark, Karen Peterson

Excused Absent: Rob Peale, Becky Walsh

Secretary's Report: Motion to accept the amended Minutes of the September 2015 and non-amended October, 2015 meeting made by Greg Durgin, seconded by Hank Laidlaw. Approved.

Chairman Report: Gary Keilty thanked all those who worked, especially Greg Durgin and his pickup truck. The new owner of the McDougald House, Ed Perry, may use his tractor to help on the trails. Jim Tukey has also offered to help next year with his tractor.

Upper Fairgrounds Trail: Hank Laidlaw reported the re-surfacing of this trail is complete, including a layer of geo-tech fabric. Gary hauled between 40 and 50 tractor loads and Jeanne and Bob Harris, plus Hank, smoothed the material. The extra trail height should prevent water overflow, thereby extending the trail life indefinitely.

Connector Trail update: Ann Keilty reported 600' of material was put down and manually raked. The students' raking efforts were noted. Greg Durgin wrote Thank You notes to Maranacook and Kents Hill for their help this year.

Ann stated how the Messenger Newsletter's Editor Robin Lint has promoted the trails through the newsletter. Use of the trails, including by those with disabilities, has improved Readfield's quality of life.

Millstream Property update: The Planning Committee will include the Conservation Commission, Trails Committee, Jerry Bley, interested community members, and the Historical Society. A site visit will take place on December 5, 2015 followed by a discussion. Actual work on the portion that is Town property is expected to begin in spring of 2016.

It was reported that Bob Bittar planted more than 30 various trees. He has also had lumber delivered and stacked, one stack has been left in the Town's plow turn-around area so should be moved.

Old Landfill Trail Presentation at Select Board Meeting: Gary Keilty reported the Select Board Chair, Val Pomerleau, was reluctant to allow public use of the salt shed entrance because of safety concerns. The Town Manager, Eric Dyer, has suggested alternative points of access. Perhaps parking could be at the Bus Garage and people could walk in the transfer station road. Another option suggested by the Select Board was for the Trails Committee to work with adjoining private landowners such as Bill Rourke or Al Parks to get the access onto Town property.

There will be a site visit on November 29, 2015 at 12:30 PM to consider alternative access. Those going are to meet at the Bus Garage.

New Trail Signs: Hank reported they will be installed by Gary Keilty and himself on either end of the Community Pathway. There was some discussion on where the sign on the Library property should go and Ann Keilty volunteered to talk with the Library Trustees about it.

McDougald Trail culvert: The extra length was cut off and will be kept for future use.

Lower Fairgrounds Trail update: Gary Keilty spoke with John Cushing about ideas to reduce the grade on the portion that's approximately 100' from the kiosk. John thinks additional fill of up to 3.5' could be added to level the trail off. This would also require widening the trail base and possibly a culvert installed. Nancy Buker said some type of railings or other barrier may be needed if the trail height is too high.

December 2015 Meeting: Members present decided to skip a December 2015 Trails Committee Meeting.

Maranacook School Trails update: On November 30, 2015 Gary Keilty, Greg Durgin, Hank Laidlaw and Maranacook Facilities Director, Paul Criss, will meet to talk about further use of the trails.

FY 2016/2017 Budget Discussion: The monthly Port-A-Potty rental fee is \$85 and this cost could be shared with the Conservation Commission, Recreation Board and the Trails Committee for a six month basis.

There was some discussion on whether the donation made by Dana Therrien could be carried over into next fiscal year. It was determined the funds could not and whatever not spent by June 30, 2016 would go into the Town's General Fund. Perhaps the Trails Committee should explore getting carry forward voter authorization. It was reported that Val Pomerleau, Select Board Chair, may be in favor of this. No funds will be requested for the drop-off from Old Kents Hill Road to the Mill Stream Pathway or for the proposed Old Landfill Trail.

The Lower Fairgrounds Trail leveling off project is expected to cost \$1,885. It was decided to keep the extra trail height to 2' or less, if possible, so railings or other barriers won't be needed.

In addition, Members present decided to request a picnic table for \$150, the Port-A-Potty, and one load of bluestone for general trail maintenance at \$273.

There was some discussion on creating a routine agenda topic of the monthly Trio budget report.

Motion to add the Budget Report as the second meeting agenda item made by Nancy Buker, seconded by Ken Clark. Approved.

Strategic Planning update: Ken Clark suggested postponing the discussion due to the late time. All present agreed.

Meeting adjourned at 8:48 PM.

Respectfully submitted,
Karen Peterson, Secretary

TRAILS COMMITTEE REPORT 2015

For the Readfield trails committee, 2015 will be the most labor intensive season in our 9 year history. Nearly 600 man hours of labor. We also had 90 hours of tractor volunteer work. Special thanks go out to all of those that made this season such a productive one. As you look at the report you will see a diverse group of volunteers and projects.

One area of work that required a great deal of manual labor this season was rip-rap erosion control. You can see this rock work along the trail keeping water and spring runoff from running over the trail. This rock work was all done by hand. We continue to hear from users how much they appreciate having dry trails to walk, bike and jog on. Dry trails are especially helpful for those in wheel chairs and using jogger strollers. For water erosion control we installed 5 culverts with the assistance of former town maintenance man Mark Birtwell.

The season started at the Mill Stream trail off the Old Kent's Hill road down to the foot bridge. You will be hearing a lot this spring about the "Mill Stream Dam" renovation program. This will be a combined effort of: Trails, Conservation and citizen volunteers. The results will be a very special nature park right in the middle of town. From the dam trails, users can use the sidewalk to access the new trail behind the town library and on to the Union Meeting House trail to the Church Road leading up to the Fairgrounds parking lot.

Nine years ago when Readfield Trails started the first project was to work on the so called "mud hole trail". This was a very difficult section of the old foot path that Maranacook School students were navigating every day to and from school. We spent our very limited budget that year to eliminate this problem to the neglect of the rest of the trail in that area. This season we went back and added a finish coat of blue stone to the 600 feet of trail just before snow came in December. You will quickly notice the difference this spring. It is high and dry. As Mother Nature each spring decides on new routes for water runoff, we will continue to monitor the situation each season and have projects planned in next year's budget that we spotted late in the season. Also in the 2016 budget is what both Trails and Conservation heard by your resounding request to add more porta potty time after the baseball season.

Trails work is not done by just Readfield Trails members but also by Readfield citizens that have requested to be on our Trails volunteer list. If you would like to be on the list as either a manual laborer or tractor operator volunteer, please contact us.

Gary Keilty

Readfield trails

TRAIL COMMITTEE WORK PROJECTS 2015/2016

April 30	Workday with Kents Hill Kids- Rip rap on culvert at Upper Fairground Trail	
	6 team Ken,Hank,Ann,Lydia,Jeanne,Milt	Man hours – 16.5
	8 Students	16 hrs
May 17	Mill Stream Pathway Construction	
	Tractor John P,	5 hrs
	12 Team Will, Milt, Hank, Ann, Lydia, Dave,Bob. Jeanne,Chris, Rob, Gary, Romaine	46 hrs
May 15	Union Meeting House Trail Preparation	
	Tractor John P and Gary	7 hrs
	2 Team Milt, Bob, Hank,Jeanne,Lydia, Ann	18 hrs
May 31	Clearing for Mark for Blue stone pad at Connector Trail	
	5 Team Bob, Jeanne, Ann, Gary, Milt	10 hrs
June 5	Rip Rap on Upper FG Trail	
	6 Team Jeanne,Ann, Gary, Hank, Lydia , Milt	36.5 hrs
June 7	Raking along trails	
	7 Team Hank,Gary, Ann, Jeanne,Bob, Ken, Laurie	8 hrs
June 7	Stewards, Bob and Jeanne	2 hrs
	Community Pathway Maintenance	
	Hank	2 hrs
June 10	Fairground Maintenance	
	6 Team ,Hank,Bob, Jeanne, Gary, Ann, Lydia	20 hrs
	Mark, Tractor work 4 hrs @ \$70.hr.	
June 11	GG Pile	
	Tractor, Gary	2 hrs
	2 Team, Ann, Milt	2 hrs
	Union Meeting House cleaning up grounds	
	Tractor Gary	3 hrs
	Team, Milt, Bob, Hank	6 hrs
June 17	Fairground Rip Rap	
	Tractor John P	4.5 hrs
	7 Team, Gary,Ann,Jeanne,Bob,Hank,Lydia,Milt	25 hrs
June 18	Fair Grounds Rip Rap	
	Tractor John P	5 hrs
	6 Team Gary, Ann, Lydia, Hank, Bob, Jeanne	33.5 hrs
June 22	Fairground Work	
	Tractor John P, Gary	13 HRS
	3 Team ,Lydia,Hank, Ann	11 hrss
June 25	Raking at Community Pathway	
	Team, Chris	2 hrs
June 25	Signage Work	
	Team & Conserv. Com. Milt,Bob,Hank,Jerry,Tim,Lydia,Ann	20hrs
	Mark Tractor	3.5 hrs
July 6	Union Meeting House Loam work	
	6 Team, Ken,Hank, Gary,Lydia,Annn, Jeanne	9hrs
July 12	Library Park Planting	
	Marianne,John P. Ann, Gary (tractor)	3 hrs.

July 28	Weed Wacking and Brush cutting on trails 3Team, Gary,Milt, Hank	9 hrs
July 29	McDougald Trail Rip Rap Tractor, John P and Gary	9 hrs
	5 Team , Hank, Lydia, Jeanne, Bob, Ann	16.5 hrs
Aug 2	McPhredran Preserve Maintenance Stewards Bob and Jeanne	3hrs
Aug 9	Lower Trail Weed Wacking 7 Team, Patrick&Mickey Westbury, Ken, Ann, Gregg,Gary, Dani Perez-Keilty	14 hrs
Aug 11	Signage Construction 3 Team Will, Hank, Gary	
Sept 14	Weed wacking at culverts 3 Team, Hank, Gary,Ann	8 hrs
Sept 22	MCS Students and Staff for Connector Trail Work and stone separation 25 Students	100hrs
	5 team Greg, Ann, Gary, Hank, Bob	24 hrs
Sept 23	Raking at Connector trail Becky	1 hr
Sept 28	Battery Operated Wheelchair on total Trail Loop 4 Team Hank, Cathy, Gary, Ann	8 hrs
	Tractor Prep for KHS students John Halberstadt	5 hrs
Oct 4,10	Blue Stone moved from Cemetery to GG Pile and Triangle Tractor, Gary and Karen	14 hrs
Oct 6	KHS Students work on Stadium area 12 Students	36 hrs
	2 Team Jeanne, Ann Tractor, Gary	14 hrs
	Manual Spreading of Blue Stone on Connector Trail 7 Team Jeanne, Bob Gary, Ann, Greg, Lydia, Hank	21 hrs
	Tractor work at Fairgrounds Tractors, Peter D, Karen, Gary	11 hrs
	Culvert Work at McDougald Trail Tractor, Karen, Gary	6 hrs
	5 Team Lydia, Hank,Jeanne, Ann,Romaine	14 hrs
	Manual Spreading Blue Stone to finish Connector Trail 6 Team Hank, Ann, Greg, Jeanne, Bob	23 hrs
Nov 22	Culvert Work at McDougald Team, Hank, Gary	4 hrs
Dec 9	Bluestone trail from Stadium to open field trail 7 Team, Gary, Ann, Greg, Jim T., Bob, Jeanne, Hank	11.5 hrs

Ball Field Meeting Notes December 15, 2015 Meeting

Thank you to Tom Donegan for reviewing rough draft!

Attending: Milt Wright, Eric Dyer, Ann Keilty, Gary Keilty, Mark Hreben, Kevin Elwell, Lenny Reay, Dave Linton, Tom Donegan, Dave Erb, Tim Sniffen, Greg Durgin, Bruce Hunter

Dave Erb gave a short overview of where we are with the fields project. The field was used last spring for practices and games. Work on the dugouts was done but not finished. A gate was installed and Conservation Comm. purchased a lock. Volunteers kept the field mowed during the season. Rec Board rented a porta potty for at least two months.

Discussion topics:

Approx, \$7200.00 left in Fields account

When will dugouts be finished? (*work was done on weekend of 1/9/2016*)

“dirt (loam) pile” what to do / where to relocate it: Conservation Comm. has \$500 to help relocate the pile.

flagpole idea unresolved (potential site selected at May meeting) A suggestion was made to take the flagpole out of the current plans for the field.

Trails Comm. willing to budget / pay for porta potty for 2 months after baseball season. Conservation Comm. to possibly pay for 2 months also? *Now in Conservation Comm. budget for 2016/17*

The lock for gate to be combination style. Combination should be given to Rec Dept, Town Office, Trails Comm., Conservation Comm., Fire Dept. others? Tim Sniffen has the lock.

Who will “own” or take over field?

A draft Governance document has been written by Milt Wright, Tom Donegan, Kathy Dupont & Bruce Hunter. A second draft will be prepared after our meeting and sent out by Milt W.

Who or what entity should be given responsibility for use of the field? What other activities can the field be used for besides games and practices for Readfield teams? Fee charged similar to renting Giles Hall? Is the field use for Readfield residents only? Conservation Comm. is the current overseeing organization over the Fairgrounds area. Fields Comm. met its charge of establishing a ball field. Time to hand over the field and disband as an Ad Hoc Comm.?

With a ball field and trails now being used and possibly another field being built in the future (by another group besides the current ad hoc members!), should the concept of the area as a park be a topic of discussion and a governing body be established? This is a larger issue than the Fields Comm. should be deciding. Select Board and perhaps Town Meeting to determine.

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Rec Board took responsibility for trash removal during the season. Should signs be placed indicating carry in / carry out?

Question: Can monies donated to build the field be used for equipment: mower, equipment shed, materials to maintain field etc.? Consensus from those present believe donated monies can be used.

Dave L. volunteered to donate lumber to build an equipment shed. Would a shed need approval from town CEO & Planning Board?

Lenny R. offered a possible solution for the dirt (loam) pile that could help resolve this issue.

Access road to field from the parking lot is still a topic for discussion. Eric said he would look into the involving the Road Comm. and possible funds not used from summer maintenance. The present access "road" needs a culvert and gravel fill to enable emergency vehicles access and turn around capabilities. Is this "road" part of the ballfield or the overall fairgrounds property? It was in place before the field was built.

After 6 years as a committee working by building consensus through discussion and everyone having an opportunity for input, we had our first motion, second, and vote!

Motion by Kevin Elwell, seconded by David Erb: To have the Ball field Ad Hoc Committee turn over the ball field and all associated funds to the Readfield Recreation Dept effective December 15, 2015 with the Field Committee retaining responsibility for resolving the access road & culvert issue. Motion passed unanimously.

Respectfully submitted,

Greg Durgin

Town of Readfield Road Committee

Final Meeting Minutes – December 16, 2015

Members present: Larry Perkins; Dave Linton, John Parent, Lenny Reay, Doug Riley, and Roland Cote.

Guests: Eric Dyer (Town Manager)

The meeting was called to order at 5:00 p.m. by Larry Perkins, Acting Chair.

1. Larry was elected Chairman and John Parent Vice Chair.
2. Doug will take minutes.
3. Larry passed out a copy of report by Helen Watts, PE, relative to the stone walls at both Case and Readfield Corner cemeteries.
4. Larry noted damage to the inlet end of culvert at 4 Beaver Dam Road. This needs to be repaired ASAP. Eric suggests that the owner of the car that damaged the culvert could pay for this.
5. Box culvert repair on Old Kents Hill Road was bid at \$30,000. Only \$10,000 in budget. Will need to add funds and rebid.
6. Discussed desire for the Road Committee to have a computer program to record all maintenance activities on each road. Town has such a program but it has not been kept current for last year or so. Eric will have it updated. Then Road Committee may use it for long range planning.
7. Discussed suggested work for next year's budget.
 - a. Ditch Beaver Dam Road – South side.
 - b. Upgrade P. Ridge Road.
 - c. Suggest painting at least white lines along each edge of each town road..
 - d. Suggest we inventory status at shoulders for gravel.
 - e. Need to install "North Road" sign at Route 17 intersection.
 - f. New culvert at Huntoon Road.
8. Eric notes our plowing contract is up for renewal. He issued cost comparison sheet for plowing in 8 towns. Most were far away. He will get cost/mile for Wayne, Manchester, and Mt. Vernon for comparison.
9. Committee members agreed for divvy up town roads and then drive them for inventory and recommended maintenance.

Next meeting 5:00 pm at Giles Hall, Tuesday, January 12, 2016.

Meeting adjourned at 6:10 p.m.

Readfield Appointments Ad Hoc Committee Minutes

January 13, 2016

Members Present: Clif Buuck, Val Pomerleau, Robin Lint, Rob Peale (arrived 5:55 PM), Henry Whittemore.

Members Excused Absent: Tom Dunham

Members Unexcused Absent: None

Present and Participating: None

Guests Present: None

Meeting was called to order at 5:20 PM.

Discussion:

Minutes for 1/13/16: Needed to correct date and typos. Moved to accept as amended by Val, seconded by Henry. Approved unanimously.

Val talked to the Channel 7 manager regarding advertising of openings on boards, committees, and commissions (BCCs). Result is the manager said he would be able to post notices of vacancies on the station on the Thursday following acceptance of resignations or notice of openings announced at Select Board (SB) meetings.

There was more discussion of our Directives specifically how we will review BCC job descriptions, responsibilities, and missions.

Section 3 (Chairs of BCCs) of Application Procedures: Consensus is to mostly eliminate sections 3d and g because they are about BCC operations rather than about the application process. The pieces related to operations will likely go in the Guidelines document.

Section 4 (Advertising): Since this is mainly done by the Town Clerk this section will be re-located between the Clerk and Chairs sections.

Section 2b of Guidelines: This section references posting of agendas and gave rise to questions about the existence of a posting policy, who will post, does it apply to all BCCs, etc. Robin will try to locate the posting policy and bring it to the next meeting.

Section 17 (new Section 15): Consensus was to add a February 1 due date for BCCs annual review of their goals and mission to make sure this gets done every year.

There were additional minor changes in wording and organization of the Guidelines.

Definition Section: We removed the item on Oaths since this is covered in 2h of the Application Process.

We continued to discuss how to handle our task of defining qualifications for BCC members. The consensus is we will ask each BCC to submit qualifications for their BCC to our committee and we will put them all in a consistent format. The reason is that BCCs know more about this than we do.

Next meeting: January 20, 2016, 5:30 to 6:30 PM. Agenda will include the agenda/notice posting policy and review of the draft application procedures and guidelines to be forwarded for review by BCC members.

Adjourned: 7:09 PM.

Respectfully submitted: Rob Peale, Secretary

APPOINTMENTS
REAPPOINTMENTS &
RESIGNATIONS

RECEIVED JAN 29 2016
DATE RECEIVED TS

APPOINTMENT APPLICATION

Readfield Board of Selectmen
February 8, 2016
Item # 16-089

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board in consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one:

1st time appointment

re-appointment

Which Board, Committee or Commission
are you applying for?

Age Friendly Community

Name: John Morans

Phone (H): 685-0050

Street address: Harmony Hills Rd

Phone (C):

Mailing address:

E-Mail:

Below please tell us of any experience and/or training that might be useful in this position.

I have served on several Town committees, selectboard planning bd. Cemetery comm. etc. Seniors are not well represented as a group. I am pleased to join this group to

Below please tell us the reason you are interested in applying for this position.

bring attention to that age group.

If you are currently employed, what is your position?

Retired

Name: John Moran Position: Age Friendly Com. Term: 1 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Age Friendly Com.

Term: 1 year

Was this position advertised? ☒ Yes ☐ No

If no, please explain:

Is there a recommendation attached? ☐ Yes ☒ No

If no, please explain:

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? ☐ Yes ☐ No

If yes, what date:

Is an Oath appropriate: ☐ Yes ☐ No

If yes, what date:

John is on other committees so won't be attending. 2/2/16

SELECT BOARD APPOINTMENT

To John Moran of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Adhuc Com. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

2-8-16 thru 2-8-17. Given under our hand this 8, day of Feb., 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

TOWN OF READFIELD

OFFICE USE

RECEIVED JAN 25 2016

DATE RECEIVED 8:30 AM
E-mail

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital s
ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board m
consideration any applicant with physical or mental disabilities only when the physical or mental
prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

Readfield Board of Selectmen
February 8, 2016
Item # 16-090

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions
that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the
applicant will likely have a frequent or recurring conflict of interest.

Please check one:

1st time appointment

re-appointment

Which Board, Committee or Commission
are you applying for?

ROAD COMMITTEE

Name: WILLIAM SCOTT

Phone (H): 207-377-3232

Street address: 61 COVE ROAD

Phone (C): 207-624-2955

Mailing address: 61 COVE ROAD, READFIELD, ME

E-Mail: - BSCOTT@MDANDB.COM - & - V3RBSCOTT@GMAIL.COM -

Below please tell us of any experience and/or training that might be useful in this position.

LICENSED PROFESSIONAL ENGINEER IN STATE OF MAINE

30 YRS EXPERIENCE IN CONSTRUCTION AND ENGINEERING

ON MAJOR CIVIL PROJECTS RESUME ATTACHED

Below please tell us the reason you are interested in applying for this position.

GIVE BACK TO MY COMMUNITY

If you are currently employed, what is your position?

CHIEF ENGINEER

APPLICATION FOR APPOINTMENT FOR:

Name: William Scott Position Road Com. Term: 6-30-2016

Finishing John Stanley's term till 6-30-16.

CLERK'S USE BEFORE THE APPOINTMENT

Open position Road Com. Term: 6-30-2016
 Was this position advertised? ☒ Yes ☐ No If no, please explain:

Is there a recommendation attached? ☐ Yes ☒ No If no, please explain:

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? ☐ Yes ☐ No If yes, what date:
 Is an Oath appropriate: ☐ Yes ☐ No If yes, what date:

Confirmation he will be at the Feb. 8th S.B. mtg.

SELECT BOARD APPOINTMENT

To William Scott of Readfield, in the County of Kennebec and State of Maine: There being a position on the Road Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

2-8-16 thru 6-30-16. Given under our hand this 8, day of Feb., 2015.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

CHIEF ENGINEER

William A. Scott, P.E

EDUCATION:

B.S. Civil Engineering, University of Maine, Orono, ME - 1986
Licensed Professional Engineer – Maine #7733
MBA Course Studies, Thomas College, Waterville, ME – completed 8 of 12 courses for degree

PROFESSIONAL EXPERIENCE:

Maine Drilling and Blasting, 2011-Present
Chief Engineer - (Gardiner, ME)
Responsibilities include overall executive oversight for project management, engineering, estimating and proposal development for the ten operating divisions of the company.

PREVIOUS EXPERIENCE:

NextEra Energy Maine Operating Services, LLC 2008-2011
Senior Project Manager - (Hallowell, ME)
Responsibilities included management of initial design development, conceptual budget estimating, project scheduling, review of design and supervision of construction for implementation of the of capital and maintenance projects for the hydroelectric assets of the company.

Cianbro Corporation 1990-2008
Estimating Manager - (Pittsfield, ME)
Responsibilities included supervision of seven to nine employees involved in the estimating process and review of bid proposals for assigned projects in the Eastern U.S.

Kiewit Pacific Corporation 1986-1990
Project Engineer - (Vancouver, WA)
Responsibilities included on site project engineering and scheduling for assigned construction projects in the Western U.S.

PROFESIONAL ASSOCIATIONS:

American Society of Civil Engineers, Member
University of Maine Civil Engineering Advisory Board -Member
Construction Institute, Past Chairman, Claims Avoidance and Resolution Committee

UNFINISHED BUSINESS

MUNICIPAL HOURS EFFECTIVE FEBRUARY 29, 2016

Town Office Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 8:00					
8:00 8:30					
8:30 9:00					
9:00 9:30					
9:30 10:00					
10:00 10:30					
10:30 11:00					
11:00 11:30					
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3:00 3:30					
3:30 4:00					
4:00 4:30					
4:30 5:00					
5:00 5:30					
5:30 6:00					
Public Service Hours	8	8	6	8	8
Additional Staff Hours			2	8	10
TOTAL	8	8	8	8	40

Transfer Station Hours

	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 8:00					
8:00 8:30					
8:30 9:00					
9:00 9:30					
9:30 10:00					
10:00 10:30					
10:30 11:00					
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2:30 3:00					
3:00 3:30					
3:30 4:00					
4:00 4:30					
4:30 5:00					
5:00 5:30					
5:30 6:00					
Public Service Hours	7	7	7	7	8
Additional Staff Hours	0.5	0.5	0.5	1	0.5
TOTAL	7.5	7.5	7	8	8.5

TOWN OF READFIELD, MAINE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS UNDER
THE MAINE FREEDOM OF ACCESS ACT M.R.S.A. Title 1 §408-A
(Amended: 02/___/2016)

1. SUMMARY AND PURPOSE

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act, M.R.S.A. Title 1 Sections 400-414. The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

2. DEFINITIONS

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS

Written requests are preferred but are not mandatory by State Law and to be submitted to the Public Access Officer or his/her designee in their absence. Please submit request at the following addresses or by phone at 207-685-4939:

Public Access Officer
Readfield Town Office
8 Old Kents Hill Rd.
Readfield, Maine 04355

OR: readfield.clerk@roadrunner.com

Written or oral requests submitted to Town Officials or Town employees will be referred to the Town's Public Access Officer or his/her designee for processing and response. The Public Access Officer will confer with the Town Manager as needed regarding any information requested. The Public Access Officer or his/her designee shall be responsible for ensuring that each record request is acknowledged and that an estimate of the response time and cost are provided.

4. FORM AND CONTENT OF REQUEST

Requests in accordance with the State FOAA Laws and the Town of Readfield Policy Governing Access to Public Records are requested to be made in writing but not mandatory. For the requestor's convenience, e-mail shall be considered a written request or they may use the "Request for Public Records" form provided by the Town Office.

The following information is helpful but not mandatory when submitting an FOAA request:

- A. The requestor's full name, address and phone number. If a requestor does not wish to provide this information, the requestor will be informed as to when the requested information, or an estimate, will be available.
- B. A specific description of the public records being sought, being as specific as possible. If you do not know what document you are seeking please state which specific information is being sought.
- C. Clarification of whether the request is for inspection of public records, copies of public records, or both.

5. ACKNOWLEDGMENT FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The FOAA or his/her designee shall:

- A. Acknowledge receipt of the request received within 5 working days of receipt of the request.

- B. Record the receipt date of the request when a “sufficient description” of the record is received by the FOAA Officer or his/her designee or official at the office responsible for maintaining the record.
- C. Forward a request made to a department or custodian to the official who maintains the record “without willful delay.”
- D. Notify the requester that the request was forwarded to the custodian of the records requested.
- E. Insure that the request is acknowledged by the custodian to whom the request was forwarded to within 5 working days of receipt of the request or record failure of the custodian to complete that action.
- F. Review any fee waiver request.

6. ESTIMATE FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The FOAA Officer or his/her designee shall:

- A. Provide an estimate of time within which the town will comply with the request within a reasonable amount of time of receiving the request. Factors defining “reasonable time” shall include administrative work load, complexity of request or amount of staff/custodial time required to fill request.
- B. Provide estimate of fees within a reasonable amount of time of receiving the request.
- C. Seek confirmation from requester before proceeding with response for estimate greater than \$30.

7. CLARIFICATION OF REQUEST IF NEEDED

The FOAA Officer or his/her designee may:

- A. Restate the language of the request in the acknowledgment to confirm scope and content.
- B. Confer with the requester to narrow a broad request to avoid denial in accordance with State Law M.R.S.A. Title 1 §408-A.

8. PROCEDURES FOR NOTICE OF A DENIAL

A request may be denied if the requested is too broad, confidential, privileged, or they do not exist.

The FOAA Officer or his/her designee shall:

- A. Provide, if denying access to any public records, written notice to requester within 5 working days of receipt of the request. State the reason for denial.
- B. Provide written notice to the requester within 5 working days of receipt of the request explaining that some public records may require more time to review and may be denied after the review is complete if the records are found to be confidential or don't exist.
- C. Provide, depending on the circumstances, a supplemental denial or further explanation of the grounds for denial.
- D. Inform the requestor whose FOAA request has been denied that they may appeal in accordance with the requirements of Maine Law.

9. SEARCH

The FOAA Officer or his/her designee shall:

- A. Identify who may have responsive records.
- B. Explain scope of the request such as period of time encompassed, types of public records requested and time frame for responding.
- C. Identify repositories where responsive records may be stored such as:
 - Paper files (in-office, home or records center if relevant)
 - Email in-box, drafts, deleted items, sent mail, archived emails
 - Documents on computer desktop
 - Documents in recycle bin
 - Documents in file server folder
 - Computer backup files/tapes/disk, if relevant
- D. Determine multiple key words to be used for searching, if the subject of an FOAA request may have been described in electronic records (emails, word documents, etc.) using various words, such as:
 - Names of individuals, business entities
 - Project names
 - Towns, cities, etc.
 - Common misspellings of names
 - Note: In some circumstances, it may be helpful to agree with requester on key words.

10. CONFIDENTIALITY REVIEW

The FOAA Officer or his/her designee

- A. Determine if any public records requested are confidential, privileged or otherwise protected from disclosure.
- B. Redact confidential or privileged material where reasonably possible rather than withholding entire public record.
- C. Provide a written notice of denial and state reason for denial if access is denied in whole or in part.
- D. Provide, depending on the circumstances, including the types and numbers of records requested, written notice may take the form of a letter summarizing the reasons for denial of access or of a more formal privilege log.

11. PROVIDE ACCESS

The FOAA Officer or his/her designee shall:

- A. Inform the requester that arrangement for inspection of records will be made during normal working hours of the Readfield Town Office unless otherwise arranged.
- B. Segregate documents during the course of the inspection which the requestor wishes to have copied.
- C. Be present throughout the inspection.
- D. Perform all copying.
- E. Prohibit a requestor from bringing bags, brief cases or other containers into the inspection room.

- F. Provide a record that does exist but is not required to create a record that does not already exist
- G. Provide access to electronically stored records either as a printed document or in an electronic medium in which the record is stored at the requestor's option, except that an agency or official is not required to provide access to a computer file if they have no ability to separate or prevent disclosure of confidential information in that file. The law does not require the Town to provide access to a computer terminal. Nor does it require that an electronically stored record be provided in a different electronic medium or format. If an electronically stored record must be converted into a comprehensible or usable format in order to provide access to it, the Town may charge for the actual cost of conversion.

12. TIME AND EXPENSE

The FOAA Officer or his/her designee shall:

- A. Charge for copies of public records assessed in accordance with the "fee schedule" as approved by the Select Board and State Law.
- B. Record and document staff and custodial time, actual costs and copying fees.
- C. Provide an invoice that will account for the recorded costs and any fee waiver that has been granted.
- D. Assess Fees:
- Reasonable copying fee as set by the Select Board.
 - Actual cost of searching, retrieving & compiling (compiling includes reviewing and redacting confidential information) will be the dollar amount provided by State law per hour after the first hour of staff/custodian time.
 - Actual cost to convert into form susceptible of visual or aural comprehension or into usable format.
 - Actual mailing costs.
 - Copies of public records shall be provided to the requestor only upon payment of any charges which are due.
- E. Allow for inspection of public record at no charge unless the records cannot be inspected without being compiled or converted.
- F. Notify requester if fee cost is greater than \$30 (preferably in writing before proceeding).
- G. Notify requester if fee cost is greater than \$100.
- If estimated total cost is greater than \$100, requester may be required to pay all or a portion of estimated costs before search, retrieval, compiling, conversion and copying.
 - Payment in advance may be required if requester has previously failed to pay properly assessed fee in a timely manner.
- E. Waive part or all of the fee if:
- Requester is indigent, or
 - The Town determines release of public record requested to be in public interest because doing so is likely to contribute significantly to public understanding of operations or activities of government and is not primarily in commercial interest of requester.

13. CLOSE THE FOAA REQUEST

The FOAA Officer or his/her designee shall:

- A. Record and keep a record of all requests, dates acknowledged and dates filled.
- B. Copy the invoice to the Collection Clerk for record of payments.
- C. Confirm with the requestor when possible in writing or verbal that the request has been filled.

14. TRAINING

- A. As required by State Law a Public Access Officer, municipal officers, clerks, treasurers, assessors and budget committee members shall complete a course of training on the requirements relating to public records and proceedings. The official or Public Access officer shall complete the training not later than the 120th day after the date the elected official takes the oath of office to assume the person's duties as an elected official or the person who is designated as a public access officer.
- B. Upon completion of the training course the elected official or public access officer shall make a written or an electronic record attesting to the fact that the training has been completed. The record must identify the training completed and the date of completion. Copies of all certifications shall be filed with the Town.
- C. It is preferred but not mandatory that all committee, board or commission members take an FOAA training.

15. TECHNOLOGY AND EFFIECIENCY

In an effort to be efficient and transparent the Town of Readfield will provide and work towards making all public documents accessible to the public using technology that will allow the public to access information as quickly and as easily as possible.

16. STATE PUBLIC ACCESS OMBUDSMAN

The new law funds an Assistant State Attorney General position to serve as a Public Access Ombudsman. The Ombudsmen's duties include working to informally resolve complaints by the public and public officials concerning FOAA and, upon request, issuing advisory opinions on the interpretation of and compliance with the FOAA.

Link to FOAA information www.maine.gov/foaa www.readfield.govoffice.com

Policy Governing Access to Public Records Under the Maine Freedom of Access Act, adopted by the Select Board on 10/11/2011, amended 11/05/2012 and amended this ____ day of _____, 2016.

Select Board for the Town of Readfield:

Valarie Pomerleau, Chair

Tom Dunham, Vice Chair

Bruce Bourgoine

Allen Curtis

Chris Sammons

Town of Readfield

PERSONNEL POLICY

(Amended & Adopted 02/08/2016)

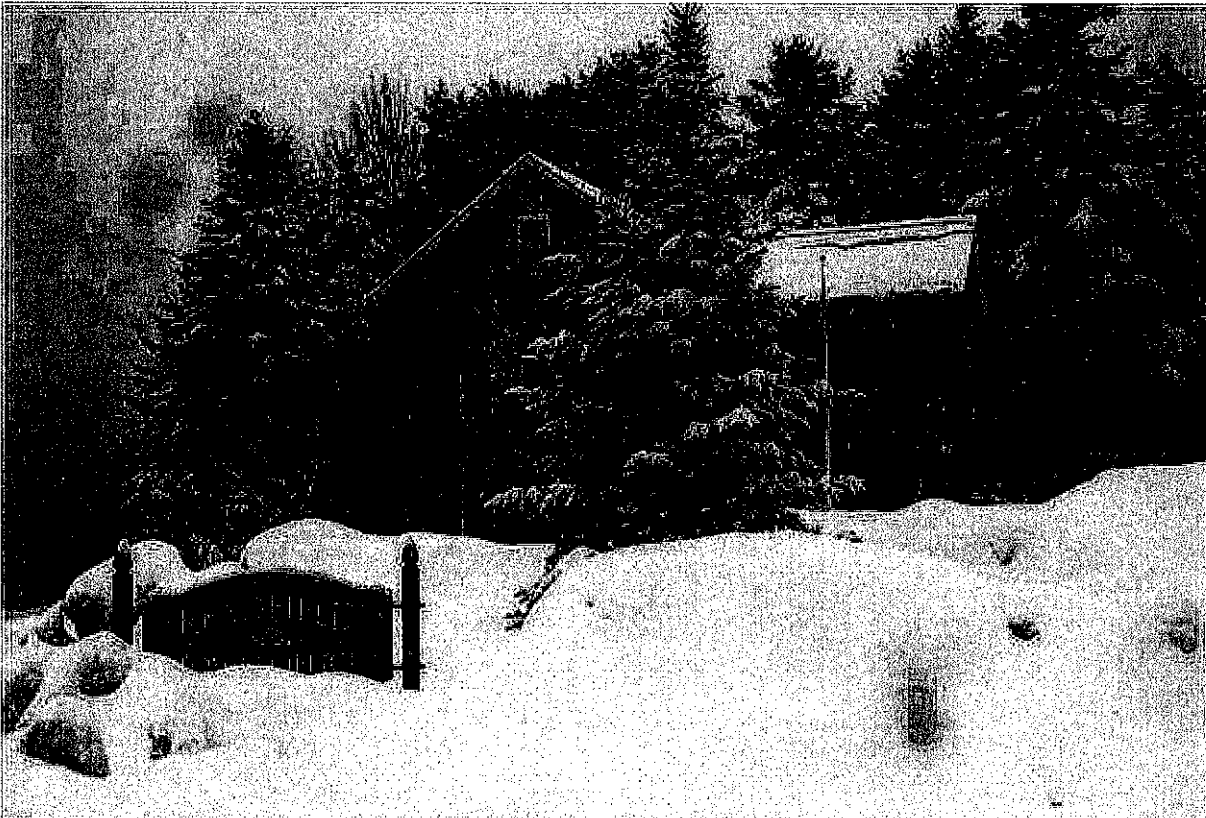


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Town of Readfield

Personnel Policy

PREAMBLE:

The Select Board hereby adopts the following Personnel Policy for utilization by the Town of Readfield in the administration of personnel activities of all non-union employees of the Town of Readfield. This policy and subsequent modifications shall supersede any policy and rules made previously by the Select Board.

The Select Board may delete, amend, modify or change any or all of the provisions contained in this policy. The provisions set forth are not contractual, but rather, are for the general guidance of the Town Manager in the Town Manager's relationships with the Town employees, and for the Select Board in regard to the Town Manager's contract as noted in this policy.

EMPLOYMENT:

The employment of all municipal personnel excluding the Town Manager shall be the responsibility of the Town Manager except as noted below. Those persons who are considered employees within the Fire Department, Library, Beach Attendants and Recreation Program shall be recommended by the Fire Department, Library Trustees or Recreation Board of Trustees, as appropriate, to the Town Manager for final hiring action.

All applicants for employment shall submit a written application, and shall attach a resume with supporting documents i.e., licenses, certifications (photo copies are accepted).

The Town of Readfield relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any willful misrepresentations, falsifications or material omissions in any of this information or data shall result in the Town of Readfield's exclusion of the individual from further consideration for employment or, if the person has been hired, possible termination of employment.

A Job Description for each position and/or title within Town government and each applicant shall receive a copy of the applicable Job Description along with the Application form. This Job Description shall set forth the following data:

- A. Job Title
- B. Qualifications
- C. Hours of employment
- D. Types of Employment & responsibilities
- E. Evaluated by whom
- F. Responsible to whom
- G. Certification and or License Requirements

All newly hired full- or part-time employees assigned to regular positions shall be considered in a probationary status for the first six (6) months of employment. Probationary employees may be removed from employment at any time during the probationary period without cause and without the right to file a grievance over termination of employment. A probationary employee who is terminated shall be entitled to accrued vacation leave up to and including the date of termination. Temporary/Seasonal employees changing status to a part- or full-time employee after six months will receive credit toward their probationary period for time worked as a Temporary/Seasonal employee.

Upon initial employment, the employee shall be given a copy of this Personnel Policy and the Town Manager or the Town Manager's designee shall review with the probationary employee the contents of this Personnel Policy, after which the probationary employee shall sign and date an acknowledgment form signifying that this review of the Personnel Policy has been completed to the probationary employee's satisfaction.

The Select Board under the terms and conditions contracted between the Town Manager and the Select Board shall employ the Town Manager. The provisions of this Personnel Policy do not apply to the Town Manager unless the Town Manager and the Select Board agree contractually that this Personnel Policy does apply in whole or in part. The Town Manager shall be subject to political activity, harassment, workplace violence and computer use provisions contained herein.

EMPLOYMENT ACTIVITY:

Each full-time employee, prior to engaging in any non-Readfield employment must discuss the matter with the Town Manager, other supervisor or respective Board. No employment will be allowed that is in conflict with the employee's duties, functions and responsibilities with the Town that would impact on the employee's ability to fully meet job expectations; or is in conflict with the interests of the Town.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Readfield is an equal opportunity employer and shall provide all employees and prospective employees' equal opportunity for employment regardless of sex, sexual orientation, age, race, color, religion, national origin, ancestry, physical or mental disability as well as protection against whistleblower's retaliation and previous Worker's Compensation claims.

Reasonable accommodations shall be made for any otherwise qualified individual, applicant or employee who requests such an accommodation. Reasonable accommodations apply to people with disabilities as well as religion in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act.

Applicants must meet the minimum requirements for the position applied for. The Town Manager shall employ from the applicants, the best-qualified person available for the position with preference given to residents of Readfield, all other factors being equal.

TYPES OF EMPLOYMENT:

The Town Manager shall assign newly hired employees to one of the following categories of employment. Should the Town Manager later determine after consultation with an employee and the employee's other supervisor or respective Board, if any, that the employee's work

schedule/status should be changed to a different employment category, the Town Manager may reassign the employee to a different employment category. An employee shall not suffer a loss in accrued fringe benefits when assignment to a different employment category is made by the Town Manager.

Full-Time

A "full-time employee" shall be an employee assigned to work 30 hours or more per week on a continuing basis.

Part-Time

A "part-time employee" shall be an employee who is assigned to work less than 30 hours per week on a continuing basis.

Other

An "other" employee shall be an employee who is employed temporarily or seasonally or for some other limited period of time as determined by State law.

BENEFITS IN GENERAL:

Full-time employees shall be entitled to all the benefits provided by this Personnel Policy under the Full-Time Employees Benefit section and the Part-Time Employees shall be entitled to all the benefits provided by this Personnel Policy under the Part-Time Employees Benefit section. Other employees shall not be entitled to any benefits unless otherwise granted by the Town Manager and/or the Select Board.

Additional benefits may be granted to a category of employee(s) by amendment to this Personnel Policy.

Full-Time Employees shall be entitled to the following benefits as described herein:

Leave without pay	Paid Holidays	
Bereavement Leave	Legislative Leave	Professional Dues
Course Reimbursement	Library Card	Retirement Plan
Family Medical Leave	Life Insurance	Sick Leave
Family Military Leave	Medical & Dental Insurance	Vacation
Income Protection Plan	Mileage Reimbursement	Witness Leave
Jury Duty Leave	Military Leave	Paid storm days and delays
Clothing allowance (for Maintenance, ACO, and Transfer Station positions)		

Part-Time Employees shall be entitled to the following as defined herein:

Leaves without pay	Paid Holidays*	
Bereavement Leave	Library Card	Sick Leave
Family Medical Leave	Mileage Reimbursement	Witness Leave
Family Military Leave	Military Leave	Vacation
Jury Duty Leave	Paid storm days and delays	

**If holiday falls on their regular scheduled workday*

EXPLANATION OF BENEFITS:

BEREAVEMENT LEAVE:

Full-time employees may be excused from work for up to five (5) work days; part-time employees may be excused for a pro-rated period based on the full-time workweek,

immediately following the death of a member of the employee's immediate family as defined in the Sick Leave section. Bereavement leave is for the purpose of handling necessary arrangements and attendance at the funeral, memorial service or burial. In extenuating circumstances, the Town Manager may grant, upon request from an employee, additional bereavement leave that shall be deducted from the employee's accumulated sick leave.

The Town Manager may on a case-by-case basis grant an employee one (1) workday in each instance with pay for attendance at a funeral, memorial service or burial for a person not covered under the above definition. Unpaid leave may be utilized by an employee for one workday of bereavement leave not covered under the above definition.

Bereavement leave shall be paid only for the employee's regularly scheduled workdays or portion thereof.

CLOTHING ALLOWANCE:

For full-time Maintenance and Transfer Station employees, plus Animal Control Officer(s) (ACO), the Town will provide annually any required personal protective gear or equipment, and one pair of steel-toed boots (up to \$100 value), plus \$200 toward the purchase of any work or winter clothing as a paid employee benefit. Part-time and seasonal employees will receive any required personal protective gear for use during employment.

COURSE REIMBURSEMENT:

The Town Manager may approve release paid time and mileage reimbursement to full-time employees to attend educational courses which are to the benefit of the Town. The Town may cover the cost of tuition and fees for up to two (2) courses during a fiscal year. The employee shall provide the Town Manager with an official copy of the course grade received upon completion of the course(s) taken. In the event, the employee receives a course grade of less than a "C" and/or does not complete the course; the employee shall reimburse the Town for any costs incurred by the Town on behalf of the employee for tuition and fees.

FAMILY MEDICAL LEAVE:

Family Medical Leave shall be defined and granted to employees as provided under 26 MRSA Sections 843-848.

An Employee may use accumulated sick leave during any period of family medical leave.

FAMILY MILITARY LEAVE:

Family Military Leave shall be defined and granted to employees as provided under 26 MRSA Section 814.

INCOME PROTECTION PLAN:

The Town shall offer all full-time employees who meet the insurer's eligibility requirements, and who request such coverage from the Town, the option to enroll in a short-term disability Income Protection Plan (IPP). Each full-time employee who enrolls in the IPP shall pay 100% of the premium cost. The IPP will cover benefits up to 70 % of an employee's salary.

JURY DUTY:

The Town shall pay to an employee called for jury duty on an employee's regular scheduled work day, the employee's regular pay, provided the Town is reimbursed by the employee for all jurors' pay received by that employee. The employee must present an official statement of

attendance including the amount of jury duty pay within thirty days from the date the employee received payment.

LEAVES OF ABSENCE:

The Town Manager may grant a leave of absence with pay to employees whenever the Town Manager considers such leave in the Town's best interest. Such leave shall include the leave for the purpose of attending professional conferences, work-related conventions, training institutes, seminars and schools.

The Town Manager may grant leave without pay to any employee for a period of time that should not exceed thirty (30) consecutive workdays. In all cases, such leave without pay shall only be granted if it results in no substantial burden on the Town or on other Town employees. During periods of leave without pay, no employee shall be paid for holidays, nor accrue vacation and/or sick leave. An employee may also be responsible for all costs of their benefits.

LEGISLATIVE LEAVE:

Legislative Leave shall be defined and granted under the provisions of 26 MRSA Section 821.

HEALTH INSURANCE

Section 1 – Health Insurance

The Town shall provide all full-time employees with 100% paid medical insurance with coverage and benefits under the MMEHT POS 200 plan. If requested by the employee, medical and/or dental coverage for the dependents of employees may be included on the Town's policy at the employee expense.

The Town will establish an employee account in the amount of \$700 for this plan to be used towards the out of pocket maximum associated with the POS 200 plan. The Town will maintain this amount for each employee yearly. If the employee wishes to use the MMEHT POSC plan they will be responsible to pay any fee difference above the POS 200 plan.

Section 2 - Dental Insurance

The Town shall pay and provide the full cost of an employee coverage dental plan for full-time employees.

Section 3 - Income Protection

The Town shall offer all full-time employees who meet the insurer's eligibility requirements the opportunity to enroll in a short-term disability income Protection Plan (IPP will cover benefits up to 70% of an employee's salary), paid in full by the employee.

Section 4 – Life Insurance:

The Town shall provide each full-time employee enrolled in a Town sponsored health plan with term life insurance equal to the employee's annual projected wages, without consideration of overtime, rounded down to the nearest thousand dollars.

Section 5 - Cash in Lieu of Insurance

Any full-time employee may take the option of having the Town provide cash in lieu of insurance coverage upon proof of their enrollment in an alternate medical insurance plan at a rate of one-half (50%) of the cost of enrollment in the Town's plan. Such reimbursement shall

be paid monthly.

Section 6 - Vision Plan

The Town will implement the MMEHT or an equivalent vision plan. The Town will pay one hundred percent (100%) of the monthly premiums towards single coverage for full-time employees.

MILEAGE REIMBURSEMENT:

When practical, every effort shall be made for employees to use a Town vehicle for Town purposes. Town employees shall be reimbursed for all actual and necessary use of private motor vehicles on Town business at the current mileage rate established by the Internal Revenue Service, plus tolls and parking charges submitted on an expense report form along with receipts, for approval by the Town Manager. Mileage reimbursement shall be determined based upon the most direct round-trip distance between the employee's place of work or home (whichever is less) and destination. Mileage reimbursement for commuting between an employee's home and place of work is not permitted.

Any private motor vehicle used for Town business shall be properly registered and insured by the owner of the vehicle against liability and the operator shall have a valid driver's license. Additionally, a current Maine Motor Vehicle Insurance Identification Card for the privately owned vehicle being utilized shall be within the vehicle. The Town will provide at its expense an additional liability insurance rider to the employee's liability insurance providing the Town insurance coverage in the event the employee is in an accident while driving and conducting town business.

MILITARY LEAVE:

An employee who is enlisted in the Armed Forces Reserve or National Guard will be given leave for the time spent in reserve camp, in addition to vacation. For reserve camp leave, in addition to vacation, the employee may receive the difference between his/her normal salary and the total compensation received from the service to which the employee belongs. Leave for reserve camp may not exceed a yearly total of fifteen (15) days. If an employee takes reserve camp leave and vacation at the same time, the employee will receive his/her regular check for vacation and will not receive any additional benefit for time at camp.

Any employee who is drafted into active service in the Armed Forces of the United States while in the service of the Town of Readfield, shall be granted a leave of absence for the period of required military service.

A full-time employee or a part-time employee who is a member of the military forces including the Maine Army and Maine Air National Guards and the Reserves of the United States Armed Forces, who, in response to federal or state orders, takes a military leave of absence shall give notice to the Town of their absence for military duty and as required by the Town Manager, obtain a confirmation from the Adjutant General, Camp Keyes, Augusta or applicable reserve component headquarters, of satisfactory completion of their military duties upon return to active employment status with the Town or immediately thereafter.

Any employee who has been on military leave of absence and who is still qualified to perform the duties of the employee's former position, must be reinstated without loss of pay, seniority, benefits, status, and any other incidences or advantages of employment as if the employee had

remained continuously employed. The period of absence shall be construed as an absence with leave.

An employee who is on military leave of absence shall continue to accrue normal vacation, sick leave, bonus (if any), advancement and other advantages of employment normally to be anticipated in the employee's particular position.

PAID HOLIDAYS:

The following holidays, as observed by the State, shall be paid holidays for eligible employees when recognized holidays fall on the scheduled workday of the employee. The employee will be paid for the number of hours that the employee was normally scheduled to work on that day.

New Year's Day	Memorial Day	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents' Day	Labor Day	Day after Thanksgiving
Patriots' Day	Columbus Day	Christmas Day

Whenever a designated holiday falls on a Saturday or on a Sunday, that employee shall receive either the actual holiday off from work, or holiday pay plus-payment at a rate of time and a half the employee's hourly rate for actual hours worked on the holiday, or a "floating holiday" to be taken as time off from work if the holiday falls on the employee's regular day off, as negotiated with the Town Manager at least one week prior to the holiday.

The Town Manager may require an employee to work part or all of a holiday and such employee shall be compensated in accordance with the section on Workweek/Overtime.

PROFESSIONAL DUES PAYMENTS BY THE TOWN:

The Town shall pay professional dues for full-time employees in certain professional organizations when deemed beneficial to the Town. The full-time employee must request the Town to pay the dues to the organizations. The following are the guidelines that will be used in the Town's decision as to whether or not certain organizations are eligible under this provision:

- ♦ The activities of the organization are those which assist the full-time employee in obtaining training and/or providing better service to the citizens of Readfield;
- ♦ The organization's activities are those which specialize in the full-time employee's primary area of work;
- ♦ The membership fees payable by the Town in the organization shall not total more than \$100 annually per full-time employee;
- ♦ The organizations do not in any way advocate the welfare interests of employees.

RETIREMENT PLAN:

The Town shall contribute a percentage of each full-time employee's wages to an Internal Revenue Service qualified retirement fund on behalf of employees for employees hired before July 1, 2015 as follows:

	Employer's Contribution	Employer will match up to the following % of the Employee's contribution
0 - 1 years of service	0	0
1 - 5 years of service	3%	1%
5 - 10 years of service	5%	2%
10 + years of service	6%	3%

The Town shall match up to five (5%) percent of each full-time employee's wages to an Internal Revenue Service qualified retirement fund on behalf of employees hired after July 1, 2015.

SICK LEAVE:

One day of sick leave per month shall be based on a 40-hour work week and prorated for more or less actual hours worked.

Sick leave shall not accrue beyond a maximum of 450 hours for full-time employees and for a maximum accumulation of 225 hours for part-time employees. For employees hired prior to November 1, 2015, upon separation of employment in good standing, the employee shall receive 50% of the value of accrued sick time. Employees hired after November 1, 2015, upon separation of employment in good standing, the employee shall receive 0% of the value of accrued sick time. In the event of the death of an employee, compensation for all unused, accumulated sick time shall be paid to the beneficiary designated by the employee under the Town's Group Life Insurance or to the estate of the deceased.

Sick leave may be used only for the following:

- * Bona fide employee illness and incapacity;
- * Serious illness requiring care of a member(s) of the employee's immediate family or domestic partner as provided for in the Family Medical Leave, 26 MRSA section 843. For extended use of this provision, the employee shall provide the Town Manager with a medical certification of the illness and a statement for the need for care;
- * Employee's medical or dental appointments and for transporting a dependent immediate family member to medical and dental appointments.

Immediate family shall be defined as husband, wife, son, daughter, foster child, mother, father, grandmother, grandfather, grandson, granddaughter, in-law, step relationships, or those sharing a unique relationship with employee, as approved by the Town Manager. A unique relationship shall be defined as a relationship that exists between an employee and another person over a period of time and which evinced a state of responsibility, caring and closeness similar to kinship.

If requested by the Town Manager, an employee who has been on sick leave for more than three consecutive days shall furnish the Town Manager with a certificate from a doctor verifying the incapacity of the employee. Refusal to provide a doctor's certificate as requested by the Town Manager may result in non-payment of sick leave.

The Town Manager shall review all sick leave records periodically and shall investigate any case that indicates abuse of sick leave. Abuse of sick leave shall be subject to disciplinary action.

The Town Manager, at his discretion, may require an employee to leave the work place if he or she feels that the employee is too sick or contagious to be at work. The employee may use his or her sick time while out. The employee may return to work the same day if he or she obtains a doctor's certificate stating that the employee is healthy enough to return to the work place.

VACATIONS:

Full-time employees shall earn vacation leave as follows:

Time Employed	Days Earned Per Month Total/Year	
0 to less than 24 months employment	1	12
2 years to less than 5 years employment	1 ¼	15
5 years to less than 10 years employment	1 ½	18
10 years or more of employment	13/4	21

Vacation leave for part-time employees shall not accrue beyond a proration of the above hourly limits for full-time employees based on actual hours worked.

One day of vacation shall be calculated at the rate of eight (8) hours for a 40-hour work week and prorated for more or less actual hours worked.

Employees shall be assessed vacation time based on the employee's weekly scheduled hours.

Vacation leave shall be accrued through the payroll system and noted on each employee's payroll check stub in hours accrued to date.

No vacation leave may be taken during the first six (6) months of employment. No vacation may be taken in anticipation of future accruals.

Vacation leave shall not accrue beyond 120 hours. Any vacation days in excess of 120 hours will be used within three (3) months or it will be forfeited.

An employee who severs employment shall be paid for the value of accrued vacation leave calculated at the employee's final rate of pay. In the event of death of an employee, compensation for unused accumulated vacation leave shall be paid to the beneficiary designated by the employee under the Town's Group Life Insurance or to the estate of the deceased.

Vacations shall be scheduled at such time or times as shall be mutually agreeable to the employee requesting the vacation leave and the Town Manager, other supervisor or respective Board will not be denied except for operational needs.

WITNESS LEAVE:

The Town shall pay an employee subpoenaed as a witness on an employee's regular scheduled work day the employee's regular pay provided the Town is reimbursed by the employee for all witness pay received by that employee. The employee must present an official statement of attendance at court/hearing including the amount of the witness fee received. This provision does not cover an employee of the Town who is a plaintiff in a lawsuit or complaint against the Town

COMPENSATION:

Compensation shall be established annually by the Select Board to coincide with the beginning of the fiscal year subsequent to receiving a lump sum recommendation on compensation from the Town Manager.

It is the objective of the Town of Readfield to pay employees on a basis that will attract and retain well-qualified, experienced and responsible employees. The specific duties and responsibilities of a position as set forth in the position's job description shall be major factors in determining the rate of compensation. Compensation may be given to individuals performing similar duties in the municipal sector.

Each employee shall have a work schedule as prescribed by the Town Manager after consultation with the affected employee and the employee's other supervisor or respective Board. Employees with a prescribed work schedule shall have specific, regular working days and hours and the schedule may require either a minimum or maximum number of hours of work per week or month.

A full-time employee or a part-time employee who is also a volunteer for the Readfield Fire Department shall be allowed to be "On-Call" during the employee's normal working hours for emergencies involving the Fire Department. The employee shall be paid the employee's regular hourly rate of pay when an "On-Call" emergency occurs during the employee's normal work hours. The employee shall make arrangements with the Fire Chief and Town Manager to ensure that primary job requirements are met. Under no circumstances shall the effected employee receive compensation for the same hours from both the Fire Department and the Town.

TIME KEEPING:

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

Each employee shall accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work shall be performed only with prior approval from the Town Manager and the employee's other supervisor or respective Board.

Altering, falsifying, tampering with time records or recording time on another employee's time record shall result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. Time records shall be countersigned by the employer's supervisor.

EXPENSE REIMBURSEMENT:

In addition to mileage, all real, actual and necessary business expenses incurred by an employee shall be reimbursed by the Town when submitted on a Town provided expense report form, along with itemized receipts. All business expenses must be approved by the Town Manager or department head as appropriate. Approved expense report forms, received

by the Town, shall be reimbursed within fourteen (14) working days from the signing of the Warrant by the Select Board on which the expenses appear.

PROFESSIONAL DEVELOPMENT:

The Town Manager may approve funds annually for training programs/sessions, seminars and conventions, or in-service training for full-time and part-time employees required by, or for the benefit of the Town. The Town shall pay the cost of any fees, tuition and materials, and mileage incurred by an employee in attending a seminar approved for attendance by the Town Manager. The employee shall also be compensated for all time attending Professional Development sessions plus travel time even if outside the normal work day.

For professional development requested by an employee and for which the Town has expended more than \$100 for fees, tuition and materials, the employee shall reimburse the Town for half of the fees, tuition and materials in the event the employee leaves Town employment within six months of the completion of the professional development, or the employee shall reimburse the Town for 25% of the cost of the fees, tuition and materials if the employee leaves Town employment between six months and one year of completion of the professional development activity.

TOBACCO USE PROHIBITED:

Tobacco use, including the use of e-cigarettes and similar devices, is prohibited in all buildings and on all grounds except in designated areas, owned, leased or otherwise used by the Town.

DRUGS and ALCOHOL:

The Town of Readfield has a zero tolerance policy for the possession, use or distribution of illegal drugs (including prescription drugs for which the employee does not have a prescription), or alcohol for its employees in the workplace. The possession, use, showing up to work under the influence of, or distribution of illegal drugs (including prescription drugs for which the employee does not have a prescription), or alcohol is prohibited in the workplace and the work area and is cause for dismissal.

USE OF TOWN HEAVY EQUIPMENT:

No employee shall operate the Town's owned or leased heavy equipment unless the employee has been appropriately trained, licensed and/or certified in the use of the heavy equipment and the Town Manager or designee has certified in writing, that the employee is knowledgeable in the proper operation of the heavy equipment. The employee shall maintain such licenses and/or certifications and the Town shall pay for such training necessary to maintain the licenses and/or certifications. Town equipment shall not be used for personal projects.

LOSS OF JOB AS A RESULT OF LOSS OF LICENSE OR CERTIFICATION:

If an employee in a specific position is required to possess a valid license and/or class of license or certification, then it shall be a condition of employment for that employee to maintain such license and/or certification. Failure to maintain such license and/or certification may result in job loss or reassignment to an alternative position. The cost of an employee's license or certification required as a condition of employment and the cost of an employee's taking courses, seminars or workshops to renew the license or certification and that is used solely for work for the Town of Readfield shall be reimbursed to the employee by the Town. Any such loss of license must be reported to the Town Manager within 24 hours of the next work day.

PUBLIC and EMPLOYEE RELATIONS:

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, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of the employee's official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or promotional materials such as pens, note pads and calendars is permitted.

Business Activities and Solicitations:

No Town employee shall engage in any personal business activities during regular scheduled working hours. Personal phone calls, cellular phone calls or electronic mail communication shall be kept to an absolute minimum and only on breaks from regular work hours. No personal toll calls may be made during regular work hours except in the case of an emergency.

Confidentiality:

Town employees having access to confidential information pertaining to persons or property in the Town shall not use this privileged information to the employee's private advantage or to provide others with private advantages. The Town Manager, his designee, or department head is responsible for releasing information required under the Freedom of Access Act or "Right To Know" law, Title 1 MRSA, Sections 401-410.

PERSONNEL FILES:

There shall be only one (1) personnel file for each employee. The file shall be kept under conditions that insure its integrity and safekeeping. For each employee, the Town Manager shall be responsible for maintaining a personnel file and an index of its contents to include all files entered and removed. No other personnel file shall be maintained.

An employee may request from the Town Manager or the Town Manager's designee a review of his/her personnel file. Each employee shall have prompt access to their personnel file and the right to copy documents contained therein during normal work hours, under the supervision of the Town Manager or the Town Manager's designee. An employee shall be afforded the right to attach permanently a response to any document in their personnel file so long as the Town Manager is present.

No document, letter, recommendation or performance review shall be placed in any employee's personnel file unless the affected employee is given a copy of same. Said copy shall be provided/mailed to the employee at the same time it is placed in the personnel file. Anonymous or un-attributed materials shall not be placed in the personnel file.

By mutual consent between the employee and the Town Manager, any item contained in an employee's personnel file may be removed. The index will reflect dates of removal of any document.

All employee files must be kept securely at the Town Office. This also applies to the librarian and beach employees who work at other sites.

STORM DELAYED OPENINGS and EARLY CLOSINGS:

The Town Manager may delay employees reporting to work due to inclement weather or may

excuse employees from continuing to work to the end of the employee's normal workday. This provision does not apply to the Town's Maintenance Personnel. When a delay or early closure to a workday occurs, the employees affected shall receive a scheduled day's pay. A delayed opening or early closure should be announced on local radio stations and on the Town's website. The Town Manager may contact employees via telephone or their email address for delayed openings or for early closures. Employees anticipating a delayed opening must call the Town Manager within one hour of scheduled starting time if they have not already been contacted.

WORKWEEK/OVERTIME:

The regular workweek for payroll purposes shall begin on Sunday at 12:01 a.m. and end on Saturday at midnight. The actual hours of work for employees shall be established by the Town Manager at the time of initial employment and within the Types of Employment section. Any subsequent change in actual hours of work for an employee shall be established by the Town Manager utilizing the procedures in the Types of Employment section.

Any employee who works at least five (5) consecutive hours on any day may choose to have a paid lunch break of thirty (30) minutes which may be interrupted, as needed, to serve the public and to answer the telephone or the Employee may choose to have a thirty (30) unpaid lunch that shall not be interrupted. All employees' work schedules shall provide for a ten (10) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half shift whenever this is feasible.

The Town Manager may require any employee to work extra hours in order to provide Town services. If an employee is On Call for a weekend, they will be compensated by receiving a half-day (4 hours or equal to ½ of regular work day) off with pay. Any employee who is called out for work outside of and not continuous with his/her regular scheduled hours will be paid a minimum of 2 hours of the employee's regular rate of pay or hours actually worked at the appropriate rate, whichever is greater. This section shall not apply to an employee who is called in 2 hours or less prior to the start of his/her workday and who continues to work that day or shift or to an employee held over at the end of their workday.

Overtime is defined as time worked in excess of forty (40) hours in any regular workweek for hourly employees. Sick time, Vacation leave, or compensatory time taken during a workweek does not apply when calculating overtime hours. Bereavement leave and Holiday pay would apply when calculating overtime hours.. Overtime pay shall be at the rate of one and one-half times the employee's regular hourly pay rate.

In lieu of overtime pay, an employee may take compensatory time if approved by the Town Manager. Compensatory time shall be accrued at the same rate as all other hours worked in excess of forty hours in the work week. An employee exercising the option to take compensatory time in lieu of overtime compensation shall report the option to take compensatory time to the Town Manager within the pay period in which the compensatory time is earned or as soon thereafter as is practicable and shall be scheduled to be taken only with the approval of the Town Manager. The Employee may not accrue compensatory time in excess of eighty (80) total hours. An employee who severs employment shall be paid for the value of accrued compensatory time at the employee's final rate of pay. In the event of the death of an employee, compensatory time accumulated in accordance with this policy shall be paid to the beneficiary designated by the employee under the Town's Group Life Insurance or

to the estate of the deceased.

Use of compensatory time shall be scheduled at such time or times as shall be mutually agreeable to the employee requesting the vacation leave and the Town Manager and/or other supervisor or respective Board and will not be denied except for operational needs.

PAY DAYS:

Employee shall be paid every other Thursday. If a payday falls on a holiday, the employees shall be paid on the preceding workday.

ATTENDANCE:

Each employee shall be in the employee's respective place of work at the appointed scheduled time. An employee who is absent from work has the responsibility to notify the Town Manager or his/her Supervisor of the reason for such absence, if not previously arranged for, if possible, as soon as possible prior to the starting time of the employee's workday.

POLITICAL ACTIVITY:

While an employee is performing the employee's normal work duties, the employee shall refrain from seeking or accepting nomination or election to any office in Town government, from using the employee's influence in any way for or against any candidate for elective office in Town government, using the employee's influence for or against any matter that is pending before any Town Meeting, Select Board or any board or committee appointed by the Select Board. This policy is not to be construed to prevent Town employees from becoming, or continuing to be members of any political organization, from attending political meetings, from expressing the employee's views on political matters, on their own time, or from voting with complete freedom in any election.

HARASSMENT:

It is the policy of the Town that all Town employees should be able to work in an environment free from all unwanted and unwelcome forms of harassment. Harassment, as defined by this policy, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers, or employees and members of the public. Any complaints of harassment shall be made to the Town Manager and shall be investigated promptly. In the event that the Town Manager is the subject of the complaint of harassment, the complaint shall be made to the Chairperson of the Select Board and shall be investigated promptly. There shall be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

A. Sexual Harassment

- 1) Sexual harassment is the attempt to control, influence or affect the career, wages, or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive work environment or unreasonably interferes with the employee's ability to perform work. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.
- 2) Specific conduct which is prohibited includes, but is not limited to the following:
 - a) Threats or insinuations, implicit or explicit, that any employee's

refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment;

- b) Unwelcome sexual flirtations, advances or propositions;
 - c) Verbal or written abuse of a sexual nature;
 - d) Graphic verbal comments about an individual's body;
 - e) Sexually degrading words used to describe an individual;
 - f) The display in the workplace of sexually suggestive objects or pictures.
- 3) Any employee who believes he or she has been the subject of sexual harassment should report the alleged act to the Town Manager, or in the event the Town Manager is alleged to have sexually harassed an employee, to the Chairperson of the Select Board.
- 4) The Town Manager or any employee, who is found, after appropriate investigation to have engaged in sexual harassment, shall be subject to discipline, up to and including discharge.

B. Verbal Harassment

Derogatory or vulgar comments regarding a person's sex, religion, age, ethnic origins, physical appearance, sexual orientation, or the distribution of written or graphic material having such an effect, are prohibited. Any employee, who believes he or she has been the subject of such harassment, should report the alleged conduct to the Town Manager, or in the event the Town Manager is alleged to have verbally harassed an employee, to the Chair of the Select Board. Any supervisor or employee who is found, after appropriate investigation, to have engaged in any harassment shall be subject to discipline, including dismissal. An employee who reports an incident of verbal harassment to the Town Manager shall be asked to sign and date a memorandum of the incident prepared by the Town Manager as soon as possible. The memorandum shall be a recitation of the incident and shall be placed on file.

C. Written Notice

The Town annually shall provide all employees with individual written notice that includes at a minimum the following information: the illegality of sexual harassment; the definition of sexual harassment under state law, a description of sexual harassment, utilizing examples: the internal complaint process available to the employee; the legal recourse and complaint process available through the Maine Human Rights Commission; directions on how to contact the Maine Human Rights Commission and the protection against retaliation as provided pursuant to Title 5, MRSA, Section 4553, subsection 10, paragraph D. This notice shall be delivered in a manner to ensure notice to all employees without exception, such as including the notice with an employee's pay. Additionally, the Town shall conduct an education and training program for all new employees within one year of commencement of employment that includes at a minimum all of the above. Employers shall conduct additional training for managerial employees within one year of commencement of employment that includes at a minimum the specific responsibilities of managerial employees and methods that this employee shall take to ensure immediate and appropriate corrective action in addressing verbal and sexual harassment complaints.

WORK PERFORMANCE EVALUATION:

- A. The Town Manager, other supervisors, or the respective Board annually shall evaluate each full-time and each part-time employee to determine if the employee is performing his/her job satisfactorily. A copy of each evaluation shall be given to and reviewed with the employee after which a copy of the performance evaluation shall be placed in the employee's personnel file. It is the responsibility of the Town Manager to ensure that the annual evaluations of the employees are completed.
- B. The purpose of the Town's Work Performance Evaluation shall be the following:
 - 1.) To provide the Town Manager and the employee a formal means of defining jointly the assigned tasks for each employee.
 - 2.) To provide a regular and dependable means for bilateral discussions of job responsibilities and performance standards.
 - 3.) To provide employees regular feedback and coaching on performance.
 - 4.) To assess employee performance
 - 5.) To provide the Town Manager and other supervisors, if any, with a better understanding of employee needs.
 - 6.) To identify needs and strategies for employee's personal and professional growth.
 - 7.) To record, on a permanent and continuing basis, the employee's pattern of performance.
- C. Annually the Town Manager, in joint consultation with the employee, shall establish performance outcomes that are mutually agreed upon whenever possible and that are reasonable and attainable under normal working conditions.
- D. As part of each performance review, the Town Manager has an affirmative obligation to provide counseling which offers constructive means and positive direction for correcting deficiencies.
 - 1. The Town Manager, other supervisors or respective Boards shall assist the employee to understand the Town Manager's opinion of the employee's performance.
 - 2. The Town Manager, other supervisors or respective Boards shall assist the employee in defining performance objectives.
 - 3. The Town Manager, other supervisors or respective Boards shall suggest remedial actions for areas of deficient performance and identify organizational resources for the employee to assist in remediating deficiencies. By mutual consent between the employee and the Town Manager, any item contained in an employee's personnel file may be removed.
- E. The employee shall sign and date the evaluation form acknowledging only that the evaluation has taken place.

GRIEVANCES:

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of this Personnel Policy or the terms of employment, or treatment

by a fellow employee, the employee shall within ten (10) working days from the incident or knowledge of the incident, submit the details of such grievance in writing to the Town Manager.

Within ten (10) working days thereafter, the Town Manager and/or the Town Manager's designee shall schedule and meet with the employee to investigate the merits of the grievance.

The Town Manager shall respond in writing within five (5) working days thereafter to the employee outlining the findings of fact and the Town Manager's disposition of the grievance. The decision of the Town Manager shall be final unless the grievant appeals the decision of the Town Manager to the Select Board.

If an employee is not satisfied with the Town Manager's disposition of the grievance, the employee may within five (5) working days after receipt of the Town Manager's decision, appeal the grievance to the Select Board. The Select Board shall schedule a meeting as soon as possible in executive session with the grievant and the Town Manager and any other interested party the Select Board deems appropriate, to review the grievance. The Select Board shall be bound by this Personnel Policy. After reviewing the merits of the grievance, the Select Board shall issue a written decision within ten (10) working days to the grievant and the Town Manager. The decision of the Select Board shall be final unless the grievant appeals the decision of the Select Board, in writing, within twenty (20) working days to arbitration. The process of arbitration shall be binding on the parties and shall be governed by the Uniform Arbitration Act, 14 MRSA, 5927 et seq., and the decision reached by the Arbitrator shall be binding on the parties.

Neither the Town Manager nor the Select Board nor any Town official or employee shall take any retaliatory action against any employee who has used or who is expected to use this grievance procedure.

DISCIPLINE:

The Town Manager shall be responsible for the administration of Town policy, the employment of employees, and the efficient, orderly and timely carrying out of the administration of the Town's business

Whenever, in the Town Manager's judgment, the performance or behavior of an employee, while on the job, is unsatisfactory, the Town Manager shall administer appropriate discipline to the employee.

The Town Manager will not discipline, discharge or suspend any non-probationary employee without just cause.

Progressive discipline may be applied as follows:

1. Verbal reprimand
2. Written reprimand
3. Suspension with pay
4. Suspension without pay
5. Dismissal

Verbal Reprimand-For most minor first-time occurrences of performance or behavioral problems, and for most minor performance or behavioral problems, the Town Manager shall discuss the matter with the employee, and orally inform the employee that the employee has received a verbal reprimand. There shall be a letter stating that a verbal reprimand has been issued placed within the employee's personnel file for a period of six months. Should there be no further disciplinary actions within the six months; the letter shall be removed from the personnel file.

Written Reprimand-The Town Manager shall discuss subsequent occurrences of performance or behavioral problems, and first-time more serious performance or behavioral problems with the employee, and shall thereafter, if warranted, issue a written reprimand to the employee a copy of which shall be placed in the employee's personnel file within thirty-six (36) hours.

Suspension With or Without Pay-When, after receiving either a verbal or written reprimand, an employee persists in unsatisfactory performance or behavior, or when serious misfeasance, malfeasance or nonfeasance has occurred, the Town Manager may suspend an employee with or without pay for not more than ten (10) consecutive working days for full-time employees, and not more than two (2) consecutive weeks for part-time employees. Vacation and sick leave accruals and health insurance coverage and Town payments shall not be affected by suspension with or without pay. The Town Manager shall provide the affected employee who is suspended with or without pay the reasons in writing for taking such action and a copy of the written reasons shall be timely placed in the employee's personnel file.

Dismissal-When previous disciplinary actions have been unsuccessful in changing the unsatisfactory performance or in instances of gross misconduct, the Town Manager may dismiss the employee. The Town Manager shall provide the reasons in writing for taking such action and a copy of the reasons shall be timely placed in the employee's personnel file and concomitantly mailed or given to the dismissed employee.

APPEALS:

A disciplined employee may appeal any disciplinary action in accordance with the grievance procedure.

SEVERABILITY:

If any provision of this Policy or any application of this Policy to any employee or any group of employees shall be found contrary to law, then such provision(s) or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

WORKPLACE VIOLENCE:

It is the policy of the Town of Readfield to promote a safe environment for its employees. The Town of Readfield is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals, including employees, visitors and others who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Employees must comply with the Town's Firearms Ordinance and State laws related to firearms.

The Town of Readfield needs the cooperation of all employees in order to implement this policy effectively and maintain a safe working environment. Please do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If an employee observes or experiences such behavior by anyone on the Town of Readfield's premises, whether the person is an employee or not, report it immediately to the Town Manager.

(PLEASE NOTE: Threats or assaults that require immediate attention should be first reported immediately to police at 911.)

This Workplace Violence section of this policy requires a signature of acknowledgement by every employee that he or she has read this section and understands it.

COMPUTER USE AND E-MAIL/INTERNET ACCESS:

Objective

To provide guidance on appropriate use of electronic mail, Internet, or other means of access to or use of resources made available to Readfield employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the Town of Readfield.

Policy

The Town of Readfield's computer network, Electronic Mail System (e-mail) and Internet connection is designed to facilitate Town business, and to provide for communications among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail/Internet system is not intended to transmit sensitive materials, such as personnel decisions, and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

This computer network, e-mail and Internet systems are the Town of Readfield's property and intended for Town business. Although some incidental use of the computer e-mail and Internet access for personal use is expected, it must be understood that such use is a privilege, which may be limited or removed if the privilege is abused or at any time, for any reason, at the discretion of the Town Manager. Except for incidental personal use, no part of the system is to be used for employee personal gain or to support or advocate for non-business related activities or purposes. **All data and electronic messages within this system are the property of the Town of Readfield.** As such, no computer files, or communications of any type through the Town's Electronic Mail System or Internet connection can be considered private. Electronic communications have been found to be public records and may be subject to the freedom of access laws, depending on their content. **No use, or message, or communication within the system is private.**

While you may have a confidential password, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that e-mail is

the property right of the employee.

In addition, consistent with any confidential relationships or obligations that may exist, the Town of Readfield reserves the right to authorize its Town Manager, to review the contents of the employee's computer files, or e-mail/Internet communications whenever it may deem necessary for performance purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other person's e-mail messages or computer files, without proper authorization. Passwords should be periodically changed to ensure security of the system.

Users should not share their passwords with anyone else, except as the Town Manager may require.

Employees may not provide or use alternative software to access the systems.

Employees may be held responsible for any damages caused by unauthorized software, spy ware or viruses they introduce into the system. Please keep note that messages are also subject to network security procedures and spam filter, which may inadvertently isolate or delete valid e-mails since this functions are not foolproof.

The Internet provides the Town of Readfield with significant access and dissemination of information to individuals outside of the municipality. The use of the Internet for access and dissemination is intended to serve Town business. Like all e-mail messages, Internet messages are capable of being forwarded without the express permission of the original author. Messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient, and the message author should be aware of this. Therefore, users must use caution in the transmission and dissemination of messages outside of the Town, and must comply with all State and Federal laws.

General Prohibitions:

The Town of Readfield's email and Internet systems may be used only for lawful purposes. The transmission, distribution, or storage of any information, data, or material in violation of any applicable law or regulation or this policy is prohibited. Without limitation of the foregoing, it is prohibited to create, transmit, distribute or store any information, data, or material which:

- Is libelous, defamatory, hateful, or constitutes an illegal threat or abuse, or contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious beliefs.
- Is obscene or constitutes child pornography, contains sexually explicit images or messages, or may be construed as offensive, abusive, or threatening.
- Infringes any copyright, trademark, trade secret, or other intellectual property right.
- Is solicitation for commercial ventures, religious or political causes, outside organization or other non-job-related solicitations except for incidental personal use.
- Is or encourages conduct that would constitute a criminal offense or give rise to civil liability.

Guidelines:

Employees are expected to abide by the generally accepted rules of computing and network etiquette. This includes (but is not limited to) the following:

A. General Guidelines:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal address or phone numbers of others. Providing both internal and your own personal address or phone number is personal choice but be aware that Internet transmissions can be monitored by others.
- Note that electronic mail (e-mail) is not private. Both internal and Internet transmissions can be easily intercepted by others and can be altered en route.
- Do not use computers or networks in such a way that you would disrupt their use by others. This includes being aware that you can create significant network traffic and consume scarce computing resources by your use of the Internet. Do not send large files needlessly.
- Use only services you have authorization to access.
- Always represent yourself as yourself – never someone else.
- Do not send un-encrypted Readfield confidential or proprietary information over the Internet. If you are uncertain whether material is confidential or proprietary, consult your supervisor. If you need to utilize encryption, please contact the Town Manager for directions.
- Material that would be considered inappropriate, offensive or disrespectful to others should not be accessed or stored.
- Respect copyrights and licenses.

B. Security Responsibilities:

- If you identify a security problem, notify the Town Manager immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

C. Vandalism/Harassment:

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet or other networks. This includes, but is not limited to, creating and/or knowingly unloading computer viruses.
- Vandalism and/or harassment will result in the cancellation of the offending user's account and/or further disciplinary action.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to,

the sending of unwanted e-mail.

D. Electronic Documents:

“Electronic Documents” includes word processing documents, digital photos, spreadsheets, scanned images or any other data stored in a digital or electronic format. “Electronic Documents” include electronic data stored on servers, hard drives or PCs at work and/or at home, compact disc, diskettes, flash memory chips or cards, digital cameras, or any other storage media capable of storing Electronic Documents.

E. Electronic Document Retention:

Employees are expected to read and comply with the Town of Readfield’s Document Retention Policy.

F. Litigation Hold Letters:

An Electronic Document retention policy may be suspended if the Town of Readfield is served a “litigation hold letter” by a court. In the event, management will advise the retention protocol to be followed.

Employees whose position at the Town of Readfield exposes them to HIPAA protected information should comply with this policy and the HIPAA Acceptable use Agreement.

Generally, messages are intended to be temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and should be retained pursuant to a department’s record retention schedule. As such, these messages are similar to printed communication and should be written with the same care. Each department’s retention schedule for other forms of communication should apply to electronic communications as well.

Employees should be aware that when they have deleted a message from their workstation mailbox, it might not have been deleted from the centralized system. The message may be residing in the recipient’s mailbox or be forwarded to other recipients. Furthermore, the message may be stored on the system’s backups for an indefinite period. Employees should delete personal messages as soon as possible after reading. An accumulation of files will degrade system performance and response times. This policy applies to all employees, contractors, part-time employees, volunteers and other individuals who are provided access to the Town’s system. Third parties should only be provided access to the system as necessary for their business purpose with the Town and only if they abide by all applicable rules.

Employees who leave employment with the Town of Readfield have no right to the contents of their network drives or e-mail messages and are not allowed access to the e-mail system. The Town Manager or his/ her designee may access an employee’s e-mail if employees are on leave of absence, vacation, or are transferred from one position to another position and it is necessary for the Town’s purposes.

The misuse of the Internet or e-mail privileges may be considered sufficient cause for discipline in accordance with the Personnel Policy and Procedures, and/or other applicable

rules or laws. In addition, in the event of suspected, alleged or actual illegal activity, the Town of Readfield may notify or cooperate with applicable law enforcement authorities for potential civil or criminal investigation or prosecution.

This Computer Use and E-Mail/Internet Access section of this requires a signature of acknowledgement by every employee that he or she has read this section of the policy and understands it.

Personnel Policy Adopted June 22, 2009, Adopted and Amended 06/17/2013, Adopted and amended 02/08/2016

Expense Reimbursement Voucher

Please reimburse:

Name: _____

Address: _____

Position or Board/Committee affiliation: _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

\$ _____ for _____ Date: _____ Acct. # _____

Mileage: _____ Round trip to: _____ Date: _____

Mileage: _____ Round trip to: _____ Date: _____

Mileage: _____ Round trip to: _____ Date: _____

Signature of Dept. Head: _____

Please list each item separately. Payments for Reimbursements will not be made without receipts, please attach all receipts

Acknowledgement Form

(Sign and return to the Town Manager)

Personnel Policy Received by:

Employee's Name

Date

***Acknowledgement that I have read and understand the
Work Place Violence section of this policy printed
within the Personnel Policy dated June 17, 2013:***

Employee's Name

Date

***Acknowledgement that I have read and understand the
Computer use and E-Mail/Internet Access section of
this policy printed within the Personnel Policy dated
June 17, 2013:***

Employee's Name

Date



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield@roadrunner.com

MEMO

To: Board of Selectmen
From: Eric Dyer, Town Administrator
Date: February 5, 2016
Re: 1-ton Truck Replacement and Purchase Options

Background:

A memo was presented at the January 28th Select Board meeting identifying the issues surrounding the Town 1-ton truck and considering various repair and replacement options. The Management recommendation was for in-kind replacement with a new vehicle. The consensus of the Board at the time was to conduct additional research on the vehicle options, and also to investigate least-impact purchase options.

Vehicle Options:

Attached to this memo are a number of purchase options for new and used vehicles ranging from used 350/3500 series through new 550 /5500 series. Additional quotes will be forthcoming, however, the quotes received to date provide a reliable range of options and pricing. Feedback from residents and members of the Board led us to investigate the smaller vehicles and we believe a properly equipped smaller 450/4500 series vehicle will be well suited to perform a majority of the work that has been conducted in the recent past and that is projected for the future. It will also provide an immediate savings over the larger 550/5500 series trucks and will likely be less costly to maintain. It is recommended that a smaller, plow and dump body equipped base model 450/4500 series vehicle be purchased new to meet our service needs and provide the most value to the community.

Purchase Options:

It is recommended that this purchase be completed through a competitive bid process and that the maximum purchase price be set not to exceed \$54,000. It is further recommended that the vehicle be purchased outright. We do not have sufficient operating budget funds (without the use of carryforward funds) to enter into a typical multi-year lease agreement and these agreements can add 5% to the purchase price unnecessarily; in this case approximately \$2,500.

We have several sources of funding to purchase the vehicle outright. There is currently around \$11,000 in vehicle repair funds that could be used to facilitate this purchase, and a portion of these funds are recommended to be used first. The need for this equipment as well as the cost of not having it in place increase with each passing day, and so use of the Emergency fund (with a balance of \$50,000) should also be considered. Understanding the due concern involved with using emergency funds, we can also consider the use of carryforward funds directly associated with the work performed by this vehicle and the kind of purchase being made. They are identified along

with their approximate balances below - audited account balances as of June 30, 2015, less use of current year carryforward funds:

Roads	\$159,157
Transfer Station Operations	\$69,653

Various combinations of these funding sources are possible, but a balanced mix of funds might be:

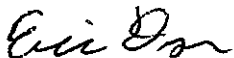
Vehicle Maintenance	\$9,000
Emergency Fund	\$20,000
Roads	\$20,000
Transfer Station Operations	\$5,000
TOTAL	\$54,000

Conclusion:

Action on this item is necessary in the very near future. Although this situation is not a crisis yet, it could easily become one if our only remaining town vehicle were to have a mechanical failure. We need more than one vehicle to ensure that basic services can be provided and that staff are not required to use their personal vehicles to conduct town business. We are additionally facing the potential for thousands of dollars per month in unnecessary expenses due to the need to contract out work that can be done more cost effectively in-house. We have an obligation to provide services cost-effectively and reliably. We also have two "field" positions in the Cemetery Sexton/ACO and Maintenance departments that will be competing for the use of a single vehicle as soon as the vacant position is filled. We need to provide equipment for our staff to provide services to residents.

It is recommended that the Board approve a motion authorizing the Town Manager to pursue the purchase of a base model 450/4500 series dump body and plow equipped truck for an amount not to exceed \$54,000 through a competitive bidding process, with the Select Board approving the successful bidder.

Sincerely,



Eric Dyer, Town Manager
Town of Readfield

O'Connor

SALES / SERVICE / PARTS / BODY SHOP



January 27, 2016



Town of Readfield



Request for Quote:



O'Connor Motors proposal for a 2016 Chevrolet Silverado 3500 HD with 3-4 yard Dump body and plow. Please see attached documents for Specifications.



Quote Amount: **\$48,686.00** Net due after all incentives



Delivery 8-12 weeks from Order acceptance. Includes 9' Fisher HD2 Straight Plow.



STARCRAFT BUS
a division of Forest River, Inc.

Proposal by,

Jeremy Parker

Fleet and Commercial Sales

O'Connor GMC Buick Chevrolet Cadillac, Inc. 187 Riverside Drive • Augusta, ME 04330 • 207-622-3191 • 800-452-1911
O'Connor Volkswagen & Used Imports Center 188 Riverside Drive • Augusta, ME 04330 • 207-622-6336 • 888-563-1996
O'Connor Motor Co. 299 Warren Avenue • Portland, ME 04103 • 207-797-7837 • 800-464-6225
www.O'ConnorAutoPark.com

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2016 Chevrolet Silverado 3500HD

CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

Photo may not represent exact vehicle or selected equipment.

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
CK36003	2016 Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06" CA WT	\$36,605.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
EMISSIONS NE1	EMISSIONS, CONNECTICUT, DELAWARE, MAINE, MARYLAND, MASSACHUSETTS, NEW JERSEY, NEW YORK, OREGON, PENNSYLVANIA, RHODE ISLAND, VERMONT AND WASHINGTON STATE REQUIREMENTS	\$0.00
ENGINE LML	ENGINE, DURAMAX 6.6L TURBO DIESEL V8 B20-Diesel compatible (397 hp [296.0 kW] @ 3000 rpm, 765 lb-ft of torque [1032.8 N-m] @ 1600 rpm) (Requires (MW7) Allison 1000 6-speed automatic transmission, (GT4) 3.73 rear axle ratio. Includes (K40) exhaust brake and (K05) engine block heater.)	➔ \$8,595.00
TRANSMISSION MW7	TRANSMISSION, ALLISON 1000 6-SPEED AUTOMATIC electronically controlled with overdrive, electronic engine grade braking and tow/haul mode (Requires (LML) Duramax 6.6L Turbo Diesel V8 engine.)	\$0.00
AXLE		

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
AXLE		
GT4	REAR AXLE, 3.73 RATIO (Standard with (LML) Duramax 6.6L Turbo Diesel V8 engine. Available with (L96) Vortec 6.0L V8 SFI engine.)	\$0.00
PREFERRED EQUIPMENT GROUP		
1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP includes Standard Equipment	\$0.00
TIRES		
QZT	TIRES, LT235/80R17E ALL-TERRAIN	\$200.00
PAINT SCHEME		
ZY1	PAINT, SOLID (STD)	\$0.00
PAINT		
GAZ	SUMMIT WHITE	\$0.00
SEAT TYPE		
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)	\$0.00
SEAT TRIM		
H2R	DARK ASH, CLOTH includes manually adjustable driver lumbar and Jet Black interior accents	\$0.00
RADIO		
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO with USB port and auxiliary jack (Not available with (AZ3) 40/20/40 split-bench seat. Upgradeable to (IOB) 7" diagonal color display radio with Chevrolet MyLink.) (STD)	\$0.00
ADDITIONAL EQUIPMENT		
PCR	WT CONVENIENCE PACKAGE includes (DPN) outside heated power-adjustable vertical camper mirrors, (DD8) inside rearview auto-dimming mirror and (AQQ) Remote Keyless Entry Regular Cab also includes (A31) power windows.	\$965.00

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

Code	Description	MSRP
ADDITIONAL EQUIPMENT		
VYU	SNOW PLOW PREP PACKAGE Includes power feed for backup and roof emergency light, (KW5) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shield and Heavy Duty front-springs (Only available on 4WD models. Upgradeable to (KHB) dual, 150 amps and 220 amps each alternators with (LML) Duramax 6.6L Turbo Diesel V8 engine)	\$385.00
K05	ENGINE BLOCK HEATER (Included with (LML) Duramax 6.6L Turbo Diesel V8 engine.)	INC
PTO	POWER TAKE OFF, ENGINE CONTROL PROVISIONS (Included and only available with (MW7) Allison 1000 6-speed automatic transmission and (LML) Duramax 6.6L Turbo Diesel V8 engine. For details of PTO operation please see www.gmupfitter.com and reference info bulletin UI #79.)	INC
—	BATTERY, HEAVY-DUTY DUAL 730 COLD-CRANKING AMPS/70 AMP-HR, MAINTENANCE-FREE with rundown protection and retained accessory power (Included and only available with (LML) Duramax 6.6L Turbo Diesel V8 engine.)	INC
KW5	ALTERNATOR, 220 AMPS (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)	INC
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED	\$275.00
K40	EXHAUST BRAKE (Included and only available with (LML) Duramax 6.6L Turbo Diesel V8 engine.)	INC
V10	COVER, 1-PIECE, COVERS RADIATOR GRILLE AND FRONT BUMPER OPENINGS for diesel engines in winter weather (Requires (LML) Duramax 6.6L Turbo Diesel V8 engine and is required on orders with "Ship To" locations within the following states: Maine, New Hampshire, Vermont, Minnesota, North Dakota, South Dakota, Montana, Alaska, Idaho, Wisconsin, Wyoming, Michigan, Colorado and New York.)	\$55.00

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT		
NZZ	UNDERBODY SHIELD frame-mounted shields, includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package. Available on CK****3 models only.)	INC
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)	INC
DPN	MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE VERTICAL TRAILERING, UPPER GLASS, MANUAL-FOLDING AND EXTENDING, BLACK. Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of Auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Included and only available with (PCR) WT Convenience Package and includes (DD8) auto-dimming inside rearview mirror.)	INC
A31	WINDOWS, POWER with driver express up and down and express down on all other windows (Included and only available with (PCR) WT Convenience Package.)	INC
AQQ	REMOTE KEYLESS ENTRY (Included and only available with (PCR) WT Convenience Package.)	INC
C49	DEFOGGER, REAR-WINDOW ELECTRIC	\$195.00
DD8	MIRROR, INSIDE REARVIEW AUTO-DIMMING (Included and only available with (PCR) WT Convenience Package.)	INC

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
OPTIONS TOTAL		\$10,670.00

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

	<u>MSRP</u>
Base Price	\$36,605.00
Total Options:	\$10,670.00
Vehicle Subtotal	\$47,275.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
GRAND TOTAL	\$48,470.00

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

ENTERTAINMENT

- Audio system, 4.2" Diagonal Color Display, AM/FM stereo with USB port and auxiliary jack (Not available with (AZ3) 40/20/40 split-bench seat. Upgradeable to (IOB) 7" diagonal color display radio with Chevrolet MyLink.)
- Audio system feature, 4-speaker system on Regular Cab models

EXTERIOR

- Wheels, 17" (43.2 cm) painted steel
- Tires, LT235/80R17E all-season highway
- Wheel trim, painted trim skins and painted center caps
- Bumper, front chrome
- Grille, chrome surround
- Headlamps, halogen projector-beam
- Lamps, Smoked Amber roof marker
- Lamps, cargo area, cab mounted with switch on center switch bank
- Mirrors, outside high-visibility vertical camper-style, Black with manual folding and extension and lower convex spotter glass
- Glass, solar absorbing, tinted
- Door handles, Black

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

INTERIOR

- Seats, front 40/20/40 split-bench 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar.
- Seat trim, Vinyl
- Floor covering, Graphite-colored rubberized-vinyl
- Steering column, manual Tilt-Wheel
- Steering wheel
- Instrumentation 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center 3.5-inch diagonal monochromatic display, provides warning messages and basic vehicle information
- Door locks, power
- Cruise control, steering wheel-mounted
- Air conditioning, single-zone
- Assist handle, front passenger and driver on A-pillars

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

MECHANICAL

- Engine, Vortec 6.0L Variable Valve Timing V8 SFI (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm)
- Transmission, 6-speed automatic, heavy-duty electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Differential, heavy-duty locking rear
- Air cleaner, high-capacity
- Transfer case, with floor-mounted shifter (Included with 4WD models only.)
- Four wheel drive
- Cooling, external engine oil cooler
- Cooling, auxiliary external transmission oil cooler
- Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 150 amps
- Recovery hooks, front, frame-mounted, black
- Body, Chassis Cab
- Frame, fully-boxed, hydroformed front section
- GVWR, 13,200 lbs. (5988 kg)
- Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar
- Steering, Recirculating Ball with smart flow power steering system
- Fuel tank, front and rear, 63.5 gallon
- Exhaust, aluminized stainless-steel muffler and tailpipe
- Back-up alarm calibration This calibration will allow installation of an aftermarket back up alarm.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

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2016 Fleet/Non-Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

SAFETY

- Brakes, 4-wheel antilock, 4-wheel disc with dual rear wheel with DuraLife brake rotors
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist
- Daytime Running Lamps with automatic exterior lamp control
- Air bags, frontal, driver and right front passenger (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Air bag deactivation switch, frontal passenger-side (Included and only available with Regular Cab modes.)

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Customer File:

January 27, 2016 9:56:58 AM

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O'Connor

SALES / SERVICE / PARTS / BODY SHOP



January 27, 2016
Town of Readfield



Request for Quote:

O'Connor Motors proposal for a 2016 Chevrolet Silverado 3500 HD with 3-4 yard Dump body and plow. Please see attached documents for Specifications.

Quote Amount: **\$50,285.00** Net due after all incentives

Vehicle subject to prior sale. Immediate delivery available upon installation of body and plow. Includes 9' Fisher HD2 Plow Installed

Proposal by,

Jeremy Parker

Fleet and Commercial Sales

O'Connor GMC Buick Chevrolet Cadillac, Inc. 187 Riverside Drive • Augusta, ME 04330 • 207-622-3191 • 800-452-1911

O'Connor Volkswagen & Used Imports Center 188 Riverside Drive • Augusta, ME 04330 • 207-622-6336 • 888-563-1996

O'Connor Motor Co. 299 Warren Avenue • Portland, ME 04103 • 207-797-7837 • 800-464-6225

www.O'ConnorAutoPark.com

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2016 Chevrolet Silverado 3500HD

CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

Photo may not represent exact vehicle or selected equipment.

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
CK36003	2016 Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06" CA WT	\$36,605.00

SELECTED VEHICLE COLORS - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
EMISSIONS NE1	EMISSIONS, CONNECTICUT, DELAWARE, MAINE, MARYLAND, MASSACHUSETTS, NEW JERSEY, NEW YORK, OREGON, PENNSYLVANIA, RHODE ISLAND, VERMONT AND WASHINGTON STATE REQUIREMENTS	\$0.00
ENGINE LML	ENGINE, DURAMAX 6.6L TURBO DIESEL V8 B20-Diesel compatible (397 hp [296.0 kW] @ 3000 rpm, 765 lb-ft of torque [1032.8 N-m] @ 1600 rpm) (Requires (MW7) Allison 1000 6-speed automatic transmission, (GT4) 3.73 rear axle ratio. Includes (K40) exhaust brake and (K05) engine block heater.)	\$8,595.00
TRANSMISSION MW7	TRANSMISSION, ALLISON 1000 6-SPEED AUTOMATIC electronically controlled with overdrive, electronic engine grade braking and tow/haul mode (Requires (LML) Duramax 6.6L Turbo Diesel V8 engine.)	\$0.00
AXLE		

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
AXLE		
GT4	REAR AXLE, 3.73 RATIO (Standard with (LML) Duramax 6.6L Turbo Diesel V8 engine. Available with (L96) Vortec 6.0L V8 SFI engine.)	\$0.00
PREFERRED EQUIPMENT GROUP		
1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP includes Standard Equipment	\$0.00
TIRES		
QZT	TIRES, LT235/80R17E ALL-TERRAIN	\$200.00
PAINT SCHEME		
ZY1	PAINT, SOLID (STD)	\$0.00
PAINT		
GAZ	SUMMIT WHITE	\$0.00
SEAT TYPE		
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)	\$0.00
SEAT TRIM		
H2R	DARK ASH, CLOTH includes manually adjustable driver lumbar and Jet Black interior accents	\$0.00
RADIO		
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO with USB port and auxiliary jack (Not available with (AZ3) 40/20/40 split-bench seat. Upgradeable to (IOB) 7" diagonal color display radio with Chevrolet MyLink.) (STD)	\$0.00
ADDITIONAL EQUIPMENT		
PCR	WT CONVENIENCE PACKAGE includes (DPN) outside heated power-adjustable vertical camper mirrors, (DD8) inside rearview auto-dimming mirror and (AQQ) Remote Keyless Entry Regular Cab also includes (A31) power windows.	\$965.00

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT		
VYU	SNOW PLOW PREP PACKAGE includes power feed for backup and roof emergency light, (KW5) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shield and Heavy Duty front-springs (Only available on 4WD models. Upgradeable to (KHB) dual, 150 amps and 220 amps each alternators with (LML) Duramax 6.6L Turbo Diesel V8 engine)	\$385.00
K05	ENGINE BLOCK HEATER (Included with (LML) Duramax 6.6L Turbo Diesel V8 engine.)	INC
PTO	POWER TAKE OFF, ENGINE CONTROL PROVISIONS (Included and only available with (MW7) Allison 1000 6-speed automatic transmission and (LML) Duramax 6.6L Turbo Diesel V8 engine. For details of PTO operation please see www.gmupfitter.com and reference info bulletin UI #79.)	INC
NQF	TRANSFER CASE, ELECTRONIC SHIFT WITH ROTARY DIAL CONTROLS (Requires 4WD models.)	\$200.00
—	BATTERY, HEAVY-DUTY DUAL 730 COLD-CRANKING AMPS/70 AMP-HR, MAINTENANCE-FREE with rundown protection and retained accessory power (Included and only available with (LML) Duramax 6.6L Turbo Diesel V8 engine.)	INC
KW5	ALTERNATOR, 220 AMPS (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)	INC
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED	\$275.00
K40	EXHAUST BRAKE (Included and only available with (LML) Duramax 6.6L Turbo Diesel V8 engine.)	INC
V10	COVER, 1-PIECE, COVERS RADIATOR GRILLE AND FRONT BUMPER OPENINGS for diesel engines in winter weather (Requires (LML) Duramax 6.6L Turbo Diesel V8 engine and is required on orders with "Ship To" locations within the following states: Maine, New Hampshire, Vermont, Minnesota, North Dakota, South Dakota, Montana, Alaska, Idaho, Wisconsin, Wyoming, Michigan, Colorado and New York.)	\$55.00

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT		
NZZ	UNDERBODY SHIELD frame-mounted shields, includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package. Available on CK****3 models only.)	INC
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)	INC
DPN	MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE VERTICAL TRAILERING, UPPER GLASS, MANUAL-FOLDING AND EXTENDING, BLACK. Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of Auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Included and only available with (PCR) WT Convenience Package and includes (DD8) auto-dimming inside rearview mirror.)	INC
A31	WINDOWS, POWER with driver express up and down and express down on all other windows (Included and only available with (PCR) WT Convenience Package.)	INC
AQQ	REMOTE KEYLESS ENTRY (Included and only available with (PCR) WT Convenience Package.)	INC
9L7	UPFITTER SWITCHES (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories (With (LML) Duramax 6.6L Turbo Diesel V8 engine you will get 3 switches.)	\$125.00
DD8	MIRROR, INSIDE REARVIEW AUTO-DIMMING (Included and only available with (PCR) WT Convenience Package.)	INC

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
OPTIONS TOTAL		\$10,800.00

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January 27, 2016 9:02:39 AM

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

ENTERTAINMENT

- Audio system, 4.2" Diagonal Color Display, AM/FM stereo with USB port and auxiliary jack (Not available with (AZ3) 40/20/40 split-bench seat. Upgradeable to (IOB) 7" diagonal color display radio with Chevrolet MyLink.)
- Audio system feature, 4-speaker system on Regular Cab models

EXTERIOR

- Wheels, 17" (43.2 cm) painted steel
- Tires, LT235/80R17E all-season highway
- Wheel trim, painted trim skins and painted center caps
- Bumper, front chrome
- Grille, chrome surround
- Headlamps, halogen projector-beam
- Lamps, Smoked Amber roof marker
- Lamps, cargo area, cab mounted with switch on center switch bank
- Mirrors, outside high-visibility vertical camper-style, Black with manual folding and extension and lower convex spotter glass
- Glass, solar absorbing, tinted
- Door handles, Black

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

INTERIOR

- Seats, front 40/20/40 split-bench 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar.
- Seat trim, Vinyl
- Floor covering, Graphite-colored rubberized-vinyl
- Steering column, manual Tilt-Wheel
- Steering wheel
- Instrumentation 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center 3.5-inch diagonal monochromatic display, provides warning messages and basic vehicle information
- Door locks, power
- Cruise control, steering wheel-mounted
- Air conditioning, single-zone
- Assist handle, front passenger and driver on A-pillars

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

MECHANICAL

- Engine, Vortec 6.0L Variable Valve Timing V8 SFI (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm)
- Transmission, 6-speed automatic, heavy-duty electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Differential, heavy-duty locking rear
- Air cleaner, high-capacity
- Transfer case, with floor-mounted shifter (Included with 4WD models only.)
- Four wheel drive
- Cooling, external engine oil cooler
- Cooling, auxiliary external transmission oil cooler
- Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 150 amps
- Recovery hooks, front, frame-mounted, black
- Body, Chassis Cab
- Frame, fully-boxed, hydroformed front section
- GVWR, 13,200 lbs. (5988 kg)
- Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar
- Steering, Recirculating Ball with smart flow power steering system
- Fuel tank, front and rear, 63.5 gallon
- Exhaust, aluminized stainless-steel muffler and tailpipe
- Back-up alarm calibration This calibration will allow installation of an aftermarket back up alarm.

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2016 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 137.5" WB, 59.06"

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Retail CK36003 4WD Reg Cab 137.5" WB, 59.06" CA WT

SAFETY

- Brakes, 4-wheel antilock, 4-wheel disc with dual rear wheel with DuraLife brake rotors
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist
- Daytime Running Lamps with automatic exterior lamp control
- Air bags, frontal, driver and right front passenger (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Air bag deactivation switch, frontal passenger-side (Included and only available with Regular Cab modes.)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2015 Ford Super Duty F-350 DRW
F3H 4WD Reg Cab 141" WB 60" CA XL

Photo may not represent exact vehicle or selected equipment.

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2015 Fleet/Non-Retail Ford Super Duty F-350 DRW 4WD Reg Cab 141" WB

WINDOW STICKER

2015 Ford Super Duty F-350 DRW 4WD Reg Cab 141" WB 60" CA XL Interior: - No color has been selected.		
* 6.7 L/406 CID * Intercooled Turbo Diesel V-8	Exterior 1: - No color has been selected.	
* 6-Speed Automatic w/OD	Exterior 2: - No color has been selected.	
CODE	MODEL	MSRP
F3H	2015 Ford Super Duty F-350 DRW 4WD Reg Cab 141" WB 60" CA XL	\$35,095.00
OPTIONS		
99T	ENGINE: 6.7L 4V PWR STROKE V8 TURBO DIESEL (B20)	\$8,480.00
44W	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC (6.7L)	\$0.00
640A	ORDER CODE 640A	\$0.00
X4N	LIMITED SLIP W/4.10 AXLE RATIO	\$360.00
64K	WHEELS: 17" ARGENT PAINTED STEEL	\$0.00
TBM	TIRES: LT245/75RX17E BSW AT	\$125.00
F1	VERMILLION RED	\$0.00
	STANDARD PAINT	\$0.00
1S	STEEL, CLOTH 40/20/40 SPLIT BENCH SEAT	\$100.00
90L	POWER EQUIPMENT GROUP	\$895.00
425	50 STATE EMISSIONS	\$0.00
41H	ENGINE BLOCK HEATER	\$0.00
52B	TRAILER BRAKE CONTROLLER	\$270.00
18B	6" ANGULAR BLACK MOLDED IN COLOR RUNNING BOARD	\$320.00
473	SNOW PLOW PREP PACKAGE	\$85.00
SUBTOTAL		\$45,730.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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March 09, 2015 10:34:53 AM

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2015 Fleet/Non-Retail Ford Super Duty F-350 DRW 4WD Reg Cab 141" WB

WINDOW STICKER

Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
TOTAL PRICE	\$46,925.00
Est City: mpg	
Est Highway: mpg	
Est Highway Cruising Range: mi	

2/340 BODY
9.6-V Power
2.5-SANDER

\$61,699.00
2017-F350 9800
Power-SANDER
\$51,899.00

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2015 Ford Super Duty F-450 DRW
F4H 4WD Reg Cab 141" WB 60" CA XL

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2015 Fleet/Non-Retail Ford Super Duty F-450 DRW 4WD Reg Cab 141" WB

WINDOW STICKER

2015 Ford Super Duty F-450 DRW 4WD Reg Cab 141" WB 60" CA XL Interior: - No color has been selected.		
* 6.7 L/406 CID * Intercooled Turbo Diesel V-8		Exterior 1: - No color has been selected.
* 6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
F4H	2015 Ford Super Duty F-450 DRW 4WD Reg Cab 141" WB 60" CA XL	\$38,470.00
OPTIONS		
98T	ENGINE: 6.7L OHV POWER STROKE TURBO DIESEL V8 B20	\$8,130.00
44W	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC	\$190.00
650A	ORDER CODE 650A	\$0.00
X41	4.10 AXLE RATIO	INC
TGB	TIRES: 225/70RX19.5G BSW MAX TRACTION	\$215.00
F1	VERMILLION RED	\$0.00
	STANDARD PAINT	\$0.00
1S	STEEL, CLOTH 40/20/40 SPLIT BENCH	\$100.00
90L	POWER EQUIPMENT GROUP	\$895.00
425	50-STATE EMISSIONS SYSTEM	\$0.00
41H	ENGINE BLOCK HEATER	\$0.00
52B	TRAILER BRAKE CONTROLLER	\$270.00
473	SNOW PLOW PREP PACKAGE	\$85.00
18B	6" ANGULAR BLACK MOLDED-IN-COLOR RUNNING BOARDS	\$320.00
SUBTOTAL		\$48,675.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 376.0, Data updated 3/3/2015
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 Customer File:

March 09, 2015 10:40:24 AM

Page 2

Prepared For:
BERT BIRTWELL
TOWN OF READFIELD
READFIELD, ME

Prepared By:
LEO CHICOINE
QUIRK AUTO GROUP
7 WATER STREET
HALLOWELL, ME 04347
Phone: (207) 430-1621
Fax: (207) 991-5539
Email: lchicoine@quirkauto.com

2015 Fleet/Non-Retail Ford Super Duty F-450 DRW 4WD Reg Cab 141" WB

WINDOW STICKER

Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
TOTAL PRICE	\$49,870.00
Est City: mpg	
Est Highway: mpg	
Est Highway Cruising Range: mi	

3/4YDD-Body

9.6 V Power

2.5 Sander

\$165,734.00

5007 Ford F-450 9800 -
Power
Sander \$155,934.00

[Signature]

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Prepared For:
BERT BIRTWELL
TOWN OF READFIELD
READFIELD, ME

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2015 Ford Super Duty F-550 DRW
F5H 4WD Reg Cab 141" WB 60" CA XL

Photo may not represent exact vehicle or selected equipment.

Prepared For:
BERT BIRTWELL
TOWN OF READFIELD
READFIELD, ME

Prepared By:
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Email: lchicoine@quirkauto.com

2015 Fleet/Non-Retail Ford Super Duty F-550 DRW 4WD Reg Cab 141" WB

WINDOW STICKER

2015 Ford Super Duty F-550 DRW 4WD Reg Cab 141" WB 60" CA XL Interior: - No color has been selected.		
* 6.7 L/406 CID * Intercooled Turbo Diesel V-8	Exterior 1: - No color has been selected.	
* 8-Speed Automatic w/OD	Exterior 2: - No color has been selected.	
CODE	MODEL	MSRP
F5H	2015 Ford Super Duty F-550 DRW 4WD Reg Cab 141" WB 60" CA XL	\$39,570.00
OPTIONS		
99T	ENGINE: 6.7L 4V OHV POWER STROKE V8 TURBO DIESEL B20	\$8,130.00
44W	TRANSMISSION: TORQSHIFT 6-SPEED AUTOMATIC	\$190.00
660A	ORDER CODE 660A	\$0.00
X41	4.10 AXLE RATIO	INC
TGB	TIRES: 225/70RX19.5G BSW MAX TRACTION	\$216.00
F1	VERMILLION RED	\$0.00
	STANDARD PAINT	\$0.00
1S	STEEL, CLOTH 40/20/40 SPLIT BENCH SEAT	\$100.00
90L	POWER EQUIPMENT GROUP	\$895.00
473	SNOW PLOW PREP PACKAGE	\$85.00
425	50 STATE EMISSIONS SYSTEM	\$0.00
41H	ENGINE BLOCK HEATER	\$0.00
52B	TRAILER BRAKE CONTROLLER	\$270.00
18B	6" ANGULAR BLACK MOLDED-IN-COLOR RUNNING BOARDS	\$320.00
SUBTOTAL		\$49,775.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

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Page 2

Prepared For:
BERT BIRTWELL
TOWN OF READFIELD
READFIELD, ME

Prepared By:
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QUIRK AUTO GROUP
7 WATER STREET
HALLOWELL, ME 04347
Phone: (207) 430-1621
Fax: (207) 991-5539
Email: lchicoine@quirkauto.com

2015 Fleet/Non-Retail Ford Super Duty F-550 DRW 4WD Reg Cab 141" WB

WINDOW STICKER

Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
TOTAL PRICE	\$50,970.00
Est City: mpg	
Est Highway: mpg	
Est Highway Cruising Range: mi	

3/4 YDS
9.6 V Power
2.55 RWD ER

2007-2010 F550 9800.00

\$56891.00

Leo Chicoine
430-1621

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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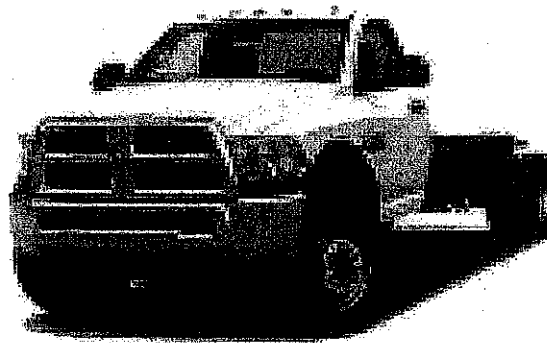
Customer File:

March 09, 2015 10:38:29 AM

Page 3

Tim Seymore 1/22/2016

2016 RAM 5500 Chassis



Darling's Auto Group



Prepared For:



Ship To:
Bruce Chandler Jr
Town of Readfield
8 Old Kents Hill Rd
Readfield, ME, 04355

Prepared By:
Jessica Bouchard
Darling's Auto Group
MainePhone: 207-992-1506
Toll Free: 800-400-1330

VEHICLE OVERVIEW

2016 RAM 5500 Chassis

4x4 Regular Cab 144.5" WB (DP0L63)

Powertrain

Cummins 6.7L I-6 OHV direct diesel injection 24 valve intercooled turbo diesel engine * 220 amp HD alternator * 730 amp battery with run down protection * Engine block heater, engine oil cooler, transmission oil cooler * 6-speed electronic sequential shift control automatic transmission with overdrive, lock-up, driver selection * Part-time four-wheel drive with manual transfer case shift, auto locking hubs * Limited slip differential, ABS & driveline traction control, power take-off provision * 4.44 axle ratio * Stainless steel exhaust

Steering and Suspension

Hydraulic power-assist re-circulating ball steering * 4-wheel disc brakes with front and rear vented discs * HD ride suspension, with electronic stability * Non-independent front suspension * Front leading link suspension * Front anti-roll bar * HD front coil springs * HD front shocks * Rigid rear axle * Rear leaf suspension * HD rear anti-roll bar * HD rear leaf springs * HD rear shocks * Front and rear 19.5" x 6.00" argent steel wheels * 225/70R19.5 BSW AT

Safety

4-wheel anti-lock braking system * Dual airbags, seat mounted driver and passenger side-impact airbags, airbag occupancy sensor * Front height adjustable seatbelts with front pre-tensioners * Sentry Key immobilizer, panic alarm

Comfort and Convenience

Air conditioning * SiriusXM AM/FM/Satellite, clock, seek-scan, external memory control, 2 speakers, voice activation, Bluetooth wireless streaming, fixed antenna * 1 1st row LCD monitor * Cruise control with steering wheel controls * Power door locks, keyfob (all doors) keyless entry * 2 12V DC power outlets, retained accessory power, Uconnect w/Bluetooth wireless phone connectivity * Analog instrumentation display includes tachometer, oil pressure gauge, engine temperature gauge, voltmeter gauge, oil temperature gauge, transmission fluid temp gauge, engine hour meter, compass, exterior temp, systems monitor, redundant digital speedometer, trip odometer * Warning indicators include engine temperature, low oil level, low coolant, lights on, key, low fuel, low washer fluid, lighting malfunction, door ajar, service interval, brake fluid, turn signal on, transmission fluid temp * Steering wheel with tilt adjustment * Power front windows with light tint, driver and passenger 1-touch down * Variable intermittent front windshield wipers * Passenger side vanity mirror * Day-night rearview mirror * Interior lights include dome light with fade, illuminated entry * Partial floor console with storage, mini overhead console, glove box, front cupholder, instrument panel bin, dashboard storage, driver and passenger door bins * Upfitter switches

Seating and Interior

Seating capacity of 3 * 40-20-40 split-bench front seat with adjustable head restraints, center armrest with storage *

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Effective Date: 12/4/2015
Date Printed: January 21, 2016

Page 2
QuoteID: <None>

VEHICLE OVERVIEW Continued

Seating and Interior (Continued)

4-way adjustable driver seat * 4-way adjustable passenger seat * Vinyl-faced front seats with vinyl back material * Vinyl door trim insert, full cloth headliner, full vinyl/rubber floor covering, deluxe sound insulation, urethane gear shift knob

Exterior Features

1 skid plate, side impact beams, front license plate bracket, fully galvanized steel body material * Black fender flares * Black side window moldings, black front windshield molding * Black door handles * Chrome grille * 2 doors * Trailer harness, brake controller, trailer sway control * Driver and passenger power remote black heated convex spotter folding manual extendable trailer outside mirrors with turn signal indicators * Front chrome bumper with front tow hooks * Aero-composite halogen fully automatic headlamps with multiple headlamps, delay-off feature * Additional exterior lights include cab clearance lights, remote activated perimeter/approach lights * Clearcoat monotone paint

Warranty

Basic	36 month/36,000 miles	Powertrain	60 month/60,000 miles
Corrosion Perforation	60 month/unlimited mileage	Roadside Assistance	36 month/36,000 miles
Diesel Engine	60 month/100,000 miles		

Dimensions and Capacities

Output	325 hp @ 2,900 rpm	Torque	750 lb.-ft. @ 1,600 rpm
1st gear ratio	3.750	2nd gear ratio	2.000
3rd gear ratio	1.340	4th gear ratio	1.000
5th gear ratio	0.770	6th gear ratio	0.630
Reverse gear ratio	3.540	Curb weight	8,282 lbs.
GVWR	19,000 lbs.	Front GAWR	7,250 lbs.
Rear GAWR	13,500 lbs.	Payload	10,830 lbs.
Front curb weight	4,911 lbs.	Rear curb weight	3,371 lbs.
Front axle capacity	7,000 lbs.	Rear axle capacity	13,500 lbs.
Front tire/wheel capacity	7,940 lbs.	Rear tire/wheel capacity	15,000 lbs.
Towing capacity	17,680 lbs.	Front legroom	41.0 "
Front headroom	39.9 "	Front hiproom	62.9 "
Front shoulder room	66.0 "	Passenger area volume	62.5 cu.ft.
Length	234.3 "	Body width	78.9 "
Body height	80.4 "	Wheelbase	144.5 "
Cab to axle	60.3 "	Axle to end of frame	50.8 "
Front track	76.0 "	Rear track	73.6 "
Turning radius	20.8 "	Fuel tank	52.0 gal.
Interior cargo volume	15.2 cu.ft.	Interior maximum cargo volume	15.2 cu.ft.
Rear frame height unloaded	33.5 "		

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Effective Date: 12/4/2015

Date Printed: January 21, 2016

Page 3

QuoteID: <None>

Prepared For:



Ship To:
Bruce Chandler Jr
Town of Readfield
8 Old Kents Hill Rd
Readfield, ME, 04355

Prepared By:
Jessica Bouchard
Darling's Auto Group
MainePhone: 207-992-1506
Toll Free: 800-400-1330

SELECTED EQUIPMENT

2016 RAM 5500 Chassis

4x4 Regular Cab 144.5" WB (DP0L63)

MSRP

DP0L63	Base Vehicle Price (DP0L63)	STD	40,570.00
Packages			
29A	Quick Order Package 29A Tradesman (DMK) 4.44 Rear Axle Ratio; Base Door Trim Panel; Front Armrest w/Cupholders	OPT	N/C
Emissions			
NAS	50 State Emissions	OPT	N/C
Powertrain			
ETK	Engine: 6.7L I6 Cummins Turbo Diesel 87 mph Maximum Speed; Cummins Turbo Diesel Badge; Current Generation Engine Controller; Diesel Exhaust Brake; Electronically Controlled Throttle; RAM Active Air; Selective Catalytic Reduction (Urea). . Fleet Build Out Date of 12/21/2015.	OPT	7,400.00
DF2	Transmission: 6-Speed Automatic Aisin AS69RC HD Front Armrest w/Cupholders; (Z0A) GVWR: 19,000 lbs; Tip Start	OPT	1,600.00
DMK	4.44 Rear Axle Ratio	INC	Included
Z0A	GVWR: 19,000 lbs	INC	Included
Wheels & Tires			
TUZ	Tires: 225/70R19 5G All Traction Recommended for off-road usage only.	OPT	250.00
WP3	Wheels: 19.5" x 6.0" Steel	STD	N/C
Seats & Seat Trim			
TX	HD Vinyl 40/20/40 Split Bench Seat	STD	N/C

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Effective Date: 12/4/2015
Date Printed: January 21, 2016

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QuoteID: <None>

SELECTED EQUIPMENT Continued

			MSRP
Other Options			
APA	Monotone Paint Application <i>Headlamp filler panels are black when ordering special paint (PXB, P12, P18, PYB, P64, PGC, P74, P62, PL1, PGW, P63, P88).</i>	STD	N/C
BAJ	220 Amp Alternator	INC	Included
AMP	Chrome Appearance Group <i>Bright Front Bumper; Bright Grille</i>	OPT	155.00
ADE	Cold Weather Group <i>(NHK) Engine Block Heater; Winter Front Grille Cover</i>	OPT	125.00
NHK	Engine Block Heater	INC	Included
AZB	Heavy Duty Front Suspension Group	INC	Included
AHD	Heavy Duty Snow Plow Prep Group <i>(BAJ) 220 Amp Alternator; (AZB) Heavy Duty Front Suspension Group; (XEF) Transfer Case Skid Plate Shield</i>	OPT	250.00
AJH	Power & Remote Entry Group <i>Exterior Mirrors w/Supplemental Signals; Exterior Mirrors Courtesy Lamps; Exterior Mirrors w/Heating Element; Power Black Trailer Tow Mirrors; Power Locks; Premium Vinyl Door Trim w/Map Pocket; Front 1-Touch Down Power Windows; Remote Keyless Entry</i>	OPT	850.00
RSD	SiriusXM Satellite Radio <i>1-Yr SiriusXM Radio Service; For More Info, Call 800-643-2112</i>	INC	Included
XHC	Trailer Brake Control	OPT	295.00
XEF	Transfer Case Skid Plate Shield	INC	Included
RA2	Radio: Uconnect 5.0 <i>5.0" Touchscreen Display; GPS Antenna Input; Integrated Voice Command w/Bluetooth; Media Hub (USB, AUX); Overhead Console; Rear View Mirror w/Microphone; Charge Only Remote USB Port; (RSD) SiriusXM Satellite Radio; Temperature & Compass Gauge</i>	OPT	660.00
XXS	Upfitter Electronic Module (VSIM)	OPT	195.00
Interior Colors For : Primary w/Regular Cabs			
X8	Diesel Gray/Black	OPT	N/C
Primary Colors For : Primary w/Regular Cabs			
PW7	Bright White Clearcoat	OPT	N/C

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Effective Date: 12/4/2015
Date Printed: January 21, 2016

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QuoteID: <None>

SELECTED EQUIPMENT Continued

	MSRP
Vehicle Subtotal	\$52,350.00
Destination	\$1,195.00
Vehicle Subtotal (including Destination)	\$53,545.00

Darling's Bid Price \$ 52,879.00

Includes Trade of 2007 Truck and a
Rugby Steel Dump Body

- Optional Stainless Steel Rugby
Dump Body

Add \$ 5,750.00

Dump Body = 9' Rugby 3 to 4 yard cap.
Eliminator Dump Body, Pintle plate hitch,
Tarp cover, back up alarm

Painted Black Steel or Stainless Steel

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Prepared For:



Ship To:
Bruce Chandler Jr
Town of Readfield
8 Old Kents Hill Rd
Readfield, ME, 04355

Prepared By:
Jessica Bouchard
Darling's Auto Group
MainePhone: 207-992-1506
Toll Free: 800-400-1330

WARRANTY

2016 RAM 5500 Chassis

4x4 Regular Cab 144.5" WB (DP0L63)

	Months/Distance
Basic	36 month/36,000 miles
Powertrain	60 month/60,000 miles
Corrosion Perforation	60 month/unlimited mileage
Roadside Assistance	36 month/36,000 miles
Diesel Engine	60 month/100,000 miles

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Effective Date: 12/4/2015
Date Printed: January 21, 2016

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QuoteID: <None>

2016 RAM 5500 Chassis 4x4 Regular Cab 144.5" WB (DP0L63)

Engine: 6.7L I6 Cummins Turbo Diesel

Transmission: 6-Speed Automatic Aisin AS69RC HL

Exterior (0 P) Bright White Clearcoat

Interior (0 I) Diesel Gray/Black



Standard Equipment

Items Featured Below are Included at NO EXTRA CHARGE in the Standard Vehicle Price Shown at Right

- HEMI 6.4L V-8 OHV w/SMPI 367hp
- 6 speed automatic trans w/OD
- 4-wheel ABS
- Traction control
- 225/70R19.5G BSW tires
- Battery with run-down protection
- Electronic stability
- Air conditioning
- AM/FM/Satellite-prep
- Variable intermittent wipers
- 19.5" x 6" wheels
- Dual front airbags
- Driver & front passenger seat mounted side airbags
- Airbag occupancy sensor
- Sentry Key immobilizer
- Tachometer
- Reclining front 40-20-40 split-bench seats
- Vinyl seats
- 18,000lbs. GVWR
- 6,500lbs. front GAWR
- 13,500lbs. rear GAWR
- 52gal. fuel tank (behind rear axle)
- 7,000lbs. front axle capacity
- 13,500lbs. rear axle capacity
- 50,000-frame yield strength (psi)
- 144.5" wheelbase
- 60.3" cab to axle
- 50.8" axle to end of frame
- 234.3" overall length
- Transmission PTO provision



CITY MPG

N/A

HIGHWAY MPG

N/A

STANDARD VEHICLE PRICE

OPTIONAL EQUIPMENT

Quick Order Package 29A Tradesman	
50 State Emissions	N/C
Engine: 6.7L I6 Cummins Turbo Diesel	\$7,400.00
Transmission: 6-Speed Automatic Aisin AS69RC HD	\$1,600.00
4.44 Rear Axle Ratio	INC
GVWR: 19,000 lbs	INC
Tires: 225/70R19.5G All Traction	\$250.00
Wheels: 19.5" x 6.0" Steel	STD
HD Vinyl 40/20/40 Split Bench Seat	STD
220 Amp Alternator	INC
Chrome Appearance Group	\$155.00
Cold Weather Group	\$125.00
Engine Block Heater	INC
Heavy Duty Front Suspension Group	INC
Heavy Duty Snow Plow Prep Group	\$250.00
Power & Remote Entry Group	\$850.00
SiriusXM Satellite Radio	INC
Trailer Brake Control	\$295.00
Transfer Case Skid Plate Shield	INC
Radio: Uconnect 5.0	\$660.00
Upfitter Electronic Module (UESIM)	\$195.00
Interior: Diesel Gray/Black	N/C
Primary: Bright White Clearcoat	N/C

Cash Incentive

\$0.00

SUBTOTAL

\$52,350.00

Destination

\$1,195.00

TOTAL

\$53,545.00

Tim Seymore 1/22/2016



Darling's Bangor Ford
403 Hogan Road, Bangor, Maine, 04401
Office: 207-941-1330

Customer Proposal

Prepared for:

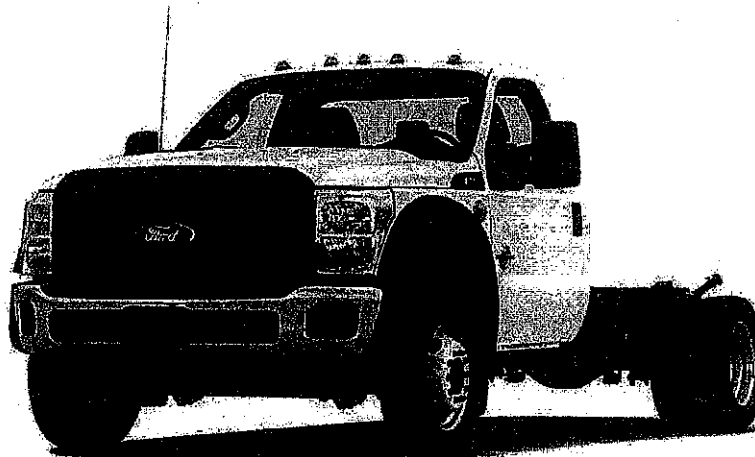
Mr. Bruce Chandler Jr
Assistant Road Commissioner, Town of
Readfield
8 Old Kents Hill RD
Readfield, ME 04355
Office: 207-685-1812
Mobile: 207-751-4924

Prepared by:

Jessica Bouchard
Office: 207-992-1530
Email: jessica.bouchard@darlings.com

Date: 01/21/2016

Vehicle: 2016 F-550 Chassis XL
4x4 SD Regular Cab 141" WB DRW



Vehicle shown may not be representative of actual vehicle



Darling's Bangor Ford
403 Hogan Road, Bangor, Maine, 04401
Office: 207-941-1330

2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Selected Options

Code	Description	MSRP
Base Vehicle		
F5H	Base Vehicle Price (F5H)	\$40,720.00
Packages		
660A	Order Code 660A	N/C
Powertrain		
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 <i>Includes intelligent oil-life monitor and turbo gauges.</i> <i>Includes:</i> - Dual 76 AH 750 CCA Batteries - 200-Amp Extra Heavy Duty Alternator	\$8,130.00
44W	Transmission: TorqShift 6-Speed Automatic <i>Includes SelectShift.</i>	\$190.00
X8L	Limited Slip w/4.88 Axle Ratio	\$360.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and springs. Increases max RGAWR to 14,706. NOTE: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00
Wheels & Tires		
TGB	Tires: 225/70R19.5G BSW Max Traction <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH. Optional spare is 225/70R19.5G BSW traction.</i>	\$215.00
64Z	Wheels: 19.5" Argent Painted Steel <i>Hub covers/center ornaments not included.</i>	Included
51D	Spare Tire & Wheel Delete (Regional) Only available to Pool Accounts for sales to Rhode Island.	-\$85.00
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes driver-side manual lumbar, center armrest, cupholder and storage.</i>	Included
Other Options		
PAINT	Monotone Paint Application	STD
141WB	141" Wheelbase	STD
96V	XL Value Package	\$595.00

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Prepared for:
By: Jessica Bouchard Date: 01/21/2016 | Price Level: 635



Darling's Bangor Ford
403 Hogan Road, Bangor, Maine, 04401
Office: 207-941-1330

2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Selected Options (cont'd)

Code	Description	MSRP
17F	XL Decór Group	Included
90L	Power Equipment Group <i>Deletes passenger side lock cylinder. Includes upgraded door-trim panel.</i> <i>Includes:</i> - Accessory Delay - Power Locks - Remote Keyless Entry - Perimeter Anti-Theft Alarm - Power Front Side Windows <i>Includes 1-touch up and down power driver and passenger window.</i> - MyKey <i>Includes owner controls feature.</i> - Manual Telescoping 2-Way Fold Trailer Tow Mirrors <i>Includes power/heated glass, heated convex spotter mirror and integrated clearance lamps/turn signals.</i> - SecurILock Passive Anti-Theft System (PATS)	\$895.00
473	Snow Plow Prep Package <i>Includes pre-selected springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). NOTE 1: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details. NOTE 2: Also allows for the attachment of a winch.</i>	\$85.00
535	High Capacity Trailer Tow Package <i>Includes upgraded rear axle. Trailer brake controller not included. Increases GCW from 26,000 lbs. to 35,000 lbs. NOTE: Salesperson's Portfolio or Trailer-Towing Guide should be consulted for specific trailer-towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.</i>	\$350.00
41H_	Engine Block Heater	\$75.00
52B	Trailer Brake Controller <i>Verified to be compatible with electronic actuated drum brakes only.</i>	\$270.00
59H	Center High-Mounted Stop Lamp (CHMSL)	N/C
585	Radio: AM/FM Stereo/Single CD/MP3 <i>Includes digital clock, 4 speakers and auxiliary audio input jack.</i>	Included
91M	SYNC w/MyFord Communications & Entertainment System <i>Includes voice-activated with 911 Assist, Vehicle Health Report (VHR), traffic, directions and information services. (Note: SYNC Services available for \$60 annual subscription fee). 1 USB port, compass and AppLink.</i>	\$295.00
62D	Steering Wheel Audio Controls	\$70.00
Fleet Options		
525_	Steering-Wheel-Mounted Cruise Control	Included
Emissions		
425	50-State Emissions System	STD
Interior Colors		
AS_02	Steel	N/C

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403 Hogan Road, Bangor, Maine, 04401
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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Selected Options (cont'd)

Code	Description	MSRP
Primary Colors		
Z1_01	Oxford White	N/C
SUBTOTAL		\$53,320.00
Destination Charge		\$1,195.00
TOTAL		\$54,515.00

Darling's Bid Price **\$ 51,920.00**

Includes Trade of 2007 Truck and a
Rugby Steel Dump Body

- Optional Stainless Steel Rugby
Dump Body

Add \$5,750.00

- Dump Body = Rugby 9 foot 3 to 4 yard cap.

Eliminator Dump Body, pintle plate hitch,
Tarp cover, back up alarm

Painted Black Steel or Stainless Steel

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Selected Equipment & Specs

Dimensions

- * Exterior length: 226.5"
- * Exterior height: 80.5"
- * Front track: 74.8"
- * Turning radius: 21.2'
- * Front legroom: 41.1"
- * Front hiproom: 67.6"
- * Passenger volume: 65.9cu.ft.
- * Exterior width: 93.9"
- * Wheelbase: 141.0"
- * Rear track: 74.0"
- * Min ground clearance: 8.4"
- * Front headroom: 40.7"
- * Front shoulder room: 68.0"

Powertrain

- * Powerstroke 300hp 6.7L OHV 32 valve, intercooled turbo V-8 engine with direct diesel injection
- * Federal
- * Part-time
- * Fuel Economy City: N/A
- * Recommended fuel: diesel
- * TorqShift 6 speed automatic transmission with overdrive
- * Limited slip differential
- * Fuel Economy Highway: N/A

Suspension/Handling

- * Front Mono-beam non-independent suspension with anti-roll bar, HD shocks
- * Firm ride Suspension
- * Front and rear 19.5 x 6 argent steel wheels
- * Dual rear wheels
- * Rear DANA 130 rigid axle leaf spring suspension with anti-roll bar, HD shocks
- * Hydraulic power-assist re-circulating ball Steering
- * LT225/70SR19.5 GBSW AT front and rear tires

Body Exterior

- * 2 doors
- * Turn signal indicator in mirrors
- * Chrome bumpers
- * Clearcoat paint
- * Driver and passenger power remote heated folding door mirrors with turn signal indicator
- * Black door mirrors
- * Trailer harness
- * Front and rear 19.5 x 6 wheels

Convenience

- * Manual air conditioning
- * Power front windows
- * Driver and passenger 1-touch down
- * Manual tilt steering wheel
- * Day-night rearview mirror
- * AppLink smart device integration
- * Front cupholders
- * Driver and passenger door bins
- * Cruise control with steering wheel controls
- * Driver and passenger 1-touch up
- * Remote power door locks with 2 stage unlock and illuminated entry
- * Manual telescopic steering wheel
- * Wireless phone connectivity
- * 1 1st row LCD monitor
- * Passenger visor mirror

Seats and Trim

- * Seating capacity of 3
- * 4-way driver seat adjustment
- * 4-way passenger seat adjustment
- * Front 40-20-40 split-bench seat
- * Manual driver lumbar support
- * Centre front armrest with storage

Entertainment Features

- * AM/FM stereo radio with radio data system
- * MP3 decoder
- * SYNC with MyFord external memory control
- * 4 speakers
- * Single CD player
- * Auxillary audio input
- * Steering wheel mounted radio controls
- * Wireless streaming

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Darling's Bangor Ford
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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Selected Equipment & Specs (cont'd)

- * Fixed antenna

Lighting, Visibility and Instrumentation

- * Halogen aero-composite headlights
- * Light tinted windows
- * Tachometer
- * Outside temperature display
- * Variable intermittent front windshield wipers
- * Front reading lights
- * Compass
- * Trip odometer

Safety and Security

- * 4-wheel ABS brakes
- * Driveline traction control
- * Dual seat mounted side impact airbag supplemental restraint system
- * Remote activated perimeter/approach lighting
- * Security system with SecurILock immobilizer
- * Manually adjustable front head restraints
- * 4-wheel disc brakes
- * Dual front impact airbag supplemental restraint system with passenger cancel
- * Curtain 1st row overhead airbag supplemental restraint system
- * Power remote door locks with 2 stage unlock and panic alarm
- * MyKey restricted driving mode

Dimensions

General Weights

Curb	7755 lbs.	GVWR	19500 lbs.
Front GAWR	7000 lbs.	Rear GAWR	14706 lbs.
Payload	11709 lbs.	Front curb weight	4590 lbs.
Rear curb weight	3164 lbs.	Front axle capacity	7000 lbs.
Rear axle capacity	14706 lbs.	Front spring rating	7000 lbs.
Rear spring rating	15000 lbs.	Front tire/wheel capacity	7500 lbs.
Rear tire/wheel capacity	15000 lbs.		

Trailer Type

Harness	Yes	Brake controller	Yes
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General Trailing

5th-wheel towing capacity	26100 lbs.	Towing capacity	16000 lbs.
GCWR	35000 lbs.		

Fuel Tank type

Capacity	40 gal.
----------	---------

Off Road

Min ground clearance	8 "
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Rear Frame

Height loaded	28 "	Height unloaded	34 "
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Powertrain

Engine Type

Brand	Powersroke	Block material	Iron
Cylinders	V-8	Head material	Aluminum
Ignition	Compression	Injection	Direct diesel injection
Liters	6.7L	Orientation	Longitudinal
Recommended fuel	Diesel	Valves per cylinder	4
Valvetrain	OHV	Forced induction	Intercooled turbo

Engine Spec

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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Selected Equipment & Specs (cont'd)

Bore	3.90"	Compression ratio	16.2:1
Displacement	406 cu.in.	Stroke	4.25"
Engine Power			
Output	300 HP @ 2,800 RPM	Torque	660 ft.-lb @ 1,600 RPM
Alternator			
Type	HD	Amps	200
Battery			
Amp hours	78	Cold cranking amps	750
Run down protection	Yes	Type	Dual
Engine Extras			
Block heater	Yes		
Transmission			
Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	6
Type	Automatic		
Transmission Gear Ratios			
1st	3.974	2nd	2.318
3rd	1.516	4th	1.149
5th	0.858	6th	0.674
Reverse Gear ratios	3.128		
Transmission Torque Converter			
Stall ratio	1.90		
Transmission Extras			
Driver selectable mode	Yes	Sequential shift control	SelectShift
Drive Type			
4wd type	Part-time	Type	Four-wheel
Drive Feature			
Limited slip differential	Mechanical	Traction control	Driveline
Locking hub control	Manual	Transfer case shift	Manual
Drive Axle			
Ratio	4.88		
Exhaust			
Material	Stainless steel	System type	Single
Emissions			
CARB	Federal	EPA	Tier 2 Bin 8
Fuel Economy			
Fuel type	Diesel		
Engine Retarder			
Type	Yes		
Driveability			
Brakes			
ABS	4-wheel	ABS channels	3

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Selected Equipment & Specs (cont'd)

Type	4-wheel disc	Vented discs	Front and rear
<i>Suspension Control</i>			
Ride	Firm		
<i>Front Suspension</i>			
Independence	Mono-beam non-independent	Anti-roll bar	Regular
<i>Front Spring</i>			
Type	Coil	Grade	HD
<i>Front Shocks</i>			
Type	HD		
<i>Rear Suspension</i>			
Independence	DANA 130 rigid axle	Type	Leaf
Anti-roll bar	Regular		
<i>Rear Spring</i>			
Type	Leaf	Grade	HD
<i>Rear Shocks</i>			
Type	HD		
<i>Steering</i>			
Activation	Hydraulic power-assist	Type	Re-circulating ball
<i>Steering Specs</i>			
# of wheels	2		
Exterior			
<i>Front Wheels</i>			
Diameter	19.5"	Width	6.00"
<i>Rear Wheels</i>			
Diameter	19.5"	Width	6.00"
Dual	Yes		
<i>Front and Rear Wheels</i>			
Appearance	Argent	Material	Steel
<i>Front Tires</i>			
Aspect	70	Diameter	19.5"
Sidewalls	BSW	Speed	S
Tread	AT	Type	LT
Width	225mm	LT load rating	G
RPM	645		
<i>Rear Tires</i>			
Aspect	70	Diameter	19.5"
Sidewalls	BSW	Speed	S
Tread	AT	Type	LT
Width	225mm	LT load rating	G
RPM	645		
<i>Wheels</i>			
Front track	74.8"	Rear track	74.0"
Turning radius	21.2'	Wheelbase	141.0"

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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL (F5H)

Selected Equipment & Specs (cont'd)

Body Features

Front license plate bracket	Yes	Body material	Fully galvanized steel
Side impact beams	Yes		

Body Doors

Door count	2
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Exterior Dimensions

Length	226.5"	Body width	93.9"
Body height	80.5"	Cab to axle	60.0"
Axle to end of frame	47.6"	Frame section modulus	17.2cu.in.
Frame yield strength (psi)	36000.0	Front bumper to front axle	38.1"
Cab to end of frame	107.6"	Front bumper to back of cab	118.9"

Safety

Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Overhead	Curtain 1st row	Passenger front-impact	Cancellable
Passenger side-impact	Seat mounted		

Seatbelt

Height adjustable	Front
-------------------	-------

Security

Immobilizer	SecuriLock	Panic alarm	Yes
Restricted driving mode	MyKey		

Seating

Passenger Capacity

Capacity	3
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Front Seats

Split	40-20-40	Type	Split-bench
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Driver Seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4	Lumbar support	Manual

Passenger seat

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

Front Head Restraint

Control	Manual	Type	Adjustable
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Front Armrest

Centre	Yes	Storage	Yes
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Front Seat Trim

Material	Vinyl	Back material	Vinyl
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Convenience

AC And Heat Type

Air conditioning	Manual
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Selected Equipment & Specs (cont'd)

Audio System

CD	Single	CD location	In-dash
MP3 decoder	MP3 decoder	Auxiliary audio input	Yes
Radio	AM/FM stereo	Radio data system	Yes
Radio grade	Regular	Seek-scan	Yes
External memory control	SYNC with MyFord		

Audio Speakers

Speaker type	Regular	Speakers	4
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Audio Controls

Speed sensitive volume	Yes	Steering wheel controls	Yes
Voice activation	Yes	Wireless streaming	Bluetooth yes

Audio Antenna

Type	Fixed
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LCD Monitors

1st row	1	Primary monitor size (inches)	4.2
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Cruise Control

Cruise control	With steering wheel controls
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Convenience Features

Retained accessory power	Yes	12V DC power outlet	2
Wireless phone connectivity	Bluetooth	Smart device integration	App link

Door Lock Activation

Type	Power with 2 stage unlock	Remote	Keyfob (all doors)
Integrated key/remote	Yes		

Instrumentation Type

Display	Analog
---------	--------

Instrumentation Gauges

Tachometer	Yes	Engine temperature	Yes
Turbo/supercharger boost	Yes	Transmission fluid-temp	Yes
Engine hour meter	Yes		

Instrumentation Warnings

Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Door ajar	Yes	Service interval	Yes
Brake fluid	Yes		

Instrumentation Displays

Clock	In-radio display	Compass	Yes
Exterior temp	Yes	Systems monitor	Yes

Instrumentation Feature

PRND in IP	Yes	Trip odometer	Yes
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Steering Wheel Type

Material	Urethane	Tilting	Manual
Telescoping	Manual		

Front Side Windows

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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Selected Equipment & Specs (cont'd)

Window 1st row activation	Power		
<i>Window Features</i>			
1-touch down	Driver and passenger	1-touch up	Driver and passenger
Tinted	Light		
<i>Front Windshield</i>			
Wiper	Variable intermittent		
<i>Rear Windshield</i>			
Window	Fixed		
Interior			
<i>Passenger Visor</i>			
Mirror	Yes		
<i>Rear View Mirror</i>			
Day-night	Yes		
<i>Headliner</i>			
Coverage	Full	Material	Cloth
<i>Floor Trim</i>			
Coverage	Full	Covering	Vinyl/rubber
<i>Trim Feature</i>			
Gear shift knob	Urethane	Interior accents	Chrome
<i>Lighting</i>			
Dome light type	Fade	Front reading	Yes
Illuminated entry	Yes	Variable IP lighting	Yes
<i>Storage</i>			
Driver door bin	Yes	Front Beverage holder(s)	Yes
Glove box	Yes	Passenger door bin	Yes
Instrument panel	Bin	Dashboard	Yes
<i>Legroom</i>			
Front	41.1"		
<i>Headroom</i>			
Front	40.7"		
<i>Hip Room</i>			
Front	67.6"		
<i>Shoulder Room</i>			
Front	68.0"		
<i>Interior Volume</i>			
Passenger volume	65.9 cu.ft.		

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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

Warranty - Selected Equipment & Specs

Warranty

Basic

Distance	36000 miles	Months	36 months
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Powertrain

Distance	60000 miles	Months	60 months
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Corrosion Perforation

Distance	Unlimited miles	Months	60 months
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Roadside Assistance

Distance	60000 miles	Months	60 months
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Diesel Engine

Distance	100000 miles	Months	60 months
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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL (F5H)

Major Equipment

(Based on selected options, shown at right)

Powerstroke 6.7L V-8 OHV w/direct diesel injection 300hp

TorqShift 6 speed automatic w/OD

- * 4-wheel ABS
- * LT 225/70R19.5 G BSW AT S-rated tires
- * Firm suspension
- * Tinted glass
- * Bluetooth wireless streaming
- * Variable intermittent wipers
- * Dual front airbags w/passenger cancel
- * SecurILock immobilizer
- * Reclining front split-bench seats
- * Audio control on steering wheel
- * Rear axle capacity: 14706 lbs.
- * Rear spring rating: 15000 lbs.
- * Frame Yield Strength 36000 psi
- * Axle to end of frame: 47.6"

Fuel Economy

City
N/A



Hwy
N/A

Exterior: Oxford White

Interior: Steel

- * Traction control
- * Battery with run down protection
- * Air conditioning
- * AM/FM stereo with seek-scan, single in-dash CD player, MP3 decoder, auxiliary audio input, external memory control
- * Dual power remote heated mirrors
- * 19.5 x 6 steel wheels
- * Driver and front passenger seat mounted side airbags
- * Tachometer
- * Vinyl seats
- * Front axle capacity: 7000 lbs.
- * Front spring rating: 7000 lbs.
- * Frame section modulus: 17.2 cu.in.
- * Cab to axle: 60"
- * Engine retarder

Selected Options

STANDARD VEHICLE PRICE	MSRP
Order Code: 660A	\$40,720.00
Wheels: 19.5" Argent Painted Steel	N/C
HD Vinyl 40/20/40 Split Bench Seat	Included
Monotone Paint Application	Included
141" Wheelbase	STD
50-State Emissions System	STD
Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	STD
Transmission: TorqShift 6-Speed Automatic	\$8,130.00
Dual 78 AH 750 CCA Batteries	\$190.00
200 Amp Extra Heavy Duty Alternator	Included
Tires: 225/70R19.5G BSW Max Traction	Included
Limited Slip w/4.88 Axle Ratio	\$215.00
GVWR: 19,500 lb. Payload Plus Upgrade Package	\$360.00
Power Equipment Group	\$1,155.00
Accessory Delay	\$895.00
Power Locks	Included
Remote Keyless Entry	Included
Perimeter Anti-Theft Alarm	Included
Power Front Side Windows	Included

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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL(F5H)

MyKey	Included
Manual Telescoping 2-Way Fold Trailer Tow Mirrors	Included
SecuriLock Passive Anti-Theft System (PATS)	Included
XL Decor Group	Included
Chrome Front Bumper	Included
Engine Block Heater	\$75.00
Snow Plow Prep Package	\$85.00
Spare Tire & Wheel Delete (Regional)	-\$85.00
Trailer Brake Controller	\$270.00
High Capacity Trailer Tow Package	\$350.00
Center High-Mounted Stop Lamp (CHMSL)	N/C
Steering Wheel Audio Controls	\$70.00
SYNC w/MyFord Communications & Entertainment System	\$295.00
XL Value Package	\$595.00
Radio: AM/FM Stereo/Single CD/MP3	Included
Steering Wheel-Mounted Cruise Control	Included
Oxford White	N/C
Steel	N/C
SUBTOTAL	\$53,320.00
Destination Charge	\$1,195.00

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2016 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 141" WB DRW XL (F5H)

TOTAL

\$54,515.00

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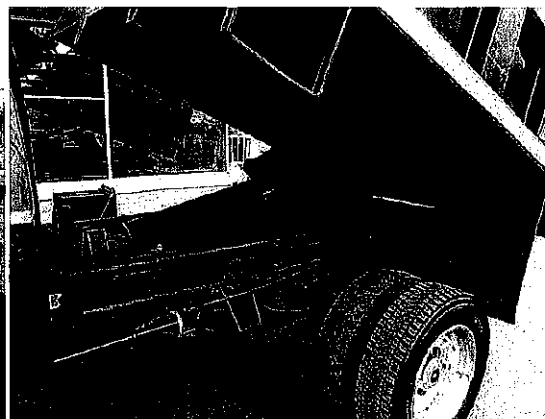
Bruce Chandler

Cell: 207-751-4924

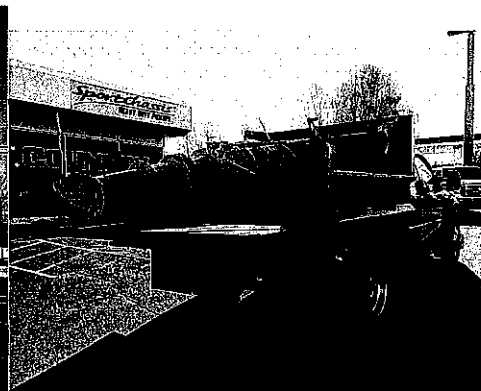
Email: readfield.maint@ne.twcba.com

Town truck options:

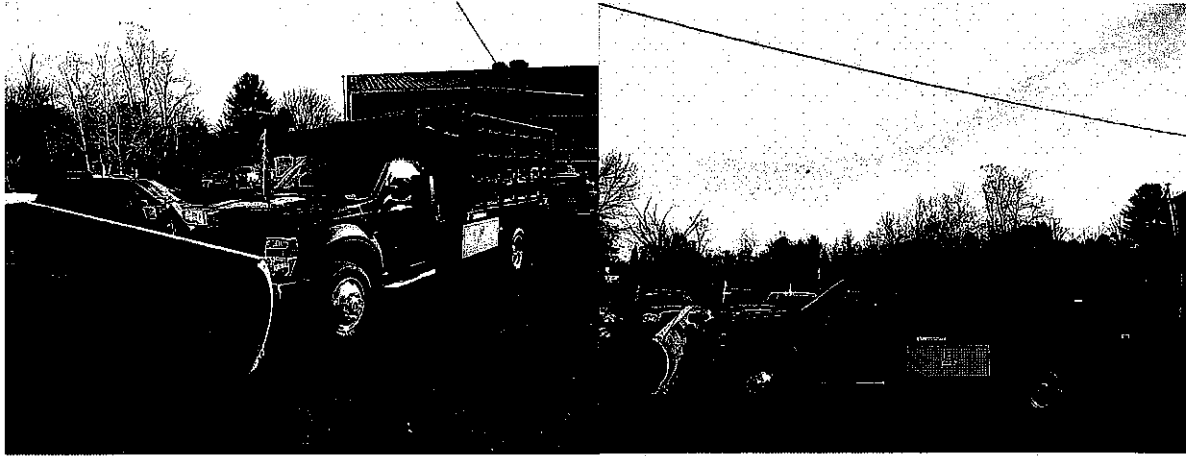
- Commercialtrucktrader.com – 2003 FORD F550 4X4 DIESEL, \$23,950 Abington, MA - DUMP TRUCK ONLY 60K WELL MAINTAINED FULLY SERVICED CLEAN IN AND OUT FISHER MINUTE MOUNT TWO PLOW CHROME WHEELS SET UP FOR A FISHER PLOW READY TO MAKE MONEY DONT MISS OUT CALL FOR MORE DETAILS, , Warranty, AM/FM Stereo, Premium Wheels, Tilt Wheel, Front Disc Brakes, Intermittent Wipers, Vinyl Seats, Air Bag - Driver, Air Bag - Passenger, Tachometer, Map Lights, Power Brakes, Clock.



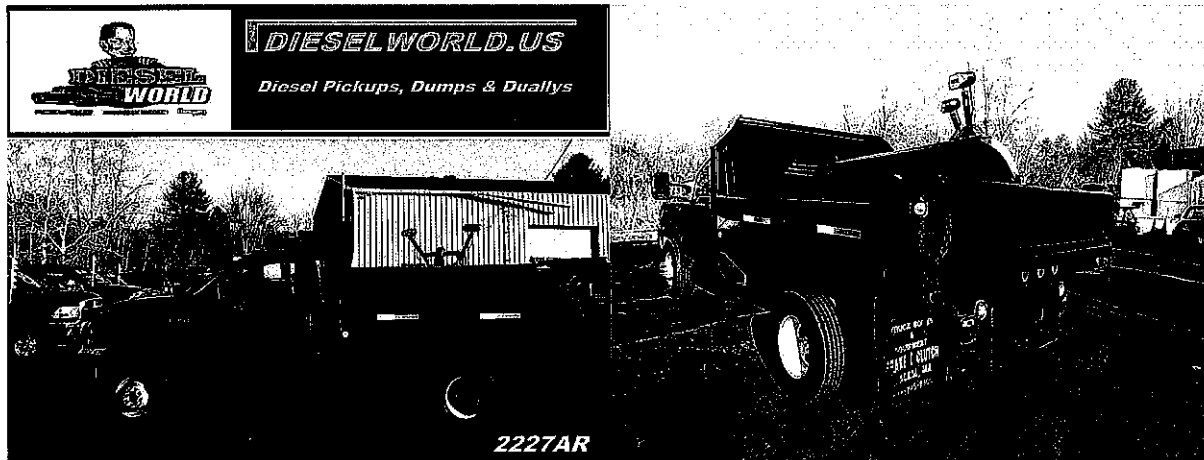
- <https://www.carsforsale.com/vehicle/details/14271292> - 2007 Ford F-550 Super Duty - \$21,999 South Amboy, NJ – XLT Ext Cab Diesel dump with a Everest plow, 6.0L engine, Automatic transmission equipped with gray leather upholstery, split front bench seat, rear bench seat, manual adjustable front seats, dome lights, cargo area lights, chrome bumpers, front tow hooks, manual climate control, am/fm radio with cd, manual 4x4 high to low gear selector, child door safety locks, factory installed trailer hitch with wiring, cruise controls, abs 4 wheel brakes, power steering, bed liner, 12 volt power outlets, and more.



- Diesel World Truck Sales of Plaistow, NH – 2010 Ford F-550 Super Duty, \$48,990 - Legendary Power stroke Turbo Diesel - 4X4 Dump- 9 Foot Fisher snow plow. Rack Body Dump. This one comes with 4 Additional auxiliary ports. 19,000 One Owner Miles - Power Windows and Power Door Locks - Tilt Wheel and Cruise Control.



- Diesel World Truck Sales of Plaistow, NH - 2004 Ford F-350 Super Duty, \$18,990 - Legendary Power stroke Diesel - 4x4 - Reading Dump Body - One Owner - 9 Foot Fisher Plow- Maintained Regularly at Ford - Only 44,000 Low Miles - Automatic - Ice Cold Air Conditioning – Stereo.



- Diesel World Truck Sales of Plaistow, NH - 2011 Ford F-450 Super Duty, \$44,990 - This Ford F450 Dump truck comes with the Legendary Power Stroke Turbo diesel is capable of carrying the heaviest of loads. This one comes with a 9' Stainless Steel Fisher V-plow. This one comes with Four Wheel Drive to get you onto the most difficult of job sites. This F450 comes with the XLT Package which includes Power Windows and Power Locks, Tilt Steering, Cruise Control, Ice Cold Air Conditioning, Auxiliary Power switches and a factory built in Trailer Towing Brake. This one comes in Contractor White.



- <https://boston.craigslist.org/sob/cto/5381081110.html> - 2010 F550 4 x 4 Regular Chassis Cab Dump Truck with Plow - \$33,995 (Wilmington) VEHICLE DESCRIPTION: 71,471 miles, XL 141" WB Chassis Cab, 6.4L V-8 Diesel, Torqshift 5-SPD Automatic Transmission, Fixed interval wipers, Front tow hooks, Roof clearance lights, Air conditioning – manual, AM/FM stereo w/clock, Black vinyl floor covering, Day-Night rear view mirror, Upfitter stitches, 7-wire trailer wiring harness, 40 gallon AFT axle fuel tank, Manual locking hubs, Manual telescope TT mirrors, Manual window and door locks, Mono beam coil spring front suspension, Stabilizer bar front/rear, 4-wheel anti-lock brakes, Driver/passenger air bags, 225/70R19 tires, 4.30 ratio limited slip axle, Rapid heat supplemental heater, 17,950# GVWR package, Engine block heater, Snow plow package, Trailer brake controller, 9' Boss plow, Dump body (9.75 cu. yds.), Well-maintained, body in very good shape.



- http://www.cargurus.com/Cars/spt_diesel_trucks-Portland_L14053#listing=134965643 – 2008 Ford F-450 Super Duty XL Crew Cab 4WD - \$24,900 Haverhill, MA - This is actually an F-550, no computer listing on our system. 4x4, automatic, 9ft stainless steel fisher plow and an operational stainless steel sander with a Honda engine. Single Cab not Crew Cab. One owner very well maintained, we just serviced it including brand new turbo chargers, tires and full safety check. Runs and drives great. Mileage: 73,403 miles, Transmission: Automatic, Engine: V8 Diesel, VIN: 1FDAF57R68EE14463



Town of Readfield, Maine

Compound Period: Annual

Nominal Annual Rate: 5.290 %
 Effective Annual Rate ...: 5.290 %
 Periodic Rate: 5.2900 %
 Daily Rate: 0.01449 %

CASH FLOW DATA

Event	Start Date	Amount	Number	Period	End Date
1 Lease	10/15/2006	54,400.00	1		
2 Payment	10/15/2006	19,075.69	3	Annual	10/15/2008

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Lease 10/15/2006				54,400.00
1 10/15/2006	19,075.69	0.00	19,075.69	35,324.31
2006 Totals	19,075.69	0.00	19,075.69	
2 10/15/2007	19,075.69	1,868.66	17,207.03	18,117.28
2007 Totals	19,075.69	1,868.66	17,207.03	
3 10/15/2008	19,075.69	958.41	18,117.28	0.00
2008 Totals	19,075.69	958.41	18,117.28	
Grand Totals	57,227.07	2,827.07	54,400.00	

NEW BUSINESS

Town of Readfield

Investment Policy for Trust Portfolio

Readfield Board of Selectmen
February 8, 2016
Item # 16-091

I. Purpose

The purpose of this Investment Policy Statement is to provide a clear understanding of the investment objectives, guidelines and policies for the Trust portfolio of the Town of Readfield, Maine, for the Select Board, the Treasurer, Town Manager, the financial consultant, Town employees and the public.

II. Investment Objective

The Town's primary investment objectives are the following:

- **Safety** - Safety of principal is an important objective of the Town's investment program. Investments shall be undertaken in a manner that seeks to preserve capital in the overall portfolio.
- **Liquidity** - The Town's investment portfolio shall remain sufficiently liquid to enable the Town to meet all the disbursement requirements which might be anticipated
- **Return on Investment** - The Town's Investment portfolio shall be structured so as to attain a fair rate of return comparable to the market overall while taking into account the Town's investment risk constraints and the cash flow characteristics of the portfolio.
- **Size** - Any investment in an equity (stock) or bond in excess of \$20,000 must comply with 30-A M.R.S.A. § 5711 – 5717.

III. Asset Allocation Guidelines

The Select Board has established the following asset allocation guidelines.

- **Cash and Equivalents** - (0 – 10%) - Short-term investments shall consist of obligations of the U.S. Government, and U.S. Agencies with maturities of twelve months or less. Additionally, a money market fund or comparable investment vehicle with like investments may be used.
- **Fixed Income** - (50 - 70%) - The quality of fixed income securities shall not be rated less than "A" by Moody's or Standard and Poors. Cash positions should conform to investments described in section above.
- **Equities** - (20 – 40%) - The portfolio may hold common stocks publicly traded on U.S. Exchanges, NASDAQ listed stocks and securities convertible into such stocks.

IV. Communications and Review

Reviews between the financial consultant and the Select Board and Treasurer will be held at least annually at a time established that is convenient to all parties. More frequent reviews may be needed and can be requested by any party if significant concerns arise regarding the fund's performance, the investment strategy, or if key changes occur in a personnel or organizational structure.

Town of Readfield

Investment Policy for Trust Portfolio

Monthly statements of activity will be sent to the Treasurer for review, and quarterly statements will be disbursed to the Select Board.

Ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the financial consultant and the Treasurer and/or Select Board.

IV. Audit

All accounts under this portfolio will be included in the Town's annual audit.

Approved initially by the Readfield Select Board on May 27, 2003; and in this updated form on March 1, 2010

Signed and Dated:

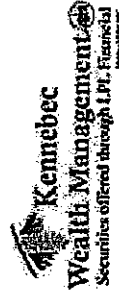
_____ Kathryn Mills Woodsum, Select Board Chair	_____ Date Signed
_____ John Perry, Select Board Vice Chair	_____ Date Signed
_____ P. Greg Durgin, Select Board Member	_____ Date Signed
_____ Amanda Mank, Select Board Member	_____ Date Signed
_____ Stefan Pakulski, Town Manager	_____ Date Signed
_____ Teresa Shaw, Finance Officer	_____ Date Signed

Portfolio Appraisal By Asset Class

Town of Readfield

Valuation Period: Inception - February 3, 2016

Prepared by: Samuel Tippet



Account Summary

Loc	Account Name	LPL Account #	Sponsor Account #	Description	Market Value(\$) on 2/8/2010	Market Value(\$) on 2/3/2016	2/8/2010-to-2/3/2016 Total % Annualized % (IRR)	Annualized % (IRR)
LPL	Town of Readfield	57446107		Brokerage - Non-retirement	0.00	221,532.35	27.32	4.12
Report Totals:					\$0.00	\$221,532.35	27.32%	4.12%

Notes: meeting Monday Jan 14, 2013 - went over account with Selectboard. Recommended investing some of excess cash into the equity market. Will meet with Town Manager to decide which and how much.

LG - Large Cap U.S. Growth Equity

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPTX	OPPENHEIMER CAP APPC CL A	328.8230	46.29	02/03/16	16,207.69	7.32	81.85	10.51
Totals:							16,207.69	7.32	81.85	10.51

LBL - Large Cap U.S. Blend Equity

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	BXMX	NUVEEN S&P 500 BUY WRITE INCOME FUND	303.0000	12.14	02/03/16	3,678.42	1.66	5.10	4.55
LPL	57446107	FFA	FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	12.09	02/03/16	3,747.90	1.69	78.78	10.19
LPL	57446107	MSIGX	OPPENHEIMER MAIN STREET CL A	502.0980	40.84	02/03/16	20,405.26	9.21	96.25	11.92
Totals:							27,831.58	12.56	87.53	11.08

SBL - Small Cap U.S. Blend Equity

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPMSX	OPPENHEIMER MAIN ST MID CAP GLA	750.7380	22.64	02/03/16	16,996.71	7.67	15.70	5.00

Totals: 16,996.71 7.67 15.70 5.00

LGS - Large Capitalization Global Stock

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	ETW	EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	10.17	02/03/16	3,051.00	1.38	56.85	7.81
LPL	57446107	EXG	EATON VANCE TAX MANAGED GLBL DIVERSIFIED EQUITY INCOME FUND	600.0000	8.12	02/03/16	4,872.00	2.20	36.43	5.33
LPL	57446107	OPPAX	OPPENHEIMER GLOBAL GLA	339.3540	66.58	02/03/16	22,594.19	10.20	58.50	8.00

Totals: 30,517.19 13.78 53.21 7.39

ILB - Intermediate/Long-Term High-Quality U.S. Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPIGX	OPPENHEIMER CORE BOND GLA	2,776.6580	6.80	02/03/16	18,881.27	8.52	27.99	4.21

Totals: 18,881.27 8.52 27.99 4.21

SIB - Short/Intermediate-Term High-Quality U.S. Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	ESAAX	WELLS FARGO ADJUSTABLE RATE GOVT GLA	1,466.0200	9.06	02/03/16	13,282.14	5.00	5.87	1.03

SI - Strategic Income

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPSIX	OPPENHEIMER GLOBAL STRAT INCOME CL A	2,920.3340	3.74	02/03/16	10,922.05	4.93	(6.37)	(2.18)
Totals:							10,922.14	6.00	6.82	1.19

STM - Short-Term Municipal Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	542430GE7	LONG BCH CA REDEV AGY NORTH LONG BCH B BABS REV B/E TXBL CPN 6.386% DUE 08/01/17 DTD 05/12/10 FC 08/01/10	10,000.0000	105.74	02/03/16	10,573.60	4.77	41.60	6.28
LPL	57446107	649670KA3	NEW YORK CITY EDL CONSTR FUND REV SER A BABS B/E TXBL OID @99.937 4.51% CPN 4.500% DUE 04/01/17 DTD 04/28/10 FC 10/01/10	10,000.0000	102.97	02/03/16	10,296.80	4.65	26.69	4.19
LPL	57446107	691610AG4	OXFORD MGMTY SCHS TXBL SCH BLDG & SITE SER A B/E BABS OSBLE CPN 4.500% DUE 05/01/17 DTD 04/14/10 FC 11/01/10	10,000.0000	103.86	02/03/16	10,385.70	4.69	27.18	4.26
Totals:							31,256.10	14.11	31.85	4.91

CASH - Cash and Equivalents

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	9999775	MONEY FUND JPS	36,667.2900	1.00	02/03/16	36,667.29	16.55	0.07	0.01
Totals:							36,667.29	16.55	6.70	1.09

ITB - Intermediate-Term Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OFIAX	OPPENHEIMER CORPORATE BOND CL A	1,834,6550	10.34	02/03/16	18,970.33	8.56	(5.18)	(4.04)
Totals:							18,970.33	8.56	(5.18)	(4.04)
Grand Totals:							\$221,552.35	100.00%	27.32%	4.12%

Performance to Benchmark Summary

Asset Class	Return % (IRR)	Annual %	Benchmark	Benchmark Rtn % (SRR)	Annual %	Your Account	Return % (IRR)	Annual %
CASH - Cash and Equivalents	6.70	1.09	Citigroup 3-Month Treasury Bill	0.40	0.07		27.32	4.12
ILB - Intermediate/Long-Term High-Quality U.S. Bond	27.99	4.21	Barclays Capital U.S. Aggregate Bond Index	24.80	3.77	Benchmark		
ITB - Intermediate-Term Bond	(5.18)	(4.04)				Dow Jones Industrial Average		
LBL - Large Cap U.S. Blend Equity	87.53	11.08	Russell 1000 Index	105.04	12.75	NASDAQ Composite Index	92.02	11.52
LG - Large Cap U.S. Growth Equity	81.85	10.51	Russell 1000 Growth Index	116.71	13.79	S&P 500 Total Return Index	111.86	13.36
LGS - Large Capitalization Global Stock	53.21	7.39					105.32	12.77
SBL - Small Cap U.S. Blend Equity	15.70	5.00	Russell 2000 Index	15.79	5.02			
SI - Strategic Income	(6.37)	(2.18)						
SIB - Short/Intermediate-Term High-Quality U.S. Bond	6.82	1.19	Barclays Capital 1-3 Year Government Bond Index	4.99	0.88			
STM - Short-Term Municipal Bond	31.85	4.91	Barclays Capital 3 Year Municipal Bond Index	11.34	1.88			

Returns for asset classes and their corresponding benchmarks are weighted on the time that the asset class was held during the report period, which may be less than the time that the group or account was held during the report period.

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Portfolio Appraisal By Asset Class
Town of Readfield

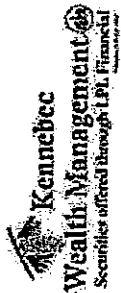
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Consolidated Report By Asset Class

Town of Readfield

Valuation Period: Inception - 02/03/16
Prepared by: Samuel Tippett



Portfolio

Since 02/08/10

Previous Portfolio Value: \$0.00

Contributions:

Withdrawals:

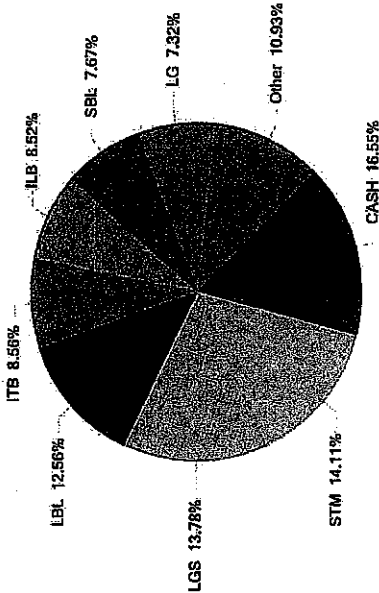
Net Invested:

Net Change:

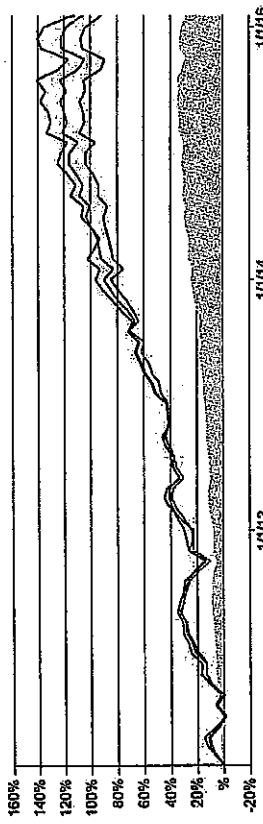
Total Portfolio Value:	\$221,532.35
Portfolio Return (IRR)	27.32%
Annualized Portfolio Return (IRR)	4.12%

Portfolio Composition

CASH	16.55%
STM	14.11%
LGS	13.78%
LBL	12.56%
ITB	8.56%
ILB	8.52%
SBL	7.67%
LG	7.32%
Other	10.93%



Performance Return



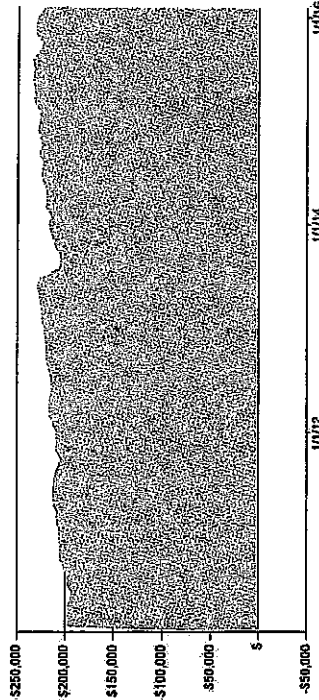
Your Performance (IRR)

Dow Jones Industrial Average

NASDAQ Composite Index (SRR)

S&P 500 Total Return Index (SRR)

Portfolio Value



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Consolidated Report
Town of Readfield

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LPL Brokerage - Non-retirement #57446107 | Town of Readfield

Account Info

TOWN OF READFIELD
A CORPORATION

Since Inception: 02/08/10 - 02/03/16

Contributions: \$194,489.38
Transfers In: \$0.00
Transfers Out: \$0.00
Withdrawals: \$23,532.64
Net Invested: \$170,956.74

Account Notes:

meeting Monday Jan 14, 2013 - went over account with Selectboard. Recommended investing some of excess cash into the equity market. Will meet with Town Manager to decide which and how much.

Total Account Value: \$221,532.35
Performance Return (IRR): 27.32%
Annualized Performance Return (IRR): 4.12%

Account Positions

Security ID	Description	Quantity	Price	Portfolio Value
542430GE7	LONG BCH CA REDEV AGY NORTH LONG BCH B BABS REV S/E TXBL CPN 6.386% DUE 08/01/17 DTD 05/12/10 FC 08/01/10	10,000.0000	\$105.74	\$1,057,360
649570KA3	NEW YORK CITY EDL CONSTR FUND REV SER A BABS B/E TXBL CID @99.937 4.51% CPN 4.500% DUE 04/01/17 DTD 04/28/10 FC 10/01/10	10,000.0000	\$102.97	\$1,029,800
691610AG4	OXFORD MGMTY SCHS TXBL SCH BLDG & SITE SER A B/E BABS QSBLF CPN 4.500% DUE 05/01/17 DTD 04/14/10 FC 10/01/10	10,000.0000	\$103.86	\$1,038,670
9999775	MONEY FUND JPS	36,667.2900	\$1.00	\$36,667.29
BMX	NUVEEN S&P 500 BUY WRITE INCOME FUND	303.0000	\$12.14	\$3,678.42
ESAAX	WELLS FARGO ADJUSTABLE RATE GOVT CL A	1,466.0200	\$9.06	\$13,282.14
ETW	EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	\$10.17	\$3,051.00
EXG	EATON VANCE TAX MANAGED GBL DIVERSIFIED EQUITY INCOME FUND	600.0000	\$8.12	\$4,872.00
FPA	FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	\$12.09	\$3,747.90
MSIGX	OPPENHEIMER MAIN STREET CL A	502.0980	\$40.64	\$20,405.26
OFIAX	OPPENHEIMER CORPORATE BOND CL A	1,834.6550	\$10.34	\$18,970.33
OPIGX	OPPENHEIMER CORE BOND CL A	2,776.6580	\$6.80	\$18,881.27
OPMSX	OPPENHEIMER MAIN ST MID CAP CL A	750.7380	\$22.64	\$16,996.71
OPPAX	OPPENHEIMER GLOBAL CL A	339.3540	\$66.58	\$22,594.19
OPSIK	OPPENHEIMER GLOBAL STRAT INCOME CL A	2,920.3340	\$3.74	\$10,922.05
OPTFX	OPPENHEIMER CAP APRC CL A	328.8230	\$49.29	\$16,207.89
Portfolio Total:				\$221,532.35

Transaction Detail

Date	Type	Security	Description	Quantity	Price	Amount
07/23/13	Withdrawal	Cash	CHECK ISSUED - CHECK ISSUED CHK ISS #RC103610218			(\$23,532.64)
02/11/10	Contribution	Cash	TRANSFER A/C - TRANSFER CASH BALANCE			\$0.39
02/09/10	Contribution	EXG	TRANSFER A/C - EATON VANCE TAX MANAGED GBL DIVERSIFIED EQUITY INCOME FUND	600.0000	\$11.79	\$7,074.00
02/09/10	Contribution	ETW	TRANSFER A/C - EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	\$12.53	\$3,759.00
02/09/10	Contribution	ESAX	TRANSFER A/C - EVERGREEN ADJUSTED CL A	1,368.7960	\$9.04	\$12,373.92
02/09/10	Contribution	FFA	TRANSFER A/C - FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	\$10.87	\$3,369.70
02/09/10	Contribution	JSN	TRANSFER A/C - NUVEEN EQUITY PREMIUM OPPORTUNITY FUND	310.0000	\$12.54	\$3,887.40
02/09/10	Contribution	OPTX	TRANSFER A/C - OPPENHEIMER CAP APPRECFD CL A	236.8660	\$37.64	\$8,915.64
02/09/10	Contribution	OPGX	TRANSFER A/C - OPPENHEIMER FUND CORE BOND FUND CLASS A	1,127.4610	\$6.21	\$7,001.53
02/09/10	Contribution	683924104	TRANSFER A/C - OPPENHEIMER GLOBAL FUND CLASS A	280.5080	\$50.83	\$14,258.22
02/09/10	Contribution	MSGX	TRANSFER A/C - OPPENHEIMER MAIN STR FD CL A	384.1020	\$27.08	\$10,401.48
02/09/10	Contribution	Cash	TRANSFER A/C - TRANSFER CASH BALANCE			\$39,172.47
02/09/10	Contribution	912820F19	TRANSFER A/C - U S TREAS NOTE STRIPPED PRIN PMT 5.75%10DUE 08/15/10DUE 08/15/00	10,000.0000	\$99.90	\$9,989.50
02/09/10	Contribution	912833JU5	TRANSFER A/C - U S TREAS SEC STRIPPED GENERIC TINT PMTDUE 05/15/10DUE 10/15/05	10,000.0000	\$99.98	\$9,997.90
02/09/10	Contribution	912833DA5	TRANSFER A/C - U S TREAS SEC STRIPPED GENERIC TINT PMTDUE 08/15/11DUE 02/15/05	5,000.0000	\$99.17	\$4,958.60
02/09/10	Contribution	912833DC1	TRANSFER A/C - U S TREAS SEC STRIPPED GENERIC TINT PMTDUE 08/15/12	5,000.0000	\$97.21	\$4,860.50
02/09/10	Contribution	912833DE7	TRANSFER A/C - U S TREAS SEC STRIPPED GENERIC TINT PMTDUE 08/15/13	10,000.0000	\$94.23	\$9,423.20
02/09/10	Contribution	912828BD1	TRANSFER A/C - U S TREASURY INFLATION INDEX NOTE CPN 1.875% DUE 07/15/13DUE 07/15/03 FC 01/15/04	10,000.0000	\$106.52	\$12,540.53
02/09/10	Contribution	912828BA7	TRANSFER A/C - U S TREASURY NOTE CPN 3.625% DUE 05/15/13DUE 05/15/03 FC 11/15/03	10,000.0000	\$106.91	\$10,690.60
02/09/10	Contribution	912828DV9	TRANSFER A/C - U S TREASURY NOTE CPN 4.125% DUE 05/15/15DUE 05/15/05 FC 11/15/05	10,000.0000	\$108.54	\$10,853.90
02/09/10	Contribution	912828GT5	TRANSFER A/C - U S TREASURY NOTE CPN 4.250% DUE 08/15/14DUE 08/15/04 FC 02/15/05	10,000.0000	\$109.61	\$10,960.90

Disclosures

Performance Calculations: Performance return figures are expressed as a percentage and include the impact of the deduction of any advisory fees and transaction charges. Unless otherwise stated, performance returns are cumulative. Two different methods, time-weighted and money-weighted, are displayed on reports. The return method used on these reports is clearly labeled and can be elected by your Financial Advisor. The time-weighted method is used to depict an account's relative rate of return, is not sensitive to contributions and withdrawals into and out of the account, and, as compared to the money-weighted method, allows clients to better compare performance against other money managers. The money-weighted return method is used to depict an account's personal rate of return, accounts for all contributions and withdrawals into and out of the account, and, as compared to the time-weighted method, better represents the client's actual investment experience during the evaluation period. On your performance reports, money-weighted returns are denoted with IRR while time-weighted returns are denoted with TWR. Below is an example to clarify the difference of these two methods:

Example: Two investors begin by buying 100 shares at the end of the year's price (\$10), starting off with \$1,000. The first investor makes two subsequent purchases of 100 shares each, one at the end of May (\$14) and the other at the end of August (\$15). The second investor also makes two additional purchases of 100 shares each, but hers are at the end of April (\$8) and September (\$9). The price of the security at the end of the year is \$11, meaning the security is up 10%. The first investor shows a loss of \$600, while the second shows a gain of \$600. The time-weighted return for each investor is 10%. The money-weighted return for the first investor is -24.86% and the second investor is +35.16%.

	Investor 1	Investor 2
	Dec: 100 shares @ \$10/s	Dec: 100 shares @ \$10/s
	May: 100 shares @ \$14/s	Apr: 100 shares @ \$8/s
	Aug: 100 shares @ \$15/s	Sept: 100 shares @ \$9/s
Net Invested	\$3,900	\$2,700
Ending Value	\$3,300	\$3,300
Net Change	-\$600	\$600
Time Weighted (TWR)	10.00%	10.00%
Money Weighted (IRR)	-24.86%	35.16%

Holdings Sources: Positions held in your LPL account(s) are indicated with "LPL". The terms "Outside", "CST", "TMP" or a "sponsor's name" refer to securities held or by an investment sponsor or custodian that has agreed to electronically provide information to LPL about your holdings. The source of all price information for these tracked positions is one or more third party vendors and may include the use of substitute prices for prices that are not readily available. For certain securities such as illiquid securities, pink sheet stocks, bulletin board stocks, and fixed income positions, substitute prices used in calculating performance and displayed on the report may be prices based on trades occurring prior to the date of the missing prices. The source of all quantity information for these holdings is LPL, the prior custodian or the investment sponsor carrying your account. "TMP" represents accounts managed by an investment firm other than LPL as part of a third party advisory program. TMP accounts are held away from LPL and are not covered by LPL's SIPC insurance. For TMP accounts, LPL's role is limited to a referral to the third party investment firm and LPL does not serve as broker-dealer. TMP accounts have not been verified by LPL. The source of all price information is the third party investment firm, (a custodian)

or a third party vendor. "CST" represents accounts held by an outside custodian and not held or verified by LPL nor covered by LPL's SIPC insurance. LPL is not an investment advisor or broker-dealer to CST accounts and is not responsible for the holdings or management of the CST account. The source of all price information is the custodian or a third party vendor. In addition, data from "Outside", "sponsor's name", "CST" and "TMP" accounts may also display historical data. Please be aware that you have the obligation to verify the accuracy of third party advisory programs (TMP), outside custodians (CST) through reliable written documents from the custodian holding the assets.

Outside Positions: Outside positions are securities held directly by an outside sponsor rather than in an LPL account. They include positions held in accounts identified by a three letter code on the left side of account headers with a code other than "LPL." There may be differences in the way each outside position is reflected based on these various data sources used. If available, market value may be reflected for these outside positions. Performance may not be calculated for all outside positions. Information regarding outside positions may be limited because it is provided by a third party source.

Pre-June 2000 Data Not Available for Performance: Performance for LPL accounts is not available at the account, position, asset class, or security level prior to June 2000. Generally, performance for assets held directly with the sponsor is not available prior to May of 2010.

Direct Participation Programs and Alternative Investments: Direct participation program securities (e.g. partnerships, limited liability companies, fund of hedge funds, managed futures, and real estate investment trusts that are not listed on a national exchange or NASDAQ) are generally illiquid and you may not be able to liquidate. Securities prices may vary from actual liquidation value and should not be relied upon. The values for these securities generally are provided by the management of the program and represent the management's estimate of the investor's interest in the net assets of the program.

Indices and Benchmarks: Indices and benchmarks are unmanaged and cannot be invested into directly. For additional information regarding the indices that may be displayed, please contact your Financial Advisor. Benchmark returns may not correspond exactly to the benchmark returns displayed on LPL advisory performance reports or statements.

If returns shown in a report are calculated according to the time-weighted method, returns for the benchmark will be shown based on the simple method. The simple method tracks the return of the benchmark during the reporting period without regard to the timing and value of any additions or withdrawals from your account.

If returns shown in a report are calculated according to the money-weighted method, returns for the benchmark may be shown either based on the simple method or the money-weighted method. A money-weighted benchmark return generally seeks to represent how a hypothetical investment in the benchmark would have performed based on the cash flows in your account. Because money-weighted benchmarks are based on the cash flows in your account, the benchmark returns shown in the report are not likely to be comparable to the published returns for the same benchmark.

Disclosures

LPL Benchmarks. The LPL benchmarks are calculated using a weighted average of indices. The LPL benchmarks may represent the benchmark for the current investment objective for the account or a benchmark assigned to your account(s) or group(s) of accounts by your Financial Advisor. Please keep in mind that the investment objective for the account(s) or group(s) may have changed over time.

Money Market Funds. Money market fund investments are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the funds seek to preserve a value of \$1.00 per share, it is possible to lose money in money market funds.

Latent Data. Data for outside positions may or may not be up to date. Market Values for these positions are derived from the most recent available data. Please refer to the sponsor or custodian statement for comparison purposes.

Securities and advisory services offered through LPL Financial, member FINRA/SIPC. Insurance products offered through LPL Financial or its licensed affiliates.

To the extent you are receiving investment advice from a separately registered independent investment advisor, please note that LPL Financial is not an affiliate of and makes no representation with respect to such entity.

38277653



Return On investment Transfer Station Scale Project

It is the intention of this document to present to the Citizens of the Towns of Readfield, Town of Wayne, and potentially Town of Fayette, Maine, about the benefits of purchasing, installing and consistent usage of a scale to determine the weight of Demolition Material and or Shingles that is accepted at the collective Transfer Station.

The initial goal has two objectives. The first is to provide a method where all citizens in each community are correctly charged for demolition and or Shingles as they are presented for disposal to the Transfer Station.

The second objective is to make sure the towns are charged for the actual weight of the demolition it has received from citizens, and not create an increase charged to the members of the town by maintaining a cost per pound fee based on volume.

Currently the Towns are being charged more by the Recycler for material they pick up and the amount the Citizen is paying. This cause a drain on the Tax Dollars for the Citizens, and unfairly charges Citizens who do not drop off Shingles or Demo material to help cover the cost for those who do drop off these items.

It is my intention by conducting this study to present to the various committees, municipal officials, and Citizens of our towns information required to placing an Article on each towns warrant for the 2016-2017 funding year. If approved implementation of the project would take place this coming summer 2016.

February 1, 2016

Submit Respectfully: Allen Curtis
Readfield Select Board Member



Readfield Board of Selectmen
February 8, 2016
Item # 16-093

TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355
TEL. (207) 685-4939 • FAX (207) 685-3420

NOTICE OF CONDEMNATION

January 28, 2016

REFERENCED PROPERTY: 323 Main Street Readfield, Map136 Lot 44 (rental unit)

NAME OF OWNER: Craig Pollis

The owner, Craig Pollis, and any other person claiming an interest in the property identified above shall take notice that said property will be reviewed by the Readfield Select Board on **February 8, 2016** to determine if the condition of the above rental unit is a "Dangerous Building" under Title 17, §2851 also causing a "Miscellaneous Nuisance" under Title 17, §2802 and to recover Civil Penalties under Title 30-A §4452 (attached Titles). The Code Office has posted 323 Main Street as dangerous and unsafe on November 10, 2015 and removed the occupancy permit through a vote of the Board on November 2, 2015, because the rental unit was determined unsafe, unlawful, unfit for human habitation, or use as a dwelling.

A reasonable time has passed to do the required repairs and initiate an occupancy permit inspection.

Also, it has been brought to the Town's attention that you have allowed individuals to reside in the rental unit in December 2015 and through January 2016. This willful act (allowing occupancy) by permission of the owner may cause the Town to take legal action to abate these unsafe acts.

The failure to make the unit habitable may cause the Town to closed the structure permanently or demolish it and may ask the Court to recover the cost thereof from you. This proposed order from the Board may be appealed to the Board of Appeals by filing a Request within thirty (30) days of the date of the Board's vote. A copy of the specific defects has been served on Craig Pollis by and through the help of a Maine State Trooper on November 2, 2015.

Sincerely,

Gary Quintal, Code Enforcement Officer

NOTICE OF HEARING
Pursuant to 17 M.R.S.A. § § 2851-2859
Dangerous Buildings

TO: Craig Pollis
321 Main Street
Readfield Maine 04355

You are hereby notified that the Municipal Officers of the Town of Readfield Maine will hold a hearing on February 8, 2016 at 6:30 at 8 Old Kents Hill Road to determine whether the rental building owned by you, Craig Pollis, and located on land owned by you, Craig Pollis, and shown on Map 136, Lot 44 as a rental unit in Readfield, on file as 323 Main Street, is a dangerous building and/or a nuisance within the meaning of 17 M.R.S.A. § 2851 & § 2802. If the Municipal Officers find that the building is dangerous and/or a nuisance, they may order appropriate corrective action to the Courts, including but not limited to demolition and removal of the building. If their order is not complied with by the deadline stated in their order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the rental building at 323 Main Street is not a dangerous building and to oppose any corrective action ordered by the Municipal Officers.

The Select Board has determined the Rental Unit at 323 Main Street is a Dangerous Building.

Val Pomerleau, CHR

Tom Dunham

Allen Curtis

Bruce Bourgoine

Chris Sammons

Municipal Officers of Readfield, Maine

STATE OF MAINE

KENNEBEC COUNTY,

Date: February 8, 2016. Personally appeared before me the above-named Select Board, and each acknowledged their foregoing instrument to be his/her free act and deed.

Notary Public

Maine Revised Statutes

Title 17: CRIMES

Chapter 91: NUISANCES

Subchapter 4: DANGEROUS BUILDINGS

§2851. Dangerous buildings

Whenever the municipal officers in the case of a municipality, or the county commissioners in the case of the unorganized or deorganized areas in their county, find that a building or structure or any portion thereof or any wharf, pier, pilings or any portion thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, is structurally unsafe; unstable; unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property, they may after notice and hearing on this matter adjudge the same to be a nuisance or dangerous and may make and record an order prescribing what disposal must be made of that building or structure. [1997, c. 6, §1 (AMD).]

1. Notice. The notice must be served on the owner and all parties in interest, as defined in Title 14, section 6321, in the same way service of process is made in accordance with the Maine Rules of Civil Procedure.

[1997, c. 6, §1 (AMD) .]

2. Notice; how published. When the name or address of any owner or co-owner is unknown or is not ascertainable with reasonable diligence, then the notice must be published once a week for 3 successive weeks prior to the date of hearing in a newspaper generally circulated in the county, or if none, in the state paper.

[1997, c. 6, §1 (AMD) .]

3. Order. The order made by the municipal officers or county commissioners must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in subsection 2.

[1997, c. 6, §1 (AMD) .]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of

demolition by filing a complaint in the Superior Court situated in the county where the structure is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties-in-interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue an appropriate order and, if it requires removal of the structure, it shall award costs as authorized by this subchapter to the municipality or the county. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure.

[1997, c. 6, §1 (AMD) .]

SECTION HISTORY

1965, c. 284, (RPR). 1967, c. 401, §1 (AMD). 1973, c. 143, §1 (AMD). 1979, c. 27, §§1-3 (AMD). 1997, c. 6, §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.

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State House Room 108 • Augusta, Maine 04333-0007

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Maine Revised Statutes

Title 17: CRIMES

Chapter 91: NUISANCES

Subchapter 3: PARTICULAR NUISANCES

§2802. Miscellaneous nuisances

The erection, continuance or use of any building or place for the exercise of a trade, employment or manufacture that, by noxious exhalations, offensive smells or other annoyances, becomes injurious and dangerous to the health, comfort or property of individuals or of the public; causing or permitting abandoned wells or tin mining shafts to remain unfilled or uncovered to the injury or prejudice of others; causing or suffering any offal, filth or noisome substance to collect or to remain in any place to the prejudice of others; obstructing or impeding, without legal authority, the passage of any navigable river, harbor or collection of water; corrupting or rendering unwholesome or impure the water of a river, stream, pond or aquifer; imprudent operation of a watercraft as defined in Title 12, section 13068-A, subsection 8; unlawfully diverting the water of a river, stream, pond or aquifer from its natural course or state to the injury or prejudice of others; and the obstructing or encumbering by fences, buildings or otherwise of highways, private ways, streets, alleys, commons, common landing places or burying grounds are nuisances within the limitations and exceptions mentioned. Any places where one or more old, discarded, worn-out or junked motor vehicles as defined in Title 29-A, section 101, subsection 42, or parts thereof, are gathered together, kept, deposited or allowed to accumulate, in such manner or in such location or situation either within or without the limits of any highway, as to be unsightly, detracting from the natural scenery or injurious to the comfort and happiness of individuals and the public, and injurious to property rights, are public nuisances. [2005, c. 397, Pt. A, §11 (AMD).]

SECTION HISTORY

1965, c. 78, §1 (AMD). 1971, c. 274, (AMD). 1979, c. 472, §3 (AMD). 1995, c. 65, §A53 (AMD). 1995, c. 65, §A153, C15 (AFF). 1997, c. 540, §4 (AMD). 1997, c. 683, §A7 (AMD). RR 2003, c. 2, §24 (COR). 2005, c. 397, §A11 (AMD).

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State House Room 108 • Augusta, Maine 04333-0007

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Maine Revised Statutes

Title 30-A: MUNICIPALITIES AND COUNTIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 6-A: PLANNING AND LAND USE REGULATION HEADING: PL 1989, C. 104, PT. A, §45 (NEW)

Chapter 187: PLANNING AND LAND USE REGULATION HEADING: PL 1989, C. 104, PT. A, §45 (NEW)

Subchapter 5: ENFORCEMENT OF LAND USE REGULATIONS HEADING: PL 1989, C. 104, PT. A, §45 (NEW)

§4452. Enforcement of land use laws and ordinances

1. Enforcement. A municipal official, such as a municipal code enforcement officer, local plumbing inspector or building official, who is designated by ordinance or law with the responsibility to enforce a particular law or ordinance set forth in subsection 5, 6 or 7, may:

A. Enter any property at reasonable hours or enter any building with the consent of the owner, occupant or agent to inspect the property or building for compliance with the laws or ordinances set forth in subsection 5. A municipal official's entry onto property under this paragraph is not a trespass; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

B. Issue a summons to any person who violates a law or ordinance, which the official is authorized to enforce; and [1993, c. 23, §1 (AMD).]

C. When specifically authorized by the municipal officers, represent the municipality in District Court in the prosecution of alleged violations of ordinances or laws, which the official is authorized to enforce. [1993, c. 23, §1 (AMD).]

[1993, c. 23, §1 (AMD); 2007, c. 699, §24 (REV) .]

2. Liability for violations. Any person, including, but not limited to, a landowner, the landowner's agent or a contractor, who violates any of the laws or ordinances set forth in subsection 5 or 6 is liable for the penalties set forth in subsection 3.

[1991, c. 732, §2 (AMD) .]

3. Civil penalties. The following provisions apply to violations of the laws and ordinances set forth in subsection 5. Except for paragraph H, monetary penalties may be assessed on a per-day basis and are civil penalties.

A. The minimum penalty for starting construction or undertaking a land use activity without a required permit is \$100, and the maximum penalty is \$2,500. [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

B. The minimum penalty for a specific violation is \$100, and the maximum penalty is \$2,500. [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

B-1. Notwithstanding paragraph B, the maximum penalty is \$5,000 for any violation of a law or an ordinance set forth in subsection 5, paragraph Q, if the violation occurs within an area zoned for resource protection. [1999, c. 370, §1 (NEW).]

C. The violator may be ordered to correct or abate the violations. When the court finds that the violation was willful, the violator shall be ordered to correct or abate the violation unless the abatement or correction results in:

- (1) A threat or hazard to public health or safety;
- (2) Substantial environmental damage; or
- (3) A substantial injustice. [1989, c. 727, §1 (AMD).]

C-1. [2007, c. 92, §1 (RP).]

C-2. Notwithstanding paragraph C, for violations of the laws and ordinances set forth in subsection 5, paragraph Q, the provisions of this paragraph apply. The court must order the violator to correct or mitigate the violation unless the correction or mitigation would result in a threat or hazard to public health or safety, substantial environmental damage or a substantial injustice.

(1) Except for timber harvesting, correction or mitigation of a violation that involves the cutting of a tree or trees must include, but is not limited to, replacement of each tree cut with a tree or trees of varying size and species such that the visual impact from the cutting will be remediated, the tree canopy that was cut will be restored within a reasonable time period and a total basal area equal to at least 50% of the basal area cut will be replanted.

(2) Except for timber harvesting, correction or mitigation of a violation that involves the cutting of understory vegetation must include, but is not limited to, replacement of the understory vegetation with understory vegetation of substantially similar size and species to the extent reasonably available and feasible.

(3) For violations requiring correction or mitigation pursuant to subparagraph (1) or (2), the violator shall submit to the municipality a reforestation plan and 5-year management plan developed with and signed by a forester licensed pursuant to Title

32, chapter 76 or other qualified professional. The reforestation plan must include consideration of specified site conditions and address habitat and other riparian restoration, visual screening, understory vegetation and erosion and sedimentation control. The management plan must address how the replacement trees must be maintained to enable the trees to grow to a healthy, mature height.

For purposes of this paragraph, "timber harvesting" has the same meaning as in Title 38, section 438-B, subsection 1, paragraph C.

For purposes of this paragraph, "understory vegetation" means all saplings that measure less than 2 inches in diameter at 4.5 feet above ground level and all shrubs. [2011, c. 228, §1 (AMD).]

D. If the municipality is the prevailing party, the municipality must be awarded reasonable attorney fees, expert witness fees and costs, unless the court finds that special circumstances make the award of these fees and costs unjust. If the defendant is the prevailing party, the defendant may be awarded reasonable attorney fees, expert witness fees and costs as provided by court rule. [1989, c. 727, §1 (AMD).]

E. In setting a penalty, the court shall consider, but is not limited to, the following:

- (1) Prior violations by the same party;
- (2) The degree of environmental damage that cannot be abated or corrected;
- (3) The extent to which the violation continued following a municipal order to stop; and
- (4) The extent to which the municipality contributed to the violation by providing the violator with incorrect information or by failing to take timely action. [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

F. The maximum penalty may exceed \$2,500, but may not exceed \$25,000, when it is shown that there has been a previous conviction of the same party within the past 2 years for a violation of the same law or ordinance. [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

G. The penalties for violations of a septage land disposal or storage site permit issued by the Department of Environmental Protection under Title 38, chapter 13, subchapter 1, are as prescribed in Title 38, section 349. [1997, c. 794, Pt. A, §1 (AMD).]

H. If the economic benefit resulting from the violation exceeds the applicable penalties under this subsection, the maximum civil penalties may be increased. The maximum civil penalty may not exceed an amount equal to twice the economic benefit resulting from the violation. Economic benefit includes, but is not limited to, the costs avoided or enhanced value accrued at the time of the violation as a result of the violator's noncompliance with the applicable legal requirements. [1989, c. 727, §1 (NEW).]

[2011, c. 228, §1 (AMD) .]

4. Proceedings brought for benefit of municipality. All proceedings arising under locally administered laws and ordinances shall be brought in the name of the municipality. All fines resulting from those proceedings shall be paid to the municipality.

[1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

5. Application. This section applies to the enforcement of land use laws and ordinances or rules that are administered and enforced primarily at the local level, including:

A. The plumbing and subsurface waste water disposal rules adopted by the Department of Health and Human Services under Title 22, section 42, including the land area of the State that is subject to the jurisdiction of the Maine Land Use Planning Commission; [2007, c. 699, §18 (AMD); 2011, c. 682, §38 (REV) .]

B. Laws pertaining to public water supplies, Title 22, sections 2642, 2647 and 2648; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

C. Local ordinances adopted pursuant to Title 22, section 2642; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

D. Laws administered by local health officers pursuant to Title 22, chapters 153 and 263; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

E. Laws pertaining to fire prevention and protection, which require enforcement by local officers pursuant to Title 25, chapter 313; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

F. Laws pertaining to the construction of public buildings for the physically disabled pursuant to Title 5, sections 4582-B, 4582-C and 4594-F; [2011, c. 613, §28 (AMD); 2011, c. 613, §29 (AFF) .]

G. Local land use ordinances adopted pursuant to section 3001; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

H. [2007, c. 699, §18 (RP) .]

I. [2007, c. 699, §18 (RP) .]

J. Laws pertaining to junkyards, automobile graveyards and automobile recycling businesses and local ordinances regarding junkyards, automobile graveyards and automobile recycling businesses, pursuant to chapter 183, subchapter 1 and Title 38, section 1665-A, subsection 3; [2007, c. 699, §18 (AMD) .]

K. Local ordinances regarding electrical installations pursuant to chapter 185, subchapter 2; [2007, c. 699, §18 (AMD) .]

L. Local ordinances regarding regulation and inspection of plumbing pursuant to chapter 185, subchapter 3; [2007, c. 699, §18 (AMD) .]

M. Local ordinances regarding malfunctioning subsurface waste water disposal systems pursuant to section 3428 and laws regarding malfunctioning subsurface waste water

disposal systems pursuant to Title 38, section 424-A; [2007, c. 568, §6 (AMD).]

N. The subdivision law and local subdivision ordinances adopted pursuant to section 3001 and subdivision regulations adopted pursuant to section 4403; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

O. Local zoning ordinances adopted pursuant to section 3001 and in accordance with section 4352; [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW).]

P. Wastewater discharge licenses issued pursuant to Title 38, section 353-B; [1999, c. 127, Pt. A, §46 (AMD).]

Q. Shoreland zoning ordinances adopted pursuant to Title 38, sections 435 to 447, including those that were state-imposed; [2005, c. 240, §4 (AMD).]

R. The laws pertaining to harbors in Title 38, chapter 1, subchapter 1, local harbor ordinances adopted in accordance with Title 38, section 7 and regulations adopted by municipal officers pursuant to Title 38, section 2; [2007, c. 112, §4 (AMD).]

S. Local ordinances and ordinance provisions regarding storm water, including, but not limited to, ordinances and ordinance provisions regulating nonstorm water discharges, construction site runoff and postconstruction storm water management, enacted as required by the federal Clean Water Act and federal regulations and by state permits and rules; [2007, c. 661, Pt. A, §1 (AMD); 2007, c. 699, §18 (AMD).]

T. Laws pertaining to limitations on construction and excavation near burial sites and established cemeteries in Title 13, section 1371-A and local ordinances and regulations adopted by municipalities in accordance with this section and section 3001 regarding those limitations; [RR 2007, c. 2, §16 (COR).]

U. Standards under a wind energy development certification issued by the Department of Environmental Protection pursuant to Title 35-A, section 3456 if the municipality chooses to enforce those standards; and [RR 2007, c. 2, §17 (COR).]

(Paragraph U as enacted by PL 2007, c. 699, §18 is REALLOCATED TO TITLE 30-A, SECTION 4452, SUBSECTION 5, PARAGRAPH V)

V. (REALLOCATED FROM T. 30-A, §4452, sub-§5, ¶U) The Maine Uniform Building and Energy Code, adopted pursuant to Title 10, chapter 1103. [RR 2007, c. 2, §18 (RAL).]

[2011, c. 613, §28 (AMD); 2011, c. 613, §29 (AFF); 2011, c. 682, §38 (REV) .]

6. Septage and sludge permits issued by the Department of Environmental Protection.

A municipality, after notifying the Department of Environmental Protection, may enforce the terms and conditions of a septage land disposal or storage site permit or a sludge land application or storage site permit issued by the Department of Environmental Protection pursuant to Title 38, chapter 13, subchapter 1.

[1997, c. 38, §1 (AMD) .]

7. Natural resources protection laws. A code enforcement officer, authorized by a municipality to represent that municipality in District Court and certified by the former State Planning Office or the Department of Economic and Community Development, Office of Community Development under section 4453 as familiar with court procedures, may enforce the provisions of Title 38, section 420-C, Title 38, chapter 3, subchapter 1, article 5-A and Title 38, chapter 13-D by instituting injunctive proceedings or by seeking civil penalties in accordance with Title 38, section 349, subsection 2.

[2011, c. 655, Pt. FF, §9 (AMD); 2011, c. 655, Pt. FF, §16 (AFF) .]

SECTION HISTORY

1989, c. 104, §§A45, C10 (NEW). 1989, c. 287, §§3, 4 (AMD). 1989, c. 727, §1 (AMD). 1991, c. 548, §D6 (AMD). 1991, c. 732, §§1-4 (AMD). RR 1993, c. 1, §77 (COR). 1993, c. 23, §§1, 2 (AMD). 1995, c. 58, §1 (AMD). 1995, c. 704, §B1 (AMD). 1995, c. 704, §C2 (AFF). 1997, c. 38, §1 (AMD). 1997, c. 296, §8 (AMD). 1997, c. 794, §A1 (AMD). 1999, c. 127, §A46 (AMD). 1999, c. 370, §1 (AMD). 2003, c. 689, §B6 (REV). 2005, c. 148, §1 (AMD). 2005, c. 240, §§4-6 (AMD). RR 2007, c. 2, §§16-18 (COR). 2007, c. 92, §§1, 2 (AMD). 2007, c. 112, §§4-6 (AMD). 2007, c. 568, §6 (AMD). 2007, c. 569, §1 (AMD). 2007, c. 661, Pt. A, §§1-3 (AMD). 2007, c. 699, §18 (AMD). 2007, c. 699, §24 (REV). 2011, c. 228, §1 (AMD). 2011, c. 613, §28 (AMD). 2011, c. 613, §29 (AFF). 2011, c. 655, Pt. FF, §9 (AMD). 2011, c. 655, Pt. FF, §16 (AFF). 2011, c. 682, §38 (REV).

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.

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Maine Revised Statutes

Title 22: HEALTH AND WELFARE

Subtitle 2: HEALTH

Part 3: PUBLIC HEALTH HEADING: PL 1989, C. 487, §11 (RPR)

Chapter 263: OFFENSES AGAINST PUBLIC HEALTH Subchapter 1: NUISANCES HEADING: PL 1995, C. 470, §10 (NEW)

§1561. Removal of private nuisance

When any source of filth whether or not the cause of sickness is found on private property and deemed to be potentially injurious to health, the owner or occupant thereof shall, within 24 hours after notice from the local health officer, at his own expense, remove or discontinue it. If he neglects or unreasonably delays to do so, he forfeits not exceeding \$300. Said local health officer shall cause said nuisance to be removed or discontinued, and all expenses thereof shall be repaid to the town by such owner or occupant, or by the person who caused or permitted it. [1973, c. 430, (AMD).]

SECTION HISTORY

1973, c. 430, (AMD).

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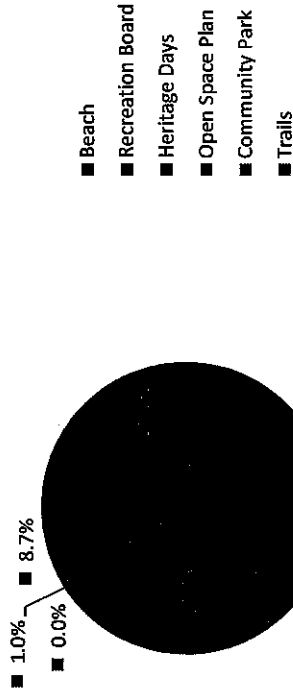
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Item # 16-094

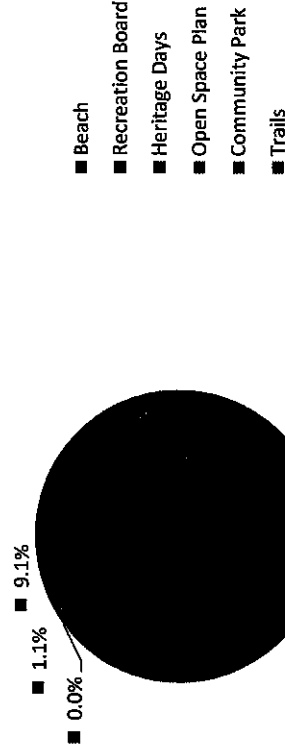
DEPARTMENT 30 - RECREATION, PARKS, & ACTIVITIES

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Beach	9,071.26	9,099.00	6,945.47	9,060.00	6,119.43	9,130.00	70.00	0.77%
20 Recreation Board	8,931.75	9,922.00	6,505.20	9,006.00	2,657.42	10,071.00	1,065.00	11.83%
25 Heritage Days	9,401.40	5,000.00	0.00	10,000.00	10,106.85	5,000.00	-5000.00	-50.00%
50 Open Space Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
60 Community Park	266.10	306.00	139.18	306.00	242.63	301.00	- 5.00	-1.63%
70 Trails	0.00	0.00	0.00	2,700.00	1578.74	2,467.00	-233.00	-8.63%
	\$ 27,670.51	\$ 24,327.00	\$ 13,589.85	\$ 31,072.00	\$ 20,705.07	\$ 26,969.00	\$ (4,103.00)	-13.20%

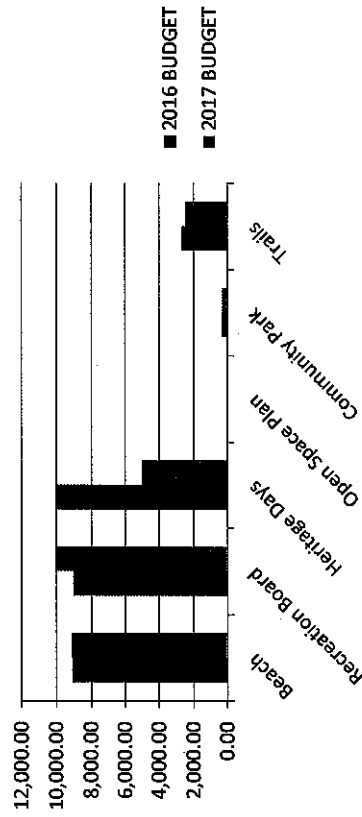
2016 Budget Percentages by Division



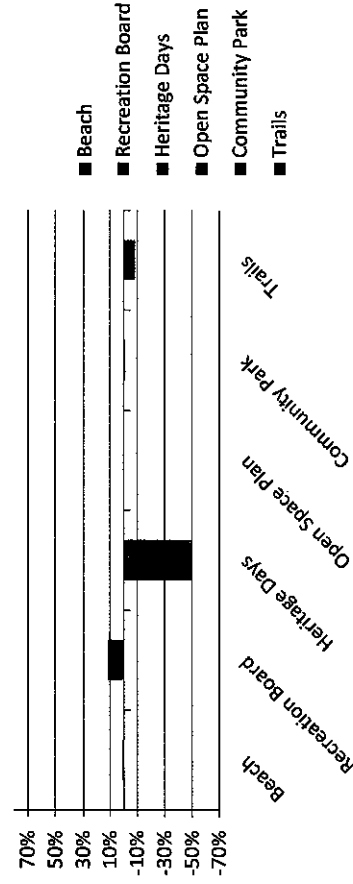
2017 Budget Percentages by Division



2016-2017 Totals by Division



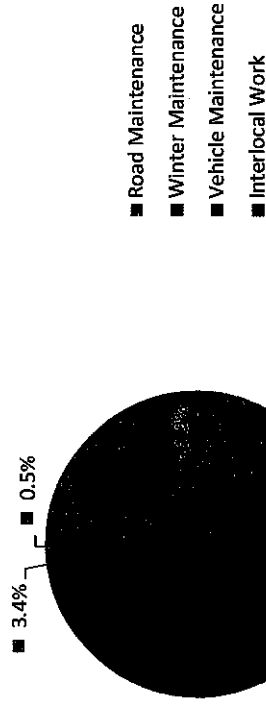
2016-2017 % Change by Division



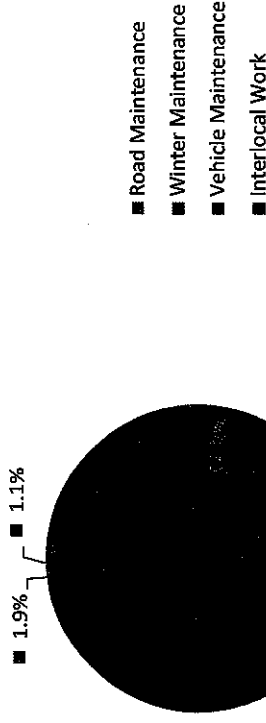
DEPARTMENT 60 - ROADS & DRAINAGE

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Road Maintenance	95,387.81	290,950.00	267,379.99	247,950.00	223,867.79	331,050.00	83,100.00	33.51%
40 Winter Maintenance	248,423.92	255,940.00	255,817.97	260,500.00	143,107.49	261,100.00	600.00	.23%
60 Vehicle Maintenance	12,562.53	10,400.00	12,483.16	18,000.00	568.20	11,500.00	- 6,500.00	-36.11%
70 Interlocal Work	951.26	2,504.00	2,388.95	2,388.00	5,291.21	6,435.00	4,047.00	169.47%
	\$ 357,325.52	\$ 559,794.00	\$ 538,070.07	\$ 528,838.00	\$ 372,834.69	\$ 610,085.00	\$ 81,247.00	15.36%

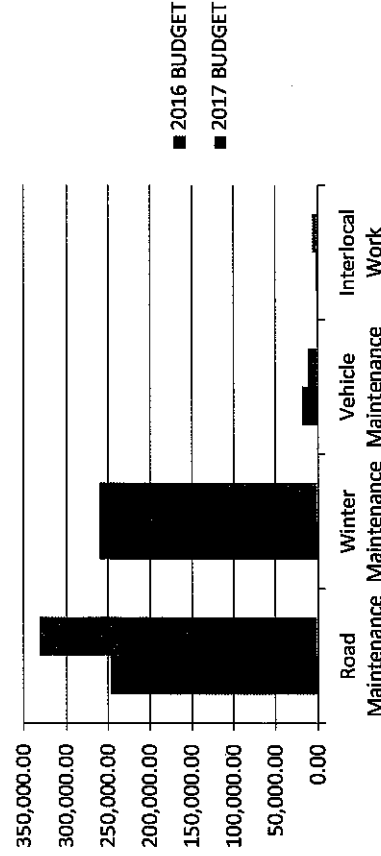
2016 Budget Percentages by Division



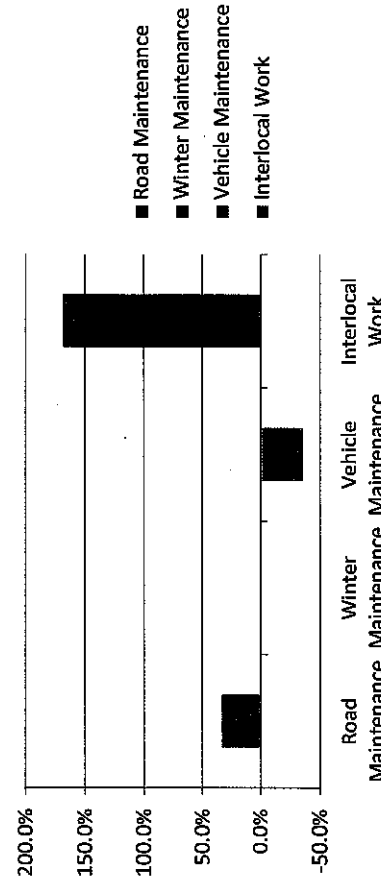
2017 Budget Percentages by Division



2016-2017 Totals by Division



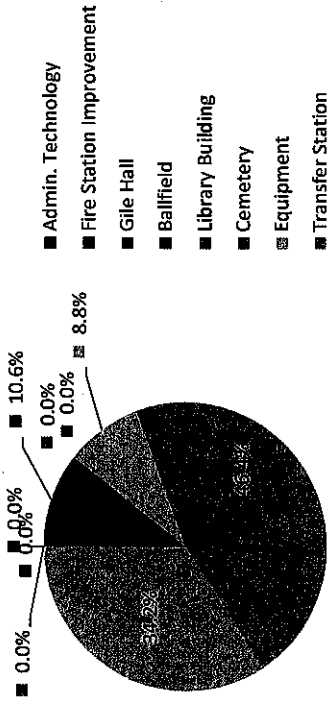
2016-2017 % Change by Division



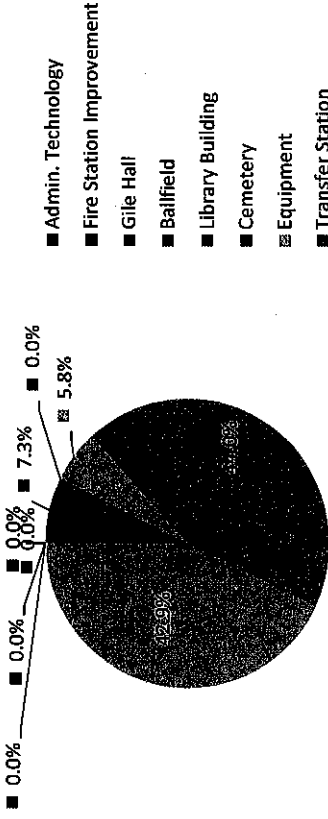
DEPARTMENT 65 - CAPITAL IMPROVEMENTS

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
1 Admin. Technology	3,731.00	0.00	1,777.72	0.00	0.00	0.00	0.00	0%
10 Fire Station Improvement	15,795.40	0.00	0.00	0.00	0.00	0.00	0.00	0%
20 Gile Hall	20,027.10	3,500.00	0.00	0.00	0.00	0.00	0.00	0%
25 Ballfield	16,567.20	31,160.00	12,918.26	8,645.00	0.00	0.00	- 8,645.00	-100%
30 Library Building	809.15	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100%
40 Cemetery	0.00	10,000.00	1,100.00	0.00	0.00	0.00	0.00	0%
65 Equipment	0.00	4,000.00	0.00	7,200.00	4,000.00	7,956.00	756.00	11%
70 Transfer Station	0.00	2,000.00	1,665.00	38,000.00	4,285.00	60,000.00	22,000.00	58%
90 Maranacook Lake Dam	0.00	13,500.00	5,330.00	28,000.00	3,731.00	58,500.00	30,500.00	109%
	\$ 56,929.85	\$ 64,160.00	\$ 22,790.98	\$ 81,845.00	\$ 12,016.00	\$ 136,456.00	#####	66.72%

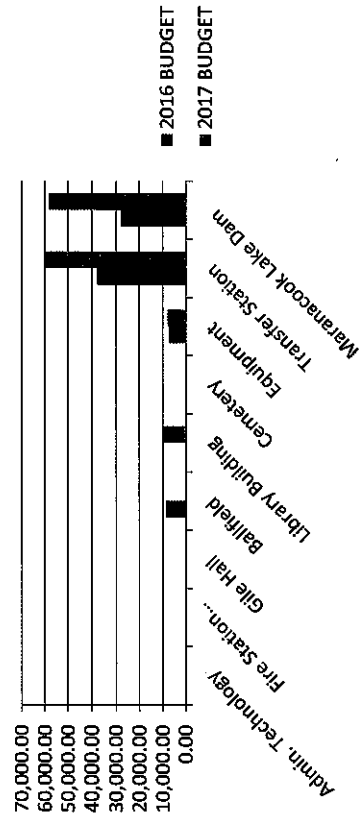
2016 Budget Percentages by Division



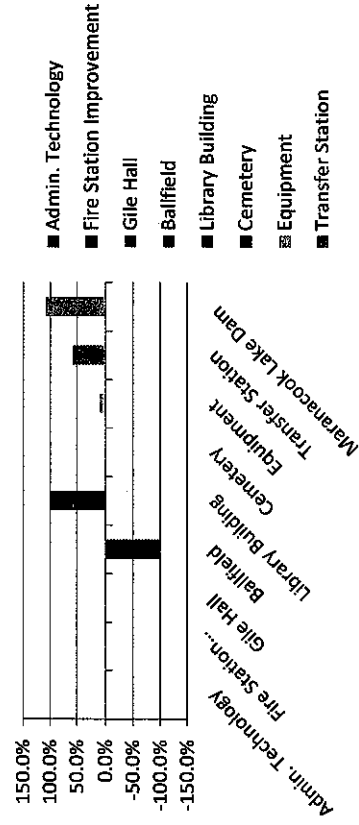
2017 Budget Percentages by Division



2016-2017 Totals by Division



2016-2017 % Change by Division



DEPARTMENT 70 - SOLID WASTE

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Transfer Station	237,554.08	250,585.00	227,637.45	253,595.00	143,337.45	253,355.00	- 240.00	- 0.09%
50 Backhoe	6,920.33	2,600.00	1,274.26	2,600.00	2,410.70	4,600.00	2,000.00	76.92%
	\$ 244,474.41	\$ 253,185.00	\$ 228,911.71	\$ 256,195.00	\$ 145,748.15	\$ 257,955.00	\$ 1,760.00	.69%

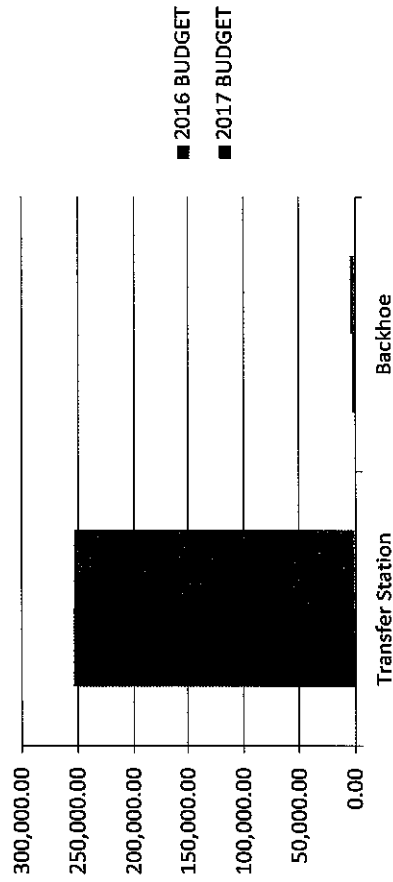
2016 Budget Percentages by Division



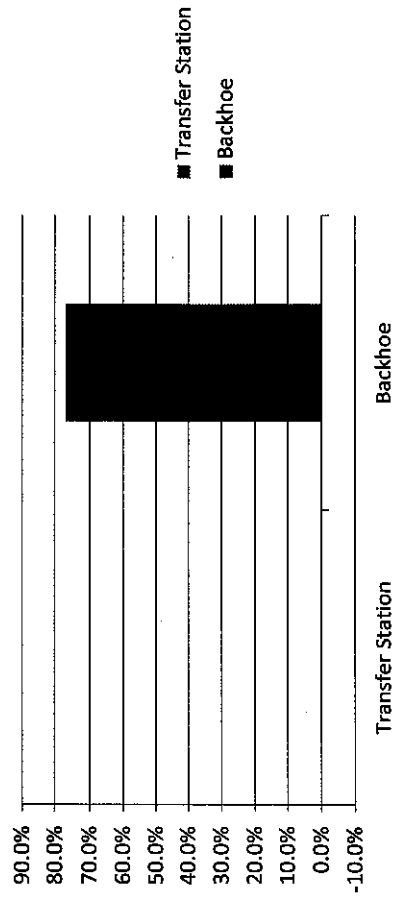
2017 Budget Percentages by Division



2016-2017 Totals by Division



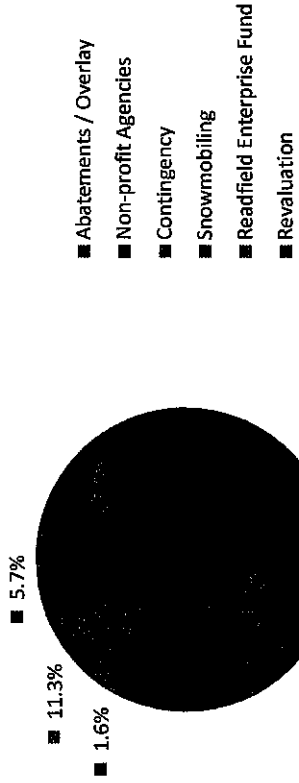
2016-2017 % Change by Division



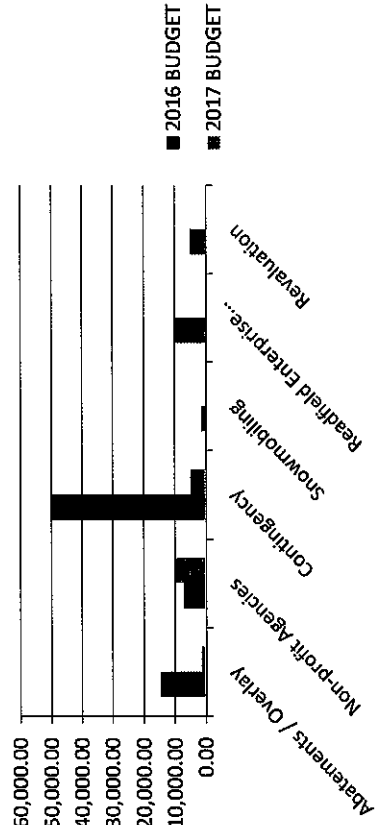
DEPARTMENT 90 - UNCLASSIFIED

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Abatements / Overlay	25,259.10	0.00	14,655.94	14,595.00	12,544.55	16,000.00	1,405.00	-9.63%
20 Non-profit Agencies	4,930.50	7,144.00	7,143.30	7,144.00	6,144.00	6,832.00	-312.00	4.37%
40 Contingency	0.00	50,000.00	0.00	50,000.00	0.00	25,000.00	-25,000.00	-50.00%
50 Snowmobiling	1,052.00	1,231.00	1,231.00	1,436.00	1,436.00	1,489.00	53.00	3.69%
60 Readfield Enterprise Fund	49,500.00	5,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.00%
90 Revaluation	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00%
	\$ 80,741.60	\$ 68,375.00	\$ 23,030.24	\$ 88,175.00	\$ 20,124.55	\$ 64,321.00	\$ (23,854.00)	-27.05%

2016 Budget Percentages by Division



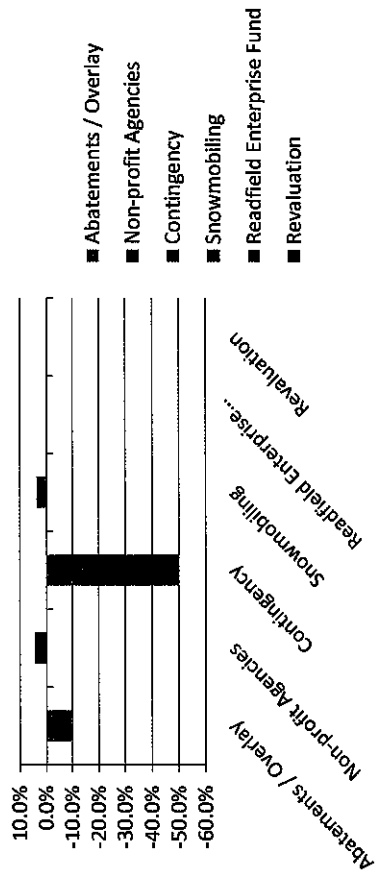
2016-2017 Totals by Division



2017 Budget Percentages by Division



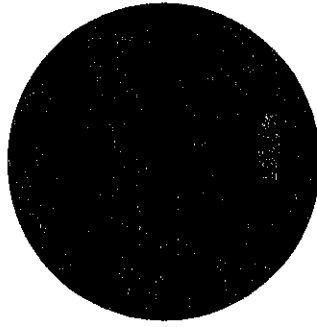
2016-2017 % Change by Division



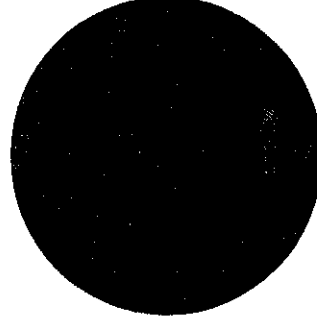
DEPARTMENT 95 - GENERAL ASSISTANCE

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 General Assistance	2,628.99	4,705.00	1,439.10	4,710.00	0.97	4,710.00	0.00	0.00%
	\$ 2,628.99	\$ 4,705.00	\$ 1,439.10	\$ 4,710.00	\$ 0.97	\$ 4,710.00	\$ -	.00%

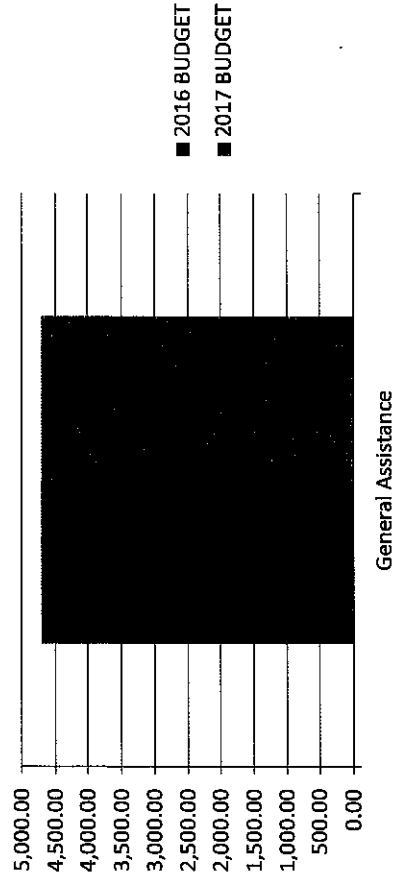
2016 Budget Percentages by Division



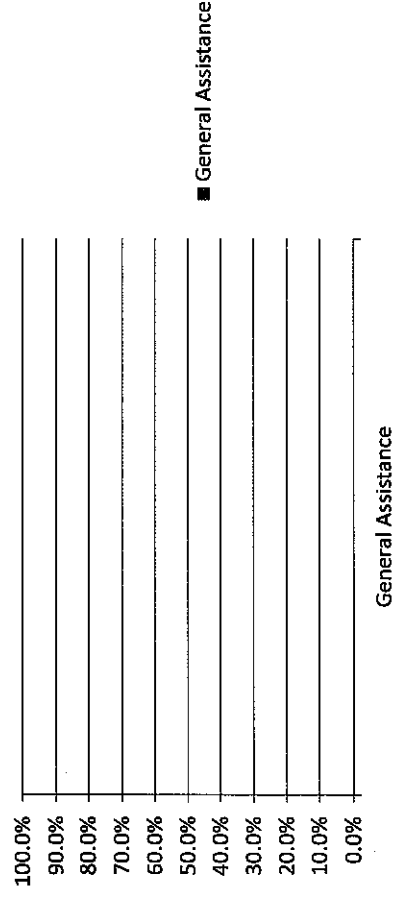
2017 Budget Percentages by Division



2016-2017 Totals by Division



2016-2017 % Change by Division



Custom Budget Report

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Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 30-10 RECREATION, PARKS,& ACTIVITIES / BEACH CONT'D								
BUILDING O&M								
70-40 GROUNDS	99.20	0.00	67.90	0.00	0.00	0.00	0.00	.00%
70-60 MAINTENANCE	234.83	300.00	505.76	700.00	445.33	300.00	-400.00	-57.14%
BUILDING O&M	334.03	300.00	573.66	700.00	445.33	300.00	-400.00	-57.14%
BEACH	9,071.26	9,099.00	6,945.47	9,060.00	6,119.43	9,130.00	70.00	.77%
Dept/Div: 30-20 RECREATION, PARKS,& ACTIVITIES / RECREATION BOARD								
ADMINISTRATION								
10-40 Publications	2.64	0.00	0.69	0.00	0.00	0.00	0.00	.00%
10-60 POSTAGE	14.54	0.00	14.40	0.00	5.82	0.00	0.00	.00%
ADMINISTRATION	17.18	0.00	15.09	0.00	5.82	0.00	0.00	.00%
RECREATION								
30-10 BASEBALL	2,374.77	2,432.00	1,675.47	2,426.00	255.00	2,966.00	540.00	22.26%
30-12 SOFTBALL	687.50	1,140.00	767.45	1,130.00	0.00	1,130.00	0.00	.00%
30-20 BASKETBALL	1,683.86	1,750.00	1,388.86	1,750.00	1,119.32	2,375.00	625.00	35.71%
30-30 HALLOWEEN	174.97	200.00	125.03	200.00	0.00	200.00	0.00	.00%
30-35 Easter Egg Hunt	208.70	200.00	192.30	200.00	0.00	200.00	0.00	.00%
30-40 SOCCER	896.77	1,850.00	1,356.00	1,850.00	1,277.28	2,100.00	250.00	13.51%
30-55 SWIM INSTRUCTION	2,800.00	1,650.00	900.00	1,250.00	0.00	900.00	-350.00	-28.00%
30-60 Other Events	88.00	700.00	85.00	200.00	0.00	200.00	0.00	.00%
RECREATION	8,914.57	9,922.00	6,490.11	9,006.00	2,651.60	10,071.00	1,065.00	11.83%
RECREATION BOARD	8,931.75	9,922.00	6,505.20	9,006.00	2,657.42	10,071.00	1,065.00	11.83%
Dept/Div: 30-25 RECREATION, PARKS,& ACTIVITIES / HERITAGE DAYS ADMINISTRATION								
10-10 ADVERTISING	0.00	0.00	0.00	0.00	13.20	0.00	0.00	.00%
10-40 Publications	77.53	0.00	0.00	0.00	210.00	0.00	0.00	.00%

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Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 30-25 RECREATION, PARKS,& ACTIVITIES / HERITAGE DAYS CONT'D								
10-50 MISC.	200.00	0.00	0.00	0.00	200.00	5,000.00	5,000.00	100.00%
10-55 OFFICE SUPPLIES	25.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
10-60 POSTAGE	3.68	0.00	0.00	0.00	4.37	0.00	0.00	.00%
ADMINISTRATION	306.21	0.00	0.00	0.00	427.57	5,000.00	5,000.00	100.00%
RECREATION								
30-91 HERITAGE DAYS ENTERTAINMENT	6,010.00	5,000.00	0.00	10,000.00	6,390.00	0.00	-10,000.00	-100.00%
30-92 HERITAGE DAYS EQUIPMENT	0.00	0.00	0.00	0.00	897.25	0.00	0.00	.00%
30-94 HERITAGE DAYS SUPPLIES	2,803.19	0.00	0.00	0.00	1,462.03	0.00	0.00	.00%
30-95 HERITAGE DAYS OTHER	282.00	0.00	0.00	0.00	750.00	0.00	0.00	.00%
RECREATION	9,095.19	5,000.00	0.00	10,000.00	9,499.28	0.00	-10,000.00	-100.00%
UTILITIES								
40-70 LAVATORY	0.00	0.00	0.00	0.00	180.00	0.00	0.00	.00%
UTILITIES	0.00	0.00	0.00	0.00	180.00	0.00	0.00	.00%
HERITAGE DAYS	9,401.40	5,000.00	0.00	10,000.00	10,106.85	5,000.00	-5,000.00	-50.00%
Dept/Div: 30-50 RECREATION, PARKS,& ACTIVITIES / Open Space Plan								
RECREATION								
RECREATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Open Space Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Dept/Div: 30-60 RECREATION, PARKS,& ACTIVITIES / Community Park								
INSURANCE								
15-60 UNEMPLOYMENT	12.91	11.00	4.79	11.00	7.50	11.00	0.00	.00%
15-80 WORKERS COMP	9.89	15.00	5.61	15.00	8.78	10.00	-5.00	-33.33%
INSURANCE	22.80	26.00	10.40	26.00	16.28	21.00	-5.00	-19.23%
PERSONNEL								
20-20 FICA	17.32	20.00	9.14	20.00	15.35	20.00	0.00	.00%

Custom Budget Report

Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 30-70 RECREATION, PARKS,& ACTIVITIES / Trails CONT'D								
Trails	0.00	0.00	0.00	2,700.00	1,578.74	2,467.00	-233.00	-8.63%
RECREATION,	27,670.51	24,327.00	13,589.85	31,072.00	20,705.07	26,969.00	-4,103.00	-13.20%
PARKS,& ACTIVITIES								
Expense Totals:	27,670.51	24,327.00	13,589.85	31,072.00	20,705.07	26,969.00	-4,103.00	-13.20%

Custom Budget Report

Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 60-10 Roads & Drainage / Road Maintenance								
ADMINISTRATION								
10-10 ADVERTISING	0.00	250.00	177.12	250.00	165.20	200.00	-50.00	-20.00%
10-40 Publications	18.29	0.00	5.83	0.00	0.00	50.00	50.00	100.00%
10-50 MISC.	77.81	0.00	0.00	0.00	0.00	0.00	0.00	.00%
10-60 POSTAGE	76.46	100.00	22.08	100.00	10.19	100.00	0.00	.00%
10-80 TRAINING & CONFERENCES	0.00	100.00	0.00	100.00	0.00	100.00	0.00	.00%
ADMINISTRATION	172.56	450.00	205.03	450.00	175.39	450.00	0.00	.00%
INSURANCE								
INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACT SERVICES								
50-50 ENGINEERING	0.00	500.00	0.00	2,000.00	0.00	500.00	-1,500.00	-75.00%
CONTRACT SERVICES	0.00	500.00	0.00	2,000.00	0.00	500.00	-1,500.00	-75.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	82,935.74	75,000.00	71,890.22	75,000.00	43,431.30	75,000.00	0.00	.00%
80-20 EROSION CONTROL	4,028.56	4,000.00	3,276.41	4,000.00	702.95	2,000.00	-2,000.00	-50.00%
80-30 Gravel/ Sand	1,796.37	2,500.00	0.00	4,000.00	11,642.07	6,000.00	2,000.00	50.00%
80-40 MATERIALS	4,088.60	1,250.00	3,245.50	0.00	0.00	0.00	0.00	.00%
80-50 ROAD RECONSTRUCTION	0.00	45,000.00	27,262.30	10,000.00	10,430.00	30,000.00	20,000.00	200.00%
80-70 PATCHING	1,226.25	1,250.00	0.00	0.00	0.00	0.00	0.00	.00%
80-80 SIGNS/SUPPLIES	625.81	1,000.00	525.35	1,000.00	106.37	1,000.00	0.00	.00%
80-90 PAVING	513.92	160,000.00	160,975.18	151,500.00	146,935.12	216,100.00	64,600.00	42.64%
PUBLIC WAYS OPERATION & MAINT	95,215.25	290,000.00	267,174.96	245,500.00	213,247.81	330,100.00	84,600.00	34.46%
Road Maintenance	95,387.81	290,950.00	267,379.99	247,950.00	213,423.20	331,050.00	83,100.00	33.51%
Dept/Div: 60-40 Roads & Drainage / Winter Maintenance								

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Dept/Div:	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 60-40 Roads & Drainage / Winter Maintenance								
ADMINISTRATION								
10-10 ADVERTISING	0.00	0.00	0.00	0.00	0.00	200.00	200.00	100.00%
10-40 Publications	0.00	0.00	0.06	0.00	0.00	0.00	0.00	.00%
ADMINISTRATION	0.00	0.00	0.06	0.00	0.00	200.00	200.00	100.00%
UTILITIES								
40-30 ELECTRIC	423.94	500.00	377.91	500.00	107.50	400.00	-100.00	-20.00%
UTILITIES	423.94	500.00	377.91	500.00	107.50	400.00	-100.00	-20.00%
BUILDING O&M								
70-60 MAINTENANCE	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100.00%
BUILDING O&M	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	247,999.98	255,440.00	255,440.00	260,000.00	142,999.99	260,000.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT	247,999.98	255,440.00	255,440.00	260,000.00	142,999.99	260,000.00	0.00	.00%
Winter Maintenance	248,423.92	255,940.00	255,817.97	260,500.00	143,107.49	261,100.00	600.00	.23%
Dept/Div: 60-60 Roads & Drainage / Vehicle Maintenance								
ADMINISTRATION								
10-50 MISC.	0.00	0.00	10.00	0.00	0.00	0.00	0.00	.00%
10-60 POSTAGE	0.92	0.00	0.00	0.00	0.00	0.00	0.00	.00%
ADMINISTRATION	0.92	0.00	10.00	0.00	0.00	0.00	0.00	.00%
PERSONNEL								
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT								
60-30 FUEL/OIL	4,276.76	4,000.00	2,487.20	4,000.00	378.73	3,500.00	-500.00	-12.50%
60-35 EQUIPMENT MAINTENANCE	32.28	0.00	79.79	100.00	73.21	100.00	0.00	.00%
60-50 GMC Sierra	0.00	0.00	0.00	0.00	91.06	2,000.00	2,000.00	100.00%
60-51 TOWN TRUCKS	3,683.94	2,500.00	1,476.21	11,000.00	0.00	2,000.00	-9,000.00	-81.82%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 60-60 Roads & Drainage / Vehicle Maintenance CONT'D								
60-52 TRACTOR	3,524.92	2,500.00	367.29	1,500.00	25.20	1,500.00	0.00	.00%
60-53 TOWN SANDER	245.62	400.00	0.00	400.00	0.00	400.00	0.00	.00%
60-65 Holder	798.09	1,000.00	2,562.67	1,000.00	0.00	2,000.00	1,000.00	100.00%
EQUIP OPERATION, REPAIR, MAINT	12,561.61	10,400.00	6,973.16	18,000.00	568.20	11,500.00	-6,500.00	-36.11%
EQUIPMENT REPLACEMENT								
65-30 CAPITAL EQUIPMENT	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT REPLACEMENT	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
PUBLIC WAYS OPERATION & MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Vehicle Maintenance	12,562.53	10,400.00	12,483.16	18,000.00	568.20	11,500.00	-6,500.00	-36.11%
Dept/Div: 60-70 Roads & Drainage / Interlocal Work								
INSURANCE								
15-60 UNEMPLOYMENT	4.71	84.00	31.48	80.00	41.23	80.00	0.00	.00%
15-80 WORKERS COMP	9.01	160.00	60.28	155.00	68.26	155.00	0.00	.00%
INSURANCE	13.72	244.00	91.76	235.00	109.49	235.00	0.00	.00%
PERSONNEL								
20-20 FICA	66.64	160.00	60.20	153.00	73.71	0.00	-153.00	-100.00%
20-60 WAGES	870.90	2,100.00	786.99	2,000.00	963.51	2,000.00	0.00	.00%
PERSONNEL	937.54	2,260.00	847.19	2,153.00	1,037.22	2,000.00	-153.00	-7.11%
EQUIP OPERATION, REPAIR, MAINT								
EQUIP OPERATION, REPAIR, MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-20 EROSION CONTROL	0.00	0.00	1,450.00	0.00	4,144.50	4,200.00	4,200.00	100.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs	
							Curr Bud	Change %
							Change \$	
Dept/Div: 60-70 Roads & Drainage / Interlocal Work	CONT'D							
PUBLIC WAYS	0.00	0.00	1,450.00	0.00	4,144.50	4,200.00	4,200.00	100.00%
OPERATION &								
MAINT								
Interlocal Work	951.26	2,504.00	2,388.95	2,388.00	5,291.21	6,435.00	4,047.00	169.47%
Roads & Drainage	357,325.52	559,794.00	538,070.07	528,838.00	362,390.10	610,085.00	81,247.00	15.36%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 65-01 CAPITAL IMPROVEMENTS / Adm Technology								
EQUIPMENT REPLACEMENT								
65-10 COMPUTER HARDWARE	3,731.00	0.00	802.72	0.00	0.00	0.00	0.00	.00%
EQUIPMENT REPLACEMENT	3,731.00	0.00	802.72	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	0.00	0.00	975.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT	0.00	0.00	975.00	0.00	0.00	0.00	0.00	.00%
Adm Technology	3,731.00	0.00	1,777.72	0.00	0.00	0.00	0.00	.00%
Dept/Div: 65-10 CAPITAL IMPROVEMENTS / Fire Station Improvements								
ADMINISTRATION								
ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
80-90 PAVING	8,295.40	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT	15,795.40	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Fire Station Improvements	15,795.40	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Dept/Div: 65-20 CAPITAL IMPROVEMENTS / Gile Hall								
ADMINISTRATION								
ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT REPLACEMENT								
EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING O&M								

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 65-25 CAPITAL IMPROVEMENTS / Ballfield CONT'D								
PUBLIC WAYS OPERATION & MAINT	16,554.21	31,160.00	12,825.36	8,645.00	0.00	0.00	-8,645.00	-100.00%
Ballfield	16,567.20	31,160.00	12,918.26	8,645.00	0.00	0.00	-8,645.00	-100.00%
Dept/Div: 65-30 CAPITAL IMPROVEMENTS / Library Building								
ADMINISTRATION								
ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	809.15	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100.00%
PUBLIC WAYS OPERATION & MAINT	809.15	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100.00%
Library Building	809.15	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100.00%
Dept/Div: 65-40 CAPITAL IMPROVEMENTS / Cemetery								
CONTRACT SERVICES								
50-50 ENGINEERING								
CONTRACT SERVICES	0.00	0.00	900.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	0.00	10,000.00	200.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT	0.00	10,000.00	200.00	0.00	0.00	0.00	0.00	.00%
Cemetery	0.00	10,000.00	1,100.00	0.00	0.00	0.00	0.00	.00%
Dept/Div: 65-65 CAPITAL IMPROVEMENTS / Equipment								
EQUIPMENT REPLACEMENT								
65-30 CAPITAL EQUIPMENT	0.00	4,000.00	0.00	7,200.00	4,000.00	7,956.00	756.00	10.50%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 65-65 CAPITAL IMPROVEMENTS / Equipment CONT'D								
EQUIPMENT REPLACEMENT	0.00	4,000.00	0.00	7,200.00	4,000.00	7,956.00	756.00	10.50%
Equipment	0.00	4,000.00	0.00	7,200.00	4,000.00	7,956.00	756.00	10.50%
Dept/Div: 65-70 CAPITAL IMPROVEMENTS / Transfer Station								
ADMINISTRATION								
ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
CONTRACT SERVICES								
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT								
EQUIP OPERATION, REPAIR, MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT REPLACEMENT								
65-30 CAPITAL EQUIPMENT	0.00	2,000.00	1,665.00	0.00	4,285.00	60,000.00	60,000.00	100.00%
EQUIPMENT REPLACEMENT	0.00	2,000.00	1,665.00	0.00	4,285.00	60,000.00	60,000.00	100.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	0.00	0.00	0.00	38,000.00	10,444.59	0.00	-38,000.00	-100.00%
PUBLIC WAYS OPERATION & MAINT	0.00	0.00	0.00	38,000.00	10,444.59	0.00	-38,000.00	-100.00%
Transfer Station								
Transfer Station	0.00	2,000.00	1,665.00	38,000.00	14,729.59	60,000.00	22,000.00	57.89%
Dept/Div: 65-90 CAPITAL IMPROVEMENTS / Maranacook Lake Dam								
BUILDING O&M								
70-60 MAINTENANCE	0.00	13,500.00	5,330.00	28,000.00	0.00	58,500.00	30,500.00	108.93%
BUILDING O&M	0.00	13,500.00	5,330.00	28,000.00	0.00	58,500.00	30,500.00	108.93%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	0.00	0.00	0.00	0.00	3,731.00	0.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 65-90 CAPITAL IMPROVEMENTS / Maranacook Lake Dam								
CONTD								
PUBLIC WAYS OPERATION & MAINT	0.00	0.00	0.00	0.00	3,731.00	0.00	0.00	.00%
Maranacook Lake Dam	0.00	13,500.00	5,330.00	28,000.00	3,731.00	58,500.00	30,500.00	108.93%
CAPITAL IMPROVEMENTS	56,929.85	64,160.00	22,790.98	81,845.00	22,460.59	136,456.00	54,611.00	66.72%

		Expense					Init Req vs		Init Req vs	
		2014	2015	2015	2016	2016	2017	Change \$	Change %	Change %
		Actual	Budget	Actual	Budget	YTD	Initial			
Dept/Div: 70-10 SOLID WASTE / TRANSFER STATION										
ADMINISTRATION										
10-10 ADVERTISING		85.86	100.00	0.00	100.00	0.00	100.00	0.00	.00%	.00%
10-25 EDUCATION		0.00	100.00	0.00	100.00	0.00	100.00	0.00	.00%	.00%
10-40 Publications		31.27	0.00	132.11	0.00	0.00	0.00	0.00	.00%	.00%
10-45 MEMBERSHIPS		449.00	450.00	468.00	450.00	50.00	475.00	25.00	5.56%	5.56%
10-50 MISC.		0.00	100.00	52.40	50.00	0.00	50.00	0.00	.00%	.00%
10-55 OFFICE SUPPLIES		250.00	325.00	24.14	250.00	265.00	300.00	50.00	20.00%	20.00%
10-60 POSTAGE		54.57	50.00	59.52	50.00	43.65	75.00	25.00	50.00%	50.00%
10-80 TRAINING & CONFERENCES		0.00	250.00	250.00	250.00	0.00	250.00	0.00	.00%	.00%
10-95 Recycling Bins		0.00	500.00	0.00	350.00	0.00	0.00	-350.00	-100.00%	-100.00%
ADMINISTRATION		870.70	1,875.00	986.17	1,600.00	358.65	1,350.00	-250.00	-15.63%	-15.63%
INSURANCE										
15-20 HEALTH INSURANCE		24,948.12	26,490.00	26,604.51	28,245.00	16,079.53	26,685.00	-1,560.00	-5.52%	-5.52%
15-25 HEALTH REIMBURSEMENT		0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00	100.00%	100.00%
15-60 UNEMPLOYMENT		1,574.51	1,510.00	1,492.09	1,135.00	871.63	930.00	-205.00	-18.06%	-18.06%
15-80 WORKERS COMP		3,534.31	3,260.00	3,599.05	3,250.00	1,898.43	3,510.00	260.00	8.00%	8.00%
INSURANCE		30,056.94	31,260.00	31,695.65	32,630.00	18,849.59	32,525.00	-105.00	-32%	-32%
PERSONNEL										
20-20 FICA		5,221.13	5,500.00	5,049.62	5,500.00	2,943.54	5,215.00	-285.00	-5.18%	-5.18%
20-30 MILEAGE		509.65	600.00	694.56	0.00	472.17	700.00	700.00	100.00%	100.00%
20-40 RETIREMENT		5,472.69	5,310.00	5,331.65	5,315.00	2,703.69	5,815.00	500.00	9.41%	9.41%
20-60 WAGES		63,520.54	66,445.00	61,437.20	66,505.00	35,936.17	63,500.00	-3,005.00	-4.52%	-4.52%
20-65 INCOME PROTECTION PLAN		335.98	350.00	342.46	345.00	167.34	0.00	-345.00	-100.00%	-100.00%
20-90 CLOTHING ALLOWANCE		100.00	600.00	200.00	600.00	100.00	600.00	0.00	.00%	.00%
20-95 Supplies		0.00	0.00	0.00	0.00	0.00	400.00	400.00	100.00%	100.00%
PERSONNEL		75,159.99	78,805.00	73,055.49	78,265.00	42,322.91	76,230.00	-2,035.00	-2.60%	-2.60%
UTILITIES										

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 70-50 SOLID WASTE / BACKHOE CONT'D								
BACKHOE	6,920.33	2,600.00	1,274.26	2,600.00	2,410.70	4,600.00	2,000.00	76.92%
SOLID WASTE	244,474.41	253,185.00	228,911.71	256,195.00	145,748.15	258,005.00	1,810.00	.71%
Expense Totals:	658,729.78	877,139.00	789,772.76	866,878.00	530,598.84	1,004,546.00	137,668.00	15.88%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 90-10 UNCLASSIFIED / ABATEMENTS/ Overlay								
ADMINISTRATION								
ABATEMENTS								
90-10 ABATEMENTS	25,259.10	0.00	0.00	0.00	0.00	0.00	0.00	.00%
ABATEMENTS	25,259.10	0.00	14,655.94	14,595.00	12,544.55	16,000.00	1,405.00	9.63%
ABATEMENTS/ Overlay	25,259.10	0.00	14,655.94	14,595.00	12,544.55	16,000.00	1,405.00	9.63%
Dept/Div: 90-20 UNCLASSIFIED / NON-PROFIT AGENCIES								
ADMINISTRATION								
10-50 MISC.	4,930.50	7,144.00	7,143.30	7,144.00	6,144.00	6,832.00	-312.00	-4.37%
ADMINISTRATION	4,930.50	7,144.00	7,143.30	7,144.00	6,144.00	6,832.00	-312.00	-4.37%
NON-PROFIT AGENCIES	4,930.50	7,144.00	7,143.30	7,144.00	6,144.00	6,832.00	-312.00	-4.37%
Dept/Div: 90-40 UNCLASSIFIED / Emergency Fund								
ADMINISTRATION								
10-50 MISC.	0.00	50,000.00	0.00	50,000.00	0.00	25,000.00	-25,000.00	-50.00%
ADMINISTRATION	0.00	50,000.00	0.00	50,000.00	0.00	25,000.00	-25,000.00	-50.00%
Emergency Fund	0.00	50,000.00	0.00	50,000.00	0.00	25,000.00	-25,000.00	-50.00%
Dept/Div: 90-50 UNCLASSIFIED / Snowmobiling								
RECREATION								
30-70 SNOWMOBILING	1,052.00	1,231.00	1,231.00	1,436.00	1,436.00	1,489.00	53.00	3.69%
RECREATION	1,052.00	1,231.00	1,231.00	1,436.00	1,436.00	1,489.00	53.00	3.69%
Snowmobiling	1,052.00	1,231.00	1,231.00	1,436.00	1,436.00	1,489.00	53.00	3.69%
Dept/Div: 90-60 UNCLASSIFIED / Readfield Enterprise Fund								
ADMINISTRATION								
10-50 MISC.	49,500.00	5,000.00	0.00	10,000.00	0.00	10,000.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 90-60 UNCLASSIFIED / Readfield Enterprise Fund CONT'D								
ADMINISTRATION	49,500.00	5,000.00	0.00	10,000.00	0.00	10,000.00	0.00	.00%
Readfield Enterprise Fund	49,500.00	5,000.00	0.00	10,000.00	0.00	10,000.00	0.00	.00%
Dept/Div: 90-90 UNCLASSIFIED / Revaluation								
CONTRACT SERVICES								
50-10 ASSESSING AGENT								
CONTRACT	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	.00%
SERVICES	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	.00%
Revaluation	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	.00%
UNCLASSIFIED	80,741.60	68,375.00	23,030.24	88,175.00	20,124.55	64,321.00	-23,854.00	-27.05%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 95-10 GENERAL ASSISTANCE / GENERAL ASSISTANCE								
ADMINISTRATION								
10-10 ADVERTISING	0.00	50.00	0.00	50.00	0.00	50.00	0.00	.00%
10-40 Publications	2.69	0.00	0.37	5.00	0.00	5.00	0.00	.00%
10-50 MISC.	266.04	1,000.00	550.00	1,000.00	0.00	1,000.00	0.00	.00%
10-60 POSTAGE	7.90	5.00	5.76	5.00	0.97	5.00	0.00	.00%
10-70 PHYSICALS	0.00	150.00	0.00	150.00	0.00	150.00	0.00	.00%
	276.63	1,205.00	556.13	1,210.00	0.97	1,210.00	0.00	.00%
ADMINISTRATION								
UTILITIES								
40-30 ELECTRIC	0.00	500.00	0.00	500.00	0.00	500.00	0.00	.00%
40-60 HEATING	2,352.36	3,000.00	882.97	3,000.00	0.00	3,000.00	0.00	.00%
UTILITIES	2,352.36	3,500.00	882.97	3,500.00	0.00	3,500.00	0.00	.00%
GENERAL	2,628.99	4,705.00	1,439.10	4,710.00	0.97	4,710.00	0.00	.00%
ASSISTANCE								
GENERAL	2,628.99	4,705.00	1,439.10	4,710.00	0.97	4,710.00	0.00	.00%
ASSISTANCE								
Expense Totals:	83,370.59	73,080.00	24,469.34	92,885.00	20,125.52	69,031.00	-23,854.00	-25.68%

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Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 10 GENERAL GOVERNMENT								
1011 REAL ESTATE PROPERTY TAX	4,299,496.18	4,376,604.00	4,401,599.37	4,293,829.00	4,295,460.93	0.00	-4,293,829.00	-100.00%
1012 PERSONAL PROPERTY TAX	45,267.89	43,583.00	43,647.87	36,855.00	36,855.03	0.00	-36,855.00	-100.00%
1013 STATE REVENUE SHARING	120,093.28	110,000.00	114,861.27	110,000.00	80,914.44	110,000.00	0.00	.00%
1014 INTEREST ON TAXES	20,585.48	16,000.00	20,971.28	16,000.00	16,918.68	18,000.00	2,000.00	12.50%
1021 INVESTMENT INCOME	2,677.16	2,500.00	3,265.48	2,500.00	1,591.56	2,500.00	0.00	.00%
1031 VETERANS EXEMPTION	3,312.00	3,000.00	3,830.00	3,000.00	3,284.00	3,200.00	200.00	6.67%
1032 HOMESTEAD EXEMPTION	65,793.00	73,164.00	77,252.00	70,783.00	73,154.00	105,000.00	34,217.00	48.34%
1033 TREE GROWTH REIMBURSEMENT	8,661.50	8,000.00	9,948.22	9,000.00	10,892.48	10,000.00	1,000.00	11.11%
1034 BETE REIMBURSEMENT	9,793.00	4,134.00	4,158.00	7,746.00	7,746.00	7,797.00	51.00	.66%
1051 BOAT EXCISE TAXES	7,946.30	6,000.00	7,944.80	6,000.00	1,473.10	7,500.00	1,500.00	25.00%
1052 MOTOR VEHICLE TAXES	458,997.99	400,000.00	466,037.21	420,000.00	282,626.86	460,000.00	40,000.00	9.52%
1053 AGENT FEE	10,698.75	8,600.00	10,441.10	8,600.00	6,009.50	10,000.00	1,400.00	16.28%
1054 NEWSLETTER ADS	316.00	0.00	204.00	100.00	100.00	100.00	0.00	.00%
1060 LICENSE FEES	38.00	0.00	10.00	0.00	10.00	0.00	0.00	.00%
1065 CERTIFIED COPY FEES	1,411.20	1,250.00	1,224.00	1,250.00	1,010.00	1,250.00	0.00	.00%
1080 REFLECTIONS	21.00	0.00	3.50	0.00	3.50	0.00	0.00	.00%
1090 OTHER INCOME	6,524.67	2,000.00	14,262.10	2,000.00	2,745.42	2,500.00	500.00	25.00%
1095 Heating Assistance	995.09	1,500.00	846.53	1,500.00	500.05	1,000.00	-500.00	-33.33%
3010 PLUMBING FEES	2,362.50	3,000.00	4,077.50	3,000.00	3,215.00	4,000.00	1,000.00	33.33%
3020 LAND USE FEES	3,428.00	2,000.00	5,414.50	3,000.00	4,724.40	5,000.00	2,000.00	66.67%
5000 Use of Undesignated Funds	0.00	133,210.00	0.00	300,183.00	0.00	0.00	-300,183.00	-100.00%
5001 Use of Carry Forward	0.00	125,080.00	0.00	74,865.00	0.00	148,600.00	73,735.00	98.49%
GENERAL GOVERNMENT	5,068,418.99	5,319,625.00	5,189,998.73	5,370,211.00	4,829,234.95	896,447.00	-4,473,764.00	-83.31%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 15 BOARDS & COMMISSIONS								
3015 Conservation Donations	18,959.70	0.00	4.00	0.00	0.00	0.00	0.00	.00%
3020 STATE PARK FEES	382.43	0.00	596.67	0.00	0.00	0.00	0.00	.00%
3050 Trails Donations	450.00	0.00	125.00	0.00	2,700.00	0.00	0.00	.00%
BOARDS & COMMISSIONS	19,792.13	0.00	725.67	0.00	2,700.00	0.00	0.00	.00%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 20 TOWN BUILDINGS O&M								
2010 GILE HALL DONATIONS	2,212.50	0.00	918.50	0.00	0.00	0.00	0.00	.00%
TOWN BUILDINGS O&M	2,212.50	0.00	918.50	0.00	0.00	0.00	0.00	.00%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 25 COMMUNITY SERVICES								
1010 ANIMAL CONTROL DOG LICENSE FEE	4,423.00	3,500.00	1,804.00	3,500.00	1,018.00	1,800.00	-1,700.00	-48.57%
4001 LIBRARY STATE AID	0.00	0.00	27.17	0.00	0.00	0.00	0.00	.00%
4005 LIBRARY DONATIONS	2,727.65	700.00	-8,152.05	700.00	2,479.99	650.00	-50.00	-7.14%
4010 LIBRARY SALE PROCEEDS	1,443.15	1,000.00	1,654.59	1,000.00	1,218.36	1,000.00	0.00	.00%
4015 Library Front Desk Contributio	311.40	375.00	281.05	375.00	336.28	375.00	0.00	.00%
4020 Library Non Res Patrons	25.00	0.00	75.00	0.00	50.00	50.00	50.00	100.00%
5010 CABLE TV FRANCHISE FEES	24,915.10	24,000.00	25,980.75	24,000.00	26,066.16	26,000.00	2,000.00	8.33%
COMMUNITY SERVICES	33,845.30	29,575.00	21,670.51	29,575.00	31,168.79	29,875.00	300.00	1.01%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 30 RECREATION, PARKS,& ACTIVITIES								
1010 BEACH INCOME	8,401.00	9,099.00	7,085.00	9,060.00	3,034.00	9,130.00	70.00	.77%
1020 Beach Playground	80.00	0.00	0.00	0.00	7.80	0.00	0.00	.00%
2021 REC BOARD - BASEBALL	2,117.00	2,432.00	2,723.00	2,426.00	0.00	2,966.00	540.00	22.26%
2022 REC BOARD - SOCCER	1,606.67	1,850.00	2,200.00	1,850.00	2,082.50	2,100.00	250.00	13.51%
2023 REC BOARD - SWIMMING	610.00	1,650.00	35.00	1,250.00	0.00	900.00	-350.00	-28.00%
2024 REC BOARD - Basketball	2,002.00	1,750.00	1,763.58	1,750.00	2,890.00	2,375.00	625.00	35.71%
2025 REC BOARD - OTHER RECREATION	91.67	1,100.00	299.00	600.00	142.00	600.00	0.00	.00%
2026 Rec Board - Softball	1,140.00	1,140.00	900.00	1,130.00	0.00	1,130.00	0.00	.00%
2073 HD - MERCHANDISE SALES	1,828.10	0.00	12.00	0.00	1,265.00	0.00	0.00	.00%
2077 HD OTHER FEES	300.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
7010 Trails	0.00	0.00	0.00	2,700.00	0.00	0.00	-2,700.00	-100.00%
RECREATION, PARKS,& ACTIVITIES	18,176.44	19,021.00	15,017.58	20,766.00	9,421.30	19,201.00	-1,565.00	-7.54%

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Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 40 PROTECTION								
1010 FIRE DEPARTMENT DONATIONS	8,554.54	0.00	4,260.00	0.00	25.84	5,580.00	5,580.00	100.00%
1025 Adm Asst Regional Employee	8,428.75	4,000.00	3,243.75	5,580.00	5,773.37	0.00	-5,580.00	-100.00%
1035 FD Burn Permits online	0.00	0.00	0.00	0.00	238.00	0.00	0.00	.00%
3500 Tower Sites	0.00	0.00	2,000.00	0.00	2,600.00	0.00	0.00	.00%
4050 FD Safety Grant	784.00	0.00	8,675.00	0.00	0.00	0.00	0.00	.00%
4070 Emergency Operations	2,933.05	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PROTECTION	20,700.34	4,000.00	18,178.75	5,580.00	8,637.21	5,580.00	0.00	.00%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 50 CEMETERIES								
5010 Fuel Tax Reimbursement	38.40	0.00	0.00	0.00	37.20	0.00	0.00	.00%
5020 Donations	2,765.88	0.00	200.00	7,000.00	0.00	0.00	-7,000.00	-100.00%
CEMETERIES	2,804.28	0.00	200.00	7,000.00	37.20	0.00	-7,000.00	-100.00%

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Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 60 Roads & Drainage								
2010 LOCAL ROAD ASSISTANCE	38,340.00	34,000.00	35,160.00	35,000.00	35,524.00	35,000.00	0.00	.00%
2020 HIGHWAY INCOME	700,000.00	0.00	9,160.00	0.00	0.00	0.00	0.00	.00%
2030 STREET SIGNS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
6040 Sale of Equipment	0.00	0.00	600.00	0.00	0.00	0.00	0.00	.00%
7010 Interlocal	4,867.11	2,504.00	4,065.64	2,388.00	8,969.70	6,435.00	4,047.00	169.47%
Roads & Drainage	743,407.11	36,504.00	48,985.64	37,388.00	44,493.70	41,435.00	4,047.00	10.82%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 65 CAPITAL IMPROVEMENTS								
6520 Gile Hall	10,695.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
6525 Ballfields	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
6550 Sidewalks	199,602.32	0.00	0.00	0.00	0.00	0.00	0.00	.00%
6570 Transfer Station	0.00	0.00	0.00	19,000.00	0.00	0.00	-19,000.00	-100.00%
CAPITAL IMPROVEMENTS	235,297.32	0.00	0.00	19,000.00	0.00	0.00	-19,000.00	-100.00%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 70 SOLID WASTE								
7010 TRANSFER STATION FEES	22,613.00	25,000.00	20,971.50	25,000.00	18,897.50	21,000.00	-4,000.00	-16.00%
7020 TS REDEMPTIONS	1,418.40	1,800.00	1,445.25	1,800.00	1,050.25	1,400.00	-400.00	-22.22%
7023 TS RECYCLABLES - METAL	8,948.70	10,000.00	19,048.89	10,000.00	4,815.80	9,000.00	-1,000.00	-10.00%
7025 TS RECYCLABLES - OTHER	583.75	500.00	904.00	500.00	364.70	500.00	0.00	.00%
7030 TS BACKHOE	3,039.75	0.00	3,812.23	0.00	933.75	0.00	0.00	.00%
7040 Commercial Haulers Permits	300.00	300.00	300.00	300.00	375.00	300.00	0.00	.00%
7050 TS GRANTS	390.15	0.00	20.00	0.00	0.00	0.00	0.00	.00%
7090 TS REVENUES - WAYNES SHARE	83,603.99	106,492.00	101,716.38	107,998.00	63,965.01	112,878.00	4,880.00	4.52%
SOLID WASTE	120,897.74	144,092.00	148,218.25	145,598.00	90,402.01	145,078.00	-520.00	-.36%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 90 UNCLASSIFIED								
1250 First Park Revenue	20,679.69	9,500.00	10,297.89	9,500.00	0.00	10,000.00	500.00	5.26%
3010 Snowmobile Fees	1,231.32	1,231.00	1,436.54	1,436.00	1,489.50	1,489.00	53.00	3.69%
4010 Readfield Enterprise Fund	5,750.00	5,000.00	8,465.95	10,000.00	6,716.22	10,000.00	0.00	.00%
UNCLASSIFIED	27,661.01	15,731.00	20,200.38	20,936.00	8,205.72	21,489.00	553.00	2.64%

Custom Budget Report

Revenue

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept: 95 GENERAL ASSISTANCE								
1010 GENERAL ASSIST-STATE REIMBURSE	2,777.74	2,100.00	269.04	2,100.00	0.00	2,355.00	255.00	12.14%
GENERAL ASSISTANCE	2,777.74	2,100.00	269.04	2,100.00	0.00	2,355.00	255.00	12.14%
Revenue Totals:	6,295,990.90	5,570,648.00	5,464,383.05	5,658,154.00	5,024,300.88	1,161,460.00	-4,496,694.00	-79.47%

FUTURE AGENDA ITEMS

Appendix A

Future Agenda Items

Next Meeting (February 22, 2016):

Future Meetings:

1st Reading of amended Conflict of Interest & Recall Process Ordinance

Appeal / Hearing process workshop

Establish staggered terms for the Readfield Solid Waste and Recycling Committee

Revision to SWRC Interlocal Agreement

Spirit of America Award Recipient

Brush Grinding RFP

Ditching and Shoulder RFP

Snow Plowing RFP

Striping RFP

Financing RFPs

Old Kents Hill Culvert RFP

Technology Plan

Potential Parks / Town Property Committee