

# **Town of Oxford Town Meeting June 4, 2022 @ 10am**

## **Reference Material**

The attached is a quick reference guide for the June 4, 2022 Town Meeting.  
Within this guide you will find:

- Copy of the full Town Meeting Warrant
- Budget Summary Sheet
- A broken down copy of the Town Meeting Warrant with explanations and budgets attached for each warrant article for reference

**TOWN OF OXFORD  
SECRET BALLOT ELECTION/REFERENDUM  
AND  
TOWN MEETING WARRANT**

**Saturday, June 04, 2022  
and  
Tuesday, June 14, 2022**

Town Meeting June 04, 2022, 10:00 a.m.  
Oxford Elementary School  
79 Pleasant Street, Oxford, Maine

<<<<<<<< >>>>>>>>

Secret Ballot Election/Referendum June 14, 2022 from 8:00 a.m. to 8:00 p.m.  
Oxford Public Safety Building  
701 Main Street, Oxford, Maine



# TOWN OF OXFORD WARRANT

STATE OF MAINE

COUNTY OF OXFORD

To Teresa Grenier, a resident of the Town of Oxford:

GREETINGS:

In the name of the State of Maine you are hereby required to notify and warn the inhabitants of the Town of Oxford in said County and State, qualified by law to vote in town affairs, to meet at the **Oxford Elementary School**, 79 Pleasant Street, Oxford, on **Saturday, June 4, 2022 at 10:00 a.m.**, then and there to act on Article 1 by written ballot and Articles 3 through 40 as set out below, and at the conclusion of that portion of the meeting, the meeting will be recessed; the recessed meeting will be reconvened at the **Oxford Public Safety Building**, 701 Main Street, Oxford, on **Tuesday, June 14, 2022 at 8 a.m.**, then and there to act by secret ballot on Article 2 as set out below, the polling hours, therefore, to be from **8:00 a.m. until 8:00 p.m.**

- Article 1: To choose a moderator to preside at said meeting.
- Article 2: To elect all Municipal Officers, Oxford Water District Trustees, and SAD #17 Directors.
- Article 3: To see if the Town will vote to appropriate Excise Tax, Tree Growth Reimbursement, Veteran Exempt Reimbursement, Boat Excise Tax, Building Permit Fees, State Road Assistance, Town Agent Fees, Town Clerk Fees, Plumbing Permit Fees, Miscellaneous Revenue, Revenue Sharing, School Block Grant, Weapon Permit Fees, and Swimming Lesson Fees towards the reduction of monies to be raised by taxation in the commitment.
- Article 4: To see if the Town will vote to raise and appropriate the sum of \$683,542 for the Administration Account (FY2021-2022: \$678,501).  
*Selectmen Recommends: Approval*  
*Budget Committee Recommends: Approval*
- Article 5: To see if the Town will vote to raise and appropriate the sum of \$88,033 for Code Enforcement (FY2021-2022: \$85,477).  
*Selectmen Recommends: Approval*  
*Budget Committee Recommends: Approval*
- Article 6: To see if the Town will vote to raise and appropriate the sum of \$1,007,190 for the Police Department and Animal Control Accounts (FY2021-2022: \$942,999).  
*Selectmen Recommends: Approval*  
*Budget Committee Recommends: Approval*
- Article 7: To see if the Town will vote to raise and appropriate the sum of \$820,584 for the Highway Department Account (FY2021-2022: \$773,157).  
*Selectmen Recommends: Approval*  
*Budget Committee Recommends: Approval*

Article 8: To see if the Town will vote to raise and appropriate the sum of \$843,257 for the Fire/Rescue Department Account (FY2021-2022: \$818,945).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 9: To see if the Town will vote to raise and appropriate the sum of \$57,140 for the Public Safety Buildings Account (FY2021-2022: \$69,050).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 10: To see if the Town will vote to raise and appropriate the sum of \$115,941 for the Recreation Account (FY2021-2022: \$115,563).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 11: To see if the Town will vote to raise and appropriate the sum of \$12,850 for the General Assistance Account (FY2021-2022: \$16,862).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 12: To see if the Town will vote to raise and appropriate the sum of \$455,709 for the Transfer Station/Recycle Account (FY2021-2022: \$403,390).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 13: To see if the Town will vote to raise and appropriate the sum of \$371,538 for the Wastewater Treatment Account (FY2021-2022: \$365,907).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 14: To see if the Town will vote to raise and appropriate the sum of \$154,818 for the Municipal Accounts (FY2021-2022: \$178,400).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

	<u>FY2021-2022</u>	<u>FY2022-2023</u>
a. Liability Insurance	92,900	77,315
b. Animal Shelter	5,000	5,363
c. Fire Protection	71,500	69,140
d. Unemployment	9,000	3,000
<b>Total:</b>	<b>\$178,400</b>	<b>\$154,818</b>

Article 15: To see if the Town will vote to raise and appropriate the sum of \$712,388 and appropriate an additional \$816,428 from the Route 26 Omnibus Municipal Development TIF reserve account and the Walmart Municipal Development TIF reserve account, for a total appropriation of \$1,528,816, for Town debt service as follows:

	<u>Raise</u>	<u>Appropriate</u>
a. Road and PSB Bond	1,688	1,688
b. 5 Year TD Road Bond	423,672	423,672
c. Grader Lease	87,651	87,651
d. Ambulance Lease	64,377	64,377

e. Sewer Bond	45,000	821,650
f. Waterline Bond	<u>90,000</u>	<u>129,778</u>
Total	\$712,388	\$1,528,816

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 16: To see if the Town will vote to raise and appropriate the sum of \$42,500 for the Freeland Holmes Library (FY2021-2022: \$34,987).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 17: To see if the Town will vote to raise and appropriate the sum of \$3,000 as donations to community agencies (FY2021-2022: \$2,528).

	<u>FY2021-2022</u>	<u>FY2022-2023</u>
a. Seniors Plus	1,500	1,500
b. Lifeflight Foundation	1,028	1,000
c. Androscoggin Home Health/Hospice	<u>0</u>	<u>500</u>
<b>Total:</b>	<b>\$2,528</b>	<b>\$3,000</b>

Article 18: To see if the Town will vote to raise and appropriate the sum of \$14,425 for the Boards and Committees Account (FY2021-2022: \$14,425).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 19: To see if the Town will vote to raise and appropriate the sum of \$84,000 for the Highway Truck and Equipment Reserve Account.

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 20: To see if the Town will vote to raise and appropriate the sum of \$5,000 for the Cemetery Cleaning and Repair Reserve Account.

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 21: To see if the Town will vote to raise and appropriate the sum of \$30,000 for the Waste Water Treatment Facility Reserve Account (FY2021-2022: \$30,000).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

Article 22: To see if the Town will vote to authorize, delegate, and ratify the acceptance and delivery of easements by the Board of Selectmen on behalf of the Town in order to facilitate Town-related construction projects.

Article 23: To see if the Town will vote to appropriate 100% of the snowmobile refund check for the purpose of maintaining snowmobile trails by the Rock-O-Dundee Snowmobile Club, such maintenance to be performed only with the landowners' permission and only on trails that are open for public use.

Article 24: To see if the Town will vote to authorize the Board of Selectmen to carry forward to the following year any unexpended balances it deems advisable, and to lapse to fund balance



any overdrafts in accordance with the Town's fund balance policy.

- Article 25: To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by nonpayment of taxes thereon, on such terms it deems advisable, and to execute deeds for such property and the proposed action of the Board of Selectmen shall be advertised for two (2) weeks, with the exception that the Board of Selectmen shall use the special sale process required by 36 M.R.S.A. § 943-C for qualifying homestead properties if not sold back to the former owner.
- Article 26: To see if the Town will vote to authorize the Board of Selectmen to dispose of town-owned personal property with a value of five thousand dollars (\$5,000) or less under such terms and conditions as it deems advisable, or if the value exceeds five thousand dollars (\$5,000), then by a public bid process.
- Article 27: To see if the Town will vote to authorize the Board of Selectmen to accept gifts of money or personal property to the Town and to appropriate and expend such money for such public purposes as the Board deems to be in the best interests of the Town.
- Article 28: To see if the Town will vote to authorize the Board of Selectmen to accept conditional gifts of money or personal property to the Town and to appropriate and expend the funds for the purposes for which the gift was made and in accordance with any conditions imposed by the donor and to accept conditional gifts of personal property to the Town and to use the property in the manner specified by the donor.
- Article 29: 1) To see if the Town will vote to authorize the Tax Collector to collect taxes twice a year and to collect prepayment of taxes. The first bill to be one half of the assessed taxes due October 25, 2022, and the second half of assessed taxes due April 25, 2023; interest to be charged on each of the unpaid balances at 4% annually after October 25, 2022, and after April 25, 2023, respectively; and
- 2) To see if the Town will permit the Tax Collector or the designee to waive unintentional tax interest payment shortages in an amount not to exceed \$5.00; and
- 3) To see if the Town will vote to authorize the Tax Collector to accept prepayments of taxes not yet committed and to pay no interest on those prepayments in accordance with Title 36 M.R.S.A. § 506.
- Article 30: To see if the Town will vote to authorize the Board of Selectmen or the Town Manager, acting in concurrence with said Selectmen, to accept and expend, on behalf of the Town, federal and/or State funds which may be received, from time to time, in the form of grants or for any other purpose, during the period 07/01/22 to 06/30/23, including, but not limited to Municipal Revenue Sharing, Local Road Assistance, State Aid to Education, Public Library, State Aid per capita, Civil Emergency Funds, Snowmobiling Registration money, Tree Growth Reimbursement money, General Assistance Reimbursement, Community Development Block Grants (CDBG), Economic Development Administration (EDA) grants, Federal Emergency Management Administration (FEMA) grants, U.S. Fire Administration grants, Police grants, and to act on anything relative thereto.
- Article 31: To see if the Town will vote to establish the rate of interest at 0% for those who have

received an abatement or have overpaid their taxes for the fiscal year 2022-2023.

Article 32: To see if the Town will vote to allow the Board of Selectmen to transfer balances from individual Capital Improvement Project reserve accounts within the Capital Improvement Projects Fund when the intent of the original Capital Improvement Project has been accomplished or abandoned.

Article 33: Shall an ordinance entitled "2022 Amendments to the Oxford Zoning Ordinance Regarding the Official Zoning Map" be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

Article 34: Shall an ordinance entitled "2022 Town of Oxford Marijuana Facility Licensing Ordinance to Establish a Marijuana Licensing Program and 2022 Amendments to the Oxford Zoning Ordinance to Repeal Provisions Related to Marijuana Facilities" be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

Article 35: Shall an ordinance titled "2022 Amendments to the Sewer Use Ordinance of the Town of Oxford" be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

Article 36: Shall an ordinance entitled "2022 Town of Oxford Food Sovereignty Ordinance" be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

Article 37: Shall an ordinance entitled "2022 Property Maintenance Ordinance of the Town of Oxford" be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

Article 38: To see if the Town will vote to adopt the provisions of 5 M.R.S. § 18252-C (P.L. 2021, Chapter 286), as allowed by MainePERS Rule Chapter 803, whereby the Town agrees:

- (i) To adopt the provisions of 5 M.R.S. § 18252-C for its non-participating employees with optional membership who previously declined to participate in MainePERS; and
- (ii) To authorize the Board of Selectmen to sign the Amended Agreement between the Town and the Maine Public Employees Retirement System.

Article 39: To see if the Town will vote to:

- (i) authorize the issuance of up to \$750,000 in general obligation bonds or notes for the purchase of real estate (land and building) for a new Town Office and to pay for costs of acquisition, survey, legal and other related costs of such acquisition,



hereby authorized and appropriated, all as determined to be appropriate by the Board of Selectmen, with the dates, maturities, denominations, interest rate(s) and other details of the bonds or notes to be determined by the Board of Selectmen (including provisions that the notes or bonds may be prepaid or subject to call for redemption with or without premium);

- (ii) authorize the Board of Selectmen to accept delivery of a deed from Stephens Memorial Hospital Association conveying the lot or parcel of land approximately 4.4 acres in size with improvements thereon located at 127 Pottle Road in Oxford and currently shown as Assessors' Tax Map U44, Lot 32A on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town;
- (iii) appropriate up to \$294,000 from the Town Office Building reserve account for renovations and other related fit-up costs in order to convert the property to be acquired as set forth herein to a new Town Office; and
- (iv) accept gifts or grants from non-Town sources for these purposes.

Total estimated debt service of this bond issue is \$808,123.50, of which principal is \$750,000 and estimated interest at 1.5% over 10 years is \$58,123.50.

#### FINANCIAL STATEMENT – TOWN OF OXFORD

The issuance of bonds by the Town of Oxford (the "Town") is one of the ways in which the Town borrows money for certain purposes. The following is a summary of the bonded indebtedness of the Town as of the date of this Town Meeting:

*Bonds Now Outstanding and Unpaid	\$15,620,718.37
*Interest to be Repaid on Outstanding Bonds	\$5,243,601.21
*Total to be Repaid on Bonds Issued	\$20,864,319.58
*Additional Bonds Authorized But Not Yet Issued	\$0
*Potential New Interest on Bonds Not Yet Issued	\$0
*Total Additional Bonds (now proposed) to be Issued if Approved by Voters	\$750,000.00
*Estimated of Potential New Interest	\$58,123.50
*Total Additional Bonds To Be Issued and Estimated Interest if Approved by Voters	\$808,123.50

When money is borrowed by issuing bonds, the Town must repay not only the principal amount of the bonds but also interest on the bonds. The amount of interest to be paid will vary depending upon the rate of interest and the years to maturity at the time of issue. The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the estimates made of the costs involved, including varying interest rates, the estimated cost of interest on the bond amount to be issued, and the total cost of principal and interest to be paid at maturity.

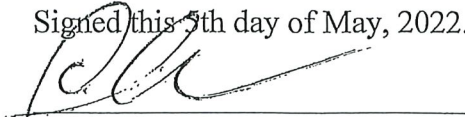
\_\_\_\_\_  
Adam Garland, Town Treasurer

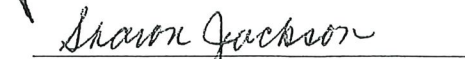
Article 40: (Written ballot required by statute) To see if the Town will vote to increase the maximum property tax levy limit (LD1) established by State law in the event that the municipal

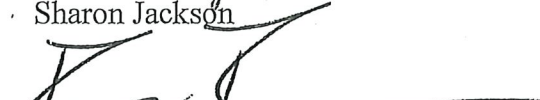
budget approved results in a tax commitment in excess of the property tax levy otherwise allowable, such that the increased maximum property tax levy hereby established will equal the amount committed or see what action the Town will take.


*Note: It is not projected that the Town's budget will exceed tax levy limits established by State law, but as a preventative housekeeping action, it is recommended that the Town vote to approve.*

Signed this 5th day of May, 2022.

  
Caldwell Jackson

  
Sharon Jackson

  
Dana Dillingham

  
Scott Hunter

  
Floyd Thayer

BOARD OF SELECTMEN

DEPARTMENT ACCOUNT	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
ADMINISTRATION	678,501	463,922	683,542	0.7%	\$5,041
CEO	85,477	38,830	88,033	3.0%	\$2,556
POLICE	942,999	664,540	1,007,190	6.8%	\$64,191
HIGHWAY	773,157	506,590	820,584	6.1%	\$47,427
FIRE/RESCUE	818,945	466,529	843,257	3.0%	\$24,312
PSB	69,050	25,875	57,140	-17.2%	-\$11,910
RECREATION	115,563	72,331	115,941	0.3%	\$377
GENERAL ASSISTANCE	16,862	4,413	12,850	-23.8%	-\$4,012
TRANSFER/RECYCLE	403,390	239,794	455,709	13.0%	\$52,319
SEWER	365,907	199,755	371,538	1.5%	\$5,631
MUNICIPAL	215,915	59,117	200,318	-7.2%	-\$15,597
DEBT	761,019	596,595	712,388	-6.4%	-\$48,631
BOARDS COMMITTEES	14,425	6,642	14,425	0.0%	\$0
MUNICIPAL TOTALS	5,261,210	3,344,934	5,382,915	2.3%	\$121,705
COUNTY ASSESSMENT	446,293	450,248	473,756	6.2%	\$27,463
MSAD #17 ASSESSMENT	4,108,500	3,423,750	4,108,500	0.0%	\$0
CAPITAL			119,000		\$119,000
TOTAL	9,816,003	7,218,932	10,084,171	2.7%	\$268,168

\*\* Note: FY2022-2023 School

Appropriation not known at the time  
of this draft.

FY 2022-23 Revenue Projection  
\$3,630,548



**Article 2:**     **To elect all Municipal Officers, Oxford Water District Trustees, and SAD #17 Directors.**

*Notes: This election will be held on Tuesday June 14<sup>th</sup> from 8am to 8pm at the Oxford Public Safety Building, 701 Main Street.*

**Article 3:**     **To see if the Town will vote to appropriate Excise Tax, Tree Growth Reimbursement, Veteran Exempt Reimbursement, Boat Excise Tax, Building Permit Fees, State Road Assistance, Town Agent Fees, Town Clerk Fees, Plumbing Permit Fees, Miscellaneous Revenue, Revenue Sharing, School Block Grant, Weapon Permit Fees, and Swimming Lesson Fees towards the reduction of monies to be raised by taxation in the commitment.**

*Notes: This is a standard article each year. For current revenue amounts, see attached revenue sheet.*

## Revenue Control Report

05/13/2022

ACCOUNT	YTD BUDGET NET	YTD NET
10 - ADMIN		
003 - SUPP TAXES	9,000.00	14,919.18
100 - AUTO EXCISE	975,000.00	750,385.39
104 - CN BROWN MV	0.00	3,512.14
105 - BOAT EXCISE	8,000.00	3,462.55
250 - CONCEALED WEAPONS	100.00	-150.00
255 - POLICE REPORTS	0.00	740.00
300 - COSTS/INT	38,000.00	23,711.04
320 - BANK INT	55,000.00	25,116.95
360 - MASS GATHERING	800.00	0.00
370 - REV SHARING	436,568.00	420,456.39
380 - TREE GROWTH	13,000.00	11,482.67
400 - LOCAL ROAD ASSISTANCE	59,300.00	63,992.00
425 - SOLE PROPRIETOR FEE	0.00	40.00
430 - VET EXEMPT	2,500.00	2,904.00
435 - HOMESTEAD	252,148.05	253,295.00
440 - BETE	42,195.39	42,195.00
500 - AGENT FEE	25,000.00	22,811.40
510 - MARRIAGE LIC	800.00	1,260.00
511 - MARRIAGE CERT	600.00	944.40
512 - BIRTH CERT	400.00	559.20
513 - PHOTOCOPIES	25.00	14.25
514 - DEATH CERT	900.00	1,365.60
515 - BURIAL PMT	700.00	420.00
516 - BLDG PRMT	24,000.00	100,873.65
517 - PLMB PMT	8,500.00	10,395.40
519 - BASEBALL	0.00	2,274.95
520 - RECYCLING	32,500.00	36,251.47
521 - CEMETERY	1,300.00	175.00
522 - CLASSES	300.00	577.00
523 - GA REIMB	7,000.00	3,547.57
525 - 5FIRE RPT	0.00	5.00
526 - REC MISC SALES	0.00	4,673.00
527 - CABLE FRANCHISE FEES	46,800.00	0.00
550 - TRANSFER STA	30,000.00	36,650.24
600 - A/C-DOG LICENSES	1,400.00	1,152.00
655 - EQUIPMENT/VEHICLE SALES	5,000.00	400.00
675 - OVER/SHORT REV	0.00	99.56
776 - CASINO LICENSE REV	25,000.00	0.00
777 - CASINO REVENUE	1,200,000.00	2,002,979.55
900 - REC RENT	3,000.00	3,440.00
910 - FOOD PANTRY RENT	900.00	900.00
920 - POLICE OUTSIDE DETAIL	25,000.00	200.00
945 - SEWER	0.00	556.50
951 - TRANSFER	8,300.00	422.00
960 - FIRE/RESCUE OUTSIDE DETAIL	2,300.00	62.00
961 - RESCUE	253,000.00	-11,935.90
963 - PLANNING BD	1,500.00	300.00
964 - SITE PLAN FEES	0.00	1,200.00
966 - MARIJUANA APPLICATION FEE	0.00	2,500.00
967 - MARIJUANA OTHER FEES	0.00	16,000.00
970 - WOOD HARVESTING	6,000.00	0.00
982 - RESTITUTION	0.00	155.00
999 - MISC	23,200.00	1,526.00
	3,625,036.44	3,858,817.15

**Article 4:**     **To see if the Town will vote to raise and appropriate the sum of \$683,542 for the Administration Account (FY2021-2022: \$678,501).**

***Selectmen Recommends: Approval***

***Budget Committee Recommends: Approval***

*Notes:*

- *This budget shows an increase from last year of \$5,041.*
- *All Code Enforcement Expenses were removed from the Administrative Budget and a new "Code Enforcement" budget was created.*
  - *This change was made to simplify the budget process as well as allow better individual tracking of Code Enforcement Expenses without them being "mixed in" with Administrative expenses.*
- *Notable changes include:*
  - *Increase to the payroll line. This increase is due to changes in personnel/positions as well as a budgeted Cost of Living raise.*
  - *Increase to the health insurance line. This increase is based on current employee enrollment and insurance rates.*
  - *Decrease to the supply budgets. This decrease is based on supply costs and actual use. The budgeted amount should be sufficient for the projected need.*
  - *Decrease to the legal administration line. This line was decreased based on use/need.*
  - *Removal of the abatement line. This was removed based on conversations with the Town Auditor as tax abatements do not need to be included in the annual budget as they can be covered by the annual tax overlay (set by the Board of Selectmen during the annual tax commitment).*

*A copy of the Administrative Budget is attached for reference.*



ACCT#	ACCOUNT TITLE		2021-22	2021-22	2022-23	%	\$
			Budget	YTD	Budget	Change	Change
10-01-05-00	ADMINISTRATION	NOTES:					
10-01-05-01	REGULAR	See attachment "A"	314,276	231,633	343,719	9.4%	\$29,443
10-01-05-05	OVERTIME		2,000	545	1,000	-50.0%	-\$1,000
10-01-05-11	ELECTION WORKERS		800	185	500	-37.5%	-\$300
	SUBTOTAL	BALLOT CLERKS/MODERATOR	317,076	232,363	345,219	8.9%	\$28,143
10-01-06-00	BENEFITS						
10-01-06-01	S.S.I.	6.2% of payroll	19,593	15,572	21,404	9.2%	\$1,811
10-01-06-02	MEDICARE	1.45% of payroll	4,578	3,642	5,006	9.3%	\$428
10-01-06-15	RETIREMENT	MPERS 8.5% town match; 6 enrolled 457 1 enrolled town match 50%	20,082	17,499	26,943	34.2%	\$6,861
10-01-06-10	HEALTH INSURANCE	PPO500 (6 currently enrolled in various plan categories) HRA claims processing/administration \$88/mo \$550/yr	85,522	68,237	88,752	3.8%	\$3,230
10-01-06-20	WORKERS COMPENSATION	0.0048 Manager, 0.0043 clerical, WC is based on payroll	1,000	2,798	1,528	52.8%	\$528
	SUBTOTAL		130,775	107,747	143,631	9.8%	\$12,856
10-01-10-00	UTILITIES						
10-01-10-01	ELECTRICITY	Avg 2,283 kwh/month @ .072440 (Meeting House, Rt 26 Casino light, Parking Lot minimum charge \$16/month)	6,800	3,257	6,800	0.0%	\$0
10-01-10-05	FUEL OIL	267 gal/mo @ \$3.75/gal	16,000	8,763	16,000	0.0%	\$0
10-01-10-10	TELEPHONE	Consolidated (land lines) \$270/mo, BCN (long distance) \$45/month, TM Cell Phone Reimbursed @ \$25/month	5,800	2,406	4,200	-27.6%	-\$1,600
10-01-10-11	INTERNET	\$150/month	1,800	1,396	1,800	0.0%	\$0
10-01-10-20	WATER	\$66/quarter	300	131	264	-12.0%	-\$36
	SUBTOTAL		30,700	15,953	29,064	-5.3%	-\$1,636
10-01-15-00	SUPPLIES						
10-01-15-01	OFFICE	Office/cleaning supplies, paper products, Economic Supplies	12,350	4,393	10,000	-19.0%	-\$2,350
10-01-15-02	POSTAGE	6,000 regular/1,200 tax bills/PO Box Fee \$220	8,000	4,403	8,000	0.0%	\$0
10-01-15-03	LEGAL NOTICES	Public Notices	7,000	478	5,000	-28.6%	-\$2,000
10-01-15-04	FORMS	Tax bills \$800/Hygrade Forms \$700	2,500	930	1,500	-40.0%	-\$1,000
10-01-15-11	ELECTION SUPPLY	DS200 (voting machine) rental w/data card (\$500) x2 and other needed election needs	3,500	500	2,500	-28.6%	-\$1,000
10-01-15-12	EQUIPMENT SUPPLIES	Replacement of office equipment (chairs/desks)	500	0	1,000	100.0%	\$500

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
10-01-15-13	TOWN REPORT	500 copies black/white	1,200	0	1,000	-16.7%	-\$200
10-01-15-74	FILING FEES	Liens/foreclosures - registry of deeds	11,000	4,187	9,000	-18.2%	-\$2,000
	<b>SUBTOTAL</b>		<b>46,050</b>	<b>14,891</b>	<b>38,000</b>	<b>-17.5%</b>	<b>-\$8,050</b>
<b>10-01-20-00</b>	<b>CONTRACTUAL</b>						
10-01-20-01	ASSESSING/TAX MAPS	Tax Maps (\$3,000) - Contract Assessing Agent (\$19,200)	23,000	13,007	23,000	0.0%	\$0
10-01-20-02	COMPUTER MAINTENANCE/TRIO	Trio \$19,933/PDF Edit \$200/ IT Service \$9,000/Website \$4,500/Cemetery Records \$2,500	36,000	42,662	36,500	1.4%	\$500
10-01-20-03	COPIER	Copier contract \$145 month plus additional copies and maint.	3,000	2,598	3,000	0.0%	\$0
10-01-20-04	ELEVATOR	\$445 quarter maint. \$1,000 per maint. call	5,000	2,461	4,000	-20.0%	-\$1,000
10-01-20-05	AUDITING	annual audit and financial consulting as needed	12,000	6,260	12,000	0.0%	\$0
10-01-20-06	LEGAL-ADMINISTRATION	General Legal Consult	26,000	2,419	20,000	-23.1%	-\$6,000
10-01-20-10	POSTAGE METER	\$144 month - meter lease	1,500	419	1,728	15.2%	\$228
	<b>SUBTOTAL</b>		<b>106,500</b>	<b>69,826</b>	<b>100,228</b>	<b>-5.9%</b>	<b>-\$6,272</b>
<b>10-01-25-00</b>	<b>PROFESSIONAL</b>						
10-01-25-01	DUES	AVCOG (\$6612)/All MMA Professional Membership Dues (\$5085)/Oxford Hills Chamber (\$225)	12,500	12,369	12,500	0.0%	\$0
10-01-25-03	TRAINING AND CONFERENCES	Professional development/trainings/conferences for administrative staff	1,800	833	1,800	0.0%	\$0
10-01-25-04	MILEAGE	Minimal use due to Town Vehicles	500	0	100	-80.0%	-\$400
10-01-25-06	MGR EXPENSE	General expenses	1,100	1,042	500	-54.5%	-\$600
10-01-90-00	ABATEMENT/OTHER	Covered by Overlay	17000	1619	0	-100.0%	-\$17,000
	<b>SUBTOTAL</b>		<b>32,900</b>	<b>15,862</b>	<b>14,900</b>	<b>-54.7%</b>	<b>-\$18,000</b>
<b>10-01-30-00</b>	<b>MAINTENANCE</b>						
10-01-30-02	& GROUNDS	Town Office building maint. Unplanned repairs.	14,000	3,812	12,000	-14.3%	-\$2,000
10-01-30-03	VEHICLE	Hyundai Kona Maintenance	500	3,467	500	0.0%	\$0
	<b>SUBTOTAL</b>		<b>14,500</b>	<b>7,279</b>	<b>12,500</b>	<b>-13.8%</b>	<b>-\$2,000</b>
	<b>ADMINISTRATION TOTAL</b>		<b>678,501</b>	<b>463,922</b>	<b>683,542</b>	<b>0.7%</b>	<b>\$5,041</b>



**Article 5:**     **To see if the Town will vote to raise and appropriate the sum of \$88,033 for Code Enforcement (FY2021-2022: \$85,477).**

***Selectmen Recommends: Approval***

***Budget Committee Recommends: Approval***

*Notes:*

- *As noted in the Administrative Budget, this is a “new stand alone” department/budget this year.*
  - *In years past the Code Enforcement Budget was always included in the Administrative Budget.*
  - *All Code Enforcement expenses were removed from the Administrative Budget and placed in this new Code Enforcement Budget. This allowed for last year’s totals to be included on this year Code Enforcement Budget sheet.*
  - *This change was made to simplify the budget process as well as allow better individual tracking of Code Enforcement Expenses without them being “mixed in” with Administrative expenses.*
- *This budget shows a total increase of \$2,556 from last year.*

*A copy of the Code Enforcement Budget is attached for reference.*

ACCT#	ACCOUNT TITLE	4/11/2022 sc		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
09-01-05-00	CODE ENFORCEMENT	NOTES:						
09-01-05-01	REGULAR	See attachment "A"		59,094	26,244	58,519	-1.0%	-\$576
09-01-05-05	OVERTIME			0	260	0	0.0%	\$0
09-01-05-10	STIPEND	Health Officer		800	400	800	0.0%	\$0
	SUBTOTAL			59,894	26,904	59,319	-1.0%	-\$576
09-01-06-00	BENEFITS							
09-01-06-01	S.S.I.	6.2% of payroll		3,734	1,643	3,678	-1.5%	-\$57
09-01-06-02	MEDICARE	1.45% of payroll		873	384	860	-1.5%	-\$13
09-01-06-15	RETIREMENT	8.5% town match; 1 enrolled See Attachment "C"		4,818	2,120	5,042	4.6%	\$224
09-01-06-10	HEALTH INSURANCE	PPO500 (1 currently enrolled in Employee Only Plan)		12,356	6,178	12,918	4.5%	\$562
09-01-06-20	WORKERS COMPENSATION	.0323 CEO/BOS; WC is based on payroll		1,000	870	1,916	91.6%	\$916
	SUBTOTAL			22,782	11,196	24,414	7.2%	\$1,632
09-01-10-00	UTILITIES							
09-01-10-10	TELEPHONE	cell phone reimbursement \$25/month		300	150	300	0.0%	\$0
	SUBTOTAL			300	150	300	0.0%	\$0
09-01-15-00	SUPPLIES							
09-01-15-50	GASOLINE	\$5.50/gal		1,000	331	750	-25.0%	-\$250
	SUBTOTAL			1,000	331	750	-25.0%	-\$250
09-01-25-00	PROFESSIONAL							
09-01-25-03	TRAINING AND	Professional Devel/Certifications		0	0	1,200		\$1,200
09-01-25-04	MILEAGE	Use of own vehicle for inspections,		0	0	50		\$50
	SUBTOTAL			0	0	1,250		\$1,250
09-01-30-00	MAINTENANCE							
09-01-30-03	VEHICLE	Maint,Oil Change, parts, inspection		1,500	249	2,000	33.3%	\$500

ACCT#	ACCOUNT TITLE	4/11/2022 sc		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
	SUBTOTAL			1,500	249	2,000	33.3%	\$500
	CODE ENFORCEMENT TOTAL			85,477	38,830	88,033	3.0%	2,556



**Article 6:** To see if the Town will vote to raise and appropriate the sum of \$1,007,190 for the Police Department and Animal Control Accounts (FY2021-2022: \$942,999).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget shows a total increase of \$64,191*
- *Note: The Animal Control Budget has been removed from the Municipal Accounts Budget and added to the Police Department Budget.*
  - *This was done to simplify the budget process and allow for better budget oversight of the Animal Control Budget.*
  - *The Animal Control Officer is supervised by the Chief of Police*
- *Notable changes include:*
  - *Increase to the regular payroll line.*
    - *Currently the Department is at full staff*
    - *Salaries are a projected amount to account for payroll changes resulting from ongoing union negotiations.*
  - *Decrease to the Overtime line. This decrease is based on the fact that the department is now at full staff thus limiting the need for as many overtime hours.*
  - *Increase to the Benefit lines. This increase is based on current employee enrollment and rates.*
  - *Increase to the Gasoline line. This line shows a significant increase. Due to the uncertainty regarding fuel costs; the Selectmen and Budget Committee felt it best to allow for a fuel cost of \$5.50 per gallon.*

*A copy of the Police Department Budget is attached for reference.*

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
		NOTES					
20-01-05-00	POLICE DEPARTMENT						
20-01-05-01	REGULAR	See Attachment "A"	511,919	360,801	572,829	11.9%	\$60,910
20-01-05-05	OTHER WAGES/OVERTIME	holiday/vacation/sick/court/detail & MCJA coverage	86,000	43,997	50,000	-41.9%	-\$36,000
20-01-05-23	RESERVES	\$18.50hr P/T Cert and \$20hr F/T Cert	20,000	14,727	20,000	0.0%	\$0
20-01-05-17	EMA STIPEND		800	400	800	0.0%	\$0
	SUBTOTAL		618,719	419,924	643,629	4.0%	\$24,910
20-01-06-00	BENEFITS						
20-01-06-01	S.S.I.	6.2% of payroll	38,516	30,415	39,905	3.6%	\$1,389
20-01-06-02	MEDICARE	1.45% of payroll	8,794	7,113	9,333	6.1%	\$539
20-01-06-15	RETIREMENT	3 enrolled in 457 - 8 enrolled in MSRS (7) 12.5% town match of payroll; one 8.5% match	64,185	50,033	70,124	9.3%	\$5,939
20-01-06-10	HEALTH INSURANCE	PPO1500 (7 currently enrolled in various plan categories; with 3 opt out;) 2 PPO 500	110,500	68,557	120,149	8.7%	\$9,649
20-01-06-20	WORKERS COMPENSATION	0.0440% for officers, 0.0043% for admin. assistant; WC is based on payroll	24,150	16,817	23,385	-3.2%	-\$765
	SUBTOTAL		246,145	172,936	262,895	6.8%	\$16,750
20-01-10-00	UTILITIES						
20-01-10-10	TELEPHONE	cell phone \$291/mo	7,100	2,645	3,492	-50.8%	-\$3,608
	SUBTOTAL		7,100	2,645	3,492	-50.8%	-\$3,608
20-01-15-00	SUPPLIES						
20-01-15-01	OFFICE SUPPLIES	Office supplies, paper, printer ink, cleaning supplies	4,000	3,390	4,000	0.0%	\$0
20-01-15-02	POSTAGE	P.O. Box (\$84) and prestamped envelopes for VSACS (one case \$250)	100	84	334	234.0%	\$234
20-01-15-05	FIREARMS MAINT./AMMO	Firearm cleaning supplies, ammo, targets, repair parts (Note: Per Union Contract 600's per F/T Officer)	3,000	7,489	10,000	233.3%	\$7,000
20-01-15-15	CLOTHING	Outfit new employees (\$4,500 each), replace old uniforms as needed/per union contract	8,000	6,836	8,000	0.0%	\$0
20-01-15-30	COMPUTER MAINTENANCE	Computer Maintenance/IT/Off site file storage (\$840)	1,750	4,335	2,000	14.3%	\$250
20-01-15-50	GASOLINE	Average 5,667 gallons per year; cost \$5.50/gallon	16,000	9,824	31,169	94.8%	\$15,169
20-01-15-70	SOFTWARE	Spillman (billed once annually \$2,500)	2,500	2,803	2,500	0.0%	\$0
20-01-15-75	DARE	Supplies, shirts, workbooks (SRO Is D.A.R.E Officer) Cost down this year due to donations	1,000	1,897	1,000	0.0%	\$0



ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
20-01-15-76	DRUG TESTING	\$155 per drug test kit. Test is used to identify drug types seized during arrests.	3,000	2,970	3,000	0.0%	\$0
20-01-15-77	COMMUNITY RELATIONS & TRAINING SUPPLIES	Information handouts, publications, giveaways, stickers, bike safety, events (Halloween, parades)	2,000	789	2,000	0.0%	\$0
	SUBTOTAL		41,350	40,418	64,003	54.8%	\$22,653
20-01-20-00	LEGAL						
20-01-20-18	Legal Expenses	CBA, grievances and other employment issues	2,000	1,845	2,000	0.0%	\$0
	SUBTOTAL		2,000	1,845	2,000	0.0%	\$0
20-01-25-00	PROFESSIONAL						
20-01-25-01	MEMBERSHIP DUES	Maine Chiefs (\$200x2), NESPIN (\$100) Fish & Game Range Membership for	500	300	550	10.0%	\$50
	PUBLICATIONS	Quals/Training (\$250)	700	594	1,150	64.3%	\$450
20-01-25-03	TRAINING AND CONF.	MCJA required trainings (JPMA); professional development, New Ofc MJCA Cert	5,500	4,949	7,500	36.4%	\$2,000
	SUBTOTAL		6,700	5,843	9,200	37.3%	\$2,500
20-01-30-00	MAINTENANCE						
20-01-30-01	EQUIPMENT	Radio Repairs, vest repair, ATV maint, crime kit upgrades in vehicle This Year					
	MAINTENANCE/SUPPLY	over Security Camera purchase	2,000	6,243	2,500	25.0%	\$500
20-01-30-03	VEHICLE MAINTENANCE	6 Ford Explorers (maint/tires), 1 radar trailer, 1 utility trailer for ATV (line will need to be increased if new vehicles not purchased)	13,000	12,054	13,000	0.0%	\$0
	SUBTOTAL		15,000	18,297	15,500	3.3%	\$500
20-25-00-00	ANIMAL CONTROL OFFICER						
20-25-05-01	PAYROLL-REGULAR	\$96 per week stipend	4,100	1,892	5,000	22.0%	\$900
	S.S.I.	6.2% Payroll	255	145	310	21.6%	\$55
20-25-06-02	MEDICARE	1.45 % Payroll			73		\$73
20-25-06-20	WORKERS COMPENSATION	.0179 % of Payroll	130	65	90	-31.2%	-\$41
	SUPPLIES		1,500	530	1,000	-33.3%	-\$500
	SUBTOTAL		5,985	2,631	6,472	8.1%	\$487
	POLICE TOTAL		942,999	664,540	1,007,190	6.8%	\$64,191

**Article 7:** To see if the Town will vote to raise and appropriate the sum of \$820,584 for the Highway Department Account (FY2021-2022: \$773,157).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget shows an overall increase of \$47,427 from last year.*
- *Note, Cemetery mowing and maintenance has been removed from the Municipal Accounts Budget and added to the Highway Budget.*
  - *The Highway Department is performing these tasks. Cemetery maintenance is overseen by the Highway Foreman.*
- *Notable changes include:*
  - *Increase to regular payroll. This increase is based on the negotiated/agreed upon amounts within the Highway Department's new union agreement.*
  - *Increase to the temporary payroll line. This increase is to cover the added cost of cemetery mowing.*
  - *Decrease to the utilities lines. This is based on projected rates and use.*
  - *Increase and renaming of the "Cold Patch" line. This line has been renamed "Road Maintenance" and will be used for general road maintenance and repairs.*
  - *Increase to the salt and sand lines. These increases are based on the price per unit (tons of salt/yards of sand) and the projected usage amount.*
  - *Increase to the Gasoline and Diesel lines. These lines show a significant increase. Due to the uncertainty regarding fuel costs; the Selectmen and Budget Committee felt it best to allow for a gasoline and diesel cost of \$5.50 per gallon.*
  - *Decrease to the legal line. This line has been decreased based on use and projected need. It should also be noted the union contract negotiations have concluded, thus reducing the need for last year's budgeted amount.*

*A copy of the Highway Department Budget is attached for reference.*



ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
30-01-05-00	HIGHWAY DEPARTMENT	NOTES:					
30-01-05-01	REGULAR	See Attachment "A"/CBA	271,640	168,322	273,943	0.8%	\$2,303
30-01-05-05	OVERTIME	See CBA	23,000	21,505	23,000	0.0%	\$0
30-01-05-10	TEMPORARY	Plowing/Cemeteries	15,000	1,212	17,000	13.3%	\$2,000
	SUBTOTAL		309,640	191,038	313,943	1.4%	\$4,303
30-01-06-00	BENEFITS						
30-01-06-01	S.S.I.	6.2% of payroll	19,050	11,856	19,464	2.2%	\$414
30-01-06-02	MEDICARE	1.45% of payroll	4,268	2,773	4,552	6.7%	\$284
30-01-06-10	HEALTH INSURANCE	PPO500 (4 currently enrolled in various plan categories) POS A (2 currently enrolled)	106,874	65,107	106,417	-0.4%	-\$457
30-01-06-15	RETIREMENT	8.5% town match; 6 enrolled See Attachment "C"	22,350	15,118	25,204	12.8%	\$2,854
30-01-06-20	WORKERS COMPENSATION	.0736% summer, .0715% winter; WC is based on payroll	22,425	15,471	21,000	-6.4%	-\$1,425
30-01-15-76	DRUG TESTING/PHYSICALS	\$175 annual fee; \$65/test approx 4 tests/yr	0	0	400	100.0%	\$400
	SUBTOTAL		174,967	110,325	177,037	1.2%	\$2,070
30-01-10-00	UTILITIES						
30-01-10-01	ELECTRICITY	average month use (974 kwh)	3,200	1,127	2,000	-37.5%	-\$1,200
30-01-10-05	FUEL OIL	141 gallons avg/month at \$3.75/gallon	6,000	1,969	6,345	5.8%	\$345
30-01-10-10	TELEPHONE/COMPUTER	cell (\$38) avg/mo land line and long distance average month (\$58)	1,500	852	912	-39.2%	-\$588
30-01-10-11	INTERNET	computer maint (\$18)/mo monthly cost (\$40)	600	280	500	-16.7%	-\$100
30-01-10-20	WATER	\$66/quarter/142 annual for cemetery	550	131	442	-19.6%	-\$108
	SUBTOTAL		11,850	4,359	10,199	-13.9%	-\$1,651

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
30-01-15-00	SUPPLIES						
30-01-15-14	SHOP SUPPLIES	Paper towels, soap, TP	3,000	50	3,000	0.0%	\$0
30-01-15-12	EQUIPMENT SUPPLY	extra filters, light bulbs, cutting edges for plow trucks (\$2,000 per set x3) etc.; additional cost for cemetery equipment	29,000	22,251	28,000	-3.4%	-\$1,000
30-01-15-15	CLOTHING	Uniform Rentals, contract - CBA	4,000	1,520	4,000	0.0%	\$0
30-01-15-18	COLD PATCH *** RENAME*** Road Maintenance	General road repairs / cold patch (\$133 ton)/ gravel (\$14.90 per yard) / culverts / Tree Removal/ Crack Seal	28,000	22,867	39,500	41.1%	\$11,500
30-01-15-19	SALT	\$57/tn, average use 1,000 tons - bid price comes out in April/May	55,000	46,661	60,000	9.1%	\$5,000
30-01-15-23	WINTER SAND	\$11/yard; 4500 yards	40,000	48,375	49,500	23.8%	\$9,500
30-01-15-50	GASOLINE	\$5.50/gal @ 2,184 gals based on past usage for highway and cemetery equipment	6,500	3,992	12,012	84.8%	\$5,512
30-01-15-51	DIESEL	\$5.50/gallon; average 10,000 gallons based on past usage	35,000	15,552	55,000	57.1%	\$20,000
30-01-15-52	STREET SIGNS	general repair/replacement - based on past use	3,000	312	2,000	-33.3%	-\$1,000
30-01-15-71	RADIO SUPPLY	replace/repair vehicle radios	500	406	500	0.0%	\$0
	SUBTOTAL		204,000	161,987	253,512	24.3%	\$49,512
30-01-20-00	CONTRACTUAL						
30-01-20-06	LEGAL	Employee grievances / CBA	8,000	0	500	NEW	-\$7,500



ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
		Town properties mowed by Highway - Road side mowing currently contracted Note: If capital request for sidewalk machine is funded the sidewalk machine can also be used for roadside mowing with proper attachment and this line can be reduced.	4,000	0	4,000	0.0%	\$0
30-01-20-07	MOWING		12,000	0	4,500	-62.5%	-\$7,500
	<b>SUBTOTAL</b>						\$0
30-01-25-00	<b>PROFESSIONAL</b>						\$0
30-01-25-03	TRAINING, CONFERENCES,	Certification/Professional	500	175	500	0.0%	\$0
	<b>SUBTOTAL</b>		500	175	500	0.0%	\$0
30-01-30-00	<b>MAINTENANCE</b>						\$0
		maintenance for highway and cemetery	16,200	5,007	14,392	-11.2%	-\$1,808
30-01-30-01	EQUIPMENT MAINTENANCE		6,000	2,313	6,000	0.0%	\$0
30-01-30-02	BUILDING MAINTENANCE		30,000	25,991	35,000	16.7%	\$5,000
30-01-30-03	VEHICLE MAINTENANCE						
		Street sweeper kickoff brush & Bulldozer rental - NOTE: Sidewalk Machine w/attachment can be used for "kickoff brush"	8,000	5,395	5,500	-31.3%	-\$2,500
30-01-30-05	RENTAL EQUIPMENT		60,200	38,706	60,892	1.1%	
	<b>SUBTOTAL</b>		773,157	506,590	820,584	6.1%	\$47,427
	<b>HIGHWAY TOTAL</b>						

**Article 8:** To see if the Town will vote to raise and appropriate the sum of \$843,257 for the Fire/Rescue Department Account (FY2021-2022: \$818,945).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This newly combined budget shows a total increase of \$24,312*
- *Starting this year the Fire and Rescue Departments have been combined into one Department.*
  - *This was discussed and agreed upon by the Board of Selectmen and Town Manager.*
  - *The purpose of this was to simplify the budget process as many of the functions/expenses of each department overlap.*
  - *Both the Fire Department and Rescue Department are overseen by the Fire Chief*
- *Expenses for the North End Fire Station have been removed from the Fire/Rescue Budget and placed in the Public Safety Buildings Budget. The Public Safety Buildings Budget includes both the Public Safety Building and the North End Fire Station (see Public Safety Building Budget/Warrant Article 9).*
- *Notable changes also include:*
  - *Increase to the regular payroll line. This increase is based on increases to the per-diem firefighter and EMT hourly rates. These hourly rates were increased in order for the Town to maintain competitive wages for these positions and retain/attract new personnel.*
  - *Decrease to the membership dues and training lines. These lines were reduced based on the current cost of memberships and trainings projected for the coming year.*
  - *Increase to the professional services line. This increase is based on the current rates/cost of services needed to run the Fire/Rescue Department. All items are itemized on the attached budget sheet.*

*A copy of the Fire/Rescue Department Budget is attached for reference.*



ACCT#	ACCOUNT TITLE	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
40-01-05-00	<b>FIRE DEPARTMENT</b>					
	NOTES:					
40-01-05-01	REGULAR	526,500	304,141	555,347	5.5%	\$28,847
	Fire Per-diems 12hrs x 5 days x2 members; EMS Per-diems 24hrs x 7days x 52wks x 2 members; Special Details Meetings, trainings (Monthly 2hrs average) and emergency calls (after hour fire call out average 1,750 hours average) - Note: Average Per-Diem Rate \$21hr. Also includes Full time Fire Chief Payroll and includes EPL					
40-01-05-10	STIPEND	5,600	2,200	5,600	0.0%	\$0
40-01-05-24	TRAFFIC CONTROL	6,500	3,600	6,000	-7.7%	-\$500
	<b>SUBTOTAL</b>	<b>538,600</b>	<b>309,942</b>	<b>566,947</b>	<b>5.3%</b>	<b>\$28,347</b>
40-01-06-00	<b>BENEFITS</b>					
40-01-06-01	S.S.I.	34,575	20,440	35,151	1.7%	\$576
40-01-06-02	MEDICARE	8,130	4,780	8,221	1.1%	\$91
40-01-06-10	HEALTH INSURANCE	5,000	3,263	4,940	-1.2%	-\$60
40-01-06-15	RETIREMENT	4,300	2,692	4,879	13.5%	\$579
40-01-06-20	WORKERS COMPENSATION	63,000	36,593	63,000	0.0%	\$0
	<b>SUBTOTAL</b>	<b>115,005</b>	<b>67,768</b>	<b>116,190</b>	<b>1.0%</b>	<b>\$1,185</b>
40-01-10-00	<b>UTILITIES</b>					
40-01-10-16	RESCUE COMMUNICATIONS - Rename "Communications"	2,000	1,200	4,656	132.8%	\$2,656
	<b>SUBTOTAL</b>	<b>2,000</b>	<b>1,200</b>	<b>4,656</b>	<b>132.8%</b>	<b>\$2,656</b>
40-01-15-00	<b>SUPPLIES</b>					
40-01-15-01	OFFICE SUPPLIES	5,500	538	2,000	-63.6%	-\$3,500
40-01-15-02	POSTAGE	150	0	50	-66.7%	-\$100

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
40-01-15-12	EQUIPMENT SUPPLY	replacement hoses, nozzles, SCBA masks, hand tools and flags; other general replacements; backboards and other EMS Supplies	24,500	15,749	24,500	0.0%	\$0
40-01-15-15	CLOTHING	New employee uniforms and replacement Uniforms (New employee set up = \$300, note employee responsible for boot purchase)	4,000	1,805	4,000	0.0%	\$0
40-01-15-16	TURNOUT GEAR	Replace/repair as needed due to damage. Note: See Turnout Gear replacement plan in capital	6,500	147	2,500	-61.5%	-\$4,000
40-01-15-27	IMMUNIZATIONS/PHYSICALS	All employee annual mandated physicals and vaccination requirements per OSHA/Maine EMS (Flu shot \$45 each, COVID vaccine and boosters - Free); 1 Hep B Series \$438; 35 Influenza Shots @\$45 per = \$1575; 20 Medical Questionnaire Reviews @ \$37 per = \$740; 5 Medical Physical baseline @\$165 per = \$825.	1,750	648	3,500	100.0%	\$1,750
40-01-15-29	RESCUE BILLING	Medical billing outsources; based on amount collected; medical billing @ 6% - Based on 1,000 medical calls per year	15,000	8,267	15,000	0.0%	\$0
40-01-15-31	MEDICAL SUPPLIES	EMS supplies (meds on trucks, oxygen, restocking after calls, AED supplies) - Based on past call volume	15,000	6,571	15,000	0.0%	\$0
40-01-15-50	GASOLINE	\$5.50/gallon	2,500	1,441	3,927	57.1%	\$1,427
40-01-15-51	DIESEL	\$5.50/gallon; average 2,184 gallons per year	11,000	6,638	12,012	9.2%	\$1,012
40-01-15-77	COMMUNITY EVENTS	Open house, community events (Halloween) and other event refreshments	500	216	500	0.0%	\$0
	<b>SUBTOTAL</b>		<b>86,400</b>	<b>42,020</b>	<b>82,989</b>	<b>-3.9%</b>	<b>-\$3,411</b>



ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
40-01-25-00	PROFESSIONAL						
40-01-25-01	MEMBERSHIP DUES	Maine Fire Chiefs \$285; Int'l Fire Chiefs \$195; NFPA membership and online code subscription \$1,520; Maine Ambulance Assn. \$500; CLIA Lab (blood draw certificate) \$180	4,940	5,233	2,680	-45.7%	-\$2,260
40-01-25-03	TRAINING/CONFERENCES	Certification/Professional Development; Atlantic Partners (\$1,500 per year for EMS credits), Conferences (Maine Chiefs Association)	9,000	2,928	5,000	-44.4%	-\$4,000
40-01-25-08	PROFESSIONAL SERVICES	Hose Testing \$2,750 (based on current amount of hose), IAM responding \$735; Emergency Reporting \$1,932; When to Work (scheduling) \$220; Image Trend PCR (EMS Reports) \$175; Tri-County EMS \$520; EMSAR \$1,125 (stair chair/stretchers annual cert); Stryker/Physio-Control \$4,838 (Lifepack x3 \$4,267/CPR machine \$571/ includes service contracts/maint)	2,000	1,936	12,295	514.8%	\$10,295
	SUBTOTAL		15,940	10,097	19,975	25.3%	\$4,035
40-01-30-00	MAINTENANCE						
40-01-30-01	EQUIPMENT MAINTENANCE	Preventive maintenance for all equipment on vehicles	13,000	5,845	13,000	0.0%	\$0
40-01-30-03	VEHICLE MAINTENANCE	Fire Truck and Rescue Truck maintenance, pump tests (x4 \$319), pump service (x4 \$235), ladder truck cert (1x \$1,000), this line also includes all preventative maintenance	40,000	29,424	35,000	-12.5%	-\$5,000
40-01-30-45	RADIO MAINTENANCE	replacement/maintenance of portable/mobile radios, pagers, and associated batteries	8,000	233	4,500	-43.8%	-\$3,500
	SUBTOTAL		61,000	35,502	52,500	-13.9%	-\$8,500
	FIRE/RESCUE TOTALS		818,945	466,529	843,257	3.0%	\$24,312

**Article 9:** To see if the Town will vote to raise and appropriate the sum of \$57,140 for the Public Safety Buildings Account (FY2021-2022: \$69,050).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget shows a total decrease of \$11,910*
- *The Public Safety Building Budget has been updated this year and renamed the "Public Safety **Buildings**" budget.*
- *Expenses for the North End Fire Station have been removed from the Fire/Rescue Budget and placed in this Public Safety Buildings Budget. The Public Safety Buildings Budget includes both the Public Safety Building and the North End Fire Station*
- *Note, the Public Safety Building is shared by the Fire/Rescue and Police Departments*
- *Other notable changes include:*
  - *Decrease to utility line items. This is based on current rates and usage.*
  - *Decrease to the building maintenance line. This is based on the current annual maintenance/certification costs as well as projected maintenance needs.*

*A copy of the Public Safety Buildings Budget is attached for reference.*

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
	Public Safety Buildings						
<b>45-01-10-00</b>	<b>UTILITIES</b>	NOTES:					
45-01-10-01	ELECTRICITY	11,700 kwh/mo PSB; 676 kwh/mo north end station	15,800	7,988	15,000	-5.1%	-\$800
45-01-10-05	FUEL OIL	PSB 781 gals avg/mo; No Station 192 gals avg/mo \$3.75/gal	20,500	11,089	20,000	-2.4%	-\$500
45-01-10-10	TELEPHONE	\$200/month land line/long distance	4,500	1,457	2,880	-36.0%	-\$1,620
45-01-10-11	INTERNET/CABLE	\$218/month internet/tv	2,500	1,510	2,616	4.6%	\$116
45-01-10-15	TRASH REMOVAL	ABC Rubbish \$140/month - 2 dumps per month	2,000	910	1,680	-16.0%	-\$320
45-01-10-20	WATER	PSB \$85/qtr; No Station \$142/qtr	1,350	168	908	-32.7%	-\$442
45-01-10-30	PROPANE	Only used for the kitchen and generator, \$3.39/gallon	1,000	0	1,000	0.0%	\$0
	<b>SUBTOTAL</b>		<b>47,650</b>	<b>23,122</b>	<b>44,084</b>	<b>-7.5%</b>	<b>-\$3,566</b>
<b>45-01-15-00</b>	<b>SUPPLIES</b>						
45-01-15-14	HOUSEKEEPING SUPPLIES	General cleaning supplies (shared FD/PD)	1,400	2,443	1,600	14.3%	\$200
	<b>SUBTOTAL</b>		<b>1,400</b>	<b>2,443</b>	<b>1,600</b>	<b>14.3%</b>	<b>\$200</b>
<b>45-01-30-00</b>	<b>MAINTENANCE</b>						
45-01-30-02	BUILDING MAINTENANCE	HVAC, AC, Boiler, Bay Doors, Modern Pest (\$1,080), Generator (annual maint \$375), Fire Alarm (\$300) and Sprinkler Testing (\$480), Fire Extinguishers (\$750) All Annual Maint/General Repairs	20,000	310	11,456	-42.7%	-\$8,544
	<b>SUBTOTAL</b>		<b>20,000</b>	<b>310</b>	<b>11,456</b>	<b>-42.7%</b>	<b>-\$8,544</b>
	<b>PSB TOTAL</b>		<b>69,050</b>	<b>25,875</b>	<b>57,140</b>	<b>-17.2%</b>	<b>-\$11,910</b>



**Article 10: To see if the Town will vote to raise and appropriate the sum of \$115,941 for the Recreation Account (FY2021-2022: \$115,563).**

***Selectmen Recommends: Approval***

***Budget Committee Recommends: Approval***

*Notes:*

- *This budget shows an overall increase of \$378*
- *Notable changes include:*
  - *Decrease to the Pottle Field Maintenance. This decrease is based on current cost of equipment rental and projected electrical and maintenance needs.*
  - *Increase to the Mowing line. This increase is to cover payroll cost related to field mowing. Note, due to the difficulty of hiring contractors for field mowing, the Highway Department will be completing the mowing for this year.*
  - *Increase to the activities line. This line has been increased to allow the Recreation Department to offer more community activities for both youth and adults. The Rec Director and Rec Committee are actively working to develop new activities to offer for the coming year.*

*A copy of the Recreation Budget is attached for reference.*

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
60-01-05-00	RECREATION DEPARTMENT						
60-90-05-01	RECREATION DIRECTOR	NOTES: See Attachment "A" \$12.75/hour (1st year) \$13.75/hour (returning) per beach attendant; we will have 3 this season (12 hour a day coverage average)	37,690	23,783	40,611	7.7%	\$2,920
60-01-05-01	SUMMER P/T (3)		11,000	9,366	8,000	-27.3%	-\$3,000
	<b>SUBTOTAL</b>		<b>49,190</b>	<b>33,149</b>	<b>48,611</b>	<b>-1.2%</b>	<b>-\$580</b>
60-01-06-00	BENEFITS						
60-01-06-01	S.S.I.	6.2% of payroll	3,150	2,250	3,014	-4.3%	-\$136
60-01-06-02	MEDICARE	1.45% of payroll	755	526	705	-6.6%	-\$50
60-90-06-10	HEALTH INSURANCE	1 Employee Opting Out (\$95/week)	4,940	3,180	4,940	0.0%	\$0
60-90-06-20	WORKERS COMPENSATION	.0458% rate for Director & part-time employees; WC is based on payroll	3,564	1,447	2,226	-37.5%	-\$1,338
60-90-06-15	RETIREMENT	Employee does not participate in retirement	0	0	0	0.0%	\$0
	<b>SUBTOTAL</b>		<b>12,409</b>	<b>7,403</b>	<b>10,885</b>	<b>-12.3%</b>	<b>-\$1,524</b>
60-15-10-00	POTTLE FIELD						
	POTTLE FIELD GROUNDS	Electricity \$400; Wheel Chair Access Toilet					
60-15-30-02	MAINTENANCE	Rental \$180 month x2 mos = \$360, Repairs \$250	4,000	180	1,010	-74.8%	-\$2,990
	<b>SUBTOTAL</b>		<b>4,000</b>	<b>180</b>	<b>1,010</b>	<b>-74.8%</b>	<b>-\$2,990</b>
60-25-25-00	PROFESSIONAL						
60-25-25-11	SPORTS ACTIVITIES	(Softball/Baseball Umpires \$60/game x30 = \$1,800) (Intro to Basketball Class \$200)	1,200	0	2,000	66.7%	\$800
60-25-20-07	MOWING						
	<b>SUBTOTAL</b>	Ballfields and Beach	11,000	5,545	12,500	13.6%	\$1,500
60-25-30-00	PISMO BEACH/BOAT LAUNCH		<b>12,200</b>	<b>5,545</b>	<b>14,500</b>	<b>18.9%</b>	<b>\$2,300</b>

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
60-25-30-02		Electricity - includes field lights & old/new snack shack (\$800); Water - for field, snack shack & bathrooms (\$164); Repairs/Maint. - includes blds/beach/docks - Rt121 - Lake St - Pismo (\$7,400); 2 Toilet Rentals (\$1,800); Water Testing (\$300); Ballfields - includes seeding, painting lines, etc. (\$1,500), Cleaning Supplies (\$200)	11,364 <b>11,364</b>	4,846 <b>4,846</b>	12,164 <b>12,164</b>	7.0% <b>7.0%</b>	\$800 <b>\$800</b>
	<b>BUILDING/BEACH/BOAT/FIELDS SUBTOTAL</b>						
<b>60-90-10-00</b>	<b>RECREATION CENTER UTILITIES</b>						
60-90-10-01	ELECTRICITY	2171 kwh/month @.072440	4,000	1,721	4,000	0.0%	\$0
60-90-10-05	FUEL OIL	\$4.32/gallon of K-1; 106 gal mo avg	3,300	1,819	2,299	-30.3%	-\$1,001
60-90-10-10	TELEPHONE/COMPUTER	\$8/month long distance; \$35/month for land line;\$14/mo for computer maint	1,000	407	684	-31.6%	-\$316
60-90-10-11	INTERNET	\$94/month	1,200	658	1,128	-6.0%	-\$72
60-90-10-20	WATER	\$50/quarter	400	104	200	-50.0%	-\$200
	<b>SUBTOTAL</b>		<b>9,900</b>	<b>4,709</b>	<b>8,311</b>	<b>-16.1%</b>	<b>-\$1,589</b>
<b>60-90-15-00</b>	<b>RECREATION CENTER</b>						
60-90-15-01	SUPPLIES	general office supplies, pens, paper based on use	1,500	430	1,000	-33.3%	-\$500
60-90-15-12	EQUIPMENT	replacement chairs and tables, items for events, equipment worn or broken due to use.	600	984	1,000	66.7%	\$400
60-90-15-14	CLEANING	cleaning supplies, paper towels	1,400	174	600	-57.1%	-\$800
		Youth and Adult Trips, community events, concerts, Rec Classes/Workshops (paint night/dance/hand crafts/ice skating/Holiday Activities) - Note: Rec Committee and Rec Director are working together to update/develop activities for coming year.					
60-90-15-72	ACTIVITIES		6,500	8,798	10,000	53.8%	\$3,500



ACCT#	ACCOUNT TITLE	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
	<b>SUBTOTAL</b>	<b>10,000</b>	<b>10,386</b>	<b>12,600</b>	<b>26.0%</b>	<b>\$2,600</b>
<b>60-90-25-00</b>	<b>MEMBERSHIPS</b>					
	Maine State Recreation Association (\$45 yr)					
60-90-25-03	TRAINING & CONFERENCES					
60-90-25-04	TRAVEL					
	Rec Director Conference/Professional Development (\$200 yr)	500	285	600	20.0%	\$100
	mileage reimbursement	100	0	100	0.0%	\$0
	<b>SUBTOTAL</b>	<b>600</b>	<b>285</b>	<b>700</b>	<b>16.7%</b>	<b>\$100</b>
<b>60-90-30-00</b>	<b>RECREATION CENTER</b>					
	general maintenance & repairs (cost of repairs increasing/components of building are aging and more prone to need for repair)					
60-90-30-02	BUILDING & GROUNDS	4,500	4,708	5,000	11.1%	\$500
	TOILET					
60-90-30-06	RENTAL-ICE RINK	1,400	1,120	2,160	54.3%	\$760
	<b>SUBTOTAL</b>	<b>5,900</b>	<b>5,828</b>	<b>7,160</b>	<b>21.4%</b>	<b>\$1,260</b>
	<b>RECREATION TOTAL</b>	<b>115,563</b>	<b>72,331</b>	<b>115,941</b>	<b>0.3%</b>	<b>\$377</b>

**Article 11:** To see if the Town will vote to raise and appropriate the sum of \$12,850 for the General Assistance Account (FY2021-2022: \$16,862).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget has been reduced by \$4,012.*
- *This budget was reduced based on current and projected use.*
- *See attached budget sheet for further details.*

*A copy of the General Assistance Budget is attached for reference.*

ACCT#	ACCOUNT TITLE	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
80-01-05-00	GENERAL ASSISTANCE	16,862	4,413	12,850	-23.8%	-\$4,012
	NOTES:					
	GENERAL ASSISTANCE TOTAL	16,862	4,413	12,850	-23.8%	-\$4,012

General Assistance Notes: Up to 30 GA applicants per year with an average \$260 per applicant. For a total of \$7,800.  
Totals used in above budget lines are for general reference working within the \$7,800 budget.  
Note: State reimburses up to 70% of Town GA costs.



**Article 12:** To see if the Town will vote to raise and appropriate the sum of \$455,709 for the Transfer Station/Recycle Account (FY2021-2022: \$403,390).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget shows an overall increase of \$52,319*
- *Notable changes include:*
  - *Increase to the regular payroll line. This increase is based on budgeted cost of living increases for employees.*
  - *Increase to the Tipping and Hauling Fees line. This is based on the significant increase to the cost of “hauling” and disposing of trash (tipping fee) this year.*
  - *Increase to the demolition line. This is based on the significant increase to the Town’s cost to dispose of demolition material.*

*A copy of the Transfer Station/Recycling Budget is attached for reference.*

ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
90-01-05-00	TRANSFER STATION/RECYCLE	NOTES:					
90-01-05-01	REGULAR	See Attachment "A"	143,189	93,557	154,941	8.2%	\$11,752
90-01-05-05	OVERTIME	Held over to assist customers, winter plowing	8,226	1,362	3,000	-63.5%	-\$5,226
90-01-05-25	PART-TIME	fill-in and coverage as needed	9,500	6,713	10,000	5.3%	\$500
	<b>SUBTOTAL</b>		<b>160,915</b>	<b>101,632</b>	<b>167,941</b>	<b>4.4%</b>	<b>\$7,026</b>
90-01-06-00	BENEFITS						
90-01-06-01	S.S.I.	6.2% of payroll	10,125	6,668	10,412	2.8%	\$287
90-01-06-02	MEDICARE	1.45% of payroll	2,400	1,559	2,435	1.5%	\$35
90-01-06-10	HEALTH INSURANCE	PPO500 (2 employees are on individual plans one opted out)	31,000	19,750	30,270	-2.4%	-\$730
90-01-06-15	RETIREMENT	8.5% town match; 1 enrolled	4,100	2,775	4,715	15.0%	\$615
90-01-06-20	WORKERS COMPENSATION	.0472% rate for attendants; WC is based on payroll	5,500	5,143	7,927	44.1%	\$2,427
90-01-06-21	PRE-EMPLOYMENT SCREENING	CDL Drug Test Only/Not Needed/Removed	250	0	0	-100.0%	-\$250
	<b>SUBTOTAL</b>		<b>53,375</b>	<b>35,894</b>	<b>55,760</b>	<b>4.5%</b>	<b>\$2,385</b>
90-01-10-00	UTILITIES						
90-01-10-01	ELECTRICITY	Recycle 821 kwh /mo-Trans 1000 kwh/mo @.072440 - NEW HEAT PUMPS	3,200	1,926	3,200	0.0%	\$0
90-01-10-10	TELEPHONE	78 /month both transfer & recycling land line; long distance and computer maint \$6.00/mo	1,500	690	1,500	0.0%	\$0
90-01-10-11	INTERNET	\$60/month transfer	700	337	720	2.9%	\$20
90-01-10-12	ALARM MONITORING	Combined w/Building Maint	300	300	0	-100.0%	-\$300
90-01-10-30	PROPANE	40 gallons/month Recycle month@3.39/gallon Transfer on average;	1,400	84	300	-78.6%	-\$1,100

ACCT#	ACCOUNT TITLE	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
	<b>SUBTOTAL</b>	<b>7,100</b>	<b>3,337</b>	<b>5,720</b>	<b>-19.4%</b>	<b>-\$1,380</b>
<b>90-01-15-00</b>	<b>SUPPLIES</b>					
90-01-15-01	OFFICE SUPPLIES	1,000	826	1,200	20.0%	\$200
90-01-15-04	FORMS	500	434	500	0.0%	\$0
90-01-15-12	EQUIPMENT	1,400	70	0	-100.0%	-\$1,400
90-01-15-15	UNIFORM	750	55	1,200	60.0%	\$450
90-01-15-50	GASOLINE	400	76	200	-50.0%	-\$200
90-01-15-51	DIESEL	2,000	1,352	3,135	56.8%	\$1,135
90-01-15-62	BULKY WASTE	300	0	600	100.0%	\$300
	<b>SUBTOTAL</b>	<b>6,350</b>	<b>2,814</b>	<b>6,835</b>	<b>7.6%</b>	<b>\$485</b>
<b>90-01-20-00</b>	<b>CONTRACTUAL</b>					
90-01-20-08	TIPPING/HAULING FEES	102,000	56,966	130,821	28.3%	\$28,821
90-01-15-64	TIRE DISPOSAL	11,500	2,739	10,880	-5.4%	-\$620
90-01-15-65	REFRIGERATOR DISPOSAL	1,000	1,158	1,000	0.0%	\$0
90-01-15-68	DEMOLITION	37,500	21,665	51,812	38.2%	\$14,312



ACCT#	ACCOUNT TITLE	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
	<b>SUBTOTAL</b>	<b>152,000</b>	<b>82,528</b>	<b>194,513</b>	<b>28.0%</b>	<b>\$42,513</b>
<b>90-01-25-00</b>	<b>PROFESSIONAL</b>					
90-01-25-01	Maine Resource Recovery Association (provides broker service for recycle materials)	250	250	250	0.0%	\$0
90-01-25-03	MEMBERSHIP DUES					
90-01-25-03	TRAINING AND CONFERENCES	500	170	500	0.0%	\$0
90-01-25-04	TRAVEL	300	82	100	-66.7%	-\$200
	<b>SUBTOTAL</b>	<b>1,050</b>	<b>502</b>	<b>850</b>	<b>-19.0%</b>	<b>-\$200</b>
<b>90-01-30-00</b>	<b>MAINTENANCE</b>					
90-01-30-01	EQUIPMENT	13,500	7,057	13,500	0.0%	\$0
90-01-30-02	BUILDING & GROUNDS (TS & Recycling)	8,000	5,702	8,000	0.0%	\$0
90-01-30-30	LANDFILL	400	0	1,890	372.5%	\$1,490
	<b>SUBTOTAL</b>	<b>21,900</b>	<b>12,758</b>	<b>23,390</b>	<b>6.8%</b>	<b>\$1,490</b>
<b>90-01-90-00</b>	<b>LICENSING</b>					
90-01-90-12	FEES	700	329	700	0.0%	\$0
	<b>SUBTOTAL</b>	<b>700</b>	<b>329</b>	<b>700</b>	<b>0.0%</b>	<b>\$0</b>
	<b>TRANSFER STATION &amp; RECYCLE TOTAL</b>	<b>403,390</b>	<b>239,794</b>	<b>455,709</b>	<b>13.0%</b>	<b>\$52,319</b>

**Article 13:** To see if the Town will vote to raise and appropriate the sum of \$371,538 for the Wastewater Treatment Account (FY2021-2022: \$365,907).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget sees an overall increase of \$5,631*
- *Expenses for the North End Sewer have been moved from the Municipal Accounts Budget to the Wastewater Treatment Budget.*
- *Other Notable Changes Include:*
  - *Increase in the regular payroll line. This increase is based on a cost of living increase for employees.*
  - *Increase to the equipment and parts supply line. This increase is based on the overall increase in the cost of parts and supplies needed to run the sewer plant.*

*A copy of the Wastewater Treatment Budget is attached for reference.*

ACCT#	ACCOUNT TITLE	Date Updated	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
94-01-05-00	SEWER	NOTES:					
94-01-05-01	REGULAR	See Attachment "A"	106,190	67,175	113,821	7.2%	\$7,632
94-01-05-05	OVERTIME	only for the operator mechanic when called in; covers holidays, snow storms and mandatory lab work	4,000	1,102	2,500	-37.5%	-\$1,500
94-01-05-26	ON CALL	operator mechanic every other week paid 1 hour per day that week for plant coverage	5,000	2,271	4,000	-20.0%	-\$1,000
	<b>SUBTOTAL</b>		<b>115,190</b>	<b>70,547</b>	<b>120,321</b>	<b>4.5%</b>	<b>\$5,132</b>
94-01-06-00	BENEFITS						
94-01-06-01	S.S.I.	6.2% of payroll	7,141	4,601	7,460	4.5%	\$319
94-01-06-02	MEDICARE	1.45% of payroll	1,670	1,076	1,745	4.5%	\$75
94-01-06-10	HEALTH INSURANCE	PPO500 (1 employee has single coverage; 1 employee has employee/child coverage);	30,866	19,695	30,434	-1.4%	-\$432
94-01-06-15	RETIREMENT	8.5% town match; 2 employees enrolled;	9,215	5,644	10,227	11.0%	\$1,012
94-01-06-20	WORKERS COMPENSATION	.0373% rate; WC is based on payroll	3,300	2,901	4,488	36.0%	\$1,188
	<b>SUBTOTAL</b>		<b>52,192</b>	<b>33,916</b>	<b>54,354</b>	<b>4.1%</b>	<b>\$2,162</b>
94-01-10-00	UTILITIES						
94-01-10-01	ELECTRICITY	(1) WWTF Facility, 3 Bridge crossings, 6 pump stations	50,000	32,241	50,000	0.0%	\$0
94-01-10-10	TELEPHONE	\$114/month land line - spectrum;	2,500	556	2,352	-5.9%	-\$148
94-01-10-11	INTERNET	\$82/month - verizon; 3 land lines & 2 cell	2,200	1,892	1,848	-16.0%	-\$352
94-01-10-20	WATER	\$154/month	1,700	917	1,616	-4.9%	-\$84
94-01-10-30	PROPANE - HEAT	\$112/mo facility; \$68/qtr sprinklers	8,500	5,601	10,500	23.5%	\$2,000
	<b>SUBTOTAL</b>	4,300 gallons/year @ 3.39/gallon;	<b>64,900</b>	<b>41,207</b>	<b>66,316</b>	<b>2.2%</b>	<b>\$1,416</b>
94-01-15-00	SUPPLIES						



ACCT#	ACCOUNT TITLE	Date Updated	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
94-01-15-01	OFFICE SUPPLIES	paper, ink cartridges, general	1,000	77	500	-50.0%	-\$500
94-01-15-12	EQUIPMENT AND PARTS SUPPLY	tools, lab supplies, distilled water, electric motor replacements, all hardware related to plant operation (due to noted supply cost increases)	16,000	4,995	20,000	25.0%	\$4,000
94-01-15-15	CLOTHING	boots, x2 and T-Shirt	500	280	500	0.0%	\$0
94-01-15-26	CHEMICAL	to process waste to meet MDEP licensing requirements (chemicals include 55gal drum bleach \$160 each, 55gal drum alum \$230)	7,000	2,902	7,000	0.0%	\$0
94-01-15-50	GASOLINE	used for trucks, portable generator & mowers; \$5.50/gallon	1,000	324	1,000	0.0%	\$0
94-01-15-51	DIESEL	16 gallons/month @ 5.50/gallon used for standby generator and this covers the weekly generator testing "exercise" (note 1000 gallon tank) This generator is for emergency use	1,000	1,129	1,056	5.6%	\$56
	<b>SUBTOTAL</b>		<b>26,500</b>	<b>9,708</b>	<b>30,056</b>	<b>13.4%</b>	<b>\$3,556</b>
94-01-20-00	CONTRACTUAL						
94-01-20-02	SOFTWARE	Microsoft Office (annual license fee) contracted lab work \$12,000/yr (note: per MDEP - this cannot be done by staff); maintenance on plant control software @ \$170/hr; outside contractors when needed.	100	100	100	0.0%	\$0
94-01-20-22	PROFESSIONAL SERVICES		22,000	10,336	22,000	0.0%	\$0
	<b>SUBTOTAL</b>		<b>22,100</b>	<b>10,436</b>	<b>22,100</b>	<b>0.0%</b>	<b>\$0</b>
94-01-25-00	PROFESSIONAL						
94-01-25-01	DUES	operator license fees for employees (\$125 x2 employee, Maine Water Environmental \$40)	575	290	290	-49.6%	-\$285

ACCT#	ACCOUNT TITLE	Date Updated	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
94-01-25-03	TRAINING AND CONFERENCES	professional development and certifications (18 hrs required training every 2 years for certifications per employee)	750	448	750	0.0%	\$0
94-01-25-04	MILEAGE	weekend responses, lab runs and other driving	1,750	0	100	-94.3%	-\$1,650
	<b>SUBTOTAL</b>		<b>3,075</b>	<b>738</b>	<b>1,140</b>	<b>-62.9%</b>	<b>-\$1,935</b>
94-01-30-00	<b>MAINTENANCE</b>						
94-01-30-02	BUILDING MAINTENANCE	gates, doors & general repairs	3,000	1,819	3,000	0.0%	\$0
94-01-30-03	VEHICLE MAINTENANCE	2019 Ford F250/Hyundai Kona	1,000	415	1,000	0.0%	\$0
94-01-30-51	PUMP STATION MAINTENANCE	6 pump stations & 3 bridge crossings (not located at sewer plant)	4,500	0	4,000	-11.1%	-\$500
94-01-30-52	SEWER LINE MAINTENANCE	clean and maintain lines (vacuum truck @ \$350/hr and other unplanned contracted repairs)	3,500	162	3,000	-14.3%	-\$500
94-01-30-53	SLUDGE DISPOSAL	removal and disposal of processed waste @ \$.13 gal disposal for hauling and disposal @ approximately 37,000 gals	5,000	4,500	4,800	-4.0%	-\$200
94-01-30-54	SAFETY	plant safety equipment and PPE (harness' for confined space, chemical suits, oxygen monitors, calibration gas)	1,000	1,856	1,000	0.0%	\$0
	<b>SUBTOTAL</b>		<b>18,000</b>	<b>8,754</b>	<b>16,800</b>	<b>-6.7%</b>	<b>-\$1,200</b>
94-01-90-00	<b>LICENSING</b>						
94-01-90-12	FEES	MDEP fees for plant operation	1,450	0	1,450	0.0%	\$0
	<b>SUBTOTAL</b>		<b>1,950</b>	<b>0</b>	<b>1,450</b>	<b>-25.6%</b>	<b>-\$500</b>
95-11-00-00	<b>NORTH END SEWERAGE</b>						
95-11-90-11	NORTH END SEWER	BILLED FOR USE, OXFORD PAYS ELECTRIC W/MAINT	62,000	24,450	59,000	-4.8%	-\$3,000
	<b>SUBTOTAL</b>		<b>62,000</b>	<b>24,450</b>	<b>59,000</b>	<b>-4.8%</b>	<b>-\$3,000</b>
	<b>SEWER TOTAL</b>		<b>365,907</b>	<b>199,755</b>	<b>371,538</b>	<b>1.5%</b>	<b>\$5,631</b>

**Article 14:** To see if the Town will vote to raise and appropriate the sum of \$154,818 for the Municipal Accounts (FY2021-2022: \$178,400).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

	<u>FY2021-2022</u>	<u>FY2022-2023</u>
a. Liability Insurance	92,900	77,315
b. Animal Shelter	5,000	5,363
c. Fire Protection	71,500	69,140
d. Unemployment	9,000	3,000
<b>Total:</b>	<b>\$178,400</b>	<b>\$154,818</b>

*Notes:*

- *Note, the funds requested for the Library and nonprofit organizations are included in the Municipal Accounts Budget Sheet but voted on as their own warrant articles.*
  - *Library – Article 16*
  - *Non-profit organization donations – Article 17*
- *Other notable changes include:*
  - *Decrease to the Insurance line. The insurance line (Town's Liability Insurance) shows a significant decrease this year. This is due to a decrease in policy rates resulting from a requested policy/rate review.*
  - *Decrease to the Unemployment Insurance. This decrease is due to the decrease in average claims over the last three years.*

*A copy of the Municipal Accounts Budget is attached for reference.*



ACCT#	ACCOUNT TITLE	Date Updated	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
95-01-00-00	MUNICIPAL FACILITIES						
95-01-90-10	INSURANCE		92,900	151	77,315	-16.8%	-\$15,585
	SUBTOTAL		92,900	151	77,315	-16.8%	-\$15,585
95-05-00-00	LIBRARY						
95-05-05-01	LIBRARY EXPENSES		34,987	24,279	42,500	21.5%	\$7,513
	SUBTOTAL		34,987	24,279	42,500	21.5%	\$7,513
95-08-00-00	THIRD PARTY REQUESTS						
		Life Flight \$1,000; Seniors Plus \$1,500; Androscoggin Home Healthcare \$500					
95-08-05-01	THIRD PARTY REQUESTS		2,528	1,500	3,000	18.7%	\$472
	SUBTOTAL		2,528	1,500	3,000	18.7%	\$472
95-25-00-00	ANIMAL SHELTER						
		\$1.15 per capita @4229 = \$4863 plus additional \$500 for strays					
95-25-90-14	SHELTER FEE		5,000	5,303	5,363	7.3%	\$363
	SUBTOTAL		5,000	5,303	5,363	7.3%	\$363
95-35-00-00	FIRE PROTECTION						
95-35-10-01	ELECTRICITY		2,500	1,223	2,040	-18.4%	-\$460
95-35-10-20	WATER		65,000	31,550	63,100	-2.9%	-\$1,900
95-35-90-15	OTHER-PROTECTION		4,000	0	4,000	0.0%	\$0
	SUBTOTAL		71,500	32,773	69,140	-3.3%	-\$2,360
95-40-00-00	UNEMPLOYMENT						
		Self insured. Pay state of Maine directly when employee has filed claim. \$3,000 based on 3 yr avg					
95-40-06-25	UNEMPLOYMENT		9,000	414	3,000	-66.7%	-\$6,000
	SUBTOTAL		9,000	414	3,000	-66.7%	-\$6,000
	MUNICIPAL FACILITIES TOTAL		215,915	64,419	200,318		-15,597

**Article 15:** To see if the Town will vote to raise and appropriate the sum of \$712,388 and appropriate an additional \$816,428 from the Route 26 Omnibus Municipal Development TIF reserve account and the Walmart Municipal Development TIF reserve account, for a total appropriation of \$1,528,816, for Town debt service as follows:

	<u>Raise</u>	<u>Appropriate</u>
a. Road and PSB Bond	1,688	1,688
b. 5 Year TD Road Bond	423,672	423,672
c. Grader Lease	87,651	87,651
d. Ambulance Lease	64,377	64,377
e. Sewer Bond	45,000	821,650
f. Waterline Bond	90,000	129,778
Total	\$712,388	\$1,528,816

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *Total debt service to be “raised” by taxes this year is reduced by \$48,631. Last years “raised” amount was \$761,019.*
- *This warrant article has been updated from last year.*
  - *Specifically, the article has been updated to more clearly show how TIF funds are helping pay for the waterline and sewer bonds.*
- *As of the time of drafting this information packet the Town has not taken on any new debt.*
- *The loan for the “dewatering facility” has been removed due to this project/loan being cancelled. Unfortunately when putting this project out to bid, it came in significantly over budget making it unfeasible. Fortunately however, the Town was able to secure sludge disposal through a third party at a reasonable cost.*
- *Note: This is the last year for the Road/PSB Bond, Ambulances lease, and grader lease.*

*A copy of the Town Debt Service Budget is attached for reference.*

ACCT#	ACCOUNT TITLE	2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
96-00-00-00	LONG TERM DEBT					
96-01-90-07	ROAD & PSB BOND*	80,025	80,025	1,688	-97.9%	-\$78,337
96-01-90-07	ROAD - TD BANK	429,128	428,919	423,672	-1.3%	-\$5,456
96-01-90-07	DEWATERING FACILITY	4,106	0	0	-100.0%	-\$4,106
	SUBTOTAL	513,259	508,944	425,360	-17.1%	-\$87,899
96-04-90-00	LEASE					
96-04-90-20	AMBULANCES*	24,837	0	64,377	159.2%	\$39,540
96-04-90-20	672G GRADER*	87,923	87,651	87,651	-0.3%	-\$272
	SUBTOTAL	112,760	87,651	152,028	34.8%	\$39,268
96-02-00-00	TIF DEBT OVERAGES					\$0
96-02-90-07	LONG TERM DEBT-SEWER	45,000	0	45,000		\$0
96-02-90-07	LONG TERM DEBT-WATERLINE	90,000	0	90,000		\$0
	SUBTOTAL	135,000	0	135,000	0.0%	\$0
	TOTAL	761,019	596,595	712,388	-6.4%	-\$48,631

\*LAST PAYMENT DUE

	Total
Bond Debt Service-Sewer	821,650
Waterline	129,778
	951,428



**Article 16:** To see if the Town will vote to raise and appropriate the sum of \$42,500 for the Freeland Holmes Library (FY2021-2022: \$34,987).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This funding request made by the library has increased by \$7,513.*

*A copy of the Municipal Accounts Budget is attached for reference.*

**Article 17:** To see if the Town will vote to raise and appropriate the sum of \$3,000 as donations to community agencies (FY2021-2022: \$2,528).

	<u>FY2021-2022</u>	<u>FY2022-2023</u>
a. Seniors Plus	1,500	1,500
b. Lifeflight Foundation	1,028	1,000
c. Androscoggin Home Health/Hospice	0	500
Total:	\$2,528	\$3,000

*Notes:*

- *The requested donations for this year show an increase of \$472.*
- *Androscoggin Home Health/Hospice is a new donation request for this year.*

*A copy of the Municipal Accounts Budget is attached for reference.*

**Article 18:** To see if the Town will vote to raise and appropriate the sum of \$14,425 for the Boards and Committees Account (FY2021-2022: \$14,425).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This budget remains the same as last year at \$14,425*
- *All Boards and Committee expenses were removed from the Administrative budget and a new "Boards and Committees" budget was created.*
  - *This change was made to allow better individual tracking of Boards and Committee expenses.*

*A copy of the Boards and Committees Budget is attached for reference.*



ACCT#	ACCOUNT TITLE		2021-22 Budget	2021-22 YTD	2022-23 Budget	% Change	\$ Change
10-01-05-13	SELECT MEMBER STIPEND		12,000	6,000	12,000	0.0%	\$0
10-01-06-01	SSI	6.2% Payroll	744	372	744	0.0%	\$0
10-01-06-02	MEDICARE	1.45 % Payroll	174	87	174	0.0%	\$0
	<b>TOTAL SALARIES</b>		<b>12,918</b>	<b>6,459</b>	<b>12,918</b>	0.0%	\$0
10-01-05-14	PLANNING BOARD		1,200	170	1,200	0.0%	\$0
10-01-06-01	SSI	6.2% Payroll	74	11	74	0.0%	\$0
10-01-06-02	MEDICARE	1.45 % Payroll	17	2	17	0.0%	\$0
	<b>TOTAL SALARIES</b>		<b>1,292</b>	<b>183</b>	<b>1,292</b>	0.0%	\$0
10-01-05-16	APPEALS BOARD		200	0	200	0.0%	\$0
10-01-06-01	SSI	6.2% Payroll	12	0	12	0.0%	\$0
10-01-06-02	MEDICARE	1.45 % Payroll	3	0	3	0.0%	\$0
	<b>TOTAL SALARIES</b>		<b>215</b>	<b>0</b>	<b>215</b>	0.0%	\$0
			<b>14,425</b>	<b>6,642</b>	<b>14,425</b>	0.0%	\$0

**Article 19: To see if the Town will vote to raise and appropriate the sum of \$84,000 for the Highway Truck and Equipment Reserve Account.**

***Selectmen Recommends: Approval***

***Budget Committee Recommends: Approval***

*Notes:*

- *This \$84,000 request will fund the purchase of:*

<b>Description</b>	<b>Amount</b>	<b>Notes</b>
Tractor w/Attachments	\$60,000	Tractor to be used for snow blowing sidewalks, roadside mowing, street/parking lot sweeping, and general use.
Zero Turn Mower	\$9,000	Replacement of one of the current zero turn mowers
Building Repair	\$15,000	Repair moldings and trim on Highway Garage

**Article 20:** To see if the Town will vote to raise and appropriate the sum of \$5,000 for the Cemetery Cleaning and Repair Reserve Account.

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This warrant article is requesting \$5,000 be raised and appropriated to the Cemetery Cleaning and Repair Reserve Account. These funds are used for general Cemetery repairs.*
- *Current Reserve Account Balance is \$2,743.*



**Article 21:** To see if the Town will vote to raise and appropriate the sum of \$30,000 for the Waste Water Treatment Facility Reserve Account (FY2021-2022: \$30,000).

*Selectmen Recommends: Approval*

*Budget Committee Recommends: Approval*

*Notes:*

- *This warrant article is requesting \$30,000 be raised and appropriated for the Waste Water Treatment Facility Reserve Account. This account is used for significant sewer plant repairs/maintenance and the purchase of needed equipment.*
  - *Examples of expenses include membrane replacement or pump station repairs.*
- *Current account balance is \$111,504.*

**Article 22:** To see if the Town will vote to authorize, delegate, and ratify the acceptance and delivery of easements by the Board of Selectmen on behalf of the Town in order to facilitate Town-related construction projects.

*Notes: This warrant article gives the Selectmen authority to both grant and accept easements for Town Projects when deemed by the Selectmen to be in the best interest of the Town of Oxford.*

**Article 23:** To see if the Town will vote to appropriate 100% of the snowmobile refund check for the purpose of maintaining snowmobile trails by the Rock-O-Dundee Snowmobile Club, such maintenance to be performed only with the landowners' permission and only on trails that are open for public use.

*Notes: This article allows the Selectmen to donate snowmobile excise taxes collected by the Town to the Rock-O-Dundee Snowmobile Club.*

*Note: Revenue Collected is \$1,887*

**Article 24:** To see if the Town will vote to authorize the Board of Selectmen to carry forward to the following year any unexpended balances it deems advisable, and to lapse to fund balance any overdrafts in accordance with the Town's fund balance policy.

**Article 25:** To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by nonpayment of taxes thereon, on such terms it deems advisable, and to execute deeds for such property and the proposed action of the Board of Selectmen shall be advertised for two (2) weeks, with the exception that the Board of Selectmen shall use the special sale process required by 36 M.R.S.A. § 943-C for qualifying homestead properties if not sold back to the former owner.

**Article 26:** To see if the Town will vote to authorize the Board of Selectmen to dispose of town-owned personal property with a value of five thousand dollars (\$5,000) or less under such terms and conditions as it deems advisable, or if the value exceeds five thousand dollars (\$5,000), then by a public bid process.

**Article 27:** To see if the Town will vote to authorize the Board of Selectmen to accept gifts of money or personal property to the Town and to appropriate and expend such money for such public purposes as the Board deems to be in the best interests of the Town.

**Article 28:** To see if the Town will vote to authorize the Board of Selectmen to accept conditional gifts of money or personal property to the Town and to appropriate and expend the funds for the purposes for which the gift was made and in accordance with any conditions imposed by the donor and to accept conditional gifts of personal property to the Town and to use the property in the manner specified by the donor.

- Article 29:**
- 1) To see if the Town will vote to authorize the Tax Collector to collect taxes twice a year and to collect prepayment of taxes. The first bill to be one half of the assessed taxes due October 25, 2022, and the second half of assessed taxes due April 25, 2023; interest to be charged on each of the unpaid balances at 4% annually after October 25, 2022, and after April 25, 2023, respectively; and**
  - 2) To see if the Town will permit the Tax Collector or the designee to waive unintentional tax interest payment shortages in an amount not to exceed \$5.00; and**
  - 3) To see if the Town will vote to authorize the Tax Collector to accept prepayments of taxes not yet committed and to pay no interest on those prepayments in accordance with Title 36 M.R.S.A. § 506.**

*Notes: The State of Maine sets the maximum rate each year. This year the maximum rate is 4%.*

*For reference copies of the applicable State laws and notice from the State Treasurer are attached.*



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## TREASURER BECK REDUCES INTEREST RATE ON DELINQUENT PROPERTY TAXES TO LOWEST ON RECORD

January 19, 2022

FOR IMMEDIATE RELEASE

Contact:

Gregory Olson

Deputy Treasurer

Maine Office of the State Treasurer

[Gregory.Olson@Maine.gov](mailto:Gregory.Olson@Maine.gov)

### TREASURER BECK REDUCES INTEREST RATE ON DELINQUENT PROPERTY TAXES TO LOWEST ON RECORD

Augusta, ME: Augusta, ME – Today, Treasurer Henry Beck announced that the interest rate charged on delinquent property taxes will be reduced to the lowest level on record in consideration of economic challenges associated with COVID19. For taxable year 2022, the maximum interest rate that a municipality may charge for delinquent property taxes is 4%. Treasurer Beck is declining an additional 3% penalty to the range, as is routine and allowed by Maine law. Municipalities may vote to determine the rate of interest that shall apply to taxes that become delinquent during a taxable year until those taxes are paid in full.

Treasurer Henry Beck commented, "We set this historically low percentage out of consideration of rising expenses and costs for Maine people and businesses. This year we judged it unwise to impose an interest penalty far beyond average rates. Fortunately, the Governor and Legislature increased aid to towns and cities to take pressure off property taxpayers and recently launched a [program](#) to help elderly and disabled Mainers with their property tax bills."

Statutory background: The maximum rate of interest that can be charged is governed by Title 36 M.R.S. Section 505(4):

The maximum rate of interest must be established by the Treasurer of State and may not exceed the prime rate as published in the Wall Street Journal on the first business day of the calendar year, rounded up to the next whole percent plus 3 percentage points. The Treasurer of State shall post that rate of interest on the Treasurer of State's publicly accessible website on or before January 20th of each year. The interest must be added to and become part of the taxes."

About OST: The Office of the State Treasurer provides state agencies with efficient banking and financial services, which include revenue collection, payment issuance, reconciliation, and trust management. The office also manages state investments and debt payments and issuance, ensuring that bonds authorized by voters are efficiently sold in the marketplace to provide funding for capital projects statewide. Over 200 million in unclaimed funds for Maine residents are managed by the Office of the Treasurer. FMI, [www.maine.gov/treasurer](http://www.maine.gov/treasurer)

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39 State House Station  
Cross Office Building, 3rd floor  
111 Sewall Street  
Augusta, Maine 04333-0039

Phone: 207-624-7477

TTY: Maine Relay 711

Fax: 207-287-2367

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**§505. Taxes; payment; powers of municipalities**

At any meeting at which it votes to raise a tax, or at any subsequent meeting prior to the commitment of that tax, a municipality may, with respect to the tax, by vote determine: [PL 1995, c. 57, §4 (AMD).]

**1. When lists committed.** The date when the lists named in section 709 shall be committed.

**2. When property taxes due and payable.** The date or dates when property taxes shall become due and payable.  
[PL 1973, c. 708 (AMD).]

**3. When poll tax due and payable.**  
[PL 1973, c. 66, §4 (RP).]

**4. When interest collected.** The date or dates from and after which interest must accrue, which must also be the date or dates on which taxes become delinquent. The rate of interest must be specified in the vote and must apply to delinquent taxes committed during the taxable year until those taxes are paid in full. Except as provided in subsection 4-A, the maximum rate of interest must be established by the Treasurer of State and may not exceed the prime rate as published in the Wall Street Journal on the first business day of the calendar year, rounded up to the next whole percent plus 3 percentage points. The Treasurer of State shall post that rate of interest on the Treasurer of State's publicly accessible website on or before January 20th of each year. The interest must be added to and become part of the taxes.  
[PL 2011, c. 380, Pt. FFF, §1 (AMD).]

**4-A. Alternate calculation of interest.** For any tax year for which the maximum interest rate established by the Treasurer of State under subsection 4 is 2 percentage points or more lower than the maximum rate established by the Treasurer of State for the previous tax year, the municipality may adopt an interest rate that is up to 2 percentage points over the rate established by the Treasurer of State for the tax year under subsection 4.  
[PL 2001, c. 635, §2 (NEW).]

**5. Abatement when taxes paid prior to time.** That all taxpayers who pay their taxes prior to specified times shall be entitled to abatement thereon, which abatement shall not exceed 10%, and shall be specified in the vote. A notification of such vote shall be posted by the treasurer in one or more public places in the municipality within 7 days after the commitment of the taxes.

**SECTION HISTORY**

PL 1971, c. 367 (AMD). PL 1973, c. 66, §4 (AMD). PL 1973, c. 708 (AMD). PL 1979, c. 541, §A218 (AMD). PL 1983, c. 480, §A40 (AMD). PL 1995, c. 57, §4 (AMD). PL 2001, c. 635, §§1,2 (AMD). PL 2005, c. 332, §12 (AMD). PL 2011, c. 380, Pt. FFF, §1 (AMD).

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.

**§506. Prepayment of taxes**

Municipalities at any properly called meeting may authorize their tax collectors or treasurers to accept prepayment of taxes not yet committed and to pay interest on these prepayments, if any is authorized, at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid under this section. Any excess paid in over the amount finally committed must be repaid, with the interest due on the whole transaction, at the date that the tax finally committed is due and payable. [PL 1993, c. 422, §2 (AMD).]

**SECTION HISTORY**

PL 1993, c. 422, §2 (AMD).

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**Article 30:** To see if the Town will vote to authorize the Board of Selectmen or the Town Manager, acting in concurrence with said Selectmen, to accept and expend, on behalf of the Town, federal and/or State funds which may be received, from time to time, in the form of grants or for any other purpose, during the period 07/01/22 to 06/30/23, including, but not limited to Municipal Revenue Sharing, Local Road Assistance, State Aid to Education, Public Library, State Aid per capita, Civil Emergency Funds, Snowmobiling Registration money, Tree Growth Reimbursement money, General Assistance Reimbursement, Community Development Block Grants (CDBG), Economic Development Administration (EDA) grants, Federal Emergency Management Administration (FEMA) grants, U.S. Fire Administration grants, Police grants, and to act on anything relative thereto.

**Article 31:** To see if the Town will vote to establish the rate of interest at 0% for those who have received an abatement or have overpaid their taxes for the fiscal year 2022-2023.

*Notes: State law allows this interest rate to be set by the Municipality.*

*For reference copies of the applicable State law is attached.*

**Article 32:** To see if the Town will vote to allow the Board of Selectmen to transfer balances from individual Capital Improvement Project reserve accounts within the Capital Improvement Projects Fund when the intent of the original Capital Improvement Project has been accomplished or abandoned.

**§506-A. Overpayment of taxes**

Except as provided in section 506, a taxpayer who pays an amount in excess of that finally assessed must be repaid the amount of the overpayment plus interest from the date of overpayment at a rate to be established by the municipality. The rate of interest may not exceed the interest rate established by the municipality for delinquent taxes nor may it be less than that rate reduced by 4 percentage points. If a municipality fails to establish a rate of interest for overpayments of taxes, it shall pay interest at the rate it has established for delinquent taxes. [PL 2019, c. 379, Pt. A, §3 (AMD).]

**SECTION HISTORY**

PL 1985, c. 333, §§2,3 (NEW). PL 1995, c. 57, §5 (AMD). PL 2009, c. 434, §14 (AMD). PL 2019, c. 379, Pt. A, §3 (AMD).

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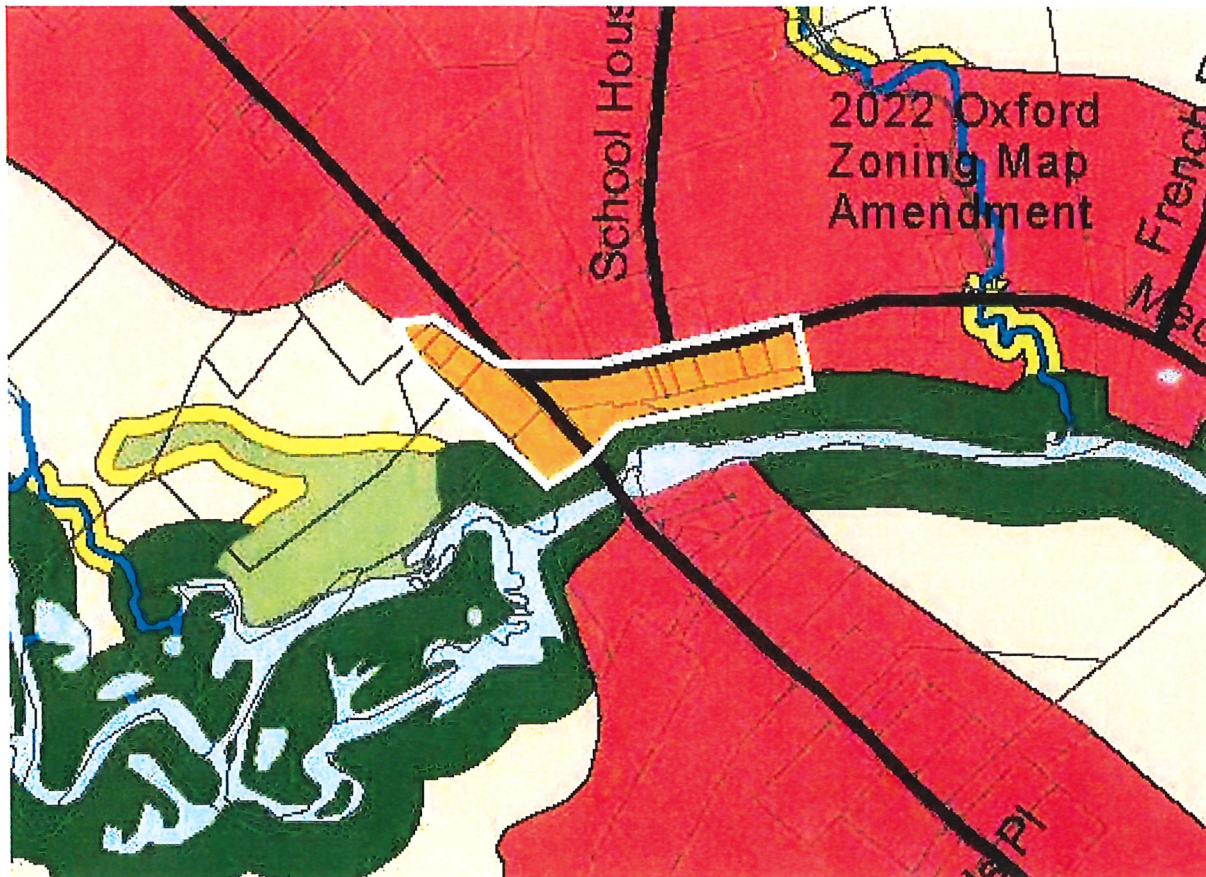


Article 33: Shall an ordinance entitled “2022 Amendments to the Oxford Zoning Ordinance Regarding the Official Zoning Map” be enacted? [The proposed ordinance amendments are available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.]

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**2022 AMENDMENTS TO THE OXFORD ZONING ORDINANCE  
REGARDING THE OFFICIAL ZONING MAP**

Amend the Official Zoning Map, as provided under Section 9 of the Oxford Zoning Ordinance, to rezone those parcels (or portions thereof) described as Tax Map U33, Lots 14, 15, 16, 17, 18, 19, 20, 23, 31, 32, 35A, 36 and Tax Map 35, Lot 9 (located generally at the intersection of Main Street (Route 26) and Mechanic Falls Road (Route 121) from Village to Mixed Use, all as more particularly shown on the attached sketch map. (The attached sketch map is for general reference purposes only. The Official Zoning Map amendment is available for review and inspection at the Town Clerk’s Office and will also be available at the Town Meeting.)





**Article 34:** Shall an ordinance entitled “2022 Town of Oxford Marijuana Facility Licensing Ordinance to Establish a Marijuana Licensing Program and 2022 Amendments to the Oxford Zoning Ordinance to Repeal Provisions Related to Marijuana Facilities” be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.]

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**DRAFT**

**Town of Oxford  
Marijuana Facility Licensing Ordinance**

**Section 1 - Title.**

This Ordinance shall be known and may be cited as the “Marijuana Facility Licensing Ordinance.”

**Section 2 - Purpose; authority; interpretation.**

The purpose of this Ordinance is to provide for and regulate the issuance of local licenses for Marijuana Facilities in the Town of Oxford. Such licensing shall provide for annual review of and reasonable control over the operations of Marijuana Facilities and to ensure that life safety and nuisance concerns are properly addressed.

This Ordinance is adopted pursuant to the Town of Oxford’s home rule authority, under Art. VIII, Part Second of the Maine Constitution, and 30-A M.R.S. § 3001. This Ordinance is also adopted consistent with the Town’s statutory authority pursuant to 22 M.R.S. § 2429-D and 28-B M.R.S. § 401, as those provisions may be amended or recodified.

This Ordinance does not, and shall not be interpreted to limit the rights and privileges afforded by the Maine Medical Use of Marijuana Act, 22 M.R.S. § 2421, et seq.

**Section 3 - Definitions.**

As used in this Ordinance, the following terms shall have the meanings indicated:

**Adult Use Marijuana Facility:** An Adult Use Marijuana Cultivation Facility, Adult Use Products Manufacturing Facility, Adult Use Marijuana Store, or Adult Use Testing Facility, as those terms are defined in Section 20 of the Zoning Ordinance, as may be amended.

**Disqualifying Drug Offense:** A “disqualifying drug offense,” as that term is defined in 22 M.R.S. § 2422(4) or 28-B M.R.S. § 102(15), as either provision may be amended or recodified.

**Fee Schedule:** The Town of Oxford Fee Schedule, as adopted by the Select Board and as may be amended.

**Licensed Premises:** The parcel of property, *i.e.*, a lot on the Tax Maps of the Town of Oxford, where a Marijuana Facility is licensed to operate, consistent with a Marijuana Facility License issued by the Select Board under this Ordinance.

**Marijuana Facility:** A Marijuana Facility, as that term is defined in Section 20 of the Zoning Ordinance, as may be amended. For the avoidance of doubt, a “Marijuana Facility” includes both Adult Use Marijuana Facilities and Medical Marijuana Facilities.

**Medical Marijuana Facility:** A Medical Marijuana Caregiver Facility, a Medical Marijuana Manufacturing Facility, a Medical Marijuana Testing Facility, a Medical Marijuana Caregiver Retail Store, or a Registered Dispensary.

#### **Section 4 - Effective date; initial licensing application deadline.**

This Ordinance shall be effective upon adoption by Town Meeting. All Marijuana Facilities operating within the Town of Oxford on the effective date of this Ordinance shall submit licensing applications to the Town Clerk within ninety (90) days of the effective date. Failure to do so shall subject a Marijuana Facility to potential enforcement action and civil penalties, as detailed in Section 12 of this Ordinance. Marijuana Facilities licenses, obtained prior to the effective date of this ordinance, remain valid until their expiration and will be governed by this ordinance upon renewal.

#### **Section 5 - License required; application procedure.**

A. Beginning on the effective date of this Ordinance, no Marijuana Facility may operate within the Town of Oxford without first receiving a Marijuana Facility License from the Select Board in a manner consistent with the procedures and requirements of this Ordinance. The operation of, or performance of conduct consistent with, a Marijuana Facility without first receiving a Marijuana Facility License from the Select Board shall be considered a violation of this Ordinance, subjecting the violating party to civil fines and other penalties as further outlined herein. Pursuant to 28-B M.R.S. § 301 and § 502, an applicant seeking to operate an Adult Use Marijuana Facility may submit an application for a license concurrent with an application for a conditional license by the State of Maine to operate an Adult Use Marijuana Facility.

B. The Select Board shall be empowered to issue licenses to individuals or businesses to operate as Marijuana Facilities in the Town of Oxford. Any applications presented to the Select Board for consideration shall bear the recommendation for approval or denial, with reasons noted, of the Code Enforcement Officer, the Police Chief and the Fire Chief, and such other department heads as may be required by the Select Board or under other Town ordinances. Marijuana Facility Licenses issued under this Ordinance shall be reviewed and approved, approved with conditions, or denied at a Select Board meeting to be held following public notice and public hearing.

C. Applications for a license required by this Ordinance shall be procured from the Town Clerk, completed and signed by the applicant, and filed with the Town Clerk. If the applicant is an individual, the individual must sign the application for a license. If the applicant is a business entity, each person who has an interest in the business must sign the application for a license as co-applicants. Applications for new or renewal Marijuana Facility Licenses shall be accompanied by a non-refundable application fee in an amount set forth in the Fee Schedule. Such applications shall contain the following:

- (1) If the applicant is an individual, the individual shall state their legal name, any aliases, and mailing address, and shall submit a copy of a driver's license or other proof that they are at least twenty-one (21) years of age. If the applicant is a business entity, the applicant shall identify each person who has an interest in the business by complete name, and submit proof that all such persons are at least twenty-one (21) years of age.



- (2) Evidence of state registration and other approvals (if any) required to operate as a Marijuana Facility, including but not limited to a caregiver registration card, dispensary registration, and/or a conditional license for Adult Use Marijuana Facilities issued by the Maine Office of Marijuana Policy.
- (3) If the applicant is a business entity, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the Marijuana Facility operation, along with proof that the business is in good standing and authorized to do business in the State of Maine.
- (4) The identities of all owners, officers, members, managers, or partners of the applicant, their ownership interests and their places of residence at the time of the application and for the immediately preceding three (3) years, and if any such person has been convicted of a crime under State and/or federal law, they must list the specified criminal activity involved, and the date, place, and jurisdiction of each conviction.
- (5) The location of the proposed Marijuana Facility, including a legal description of the property, street address and phone number.
- (6) Evidence of all land use approvals or conditional land use approvals required to operate a Marijuana Facility pursuant to the Town of Oxford Zoning Ordinance, including but not limited to, a building permit, a site plan approval, and/or a certificate of occupancy.
- (7) Evidence of sufficient right, title or interest demonstrating possession or entitlement to possession of the proposed Licensed Premises, including without limitation a deed, lease, rental agreement, purchase and sale agreement or other arrangement for possession of the Licensed Premises. If the proposed Licensed Premises is not owned by the applicant, then a signed letter of approval from the proposed Licensed Premises' owner shall be provided.
- (8) A detailed visual depiction of the proposed Licensed Premises, including building footprint, interior layout with floor space to be occupied by the Marijuana Facility, and parking plan.
- (9) For Marijuana Facilities operating as stores, a narrative explaining how the applicant will ensure that the store will not sell, give, distribute or deliver marijuana or marijuana products to persons who are under the age of twenty-one (21) or to persons who appear to be under the influence of alcohol, inhalants, or other controlled substance.
- (10) For Marijuana Facilities operating as stores, a narrative explaining how marijuana and marijuana products will be displayed and sold.
- (11) A copy of a Town of Oxford tax map depicting: (1) the subject property lines, (2) the property lines of any preexisting public or private school within 1,000 feet, (3) the property lines of any licensed daycare facility, methadone clinic, Marijuana Facility within 500 feet, (4) the property lines of any private residence, church or other religious house of worship within 300 feet.

(12) An operations plan that, at a minimum, addresses the following:

- (a) hours of operation
- (b) safety/security
- (c) wastewater;
- (d) disposal of waste;
- (e) ventilation and odor; and
- (f) parking.

(13) All other information necessary for the applicant to demonstrate compliance with all performance standards imposed by Section 21 of the Zoning Ordinance.

(14) If the applicant holds any other permits/licenses under this Ordinance or other marijuana-related license from another town, city, or state, the applicant shall provide the names and locations of such other permitted/licensed businesses.

(15) If the applicant (either individually or as a member of a business entity) has had a previous license issued by the Town under this Ordinance, or by any other town, city or state, denied, suspended or revoked, they must describe the circumstances involved, including the name and location of the facility for which the license was denied, suspended or revoked, the date of the denial, suspension or revocation, and the grounds for the denial, suspension or revocation.

D. Marijuana Facility License applicants submitting applications and supporting information that is confidential under 22 M.R.S. § 2425-A(12), as may be amended or recodified, and the Maine Freedom of Access Act, 1 M.R.S. § 403(3)(F), as may be amended, shall mark such information as confidential.

#### **Section 6 - Public hearing; granting license; term; renewal.**

A. The Select Board shall hold a public hearing within sixty (60) days of receipt of a complete application, as determined by the Town Clerk, for the purpose of determining whether the applicant has satisfied all applicable licensing criteria as set forth in this Ordinance, and if so, shall authorize the issuance of a Marijuana Facility License, with or without conditions. At such a public hearing, the testimony of the applicant and that of any interested members of the public shall be taken.

B. Following a public hearing, the Select Board shall consider the application and determine whether the application is consistent with all provisions of this Ordinance, as well as all other applicable provisions of the Zoning Ordinance and any other applicable ordinances. In line with this determination, applications for licensure shall be granted, granted with conditions, or denied by the Select Board. Conditions may be imposed on any Marijuana Facility License issued pursuant to this Ordinance as deemed necessary by the Select Board to protect the health, safety, and welfare of the public and to achieve the goals and objectives of this Ordinance.

C. A Marijuana Facility License shall be valid for a period of one (1) year from date of issuance and must be renewed annually.



D. Applications for renewal of existing Marijuana Facility Licenses shall include all materials required by Section 5 of this Ordinance and shall be subject to all provisions of this Ordinance. Applications for the renewal of a Marijuana Facility License shall be submitted to the Town Clerk at least sixty (60) days prior to the expiration of the existing license and shall be considered by the Select Board in the manner prescribed for initial license applications in this Section. In considering applications for renewal of existing Marijuana Facility Licenses, the Select Board shall also consider any and all fire, EMS, and/or police reports, as well as all code enforcement complaints and notices of violation (if any), related to the Licensed Premises created during the previous licensing term.

#### **Section 7 - License performance standards.**

The following performance standards are applicable to all licensed Marijuana Facilities operating within the Town of Oxford:

A. All Marijuana Facilities shall comply with all applicable State and local laws, ordinances and regulations.

B. No Marijuana Facility License may be granted or renewed by the Select Board, and no Marijuana Facility may operate after issuance of a Marijuana Facility License, except in compliance with the performance standards contained in Section 21 of the Zoning Ordinance. Such performance standards shall automatically be incorporated into all Marijuana Facility Licenses granted by the Select Board as conditions of approval.

C. All Adult Use Marijuana Facilities shall obtain a State of Maine conditional license prior to operating in the Town of Oxford. Any Registered Caregivers, Registered Dispensaries or other individual/entity applying to operate Medical Marijuana Facilities must possess current registrations or licenses required by the State of Maine prior to applying for licensure from the Town of Oxford, and must provide copies of said registrations and/or licenses to the Town as part of its application.

#### **Section 8 - Insurance; indemnification.**

A. Each licensed Marijuana Facility shall procure and maintain occurrence-based commercial general liability insurance coverage in the minimum amount of \$1,000,000 per occurrence / \$2,000,000 aggregate for bodily injury, death, and property damage. Such coverage shall not include any bodily injury or property damage restrictions or exclusions associated with cultivation or sale of medical marijuana.

B. Evidence of insurance required herein shall be a condition of the issuance of any Marijuana Facility License under this article, and shall be submitted to the Town as part of the applicant's license application. Certificates shall guarantee ten days' notice to the Town of termination of insurance or any material change from the insurance provider or agent. The Town's acceptance or lack of such evidence shall not be construed as a waiver of the applicant's obligation to obtain and maintain such insurance as required by this Ordinance.

C. By accepting a Marijuana Facility License from the Town, the Marijuana Facility knowingly and voluntarily waives, releases, and discharges the Town from all claims, causes of action and demands, both known and unknown, which it has ever had, or may have against the Town, officers, agents, employees, representatives, insurers, successors, and assigns for any injuries, damages or



liabilities, resulting from the arrest, prosecution or other consequence of the Marijuana Facility or its parties of control for a violation of local, state or federal laws, rules or regulations. By accepting a license issued pursuant to this Ordinance, the Marijuana Facility agrees to indemnify, defend, and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, and insurers against all liability, claims, and demands on account of any injury, loss or damage, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of a Marijuana Facility licensed under this Ordinance.

#### **Section 9 - Inspections.**

- A. A Marijuana Facility and its agents and employees shall, at any reasonable time, permit inspection of the Licensed Premises by agents or employees of the Town if necessary to ensure compliance with the provisions of this Ordinance or any other applicable portion of local ordinance or State law.
- B. All Registered Caregivers shall provide to the Town a copy of all registered caregiver cards issued to any and all officers, managers, and/or employees, and shall update the same annually.
- C. A Marijuana Facility shall submit emergency contact information to the Police Department.
- D. A Marijuana Facility and its agents and employees shall submit to an annual inspection by the Fire Department and have a Knox Box installed at the structure's exterior entrance for emergency access. Knox Boxes shall be obtained and installed in coordination with the Fire Department.

#### **Section 10 - Decision on licensing application; revocation of license.**

- A. The Select Board shall, after notice and hearing, deny, suspend or revoke a Marijuana Facility License issued under this Ordinance if the Marijuana Facility, or any of the Marijuana Facility's officers, members, directors, or partners:
  - (1) Has failed to demonstrate compliance, or failed to maintain compliance, with all requirements of this Ordinance, with any other ordinance of the Town of Oxford (including the Zoning Ordinance), or with any applicable provision of state law or administrative regulation, including but not limited to 22 M.R.S. § 2421, et seq., or 28-B M.R.S. § 101, et seq., as may be amended or recodified;
  - (2) Has had a license for a Marijuana Facility issued under this Ordinance, or any other applicable State or local approval, suspended or revoked;
  - (3) Has failed to acquire and/or maintain all necessary State and local approvals necessary for the operation of the Marijuana Facility, including, but not limited to, a caregiver registration (if applicable).
  - (4) Has been convicted of a Disqualifying Drug Offense;

(5) Has provided false or misleading information in connection with the license application; or

(6) Has, after receiving written notice and demand, refused to allow the Licensed Premises to be inspected for compliance with this Ordinance, or has otherwise interfered with a Town officer, official, or employee's performance of their official duties.

B. Any applicant requesting a Marijuana Facility License from the Select Board shall be notified in writing of the Select Board's decision no more than fourteen (14) calendar days from the date of the Select Board's decision. In the event that a license application is denied, or is granted with conditions, the written decision shall provide the reasons for the denial or the conditional approval. The applicant may not reapply for a Marijuana Facility License for a premises within thirty (30) days after an application has been denied for that location.

### **Section 11 - Appeals.**

Any aggrieved party may appeal a decision of the Select Board under this Ordinance to grant, grant with conditions, deny, suspend, or revoke a Marijuana Facility License, to Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure within thirty (30) days of the date of the decision.

### **Section 12 - Violations and penalties.**

The Town of Oxford, through its Code Enforcement Officer, shall enforce any violations of this Ordinance, including operation of any Marijuana Facility without a license, failure to comply with any conditions to a license, and refusal by a Marijuana Facility to permit inspection of a Licensed Premises. In addition to revocation and/or suspension of a Marijuana Facility License as provided in this Ordinance, any violations of this Ordinance shall be subject to a minimum fine of \$100.00 per day and a maximum fine of \$2,500.00 per day, pursuant to 30-A M.R.S. § 4452. Each day that a violation remains constitutes a separate violation. The Select Board, or its authorized agent, is authorized to initiate legal proceedings in Maine District Court to enjoin the unlawful operation of a Marijuana Facility, as provided in this Ordinance. If the Town is the prevailing party in such proceedings, the Town shall be entitled to recover its costs of enforcement, including its attorney's fees.

### **Section 13 - Waivers.**

The Select Board may, in its discretion, waive any of the requirements under Section 5 of this Ordinance if it finds the submittal of certain materials is unnecessary or irrelevant to the review of a particular Marijuana Facility License application.

### **Section 14 - Transfer of license.**

A Marijuana Facility License may not be assigned or transferred to another person or entity. Any change in ownership or change in officers of the Marijuana Facility requires a new license. The new owners of any Marijuana Facility, as defined in this Ordinance, shall apply to the Select Board for a new license prior to beginning operation. Marijuana Facility Licenses are limited to the premises for which they are issued and are not transferable to any other property. Any owner of a licensed

Marijuana Facility who desires to relocate to a new location shall apply to the Select Board or its designee for a new license and, if approved, shall relinquish its license for the previous location.

**Section 15 - Validity and severability.**

Should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

**Section 16 - State law.**

In the event the State of Maine adopts any law or regulation governing Marijuana Facilities that conflicts with any provision of this Ordinance or the Zoning Ordinance, the stricter regulation shall control. Compliance with all applicable State laws and regulations shall be deemed an additional requirement for issuance or denial of any license under this Ordinance, and noncompliance with State laws or regulations shall be grounds for revocation or suspension of any license issued hereunder.

Adopted June \_\_\_\_, 2022.



# 2022 Oxford Zoning Ordinance Amendments to Repeal Provisions Related to Marijuana Facilities

Amend Section 21 of the Oxford Zoning Ordinance, regarding Marijuana Facilities licensing, as set forth below (additions are underlined and deletions are ~~struck-out~~):

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## **Section 21. Medical Marijuana Registered Dispensaries, and Medical and Adult Use Stores, Marijuana Cultivation, Testing, Manufacturing and Extraction Facilities**

• • •

I. The operators of Marijuana Facilities shall obtain an annual business license per the Marijuana Facility Licensing Ordinance~~from the Selectmen after a successful inspection has been conducted and fee paid.~~

1. ~~Application and license fees. All applications must be submitted with a \$500.00 fee. If an application is approved, the following license fees must be paid before the town will issue a license:~~
2. ~~Marijuana store. Annual operation license fee: \$5,000.00.~~
3. ~~Marijuana manufacturing facility. Annual operation license fee: \$2,500.00.~~
4. ~~Marijuana testing facility. Annual operation license fee: \$2,500.00.~~
5. ~~Adult use marijuana cultivation:~~
6. ~~Tier 1. 0 — 500 square feet of plant canopy — Annual permit/licensing fee: \$1,000.00.~~
7. ~~Tier 2. 501 — 2,000 square feet of mature plant canopy — Annual license fee: \$1,500.00.~~
8. ~~Tier 3. 2,001 — 7,000 square feet of mature plant canopy — Annual license fee: \$2,500.00.~~
9. ~~Tier 4. Greater than 7,000 square feet of mature plant canopy — Annual license fee: \$5,000.00.~~
10. ~~Medical marijuana cultivation. Annual operation license fee: \$1,000.00.~~
11. ~~Adult use marijuana nursery cultivation. Annual license fee: \$1,000.00.~~
12. ~~Renewal applicants for adult use marijuana cultivation licenses may seek an increase to a higher tier if they comply with the requirements in this section.~~

• • •

Article 35: Shall an ordinance titled “2022 Amendments to the Sewer Use Ordinance of the Town of Oxford” be enacted? [The proposed ordinance amendments are available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.]

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### **2022 Amendments to the Oxford Sewer Use Ordinance**

#### **All proposed amendments are noted below:**

Page 12:2.2 (H) Diameter of pipe reduced from six inches to four. *If pipe slope is greater than 1/4” per foot and pipe run is under 60 feet, there is no need to use 6” pipe.*

Page 13, 14, 20, 21, 38: clarification – replacement of Wastewater Treatment Supervisor to Sewer Department Superintendent.

*CEO replaced with Sewer Department Superintendent (CEO works under DHHS regulations for subsurface sewer disposal, sewer department works under EPA regulations)*

Town Manager replaced with Sewer Department Superintendent. \*

Selectmen replaced by Sewer Department Superintendent. \*

*\*Superintendent is responsible for the health of the treatment system, operational decision making, and emergency suspensions based on knowledge and experience.*

Document corrections – Superintendent spelling correction.

Page 43: Clarification for billing to start upon connection to the sewer line.

Page 46: Omitting the building permit fee adjustment of \$1000.00 per user for new buildings. Town’s cost to find the sewer hookup point and inspect the connection is way less than \$1000.00. Recommendation to eliminate this fee for new construction and increase inspection fee to \$100.00 due to the fittings we are supplying for the hookup.

Article 36: Shall an ordinance entitled “2022 Town of Oxford Food Sovereignty Ordinance” be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.]

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## **TOWN OF OXFORD FOOD SOVEREIGNTY ORDINANCE**

### **§ 1. Title and authority.**

This ordinance is titled the “Town of Oxford Food Sovereignty Ordinance” and is enacted pursuant to the Town’s home rule authority, as provided in 30-A M.R.S. § 3001; the Constitution of Maine, Article VIII, Part Second; and 7 M.R.S. § 284, all as may be amended from time to time.

### **§ 2. Purpose; Construction.**

The purposes of this ordinance are (i) to ensure that residents of the Town of Oxford are provided unimpeded access to local food or food products and (ii) to reduce governmental regulation of direct producer-to-consumer transactions of locally produced food or food products to the fullest extent permitted by law.

Nothing herein shall be construed to interfere with the implementation and/or enforcement of all provisions of the State of Maine’s meat and poultry products inspection and licensing program, Chapter 562-A of Title 22 of the Maine Revised Statutes and the rules adopted thereunder, both as may be amended from time to time.

### **§ 3. Definitions.**

As used in this ordinance, the following terms shall have the following meanings:

*Consumer* means any individual who purchases or otherwise receives food or food products from a producer, grower or processor.

*Direct producer-to-consumer transaction* means a face-to-face transaction involving food or food products at the site of production of those food or food products.

*Food or food products* means food or food products intended for human consumption, including, but not limited to, milk or milk products, meat or meat products, poultry or poultry products, fish or fish products, seafood or seafood products, cider or juice, acidified foods or canned fruits or vegetables. The term “food or food products” shall not mean marijuana or any byproducts of marijuana, including, but not limited to, marijuana concentrates, extracts, ointments, tinctures or any edible marijuana products.

*Grower* means any individual who grows food or food products.

*Processor* means any individual who processes or prepares food or food products.

*Producer* means any individual who produces food or food products.

*Site of production* means a premises controlled by the producer where food or food products are produced, such as a farm, homestead, or home kitchen. The term does not include a farmers' market, community social event, or other public venue that does not occur at the site of production.

#### **§ 4. Local Control of Direct Producer-to-Consumer Transactions.**

Notwithstanding any other provision of the Ordinances of the Town of Oxford to the contrary, producers, growers, and processors of food or food products in the Town are exempt from licensure and inspection with respect to their direct producer-to-consumer transactions conducted exclusively at the site of production.

The exemption provided in this section shall not apply to any transactions involving meat, meat products, poultry or poultry products, as those terms are defined in 22 M.R.S. § 2511, as may be amended from time to time. All such transactions remain subject to state inspection and licensing pursuant to Chapter 562-A of Title 22 of the Maine Revised Statutes and the rules adopted thereunder, both as may be amended from time to time.

#### **§ 5. Enforcement; Violations.**

This ordinance shall be enforced by the Code Enforcement Officer. Violation of this ordinance shall be a civil violation subject to a fine. The fine for a violation of this ordinance shall be not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500) for each offense. Each act of violation and every day that any such violation shall occur shall constitute a separate offense. In addition to the fines provided herein, the Town may enjoin or abate any violation of this ordinance by appropriate action.

#### **§ 6. Severability.**

Should any section or provision of this ordinance be declared to be invalid by a court of competent jurisdiction, such decision shall not invalidate any other section or provision of this ordinance.

#### **§ 7. Amendments.**

Amendments to this ordinance may be made by a majority vote of the Town at any Oxford Town Meeting and shall take effect upon enactment unless otherwise specified.

#### **§ 8. Effective Date.**

This ordinance shall become effective upon its adoption.

Article 37: Shall an ordinance entitled "2022 Property Maintenance Ordinance of the Town of Oxford" be enacted?

[The proposed ordinance amendments are available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.]

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## **Property Maintenance Ordinance**

### **Town of Oxford, Maine**

#### **Section 1. Purpose**

The purpose of this ordinance is to set a minimum standard for the maintenance of the grounds and buildings of a property in order to protect public health, public safety, and to prevent nuisance conditions.

#### **Section 2. Authority**

This ordinance is enacted pursuant to State law, Title 30-A Section 3001.

#### **Section 3. Required Maintenance**

I. All grounds or parts thereof shall be maintained to prevent unsafe, unsanitary and/or nuisance conditions (according to the nuisance definition found in State law Title 17, Section 2802 and as defined in the Appendix) and to avoid any adverse effect on the adjoining properties.

II. Abandoned buildings (sheds, barns, shacks, garages) that are collapsing and dilapidated with broken/missing windows, holes in the roof and/or exterior walls or having excessive vermin living in the structure or building will be required to be made safe and that hazards to the public health and safety are eliminated.

#### **Section 4. Grounds Maintenance Standards**

The grounds of any property shall be kept in good repair and free of unsafe or unsanitary conditions. Examples of items which may create such conditions include: Junkyards and Automobile Graveyards, tires, household debris, scrap metals, wood & discarded lumber or plastic, refuse, household trash, human waste and any item that may cause a health and or safety concern.

#### **Section 5. Placement of Fill**

Fill that consists of non-natural materials including hazardous materials, metals, plastics, batteries, solid waste, garbage or any other materials that are not included in the definition of clean fill shall be prohibited. The placement of any prohibited fill shall be deemed a violation of the Ordinance and shall be removed from the site under the direction of the Code Enforcement Officer.

#### **Section 6. Responsibilities**

Owners, operators, managers and occupants of properties in violation of this ordinance shall be jointly and severally liable for violations and for corrective actions required.

#### **Section 7. Enforcement & Penalties**

The Code Enforcement Officer (CEO) of the Town of Oxford shall enforce the provisions of this ordinance.

I. The code enforcement officer, building official, local plumbing inspector and/or health officer may enter any property when legally authorized to do so upon information indicating the likelihood of a violation of this ordinance. The CEO shall investigate the facts, document his/her

findings and shall serve written notice, first by USPS priority mail and then USPS certified mail if there has been no action or follow up from the business or person(s) legally responsible for the land and property. As with other enforcement matters, the CEO shall first seek voluntary cooperation from the violator, allowing no more than 30 days for the completion of corrective action.

II. The Board of Selectmen may enter into administrative consent agreements in the name of the Town for the purposes of voluntarily eliminating violations and recovering penalties without court action.

III. If appropriate action to correct the violations has not been taken within the period established, the CEO and/or the Town Attorney may initiate appropriate court proceedings to prevent, correct and/or abate the violation(s) after consultation with the Town Manager and approval from the Board of Selectmen. Such court proceedings may include the initiation of a land use complaint pursuant to Rule 80-K of the Maine Rules of Civil Procedure.

If a violation is not corrected within the time allowed, the Town shall pursue all remedies and relief at law and/or in equity for land use ordinances, including without limitation the remedies and relief provided in 30-A MRSA Section 4452 (attorney and attorney office staff fees, expert witness fees and all court filing costs) as well as a violation of the Junkyards and Automobile Graveyards law in 30-A M.R.S. chapter 183. The Town shall retain all penalties set forth in these ordinances. Additionally, the Board of Selectmen may also bring a dangerous building proceeding under 17 M.R.S. § 2851 to seek the abatement or disposal of a dangerous or nuisance building.

The CEO may represent the Town in District Court, pursuant to Rule 80-K. However, should the services of the Town Attorney be required, in litigation in a higher court of law for example, the CEO shall first seek approval from the Board of Selectmen.

The CEO may offer one (1) special extension to abate the violation without court action per person/per incident of up to 180 days to violators of this ordinance under certain hardship or extenuating circumstances. If a violation is discovered during winter months (November 1 – April 1) and if winter weather prevents the correction of a violation an extension may be given before presented to the Board of Selectmen for possible legal proceedings. Cases of disability or financial hardship shall also be grounds for the consideration of an extension. Violators requesting an extension for financial hardship shall be required to prove hardship through financial documentation. These extensions for seasonal, disability, or financial hardship shall be at the discretion of the CEO and will require a Compliance Order.

#### **Section 8. Severability**

If any section, subsection, clause, paragraph, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed to be a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

#### **Section 9. Effective Date**

This ordinance shall be effective upon adoption by the Town of Oxford and may be amended in accordance with Town requirements for amending ordinances.



## **Appendix: Definitions**

**Cause or Contract:** For this ordinance, "cause or contract" as it appears in Section 6 includes the initiation of an insurance claim (as opposed to resolution), the contracting of a construction/repair business, or the substantial preparation for self-repair work.

**Fill:** Fill means soil material, including soil from road ditching and sand from winter sand cleanup; stone and rock; bricks; crushed clean glass or porcelain; and cured concrete; that are not mixed with other solid or liquid waste, and are nor derived from an ore mining material.

**Grounds:** The part of a property not covered by structures, including driveways, pathways, flowers, trees, and lawn.

**Nuisance Condition:** This item has been defined by Title 17 M.R.S. Section 2802. It reads as follows: "The erection, continuance or use of any building or place for the exercise of a trade, employment or manufacture which, by noxious exhalations, offensive smells, or any other annoyances, become 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; unlawfully diverting it 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 declared to be public nuisances."

**Occupant:** Any person living, sleeping, or having actual possession of a dwelling unit or rooming unit.

**Operator:** Any person who has charge, care or control of a dwelling or property, or a part thereof, whether with or without the knowledge and consent of the owner.

**Owner:** Any person who, alone or jointly or severally with each other, shall have legal or equitable title to any property, with or without accompanying actual possession thereof, or shall have charge or control of any dwelling unit as owner or agent of the owner or as fiduciary including but not limited to executor, administrator, trustee, receiver or guardian of the estate or as a mortgage in possession, regardless of how such possession was obtained.

**Property:** For this ordinance the term shall be defined as any lot, plot, or parcel of land.

**Structure:** Anything built or constructed and permanently affixed on a property that cannot be considered grounds or landscaping. It especially includes residential, commercial or industrial buildings with usable interior space. It also refers to auxiliary buildings such as storage sheds or garages.



**Article 38:** To see if the Town will vote to adopt the provisions of 5 M.R.S. § 18252-C (P.L. 2021, Chapter 286), as allowed by MainePERS Rule Chapter whereby the Town agrees:

- (i) To adopt the provisions of 5 M.R.S. § 18252-C for its non-participating employees with optional membership who previously declined to participate in MainePERS; and
- (ii) To authorize the Board of Selectmen to sign the Amended Agreement between the Town and the Maine Public Employees Retirement System.

*Notes:*

- *Background:*
  - *Currently the Town offers full time eligible Town employees Maine Public Employees Retirement (MainePERS) as authorized by a previous Town Meeting.*
  - *Currently Town Employees who wish to enroll in MainePERS must do so upon their date of hire.*
- *Update to the MainePERS law:*
  - *Recently the State Legislature changed a portion of the MainePERS law regarding enrollment. This change allows employees who have been employed by the Town of Oxford for five or more years to enroll in MainePERS.*
- *What is the purpose of this Warrant Article?*
  - *This warrant article would authorize the Town to offer this extended enrollment period to eligible Town Employees.*
  - *In order for the Town to offer this extended enrollment, Town Meeting needs to approve and adopt the provision outlined in the warrant article.*

**Article 39:** To see if the Town will vote to:

- (i) authorize the issuance of up to \$750,000 in general obligation bonds or notes for the purchase of real estate (land and building) for a new Town Office and to pay for costs of acquisition, survey, legal and other related costs of such acquisition, hereby authorized and appropriated, all as determined to be appropriate by the Board of Selectmen, with the dates, maturities, denominations, interest rate(s) and other details of the bonds or notes to be determined by the Board of Selectmen (including provisions that the notes or bonds may be prepaid or subject to call for redemption with or without premium);
- (ii) authorize the Board of Selectmen to accept delivery of a deed from Stephens Memorial Hospital Association conveying the lot or parcel of land approximately 4.4 acres in size with improvements thereon located at 127 Pottle Road in Oxford and currently shown as Assessors' Tax Map U44, Lot 32A on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town;
- (iii) appropriate up to \$294,000 from the Town Office Building reserve account for renovations and other related fit-up costs in order to convert the property to be acquired as set forth herein to a new Town Office; and
- (iv) accept gifts or grants from non-Town sources for these purposes.

Total estimated debt service of this bond issue is \$808,123.50, of which principal is \$750,000 and estimated interest at 1.5% over 10 years is \$58,123.50.

#### **FINANCIAL STATEMENT – TOWN OF OXFORD**

The issuance of bonds by the Town of Oxford (the "Town") is one of the ways in which the Town borrows money for certain purposes. The following is a summary of the bonded indebtedness of the Town as of the date of this Town Meeting:

*Bonds Now Outstanding and Unpaid	\$15,620,718.37
*Interest to be Repaid on Outstanding Bonds	\$5,243,601.21
*Total to be Repaid on Bonds Issued	\$20,864,319.58
*Additional Bonds Authorized But Not Yet Issued	\$0
*Potential New Interest on Bonds Not Yet Issued	\$0
*Total Additional Bonds (now proposed) to be Issued if Approved by Voters	\$750,000.00
*Estimated of Potential New Interest	\$58,123.50
*Total Additional Bonds To Be Issued and Estimated Interest if Approved by Voters	\$808,123.50

When money is borrowed by issuing bonds, the Town must repay not only the principal amount of the bonds but also interest on the bonds. The amount of interest to be paid will vary depending

upon the rate of interest and the years to maturity at the time of issue. The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the estimates made of the costs involved, including varying interest rates, the estimated cost of interest on the bond amount to be issued, and the total cost of principal and interest to be paid at maturity.

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Adam Garland, Town Treasurer

**Warrant Article Notes:**

**Short review, what are the Selectmen asking for with this warrant article?**

*The Selectmen have made a conditional offer of \$750,000 to the owner of 127 Pottle Road, Stephens Memorial Hospital. The owner has accepted the offer understanding that the Selectmen are required to receive final approval for this purchase at the June 4<sup>th</sup> Town Meeting.*

*With this warrant article the Selectmen are requesting authorization to finance and purchase the building located at 127 Pottle Road for use as a new Town Office for the price of \$750,000.*

*\*\*\* Please see below for a full history and overview of this project \*\*\**

**Full history and overview of this issue.**

*Replacement of the current Town Office has been an ongoing project for the Town given the condition and concerns related to the current Town Office Building. Below you will find an "outline" of what has happened regarding Town Office replacement.*

**Selectmen action prior to the June 2021 Town Meeting:**

*The Selectmen explored the following options prior to the June 2021 Town Meeting:*

**Town Office Leasing:**

*The Selectmen explored leasing office space for the Town Office at the Oxford Shopping Center. This was presented both at a special Town Meeting in March of 2021 and again at Town Meeting June 2021 with*



*updates made to the proposed leasing contract. Ultimately, Town Meeting voted to not pursue the leasing option.*

*Town Office Replacement/Renovation:*

*The Selectmen put this project out to bid twice. The Selectmen requested proposals for the following Town Office replacements:*

- Renovation of current location*
- Addition to the Public Safety Building*
- Construction of a new Town Office*

*Bids were received and reviewed at the 05/20/2021 Selectmen's Workshop/Meeting. Pricing ranged from \$1,697,000 to \$2,833,500 for this project. Based on this workshop the Selectmen felt it best for the Town to consult an architect/engineer to aid in the design and construction of the new Town Office facility. This decision was made based on the drastic differences between submitted proposals and pricing.*

***Review/Results of June 2021 Town Meeting:***

- Town Meeting voted not to pursue the leasing option presented.*
- Town Meeting authorized the Board of Selectmen to sell the current Town Office building.*
- Town Meeting advised the Selectmen to continue working on replacement options and to present these options for Town Meeting consideration at a later time.*
- The Selectmen presented the following proposed timeline for this project moving forward:*
  - 1. July 2021 - August 2021 – Town Manager works with BOS to determine what is needed in a Town Office facility*
  - 2. September 2021 - Bids posted seeking architect/engineering services*
  - 3. October 2021 – bid awarded, architect hired*
  - 4. November 2021 – December 2022 – architect works with the Town to design the facility, create estimated costs, and prepare all needed bid materials*
  - 5. January 2023 – New Town Office build bids posted*
  - 6. February 2023 – Award bid to building contractor pending June 2023 Town Meeting approval/funding*
  - 7. June 2023 – Town Meeting reviews/approves project*

8. July 2023 – If approved by Town Meeting, start construction of new facility
9. July 2024 – Move into new Town Office Facility

*Note: We are currently on “Step 4” working with Harriman.*

***Action taken after the June 2021 Town Meeting:***

*As directed by Town Meeting, the current Town Office building was listed for sale with a commercial broker.*

*Following the timeline presented at Town Meeting the Selectmen posted an RFP requesting architect/engineering services for the new Town Office building. As a result of this bid process the Selectmen awarded Harriman (architect/design firm) the bid for this project. Harriman’s was tasked with aiding the Town with site selection, evaluating building needs/design, cost estimation, bid oversight, and construction oversight. Note, Harriman estimates the cost of building a new Town Office to be \$3,000,000.*

*While moving forward with the Town Office replacement plan, the Selectmen were made aware that 127 Pottle Road was now available for purchase. Upon review of the building it appears to be in good condition and with minimal upgrades needed to be suitable as a Town Office.*

*Based on these findings the Selectmen made a conditional offer of \$750,000 to the owner, Stephens Memorial Hospital. The owner has accepted, understanding that final approval must be granted at the June 4<sup>th</sup> Town Meeting.*

*The Selectmen are requesting Town Meeting consider this option as it would yield a significant cost savings over building a new Town Office. When comparing the purchase price of the Pottle Road property to the Harriman estimate of \$3,000,000 for a new building, the Town could see a potential savings of just shy of a \$2,000,000.*

*It should be noted if Town Meeting approves this option, Harriman has agreed to work with the Town through the renovation process.*

*< Continued Next Page >*



*Article 39 Attachments:*

- *Copy of tax map showing location of 127 Pottle Road*
- *Copy of floor plan*



Photo of 127 Pottle Road, Oxford Maine



NORWAY

127 Pottle Rd

32A

32A  
4.4 AC

U-43

U-46

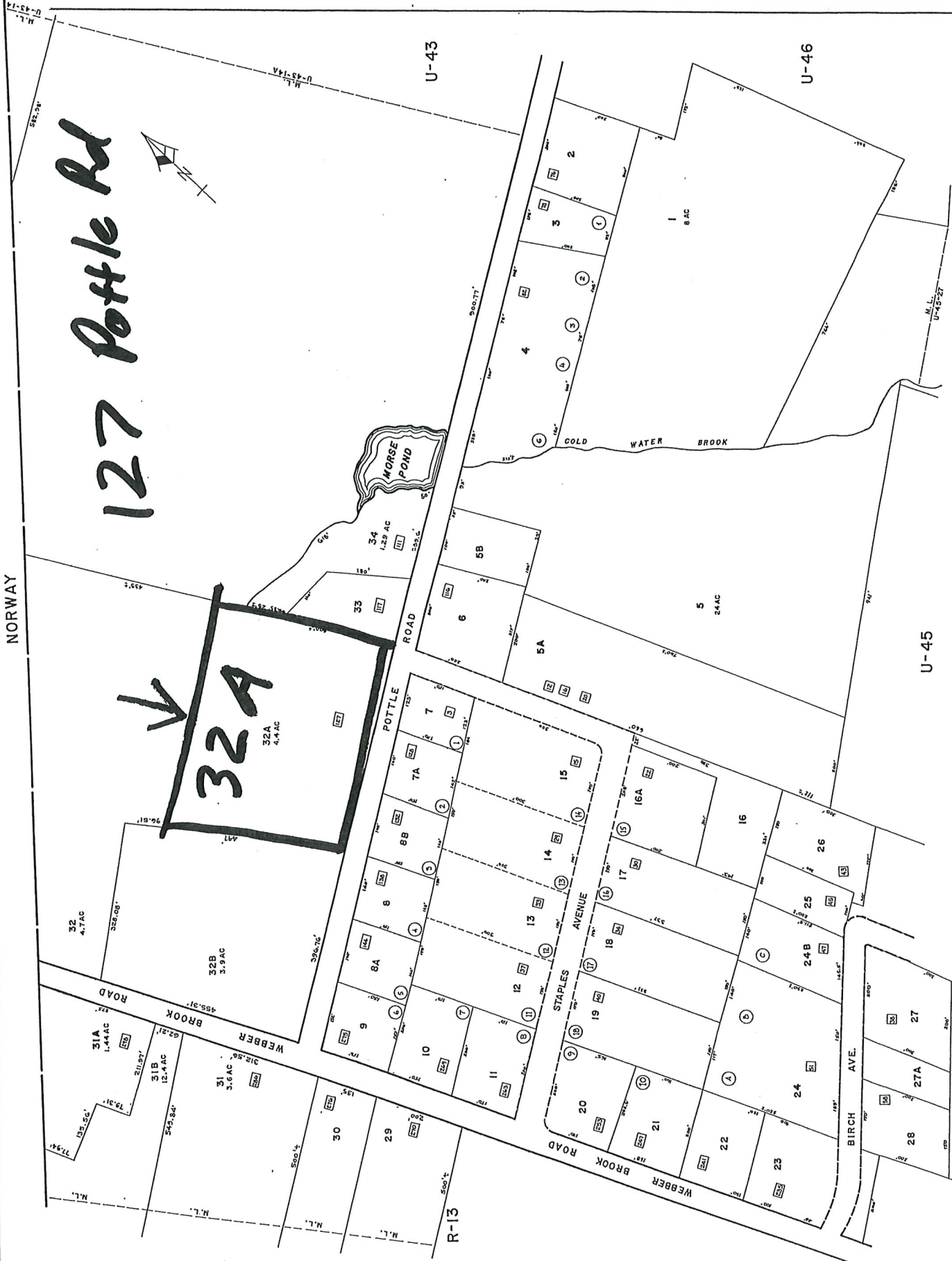
U-45

FOR ASSESSMENT PURPOSES ONLY  
NOT FOR PROPERTY CONVEYANCES

PROPERTY MAP  
OXFORD, MAINE

0 100 200  
SCALE IN FEET

U-44



[illegible]

PROJECT TITLE  
Androscoggin Home  
Health Services  
Pottle Road  
Oxford, Maine

**DRAWING TITLE**

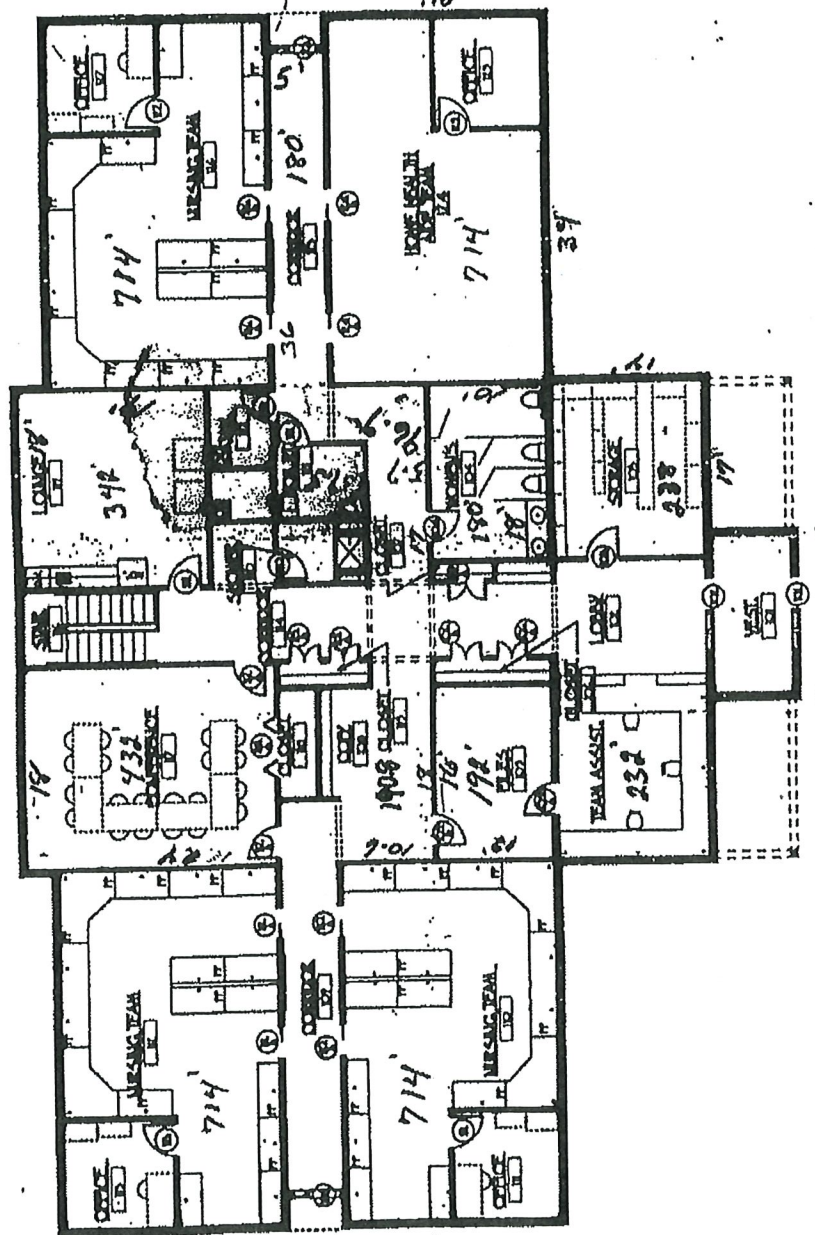
### Floor Plan

PROJECT NO. 1 DRAWING NO.

95-11  
SCALE

DATE

2

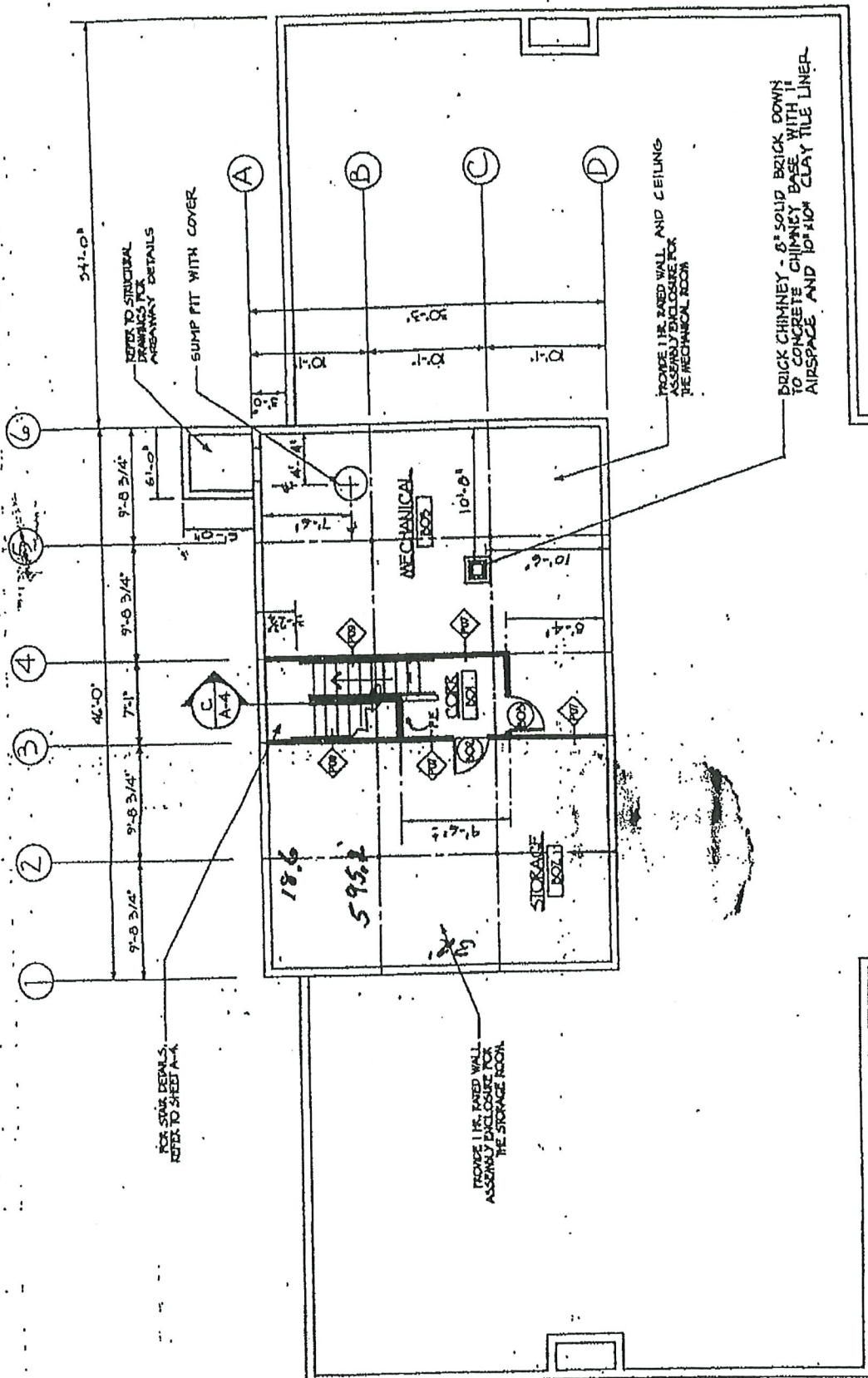


6,405 sq ft  
2 floors

**Floor Plan.**

**Androscoggin Home Health Services**  
Potlde Road Oxford, Maine

BASEMENT  
PLAN





**Article 40:** (Written ballot required by statute) To see if the Town will vote to increase the maximum property tax levy limit (LD1) established by State law in the event that the municipal budget approved results in a tax commitment in excess of the property tax levy otherwise allowable, such that the increased maximum property tax levy hereby established will equal the amount committed or see what action the Town will take.

*Note: It is not projected that the Town's budget will exceed tax levy limits established by State law, but as a preventative housekeeping action, it is recommended that the Town vote to approve.*