Agenda

Town of Damariscotta, Maine Board of Selectmen's and Board of Assessors' Meetings August 1, 2018, 5:30 PM Damariscotta Town Hall

- I. Pledge of Allegiance
- II. Call to Order Board of Assessors' Meeting (see separate agenda)
- III. Call to Order- Board of Selectmen's Meeting
- IV. Minutes
 - 1. July 18 meeting
- V. Financial Reports
 - 1. Payroll Warrant # 5
 - 2. Accounts Payable Warrant # 6
- VI. Presentations
- VII. Citizen Comments and General Correspondence
 - 1. Invitation from LincolnHealth- Ribbon Cutting/Celebration
 - 2. Attorney Amanda Meader's response re: Stepping Stone
- VIII. Town Manager Items
 - 1. Report on Boston Post Cane Presentation
 - 2. Public Hearing on YMCA Grant Award on August 15
 - 3. Workshop with Land Use Committee on August 15
- IX. Official Action Items
 - 1. Auditing Services Contract
 - 2. Maine Municipal Association Election Ballot
 - 3. Contribution to Raise the Floor Initiative
 - 4. Selectmen's Discussion Items
 - 5. Adjournment

Board Workshop to Follow Regular Meeting

TOWN MANAGER NOTES AUGUST 1, 2018 BOARD OF SELECTMEN'S MEETING

Board of Assessors' Meeting

The Board of Assessors meeting is being scheduled prior to the Board of Selectmen's meeting this week. The purpose of the meeting will be to set the Tax Commitment for the coming year. By having the meeting earlier in the evening, staff will be able to prepare appropriate forms for the Assessors' signatures immediately after the Assessors' meeting while the Board of Selectmen meeting is taking place.

Town Manager Items (verbal)

- 1. Report on Boston Post Cane Presentation
- 2. Public Hearing on YMCA Grant Award on August 15
- 3. Workshop with Land Use Committee on August 15

Official Action Items

- 1. Auditing Services Contract- The Town received four proposals in response to the request for proposals for auditing services. One firm included incorrect dates in its proposal but subsequently corrected these at my request with no change in the cost of proposed services. The bids are summarized in the attached minutes prepared by Town Clerk Michelle Cameron. A review panel made up of Selectman Lou Abbotoni, Town Treasure Cheryl Pinkham and me will be reviewing the proposals and will have a recommendation for the Board Wednesday evening.
- 2. **Maine Municipal Association Election Ballot-** The cover letter and ballot are attached for the Board's review.
- 3. Contribution to "Raise the Floor" Initiative-Last Tuesday, Chairman Mayer and I attended an information session arranged by proponents of legislation that would set a minimum allocation of State funding for education. Fayette Town Manager Mark Robinson and Fayette Selectwoman Nancy Norris led the discussion. In addition to Robin and me, the town manager and another staff person from West Bath were there as were Chris Hall, Bristol Town Administrator and Kristin Collins from lobbying firm PretiFlaherty.

In addition to explaining the proposal which is described on the attached flyer, the group discussed the chances for having this approved by the State Legislature and Governor next year. The "ask" of the Legislature will be for \$15 million or 1.6 percent of the State's General Fund budget to implement a minimum of 15% State subsidy for Essential Programs and Services (EPS). Selectwoman Norris

TOWN MANAGER NOTES AUGUST 1, 2018 BOARD OF SELECTMEN'S MEETING

distributed a very detailed spread sheet that shows that the State subsidy ranges from 2 % to 100 %. 116 or 34% of towns and cities are currently receiving 15% or less of their EPS budgets from the State The chart showed that State's subsidy to Damariscotta in FY 2019 is 12 % but this did not include GSB and it also reflects the past year's reimbursement for the high cost of a special needs student who has since moved with his/her family out of town. Thus, the percentage of the subsidy to the Town has historically been much lower.

Although the chances of having this legislation approved are uncertain, there is a strong argument to be made to begin a strong lobbying effort to press for what many consider to be a more equitable distribution of State education funding without impacting the funding that higher receiver communicates currently receive.

Recommended Action: Consider making a \$1,000 contribution to the Raise the Floor Initiative lobbying effort.

THE BOSTON POST CANE



To Honor the Oldest Resident of The Town of Damariscotta

Presented to

HARRY L. EMMONS

Born June 9, 1917

Age 101

0000

July 26, 2018

RAISE THE FLOOR

A CAMPAIGN TO PROVIDE EQUITY IN SCHOOL FUNDING

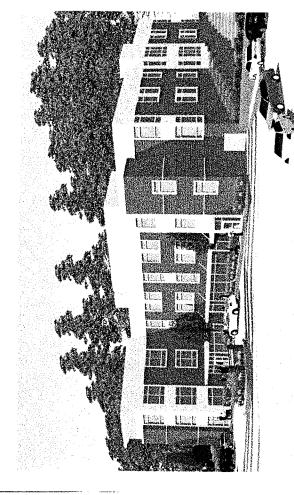
THE FACTS

- The Essential Programs and Services (EPS) formula for educational funding establishes a minimum state subsidy toward the educational costs of municipalities that are considered to have sufficient property tax resources. The minimum subsidy is set at the greater of 5% of per pupil costs or 40% of special education costs, making it hard for minimum receivers to forecast how much subsidy they might get in future years.
- In practice, the EPS formula places a disproportionately high financial burden on towns with waterfront or industrial properties that drive up the property tax base. This does not necessarily match up with the ability of a town or its taxpayers to fully fund the high costs of education.
- Current state funding in "minimum receiver" communities ranges from approximately 3% to 10% of total EPS educational costs. Municipalities that don't fall within the "minimum receiver" category receive from 30% to 70% of their educational costs from the State. This is out of balance compared to the relatively small differences in per capita income between minimum and non-minimum receiver communities.

THE CAMPAIGN

- Moving forward from grassroots efforts by the Town of Fayette, the law and lobbying
 firm of Preti Flaherty has been engaged to seek legislation, starting in the fall of 2018, to
 "raise the floor" by increasing the minimum subsidy available to high property value
 towns.
- The legislative effort will be directed by a coalition of interested towns willing to engage in and fund the campaign.
- The campaign seeks to implement a minimum state subsidy of 15% of the total EPS cost per pupil. This would amount to an approximate \$15 million increase in the general fund.
- The minimum subsidy would not take away from any educational funding available to municipalities that are not minimum receivers. It would require a \$15 million increase in general fund appropriations that would be allocated to provide for the increased subsidy. This money would be on top of, not in place of, money already available to schools.

Let's Celebrate!



SO, RESERVE PRODUCES PRINCE FREE LE



Dama Isedta Board of Selectmen 21 School Street Barran Isedta, ME 04543

The program will begin at 5:30 pm.

Tours will start immediately following the program.

the Ribbon Cutting & Celebration of the new Enjoy Hors d'Oeuvres, Drinks, & Tours at Herbert & Roberta Watson Health Center Lincoln Health cordially invites you to on the Miles Campus

August 10, 2018 at 5:00 pm

563-4085 or email: julie.delong@lchcare.org RSVP to Julie DeLong by August 3, 2018



227 Water Street, Suite 222, Augusta, ME 04330 (207)530-9026 • amanda@ellismeader.com • ellismeader.com

July 27, 2018

VIA EMAIL & U.S.P.S.

office@attorneyhull.com

Jonathan C. Hull, Esq. PO Box 902 Damariscotta, Maine 04543-0902

RE: Stepping Stone House, Inc. – Demand for Stop Work Order

Dear Attorney Hull:

I write on behalf of the Town of Damariscotta in response to your letter of June 25, 2018. You have asked the Town to issue a stop work order to Stepping Stone Housing Inc. ("Stepping Stone"). The Town has no plans to do so, for the reasons discussed below.

First, and most simply, I understand from the Town's Code Enforcement Officer ("CEO") Stan Waltz that the only work happening at the property is cleaning, repair and landscaping. The Town cannot issue a stop work order for those activities.

Second, the Town has no grounds to require Stepping Stone to stop performing work that conforms with previously granted permits. As you know, on April 3, 2017, Stepping Stone received a site plan approval from the Planning Board ("PB") for a six-unit redevelopment. Your clients, the "Concerned Citizens" group, timely appealed the site plan approval to the Board of Appeals ("BOA"). On February 8, 2018, the BOA overturned the PB, reasoning that even if more than three-units were grandfathered (an issue the BOA did not reach), "the proposed plan to demolish and replace, and in some instances relocate, the claimed six nonconforming dwelling units" would be subject to ordinance requirements limiting the number of units to three.

However, the BOA's decision cannot undo the fact that Stepping Stone separately applied for and received building permits from the CEO for work on certain buildings prior to its April 3, 2017 site plan application to the PB. Those permits were never appealed and are final, and they

are valid for three years so long as construction is completed within that time. See Land Use Ordinance Article 10.F.2.e.

To be clear, the BOA's jurisdiction was limited to reviewing the PB's site plan approval and thus the BOA lacked authority to review the validity of the previously issued building permits. As such, the BOA's February 8, 2018 decision cannot serve as a basis for the Town to reconsider the CEO's previous permitting decisions. Finally, the BOA's decision was not a determination that the current use of the property violates any particular *Land Use Ordinance* provisions, and in any event, the Board of Appeals lacked authority to make such a determination.

Third, the additional points that you raise in your June 25, 2018 letter do not change the analysis above. In the first paragraph of your letter you state that "At the Selectmen's meeting on June 6, 2018, Stepping Stones Housing made clear that it intends to revive its six unit housing project at the Hodgdon Street site." In a June 28, 2018 letter from Stepping Stone to Manager Lutkus and CEO Waltz, Stepping Stone states that it is not reviving its project or submitting another project for review. Since Stepping Stones is not currently building anything, the "CEO Building Count" issue you raise in paragraph 3 of your letter is moot.

Blue House

The matter of "Blue House" at 5 Blue Haven Lane has been raised since the inception of this matter several years ago. Your clients argue that this unit is no longer a grandfathered residence and Stepping Stone argues to the contrary. The issue here turns on whether Blue House was ever used as a daycare center (versus a home occupation daycare). The March 9, 2009 Planning Board minutes state that the day care application (Sebbie Susso dba Mye Day Care Center) was approved contingent upon licensure by the State of Maine Department of Human Services.

There is no evidence that Susso's day care center obtained state licensure following the Planning Board's 2009 conditional approval. The CEO contacted the day care licensing division at the Maine Department of Health and Human Services and determined that Sebbie Susso dba Mye Day Care Center had a license that was issued in October 2007 and expired in October 2008. The expiration was five months before the Planning Board's contingent approval. There was no further licensing or licensing record until 2011 when Susso again applied to the state for a license and was denied. One must conclude that a day-care center, meaning a commercial endeavor that overtook and replaced the residential nature of Blue House, never in fact existed.

Even if, for the sake of argument, we take as true that Susso provided child care without state licensure, but rather as a home occupation daycare that did not require such licensure, the use of the property remained residential and no change of use would have occurred. In other words, a home occupation necessarily includes the residential (home) use of a property.

Your clients have testified that Blue House was not occupied as a residence for several years after approval of the day care center. Louis Abbotoni, the accountant for the

Andrews family from 1972 to 2012, refuted this testimony during a June 6, 2018 Select Board meeting, at which he stated that for over thirty years all units consistently contained tenants, save for brief periods when John Andrews was working on a unit. Further, it is the CEO's understanding that Blue House has consistently been occupied as a residential dwelling unit. If Blue House was routinely used as a residence and a state licensed day care never operated from the building, there was neither abandonment of a non-conforming use nor a change of use.

Even if Blue House was vacant for a time, if Mr. Andrews routinely solicited tenants to the House prior to his death, there was no intent to abandon the residential use of the property. Further, the permitting and site plan applications submitted by Stepping Stone has indicated no intent to abandon the use of Blue House or any part of the property as a residential use. As such, *Pleasant View Mobile Home Park, Inc. v. Town of Mechanic Falls*, 538 273, 275 (Me. 1988) is not controlling, as it seems clear there has neither been an intent to abandon Blue House as a residence or actual abandonment.

Subdivision

Your letter raises a new issue as to whether the requirements of Damariscotta's *Subdivision Ordinance* apply to the Stepping Stone property. Arguably, 30-A M.R.S. § 4402(2) and §4402(5) moot this argument, since if the property can be deemed a subdivision it is exempt due to being in actual existence on September 23, 1971. In the alternative, the property is exempt from subdivision review because the "subdivision" has been in existence for at least 20 years.

Summary

At present, the Town has no basis for issuing a stop work order. There is no work being done that is not lawfully permitted. That being the case, certainly there are no buildings than can be ordered to be torn down. In the future, if Stepping Stone wishes to use its property in a manner that would require additional permits, then it will need to apply for those permits. At the time, the relevant reviewing authority would review the permit application against the then-current ordinance provisions. Certainly, concerns regarding grandfathering and building count would be considered at that time.

I hope that this clarifies the Town's position.

amando a. Meoder, Esq.

Yours truly,

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cc: Matt Lutkus, Damariscotta Town Manager (via email)

Stanley Waltz, Damariscotta Code Enforcement Officer (via email)



60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 623-8428 www.memun.org

TO:

Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM:

Stephen W. Gove, MMA Executive Director

DATE:

July 11, 2018

SUBJECT:

MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 17, 2018 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2018 to member municipalities.

<u>Petition Process</u> – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Monday, July 9, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

<u>Election Process</u> – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 17. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Linda C. Cohen, Mayor, City of South Portland.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 20. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 3, at 1:30 p.m. at the Augusta Civic Center. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2018.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



MAINE MUNICIPAL ASSOCIATION <u>VOTING BALLOT</u>

Election of MMA Vice President and Executive Committee Members Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 17, 2018

VICE-PRESIDENT - 1 YEAR TERM	Vote for One	
Proposed by MMA Nominating Comm	nittee:	- Jose Aut Olive
Christine Landes, Town Manager, Town (Note: Ms. Landes will become the City Manage	wn of Bethel	
EXECUTIVE COMMITTEE MEMBERS - 3	YEAR TERM	Vote for Three
Proposed by MMA Nominating Comm	<u>ittee:</u>	
Elaine Aloes, Chair of Selectboard, To	wn of Solon	П
William Bridgeo, City Manager, City o		
Melissa Doane, Town Manager, Town		
	idate by petition. nunicipal officers, or a municipal il member. Municipality:	official designated by a
Signed by a Municipal Official designated by a ma	jority of Municipal Officers:	
Print Name:Position:	Signature:	
OR Signed by a Majority of Municipal Officers	Current # of Municipal Office	ers:
Print Names:	Signatures:	

Return To:

MMA Annual Election Maine Municipal Association 60 Community Drive Augusta, Maine 04330 FAX: (207) 626-3358 or 626-5947

Email: tchavarie@memun.org

- Auto Damage Appraiser, Bishop Adjustment Company (March 1990 present)
- Owner/Operator, Mid Maine Adjustment Company (independent insurance adjusting company)
 (June 1987 March 2005)
- Auto body repair businesses in Massachusetts and Maine (1972 June 1987)
- Tax Preparer, H & R Block (1985 1992)
- Salesperson, Combined Insurance (health and accident insurance) (1985 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Legislative Policy Committee (1999 present)
- Member, Somerset County Budget Committee (2001 present); Vice Chair (2012 2016); Chair (2017 –2018)
- Member, MMA Executive Committee (2001 2003) and (Dec 2016 present)
- Member, MMA Property & Casualty Pool Board of Directors (2001 2003) and (Dec 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2001 2003) and (Dec 2016 present)
- Member, MMA Strategic & Finance Committee (2002 2003) and (2017 present)
- President, Somerset County Municipal Association (2001 present)
- Member, Maine Municipal's Rural/Service Center Committee (2002)
- Member, Somerset County Jail Planning Committee (2006 2008)
- Vice Chairman, Somerset County Charter Commission (2008 2010)
- Chair, Regional School Planning Committee for MSAD 74, MSAD 59, MSAD 12, MSAD 13 and several small towns (2007 – 2009)

Education:

- High school graduate, Medfield High School, Medfield, Massachusetts
- Kennebec Valley Technical College (courses in computers, accounting and supervisory management)
- Insurance Institute of America (Introduction to Claims)
- State of Maine (four part Property Tax Assessment course)
- Maine Municipal Association (many workshops and training on a wide variety of municipal topics such as budget preparation, finance management, personnel issues, right to know, town meetings, assessing)
- Maine Local Roads Center (variety of workshops on road issues and maintenance)

Awards and Certifications:

- State of Maine, All Lines Adjuster
- Maine Roads Scholar Maine Local Roads (completed ten required road related workshops to earn award)

WILLIAM BRIDGEO (City Manager, City of Augusta)

Professional & Municipal Experience:

- City Manager, Augusta, Maine (1998 present)
- Adjunct Professor, Government Program, University of Maine at Augusta (2009 present)
- Adjunct Professor, MBA Leadership and Ethics Courses, Thomas College (2013 present)
- City Manager, City of Canandaigua, New York (1987 1998)
- Assistant Director, Maine State Housing Authority (1985 1987)
- City Manager, City of Calais, Maine (1979 1985)
- Assistant Town Manager, Town of Killingly, Connecticut (1976 1979)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee, (2002 2004; July 2015 present)
- Member, MMA Property & Casualty Pool Board of Directors, Member (2002 2004; July 2015 present)

- Member, Workers Compensation Fund Board of Trustees, Member (2002 2004; July 2015 present)
- Member, Maine Service Centers Coalition, Executive Committee (2002 present); Chair (2004 2007; 2016 – present)
- Member, Ethics Committee, Maine Town, City & County Management Association (present)
- Member, Maine Service Centers Coalition, Steering Committee (2001)
- Member, Maine Town, City & County Management Association, (1979 1985) and (1998 present)
- New York State Municipal Management Association, Member (1987 1998); President (1995)
- Charter Member, Board of Regents, International City/County Management Association (1990 1996)
- Ex-officio Member, Board of Directors, New York Conference of Mayors & Other Municipal Officials
- Member, Board of Directors, Maine Development Foundation (2000-2005)
- Member, Board of Directors, Augusta YMCA (2009 present)

Education:

- Master's Degree, Public Administration, University of Hartford
- · Bachelor's Degree, Political Service, St. Michael's College in Vermont

Awards and Certifications:

Link Stackpole Manager of the Year Award, Maine Town, City & County Management Association

MELISSA DOANE (Town Manager, Town of Bradley)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 present)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 2004)
- Coordinator Clinical Operations/Secretary/Patient Accounts/Patient Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 1994)

Other Experience, Committees and Affiliations:

- Member, Executive Board, Maine Town, City & County Management Association (2016 present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 present)
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate's Degree, Business Management, Beal College
- Associate Degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

Rookie of the Year Award, Maine Town, City & County Management Association



STATE OF MAINE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



PAUL R. LEPAGE GOVERNOR DENISE GARLAND ACTING COMMISSIONER

July 13, 2018

Matthew Lutkus, Town Manager Town of Damariscotta 21 School Street Damariscotta, ME 04543

Dear Mr. Lutkus:

I am pleased to inform you that, after review of the Town of Damariscotta's 2018 Public Service Grant application, the Office of Community Development (OCD) is inviting the Town of Damariscotta into the project development phase of the application process and we have reserved up to \$50,000 for your project. As a condition of your award, your attendance is required for at least day one at the CDBG Certification and Implementation Training Workshop August 7th and 8th at Bangor Savings Bank located at 5 Senator Way in Augusta. Registration materials are available at www.ocd.org.

Final approval of this project is subject to funding availability and successful completion of the project development phase of the application process which must be completed **within 3 months of the date of this award letter** and includes the completion of the required Environmental Review. The level of environmental review that must be completed on this project is referred to as a 58.35(b). No costs can be incurred prior to our issuing an environmental review clearance date on the project. Information on how to complete the 58.35(b) as well as the checklist of the necessary documentation is all contained in our Environmental Review Handbook beginning on Page 28. (http://www.maine.gov/decd/meocd/forms/environmental.shtml)

Please contact me by phone #624-9817 or e-mail <u>deborah.johnson@maine.gov</u> if you have any questions as you proceed through the Project Development phase.

Best wishes toward the successful completion of your project.

Sincerely,

Deborah Johnson, Director

Office of Community Development

Minutes RFP# 2018-1F TOWN OF DAMARISCOTTA REQUEST FOR PROPOSALS AUDITING SERVICES June 28, 2018

Bids closed at 2:00 p.m. on Thursday, July 26, 2018. Those present for the opening of the submitted bids were; Matt Lutkus-Town Manager, Michelle Cameron-Town Clerk, and Louis F. Abbotoni-Selectman.

The following bids were submitted:

RHR Smith & Company: Audit Price will not exceed \$7000:

- Year 2019: \$7,000
- Year 2020: \$7,000
- Year 2021: \$7,000
- Year 2022: \$7,000
- Year 2023: \$7,000
- Additional Single Audit if needed: \$2,000 Annually

Other Services:

Hourly rates for accounting services beyond the scope of the audit through non-attest engagements:

- Management Advisory and Consulting: \$125 to \$150 (Principal)
- Accounting Services: \$100 to \$125

William H Brewer, CPA: Preliminary estimates for the maximum fee would be:

- Year 2019: \$7,800
- Year 2020: \$7,900
- Year 2021: \$8,000
- Year 2022: \$8,200
- Year 2023: \$8,400
- For each year a single audit is required under Clarity Standards, an additional charge of \$2,000 will be added to the price quoted.

Accounting services outside of year-end estimates would be:

- Paraprofessional: \$50 per hour
- Accountant: \$100 per hour

<u>Smith & Associates, CPAs:</u> Audit fees would not exceed the following for the years ending June, 30, 2019, 2020 and 2021:

- Year 2019: \$7,500; single audit if applicable: \$3,000
- Year 2020: \$7,700; single audit if applicable: \$3,200
- Year 2021: \$7,900; single audit if applicable: \$3,400
- With no significant changes to the scope of work, Smith & Associates would anticipate submitting a proposed updated fee schedule for the years ending June 30, 2022 & 2023 no later than March 31, 2022.

Accounting Services beyond the scope of audit engagement would be billed at our standard hourly rate:

• Rates range from \$90 to \$150 per hour depending on the level of professional experience required and the nature of the services performed.

Ron L. Beaulieu & Company: Fixed fee for audit services

- Year 2018: \$6,000
- Year 2019: \$6,000
- Year 2020: \$6,000
- Year 2021: TBD
- Year 2022: TBD

(Lutkus will email company to say that their year for quotes was off and need to start in 2019)

Hourly rates for additional services by position:

Principal: \$100Supervisor: \$57Staff Auditors: \$38

• Clerical: \$25

Lutkus said the committee (Cheryl Pinkham, Louis F. Abbotoni and himself) would review the proposals and make a recommendation to the Board of Selectmen.

Respectfully Submitted,		
Michelle Cameron, Town Clerk		