

# *Town of Manchester*

*Manchester, Maine, settled in 1775, became a town in 1850. The Town Seal pictures the Town Hall, built in 1852. It was located at The Forks, on the site of the present Fire House, and it housed a school for the center of town, as well as the town office. It burned in 1952. The other side of the medal shows the North Manchester Meeting House, located in the north part of town on Scribner Hill.*

*Medal designed by Roger Gould  
a Manchester Artist*

*Engraved and struck by:  
V. H. Blackington & Co., Inc.  
Attleboro Falls, Mass 02763*

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# ***IN MEMORY OF RANCE KNOWLES***

Rance R. Knowles, age 67 of Manchester passed away on May 29, 2005 at his home with his family at his side.

Rance was born in Gardiner, Maine on March 22, 1938. He served in the Army from 1962 to 1965. After his time in the service, he worked in many capacities for the town of Manchester. He was elected Selectman, nominated chairman of the Board, worked for a period of time as a Code Enforcement Officer in Manchester and Fayette. Rance was a firefighter for the Manchester Fire Department for 20 years. In 1988 he and his firemen purchased the Fire Truck #41. He organized the Junior Firefighter Program, from which his grandson, Darren, graduated and is still an active member of the Fire Department. During the ice storm of 1998, Rance and many volunteers were instrumental in feeding many folks who had no electricity. The fire station kitchen has been dedicated to Rance and his wife, Joanne Knowles for their many hours spent there. Rance was very proud of “his town” of Manchester.

Rance was an avid politician. He was a lifetime member of the Maine State Federation of Firefighters, the Maine Fire Chiefs Association, the State of Maine Board of Underground Tank Installers, Town Fire Warden, Fire Inspector, Emergency Preparedness Director and a member of the Manchester Lions Club. He participated on the hiring board of the Kennebec County Sheriff’s Office, co-founder of the Manchester Festival and Post 202 of AMVETS and an active member of Post 2 American Legion.

Rance enjoyed his gardens, cooking with his Grandchildren and spending time with his family. He was very proud of his three sons; Warren, Russell, Brent, their families and his two great-grandchildren, Camren and Emma. His door was always open and the coffee always on.

He is truly missed by his Family and his dog Jumbo and those who knew him for his dedication to the Town of Manchester.

**Manchester Town Office Information**  
**Telephone #622-1894**  
**Fax #622-1715**

**Hours:**

**Monday & Thursday** 8 a.m. – 4 p.m.  
**Tuesday** 8 a.m. – 6 p.m.  
**Wednesday** 8 a.m. – 12 p.m.  
**Friday** 8 a.m. – 2 p.m.

*The Office observes all State Holidays*

**Manchester Post Office Telephone # 622-9559**  
**For all Fire, Medical and other Emergencies dial: 911**

**Animal Control**

**Craig Whitten**  
(H) 623-8140  
(W) 287-5227  
(C) 446-2263

**Animal Damage Control**

**Fred Turner**  
(H) 582-2633  
(M) 215-3441  
Specializes in trapping small wild animals  
Charges a fee

**Game Warden**

**Kevin Anderson**  
547-5300

**Town Maintenance**

**Chris Tibbetts**  
592-5325

**Kennebec County**

**Sherriff**

Non Emergency  
623-3614

**State Police**

Non Emergency  
624-7076

**Concealed Weapons**

**Permit**

624-8775

**Manchester Elementary School**

12 School Street  
Manchester  
PO Box 87  
622-2949  
Fax #622-0616

**Maranacook Community School**

1001 Maine Street  
Readfield, Maine 04355  
High School – 685-4923  
Jr High - 685-3128  
Bus Transportation – 685-3621

**Superintendent's Office**

45 Millard Harrison Drive  
Readfield, Maine 04355  
685-3336  
Fax #685-4703

**Town of Manchester Attorney**

Steve Langsdorff

**Town of Manchester Auditor**

Runyon, Kersteen,  
Ouellette

## *“ATTITUDE”*

The Longer we live, the more we realize the impact of attitude on life. Attitude is more important than facts.

It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company...a church...a home.

The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain

way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude....

Life is 10% what happens to you and 90% how you react to it. And so it is within us ... we are in charge of our Attitudes. So...begin your day, making a difference.

# Elected Officials

## **SELECTMEN, ASSESSORS, OVERSEERS OF THE POOR**

*Terri T. Watson, Chair..... Term Expires, 2006*  
*Alec R. Rogers.....Term Expires, 2006*  
*Maynard E. Whitten, Vice Chair.....Term Expires, 2007*  
*Donald J. McLeod.....Term Expires, 2007*  
*Elaine Fuller.....Term Expires, 2008*

## **ROAD COMMISSIONER**

*Mark Walker.....Term Expires, 2006*

## **SCHOOL BOARD MEMBERS**

*Cathryn Stratton.....Term Expires, 2006*  
*Doug Ide.....Term Expires, 2006*  
*Sharon Miller.....Term Expires, 2007*  
*Linda Dodd, Chair.....Term Expires, 2008*  
*Joseph Ditre.....Term Expires, 2008*

## **SANITARY DISTRICT**

*James Nevins.....Term Expires, 2006*  
*Albert Tennant.....Term Expires, 2006*  
*Peter Dunn ..... Term Expires, 2007*  
*Scott Lyon.....Term Expires, 2007*  
*Robert Gasper, Chairman....Term Expires, 2008*

## **APPOINTED OFFICIALS**

### **Animal Control Officer**

Craig Whitten

### **Cemetery Sexton**

Audrey Irish

### **CEO**

Gary Quintal

### **Cobbossee Watershed**

Brian Sylvester

### **Constables**

Lendall Dudley

Julian Harwood

### **Dam Keeper**

David Dodge

### **Assistant Dam Keepers**

Charles Hippler, III

James Hippler

### **Fire Chief, Fire Warden & Emergency Preparedness Director**

Allan Hewey

### **Surveyor of Lumber**

Steve Elliott

### **Town Clerk**

Marilyn Palmer

### **Tax Collector/Treasurer**

Darlene Beaulieu

# Many thanks to our Board & Committee Members

## Appeals Board

David Bridge  
Scott Lyon  
Lawrence Ralph, Chairman

Ben Sechrist  
Shawn Smith

## Architectural Standards Committee

Sheila Axell  
Lee Bragg  
Lionel Gilbert  
Scott Lyon  
Ann Marie Mullen  
Jeremy Pare  
Alec Rogers  
Fred Snow, Chairman

## Beautification Sub-Committee of the Long Range Planning Committee

Janet Adelberg  
Bert Campbell  
Donna Dyer  
Vicki Kozak  
Ann Marie Mullen, Chairman  
Kari Mullen-McLaughlin, Secretary  
Marilyn Palmer  
Rita Oellers  
Vicki Oliver  
Lisa Rosmarin

## Budget Committee

Charlene Brousseau  
David Worthing  
Lendall Dudley  
Robert Gasper, Chairman  
Robert Gay, Jr.  
David Guillemette  
Charles Harding  
Charles Hippler, Jr.  
Barbara Jackson  
Patricia Leveen  
James Nevins  
Scott Lyon

## Conservation Commission

Garry Hinkley, Treas. - 2007  
Doug Ide, Vice - 2007  
Jeff Janell - 2006  
Paul Giguere - 2007  
Barbara Moss - 2008  
Martha Nielsen, Chairman - 2007  
Cindy Spence, Secretary - 2008

## First Park Representative

Michael Byron

## Alternate First Park Representative

Elaine Fuller

## Long Range Planning Committee

Mary Cloutier  
Ruth Daggett  
Donna Dyer  
Doug Ide, Chairman  
Vicki Kozak, Vice Chairman  
Wendy Miller  
Ann Marie Mullen  
Vicki Oliver  
Marilyn Palmer

## Planning Board Members

Lisa Frost - Secretary  
Lionel Gilbert - 2006  
Charles Hippler, Jr. - 2008  
Ronald Lachapelle - 2008  
Todd Mattson - 2008  
Thomas Milliken - 2007  
Fred Snow, Chair - 2007  
Leon Strout - 2006

## Recreation Committee

Jim Caston  
Bert Campbell  
Diane Daigle, Chairman  
Melissa Knowlton  
Vicki Kozak  
Margaret Manley  
Linda Carney-Smith

## Road Committee

Walter (Chip) Edgecomb  
Warren Foster  
Robert Gasper, Chairman  
Jim Nevins  
Harold Wood  
Phil Sawyer  
Brian Sylvester  
Mark Walker

**Boards and Committees  
from 7/01/05 - 6/30/06**

**VALUATIONS AND ASSESSMENTS  
FOR TAX YEAR ENDING  
JUNE 30, 2005**

**ASSESSMENTS:**

1. First Park	19,210.00
2. County Tax	217,476.66
3. Municipal Appropriations	1,109,155.34
4. Manchester/Maranacook School Appropriations	2,413,994.00
5. Cobbossee Watershed	16,825.00
6. Overlay (Not to exceed 5% of Net Assessment	19,733.09
Total Assessment	\$ 3,796,394.09

**Less Allowable Deductions:**

7. State Municipal Revenue Sharing	182,541.00
8. Homestead Reimbursement	85,528.64
9. Other Revenue	575,904.00
Total Deductions	\$ 843,973.64
Net Assessment	2,952,420.45

**REPORT OF THE**

## **BOARD OF SELECTMEN**

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*Dear Manchester Residents:*

*In my mind, the theme for this past year has been “taking care of business.” The revaluation will be completed at the end of this summer. Necessary repairs have been made to the Cobbossee Dam. A “road map” for maintenance of town roads has been developed by the road committee and adopted by the selectmen. The Long Range Planning Committee has established traditions in the Tree Lighting and Apple Festival events for townspeople. The Conservation Commission is cleaning up town and has begun the process of looking into future solid waste disposal plans. The office staff has incorporated new efficient technology in order to assist the townspeople with town business. Manchester has hosted two meetings devoted to working with other area communities in saving money through a regional approach to buying services.*

*As I read reports from the chairmen of other boards and committees in town, I am impressed by the efforts of so many residents in making Manchester safer, cleaner, and more attractive, with places and events to gather as a community.*

*I want to thank the office staff for their daily efforts on behalf of residents. We are fortunate to have so many talented and dedicated employees. This year, ending my third year as chairman of the board, I would like in particular to recognize Mark Doyon, Town Manager. He has guided the selectmen and provided us with the information we have needed to set policy and make decisions. I thank him for his willingness to take on an enormous amount of responsibility for a variety of projects on behalf of all of us. His exceptionally good humor has made it look easier than it has been.*

*On behalf of the Board of Selectmen, I invite you to contact any of us at any time with questions or concerns that arise. We particularly invite you to come to the annual town meeting. For my part, annual meeting is a wonderful opportunity to gather and celebrate living in this town.*

*Sincerely,*

*Terri Watson  
Chairman*

## TOWN MANAGER

---

*Dear Manchester Residents,*

*It is with pleasure that I submit my report for the 2005/2006 Annual Report. The annual report presents an overview of the major departmental activities as well as Manchester's detailed financial information and plans for the future.*

*As a community we have moved forward in many areas and I would encourage you to read the various reports from the town officials and committees for more details. As one example, the Board of Selectmen hosted several meeting with the Selectmen from neighboring communities to explore ways to collaborate on a regional level. These meetings were met with enthusiasm and have resulted in several topics being identified as having potential cost savings. Another example of collaboration is the new Maranacook Recreation Program which provides recreational opportunities for middle school children and is now offering several trips for adults.*

*Last year we successfully launched a town web site. A section of the site offers residents the option of renewing vehicle registrations on line through the "Rapid Renewal" program. Over the past year, we have revamped our website and continued to expand our electronic presences. This was accomplished with the introduction of the MOSES (Maine Online Sportsman Electronic System) program and the issuance of burning permits through a link with the Maine Forest Service. In the near future the Central Voter Registration Program will come on line and there will be even more town information available on the town's web site.*

*Our revaluation continues to move forward and we are on schedule to have the process completed by the fall of 2006. I am confident this process will distribute the tax commitment equitably with a corresponding reduction in the mil rate.*

*Over the past year we have completed many road projects. An almost one mile section of the Prescott Road was rebuilt and the drainage along this section saw many improvements. Throughout the summer, the town paved over three miles of roads and streets. We have several more construction projects in the works and we look forward to continued improvements in our road infrastructure.*

*There are many people that assist in making a community successful and I would like to take this opportunity to thank them publicly. First to my family, Sue, Zac and Ethan Poulin, who understand the amount of night meetings involved in serving the community. I am grateful for their love and support and I appreciate that they always remember to turn on the night lights and leave a snack in the fridge.*

*I would like to thank the Board of Selectmen for their leadership and support. I have found their wisdom, tinged with their unique sense of humor, to be invaluable and profoundly helpful.*

*Speaking of residents, there are many energetic volunteers who serve on the town's various boards and committees who contribute immense amounts of personal time in making Manchester the best place to live. I wish to extend my deepest thanks and sincere appreciation to every one of you.*

*Next, to the Town's employees: Darlene Beaulieu, Tina Cagle, Lisa Frost, Chuck Jordan, Marilyn Palmer, Gary Quintal and Chris Tibbettes. Your commitment and dedication to the Town of Manchester is an inspiration and it is a distinct pleasure to be surrounded by a team who takes pride in serving the public. You are the magical individuals that make the town operate smoothly on a daily basis. I consider myself fortunate that our paths have crossed. And I appreciate the invaluable contributions and the sense of humor that each one of you brings to our often hectic and demanding schedules. The personal sacrifices, commitments and respect that all of you demonstrate to each other and to the public reinforce my belief that you are the finest people that I have had the privilege to be associated with.*

*But most important, it is for you, the readers of this annual report to determine how successful our collective efforts have been over the past year. I appreciate citizen involvement and the people that contact the office to offer an opinion or take the time to bring a problem to our attention. Your comments and suggestion are very important and very much appreciated.*

*And finally, despite the strong likelihood of continued financial and other pressures, I remain optimistic about the future of our community. I am certain that by working together as a town and utilizing our collective resources that we can meet any challenge. As Margaret Mead once said, "Never doubt that a small group of thoughtful citizens can change the world; indeed, it is the only thing that ever has." I encourage anyone with suggestions on how to improve our community to please contact me directly at [mantownmgr@adelphia.net](mailto:mantownmgr@adelphia.net) or by phone at 622-1894. The door to my office is always open. So please feel free to stop by, put your feet up, get comfortable and tell me what's on your mind.*

*Respectfully Submitted,*

*Mark R. Doyon  
Town Manager  
[mantownmgr@adelphia.net](mailto:mantownmgr@adelphia.net)*

## CLERKS CORNER

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*Dear Manchester Residents,*

*I would like to begin by saying to the residents in town, Thank you for your concerns about my son Corey, who was in Iraq for a year. For those who don't know, he returned to the states in January and is stationed at Ft. Stewart, Georgia. Our family is so grateful and blessed for his safe return.*

*Now, to fill you in on the fiscal year,  
On July 13<sup>th</sup> 2005 I was sworn in as the Registrar of Voters.  
As of April 2006 we have a total of 2,279 registered voters.*

*I received from the Secretary of States office a desktop computer, flat panel monitor, anti-virus software, a printer, an image scanner barcode scanners and label printers for use with the Central Voter Registration System (CVR).*

*What are the benefits of this CVR System?*

*The CVR will:*

- \* Enable immediate real-time internet connection and electronic access to a central system.*
- \* Ensure that municipal officials maintain the authority to add and delete registered voters within their jurisdictions.*
- \* Provide verification and query capabilities with other municipalities and State agency data.*
- \* Accommodate electronic signature image storage and retrieval.*
- \* Prevent unauthorized access.*
- \* Provide library management, absentee ballot processing, ongoing administration, pre-election preparation, and petition certification.*
- \* Allow more comprehensive reporting and online inquiry capabilities.*

*I will be attending the "Track 2" training on functions of the CVR and ElectioNet software. A hands-on training class will teach; how information is entered into the system; how information is changed; how information is retrieved; how elections are managed; and how reports are generated.*

*You probably have notice a change in your Boat and ATV registrations. We now have access to doing registrations on the "MOSES" program from Inland Fisheries and Wildlife*

*I have attended many workshops during the year and joined a county Clerks Association.*

***DOG LOVERS!** According to the Animal Welfare and Regulations, it is my responsibility as Clerk to carry out the duties of licensing dogs in accordance with Chapter 721, for the Town. For those of you who own a dog 6 months of age or older need to license your dog with the Town. We need to see proof of rabies and if your dog is capable or incapable of producing young. You should keep in mind that we have records of the dogs licensed and it could be very helpful if you should lose your dog.*

***Something exciting happens in the fall. I gather up all kinds of dog toys, food and gift certificates donated from local dog businesses, to put together in several baskets. Those who license their dog before December 31<sup>st</sup> for the following year are entered into our dog basket drawing. I find this to be a wonderful incentive for our residents and it's rewarding when the names are drawn to see the excitement of our residents who have won. Just think you could be the next WINNER!***

***So, for those who own a dog and have not licensed with the town, I strongly advise that in the fairness of those who do, that it could be for the safety of your loved one, (your dog) that you come in to license with the town.***

***Also, a person having 5 or more dogs for the purposes set forth in Section 3907, Subsection 17 shall obtain a kennel license from the clerk where the dogs are kept. Our Animal Control Officer, Craig Whitten must inspect annually a kennel prior to the municipality issuing a kennel license. Inspections must be conducted in accordance with the sanitation and health rules established by the department for compliance with laws and rules. Kennel owners shall pay a fee of \$42 for each license to keep dogs. A kennel owner may not keep more than 10 dogs per license.***

***I would like to let you know that our Animal Control Officer Craig Whitten takes calls on Domestic Animals Only. If you need to reach him at any time, you can contact him on his Cell phone # 287-5227 or Home phone # 623-8140.***

***If you are calling about a Deer or any Non-Domestic contact the Game Warden Kevin Anderson at 547-5300 and if you have a problem with a Skunk you may want to call Animal Damage Control Cooperator Fred Turner Tel # 582-2633 or #215-3441. Fred does charge a fee for his services.***

***I would like to say thank you to my Deputy Tina Cagle for all she does to help me out during some very busy days, and Town Manager Mark Doyon for all his help and support. Also, my thanks to the energetic staff who are always willing to lend a hand.***

***If you have any questions or concerns feel free to email me at [mantnclerk@adelphia.net](mailto:mantnclerk@adelphia.net).***

***Respectfully Submitted,***

***Marilyn Palmer, Town Clerk & Registrar of Voters  
[mantnclerk@adelphia.net](mailto:mantnclerk@adelphia.net)***

## ***ADMINISTRATIVE SECRETARY, DEPUTY CLERK & WEBMASTER***

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*Dear Manchester Residents,*

*Welcome to the Town of Manchester's new website!*

*Our address is [www.Manchester.govoffice2.com](http://www.Manchester.govoffice2.com). You will find a wealth of information right at your fingertips; including meeting minutes, building permit information, local events and so much more.*

*This site is another way to provide outstanding customer services to our residents, businesses and to visitors of Manchester. Everyone has been pleased with the feedback that we have received to date. Please let me know if you have any suggestions to improve the electronic version of our town office. We also appreciate constructive criticism and other ideas on how to improve this site. Please click on "Contact us" section to leave a comment or to contact us.*

*Respectfully Submitted,*

*Tina L. Cagle  
Deputy Clerk/Webmaster  
[manadmasst@adelphia.net](mailto:manadmasst@adelphia.net)*

## **TAX COLLECTOR/TREASURER**

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*Dear Manchester Residents,*

*It has been another busy year at your Town Office. I am pleased to report that all Real Estate Taxes for the fiscal year 2003-2004 has been collected in full! What a wonderful feeling to have such great cooperation from the community.*

*Runyon, Kersteen, Ouellette have completed their audit for fiscal year 2004-2005. I am happy to report that our auditors have expressed a great deal of satisfaction with the Town's financial position. They were pleased to see that the collection rate on taxes is at 98.6%.*

*I have completed the Municipal Leadership Program and received my certificate, which I had reported to you in the last annual report. I met other municipal employees from different communities who shared some of the challenges they encountered while working for their communities. During this program we were assigned to do a case study on a factious community that dealt with economic growth. Our presentation tied for 1<sup>st</sup> place. It was a great experience for me to be able to attend this program and will be useful in my work environment.*

*I also attended a Moderator's Workshop which was a good learning experience. For the past year, I have been Deputy Moderator for the Town. Although I have never had to moderate the town meeting, I have been present at the elections. I am pleased to assist our Town Clerk, Marilyn Palmer with this task. I found that that task is not as easy as our moderator make it appear at the annual town meeting.*

*I am presently working on being certified as a Municipal Treasurer/Tax Collector through the Maine Municipal Treasurer/Tax Collector Association. This is a continuing educational opportunity and I hope to reach this goal within the next 2 years.*

*I would like to take this time to express my deep appreciation to Arlene Lebel for filling in at the Town Office on an "as needed basis". To our new Deputy Treasurer/Tax Collector, Lisa Frost who brings a great deal of experience and enthusiasm to the table thank you for your assistance. Both are wonderful deputies to have as part of our office team. Many thanks to our Board of Selectmen, Town Manager, Mark Doyon, and the rest of the staff for their dedication and support throughout the year; it is a pleasure working with such a wonderful group of professional people.*

*Respectfully Submitted,*

*Darlene Beaulieu, Treasurer/Tax Collector  
mantreatc@adelphia.net*

## **REPORT OF THE ASSESSOR**

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*The Assessing Department is charged with the responsibility of evaluating, listing and valuing all property within the town. We maintain tax maps, track all property ownership, review all building permits, administer State current use programs (tree growth, farm and open space) and determine eligibility for homestead, veterans and blind exemptions.*

*The Selectmen signed a contract with William E. Van Tuinen Tax Assessment Services, a Maine-based company, to complete a revaluation to be finalized in September 2006. Tax appraisers representing this company, Alan Gove and Jake VanTuinen have been gathering property data since the fall of 2005. Ongoing information about the project has been made available via the Manchester Messenger, Kennebec Journal, and the town website at [www.manchester.govoffice2.com](http://www.manchester.govoffice2.com). We will continue to utilize the above information avenues as a means for communicating to Manchester residents all pertinent information and scheduling for the revaluation project.*

**By Contract:**

*The company shall notify property owners in writing of the new appraised values no later than 30 days prior to completion of the project. (An estimated tax will be included in the notification.)*

*The contractor shall conduct sufficient informal public hearings to accommodate reasonable taxpayer requests, on an appointment basis, to discuss and explain the valuations with the individual property owners.*

*The project shall be completed by September 30, 2006.*

*There may be some concern from new residents when the new tax bills are sent out as to why their tax record is still under the former owner's name with their name listed as "care of." For new owners since 4/1/06, records will list ownership as "care of" their name until 4/1/07 when the prior owner's name will be removed. If you wish to check your account, please feel free to call the Assessing Department.*

*As of April 1, 2006, as a result of the revaluation, taxpayers will receive the maximum allowable by State law for the homestead, veterans, and blind exemptions.*

*If you are a veteran, or a widow of a veteran, who is or would be 62 years of age or 100% disabled, you may be eligible for a Veteran's or Veteran's Widow Exemption. Applications must be filed by April 1<sup>st</sup> in the year for which you are seeking the exemption.*

*The Assessing Department urges all taxpayers to take the time to investigate the Maine Residents Property Tax and Rent Refund program. The last filing deadline for the program was May 31, 2006. This last filing was for refunds that were calculated using the yearly tax bill based on the April 1, 2004 valuation, Manchester's 2005 tax bill. The next cycle of the program will provide refunds using the April 1, 2005 valuation, Manchester's 2006 tax bill. Additional information on this program is available via the internet at [www.maine.gov/revenue](http://www.maine.gov/revenue), by phone @ 207-626-8475, by mail Maine Revenue Services, PO Box 9116, Augusta, Maine 04332-9116, or contact this department for information or assistance. The Legislature expanded this program and it is estimated that over 200,000 Maine households now qualify for property tax and rent refunds.*

*As always, the goal of this department is to treat all taxpayers fairly and equitably. If you have any questions or concerns, please feel free to contact us.*

*Respectfully submitted,*

*Charles A. Jordan, CMA  
manassess@adelphia.net*

***CODE ENFORCEMENT OFFICER***

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This report covers the calendar year of 2005, January through December. The total number of building permits issued was 90, an increase from 89 issued in 2004. The revenue from building permits was \$8,825.99 vs. \$9,138.74 in 2004. These building projects had an estimated cost of \$4,507,650.

The following is a list of the various construction projects:

A. Accessory Structures	10
B. Buildings Commercial	4
C. Commercial Additions / Renovation	4
D. Demolition	4
E. External Plumbing	18
F. Fill / Earth Moving	14
G. Garages Residential	5
H. Home / Mobile	1
I. Interior Plumbing	24
J. Residential Additions	3
K. Residential Renovation	12
L. Land permitted as Gravel Pits	7
M. Misc. (pools, walks, floats)	6
N. Non Res. Renovations/ Seasonal	8
O. Ordinance Violations	2
P. Paving / Driveway etc.	14
Q. Seasonal Conversion	2
R. Residential Building	8
S. Signs	2
T. Timber Harvesting	7

All construction projects require a Code Officer review. Projects valued at \$1,000 or more (labor cost included) will be charged under the Town's fee schedule. All pavement projects (resurfacing or new pavement) will need to be reviewed, including private driveways. Any construction within 250 feet from normal high water will need Planning Board approval prior to any activity in the Shoreland District.

There were 42 plumbing permits issued in 2005 vs. 51 in 2004. The revenue from plumbing permits was \$ 3,955.65 vs. \$2,557.00 in 2004. These plumbing projects include internal renovations, new fixture installations and new or replacement subsurface wastewater disposal fields.

State of Maine plumbing applications are available in the Code office for your plumbing needs and all work shall follow the new state guidelines. Please call the Code Officer at the Town Office with any questions about the Land Use Ordinance and permit requirements before you start your project.

Respectfully Submitted,

Gary Quintal  
Code Officer & Local Plumbing Inspector  
manceo@adelphia.net

***ROAD COMMISSIONER***

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*The Town of Manchester wishes to thank Mark Walker for his many years of service to the town as Road Commission.*

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**MANCHESTER ROAD COMMITTEE**

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*During the last year, the Road Committee reviewed and recommended a series of projects to the Selectman for completion. The Committee conducts a review process that prioritizes projects and estimates costs of completion. As you might imagine, there are always more projects that could be done than there is money to do them. Nonetheless, the Committee believes that the most important projects are usually completed.*

*Each year the Committee tries to accomplish at least one large project in addition to other maintenance projects. This last year we made substantial improvements to the Prescott Road near its intersection with Scribner Hill, Lyons and Summerhaven Roads. We also improved the stream crossing on Kenniston Street.*

*During the next year we are planning to rebuild the east end of the Kern's Hill Road and replace a major culvert on the Prescott Road near the Cram Road. These two projects alone will use nearly half of the road budget.*

*The Committee would like to thank the Selectmen for their support of our project analysis process and thank the citizens for the financial support necessary to keep Manchester roads in reasonable condition. If you have issues you would like considered, please contact one of the Road Committee members below.*

*Respectfully Submitted,*

*Robert Gasper, Chairman  
Warren Foster  
James Nevins  
Chip Edgecomb*

*Brian Sylvester  
Scott Lyon  
Harold Wood*

**PLANNING BOARD**

Development activity involving reconstruction and/or expansion was relatively high in the Shore land District (SD). Permits, which were issued following Planning Board review include:

<u>Applicant</u>	<u>Permit</u>	<u>Use</u>
Barnes Trust (SD)	Conditional Use	Removal/Expansion
Deborah Bickford	Conditional Use	Day Care Expansion
Bryan Carlson	Conditional Use	Stockade Fence (SD)
Dave Clark	Conditional Use	Coffee Vendor
David Dale	Conditional Use	Take-out Restaurant
Heather Davidson	Conditional Use	Expansion (SD)
Keith Frawley	Conditional Use	Removal/Expansion (SD)
Lawrence Goggin	Conditional Use	Removal/Expansion (SD)
Kennebec Savings	Special Exception	ATM Building (SD)
Brenda Laverdiere	Conditional Use	Expansion (SD)
Maine Hospice Council	Conditional Use	Storage Shed
Jennifer Michaud	Conditional Use	Day Care Facility
Thomas Milliken	Conditional Use	House Construction (SD)
Lee Richards	Conditional Use	Reconstruction (SD)
Robin Robinson	Conditional Use	Horse Care/Pasturing
Paul Sousa	Conditional Use	House Construction (AMD)
Eric Stram	Conditional Use	Reconstruction (SD)
Treasure Equestrian Cntr.	Conditional Use	Additional Building
Gary Violette	Special Exception	Office Buildings (SD)

Fifteen years ago as part of Manchester's Comprehensive Plan, a survey was conducted to determine residents' attitudes about the effects of growth and other land use issues. Residential satisfaction with Town services, facilities and programs, and their desire to expand or develop new ones were also evaluated.

This winter the Planning Board decided it was time that another attitude survey be developed and conducted to determine if and how much residents' attitudes have changed concerning these issues since 1991. Many of the same questions from the original survey along with some new ones from the Planning Board have been included as part of a new survey. Unlike past Town surveys names were drawn randomly from a list of all property owners to develop a scientific sample to assure that the results truly represent the thinking of Manchester Residents. The survey has been mailed to each resident selected as part of the sample (295). Knowing where residents stand on the issues mentioned above will provide valuable information that will help indicate and guide future directions for Manchester and how tax dollars should be spent.

The Planning Board meets the first and third Tuesday of each month and all meetings are open to the public. The Board appreciates the valuable assistance of Planning Board secretary Lisa Frost and CEO Gary Quintal.

Respectfully Submitted,

Fred Snow, Chairman

**MANCHESTER FIRE DEPARTMENT**

Dear Manchester Residents:

If interested in joining a trained group of professionals please contact Chief Allan L Hewey, 622-3243.

*ATTENTION ANYONE NEEDING BURNING PERMITS!*

The State Dept. of Conservation has changed the rules regarding obtaining burning permits. As of June 27, 2005 ALL burning permits in the town of Manchester will be obtained online at a cost of \$7.00. If you do not have a Computer with the capabilities of getting a permit online you may come into the Town Office during normal business hours and the staff will assist you with our computer and internet connection. Please be sure to bring your credit card to enter. All outdoor burning will require a permit.

The site address to obtain a permit is: [www.maineforestservice.org](http://www.maineforestservice.org) and click on Forest Protection at the top of the page.

Again please note that this is not our idea. This is direct from the Dept of Conservation. Any questions please call Chief Allan L Hewey @ 622-3243.

**TOWN OF MANCHESTER  
FIRE DEPARTMENT**

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Mrs. Larrabee and Mr. Trask were honored at the Sixth Annual Elder dinner. The Manchester Fire Department and its members put this event on each year for all Manchester residents 73 years and older. Fine food, music and great friends! We appreciate our senior residents!

Fundraising was a huge part of the Manchester Fire Departments goals this year. They did car washes, suppers, breakfast, honorary memberships and raffles. Because of the Town of Manchester's dedicated citizen's, Fire Department members ongoing efforts, the fire department raised enough donated funds to purchase a 2006 KUBODA RTV 900 Diesel Four Wheel Drive Off-Road Utility Vehicle.

Stop in on any given Wednesday evening around 7:00 pm and the fireman will give you a tour.

Auxiliary donated over \$1,000 towards our new ATV.

Senior Captain Bug Cram, Jr., FFER,  
Brad Hewey & Firefighter Don Smith

2005 Spirit of America honors the following from our Town's Fire Department

DON SMITH - Project of the Year "Elder Dinner"  
BRAD HEWEY – Youth Junior Firefighter  
BUG CRAM – Adult – Senior Captain

Three people from the fire department were honored with the award for volunteering their time, efforts and heart.

This goes above and beyond the "call-of-duty".

Fire Prevention's public education takes place throughout the year in the school, local daycares and fire station tours. Every October, our fire prevention officer, Josh Black, goes to the elementary school to teach children ages K – 3<sup>rd</sup> grades how to protect themselves and their families in the event of a fire in their home.

The Town of Manchester's Fire Department has a proven Junior Fire Department program. Firefighters Darren Knowles, Josh Hall, Josh Black, Travor Robinson, Caleb Hewey, Nyssa Robinson and Chad LeClair all joined the Fire Department as a high school student. Presently, in the event of an emergency at your home, you will still meet these dedicated volunteers to aid and assist when the duty calls. From Junior Firemen to Fireman. These individuals all grew up serving Manchester and continue to live and proudly serve our town.

Quite often you will see the Fire Trucks outside with about 30 people moving around and about with clip boards and equipment. You'll hear the sirens wale, radios being checked, equipment being started and trucks being taken for a road test. This team of fire personnel is ever ready to assist their community in the event of an emergency.

We have two fire engines, one tanker, one utility truck, one forestry truck, one boat and one all terrain vehicle.

10 SCBA's, two cold water rescue suits, one thermal image camera, CO2 monitor, five generators, axes, and 1000's of feet of fire hose. From the hose to the sharpening of the ax, it all gets checked and prepared.

Over 60+ hours of training is provided each year.  
Currently the department is providing training of the new Firefighter I program.

Respectfully Submitted,  
And with Appreciation to all,

Chief Allan L. Hewey

## ***LONG RANGE PLANNING COMMITTEE***

---

***Dear Manchester Residents,***

***The last year has been another busy one for the Long Range Planning Committee. The Apple Festival continues to grow and be successful, and the Tree Lighting drew a big crowd this year. Both events will be offered again this year.***

***A new trails network was established behind the North Manchester Meeting House in the Allen-Whitney Memorial Forest. Several miles of trails are available for nonmotorized use. Eagle Scout Phil Harrington built a kiosk at the trailhead to guide visitors. This trail network will expand next year. Our thanks go to the New England Forestry Foundation and Pastor Stan Moody and his congregation for their support.***

***Be sure to check out the gardens and plantings around town that are the result of the hard work of the Beautification Subcommittee. More is in the works, including the development of a half-mile "lily walk" around the town center complex.***

***We are once again grateful for the support of many people, local businesses, and community groups for the hundreds of hours of volunteer labor and thousands of dollars in donated funds and materials. Many thanks to all of you for your generous contributions to the Town of Manchester.***

***There are a lot more great things to accomplish, and as always we can use your help and support. Volunteers are always welcome, and we have a wide variety of ongoing projects to suit anybody's taste. Please contact the town office if you'd like to help us out.***

***Respectfully Submitted,***

***Doug Ide, Chairman  
Long Range Planning Committee***

## CONSERVATION COMMISSION

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*Dear Manchester Residents,*

*2005-2006 marked the second year of the Manchester Conservation Commission. We spent a busy year getting going on a number of projects we plan on continuing over the next few years. Our first accomplishment was the adoption of a logo, designed by David Silsby. We collaborated with the Hallowell Conservation Commission on the development of a trail map and brochure for Jamies Pond, which has been printed and is available for free in the Manchester Town Office. We helped sponsor signs and trails maps for the Allen-Whitney Memorial Forest, which are in production. The Conservation Commission is also in the process of producing an open-space map for the Town of Manchester, which will show public open spaces and private natural areas that have been opened to the public for recreational purposes. The Conservation Commission conducted a recycling and solid waste survey of residents, and has begun discussions with Hallowell and Readfield on less expensive options for solid waste disposal for the Town, as well as possibilities for enhanced recycling. Our biggest single event of the year, was to sponsor a town-wide roadside litter cleanup on April 29, which was a huge success, and was covered in the Kennebec Journal. Over 50 volunteers spread out over our town to pull two dumpsters full of trash out of ditches and roadsides! Many groups and families participated in what we hope will be only the first of an annual event. Thank you! This effort was supplemented by a great crew from the Central Maine Pre-Release Center, who picked up several trucks full worth of garbage and over 100 tires from the Summerhaven area. Worthing Waste Systems very generously donated their trucks, time, and dumpsters for these two efforts.*

*Respectfully Submitted,*

*Martha Nielsen, Chairman  
heynielsen@adelphia.net*

## ***ARCHITECTURAL STANDARDS COMMITTEE***

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**Dear Manchester Residents,**

***The primary concern expressed by opponents of architectural standards proposed at our last Town meeting was that there had not been sufficient time to study, understand and evaluate them. Toward addressing this criticism the Board of Selectmen appointed a committee representative of interests concerned with the appearance of new commercial development in the Village and General Development Districts (mostly along Western Ave.). Three members of the committee own highway-dependent businesses along Western Avenue in Manchester: Sheila Axell, Vice-Chairman Scott Lyons, and Chairman Fred Snow. A fourth member, Selectman Alec Rogers, owns a highway-dependent business between Whitten Road and I-95 in Augusta. Other members include: Lionel Gilbert representing the Planning Board, Ann Marie Mullen and Doug Ide representing the Long Range Planning Committee, and Vicki Kozak, Jeremy Pare, and municipal attorney Lee Bragg rounding out the committee as citizens-at-large.***

***Most provisions of the draft architectural standards at last years Town meeting, which are limited to nonresidential development in the Village and General Development districts, have been used successfully by other communities and are considered to be model standards. The Architectural Standards Committee is reviewing these standards to determine what seems most applicable to Manchester. Following a public hearing the committee will propose a set of recommended architectural standards.***

***Respectfully Submitted,***

***Fred Snow, Chairman***

## **CEMETERY SEXTON**

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*We have a lot of work that needs to be done in all cemeteries, such as fence repairs and tree work. The new addition of land to the Forks Cemetery needs to be mapped out for lots to sell.*

*We ask that no one plants trees unless they are real miniatures on lots as future generations will be doing what is happening now. Any shrubs that are planted need to be kept trimmed.*

*We would appreciate anyone having urns and pots on lots to please remove them in the fall for the winter months and return them early in the spring, or we will be disposing of them.*

*As Cemetery Sexton it is very important to have the last resting place of our family looking neat. If you need to reach me please feel free to contact me at 622-0158.*

*Respectfully Submitted,*

*Audrey Irish, Town Sexton*

## **MANCHESTER**

## **RECREATION COMMITTEE**

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*Last year we reported on joint programming with the other towns in our CSD community in an effort to provide adult recreation services and a pilot summer recreation program for our Middle School students. We are happy to report to you that our Middle School Program was a great success where we offered both summer and winter recreational opportunities. We are pleased with the response from our communities! For our adults, some enjoyed the SeaDogs game while others enjoyed the Maranacook performance of Urinetown. Look for other great community events coming up!*

*We are expecting another successful summer for our children participating in the Manchester Summer Recreation program. You may notice that costs for managing the program have increased due to bussing costs and minimum wage, therefore, causing an increase in the fees for this program.*

*As the diversity and scope of our recreational opportunities changes, the committee has found it necessary to create policies. These initiatives while still in draft form include a facility use policy for the use of our fields and inter-local agreement for our joint recreational opportunities. We hope to finalize these policies shortly and have them available at our town office.*

*Lastly, we would like to thank the Lion's Club for the fantastic job renovating the Vaughn Field for youth participating in baseball and softball.*

*Respectfully Submitted,*

*Diane Daigle  
Chairman*

## ***MANCHESTER HEALTHY FUTURES***

---

Here we are again with those Longfellow's Walking Maps!! Six trails; some in and some outdoors. Check them out; they're in the neighborhood!

Manchester Healthy Futures is a volunteer group of Manchester neighbors, working together to improve the health, safety and quality of life for ourselves and all our neighbors in town. We meet six times a year on a Tuesday from 6-7:30PM and any Manchester Resident is welcome to attend. Please call Annette Peabody (622-6848) or Pat Hutchinson (622-3506) for more information.

We are part of Healthy Futures, which is comprised of the 8 towns west of Augusta – Manchester, Winthrop, Monmouth, Wayne, Readfield, Mt. Vernon, Fayette and Vienna – all working toward the same goals of health, safety, injury prevention and improved quality of life for us all. The service of a Nurse Health Advocate, who currently visits 60 of our neighbors in town, is provided from our central office in Winthrop.

*Our Goals for 2006 are*

1. To continue current programs, such as the blood pressure screenings, bookcase information at the Manchester Town Office, Post Office, Elementary School, and the daycare guest reading program.
2. To advise the Manchester Selectmen on the activities of Manchester Healthy Futures twice a year and our neighbors by a written annual report (available on the bookcases).
3. To provide timely information for inclusion in each edition of the Manchester Messenger – articles in all publications in 2005-2006.
4. To explore and publish additional indoor and outdoor walking opportunities in town, such as the six measured paths at Longfellow's Greenhouses.
5. To update and expand the Manchester Volunteer Nurses' List, Volunteer Transportation List, and the Volunteer Daycare Guest Readers' List
6. To collaborate with other groups and activities in town and in the region, such as the Manchester Neighbor to Neighbor help availability identification effort, the Manchester Biking/Walking Subcommittee of the Long Range Planning Committee and its efforts to promote safe walking paths in town for residents of all ages and abilities, and Healthy Communities of the Capital Area (Southern Kennebec Healthy Communities and Getting Healthy, its Healthy Maine Partnership)
7. To begin a Manchester Senior Citizens Initiative, seeking to identify and assess our senior neighbor's awareness and use of services available to them, provide information for them on all resources available and provide a neighbor-to-neighbor contact within our town.

Thank you for your continuing involvement in & support of your community & neighbors.

## **MANCHESTER ELEMENTARY SCHOOL PRINCIPAL'S REPORT**

---

*Dear Manchester Residents,*

*As we come to the close of another school year, I am pleased to report to you that this year has been filled with wonderful opportunities for students, staff, parents and community members to be part of a collaborative effort to ensure excellence within our school. You, the citizens of Manchester, have once again demonstrated, through your budgetary support of our programming, that you want our youngsters to have opportunities to expand and enrich their knowledge in many areas. In addition to regular classroom instruction, our students participate in instruction relating to technology, music (vocal and instruments), physical education, guidance, foreign language, gifted and talented education and art. While many of these areas are not covered under the Essential Programs and Services (EPS) model of state funding, the Manchester School Community recognizes that these are all critical components to an overall successful school program. As a result of this strong commitment, we are able to prepare our students well for future learning and performance opportunities.*

*In terms of the facility this year, it continues to be a central location for all sorts of community and district sporting and cultural events. Community members use the gym constantly throughout the year for a wide variety of purposes. Whether it be basketball, volleyball, baseball or recognition events, the wonderful space that this facility provides confirms the decision made years ago by the voters of Manchester to enlarge the multi-purpose room to accommodate all of these events. Another advantage of this space is that cultural programs often come to us during the day. The Portland Symphony Orchestra Kinderkonzert Series is an example of this. While other schools must bus their students to our school for this event, we do not and as a result, save some transportation money in the long run. Regarding building maintenance, we will continue this summer to address both long and short-term repairs to the building. Last year, we completed a 5-year process of adding vinyl siding to the building. This year, we will enter into a similar process of maintaining and/or replacing certain sections of the roof. This year we will replace a section of the roof above grades one and two where we have experienced some minor leaks in the past year.*

*As we end this year, we do so with lots of mixed emotions as we are saying goodbye to a teacher who has been providing skillful instruction to your youngsters for 24 years here at Manchester Elementary. Carol Marascio will be retiring this year and all in the Manchester School Community want to thank her for her many years of dedicated service to our children. We wish her well in her retirement and hope for many years of happiness and joy as she and her husband Jim continue their love of traveling and spending time with their grandchildren.*

*In closing, we can't talk about another successful year without talking about the importance of our P.T.C.O. (Parent Teacher Community Organization). This organization is filled with parents who are truly committed to ensuring that our students get the BEST of everything. Led by officers Penny Shaw, Lauri DuBois, Nora Dore, and Sally Garand, the members work tirelessly during the year to make sure that we have the funding necessary to support all of our enrichment programs. Without their support, our school programming would be diminished.*

*Respectfully Submitted,*

*Rick Wilson*

## **SUPERINTENDENT OF SCHOOLS**

---

*Dear members of the Manchester community:*

*I bring you greetings from the School Union and CSD. Once again, it has been my pleasure to serve your community as its Superintendent of Schools. Our District continues to be recognized across the State and Nation for the good work that we do with the children of your community and all communities served by the District.*

*Last year, I wrote to you about a number of initiatives that have changed the way we do business and receive funding. The State's new Essential Programs and Services model posed new challenges to the District in how it determines its budgets. Our open forums and transparent means of developing our budgets were recognized by Geoff Herman of Maine Municipal Association at its Fall Conference. Jim Rier, from the Maine Department of Education, also agreed with Geoff's assessment.*

*A Special Purpose Bill was approved by the Legislature that helped to minimize the impact of EPS on our four communities. We received overwhelming support for this piece of legislation and have been successful in implementing its impact upon our four communities. I appreciated the great Town turnout last spring as we discussed this bill.*

*The change to our form of governance has been implemented this year. The new governance structure minimized the number of school board meetings, but provided a more improved method of conducting the school district's meetings and needs. This new structure will be reviewed by the close of school this spring. Most Board members report that it appreciates the time they've committed to helping to run the District and forces us to be more efficient in our meetings.*

*The School District experienced a School Administrative Unit Review by the Department of Education that examined how we've built and implemented our Local Assessment System. The four visitors were duly impressed with the good work that has gone on over the past 4 years to develop this system in compliance with Chapter 127 of State Statutes.*

*Many of our staff have been recognized for their excellence in the field of Education. Many new initiatives have been undertaken that broaden the horizons of all of our students. Many of these individuals have been promoted through our Chalkboard publication. We, as a staff, do appreciate the broad base of support we receive from our constituents and welcome the opportunity to continue to offer exceptional educational offerings for our students.*

*Please find below your elementary school and Maranacook's enrollments as of October 1, 2005.*

<i>Grade</i>	<i>Enrollment</i>	<i>Grade</i>	<i>Enrollment</i>
<i>K</i>	<i>34</i>	<i>6</i>	<i>31</i>
<i>1</i>	<i>29</i>	<i>7</i>	<i>37</i>
<i>2</i>	<i>33</i>	<i>8</i>	<i>32</i>
<i>3</i>	<i>29</i>	<i>9</i>	<i>32</i>
<i>4</i>	<i>32</i>	<i>10</i>	<i>42</i>
<i>5</i>	<i>32</i>	<i>11</i>	<i>39</i>
		<i>12</i>	<i>51</i>

*I wish you a happy and healthful spring and summer and look forward to our reunion this fall.*

*Respectfully Submitted,*

*Richard A. Abramson  
Superintendent of Schools*

## **MANCHESTER COUNTRY RIDERS SNOWMOBILE CLUB**

---

*Dear Residents,*

*As you know, this past winter, with the lack of snow, has been great for some and a recreational/economic hardship for others.*

*You've probably seen on the news or read in the paper about many businesses that have taken a hit this past winter.*

*Snowmobiling is over a \$300 million dollar business in this state. The success of businesses such as sled shops, restaurants, lodging facilities and gas stations is tied in deeply to the expectation of our typical Maine winter.*

*The State of Maine Snowmobile association was hit hard as well, with reduced membership and registrations. Word has it that most clubs in the state will be reimbursed for actual expenses only and probably for no labor expended on trail clearing and signing which takes place snow or no-snow.*

*This year more than ever your support in re-directing your portion of the snowmobile registrations that you did receive, is so important to our club.*

*Even with the "snowless" winter, we remain a vibrant club. We still had our J & S Oil sponsored Lube-a-thon to benefit the Pine Tree Camp "those kids really need us!" and we had a successful and fun booth, serving food at the October Apple Fest.*

*We look forward to more of a "normal" winter next season and to providing you with safe, smooth, well signed and maintained trails!*

*So, in our little "neck of the woods", we feel thankful for our great town of Manchester with all of its on-going efforts to be a village with a presence, with a personality and a wonderful place to live!*

*Best Wishes,*

*Stan Tompkins  
MCR President*

Office of the Sheriff  
Kennebec County, Maine



*Everett B. Flannery, Jr., Sheriff*  
*Major Randall A. Liberty, Chief Deputy*

In 2005 The Kennebec County Sheriff's Office continued to experience more positive change. The agency received a considerable Homeland Security Grant and used it to purchase software and computers with which to arm the Deputies with up to date criminal and traffic information. The "Mobile Data Terminals" allow the Deputies to communicate voiceless, and to run a number of checks while patrolling the towns of Kennebec. This allows the agency to save money and fuel due to the Deputies having access to reports while in the field as well as providing quicker response times to calls for service.

The Correctional Center experienced a jump in it's number of inmates housed for the 2005 year. In 2004 we housed an average of 165 inmates per day. In 2005 that number rose to 183. This results in all costs going upward due to the increase. For instance, the number of meals served per day rises by three for each person. The Administration and the entire staff are working tirelessly to deal with the huge number of people that are housed by our facility. With the jail being built to house 151 inmates, any number over that creates a problem with everything from medical and psychiatric services to facility wear and tear. We have been extremely progressive in the last 5 years in an attempt to provide programs to allow our inmates to learn, educate, and receive services in hopes of providing them with the tools needed to become productive citizens.

Some of the challenges that occurred in 2005 and our responses:

**Challenges**

Explosion of Drug Trafficking

**Response**

Collaborative agreement with DEA  
Formation of Northern Kennebec Drug Task Force  
Addition of a second drug K-9  
Refocus of patrol efforts to the Drug Problem resulting in excess of 200 drug search warrants in a 2 year period

Significant Increase in Jail population

Expansion of Programs designed to educate and reduce the number of inmate costs  
Use of a County run inmate garden for produce  
Upgrade of equipment to deal with larger food bulk buying plans.

It is our intention to continue to provide the most professional and cost effective services that the people of Kennebec County have come to expect.

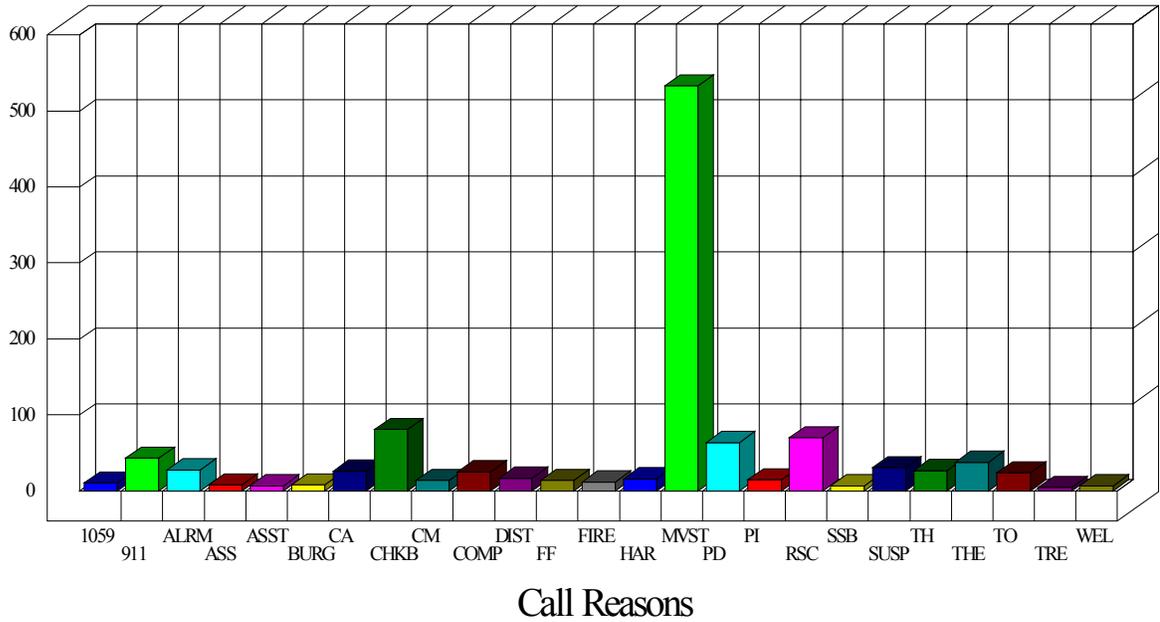
If I can answer any questions or be of service please call the Kennebec County Sheriff's Office.

Sincerely,

---

Randall A. Liberty, Chief Deputy  
Kennebec County

# Call Analysis for 2005



## MANCHESTER

### Graph Key:

1048	Unattended Death	1059	Abandoned vehicle
911	911 Calls/Hang up	EM	911 Misdials
ABMV	Abandoned Motor Veh.	AA	Airplane Accident
ALRM	Alarm-Burglar	ALMH	Alarm, Hold up
AC	Animal Complaint	AR	Arrest
AW	Arrest Warrant	ARSN	Arson or Bombing
ASS	Assaults Domestic/Other	ASST	Assists to other agencies
AS	Attempt Suicide	BC	Background Check
BOMB	Bomb scare	BURG	Burglary
CA	Citizen Assist	CHKB	Building/Property Check
CI	Civil Complaint	CM	Criminal Mischief
COMP	Complaint	DA	Dare
DIST	Disturbance	DIVE	Dive/rescue Call
DO	Domestic Dispute	DR	Drug Offense
EMSCT	Escort	FA	Fatal Accident
FF	Family Fight	FIRE	Fire calls
FRA	Fraud	FT	Fight
FU	Follow Up	GEN	General Info
HAR	Harassment	HAZM	Hazmat Incident
HOM	Homicide	IP	Intoxicated Person
JC	Jail Complaint	JUV	Juvenile Problem
K9	Canine Call	KIDN	Kidnapping
LLV	Liquor Law Violation	MA	Motorist Assist
MED	Medical Call	MP	Missing Person
MS	Mental Subject	MVST	Motor Vehicle Stop
OD	Overdose	PC	Patrol Check
PD	Property Damage Accident	PI	Personal Injury Accident
PO	Serve Protection Order	PP	Pedestrian Stop
PROP	Lost/Found Property	PS	Public Speaking
RAPE	Rape	RECV	Receiving Stolen property
RJUV	Runaway	RSC	Rescue
SEX	Sex Offense	SUSP	Suspicious Activity
SW	Search Warrant	TH	Traffic Hazard
THE	Theft	THR	Threatening
TO	Traffic Offense	TRAF	Traffic Control
TRE	Trespass	WEL	Welfare Check

*125 State Street, Augusta, ME 04330*

**Rep. Stan Moody**  
**POB 240**  
**Manchester, ME 04351**  
**207/626-0594**  
**StanHunts@aol.com**

### **Where Do We Go From Here?**

Economics 100 once centered on a simple formula – “guns or butter.” The theory was that there was only a limited amount of money to go around. In times of war, domestic spending suffered; in times of peace, military spending suffered.

Oh for such a simple formula in today’s world!

The fact is that decades of gluttonous spending at the national, state and local levels is coming home to roost. As the State at the end of the national food chain, Maine is due for an overhaul.

Here are a few of my short-term hopes for the future of Maine:

- Strip many of the mandates out of the health insurance law, making them “options.” Open the insurance market to competition and wave goodbye to insurance monopolies that artificially inflate premiums.
- Phase out over twenty years the BETR reimbursement program for personal property taxes paid by business and industry on their equipment. This will encourage business to invest in capital equipment and will provide new jobs in Maine.
- Continue to shift economic development dollars toward building an environment in which small business is encouraged, supported and unshackled from government intrusion. Make “Growth from Within” the watchword of a new Maine economy.
- Build a recreational industry in Maine that respects the rights of landowners but offers opportunity for a decent living for those outfitters and food and lodging folks who now depend on a fickle national economy.
- Stop fighting with each other and begin to work together.

It has been my great privilege to serve the people of Manchester. I have learned a great deal about the issues that you face daily and have done my best to balance your interests.

Thank you for your trust and support.

*122nd Legislature*  
*Senate of*  
*Maine*  
*Senate District 21*

**Senator Scott W. Cowger**  
*Natural Resources Committee, Chair*  
*Utilities and Energy Committee, Member*  
*3 State House Station*  
*Augusta, ME 04333-0003*  
*(207) 287-1515*

*11 Inn Road*  
*Hallowell, ME 04347*  
*(207) 622-0655*

January 2006

Dear Citizens of Manchester:

It is a pleasure to report on just a few of the legislative accomplishments that will positively impact the Manchester Community. On our first day back for the second regular session of the 122nd Legislature, lawmakers in a true bipartisan spirit voted overwhelmingly for providing an additional \$5 million for fuel and energy assistance to the Low Income and Home Energy Assistance Program or LIHEAP. While the federal government has not acted on the dire need for increased funding, Maine leaders joined forces to put people first and keep Maine's most vulnerable families warm this winter.

Additionally, I plan on supporting legislation that will put dollars back in our city and town's pockets, to re-invest in municipal projects and our schools. Important energy efficiency legislation could help citizens save thousands of dollars in high energy costs. Without a clear and sound energy policy at the federal level, Maine must once again take the lead and demonstrate our citizens' commitment to sensible conservation and smart ingenuity.

We also expanded the Maine Property Tax and Rent Refund Program, (commonly know as the Circuit Breaker Program.) Improvements include increasing the eligibility to individuals with incomes up to \$74,500 or families with incomes up to \$99,500. For those eligible, the maximum benefit will double from \$1,000 to \$2,000. Additionally, the homestead exemption has been expanded to provide most households with a \$13,000 exemption. You can find out more about these programs by contacting Maine Revenue Services at 207-626-8475, going on-line to [www.mainesenate.org/taxreform](http://www.mainesenate.org/taxreform), or stopping by your municipal office. These improvements are already succeeding in achieving our goal to provide Mainers with real property tax fairness. As of December 31<sup>st</sup>, 2005, 93,106 people have applied and the average refund is just under \$500 per eligible application. The improved Maine Property Tax and Rent Refund Program will help many more people and I encourage you to apply prior to May 31, 2006.

Thank you for the honor of representing you in the Maine Senate. I look forward to continuing to assist you with State government issues, legislation or other State matters you may have.

Sincerely,



Scott Cowger  
Maine State Senator

Fax (207) 287-1585 \* TTY (207) 287-1583 \* Message Service 1-800-423-6900 \* Web Site: <http://www.state.me.us/legis/senate>  
email: [scott@MapleBB.com](mailto:scott@MapleBB.com)

# **JULY 1, 2004 – JUNE 30, 2005 EXPENDITURES**

## **AMBULANCE SERVICE**

<b>Appropriated Funds</b>	<b>\$11,093.00</b>
City Of Augusta	\$11,092.50
Total Expenditures	<u>\$11,092.50</u>
<b>Unexpended Balance</b>	<b>\$0.50</b>

## **ANIMAL CONTROL EXPENSES**

<b>Appropriated Funds</b>	<b>\$3,500.00</b>
Dollar Store (Dog Baskets)	\$5.25
Payroll	\$3,325.23
U.S. Cellular	\$120.28
Total Expenditures	<u>\$3,450.76</u>
<b>Unexpended Balance</b>	<b>\$49.24</b>

## **APPEALS BOARD**

<b>Appropriated Funds</b>	<b>\$100.00</b>
Kennebec Journal	\$37.53
Total Expenditures	<u>\$37.53</u>
<b>Unexpended Balance</b>	<b>\$62.47</b>

## **CEMETERY MAINTENANCE**

<b>Appropriated Funds</b>	<b>\$10,000.00</b>
B & S Paving	\$150.00
Payroll	\$128.00
Robert Doyle	\$1,200.00
Smith Donald	\$27.18
Thomas A. Stevens	\$3,375.00
Tibbetts, Christopher	\$490.00
Trask, Franny	\$5,325.00
Total Expenditure	<u>\$10,695.18</u>
<b>Overdraft</b>	<b>(\$695.18)</b>

## **COBBOSSEE DAM**

<b>Appropriated Funds</b>	<b>\$2,500.00</b>
E-Pro	\$845.00
David Dodge	\$256.00
Payroll	\$500.00
Total Expenditures	<u>\$1,601.00</u>
<b>Unexpended Balance</b>	<b>\$899.00</b>

**COBBOSSEE WATERSHED DISTRICT**

<b>Special Assesment</b>	<b>\$16,825.00</b>
Cobbossee Watershed	<u>\$16,824.34</u>
Total Expenditures	\$16,824.34
<b>Unexpended Balance</b>	<b>\$0.66</b>

**COMPUTER HARDWARE/SOFTWARE/OFFICE EQUIPMENT**

<b>Appropriated Funds</b>	<b>\$13,367.00</b>
Common Sense Computing, Inc.	921.65
Dell Gov't Leasing	\$2,664.75
McAfee Security	\$183.70
Ikon Office Solutions	\$1,073.95
Robert Penley	\$151.92
Trio Software Corporation	<u>\$7,428.50</u>
Total Expenditures	\$12,424.47
<b>Unexpended Balance</b>	<b>\$942.53</b>

**EDUCATION AND TRAINING**

<b>Appropriated Funds</b>	<b>\$4,900.00</b>
Beaulieu, Darlene (mileage)	\$195.71
Careertrack	\$99.00
City of Augusta-Work Zone Safety Workshop	\$12.00
Doyon, Mark (mileage)	\$135.10
Informed Notaries of Maine	\$40.00
MECEP	\$40.00
MMA	\$691.00
MMTCTA	\$305.00
MTCCA	\$145.00
MTCMA	\$151.87
MWDA	\$10.00
Palmer, Marilyn (mileage)	\$201.90
RC Means(cost manual/assessing)	\$67.92
Treasurer, State of Maine	\$79.00
Trio Software Corporation	\$100.00
University of Maine	\$210.00
USM Muskie School of Public Service	<u>\$525.00</u>
Total Expenditures	\$3,008.50
<b>Unexpended Balance</b>	<b>\$1,891.50</b>

## TOWN OFFICE EQUIPMENT

<b>Appropriated Funds</b>	<b>\$800.00</b>
Penley, Robert	\$949.52
Power Equipment Plus	\$25.99
Sears	<u>\$199.99</u>
Total Expenditures	\$1,175.50
<b>Overdraft</b>	<b>(\$375.50)</b>

## FIRST PARK - KRDA

<b>Special Assessment</b>	<b>\$19,210.00</b>
First Park - Kennebec Regional Development	<u>\$19,209.55</u>
Total Expenditures	\$19,209.55
<b>Unexpended Balance</b>	<b>\$0.45</b>

## GENERAL ASSISTANCE

<b>Appropriated Funds</b>	<b>\$2,000.00</b>
J & S Oil, Co., Inc.	<u>\$106.45</u>
Total Expenditures	\$106.45
<b>Unexpended Balance</b>	<b>\$1,893.55</b>

## HATCH HILL SOLID WASTE FACILITY

<b>Appropriated Funds</b>	<b>\$25,883.00</b>
City of Augusta	<u>\$25,882.50</u>
Total Expenditures	\$25,882.50
<b>Unexpended Balance</b>	<b>\$0.50</b>

## HYDRANTS

<b>Appropriated Funds</b>	<b>\$35,880.00</b>
Augusta Water District	<u>\$35,880.00</u>
Total Expenditures	\$35,880.00
<b>Unexpended</b>	<b>\$0.00</b>

## INSURANCE/TOWN

<b>Appropriated Funds</b>	<b>\$16,538.00</b>
MMA - Workers Comp	\$6,402.50
MMA - General Liability	<u>\$8,740.00</u>
Total Expenditures	\$15,142.50
<b>Unexpended Balance</b>	<b>\$1,395.50</b>

**JOHN P. DAGGETT MEMORIAL FUND**

<b>Balance Carried Forward</b>	<b>\$459.43</b>
Earned Interest	<u>\$5.21</u>
	\$464.64
Expenditures	\$200.00
<b>Unexpended Balance</b>	<b>\$264.64</b>

**KENNEBEC COUNTY TAX**

<b>Special Assessment</b>	<b>\$217,477.00</b>
Expenditures	<u>\$217,476.66</u>
	\$217,476.66
Total Expenditures	\$217,476.66
<b>Unexpended Balance</b>	<b>\$0.34</b>

**KENNEBEC SAVINGS BANK - DRUM PROPERTY**

<b>Appropriated Funds</b>	<b>\$15,685.00</b>
Principal	\$11,398.67
Interest	<u>\$4,285.33</u>
	\$15,684.00
Total Expenditures	\$15,684.00
<b>Unexpended Balance</b>	<b>\$1.00</b>

**KENNEBEC VALLEY HUMANE SOCIETY**

<b>Appropriated Funds</b>	<b>\$3,402.00</b>
KV Humane Society	<u>\$3,401.72</u>
	\$3,401.72
Total Expenditures	\$3,401.72
<b>Unexpended Balance</b>	<b>\$0.28</b>

**LEGAL SERVICES**

<b>Appropriated Funds</b>	<b>\$20,000.00</b>
Preti, Flaherty, Beliveau	<u>\$4,246.17</u>
	\$4,246.17
Total Expenditures	\$4,246.17
<b>Unexpended Balance</b>	<b>\$15,753.83</b>

**LIBRARY FEE REIMBURSEMENT**

<b>Appropriated Funds</b>	<b>\$3,000.00</b>
Resident's Reimbursement	<u>\$1,936.50</u>
	\$1,936.50
Total Expenditures	\$1,936.50
<b>Unexpended Balance</b>	<b>\$1,063.50</b>

**LONG RANGE PLANNING COMMITTEE**

<b>Appropriated Funds</b>	<b>\$14,500.00</b>
A.A.A. Portable Toilets	\$195.00
Are You Ready to Party	\$842.50
Audette's Hardware	\$43.37
Bedard, Peter J.	\$535.68
Chief-Lee Signs	\$775.00
Community Advertiser	\$340.00
Copies, ETC.	\$596.46
Daigle, Diane	\$21.06
D.R. Struck	\$4,679.75
Game Day Athletics	\$448.00
Ide, Doug	\$64.95
Knowlton, Melissa	\$48.60
Kozak, Vicki	\$60.00
Longfellow's Greenhouses	\$204.03
Maine Coast	\$30.00
McKenney Tree & Landscaping	\$200.00
Mullen, Anne Marie	\$12.60
Palmer, Marilyn	\$39.32
Paris Farmers Union	\$10.98
Rite Aid	\$9.98
Rosmarin, Lisa	\$76.10
Richardson, Samantha	\$50.00
Sam's Club	\$17.40
Sandcastle Entertainment	\$575.00
Silsby, David	\$50.00
Town of Manchester/Petty Cash	\$14.20
Audit Entry	<u>\$9,939.98</u>
Total Expenditures	\$15,769.83
<b>Unexpended Balance</b>	<b>\$4,560.02</b>

**PROJECT CANOPY GRANT**

Receipt of Funds	\$5,700.00
Expended per Audit	<u>\$5,829.85</u>
<b>Overdraft</b>	<b>(\$129.85)</b>

**MAINE MUNICIPAL ASSOCIATION**

<b>Appropriated Funds</b>	<b>\$2,929.00</b>
MMA - Dues	<u>\$2,831.00</u>
Total Expenditures	\$2,831.00
<b>Unexpended Balance</b>	<b>\$98.00</b>

**MANCHESTER ELEMENTARY SCHOOL**

<b>Appropriated Funds</b>	<b>\$1,743,798.00</b>
Amount Carried Forward	\$64,860.27
Expenditures	<u>\$1,808,658.27</u>
<b>Unexpended Balance</b>	<b>0.00</b>

**MARANACOOK COMMUNITY SCHOOL - CSD#10**

<b>Appropriated Funds</b>		<b>\$1,470,004.00</b>
Expenditures		<u>\$1,470,005.00</u>
	Total Expenditures	\$1,470,005.00
	<b>Unexpended Balance</b>	<b>\$1.00</b>

**MANCHESTER COUNTRY RIDERS**

Registrations		<u>\$1,495.04</u>
Expenditures		\$1,495.04
		\$0.00

**OPERATING DRUM PROPERTY**

<b>Appropriated Funds</b>		<b>\$1,000.00</b>
Audette's Hardware		\$10.99
Augusta Fuel Company		\$840.64
Choate Electric		\$304.09
Hammond Lumber		<u>\$384.07</u>
	Total Expenditures	\$1,539.79
	<b>Overdraft</b>	<b>(\$539.79)</b>

**OPERATING FIRE DEPARTMENT**

<b>Appropriated Funds</b>		<b>\$43,450.00</b>
Admiral Fire & Safety, Inc.		\$197.92
Augusta Fuel Company		\$2,664.25
Bob Barrows Chevrolet		\$291.38
Brake Service & Parts, Inc.		\$51.98
Carquest Auto Parts		324.31
Central Maine Power		\$1,251.85
Chief-Lee Signs		\$260.00
Culco, LLC		\$479.00
DIOP		\$993.23
Fire House Magazine		\$30.00
Fire Tech & Safety		\$2,762.00
Fleet Fueling		\$983.22
Irving		\$206.66
J & S Oil		\$9.85
K.D.T. Towing & Repair, Inc.		\$1,673.02
Lightship Telecom		\$450.51
Lisa's Cleaning Service		\$660.00
Lucas Stripping		\$100.00
Maine Radio, Inc.		\$5,726.00
Manchester Sanitary District		\$380.00
Maranacook Area School District		\$126.90
Melton, Clayton		\$471.95
Mid Maine Communications		\$111.54
Misty Auto Body, Inc.		\$2,765.51

**OPERATING FIRE DEPT. - CONT**

Nat'l Volunteer Fire Council	\$30.00
NFPA	\$135.00
Payroll	\$18,494.12
Public Safety Center, Inc.	\$43.81
RDJ Specialties, Inc.	\$115.68
Rockingham Electric	\$29.00
S & M Radiator, Inc.	\$10.00
Soucy's Trucking	\$208.00
Town of Readfield	\$90.50
Treasurer, State of Maine	\$10.00
Unicel	\$11.76
US Cellular	\$255.11
Verizon	\$339.68
Wise Uniforms	\$51.98
Audit Entry	<u>\$888.10</u>
	Total Expenditures
	\$43,683.82
	<b>Overdraft</b>
	<b>(\$266.82)</b>

**OPERATING PLANNING BOARD**

<b>Appropriated Funds</b>	<b>\$7,500.00</b>
Central Maine Newspapers	461.07
Community Advertiser	118.52
Copies, Etc.	99.50
Kennebec Journal	301.75
MMA	70.00
Moody & Company	23.88
Payroll	5294.39
Pitney Bowes, Inc.	95.19
Postage	500.00
Radio Shack Corp.	15.74
Fred Snow	<u>\$40.00</u>
	Total Expenditures
	\$7,020.04
	<b>Unexpended Balance</b>
	<b>\$479.96</b>

**OPERATING SALT & SAND SHED**

<b>Appropriated Funds</b>	<b>\$400.00</b>
Central Maine Power	\$538.84
E.C. Barry & Son	<u>\$237.50</u>
	Total Expenditures
	\$776.34
	<b>Overdraft</b>
	<b>(\$376.34)</b>

**OPERATING TOWN OFFICE**

<b>Appropriated Funds</b>	<b>\$130,757.00</b>
AFC	\$4,476.47
American Awards, Inc.	\$8.20
Audette's Hardware	\$217.39
Augusta Water District	\$230.62
Ballard's Meats	\$160.00
Burt's Security Center	\$1,036.97
Central Maine Newspapers	\$23.29
Central Maine Power	\$2,528.31
Chief-Lee Signs	\$55.00
Choate Electric	\$304.09
College Carry Out	\$62.25
Community Advertiser	\$581.44
Copies, Etc.	\$3,871.67
D.R. Struck	\$136.00
Damon's	\$29.86
David & Elaine's Cleaning	\$80.00
Dell Business Credit	\$272.74
Dept. of Inland & Fisheries	\$25.00
Easy Rent-All Corp.	\$80.00
Fred's Coffee	\$189.00
Gardiner Savings(Fica & SS taxes)	\$19,542.32
Hallowell Printing Co.	\$475.94
Hammond Lumber Co.	\$640.35
Hannaford	\$50.72
Home Depot	\$1,492.02
Hopkins Flower Shop	\$130.15
Hygrade Business Group	\$891.85
ICC	\$100.00
ICMA	\$5,511.53
Interstate Fire Protection	\$43.05
Kennebec Journal	\$829.13
Kennebec Registry of Deeds	\$1,115.84
Vicki Kozak	\$496.00
Labels Dept.	\$11.40
Lightship Telecom	\$1,206.78
Lisa Whittier	\$30.00
Longfellow's Greenhouses	\$397.37
MMA-Vehicle Insurance	\$2,766.00
MMA-Workers' Comp. Ins.	\$6,402.50
MMA-Handbooks	\$125.00
MMA-Employee Dental Ins.	\$1,272.02
MMA-Employee Health Ins.	\$19,116.81
Manchester Youth Ball League	\$500.00
Mark's Printing House	\$40.70
Mid Maine Communications	\$451.05
Moody & Company	\$4,163.01
O & P Glass	\$89.18
Marilyn Palmer	\$134.44

**OPERATING TOWN OFFICE - CONT**

Paris Farmers Union	\$21.46
Pitney Bowes	\$3,384.40
Manchester Postmaster	\$44.00
Gary Quintal(Mileage)	\$673.63
Power Equipment	\$25.99
Radio Shack	\$43.18
RCI Technologies, Inc.	\$4,000.00
Rite Aid	\$38.47
Riverside Greenhouses Florist, Inc.	\$60.00
RS Means	\$67.92
Runyon, Kersteen, Ouellette	\$8,250.00
Samoset Resort	\$109.00
Sam's Club	\$1,102.40
Sears	\$199.99
Set Rental	\$70.13
Sherwin Williams	\$42.29
Staples	\$1,172.34
Steve Ochmanski(mileage)	\$247.55
T.W. Dick	\$60.00
Christopher Tibbetts	\$770.00
Franny Trask	\$2,670.00
Treasurer, State of Maine	\$210.00
Treasurer, State of Maine (Unemployment taxes)	\$2,505.82
Treasurer, Town of Manchester (Petty cash)	\$199.75
Turf Care	\$365.75
U.S. Cellular	\$534.94
Unicel	\$76.88
Western Avenue Self Storage	\$450.00
Audit Entry	<u>\$1,317.84</u>
	Total Expenditures
	\$111,107.19
	<b>Unexpended Balance</b>
	<b>\$19,649.81</b>

**SNOW PLOWING CONTRACT**

<b>Appropriated Funds</b>	<b>\$138,000.00</b>
Scott D. Lyon, Construction	\$138,000.00
	<u>\$138,000.00</u>
	Total Expenditures
	\$138,000.00
	<b>Unexpended Balance</b>
	<b>\$0.00</b>

## SOCIAL SERVICES AGENCIES

<b>Appropriated Funds</b>	<b>\$2,600.00</b>
Big Brothers/Big Sisters	\$200.00
Crisis & Support	\$100.00
Family Violence	\$350.00
Hospice of Kennebec Valley	\$700.00
KV Community Action	\$100.00
KV Mental Health Association	\$700.00
Maine Public Broadcasting	\$100.00
Senior Spectrum	\$350.00
Total Expenditures	<u>\$2,600.00</u>
<b>Unexpended Balance</b>	<b>\$0.00</b>

## STREET LIGHTS

<b>Appropriated Funds</b>	<b>\$13,800.00</b>
Central Maine Power	\$12,978.99
Total Expenditures	<u>\$12,978.99</u>
<b>Unexpended Balance</b>	<b>\$821.01</b>

## SUMMER RECREATION

<b>Appropriated Funds</b>	<b>\$23,800.00</b>
1-7-10 Bowling Lanes	\$324.00
Chewonki Foundation	\$460.00
Chief-Lee Signs	\$35.00
Children's Discovery Museum	\$125.00
Community Advertiser	\$20.00
Copies, Etc.	\$383.88
Daigle, Diane	\$1,072.72
Game Day Athletics	\$900.00
Kennebec Ice Arena	\$627.00
Kennebec Journal	\$137.64
Kennebec Valley Y.M.C.A.	\$480.00
Kidskills	\$200.00
Longfellow's Greenhouses	\$50.00
Oriental Trading Co., Inc.	\$614.91
Payroll	\$14,098.22
Pitney Bowes - Postage	\$30.97
Portland Seadogs	\$287.50
S & S Worldwide	\$329.45
Sandcastle Entertainment	\$250.00
Summer Rec Petty Cash	\$215.64
Western Avenue Self Storage	<u>\$450.00</u>
Total Expenditures	\$21,091.93
<b>Unexpended Balance</b>	<b>\$2,708.07</b>

## SUMMER RECREATION MAINTENANCE

<b>Appropriated Funds</b>	<b>\$6,647.00</b>
A.A.A. Portable Toilets	\$484.00
Audette's Hardware	\$9.18
Augusta Tool Rental	\$378.00
Daigle, Diane	\$11.47
Dr. Play Associates	\$682.00
Hammond Lumber	\$471.12
Paris Farms	\$15.82
Pine Tree Fence Company, Inc.	\$150.00
Set Rental	\$75.00
Sports Field, Inc.	\$3,340.00
Tibbetts, Christopher	\$260.00
Vermont Tennis Court Surfacing	\$353.10
Worthing Waste Systems	\$100.00
	<hr/>
Total Expenditures	\$6,329.69
<b>Unexpended Balance</b>	<b>\$317.31</b>

## HAZARDOUS WASTE DISPOSAL

<b>Appropriated Funds</b>	<b>\$1,000.00</b>
Kennebec Valley Council of Gov'ts	\$1,087.18
Worthing's Waste Systems	<u>\$25.00</u>
	<hr/>
Total Expenditures	\$1,112.18
<b>Overdraft</b>	<b>(\$112.18)</b>

## TOWN OFFICIALS' SALARIES

<b>Appropriated Funds</b>	<b>\$236,012.00</b>
Administrative Secretary	\$10,440.47
Assessor's Assistant	\$6,981.11
Ballot Clerks	\$2,098.62
CEO	\$19,414.88
Certified Assessor	\$26,772.68
Fuller, Elaine	\$2,500.00
Maintenance Personnel	\$11,467.04
McLeod, Donald	\$2,500.00
Overtime Wages (Allocated in Budget)	\$1,910.41
Town Clerk	\$24,830.14
Town Manager	\$52,563.80
Treasurer/Tax Collector	\$30,882.99
Registrar of Voters	\$600.00
Rogers, Alec	\$2,500.00
Watson, Terri	\$4,000.00
Whitten, Maynard	\$2,500.00
	<hr/>
Total Expenditures	\$201,962.14
<b>Unexpended Balance</b>	<b>\$34,049.86</b>

## TOWN ROADS

<b>Appropriated Funds</b>	<b>\$190,300.00</b>
At Work Personnel	\$4,631.58
B & S Paving	\$2,984.00
Basham Tree Service	\$1,200.00
Blue Rock Industries	\$100.88
Chief-Lee Signs	\$80.00
Commercial Paving & Recycling	\$5,000.00
Critter Gitter	\$262.50
E.C. Barry & Son	\$9,382.50
E.J. Prescott, Inc.	\$4,748.86
Gay, Robert	\$420.00
Kennebec Journal	\$272.32
L & M Enterprises	\$280.00
Mark's Printing House	\$72.50
McKenney Tree & Landscaping	\$225.00
Northeast Paging	\$155.76
Paris Farmers Union	\$530.02
Payroll	\$5,673.00
Pike Industries	\$1,248.66
Scott D. Lyon Construction	\$52,664.75
Sylvester Excavating, Inc.	\$8,090.50
Tibbetts, Christopher	\$2,083.32
Town of Readfield	\$1,440.90
Tri State Police & Fire Equipment	\$127.90
Turf Care, Inc.	\$350.00
Webb, Andrew	\$45.00
Webb, Charles	\$425.00
White Signs	\$185.20
Wing, John	\$54.50
Audit Entries	\$812.24
Total Expenditures	\$103,546.89
<b>Unexpended Balance</b>	<b>\$86,753.11</b>

## WINTER SALT AND SAND

<b>Appropriated Funds</b>	<b>\$33,000.00</b>
International Salt Company	\$23,920.43
Scott D. Lyon Construction	\$30,156.00
Total Expenditures	\$54,076.43
<b>Overdraft</b>	<b>(\$21,076.43)</b>

## HUNTING & FISHING LICENSES

Proceeds from Licenses	\$12,349.50
Paid to Inland Fish & Wildlife	\$12,349.50

**REGISTRATIONS - ATV'S**

Proceeds from Registrations	\$2,871.50
Paid to Inland Fish & Wildlife	\$2,871.50

**REGISTRATIONS - AUTOMOBILES**

Proceeds from Registrations	\$86,166.25
Paid to Bureau of Motor Vehicles	\$86,166.25

**REGISTRATIONS - BOATS**

Proceeds from Registrations	\$8,422.00
Paid to Inland Fish & Wildlife	\$8,422.00

**REGISTRATIONS - SNOWMOBILES**

Proceeds from Registrations	\$6,870.00
Paid to Inland Fish & Wildlife	\$6,870.00

**SALES TAX - ATV'S**

Proceeds from Sales Tax	\$430.05
Paid to Inland Fish & Wildlife	\$430.05

**SALES TAX - AUTOMOBILES**

Proceeds from Sales Tax	\$25,673.28
Paid to Bureau of Motor Vehicles	\$25,673.28

**SALES TAX - BOATS**

Proceeds from Sales Tax	\$3,447.50
Paid to Inland Fish & Wildlife	\$3,447.50

**SALES TAX - SNOWMOBILES**

Proceeds from Sales Tax	\$1,505.60
Paid to Inland Fish & Wildlife	\$1,505.60

**REVALUATION RESERVE**

Balance Carried Forward	\$25,000.00	
Per Warrant Article #21	\$25,000.00	
Interest	766.69	
Total Balance of Reserve Account	Balance	<u>\$50,766.69</u>

**RESERVED FOR FIRE TRUCK**

Per Warrant Article #34		\$10,000.00
Interest		<u>\$4.30</u>
Total Balance of Reserve Account	Balance	\$10,004.30

**RESERVED FOR STATE REVENUE SHARING**

Beginning Balance		\$1,069.00
State of Maine Receipts		<u>\$207,785.21</u>
		\$208,854.21
Amount used to Lower Taxes per Article #66		<u>\$182,541.00</u>
Balance of State Revenue Sharing	Balance	\$26,313.21

**RESERVED FOR TOWN ROADS**

Balance Carried Forward		\$136,491.00
State of Maine Receipts		<u>\$38,404.00</u>
Balance of Reserve for Roads	Balance	\$174,895.00

**RESERVED FOR TRUST FUNDS**

Balance Carried Forward		\$16,057.15
Interest		<u>\$590.86</u>
Balance Reserve for Trust Funds	Balance	\$16,648.01

**REPORT OF THE TREASURER/ TAX COLLECTOR**

Taxes Collected for 2006	\$2,023.80
Taxes Collected for 2005	\$2,875,347.13
Liens Collected for 2005	\$1,183.88
Liens Collected for 2004	\$36,853.31
Liens Collected for 2003	\$28,325.89
Liens Collected for 2002	\$2,986.94
Liens Collected for 2001 & Prior	\$72.16
Personal Property 2005	\$74,790.28
Personal Property 2004	\$2,248.77
Personal Property 2003	\$415.34
Personal Property 2002 & Prior	\$58.41
<b>Total Taxes Collected</b>	<b>\$3,024,305.91</b>

Interest & Cost	\$12,512.39
Town Agent Fees	\$11,043.50
Birth Certificates	\$62.00
Burial Permits	\$20.00
Death Certificates	\$226.00
Excise Tax - Vehicles	\$489,935.14
Excise Tax - Boats	\$6,822.00
Marriage Certificates	\$570.00
New Business Permits	\$145.00
Voting Lists	\$75.00
Bank Interest/Fees	\$27,087.04
<b>Total Collected</b>	<b>\$548,498.07</b>

**ANIMAL CONTROL FEES**

Dog Licenses	\$602.00
Late Fees	\$685.00
Impound Fees	\$80.00
<b>Total Collected</b>	<b>\$1,367.00</b>

**DRUM PROPERTY REVENUE**

Rental Income	\$5,500.00
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**MISCELLANEOUS REVENUE**

Cemetery Trust Accounts/Sale of Lots	\$444.35
Grant Funds	\$87,552.00
Workers' Compensation Reimbursement	\$907.00
<b>Total Collected</b>	<b>\$88,903.35</b>

## PLANNING BOARD

Building Permits	\$8,734.34
Conditional Use Permits	\$1,300.00
Demolition Permits	\$25.00
Earth Moving/Fill Permits	\$300.00
Home Occupation Permits	\$50.00
Junkyard Permits	\$100.00
Mining Permits	\$600.00
Miscellaneous	\$1,111.09
Paving Permits	\$125.00
Plumbing Permits	\$3,521.00
Special Exempt Permits	\$50.00
Subdivision Permits	\$300.00
Zoning Ordinances	\$88.00
<b>Total Collected</b>	<b>\$16,304.43</b>

## SUMMER RECREATION

Tuition Fees	\$5,236.00
Swimming Fees	\$510.00
<b>Total Collected</b>	<b>\$5,746.00</b>

## STATE OF MAINE REIMBURSEMENTS

Highway Block Grant	\$38,404.00
Homestead	\$85,677.00
General Assistance	\$53.23
Snowmobile Registration Reimbursement	\$1,495.04
State Park Fee Sharing	\$2,900.62
State Revenue Sharing	\$207,785.21
Tree Growth	\$3,445.00
Veteran Tax Reimbursement	\$2,066.00
<b>Total Collected</b>	<b>\$341,826.10</b>

## EDUCATION REVENUE

Education Subsidy	\$752,103.96
Local Entitlement	\$113,153.31
Miscellaneous	\$80,721.79
<b>Total Collected</b>	<b>\$945,979.06</b>

# TOWN CLERK REPORTS STATISTICS

JULY 1, 2004 TO JUNE 30, 2005

## CONGRATULATIONS NEWLYWEDS!

<i>WHITTEN</i>	<i>BRETT</i>	<i>SHANNON</i>	<i>07/24/2004</i>
<i>CAVANAUGH</i>	<i>THOMAS</i>	<i>ANN</i>	<i>08/21/2004</i>
<i>ANDERSEN</i>	<i>ADAM</i>	<i>KATHERINE</i>	<i>08/28/2004</i>
<i>SCHATZ</i>	<i>KARL</i>	<i>MARGARET</i>	<i>08/08/2004</i>
<i>REITZE</i>	<i>CHARLES</i>	<i>JENNIFER</i>	<i>09/04/2004</i>
<i>HARDCASTLE</i>	<i>JAY</i>	<i>ELEANOR</i>	<i>09/19/2004</i>
<i>GALBREATH</i>	<i>BRADLEY</i>	<i>JACKQULYN</i>	<i>09/25/2004</i>
<i>HALL</i>	<i>JOSHUA</i>	<i>JAIME</i>	<i>09/25/2004</i>
<i>DEGREENIA</i>	<i>DERRICK</i>	<i>JULIE</i>	<i>10/01/2004</i>
<i>DUMOULIN</i>	<i>PAUL</i>	<i>MELISSA</i>	<i>10/16/2004</i>
<i>CAMPBELL</i>	<i>JEFFREY</i>	<i>AMANDA</i>	<i>10/23/2004</i>
<i>MINZNER</i>	<i>RYAN</i>	<i>JULIE</i>	<i>10/23/2004</i>
<i>LABRECK</i>	<i>ROBERT</i>	<i>JEAN</i>	<i>02/20/2005</i>
<i>FREEMAN</i>	<i>GERALD</i>	<i>LANA</i>	<i>02/20/2005</i>
<i>BELANGER</i>	<i>MAURICE</i>	<i>BEVERLY</i>	<i>02/14/2005</i>
<i>BECK</i>	<i>DANIEL</i>	<i>SHELLY</i>	<i>04/25/2005</i>
<i>COREAU</i>	<i>THOMAS</i>	<i>ABIGAIL</i>	<i>05/21/2005</i>
<i>LANEY</i>	<i>PETER</i>	<i>ALPHONSINE</i>	<i>06/19/2005</i>
<i>NORWOOD</i>	<i>CHRISTOPHER</i>	<i>ALIESHA</i>	<i>06/18/2005</i>

*TOTAL MARRIAGES =19*

**JULY 1, 2004 TO JUNE 30, 2005**

**WELCOME NEWBORNS!**

<b>Knowles</b>	<b>Emma</b>	<b>07/15/2004</b>
<b>Jaafar</b>	<b>Neveen</b>	<b>09/09/2004</b>
<b>Michaud</b>	<b>Alexis</b>	<b>12/18/2004</b>
<b>Michaud</b>	<b>Alissa</b>	<b>12/18/2004</b>
<b>Whitten</b>	<b>Elijah</b>	<b>12/03/2004</b>
<b>Worcester</b>	<b>Terry</b>	<b>01/10/2005</b>
<b>Hall</b>	<b>Cooper</b>	<b>01/25/2005</b>
<b>Federle</b>	<b>Quinn</b>	<b>03/03/2005</b>
<b>Smith</b>	<b>Tyler</b>	<b>03/24/2005</b>
<b>Degen</b>	<b>Olivia</b>	<b>03/02/2005</b>
<b>White</b>	<b>Gabrielle</b>	<b>03/25/2005</b>
<b>Danielson</b>	<b>Kaila</b>	<b>01/25/2005</b>
<b>Folsom</b>	<b>Wyatt</b>	<b>06/13/2005</b>
<b>Carr</b>	<b>Jordan</b>	<b>06/27/2005</b>

**TOTAL NEWBORNS = 14**

# **JULY 1, 2004 TO JUNE 30, 2005**

## ***DEATHS***

<b>HAYES</b>	<b>YVETTE</b>	<b>07/07/2004</b>
<b>BEALS</b>	<b>PETER</b>	<b>07/21/2004</b>
<b>HARDING</b>	<b>ROBERT</b>	<b>09/13/2004</b>
<b>BAKER</b>	<b>CATHERINE</b>	<b>09/15/2004</b>
<b>WARE</b>	<b>DONALD</b>	<b>09/26/2004</b>
<b>LUCE</b>	<b>LEROY</b>	<b>10/03/2004</b>
<b>MORRISSEY</b>	<b>THOMAS</b>	<b>10/10/2004</b>
<b>HALLIGAN</b>	<b>JAMES</b>	<b>10/21/2004</b>
<b>LACHANCE</b>	<b>GERTRUDE</b>	<b>10/29/2004</b>
<b>PARRISH</b>	<b>JOHN</b>	<b>11/17/2004</b>
<b>RUSH</b>	<b>ARLENE</b>	<b>11/19/2004</b>
<b>DIPMAN</b>	<b>GEORGE</b>	<b>11/25/2004</b>
<b>GREGOR</b>	<b>JOHN</b>	<b>02/12/2005</b>
<b>MARTELL</b>	<b>HELEN</b>	<b>03/06/2005</b>
<b>LACHANCE</b>	<b>WILFRED</b>	<b>03/13/2005</b>
<b>PRATT</b>	<b>STANLEY</b>	<b>03/18/2005</b>
<b>WILLIAMS</b>	<b>ROBERT</b>	<b>05/19/2005</b>
<b>KNOWLES</b>	<b>RANCE</b>	<b>05/29/2005</b>
<b>KLINGER</b>	<b>KATHRYN</b>	<b>05/30/2005</b>
<b>PIRRI</b>	<b>RUTH</b>	<b>06/18/2005</b>

***TOTAL DEATHS = 20***

# **SPORTING LICENSES ISSUED**

For Fiscal Year July 1, 2004 – June 30, 2005

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## **RECREATION REGISTRATIONS**

*BOAT REGISTRATIONS* 235  
*MILFOIL STICKERS* 235

*SNOWMOBILE - 187*      *ATV - 58*

**HUNTING & FISHING LICENSES** 738

# **DOG LICENSES**

**(MALE/FEMALES)** 37                      **(NEUTERED/SPAYED)** 244

**KENNEL LICENSES** 0

## **2005 OUTSTANDING REAL ESTATE TAXES**

*Baldauski, Karen A.	\$2,996.18
*Baldauski, Karen A.	826.68
*Barnard, Harriet	3,096.84
*Bedard, Ricky R & Alarice	571.90
*Bedard, Ricky R & Alarice	723.52
Brickett, Leland E. & Beverly A.	655.43
*Chambers, David	1,259.27
Cram, Cecil F. & Louise	982.08
Cram, David	1,240.94
Cram, Rose	740.52
*Cram, Stanley Jr. & Linda	472.18
Cunningham, Ryan	252.96
*Dugal, Sharlene-Lynn M.	651.76
*Dumas, Roger J. & Pauline M.	1,161.56
*Edgecomb, Mark A	138.45
*Entel, Richard A.	1,177.39
Farrington, Lillian (Heirs of)	415.81
*Fuller, Deborah	278.16
*Granite City, Corp, Leonard Nason	261.72
*Hamel, Penny J. C/O TY Johnson	174.27
Knowles, Grant M.	478.75
Knowles, Herman	3,007.76
*Lovely, Larry L.	304.56
*McLaughlin, Max	1,599.72
*McNaughton, Edward L.	1,278.66
*McQuillen, John	3,989.60
*Michard, Ricky L.	1,758.66
* Moore, Donna L.	107.63
*Naiman, Frank R.	2,953.03
*Naiman, Frank R.	1,533.42
*Nason, Leonard W.	82.24
O'Connor Elizabeth D.	2,468.18
Richard, Gary L.	1,266.34
*Robinson, Robin Trust	2,767.34
*Robinson, Steven S.	1,225.81
*Rouillard, Roger L.	63.75
*Taylor, Marilyn & Stanwood	207.09
*Thayer, Jon	137.90
*Thompson, Bruce	1,713.46
*Tims, Lewis B., Jr.	2,327.73
*Tims, Lewis B., Jr.	310.28
True, Roland E. Sr., Estate of	91.48
Walker, Mark & Susan	60.38
*Webb, Walter G. & Pamela J.	2,016.77
*Webb, Walter G. & Pamela J.	1,133.37
Whitten, Brett E. & Shannon I.	1,725.79
*Whitten, Carroll B. & Diane C.	934.04
*Zeegers, Donna L.	6,894.46

**(50- Items Listed)**

**Total    \$74,335.82**

**\*Paid After 6/30/05**

### **2004 OUTSTANDING REAL ESTATE TAXES**

* Baldauski, Karen	\$1,415.16
* Baldauski, Karen	397.81
* Barnard, Harriet	1,472.50
* Cram, Cecil F. & Louise	871.92
* Cram, David	1,174.93
* Dumas, Roger J. & Pauline M.	1,100.18
* Fuller, Deborah	260.06
* Knowles, Grant M.	443.25
* Knowles, Herman, Jr.	2,852.25
* McQuillen, John	2,696.26
* Moore, Donna L.	97.90
* Naiman, Frank R.	1,395.00
* Naiman, Frank R.	731.49
* O'Connor Elizabeth	353.52
* Robinson, Robin Trust	2,994.64
* Thompson, Bruce	1,624.30
* Tims, Lewis B., Jr.	2,166.47
* Walker, Mark	52.96
* Webb, Walter G. & Pamela J.	1,071.90
* Webb, Walter G.	1,905.18
* Whitten, Brett E. & Shannon I.	523.35
* Zeegers, Donna L.	6,600.56

**(22- Items Listed) Total \$32,201.59**

**\*Paid after June 30, 2005**

### **2003 OUTSTANDING REAL ESTATE TAXES**

* Moore, Donna L.	\$109.06
* Tims, Lewis B., Jr.	100.38
* Zeegers, Donna L.	3,188.65

**(3- Items Listed) Total \$3,398.09**

**\*Paid After 6/30/05**

### **2002 OUTSTANDING REAL ESTATE TAXES**

* Moore, Donna L.	\$99.15
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**(1- Item Listed) Total \$ 99.15**

**2001 OUTSTANDING REAL ESTATE TAXES**

<i>*Moore, Donna L.</i>		\$81.67
<b>(1- Item Listed)</b>	<b>Total</b>	<b>\$81.67</b>

**\*Paid After 6/30/05**

**2000 OUTSTANDING REAL ESTATE TAXES**

<i>*Moore, Donna L.</i>		\$66.26
<b>(1- Item Listed)</b>	<b>Total</b>	<b>\$66.26</b>

**\*Paid after June 30, 2005**

**2005 OUTSTANDING PERSONAL PROPERTY TAXES**

<i>*Augusta Country Club</i>		\$16.67
<i>Benedict, Ron</i>		43.89
<i>*Clark Marine</i>		157.60
<i>*Dale, David</i>		15.76
<i>*Fairway Motor Lodge</i>		111.72
<i>*Fairway Motor Lodge</i>		41.89
<i>*Hamilton, John K.</i>		43.00
<i>*International Brotherhood</i>		87.95
<i>Libby, Vernon &amp; Bruce V.</i>		25.94
<i>*LJ's Kids Closet</i>		9.97
<i>*Manchester Donut LLC</i>		400.79
<i>Mulligan Enterprise</i>		552.62
<i>*Radio City</i>		2.91
<i>*Scientific Games, Inc.</i>		29.92
<i>Split Endz</i>		39.90
<i>Subway</i>		240.39
<i>Violette, Gary</i>		<u>115.71</u>
<b>(17-Items Listed)</b>	<b>Total</b>	<b>\$2,281.97</b>

**\*Paid After 6/30/05**

### **2004 OUTSTANDING PERSONAL PROPERTY TAXES**

<i>Benedict, Ron</i>		\$45.48
<i>*Clark Marine</i>		7.38
<i>Hilltop Ski &amp; Bike</i>		42.78
<i>Libby, Vernon &amp; Bruce V.</i>		24.64
<i>*Manchester Donut LLC</i>		40.50
<i>Manchester Pet Care</i>		13.27
<i>*Mulligan Enterprise</i>		99.41
<i>Split Endz</i>		13.72
<i>*Violette, Gary</i>		<u>58.65</u>
<b>(9- Items Listed)</b>	<b>Total</b>	<b>\$345.83</b>

**\*Paid After 6/30/05**

### **2003 OUTSTANDING PERSONAL PROPERTY TAXES**

<i>Benedict, Ron</i>		\$45.88
<i>Green Acres Land</i>		313.79
<i>Libby, Vernon &amp; Bruce V.</i>		25.69
<i>PFG Golf</i>		<u>2,262.56</u>
<b>(4 Items Listed)</b>	<b>Total</b>	<b>\$2,647.92</b>

### **2002 OUTSTANDING PERSONAL PROPERTY TAXES**

<i>Era Excel</i>		\$72.57
<i>Green Acres Landscaping</i>		201.78
<i>Libby, Vernon &amp; Bruce V.</i>		24.78
<i>Professional Leasing</i>		16.37
<i>PFG Golf</i>		<u>2,384.19</u>
<b>(5 Items Listed)</b>	<b>Total</b>	<b>\$2,699.69</b>

### **2001 OUTSTANDING PERSONAL PROPERTY TAXES**

<i>Dave Gove's Maine-ly Imports</i>		\$52.96
<i>Servpro</i>		<u>89.37</u>

<i>(2- Items Listed)</i>	<i>Total</i>	<i>\$142.33</i>
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***2000 OUTSTANDING PERSONAL PROPERTY TAXES***

<i>Dave Gove's Maine-ly Imports</i>	<i>\$111.86</i>
<i>Green Acres Landscaping</i>	<i>228.42</i>
<i>Walker Construction, F6 For Notes</i>	<i><u>808.02</u></i>

<i>(3-Items Listed)</i>	<i>Total</i>	<i>\$1,148.30</i>
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***1999 OUTSTANDING PERSONAL PROPERTY TAXES***

<i>Dave Gove's Maine-ly Imports</i>	<i>\$111.86</i>
<i>Green Acres Landscaping</i>	<i><u>114.21</u></i>

<i>(2-Items Listed)</i>	<i>Total</i>	<i>\$226.07</i>
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***1998 OUTSTANDING PERSONAL PROPERTY TAXES***

<i>Dave Gove's Maine-ly Imports</i>	<i>\$8.20</i>
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<i>(1-Item Listed)</i>	<i>Total</i>	<i>\$8.20</i>
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**TOWN OF MANCHESTER, MAINE**

**Annual Financial Report**

**June 30, 2005**

**Independent Auditor's Report**

Board of Selectmen  
Town of Manchester, Maine:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Manchester, Maine as of and for the year ended June 30, 2005, which collectively comprise the Town's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Town of Manchester, Maine's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As described in the notes to the basic financial statements, the Town accounts for accrued teachers' summer salaries and accrued benefits in the basic financial statements on the cash basis of accounting. Accounting principles generally accepted in the United States of America require that the cost of teachers' summer salaries and benefits be recorded as a liability as earned in the General Fund and the governmental activities. The amount that should be recorded at June 30, 2005 is approximately \$92,500 and this amount would have decreased the General Fund undesignated fund balance - school department and the unrestricted net assets of the governmental activities on the statement of net assets.

In our opinion, except for the effect of the omission of accrued teachers' summer salaries and benefits for the General Fund, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the Town of Manchester, Maine, as of June 30, 2005, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities and the aggregate remaining fund information of the Town of Manchester, Maine, as of June 30, 2005, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis, as listed in the table of contents, is not a required part of the basic financial statements but is supplementary information required by the accounting principals generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 10, 2005 on our consideration of the Town of Manchester, Maine's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Manchester, Maine's basic financial statements. The combining and individual fund exhibits listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

November 10, 2005  
South Portland, Maine

## **BASIC FINANCIAL STATEMENTS**

These financial statements provide an overview of the financial position of all funds and of the operating results by fund types. They also serve as an introduction to the more detailed exhibits and the schedules that follow. The notes to the basic financial statements are an integral part of the basic financial statements.

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## SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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The Town of Manchester, Maine was incorporated in 1850 and operates under a Town meeting/Board of Selectmen/Town Manager form of Government.

The accounting policies of the Town of Manchester conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant of such policies:

### **A. Reporting Entity**

In evaluating how to define the reporting entity, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit was made by applying the criteria set forth in GAAP. The criterion used is that set forth by the GASB which defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Based upon the application of these criteria, there are no potential component units which should be included in these basic financial statements.

### **B. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Town has elected not to allocate indirect costs among the programs, functions and segments. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

### **C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as certain compensated absences and claims and judgments, are recorded only when payment is due.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the Town and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The Town reports the following major governmental fund:

The general fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Town reports the following major proprietary fund:

The School Department runs the after school program and the school lunch program as proprietary funds.

Additionally, the Town reports the following fund type:

Fiduciary funds account for assets held by the Town in a trustee capacity or as an agent on behalf of others. The Town's fiduciary funds include the following fund type:

Agency funds are accounted for using the modified accrual basis of accounting. The funds are used to account for assets that the Town holds for others in an agency capacity.

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## SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

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Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to the same limitation. The Town has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's proprietary fund is charges to customers for sales and services; operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to the general rule is: principal and interest on long-term debt which is recognized when due.

### **D. Cash and Cash Equivalents**

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town. State statutes authorize the Town to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, and repurchase agreements.

Investments are stated at fair market value. For purposes of the combined statement of cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

### **E. Inventory**

Inventory consists of the School Lunch Program food, supplies, and donated commodities and is valued at cost using a first in/first out methodology.

**F. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal repairs and maintenance that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. If material, interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant, and equipment of the primary government are depreciated using the straight line method over the assets' estimated useful lives ranging from 3 to 75 years.

For all capital assets; buildings, vehicles, equipment, sewer related assets the Town elects to use the depreciation approach as defined by GASB Statement No. 34 for reporting.

This process determined the original cost, which is defined as the actual cost to acquire new property in accordance with market prices at the time of first construction/acquisition. Original costs were developed in one of three ways: 1) historical records; 2) standard unit costs appropriate for the construction/acquisition date; or 3) present cost indexed by a reciprocal factor of the price increase from the construction/acquisition date to the current date. The accumulated depreciation, defined as the total depreciation from the date of construction/acquisition to the current date on a straight line, unrecovered cost method was computed using industry accepted life expectancies for each capital asset. The book value was then computed by deducting the accumulated depreciation from the original cost.

**G. Long-term Obligations**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets.

**H. Compensated Absences**

The Town incurs a liability for vacation pay which has been earned but not taken by Town employees. The liability for compensated absences should be accounted for in the government-wide financial statements, since it is anticipated that none of the liability will be liquidated with expendable available financial resources. For School employees, the liability amounts to \$52,512 as of June 30, 2005.

**I. Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**J. Interfund Transactions**

During the course of normal operations, the Town has occasional transactions between funds including expenditures and transfers of resources to provide services, construct assets, and service debt. These transactions are reported as operating transfers.

**K. Use of Estimates**

Preparation of the Town's financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent items at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

**L. Comparative Data**

Comparative total data for the prior year has been presented in the accompanying basic financial statements in order to provide an understanding of changes in the City's financial position and operations. However, comparative data has not been presented in all statements because its inclusion would make certain statements unduly complex and difficult to understand.

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STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

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**A. Budgetary Information** - A budget is adopted for the General Fund only, and is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP) except for certain payroll expenditures which are budgeted on a cash basis. This budget is established in accordance with the various laws which govern the Town's operations. Generally, all unexpended appropriations lapse at the close of the fiscal year. However, in accordance with legal requirements of the State of Maine all education balances are carried forward to the next fiscal year. In addition, the Town carries over unspent capital improvement appropriations as well as local road and State revenue sharing revenue.

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STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY, CONTINUED

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**B. Excess of Expenditures over Appropriations**

For the year ended June 30, 2005, expenditures exceeded appropriations in the following departments. These amounts will lapse to fund balance at year end.

<u>Budget</u>	<u>Actual</u>	<u>Excess</u>	
Office of Town Clerk	24,978	24,986	(8)
Finance	30,867	30,883	(16)
LRPC	14,500	15,770	(1,270)
Fire Department	43,450	43,717	(267)
Winter Roads	171,400	193,993	(22,593)
Solid Waste	26,883	26,995	(112)
Cemeteries	10,000	10,695	(695)
Computers	1,000	1,040	(40)

Note that in Article 13 of the June 2004 Town meeting warrant, authorization was granted to expend up to \$50,000 from undesignated fund balance to meet unanticipated expenses occurring throughout the year.

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RISK MANAGEMENT

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The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets, errors and omissions; and natural disasters for which the Town either carries commercial insurance or participates in a public entity risk pools. Currently, the Town participates in several public entity and self-insured risk pools and self insurance programs sponsored by the Maine Municipal Association for unemployment, workers' compensation, and property and casualty.

Based on the coverage provided by these pools, as well as coverage provided by commercial insurance purchased, the Town is not aware of any material actual or potential claim liabilities which should be recorded at June 30, 2005.

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CASH AND INVESTMENTS

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**A. Deposits**

*Custodial Credit Risk-Town Deposits:* Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk. As of June 30, 2005, the Town reported deposits of \$200,152 with a bank balance of \$252,132. Of that amount, \$50,244 is exposed to custodial credit risk as the amount is over the F.D.I.C. savings.

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## CASH AND INVESTMENTS, CONTINUED

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### B. Investments

At June 30, 2005, the Town had the following investments and maturities:

	<u>Fair Value</u>	<u>Less than 1 year</u>	<u>1-5 years</u>	<u>More than 5 years</u>
Repurchase agreements	\$ 1,261,731	1,261,731	-	-
<b>Total investments</b>	<b>\$ 1,261,731</b>	<b>1,261,731</b>	<b>-</b>	<b>-</b>

Cash and investments have been reported in the financial statements as follows:

Reported in governmental activities	1,451,242
Reported in business type activities	922
Reported in fiduciary funds	9,719
<b>Total investments</b>	<b>\$ 1,461,883</b>

*Interest Rate Risk:* The Town does not currently have a policy which limits the maturities of investments to certain time periods. However, it is the Town's general practice to deposit governmental funds in short term deposits (less than one year) such as repurchase agreements. Excess governmental funds on hand daily are swept by the banking institution into overnight repurchase agreements.

*Credit Risk:* Maine statutes authorize the Town to invest in obligations of the U.S. Treasury and U.S. agencies, repurchase agreements and certain corporate stocks and bonds.

*Custodial Credit Risk-Town's investments:* For investments, custodial credit risk is the risk that, in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Of the Town's \$1,261,731 investment in repurchase agreements, 100% was collateralized by underlying securities held by the related bank, which were not in the Town's name.

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## PROPERTY TAX

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Property taxes for the current year were committed on September 7, 2004, on the assessed value listed as of the prior April 1 for all real and personal property located in the Town. Taxes were due in two equal installments on October 15, 2004 and April 15, 2005. Interest was charged at 6.5% on all taxes unpaid after these dates. Assessed values are periodically established by the Town's Assessor at 100% of assumed market value. At April 1, 2004, the date on which the current year's assessed value was based, the assessed value represented 90% of market value.

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PROPERTY TAX, CONTINUED

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The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$19,733 for the year ended June 30, 2005. The variance between actual property tax revenues and budgeted property tax revenues represents supplemental taxes, overlay and the change in deferred taxes.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if the tax liens and associated costs remained unpaid.

Property taxes levied during the year were recorded as receivables at the time the levy was made. In the fund financial statements, the receivables collected during the year and in the first sixty days following the end of the fiscal year have been recorded as revenues. The remaining receivables have been recorded as deferred revenue.

The following summarizes the 2005 and 2004 levies:

	<u>2005</u>	<u>2004</u>
Taxable assessed value	\$147,991,000	\$144,073,600
Tax rate (per \$1,000)	19.95	18.95
<u>Commitment</u>	<u>2,952,420</u>	<u>2,730,195</u>
Less:		
<u>Abatements and collections</u>	<u>2,893,235</u>	<u>2,664,307</u>
Current year taxes receivable at end of year	59,185	65,888
Prior year taxes receivable at end of year	45,516	34,939
<b><u>Total taxes receivable</u></b>	<b><u>\$ 104,701</u></b>	<b><u>\$ 100,827</u></b>
Due date(s)	½ Oct 15, 2004 ½ April 15, 2005	½ Oct 15, 2003 ½ April 15, 2004
Interest rate on delinquent taxes	6.5%	7.0%
Collection rate	98.0%	97.6%

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STATUTORY DEBT LIMIT

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In accordance with 30 MRSA, Section 5061, as amended, no municipality shall incur debt for specified purposes in excess of certain percentages of state valuation of such municipality. At June 30, 2005, the Town was in compliance with these limitations.

**CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2005 was as follows:

	<b>Balance June 30, 2004</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance June 30, 2005</b>
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Land - Town	\$ 377,256	690	-	377,946
Land - Dam	16,964	-	-	16,964
Land - Elementary school	485	-	-	485
Land - Fire department	39,344	-	-	39,344
Land - Salt shed	59,040	-	-	59,040
Land - Castletown park	48,512	-	-	48,512
Land - Cemeteries	6,992	1,800	-	8,792
Total Capital assets, not being depreciated	<u>548,593</u>	<u>2,490</u>	<u>-</u>	<u>551,083</u>
Capital assets being depreciated:				
Improvements - Town	137,666	-	-	137,666
Improvements - Fire station	13,466	-	-	13,466
Improvements - Salt shed	16,569	-	-	16,569
Improvements - Castletown park	111,375	1,850	-	113,225
Improvements - School	23,600	16,732	-	40,332
Improvements - Cemeteries	-	6,492	-	6,492
Buildings and building improvements - Town	197,629	-	-	197,629
Buildings and building improvements - School	313,225	-	-	313,225
Buildings and building improvements - Fire station	98,352	-	-	98,352
Buildings and building improvements - Salt shed	77,447	-	-	77,447
Infrastructure - Dam	5,131	-	-	5,131
Infrastructure - Roadways	25,010,411	-	-	25,010,411
Infrastructure - Street lights	171,750	-	-	171,750
Equipment and vehicles - Town	414,024	51,492	-	465,516
Equipment and vehicles - Elementary school	12,000	4,594	-	16,594
Total capital assets being depreciated	<u>26,602,645</u>	<u>81,160</u>	<u>-</u>	<u>26,683,805</u>
Less accumulated depreciation for:				
Land improvements - Town	(52,576)	(6,883)	-	(59,459)
Land improvements - Fire station	(13,466)	-	-	(13,466)
Land improvements - Salt shed	(11,599)	(828)	-	(12,427)
Land improvements - Castletown park	(65,520)	(2,777)	-	(68,297)
Land improvements - School	(983)	(1,180)	-	(2,163)
Land improvements - Cemeteries	-	(243)	-	(243)
Buildings and building improvements - Town	(76,274)	(3,112)	-	(79,386)
Buildings and building improvements - School	(306,961)	(6,264)	-	(313,225)
Buildings and building improvements - Fire station	(47,209)	(1,967)	-	(49,176)
Buildings and building improvements - Salt shed	(21,298)	(1,549)	-	(22,847)
Infrastructure - Dam	(5,131)	-	-	(5,131)
Infrastructure - Roadways	(8,009,693)	(336,245)	-	(8,345,938)
Infrastructure - Street lights	(36,449)	(2,290)	-	(38,739)
Equipment and vehicles - Town	(258,536)	(32,513)	-	(291,049)
Equipment and vehicles - School	(4,200)	(1,200)	-	(5,400)
Total accumulated depreciation	<u>(8,909,895)</u>	<u>(397,051)</u>	<u>-</u>	<u>(9,306,946)</u>
Total capital assets being depreciated, net	<u>17,692,750</u>	<u>(315,891)</u>	<u>-</u>	<u>17,376,859</u>
<b>Governmental activities capital assets, net</b>	<b>\$ 18,241,343</b>	<b>(313,401)</b>	<b>-</b>	<b>17,927,942</b>

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CAPITAL ASSETS, CONTINUED

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Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	\$	12,615
Public safety		34,480
Leisure and recreation		2,777

**Total depreciation expense – governmental activities \$ 397,051**

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LONG-TERM DEBT

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Long-term liability activity for the year ended June 30, 2005, was as follows:

	<u>Beginning balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending balance</u>	<u>Due within one year</u>
<b>Governmental activities:</b>					
Bonds payable	\$ 112,536	-	11,389	101,147	11,853
Capital leases payable	12,991	-	4,131	8,860	4,327
Accrued vacation	51,005	1,507	-	52,512	5,112
<b>Governmental activity long-term liabilities</b>	<b>\$ 176,532</b>	<b>1,507</b>	<b>15,520</b>	<b>162,519</b>	<b>21,292</b>

Bonds payable at June 30, 2005 is comprised of the following:

<u>Governmental activities</u>	<u>Interest rate</u>	<u>Final maturity date</u>	<u>Balance end of year</u>
1998 G.O.B.	6.50%	2014	\$ 101,147
<b><u>Total governmental activities</u></b>			<b><u>\$ 101,147</u></b>

The annual requirements to amortize all debt outstanding as of June 30, 2005 on general obligation bonds and notes are as follows:

<u>Fiscal year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2006	\$ 11,853	3,831	15,684
2007	12,335	3,349	15,684
2008	12,830	2,854	15,684
2009	13,361	2,323	15,684
2010	13,906	1,778	15,684
2011-2014	36,862	1,919	38,781
<b>Totals</b>	<b>\$ 101,147</b>	<b>16,054</b>	<b>117,201</b>

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LONG-TERM DEBT, CONTINUED

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In addition to the bonds and notes payable, the Town is contingently responsible for the following overlapping debt as of June 30, 2005:

<u>Governmental Unit</u>	Net debt	<u>Applicable outstanding</u>	<u>Manchester's to Manchester's share of debt</u>
Kennebec County	\$2,711,585	3.1%	84,996

In 2002, the School Department entered into a new capital lease for photocopier equipment. This in turn cancelled the previous lease the Department had entered into. The effective interest rate under the new capital lease obligation is 4.75%. The lease is payable in five annual installments.

The following is a schedule, by year, of future minimum lease payments under capital leases together with the present value of the net minimum lease payments, included in the long-term debt account group, as of June 30, 2005:

2006	\$ 4,748
<u>2007</u>	<u>4,748</u>
Total minimum lease payments	9,496
<u>Less: amount representing interest</u>	<u>636</u>
<b>Present value of future minimum</b>	
<b><u>Lease payments</u></b>	<b><u>\$ 8,860</u></b>

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GENERAL FUND DESIGNATED FUND BALANCES

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At June 30, 2005 and 2004, portions of the General Fund balance were designated to future periods as follows:

	<u>2005</u>	<u>2004</u>
Designated - Town:		
Town Roads	\$ 230,270	166,072
Mt. Vernon Road	40,922	-
Revaluation	50,000	25,000
Employee compensated absences	10,900	10,900
Playground - Castletown	7,629	8,573
Capital asset (carryover)	10,000	-
URIP	490	55,086
State revenue sharing (carryover)	26,313	1,069
Total Town designations	376,524	266,700
<u>School Department designation</u>	<u>65,000</u>	<u>60,000</u>
<b><u>Total designated</u></b>	<b><u>\$441,524</u></b>	<b><u>326,700</u></b>

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## EMPLOYEE'S RETIREMENT SYSTEM

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### **Maine State Retirement**

**Teacher Group** - All teachers, plus other qualified educators, participate in the Maine State Retirement System's teacher group. The teacher's group is a cost-sharing plan with a special funding situation, established by the Maine State legislature. The Maine State Retirement System provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Maine Legislature establishes and amends benefit provisions. The Maine State Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the Teacher's Group. That report may be obtained by writing to Maine State Retirement System, 46 State House Station, Augusta, Maine 04333-0046 or by calling 1-800-451-9800.

**Funding Policy** - Plan members are required to contribute 7.65% of their compensation to the retirement system. The State of Maine Department of Education is required, by the same statute, to contribute the employer contribution which amounts to \$142,836 (17.77%) for the fiscal year 2005. This amount has been reported as an intergovernmental revenue and education expenditure in the GAAP basis financial statements (Statement 2 and 4). There is no contribution required by the School.

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## TEACHERS SALARIES

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Teacher employment contracts run from September 1 to August 31 of the next year and payments are made throughout that period. Since teachers' contracted services are constructively performed at the end of the school year, salaries paid to teachers during July and August represent liabilities of the Town at June 30, 2005. The amount of teachers' salaries earned but unpaid at June 30, 2005 was \$92,500. This liability has not been reflected in the basic financial statements.

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## JOINT VENTURE

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The Town has entered into a joint venture with a number of other Towns. This joint venture is considered to be a separate reporting entity and has not been included within the financial statements of the Town of Manchester. A brief description of the joint venture, FirstPark, follows:

### **FirstPark**

Kennebec Regional Development Authority (FirstPark) was formed in 1998 through an act of the Maine State Legislature. Its primary purposes, according to the act, were to strengthen the financial condition of local governments within the geographic territory of the Authority, while combining resources and sharing costs for meeting regional and economic development needs and challenges; to promote and develop infrastructure and programs for employment and economic development opportunities; and other conditions to positively affect regional development. The intent was that the members would fund the start up costs and then jointly benefit from the tax revenues generated later on. There are currently 24 local governments who are members of the Authority, including the Town of Manchester.

The Authority derives some of its revenue from participants, but also receives significant grant

revenues from the State of Maine. In fiscal year 2005, the Town of Manchester contributed \$17,563. Complete financial statements may be obtained from Kennebec Regional Development Authority/FirstPark at P.O. Box 246, Oakland, Maine 04963.

## **GENERAL FUND**

The General Fund is the general operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other fundOTHER GOVERNMENTAL FUNDS

Special revenue funds account for specific resources, the expenditure of which is restricted by law or administrative action for particular purposes.

Special revenue funds are established for the following purposes:

### **Nonmajor School Special Education Funds**

To account for various federal and state grants and other special programs administered by the School Department.

### **Nonmajor Permanent Funds**

Permanent funds are used to report resources that are legally restricted to the extent that only the earnings, not principal, may be used for purposes that support the Town's programs.

## **REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

### ***REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS***

Board of Selectmen  
Town of Manchester, Maine

We have audited the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Manchester, Maine as of and for the year ended June 30, 2005, which collectively comprise the Town of Manchester, Maine's basic financial statements and have issued our report thereon dated November 10, 2005. The report on the general fund was qualified because the Town does not accrue certain payroll liabilities in accordance with accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Town of Manchester, Maine's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Town of Manchester, Maine's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. A reportable condition is described in the accompanying schedule of findings as item #2005-01.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Manchester, Maine's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

***REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS, CONTINUED***

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness.

We also noted an additional matter that has been reported under "Other Comments" in the schedule of findings section.

This report is intended solely for the information and use of the Selectmen and management and is not intended to be and should not be used by anyone other than these specified parties.

November 10, 2005  
South Portland, Maine

**Schedule of Findings  
Year ended June 30, 2005**

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Reportable Condition

**#2005-01 Segregation of Duties (repeated)**

Segregation of duties involves the assignment of responsibilities in such a way that different employees handle different parts of the same transaction. Anyone who records transactions and has access to the related assets ordinarily is in a position to perpetrate errors or irregularities. Accounting controls are enhanced when the employee who handles the accounting for an asset, such as cash, is denied access to the asset: for example, the employee who maintains cash records should not be authorized to sign checks without a responsible co-signer; also, an employee who prepares checks for payables and payroll should not separate and mail or distribute the same checks and should not prepare the bank reconciliations. Because of the small size of the Town's accounting staff, ideal segregation of duties is not practical. Certain functions ideally performed by separate individuals cannot be accomplished and therefore, internal accounting controls are not as strong as they might otherwise be. Because of the limitations of the small size of the Town's staff, we have suggested that cautious reviews of financial transactions, such as a review of bank reconciliations, be performed for all funds by responsible officials.

**TOWN OF MANCHESTER, MAINE**  
**Statement of Net Assets**  
**June 30, 2005**

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,451,242	922	1,452,164
Receivables:			
Accounts receivable	146	-	146
Taxes receivable	8,465	-	8,465
Tax liens	96,236	-	96,236
Intergovernmental receivable - State of Maine	3,364	904	4,268
Inventories	-	3,289	3,289
Capital assets, not being depreciated	551,083	-	551,083
Capital assets, net of accumulated depreciation	17,376,859	-	17,376,859
Total assets	19,487,395	5,115	19,492,510
<b>LIABILITIES</b>			
Accounts payable	24,125	7,871	31,996
Accrued compensated absences	57,624	-	57,624
Advances from State of Maine	2,289	-	2,289
Deferred revenue	4,247	-	4,247
Noncurrent liabilities:			
Due within one year	16,180	-	16,180
Due in more than one year	93,827	-	93,827
Total liabilities	198,292	7,871	206,163
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	17,817,935	-	17,817,935
Restricted for:			
Nonexpendable trust principal	12,215	-	12,215
Unrestricted	1,458,955	(2,756)	1,456,199
<b>Total net assets</b>	<b>\$ 19,289,105</b>	<b>(2,756)</b>	<b>19,286,349</b>

*See accompanying notes to financial statements.*

# Town Meeting Warrant

**Tuesday, June 13, 2006  
and  
Thursday, June 15, 2006**

**To:** Doris Gammon, a resident in the Town of Manchester, in the County of Kennebec, State of Maine,

## Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the Inhabitants of the Town of Manchester in said county and state, qualified by law to vote in Town affairs, to meet at the Manchester Town Office on Tuesday, the 13th day of June 2006, at 8:00 a.m., then and there to act upon Article 1 and by secret ballot Article 2, as set out below, the polling hours thereof to be 8:00 a.m. to 8:00 p.m. The meeting will recess at the completion of the count of the ballots until Thursday, June 15, 2006, at 6:30 p.m. The meeting will reconvene at 6:30 p.m. at the Manchester Elementary School, then and there to act on Articles 3 through 79 as set out below to wit:

Pursuant to Title 21-A § 759 (7), absentee ballots will be processed at the polls at the following times: 10:00 a.m., 1:00 p.m., 4:00 p.m., and 8:00 p.m.

## ADMINISTRATION-ELECTIONS

**Article 1.** To choose a Moderator to preside at said meeting. As soon as a Moderator has been elected and sworn in, the motion will be made to recess for all purposes except for voting for Town Officials. The registrar of voters will hold office hours while the polls are open to correct any error in or change of name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

**Article 2.** To elect all necessary Town Officers as required to be elected by secret ballot (M.R.S.A. 30-A, § 2528).

<u>Position</u>	<u>Vacancy</u>	<u>Term</u>
Selectmen:	two	3 years
School Board:	two	3 years
Sanitary District Trustee:	two	3 years

## GENERAL GOVERNMENT

**Article 3.** To see if the Town will elect in an open meeting the Budget Committee in accordance with the recommendations of the Nominating Committee as provided for at the Town Meeting of March 4, 1956.

SELECTMEN RECOMMEND YES (5-0)

**Article 4.** To see if the Town will nominate two (2) persons to serve, along with the Chairman of the Board of Selectmen, as a Nominating Committee for the Budget Committee to serve during the ensuing fiscal year beginning July 1, 2006.

SELECTMEN RECOMMEND YES (5-0)

**Article 5.** To see if the Town will vote to lapse all balances into undesignated Fund Balance except those which must be carried forward by statute and the balances of the following accounts: Cemetery Trust Funds, Urban Renewal Initiative Program, Manchester Elementary School, State Revenue Sharing, Town Road Accounts and pay indebtedness caused by overdrafts from undesignated Fund Balance.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 6.** To see if the Town will vote to determine that taxes committed during the fiscal year 2007 shall be due and payable upon assessment; that if they are not entirely paid on or before October 16, 2006, then they shall be paid in two equal installments, one half on or before October 16, 2006 and the other half on or before April 17, 2007; that taxes not paid by their installment deadline date shall be delinquent thereafter; and that interest at the rate of eleven percent (11.00%) per annum, which interest shall not be compounded, and shall accrue upon delinquent taxes until paid in full.

SELECTMEN RECOMMEND YES (5-0)

**Article 7.** To see if the town will vote to set the interest rate to be paid by the town on abated taxes at seven percent (7.00%) pursuant to 36 M.R.S.A. § 506-A.

SELECTMEN RECOMMEND YES (5-0)

**Explanation:** If taxes are paid but later abated, the municipality must refund the abated taxes and pay interest on them. For taxes assessed on or after April 1, 1996, 36 M.R.S.A. § 506-A provides that the rate of interest set by the municipality to be paid on overpayments may *not exceed* the rate set for delinquent taxes, *nor be less* than that rate reduced by 4%. Thus if the delinquency rate is 11.00%, then the town meeting may not set a rate lower than 7.00%.

**Article 8.** To see if the town will vote to allow the Selectmen to appropriate the money raised for overlay to pay tax abatements and applicable interest granted during the fiscal year beginning July 1, 2006.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Explanation:** Many communities fail to appropriate money to be used to pay abatements granted during that budget period. They simply use the overlay generated through the tax commitment. Even though 36 M.R.S.A § 710 authorizes assessors to raise overlay, there is no authority to spend the amount of the overlay without a town appropriation vote.

**Article 9.** To see if the town will vote to authorize the tax collector to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A § 506.

SELECTMEN RECOMMEND YES (5-0)

**Explanation:** This article is necessary to ensure that the bond covering the Town Tax Collector will apply to any property tax accepted by her, which has not yet been legally committed by the assessors to the collector.

**Article 10.** To see if the town will vote to authorize the Town Tax Collector to enter into a standard agreement with taxpayers establishing a “tax club” payment plan for property taxes, whereby: (1) the taxpayer agrees to pay specified monthly payments to the town based on his/her estimated and actual tax obligation for the current year property taxes; (2) the town agrees not to charge interest on timely payments made pursuant to the tax club agreement; (3) the town authorizes the collector to accept tax club payments for current taxes which may be due prior to the commitment of those taxes; (4) the agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due dates and interest dates and rates as other taxpayers who are not participating in a tax club; (5) only taxpayers who do not have any outstanding tax obligations for prior tax years are eligible to participate in the tax club program; and (6) taxpayers wishing to participate in a tax club for a particular property tax year shall enter into an agreement with the town by a publicly-advertised deadline determined by the Town Tax Collector.

SELECTMEN RECOMMEND YES (5-0)

**Article 11.** To see if the town will vote to grant the authority to the Town Treasurer to record a waiver of the automatic lien foreclosure process in the Kennebec County Registry of Deeds pursuant to 36 M.R.S.A § 944 when it is in the best interest of the Town as determined by the Board of Selectmen.

SELECTMEN RECOMMEND YES (5-0)

**Article 12.** To see if the Town will authorize the Selectmen on behalf of the Town to enter into contracts, leases, lease purchase agreements and interlocal agreements in the name of the Town for a period not to exceed five years if it is deemed to be in the best interests of the Town.

SELECTMEN RECOMMEND YES (5-0)

**Explanation:** This article does not appropriate any money. It is necessary to ensure that any contract or leases agreed to by the Selectmen and a vendor can be for more than one year. For example, a new proposal for the firm that audits the Town’s accounting records is scheduled to be for multiple years. In order for the Selectmen to enter into this agreement on behalf of the Town, they would need the authority of the Town Meeting. Yearly costs for leases or contracts would be included in other articles.

**Article 13.** To see if the Town will authorize the Selectmen on behalf of the Town to sell and dispose of any real estate acquired by the Town for nonpayment of taxes thereon, such as they may deem advisable and to execute quitclaim deeds for such property. Sale of all Town acquired property is to be made by public auction or sealed bid, except municipal officers may give an option to the taxpayer to redeem property within thirty (30) days of notice to sell.

SELECTMEN RECOMMEND YES (5-0)

**Article 14.** To see if the Town will vote to authorize the Selectmen to expend up to Fifty Thousand Dollars (**\$50,000.00**) from Undesignated Fund Balance (Unappropriated Surplus) to meet unanticipated expenses and emergencies that may occur during the ensuing fiscal year.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **GENERAL GOVERNMENT-GRANTS & GIFTS**

**Article 15.** 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 gifts for such public purposes as the Selectmen deem to be in the best interest of the Town.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 16.** To see if the Town will vote to authorize the Board of Selectmen to apply for and accept state and federal grants and grants from nonprofit organizations on behalf of the Town for municipal purposes, including when necessary, the authority to sign the grant contract and accept the conditions that accompany grant funds, and to appropriate and expend grant funds for the authorized purposes.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Explanation:** The Town needs the authorization of the Town Meeting, which is the legislative body of the town, to apply for many grants. This article avoids the need for a Special Town Meeting to authorize the Board of Selectmen to submit an application for grant funding on behalf of the Town and to accept any grant funds awarded. This article is an appropriation of grant funds and expenditure of the grant funds would be allowed.

## GENERAL GOVERNMENT-ADMINISTRATION

**Article 17.** To see if the Town will vote to raise and appropriate the sum of Sixteen Thousand Five Hundred Dollars (**\$16,500.00**) for the purpose of providing compensation to the Selectmen during the ensuing fiscal year.

Selectmen (Five at \$3,000.00 ea)	\$15,000.00
Chairmen of the Board of Selectmen	<u>\$ 1,500.00</u>
<b>Total</b>	<b>\$16,500.00</b>

SELECTMEN RECOMMEND YES (3-2)  
BUDGET COMMITTEE RECOMMENDS

**Article 18.** To see if the Town will vote to raise and appropriate the sum of Two Hundred Ninety-Five Thousand Four Hundred Sixty-Nine Dollars (**\$295,469.00**) for the purpose of providing compensation and employee benefits to the Town employees during the ensuing fiscal year.

This article includes amounts required for the salary and benefits of town employees. Estimated amounts include:

Town Manager	\$56,223.00
Town Clerk	\$26,736.00
Deputy Town Clerk	\$22,606.00
Town Treasurer/Tax Collector	\$33,059.00
Deputy Treasurer/Tax Collector	\$10,590.00
Certified Assessors Agent	\$28,683.00
Assessors Assistant	\$ 3,245.00
Code Enforcement Officer	\$29,380.00
Maintenance Person	\$ 5,570.00
Overtime	\$ 1,625.00
Ballot Clerks	\$ 3,900.00
Registrar of Voters	\$ 600.00
Payroll Taxes	\$23,681.00
Retirement	\$ 9,854.00
Unemployment Insurance	\$ 2,780.00
Workers Compensation Insurance	\$ 5,817.00
Employee Health & Dental	<u>\$31,120.00</u>
<b>Total</b>	<b>\$295,469.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 19.** To see if the Town will vote to raise and appropriate the sum of One Hundred Thirteen Thousand Eight Hundred Seventy-One Dollars (**\$113,871.00**) for general expenses associated with the operation of Town government.

Estimated amounts include:

Audit Fees	\$10,000.00
Computer software/hardware/licensing	\$ 9,000.00
Education and Training	\$ 6,450.00
Janitorial	\$ 3,000.00
Leases	\$ 5,397.00
Legal Services	\$15,000.00
Utilities	\$12,050.00
Supplies	\$ 5,550.00
Office Equipment	\$ 1,000.00
Insurance	\$12,270.00
Maintenance	\$14,681.00
Advertising	\$ 2,800.00
Postage	\$ 3,400.00
Lien Recording and Discharging	\$ 3,589.00
Preservation of Town Records	\$ 4,020.00
Miscellaneous Election Supplies	\$ 200.00
Printing & Copies (Town Office & Ballots)	<u>\$ 5,464.00</u>
<b>Total</b>	<b>\$113,871.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 20.** To see if the Town will vote to authorize the Town Manager to approve the disposal of furniture, equipment, and other items deemed unusable or unnecessary during the ensuing fiscal year.

SELECTMEN RECOMMEND YES (5-0)

## **GENERAL GOVERNMENT-REVALUATION SERVICES**

**Article 21.** To see if the Town will vote to raise and appropriate the amount of **(\$25,000.00)** Twenty-Five Thousand Dollars for the purpose of a town revaluation.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 22.** To see if the Town will authorize the Selectmen to appropriate funds from the “Revaluation Reserve Account” to pay the costs associated with a town revaluation.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## TOWN COMMITTEES, BOARDS AND COMMISSIONS

**Article 23.** To see if the Town will vote to raise and appropriate the sum of Eight Thousand Four Hundred Forty Dollars (**\$8,440.00**) for the support of the following Town Boards during the ensuing fiscal year:

Appeals Board	\$ 100.00
Planning Board	<u>\$8,340.00</u>
<b>Total</b>	<b>\$8,440.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 24.** To see if the Town will vote to raise and appropriate the sum of Seven Thousand Seven Hundred Fifty Dollars (**\$7,750.00**) for the support of the Long Range Planning Committee during the ensuing fiscal year.

Estimated amounts include:

Apple Festival	\$5,000.00
Beautification (Maintenance)	\$2,000.00
Bike/Walking Paths	\$ 500.00
Tree Lighting	<u>\$ 250.00</u>
<b>Total</b>	<b>\$7,750.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES

**Note:** It is anticipated that \$3,000.00 in revenue from the Apple Festival will offset this account.

**Article 25.** To see if the Town will vote to raise and appropriate the sum of Three Thousand Three Hundred Fifty Dollars (**\$3,350.00**) for the support of the Conservation Commission during the ensuing fiscal year.

Estimated amounts include:

Roadside Clean Up	\$ 650.00
Advertising	\$ 100.00
Copies & Printing	\$ 50.00
Training	\$ 250.00
Solid Waste Study	\$2,000.00
Postage	\$ 50.00
Miscellaneous	<u>\$ 250.00</u>
<b>Total</b>	<b>\$3,350.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **PUBLIC SAFETY**

**Article 26.** To see if the town will vote to raise and appropriate the sum of Seventy-Three Thousand Seven Hundred Dollars (**\$73,700.00**) for the following purposes for public safety.

Ambulance Service	\$11,093.00
Animal Control	\$ 4,500.00
KV Human Society	\$ 3,402.00
Constables	\$ 200.00
Dam Keeper	\$ 800.00
Cobbossee Outlet Dam	\$ 2,000.00
Emergency Preparedness	\$ 100.00
Hydrants	\$35,880.00
Street Lights	<u>\$15,725.00</u>
<b>Total</b>	<b>\$73,700.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **FIRE DEPARTMENT**

**Article 27.** To see if the Town will vote to raise and appropriate the sum of Fifty Two Thousand Seven Hundred Twelve Dollars (**\$52,712.00**) for the operation of the Manchester Volunteer Fire Department.

Estimated amounts include:

Vehicle Insurance	\$ 3,047.00
Miscellaneous Expenses	\$ 1,782.00
Fire Chief	\$ 3,500.00
Assistant Fire Chief	\$ 775.00
Deputy Fire Chief	\$ 775.00
Senior Fire Captain	\$ 750.00
Payroll	\$13,720.00
Training	\$ 4,000.00
Equipment Replacement and Purchases	\$ 3,900.00
Radio & Communications Repairs	\$ 1,000.00
Building Maintenance Services	\$ 2,968.00
Truck Repairs & Expenses	\$ 7,050.00
Utilities	<u>\$ 9,445.00</u>
<b>Total</b>	<b>\$52,712.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

## TOWN ROADS

**Article 28.** To see if the town will vote to authorize the municipal officers to make final determinations regarding the closing or opening of roads to winter maintenance pursuant to 23 M.R.S.A. § 2953.

SELECTMEN RECOMMEND YES (5-0)

**Explanation:** Unless the town meeting votes to award final authority to the municipal officers to order roads closed to winter maintenance, each closing order made by the municipal officers must be approved by the town meeting. This article awards final authority to the municipal officers in making these determinations, and so removes any need of a special town meeting. Winter closings can be done for a maximum of 10 years and must be completed between May 1 and October 1 in any given year. If their road-closing order does not state the number of years for which it will be effective, it will operate to close a road for only one year.

**Article 29.** To see if the Town will vote to raise and appropriate the sum of Four Hundred Thirty Thousand One Hundred Fifty Dollars (**\$430,150.00**) for the operation of town roads.

Estimated amounts include:

Advertising	\$ 500.00
Road Maintenance Personnel	\$ 14,600.00
Summer Road Maintenance	\$201,500.00
Winter Road Maintenance	\$210,600.00
Sand and Salt Shed Maintenance	<u>\$ 2,950.00</u>
<b>Total</b>	<b>\$430,150.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 30.** To see if the Town will vote to approve the Municipal Officers' Order of Discontinuance of the Meadow Hill Road, without reservation, of a public easement in the same and filed with the Town Clerk on May 30, 2006 and to raise and appropriate zero dollars as the amount of damages as stated in the Order. Said discontinuance is approximately 4 rods wide and begins at a survey pin located on the southeast corner of a piece of property more particularly described on Town of Manchester Tax Map R02 Lot 030-00A, on file at the Town of Manchester Municipal Office, 12 Readfield Road, Manchester, Maine and extends approximately 1,500 feet in a generally easterly direction to the Manchester, Hallowell and Farmingdale town lines. The above survey pin is identified on a survey completed by Garbacik Surveyors and recorded in the Kennebec County Registry of Deed on April 29, 1991 in Plan File D-91068.

SELECTMEN RECOMMEND YES (5-0)

ROAD COMMITTEE RECOMMENDS YES

**EXPLANATION:** The purpose of the above Warrant Article is to discontinue a section of the Meadow Hill Road and to extinguish the public easement. If this article is approved, the municipality will have no maintenance obligation and the public will have no right to travel on the road. The Jamies Pond Wildlife Management Area including Jamie Pond will continue to be available to the public by other points of access.

## **SOLID WASTE**

**Article 31.** To see if the Town will vote to raise and appropriate the sum of Forty One Thousand Nine Hundred Seventy-Five Dollars (**\$41,975.00**) for solid waste disposal fees.

Estimated Amounts Include:

Solid Waste Contract/Hatch Hill	\$36,975.00
Town Clean Up	<u>\$ 5,000.00</u>
<b>Total</b>	<b>\$41,975.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **RECREATION**

**Article 32.** To see if the Town will vote to appropriate all funds received by the Town from the State of Maine for snowmobile registrations to the Manchester Country Riders Snowmobile Club for the purpose of maintaining their snowmobile trails and to authorize the municipal officers to enter into an agreement with the Club, under such terms and conditions as the municipal officers may deem advisable, for that purpose. These funds are to be used for the maintenance of snowmobile trails within the Town and will be open to the public at all times and free of charge.

**NOTE:** During the period of July 1, 2005 through June 30, 2006 the Town gave \$1,635.20 to the Manchester Country Riders Snowmobile Club for this purpose.

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Explanation:** Snowmobile registration funds must be appropriated annually by the Town for whatever purpose it desires. If all or part of it is appropriated to a snowmobile club, one of the conditions of that appropriation *must* be that the club's trails are open and free for the public to use. Otherwise, it would be an illegal appropriation of public funds for a private group.

**Article 33.** To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Seven Hundred Fifty Dollars (**\$25,750.00**) for Summer Recreation programs.

Estimated amounts include:

Copies	\$ 300.00
Summer Recreation Director	\$ 4,160.00
Payroll for remaining personnel	\$14,000.00
Supplies	\$ 2,500.00
Middle School & Other Rec. Programs	\$ 300.00
Field Trips	\$ 2,682.00
Outside Services (instructors)	<u>\$ 1,808.00</u>
<b>Total</b>	<b>\$25,750.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **RECREATION MAINTENANCE**

**Article 34.** To see if the Town will vote to raise and appropriate the sum of Ten Thousand Seven Hundred Seventy-Nine Dollars (**\$10,779.00**) for the purpose of recreational facility maintenance.

Estimated amounts include:

Miscellaneous	\$ 500.00
Field Maintenance	\$ 3,965.00
Playground Maintenance	\$ 550.00
Security Camera	\$ 1,096.00
Tennis Courts	\$ 3,823.00
Equipment & Supplies	\$ 250.00
Portable Toilets	<u>\$ 595.00</u>
<b>Total</b>	<b>\$10,779.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (6-4)

## **ORGANIZATIONS-SUPPORT SERVICES**

**Article 35.** To see if the Town will vote to raise and appropriate the sum of Three Thousand Two Hundred Twenty-Three Dollars (**\$3,223.00**) in support of the following organizations.

Kennebec Land Trust	\$ 250.00
Maine Municipal Association	<u>\$2,973.00</u>
<b>Total</b>	<b>\$3,223.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

## ORGANIZATIONS-MANCHESTER

**Article 36.** To see if the Town will vote to raise and appropriate the sum of One Thousand Nine Hundred Dollars (**\$1,900.00**) for donations to the following Manchester organizations:

Manchester Youth Baseball	\$ 500.00
Boy Scout Troop #622	\$ 500.00
Maranacook Youth Football	\$ 500.00
Manchester Healthy Futures	<u>\$ 400.00</u>
<b>Total</b>	<b>\$1,900.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## ORGANIZATIONS-SOCIAL SERVICE AGENCIES

**Article 37.** To see if the Town will vote to raise and appropriate the sum of Two Thousand Four Hundred Dollars (**\$2,400.00**) for donations to the following organizations:

Sexual Crisis & Support	\$ 100.00
Family Violence Project	\$ 350.00
Hospice Volunteers of Kennebec Valley	\$ 300.00
Kennebec Valley Community Action	\$ 100.00
Kennebec Valley Mental Health Center	\$ 700.00
Senior Spectrum	\$ 350.00
Bread of Life	\$ 300.00
Crisis & Counseling Services	<u>\$ 200.00</u>
<b>Total</b>	<b>\$2,400.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## CEMETERIES

**Article 38.** To see if the Town will vote to raise and appropriate the sum of Thirteen Thousand Two Hundred Fifty Dollars (**\$13,250.00**) for the care and maintenance of Town cemeteries.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## GENERAL ASSISTANCE

**Article 39.** To see if the Town will vote to raise and appropriate the sum of Two Thousand Dollars (**\$2,000.00**) for the General Assistance Program.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## CAPITAL IMPROVEMENTS-RESERVE ACCOUNTS

**Article 40.** To see if the Town will vote to raise and appropriate the sum of Thirty-Five Thousand Dollars (**\$35,000.00**) for the “Prescott Road Culvert Replacement Project”. Should the project not be completed during the fiscal 2007 year, this amount is to be placed into the Prescott Road Designated Fund Balance Account for the purpose completing the repairs at a later date.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)  
ROAD COMMITTEE RECOMMENDS YES

**Article 41.** Shall the Town vote to establish a “Cobbossee Outlet Dam” Reserve Account and to raise the sum of Fifty Thousand Dollars (**\$50,000.00**) to be placed into this reserve account for completing the necessary repairs at a later date.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 42.** To see if the Town will authorize the Selectmen to appropriate funds from the “Cobbossee Outlet Dam Reserve Account” if necessary, to pay the costs associated with an engineering or other professional opinion to determine an estimate of total costs associated with repairing the Cobbossee Outlet Dam.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 43.** To see if the Town vote to raise the sum of Ten Thousand Dollars (**\$10,000.00**) for the “Fire Department Vehicle Reserve Account” to be used towards the purchase of Fire Department Vehicles at a later date.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 44.** To see if the Town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (**\$2,500.00**) to replace the telephone system in the Town Office.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **DEBT SERVICE & DRUM PROPERTY MAINTENANCE**

**Article 45.** To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand One Hundred Eighty-Four Dollars (**\$18,184.00**) to support the debt service incurred on the Drum Property and for the maintenance of said property.

Drum Property Principal Payments	\$12,335.00
Drum Property Interest Payments	\$ 3,349.00
Drum Property Maintenance	<u>\$ 2,500.00</u>
<b>Total</b>	<b>\$18,184.00</b>

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

## **MISCELLANEOUS**

**Article 46.** To authorize the Selectmen to accept and expend any other revenue from State, Federal, local and private sources for the support of the Town.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article 47.** To see if the Town will vote to authorize the Selectmen to sell Town owned property located on the Prescott Road identified as Map R06 Lot 006-B3A for the sum of \$500.00 plus the cost of attorneys and other reasonable fees and to place restrictions upon the deed if it is deemed to be in the best interests of the Town.

SELECTMEN RECOMMEND YES (5-0)

**Note:** In January of 2006, Mr. Bruce Arbor asked the Board of Selectmen to sell to him the above parcel of land. The property has an assessed value of \$500 and is bordered on three sides by property currently owned by Mr. Arbor. The Prescott Road is the other border. The above Warrant Article authorizes the Selectmen to sell this 80.5 ft x 115.5 ft piece of property and return it to the tax rolls. The property was originally acquired by the Town in the 1800's as a school site and is no longer needed by the Town.

## LAND USE & DEVELOPMENT ORDINANCES

**Article 48.** To see if the Town will vote to adopt proposed changes to Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE III. (SITE PLAN REVIEW), Section 4. (Administration) (C) Notice to Property Owners (page 115) which presently reads:

C. Notice to Property Owners.

The Planning Board shall mail all property owners within five hundred (500) feet of the lot notice of a *pending application* for Site Plan Review. This notice shall indicate the time, date, and place of Planning Board consideration of the application

**To be amended as:**

C. Notice to Property Owners.

The Planning Board shall mail all property owners within five hundred (500) feet of the lot notice of consideration of an application for Site Plan Review. This notice shall indicate the time, date, and place of Planning Board consideration of the application

PLANNING BOARD RECOMMENDS YES (5 - 0 - 1 abstention)

**Explanation:** This change clarifies intent to seek public input early in application process. According to Maine Municipal Assoc. a “pending” application is an application near end of review process.

**Article 49.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding the addition of the following three definitions to APPENDIX A. (Definitions) Section 2 (Definitions) (starting on page 146):

Buildable – Construction is allowed.

Construction- Building by putting together parts which includes any erecting, altering, reconstructing, moving upon, any physical operating on the premises, which is required for construction. Excavation, fill, drainage, and the like shall be considered a part of construction.

Nonbuildable- Construction is not allowed

PLANNING BOARD RECOMMENDS YES (6 - 0)

**Explanation:** Adding these definitions helps to clarify these terms in the ordinance.

**Article 50.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding the addition of the following fees to APPENDIX B (MANCHESTER FEE SCHEDULE) on page 161:

Flood Zone Construction Fee  
Minor Flood Permit: \$25.00  
Major Flood Permit: \$50.00

PLANNING BOARD RECOMMENDS YES (6 - 0)

**Explanation:** This amendment helps to recoup the cost of reviewing Flood permits.

**Article 51.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding APPENDIX B. (MANCHESTER FEE SCHEDULE) on page 161 which presently reads:

**Conditional Use Permit** \$100.00 +  
\$100.00 per lot/structure

**To be amended as:**

**Conditional Use Permit** \$100.00 +  
\$100.00 per lot/structure  
Notice Fee \$3.00 for each property owner within 500 feet

PLANNING BOARD RECOMMENDS YES (6 – 0)

**Explanation:** This change helps to recoup cost of sending notices to property owners within 500 feet of a proposed project.

**Article 52.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE II (LAND USE DISTRICTS AND USES), Section 5. (Dimensional Requirements) Table 2 on page 23 which presently reads:

**Dimensional Requirements**

<b><u>Dimensions</u></b>	<b>Land Use Districts</b>						
	<b><u>MV</u></b>	<b><u>CR</u></b>	<b><u>GD</u></b>	<b><u>RR</u></b>	<b><u>SL</u></b>	<b><u>RP</u></b>	<b><u>AM</u></b> Overlay
Minimum Setbacks (Principal and accessory structure) Front setback (from centerlines Town or private road	30	30	30	75	<u>75</u>	75	75

**To be amended as:**

**Dimensional Requirements**

<b>Dimensions</b>	<b>Land Use Districts</b>						
	<b>MV</b>	<b>CR</b>	<b>GD</b>	<b>RR</b>	<b>SL</b>	<b>RP</b>	<b>AM</b> Overlay
Minimum Setbacks (Principal and accessory structure) Front setback (from centerlines Town or private road	30	30	30	75	<u>30</u>	75	75

PLANNING BOARD RECOMMENDS YES (5 – 1)

**Explanation:** This amendment increases opportunities, which could under certain circumstances allow existing structures to become less nonconforming with respect to setback from shoreline.

**Article 53.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE III (SITE PLAN REVIEW) Section 8 (Criteria for Review and Approval of Site Plans and Subdivisions),

**E. (Flood Areas) which presently reads:**

Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the application whether the activity is in a flood-prone area. If the activity, or any part of it, is in such an area, the *subdivider* shall determine the 100-year flood elevation and flood hazard boundaries *within the subdivision*. The proposed project plan must include a condition of plan approval requiring that principal structures *in the subdivision* will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.

**To be amended as:**

**E. Flood Areas.**

Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the application whether the activity is in a flood-prone area. If the activity, or any part of it, is in such an area, the applicant shall determine the 100-year flood elevation and flood hazard boundaries within the lot(s). The proposed project plan must include a condition of plan approval requiring that principal structures within the lot(s) will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.

PLANNING BOARD RECOMMENDS YES (7-0)

**Explanation:** This is a clarification/correction, which jibes with intent.

**Article 54.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding the addition of the following at the end of ARTICLE III (SITE PLAN REVIEW) Section 8 (Criteria for Review and Approval of Site Plans and Subdivisions), after R(2) on page 131:

At the end of the site plan review of applicable criteria just listed, the Planning Board votes to give general approval or general approval subject to the following conditions, or denial of the application.

PLANNING BOARD RECOMMENDS (7 - 0)

**Explanation:** This is not a substantive change. It's an explanatory note.

**Article 55.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE II (LAND USE DISTRICTS AND USES) Section 4 (Land Uses), TABLE 1 (Table of Permissible Uses) on page 19 which presently reads:

**LAND USE DISTRICT**

USE/STRUCTURE	MV	CR	GD	RR	SL	AM	RP
Junkyard, Minor	C	B	C	C	C (A)	S	N

**To be amended as:**

**LAND USE DISTRICT**

USE/STRUCTURE	MV	CR	GD	RR	SL	AM	RP
Junkyard, Minor	C	<u>N</u>	C	C	C (A)	S	N

PLANNING BOARD RECOMMENDS YES

**Explanation:** The “B” under Community Residential is a typographical error and was verified with the 1992 Ordinance. “B” is not a Key to Table 1. Per the Key to Table 1, “N” is Prohibited Use.

**Article 56.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE II (LAND USE DISTRICTS AND USES) Section 4 (Land Uses), TABLE 1 (Table of Permissible Uses) on page 20 which presently reads:

**LAND USE DISTRICT**

<b>USE/STRUCTURE</b>	<b>MV</b>	<b>CR</b>	<b>GD</b>	<b>RR</b>	<b>SL</b>	<b>AM</b>	<b>RP</b>
<u>OUTDOOR, RESOURCE BASED USES</u>							
Accessory Structure	P	P	P	P	P	P	N

**To be amended as:**

**LAND USE DISTRICT**

<b>USE/STRUCTURE</b>	<b>MV</b>	<b>CR</b>	<b>GD</b>	<b>RR</b>	<b>SL</b>	<b>AM</b>	<b>RP</b>
<u>OUTDOOR, RESOURCE BASED USES</u>							
Accessory Structure (<5,000SF)	P	P	P	P	P	P	N
Accessory Structure (= or >5,000SF)	C	C	C	C	C	C	N

PLANNING BOARD RECOMMENDS YES (6-1)

**Note:** Key to Table 1, as it relates to the above information, reads:

- P            Use requires construction or use permit from CEO.
- C            Use requires conditional use permit from Planning Board following site plan review.
- N            Prohibited use.

**Explanation:** Due to possible impacts from a building of this size (5,000 SF is currently the threshold for a major development in our ordinance.) the Planning Board felt that an outdoor, resource based accessory structure 5,000 SF or more should be considered under site plan review.

**Article 57.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding the addition of the following two definitions to APPENDIX A. (Definitions) Section 2 (Definitions) (starting on page 146):

**Holding Tank**  – a closed, watertight structure designed and used to receive and store wastewater inside a structure or outside a structure (above or below ground).

**Wastewater**  – Any wastewater produced by human origin from commercial, industrial or residential sources, which may contain human, animal or vegetable matter in suspension or solution.

PLANNING BOARD RECOMMENDS YES (6 - 1)

**Explanation:** The addition of these two definitions helps clarify the ordinance.

**Article 58.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE II (LAND USE DISTRICTS AND USES) Section 4 (Land Uses), Key to Table 1 on page 16 which presently reads:

- Y: Allowed use (no permit required, but the use must comply with all applicable land use standards).
- P: Use requires construction or use permit from CEO.
- C: Use requires conditional use permit from Planning Board following site plan review.
- S: Use requires special exception permit from Planning Board following site plan review provided that the applicant shows by substantial evidence:
  - a. there is no alternate site which is both suitable to the proposed use and reasonably available to the applicant; and
  - b. that an environmental neighborhood impact report shows that there will be *no adverse impacts* on neighboring uses.
  - c. a. and b. may be waived by the Planning Board for minor developments, if it is deemed that impact or hazards would be minimal.
- N: Prohibited use.

**To be amended as:**

- Y: Allowed use (no permit required, but the use must comply with all applicable land use standards).
- P: Use requires construction or use permit from CEO.
- C: Use requires conditional use permit from Planning Board following site plan review.
- S: Use requires special exception permit from Planning Board following site plan review provided that the applicant shows by substantial evidence:
  - d. there is no alternate site which is both suitable to the proposed use and reasonably available to the applicant; and
  - e. that an environmental neighborhood impact report shows that there will be minimal adverse impacts on neighboring uses.
  - f. a. and b. may be waived by the Planning Board for minor developments, if it is deemed that impact or hazards would be minimal.
- N: Prohibited use.

PLANNING BOARD RECOMMENDS YES (7-0)

**Explanation:** “No adverse impacts” is an impossible criterion to meet. “Minimal adverse impacts” better reflects original intent.

**Article 59.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended  
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June 16, 2005 regarding ARTICLE III (SITE PLAN REVIEW) Section 8 (Criteria for Review and Approval of Site Plans and Subdivisions) **M. Sewage Disposal** on page 131 which presently reads:

The proposed activity will provide for adequate sewage waste disposal, and will not cause an unreasonable burden on municipal services if they are utilized.

**To be amended as:**

The proposed activity will provide for adequate sewage/waste water disposal as outlined in the Maine Subsurface Waste Water Disposal Rules (144 CMR 241) and provide the same protection as in Section 6 (O). Also, the proposed sewage/waste water disposal will not cause an unreasonable burden on municipal services if they are utilized.

PLANNING BOARD RECOMMENDS YES (6-1)

**Explanation:** This change helps to better define what “adequate waste disposal” means.

**Article 60.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding ARTICLE II (LAND USE DISTRICTS AND USES) Section 6 (General Performance Requirements and Standards) **O. Sanitary Standards** on page 53 which presently reads:

**1. All subsurface sewage disposal facilities shall be installed in conformance with the State of Maine Subsurface Wastewater Disposal Rules, Chapter 241, as revised.**

**To be amended as:**

1. All subsurface sewage/waste water disposal facilities shall be installed in conformance with the State of Maine Subsurface Waste Water Disposal Rules, Chapter 241, as revised. As per these sanitary standards, a holding tank (any type) is not allowed for the first time use (intermittent, temporary or permanent) of commercial/industrial or residential structures.

PLANNING BOARD RECOMMENDS YES (6 - 1)

**Explanation:** First time use of holding tanks would not be allowed. Currently a holding tank could be used by a business or by a use on a site with poor soils, which could not accommodate a septic tank.

**Article 61.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding moving number three of “Subdivision” in the definitions (page 158) and relocate it to ARTICLE II (LAND USE DISTRICTS AND USES), Section 8(Performance Requirements and Standards for Specific Activities), I (Subdivisions), 3 (Basic Requirements) b. (Lots) (page 86) as number viii.

**Page 158 presently reads:**

Subdivision: Subdivision means subdivision (1) as defined in Title 30-A M.R.S.A., 4401, as amended (i.e. generally a division of a tract or parcel of land into three (3) or more lots within a five year period (see statute for full definition) and (2) as such definition is augmented by the following:

1. Such division may be accomplished by sale, lease, development, building or otherwise, including informal arrangements which result in the functional division of a tract or parcel. The term subdivision may, at the Planning Boards discretion, also include cluster housing, shopping centers, lodging places (e.g. motels, inns, etc.) and apartment, condominium, or cooperative housing units, when any of these items contain three or more units.
2. Under such definition, lots of forty (40) or more acres each shall be counted as lots if the lots are wholly or partly within the Shoreland District and the average lot-depth-to-shore-frontage ratio is greater than three to one.
3. Any ownership of a corporation or abutting parcel when there is at least one joint common owner, is for the purposes of the subdivision law, same ownership.

**To be amended as:**

Subdivision: Subdivision means subdivision (1) as defined in Title 30-A M.R.S.A., 4401, as amended (i.e. generally a division of a tract or parcel of land into three (3) or more lots within a five year period (see statute for full definition) and (2) as such definition is augmented by the following:

1. Such division may be accomplished by sale, lease, development, building or otherwise, including informal arrangements which result in the functional division of a tract or parcel. The term subdivision may, at the Planning Boards discretion, also include cluster housing, shopping centers, lodging places (e.g. motels, inns, etc.) and apartment, condominium, or cooperative housing units, when any of these items contain three or more units.
2. Under such definition, lots of forty (40) or more acres each shall be counted as lots if the lots are wholly or partly within the Shoreland District and the average lot-depth-to-shore-frontage ratio is greater than three to one.

**And page 86 to be amended as:**

- b. Lots.
  - i. Wherever possible, side lot lines shall be perpendicular to the street.
  - ii. The subdivision of tracts into parcels with more than twice the required minimum lot size shall be laid out in such a manner as either to provide for or preclude future division. Deed restrictions and notes on the plan shall either prohibit future divisions of the lots or specify that any future division shall constitute a revision to the plan and shall require approval from the Board, subject to the criteria of the Subdivision Statute, the standards of these regulations and conditions placed on the original approval.
  - iii. If a lot on one side of a stream, tidal water, road or other similar barrier fails to meet the minimum requirements for lot size, it may not be combined with a lot on the other side of the stream, tidal water, or road to meet the minimum lot size.

- iv. The ratio of lot length to width shall not be more than three to one. Flag lots and other odd-shaped lots in which narrow strips are joined to other parcels in order to meet minimum lot size requirements are prohibited.
- v. No more than two lots in any subdivision may access directly onto an existing State or Town road.
- vi. If any lots in a proposed subdivision have shore frontage on a river, stream, brook, or great pond as these features are defined in Title 38, Section 480-B, none of the lots created within the subdivision have a lot depth or shore frontage ratio greater than 5 to 1.
- vii. In accordance with Article III, Section 10, the final recorded plot plan for subdivisions will include a standard condition that if at least twenty-five percent (25%) of the lots or units that make up the subdivision are not sold within five (5) years, then the subdivision must be re-reviewed by the Planning Board.
- viii. Any ownership of a corporation or abutting parcel when there is at least one joint common owner, is for the purposes of the subdivision law, same ownership.

PLANNING BOARD RECOMMENDS YES (5 - 1)

**Explanation:** This is not a substantive change. It only moves this sentence from definition to the body of the ordinance on advice of the Town attorney.

**Article 62.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding Appendix A. (Definitions), Section 1. (Construction of Language), definition of “Structure” (page 158) **which currently reads:**

**Structure:** Anything constructed or erected, the use of which requires a fixed location on or in the ground or in the water, or an attachment to something having a fixed location on the ground, including buildings, billboards, signs, commercial park rides and games, carports, porches, and other building features, including stacks and antennas. The following items are also not considered structures, except when they are located within a Shoreland District or Resource Protection District: sidewalks, fences, driveways, parking lots, and field or garden walls or embankment retaining walls.

**To be amended as:**

**Structure:** Anything constructed or erected, the use of which requires a fixed location on or in the ground or in the water, or an attachment to something having a fixed location on the ground, including buildings, billboards, signs, commercial park rides and games, carports, porches, and other building features, including stacks and antennas. The following items are also not considered structures, except when located within 100 feet of the normal high water mark in the Shoreland District or Resource Protection District: sidewalks, fences, driveways, parking lots, and field or garden walls or embankment retaining walls.

PLANNING BOARD RECOMMENDS YES (7 - 0)

**Explanation:** This change allows sidewalks, fences, driveways, and walls to not be considered structures if they are located more than 100' from normal high watermark in Shoreland and Resource Protection Districts.

**Article 63.** To see if the Town will vote to adopt proposed changes to the Town of Manchester Land Use and Development Ordinance originally adopted on June 29, 1992 and last amended June 16, 2005 regarding Article II (Land Use Districts and Uses), Section 5 (Dimensional Requirements), Table 2 which currently reads:

**Section 5. Dimensional Requirements**

A. General Requirements. Unless otherwise permitted or limited by this Ordinance, lots, structures, and uses shall meet or exceed the requirements as set forth below in Table 2.

Where more than one principal structure exists on a lot, or is proposed, the lot area and frontage shall be increased proportionally (except as otherwise provided in this Ordinance) to the lot area and frontage requirements.

**To be amended as:**

**Section 5. Dimensional Requirements**

A. General Requirements. Unless otherwise permitted or limited by this Ordinance, lots, structures, and uses shall meet or exceed the requirements as set forth below in Table 2.

Where more than one principal structure exists on a lot, or is proposed, the lot area and frontage shall be increased proportionally (except as otherwise provided in this Ordinance) to the lot area and frontage requirements.<sup>1</sup>

A1. Anything to the contrary in the definition of structure notwithstanding, the minimum requirements for sideline setbacks for a driveway, parking area, sidewalks, fences, and field or garden walls or embankment retaining walls in the Shoreland and Resource Protection Districts shall be the same as in all other Districts.

PLANNING BOARD RECOMMENDS YES (7 - 0)

**Explanation:** This amendment corrects inconsistency between definition of structure and Table 2. This change also clarifies/reduces sideline setback requirements for sidewalks, fences, and walls from 30' to 0', and driveways from 30' to 10' in SLD and RPD.

## REVENUE

**Article 64.** To see if the Town will vote to appropriate, and to authorize the Selectmen to expend, up to Seven Hundred Eighty-Five Thousand Eight Hundred Ninety Dollars (**\$785,890.00**) from the following General Fund revenue sources to be used toward the July 1, 2006 to June 30, 2007 budget appropriation, thereby decreasing the amount to be raised from property taxes.

Estimated Amounts Include:

Interest & Costs	\$ 14,600.00
Auto Excise Tax	\$435,000.00
Boat Excise Tax	\$ 5,900.00
Town Agent Fees	\$ 9,460.00
Interest on Investments	\$ 27,000.00
Miscellaneous Fees	\$ 100.00
Drum Property Rental	\$ 6,000.00
Mowing Reimbursement	\$ 3,500.00
Sewer Reimbursements	\$ 640.00
State Revenue Sharing	\$206,000.00
Tree Growth Reimbursement	\$ 2,900.00
Veterans Reimbursement	\$ 2,000.00
Maine Park Reimbursement	\$ 1,200.00
Code Enforcement Fees	\$ 10,165.00
Town Clerk Fees	\$ 500.00
Apple Festival	\$ 3,000.00
Animal Control Fees	\$ 1,300.00
Urban Renewal Initiative Program	\$ 40,000.00
Summer Recreation Fees	\$ 6,075.00
First Park Reimbursement	\$ 9,900.00
Interest on Cemetery Fund	\$ 400.00
General Assistance Reimburse	\$ 250.00
<b>Total</b>	<b>\$785,890.00</b>

SELECTMEN RECOMMEND YES (5-0)

BUDGET COMMITTEE RECOMMENDS YES (10-0)

**EXPLANATION:** The above municipal revenues do not reflect anticipated education revenues of **\$818,504.00** and an estimated carry forward from the Manchester Elementary School of approximately **\$65,000.00** to support education. These figures will be appropriated in the Articles dealing with education.

**Article 65.** To see if the Town will vote to appropriate the use of up to One Hundred Fifty Thousand Dollars (**\$150,000.00**) from undesignated fund balance (surplus) thereby decreasing the amount

needed to be raised from property taxes.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**Article #66 will be decided by written ballot if necessary**

**Article 66.** Shall the Town vote to increase the property tax levy limit established for the Town of Manchester by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that exceeds the property tax levy limit.

SELECTMEN RECOMMEND YES (5-0)  
BUDGET COMMITTEE RECOMMENDS YES (10-0)

**EDUCATION-MANCHESTER ELEMENTARY SCHOOL**

**Article 67.** To see what sum the municipality will be allowed to expend for Instructional Salaries and Fringe Benefits.

School Committee Recommends: **\$903,433.00**

This article provides funds for the salaries and benefits of personnel that provide direct services to students. Also reflected in this account are funds for substitutes.

**Article 68.** To see what sum the municipality will be allowed to expend for Instructional Support.

School Committee Recommends: **\$35,600.00**

This article includes, but is not limited to, funds for school supplies, textbooks, professional services and equipment, copier maintenance and lease, field trips, and staff development activities such as workshops on teaching methods.

**Article 69.** To see what sum the municipality will be allowed to expend for the Operation and Maintenance of the School Facilities.

School Committee Recommends: **\$224,916.00**

This article includes, but is not limited to, funds for the salaries and benefits of custodial and plant maintenance personnel, contracted services including the costs associated with capital improvement projects, purchase of equipment, and the purchase costs of electricity, heating oil, gasoline, telephones, and other commodities and services necessary to support the physical plant.

**Article 70.** To see what sum the municipality will be allowed to expend for Transportation.

School Committee Recommends: **\$78,098.00**

This article represents all costs associated with student transportation. This article no longer contains costs associated with field trips.

**Article 71.** To see what sum the municipality will be allowed to expend for Special Education.

School Committee Recommends: **\$233,714.00**

This article represents costs associated with special education services, including resource room, gifted/talented programs, special services and tuition to outside agencies.

**Article 72.** To see what sum the municipality will be allowed to expend for school administration.

School Committee Recommends: **\$111,716.00**

This article includes, but is not limited to, funds for the salaries and benefits for the in-school administrative staff including the principal, secretary and other staff associated with the principal's office, postage, general supply and printing costs, technical services, and other costs associated with the administration of the school.

**Article 73.** To see what sum the municipality will be allowed to expend for support services.

Funds in this area will be allocated as follows:

Assessment	\$ 17,664.00
Contingency Account	\$ 15,000.00
Cultural Services	\$ 4,281.00
Food Services	\$ 8,825.00
Guidance Services	\$ 28,652.00
Health Services	\$ 36,560.00
Improvement of Instruction	\$ 19,727.00
Library/Media	\$ 51,284.00
School Committee	\$ 13,006.00
Technology	\$ 31,182.00
<b>Total</b>	<b>\$226,181.00</b>

School Committee Recommends: **\$226,181.00**

**Article 74.** To see what sum the municipality will appropriate for Union expenses.

School Committee Recommends: **\$63,742.00**

This article allocates funds that have been assessed by the School Union #42 School Board. The Union School Board is made up of five members of each of our four communities. This assessment is required by law.

**The following three articles are summary articles and do not raise additional funds beyond**

**what has already been approved by the voters. If adjustments have been made to the previous articles, these changes shall have to be reflected in the upcoming articles.**

**Article 75.**

To see what sum the municipality will appropriate for the total cost of funding public education from kindergarten to grade 5 as described in the Essential Programs and Services Funding Act (Recommend \$1,457,649.) and to see what sum the municipality will raise as the municipality's contribution to the total cost of funding public education from kindergarten to grade 5 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

School Committee Recommends:	State Share	\$ 809,504.00
	Local Share	<u>\$ 648,145.00</u>
	<b>Total</b>	<b>\$1,457,649.00</b>

The school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 5 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

**Article #76 will be decided by written ballot**

**Article 76. (Written Ballot Required)** Shall the Town of Manchester raise and appropriate \$345,751 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$219,785. as required to fund the budget recommended by the School Committee?

School Committee recommends \$345,751. for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$219,785.00:

The \$219,785 that exceeds the 100% EPS funding level is needed to continue programs and services presently offered by the District which are not covered, or not fully covered, by EPS such as: Contingency - \$15,000, smaller class sizes and variety of programs such as foreign language, art and music - \$130,000, technology - \$15,000, operations and maintenance \$50,000, and food service support - \$8,000.

The additional local funds are those locally raised funds over and above the District's local contribution to the total cost of funding public education from grade kindergarten to grade 5 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual debt service payment on non-state-funded school construction projects or the non-state-funded portion of a school construction project that will help achieve the District budget for educational programs.

**Article 77.** To see what sum the municipality will authorize the school committee to expend for

the fiscal year beginning July 1, 2006 and ending June 30, 2007 from the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 5 as described in the Essential Programs and Services Funding act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

School Committee Recommends:

**\$1,877,400.00**

**This is a summary article.**

It does not raise any additional money—it authorizes the municipality to spend the money appropriated in the previous articles, plus other revenues such as tuition payments from other municipalities.

**Article 78.** To authorize the School Committee to expend other revenue from state, federal, local and private sources for the support of the schools.

School Committee Recommends:

**OUGHT TO PASS**

This article allows the School Committee to pursue and use funds that may be received through unexpected grants or donations, and applications that are made by members of the Manchester Elementary School staff or community. Examples of some of the funding received last year are: NCLB Grant, Federal REAP, and Local Entitlement. The estimated income for the coming year is **\$75,000.00**

**Article 79.** To see if the voters will authorize the School Committee, by a majority vote of those committee members present at a regular school committee meeting to increase any line item up to five percent (5%) by transferring funds from another line balance or miscellaneous income to pay for the unexpected expenses. (The authorized budget will not be exceeded due to a positive vote on this article and any increase or decrease in one item will be offset by a corresponding increase or decrease in another line item(s).)

School Committee Recommends:

**OUGHT TO PASS**

Signed at the Town of Manchester on May 16, 2006 by a majority of the Selectmen of the Town of Manchester

  
Terri Watson, Chairman

  
Maynard Whitten, Vice Chairman

  
Elaine Fuller

  
Alec Rogers

  
Donald McLeod