

Town of Newry Selectmen Meeting Minutes  
November 12, 2019 5pm Newry Town Office

**Selectmen Present:** Gary Wight, James Largess, Virgil Conkright,

**Others present:** Amy Bernard (Town Administrator), Dave Bonney (CEO), Barb Rajaniemi (Deputy Clerk), Bob Chase (Med Care), Dean Milligan (Med Care), Jim Pulsifer (Med Care), Deb Doyle (Meeting House), Sam Wheeler (Sun Journal), Brooks Morton

**Signing of Warrants:** All signed

**Approval of meeting minutes:**

Selectman Wight made a motion to accept the Town of Newry Selectmen Meeting minutes for October 29, 2019, Selectmen Conkright 2<sup>nd</sup> the motion, all approved.

**Adjustments to Agenda:** None

**Announcements:** None

**Public Comment:** None

**New Business:**

**~Consider and Discuss signing Deb Doyles "Meeting House" liquor license renewal~:**

Selectman Wight made a motion to renew the liquor license for Meeting House, Selectmen Conkright 2<sup>nd</sup> the motion, all approved.

Selectmen signed the renewal.

**~Consider and Discuss Med Care increases with the Director of Med Care~:**

See attached handout from Med Care

The selectman would like to see a few years outlook.

Amy is asking for the next year (July-June) increase in February for Town's budget.

Med Care will look into going to a fiscal year budget, starting with a 6 month cycle then move into 12 months.

**~Consider and Discuss email from resident to Town Attorney~:**

See attached email from Brooks Morton dated October 31, 2019

The select board offered Brooks an executive session to discuss all concerns. Mr. Morton waived the notice and the executive session. Mr. Morton would like to discuss the issues now.

Selectmen Largess concern: With the Sunday River application Brooks offered legal advice "Look into adverse possession". The Planning Board gets to speak to the ordinance. Selectman Largess felt that this was out of line.

Selectmen Wight feels Mr. Morton created a Bios situation.

Selectmen Conkright feels it was a conflict of interest.

The Select board asked Mr. Morton to be more careful.

Mr. Morton resigned from the Planning Board verbally on the recording and the resignation was accepted by the Select board.

**~Consider and Discuss Planning Boards request to have the Attorney talk with them~:**  
The Select board will ask the Chairman of the Planning Board if he would like to have a workshop.

Amy will reach out to the Chairman of the Planning Board to see if there is a list of how the select board will help, also to have a planner come talk to the Planning board.

**~Consider and Discuss resignation of Doug Webster from the Planning Board~:**  
See attached email from Doug Webster who has chosen to resign as a planning board member.

Selectman Wight made a motion to accept Doug Webster's resignation from the Planning Board, Selectmen Conkright 2<sup>nd</sup> the motion, all approved.

**~Consider and Discuss appointing Gary Drown to the Planning Board~:**  
Selectman Wight made a motion to appoint Gary Drown to the Planning Board to complete Doug Webster's term to expire June 2021, Selectmen Conkright 2<sup>nd</sup> the motion, all approved.

#### **Unfinished Business:**

**~Consider and Discuss Adult use and Medical Marijuana permits~:**  
The select board will take home and read over. They will also be thinking about the fees associated with the permit.

**~Consider and Discuss renewing Certificate of deposit for additional months~:**  
Selectman Wight made a motion to renew the Certificate of deposit for 9 months, Selectmen Conkright 2<sup>nd</sup> the motion, all approved.

**~Consider and Discuss next meeting date~:**  
**Next meeting November 26<sup>th</sup> at 5pm**  
**Following meeting December 3<sup>rd</sup> at 5pm**

#### **Reports:**

Administrator Report: see attached  
CEO Report: see attached  
Committees Report:  
Selectmen's Report:

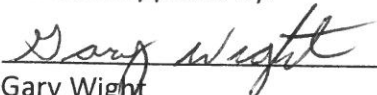
#### **Other Business:**

**Next Meeting:** November 26, 2019 @ 5:00 pm Select Board Meeting  
December 3, 2019 @ 5:00 pm Select Board Meeting


Selectman Wight made a motion to adjourn the Select board Meeting. Selectman Conkright 2<sup>nd</sup> and all approved. Meeting adjourn at 6:24 pm

**Adjourn: 6:24 pm**

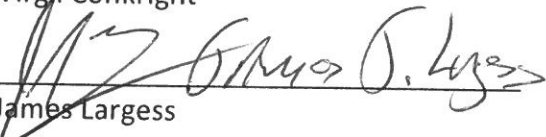
Minutes Approve By:

  
Gary Wight

Date: 11/26/19

  
Virgil Conkright

Date: 11/26/19

  
James Largess

Date: 11/26/19



## MED-CARE AMBULANCE

*"In it for Life"*

290 Highland Terrace • Mexico, ME 04257  
207-364-8748 • Fax: 207-369-0635 • [med-careambulance.com](http://med-careambulance.com)

### AGREEMENT FOR A JOINT AMBULANCE SERVICE

**Whereas** the parties to this agreement have determined that it will be a more efficient use of their powers and to their mutual advantage to establish a joint ambulance service....

- Established and incorporated as Northern Oxford Regional Ambulance in 1988
- Need driven: Private company(s) would no longer be providing the service, State law required each community to make provisions for EMS coverage
- The population of the 11 towns served was 18,340
- Initial subsidy was set at \$15/capita



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## Reduced Collection Rates for Service Rendered

YEAR	AMOUNT BILLED	AMOUNT W/O	AMOUNT COLLECTED	BILLABLE CALLS	AVG. PER CALL	ACCTS. REC REMAINING	% Accts. Rec	% Collected
2012	\$2,132,548.60	\$579,983.26	\$1,539,228.10	3064	\$502.36	\$13,337.24	0.63%	99.37%
2013	\$2,215,263.00	\$636,320.13	\$1,486,336.39	3035	\$489.73	\$92,606.48	4.36%	95.82%
2014	\$2,286,896.40	\$671,744.03	\$1,434,784.05	3156	\$454.62	\$180,368.32	8.56%	92.11%
2015	\$2,381,987.48	\$675,426.19	\$1,588,605.07	3266	\$486.41	\$117,956.22	5.21%	95.05%
2016	\$2,715,074.00	\$1,021,471.90	\$1,405,288.52	3015	\$466.10	\$288,313.58	11.88%	89.38%
2017	\$2,735,608.00	\$1,105,707.86	\$1,436,731.61	3016	\$476.37	\$193,168.53	7.60%	92.94%
2018	\$2,745,382.77	\$1,047,236.11	\$1,428,768.40	3051	\$468.30	\$269,378.26	10.88%	90.19%
2019	\$1,798,053.80	\$659,557.20	\$957,783.58	2001	\$478.65	\$180,713.02	11.17%	89.95%
2019 Projected Year End	\$2,697,080.70	\$989,335.80	\$1,436,675.37	3001	\$478.73	\$271,069.53	11.17%	89.95%

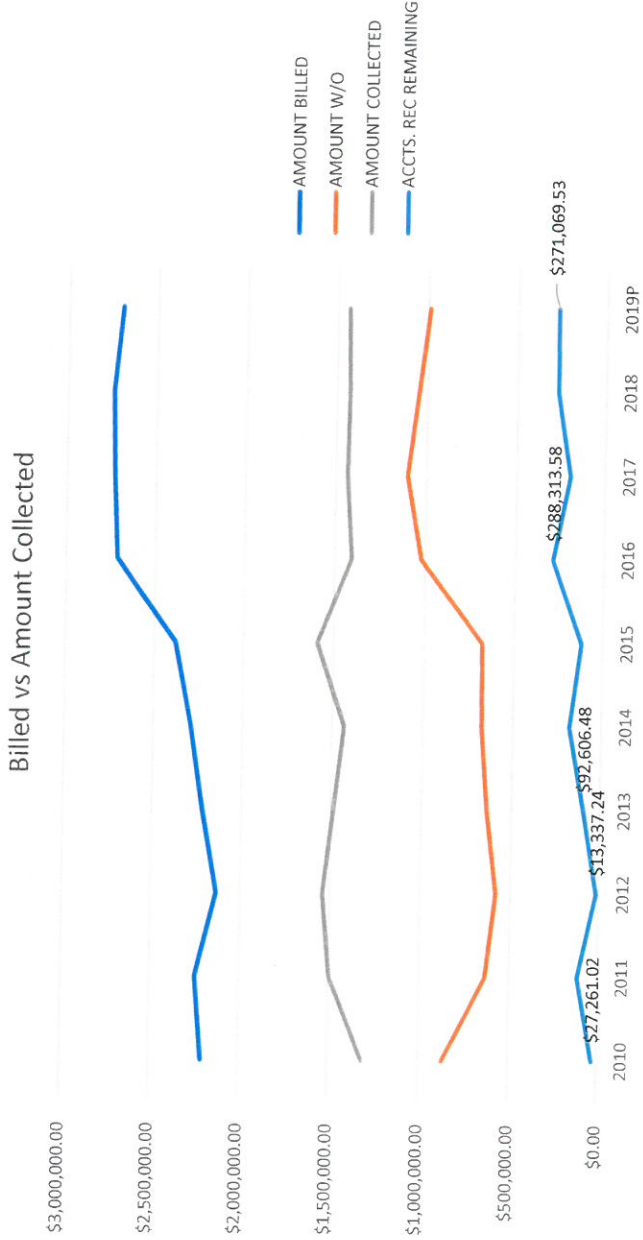


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## Reduced Collection Rates for Service Rendered



This Chart shows that although the total dollars billed have increased since 2012, the actual collections have decreased



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### **Cost Control: Expense Comparison**

Operating expenses (not including depreciation)

2011- \$1,716,753

2018 - \$1,783,330

Equals 3.9% increase in 8 years

2019 – \$1,871,037 (4.9% increase from previous year) Minimum wage

2020 - \$2,084,711 (11.4% increase)

\$93K (5%) in Payroll driven by minimum wage increase

\$94K (5%) for equipment purchase



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### **Cost Control: Actions Taken**

- Delayed hiring 3 full time positions to save on benefits
- Reduced staffing hours – Implemented on call system
- Changed workers comp insurance
- Changed property and liability insurance
- Changed Health insurance program 3 times – Reducing plan down 5 levels
- Increased employee's health insurance contributions





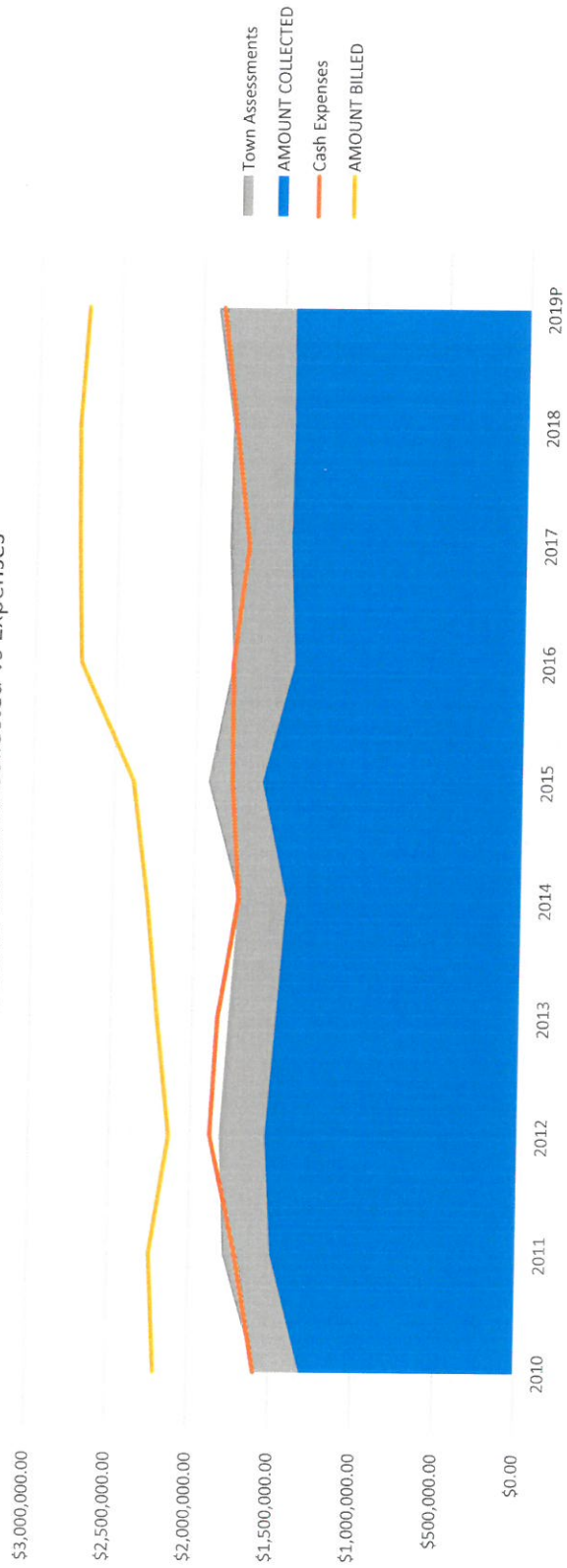
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## Revenue Vs Expense

Revenue Billed and Collected vs Expenses





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## Capital Needs

VEHICLE #	Make	Year	Mileage	Yr. to replace	Est Mileage @ Replacement
Car 1	Ford Explorer	2015	99,000	2026	150,000
551	Chevy G-4500	2010	203,467	2020	225,000
552	Chevy G-4500	2012	120,419	2023	225,000
553	Chevy G-4500	2017	65,392	2027	225,000
554	Chevy G-4500	2021		2022	230,000
555	Ford E-450	2003	154,790	2022	230,000
556	Chevy G-4500	2015	80,258	2024	234,000



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## **Current Liabilities**

<b>Loan</b>	<b>Liability</b>	<b>FY 20 Principal in Interest</b>
Building Mortgage	\$1,430,497	\$103,000
LifePak 15 Loan	\$71,256	\$28,300
556 Loan	\$41,946	\$27,000
553 Loan	\$55,093	\$25,250
Power Cots Loan	\$7,037	\$4054
552 Loan	\$37,487	\$21,000
Line of Credit	\$75,000	\$28,600
Operational Loan	\$35,000	\$35,000
<b>TOTAL</b>	<b>\$1,725,542</b>	<b>\$151,550 P - \$89,634 Int</b>



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### **Moving Forward**

- Continue to improve revenue forecasting
- Advocate for legislative changes that positively impact revenue (reimbursement rates)
- Focused initiative to recruit and retain part time employees at all license levels
- Continue to explore reorganizing/restructuring
- Put high priority on debt repayment, reduction of debt load, ultimately leading to reduced operating costs
- Explore downsizing of fleet and equipment

**From:** [brooksmorton@gmail.com](mailto:brooksmorton@gmail.com) [mailto:[brooksmorton@gmail.com](mailto:brooksmorton@gmail.com)]

**Sent:** Thursday, October 31, 2019 9:45 AM

**To:** Joseph G. Talbot; Amanda L. Robertshaw; Mark P. Snow

**Subject:** New submission from Info Request

**Name**

Brooks Morton

**Email**

[brooksmorton@gmail.com](mailto:brooksmorton@gmail.com)

**Subject**

Planning Board

**Message**

Hello Jim, I am concerned that our town has operated outside the rule of law concerning the recent activities with Sunday River applications. Conflicts of competing interests have made our planning board process loose its creditability. We have lost 3 PB members over the past year because of unethical maneuvers by our town administrator and Sunday Rivers interference and manipulation.

Insufficient public notice for meetings has corrupt our process to the point where it has become difficult to objectively process applications submitted by Sunday River. I have been involved in town government most of my adult life and have become discouraged by the lack of respect for the rule of law. I believe that the Selectman's appointment of the executive secretary of the ski areas general manager as a voting member is indicative of how corrupt our town has become. She does not reside in Newry! I have pointed out that when voting on her employers application she should recuse herself, she says she can remain objective but the appearance of a conflict has degraded public confidence in our board. To make her appointment legal the town will be voting next week to change the residency requirement in our ordinance. After the appointment has been made and Sunday Rivers projects approved. The training session you conducted last week was the latest in the diversionary tactics used to cover up the improprieties. The other members of the planning board who did not attend are ready to quit. All of the blame directed toward the planning boards ineptness is just a smoke screen. We have a process in place where every piece of paper submitted is date stamped and signed when accepted, placed in a folder and filed. No legal document ever leaves the room, we have a system that has worked long before the present administration. I too may be forced to resign in light of this present manipulation of the process. As I see it less Selectmen interference is needed for any sense of integrity to be restored. My question is: Does the illegal appointment of a non-resident employee of the applicant make our approval null and void? Or grounds for appealing the decision? I Know you probably need approval from the perpetrators of this malfeasance to even reply to my concerns but I figured I would try before I throw in the towel.

Respectfully,  
Brooks Morton

**Communication Disclaimer**

? I Understand

**Page Referrer**

<http://www.perkinsthompson.com/attorneys/james-katsiaficas/>

**Date**

10/31/2019

**Amy Bernard**

---

**From:** Doug Webster <1dwebster1@gmail.com>  
**Sent:** Thursday, November 7, 2019 9:58 AM  
**To:** Amy Bernard; Bean, Becky; brooks morton; Dave Bonney; David Bartlett (daveyb\_1953@yahoo.com); John Gauthier  
**Subject:** Fwd: Planning Board

----- Forwarded message -----  
**From:** **Doug Webster** <1dwebster1@gmail.com>  
**Date:** Thu, Nov 7, 2019 at 9:24 AM  
**Subject:** Planning Board  
**To:** Largess, Jim <jlargess@sundayriver.com>

Hi Jim. I have chosen to resign as a planning board member. At the end of last nights meeting, I officially stepped down. The board then moved on to elect new officers. John Gauthier is new chairman, Kenny Young is vice chairman and Brooks is still secretary. It has been a pleasure and I've served with great pride for the last 7 or 8 years. For now, it is time for me and the board to move in new directions. The Newry planning board is sound and ready to move forward.

sincerely, Douglas Webster

**Amy Bernard**

---

**From:** garyd@megalink.net <garyd@megalink.net>  
**Sent:** Tuesday, November 5, 2019 11:55 AM  
**To:** abernardnewrymaine@gmail.com  
**Subject:** Planning Board

Amy,  
Please enter my name as interested in a position on the Newry Planing Board.

Thank you  
Gary Drown

Town of Newry  
Selectmen's Certificate of Appointment

November 12, 2019

To: \_\_\_\_\_ Gary Drown\_\_\_\_ of the Town of Newry in the county of Oxford, State of Maine. There being a vacancy on the Newry Planning Board, The Board of Selectmen, does in accordance with the provisions of the laws of the State of Maine and the ordinances of the Town of Newry, hereby appoint you as a Newry Planning Board Member.

Term: Expire 6.30.2021

\_\_\_\_\_  
Gary Wight

\_\_\_\_\_  
James Largess

\_\_\_\_\_  
Virgil Cronkright

Attested: \_\_\_\_\_  
Amy Bernard, Town Clerk



**Adult Use Marijuana Retail Store  
Application Checklist**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

- \_\_\_ Proof of Land Use Approval
- \_\_\_ Complete License Application (with fee)
- \_\_\_ Real Estate taxes paid to date
- \_\_\_ Copy of State License attached
- \_\_\_ Attested copies of By-laws/Articles/Operating Agreement attached (if not included with State license)
- \_\_\_ Corporate Owner/Officer Affidavit (if not included with State license)
- \_\_\_ Floor plan attached
- \_\_\_ Security plan and operations manual
- \_\_\_ Odor control plan attached

**\*\*\* All of the above must be received and complete to the satisfaction of the Town Clerk prior to submission to Board of Selectmen for approvals\*\*\***

*Once approvals are granted, the Town Clerk's office will mail your license to the address indicated on your license application to display on premise. You are then fully licensed to operate your business.*

**Application for Adult Use Marijuana Retail Store**

Valid \_\_\_\_\_ to \_\_\_\_\_

\_\_\_ New     \_\_\_ Renewal

Physical Address of Business:	
Mailing Address of Business:	
Owner of Business:	
Owner Mailing Address (if different from above)	
Owner Contact Number:	Owner Email Address:
Emergency Contact	Emergency Contact Telephone Number:
	Emergency Contact Email Address:

Days and Hours of Operation:

---

Description of the premises for which the Local License is sought (attach floor plan):

---

**Corporate Owner/Officer Affidavit (if not included with State application)**

Name of Company: \_\_\_\_\_

If applicant is a business entity, list names, residences, and birth dates as well as title of each officer, director, member, manager and general partner. Attach additional pages as necessary

<b>(1) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(2) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(3) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(4) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(5) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest

\_\_\_\_\_  
Signature of Authorized Agent

License Fee: \$0,000.00

Legal Ad Fee: \$00.00

Processing Fee: \$00.00

TOTAL: \$ \_\_\_\_\_

**Applicant, by signing below, acknowledges having read all applicable laws and ordinances and agrees to comply with all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license, suspension or revocation if one has been issued. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license. Applicant understands that the license is not transferable, expires annually, and, in the case of a retail store, applicant is limited by State law to the operation of one retail store, that being for the application above.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**PLEASE ALLOW TWO WEEKS FOR PROCESSING**

**Return completed application and copies of all required materials to:**

**Town Clerk's Office  
422 Bear River Road  
Newry, ME 04261  
abernardnewrymaine@gmail.com**

\*\*\*\*\*

FOR TOWN USE ONLY

Date of Application: \_\_\_\_\_ Date Application Fee Paid: \_\_\_\_\_

Proof of Land Use Approval:     \_\_\_ Yes     \_\_\_ No

Real Estate taxes paid to date:     \_\_\_ Yes     \_\_\_ No

Copy of State License attached:     \_\_\_ Yes     \_\_\_ No

Attested copies of Bylaws/Articles:     \_\_\_ Yes     \_\_\_ No

Floor Plan attached                     \_\_\_ Yes     \_\_\_ No

Security Plan and Operations  
Manual                                     \_\_\_ Yes     \_\_\_ No

Law Enforcement Chief Officer

Comments:                     Approved:     \_\_\_ Yes     \_\_\_ No     Approved by: \_\_\_\_\_

Code Enforcement

Officer Comments:                     Approved:     \_\_\_ Yes     \_\_\_ No     Approved by: \_\_\_\_\_

Board of Selectmen:                     Approved:     \_\_\_ Yes     \_\_\_ No     Date: \_\_\_\_\_

**Medical Marijuana Retail Store  
Application Checklist**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

- \_\_\_\_ Proof of Land Use Approval
- \_\_\_\_ Complete License Application (with fee)
- \_\_\_\_ Real Estate taxes paid to date
- \_\_\_\_ Copy of State License attached
- \_\_\_\_ Attested copies of By-laws/Articles/Operating Agreement attached (if not included with State license)
- \_\_\_\_ Corporate Owner/Officer Affidavit (if not included with State license)
- \_\_\_\_ Floor plan attached
- \_\_\_\_ Security plan and operations manual
- \_\_\_\_ Odor control plan attached

**\*\*\* All of the above must be received and complete to the satisfaction of the Town Clerk prior to submission to Board of Selectmen for approvals\*\*\***

*Once approvals are granted, the Town Clerk's office will mail your license to the address indicated on your license application to display on premise. You are then fully licensed to operate your business.*

**Application for Medical Marijuana Retail Store**

Valid \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_ New      \_\_\_\_ Renewal

Physical Address of Business:	
Mailing Address of Business:	
Owner of Business:	
Owner Mailing Address (if different from above)	
Owner Contact Number:	Owner Email Address:
Emergency Contact	Emergency Contact Telephone Number:
	Emergency Contact Email Address:

Days and Hours of Operation:

\_\_\_\_\_

Description of the premises for which the Local License is sought (attach floor plan):

\_\_\_\_\_

**Corporate Owner/Officer Affidavit (if not included with State application)**

Name of Company: \_\_\_\_\_

If applicant is a business entity, list names, residences, and birth dates as well as title of each officer, director, member, manager and general partner. Attach additional pages as necessary

<b>(1) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(2) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(3) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(4) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest
<b>(5) Legal Name</b>	Title	
Home Address (last 3 years)	D.O.B.	Ownership Interest

\_\_\_\_\_  
Signature of Authorized Agent



License Fee: \$0,000.00

Legal Ad Fee: \$00.00

Processing Fee: \$00.00

TOTAL: \$ \_\_\_\_\_

**Applicant, by signing below, acknowledges having read all applicable laws and ordinances and agrees to comply with all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license, suspension or revocation if one has been issued. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license. Applicant understands that the license is not transferable, expires annually, and, in the case of a retail store, applicant is limited by State law to the operation of one retail store, that being for the application above.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**PLEASE ALLOW TWO WEEKS FOR PROCESSING**

**Return completed application and copies of all required materials to:**

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Copy of State License attached:     \_\_\_ Yes     \_\_\_ No

Attested copies of Bylaws/Articles:     \_\_\_ Yes     \_\_\_ No

Floor Plan attached                     \_\_\_ Yes     \_\_\_ No

Security Plan and Operations  
Manual                                     \_\_\_ Yes     \_\_\_ No

Law Enforcement Chief Officer

Comments:                     Approved:     \_\_\_ Yes     \_\_\_ No     Approved by: \_\_\_\_\_

Code Enforcement

Officer Comments:                     Approved:     \_\_\_ Yes     \_\_\_ No     Approved by: \_\_\_\_\_

Board of Selectmen:                     Approved:     \_\_\_ Yes     \_\_\_ No     Date: \_\_\_\_\_

## Town Administrator's Reports: 11.12.2019

- Bob Gingras will be here to train the staff on assessing on November 14th
  - RHR Smith will be here on November 18 & 19 to train staff on reconciliations
  - Town Office will be closed at noon on November 27, and all day November 28<sup>th</sup> in observance of Thanksgiving
  - Annual Audit field work begins on December 2-4; this is for our annual fiscal audit 18-19
  - **Election Results of November 5, 2019**
  - Question 1 Bond: YES\_\_82\_\_ NO\_\_39\_\_
  - Question 2 Constitutional Amend: YES\_89\_\_ NO\_\_32\_\_
  - MSAD 44 BUS BOND QUESTION: YES: 32\_\_ NO\_\_89\_\_
  - PLANNING BOARD ORD. YES:\_\_68\_\_ NO: \_\_48\_ Blank \_\_5\_
  - ADULT USE MARIJUANA ORD. YES:\_\_84\_\_ NO: \_\_36\_ Blank \_\_1\_\_
  - MEDICAL MARIJUANA ORD. YES: \_\_87\_\_ NO: \_\_34\_\_
- 
- State of Maine are accepting Adult Use Marijuana applications on December 5<sup>th</sup>; the Town should be prepared for those application by the beginning of January

**Code Officer Report      Select Board Meeting      Nov. 12, 2019**

**Building Permits Issued**

No Building Permits have been issued since the Oct. 22<sup>nd</sup> meeting.

**Plumbing Permits Issued**

One Plumbing Permit for a single family dwelling at The Peaks has been issued since the Oct. 22<sup>nd</sup> meeting.

**Road Items**

Pike Industries/Swasey Exc. completed applying shoulder backing material to Branch Road.

**Building Items**

Dave Berry began ordering materials for the office interior renovations.

Cross Exc. has ordered bollards for the generators