

July 21, 2026
Select Board Meeting
6:30 P.M.
Mexico Town Office
Cavin Lyons Room

AGENDA

Pledge of Allegiance

Special Town Meeting ***** MEROBY VOTE*****

Adjustments to Agenda

Minutes:

- Approval of Meeting Minutes dated July 7, 2026

Warrants:

- Approval of Warrant(s) dated July 21, 2026

Public Comment (20 minutes maximum for all speakers)

New Business:

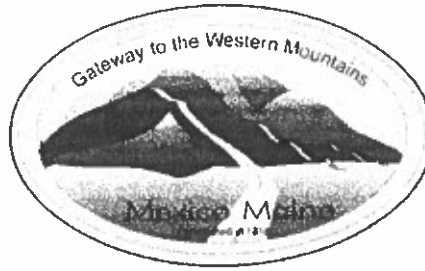
- Referendum Town Meeting Ordinance; SECTION 6B Establish dates of the Tax Club
- Referendum Town Meeting Ordinance; Section 6C Tax dates and interest in taxes
- Referendum Town Meeting Ordinance; Section 6J to authorize the Treasurer to deposit State of Maine, Local Road Assistance Program (LRAP) each year into the road construction and maintenance reserve account.
- Consider and discuss service agreement with Kindred Key Ventures LLC, for Trio Software revision.
- Consider and discuss authorizing the Town manager to sign the service agreement with Blue Star Accounting

Old Business:

- Consider signing the Highway Department Union Contract
- Consider appointments to the Planning Board

Reports:

- Selectboard Report
- Town Manager: *Written report enclosed*



TOWN OF MEXICO
134 MAIN STREET
MEXICO, MAINE 04257

TOWN MEETING WARRANT

STATE OF MAINE

COUNTY OF OXFORD

TO: JACK GAUDET, A TOWN RESIDENT OF THE TOWN OF MEXICO, COUNTY OF OXFORD, STATE OF MAINE.

Greetings,

IN THE NAME OF THE STATE OF MAINE, YOU ARE HEREBY REQUIRED TO NOTIFY AND WARN THE VOTERS OF THE TOWN OF MEXICO IN SAID COUNTY, QUALIFIED BY LAW TO VOTE IN THE TOWN AFFAIRS, TO NOTIFY AND WARN SAID INHABITANTS TO MEET AT THE CALVINS LYONS HALL AT THE MEXICO MUNICIPAL BUILDING IN SAID TOWN ON JULY 21, 2026 AT 6:30 PM THEN AND THERE TO ACT UPON ARTICLES 1 THROUGH 3. ALL OF THE ARTICLES BEING SET OUT BELOW.

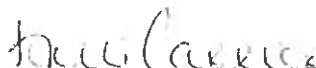
ARTICLE 1: TO CHOOSE A MODERATOR TO PRESIDE AT SAID MEETING.

ARTICLE 2 TO SEE IF THE TOWN WILL VOTE TO RESCIND A PREVIOUS VOTE TO ACCEPT THE PROPERTY KNOWN AS MEROBY ELEMENTARY SCHOOL BACK AND TRANSFER ANY INTEREST TO RSU 10 WITH ALL RIGHTS TO THE BUILDING AND PROPERTY.

ARTICLE 3 TO SEE IF THE TOWN WILL AUTHORIZE THE SELECT BOARD TO DISPOSE OF REAL AND OR PERSONAL PROPERTY TO THE BEST ADVANTAGE OF THE TOWN.



RICHIE PHILBRICK



KELLI CARRIER



CALVIN BURGESS



MELINDA STEWART



REGGIE ARSENAULT

Regarding Article 3 Special Town Meeting July 21, 2026

Fellow Voters:

As your new Town Manager, I have been reviewing the Town's ordinances and policies to better understand the authority previously granted by the voters.

During my review of the Referendum Town Meeting Ordinance, I found that Section 6(g) already authorizes the Municipal Officers (Select Board) to sell, lease, or otherwise dispose of real estate acquired by the Town through tax foreclosure, subject to the procedures established in the ordinance.

Based on my initial review, Article 3 may not be necessary if its purpose is to grant the same authority that voters have already approved.

I want to be candid that I am still new to this position and continue to familiarize myself with the Town's ordinances, policies, and prior Town Meeting actions. I will continue reviewing the Town's governing documents and historical records to ensure that the information and recommendations provided to voters are accurate and complete.

My commitment is to provide clear, objective information so voters can make informed decisions.

Respectfully,

Amy Bernard
Town Manager

VOTER INFORMATION MEMO

Former Meroby Elementary School

Purpose of this memo

This memo provides voters with information about the July 21, 2026, Special Town Meeting warrant concerning the former Meroby Elementary School. It explains what the articles would authorize, the changed circumstances since the Town's earlier vote, and the known and unknown financial considerations.

Background

In 2024, voters authorized the Town to accept the former Meroby Elementary School from RSU 10. At that time, the anticipated plan included relocating the Fire Department, Police Department, and other municipal operations to the property.

Circumstances have since changed. An engineering review determined that the planned fire-truck bays could not be constructed because of underground utilities. The Town no longer operates its own Police Department, the Town has received a \$4.5 million federal grant for a new fire station at another location, and the building at 3 Recreation Drive has become available for municipal use. RSU 10 has also indicated that it has additional needs for the Meroby property and is willing to retain it.

Financial information and the \$130,000 reserve

The Town has set aside approximately \$130,000 for the Meroby building. That money was budgeted for initial operating needs if the Town accepts the property. However, the reserve should not be viewed as confirmation that the building's costs are fully funded. The cost of insurance and repairs were not factored into the budgeted amount.

Important cost uncertainty: A comprehensive building inspection has not been completed. Without an inspection, the Town does not have a complete assessment of the roof, heating and ventilation systems, electrical and plumbing systems, structural condition, accessibility requirements, hazardous materials, code compliance, or other major repair needs. The total cost of accepting and using the building could exceed the \$130,000 currently reserved.

In addition to repairs or renovations, ownership could require annual spending for heat, electricity, water and sewer, insurance, security, routine maintenance, snow removal, grounds care, and staff time. The warrant does not establish the total future cost of operating the building or identify a funded long-term municipal use.

Article 2 - Former Meroby Elementary School

Article 2 asks whether the Town should rescind its previous vote to accept the former Meroby Elementary School and transfer any interest the Town may have in the building and property to RSU 10.

- A Yes vote rescinds the prior acceptance vote and authorizes the transfer of any Town interest in the building and property to RSU 10.
- A No vote leaves the prior vote to accept the property in place. The Town could become responsible for the building and its associated costs, subject to the legal status of the deed and any applicable agreements.

Considerations if the Town declines the property

- RSU 10 would retain ownership and responsibility for operating, maintaining, repairing, and insuring the property.
- The Town would avoid taking on an additional building without a completed inspection or confirmed renovation budget.
- Municipal resources could remain focused on the new fire station, 3 Recreation Drive, and existing Town facilities.
- The Town would give up ownership, control, and the opportunity to use or redevelop the property in the future.

Considerations if the Town accepts the property

- The Town would gain control of a property that could potentially support future municipal or community uses.
- The \$130,000 reserve would be available to help with initial building operating costs.
- The Town would assume responsibility for operating, maintaining, insuring, securing, repairing, and improving the property.
- Because no comprehensive building inspection has been completed, repair and compliance costs are uncertain and may exceed the amount reserved.
- The original plans for fire and police use are no longer available or necessary, and no funded long-term use has been identified in the warrant.

Article 3 - Authority to dispose of property

Article 3 asks voters whether the Select Board should be authorized to dispose of real or personal property to the best advantage of the Town. This authority may be needed to complete a transfer involving the Meroby property. However, the article is broadly written and is not expressly limited to Meroby.

- A Yes vote grants the Select Board authority to dispose of real and personal property when it determines that doing so is in the Town's best interest.
- A No vote does not grant that authority, and additional voter approval may be required before certain property can be sold or transferred.

Key question for voters

Voters are deciding whether the potential future value and use of the Meroby property justify accepting the financial responsibilities and unknown building needs. Although \$130,000 has been reserved, the absence of a comprehensive building inspection means that voters do not yet have a reliable estimate of the total cost required to repair, renovate, operate, and maintain the building.

This memo is intended to explain the warrant and its financial considerations. Voters should review the warrant language and attend the Special Town Meeting for any additional information presented before the vote.



Western Foothills
Regional School Unit No. 10
799 Hancock Street, Suite 1
Rumford ME 04276
Central Office 207-369-5560
Fax 207-562-7059

Buckfield, Hanover, Hartford, Mexico, Roxbury, Rumford, Sumner

Matthew P. Gilbert
Superintendent

Jaime Ela
Curriculum Coordinator

Leah Kaulback
Business Manager

July 14, 2026

Town of Mexico
Mexico Select Board
Mexico, ME

Dear Members of the Select Board,

I would like to share the district's intentions for the continued use of Meroby Elementary School. While the opening of Mountain Valley Community School has changed how the building will be utilized, the property remains an important asset to the district.

In the immediate future, the site will continue to serve several important operational needs. The building will provide secure storage for district equipment, files, furniture, and instructional materials. The existing playgrounds will remain available for district use, and the property will provide additional parking for school staff and MVCS events. The site will also serve as a location for RSU 10 transportation operations, including bus parking and related support functions.

As we move forward, RSU 10 is committed to exploring additional opportunities that maximize the value of the property while supporting students and the community. Potential future uses may include specialized educational programming, partnerships with community organizations and public agencies, expanded Buildings and Grounds operations, practice space for athletic teams, performance space for the arts, and meeting space for district staff.

Our goal is to ensure that the Meroby property continues to be a productive resource while remaining flexible enough to meet the district's evolving needs. We appreciate the Town of Mexico's continued partnership and look forward to working collaboratively as we identify opportunities that benefit both our students and the broader community.

Thank you for your thoughtful consideration of allowing RSU 10 to retain ownership of the Meroby Elementary School property rather than accepting its transfer. Your willingness to work collaboratively with the district demonstrates the strong partnership that has long existed between the Town of Mexico and RSU 10. We are grateful for your support, and we look forward to continuing to work together to serve the students, families, and residents of the River Valley.

Sincerely,

Matthew Gilbert
Superintendent
RSU 10

Mexico Select Board Discussion and Analysis

Minutes

Approval of Meeting Minutes dated July 7, 2026

Comments: The Board received the minutes via email last week they should review the document for accuracy and identify any necessary corrections.

Recommendation: Motion to approve July 7, 2026, meeting minutes as presented or amended.

Warrants

Approval of Warrant(s) dated July 21, 2026

Comments: The Board should review the warrant or warrants and raise any questions regarding the expenditure presented.

Recommendation: Motion: to approve and sign the warrant(s) dated July 21, 2026.

Public Comment

Public comments will be limited to a maximum of 20 minutes for all speakers.

New Business

Referendum Town Meeting Ordinance – Section 6B: Mexico Tax Club

Comments: Section 6B authorizes the Tax Collector or Treasurer to accept prepayment of taxes before commitment and to establish an eight-month payment plan known as the “Mexico Tax Club.” The Tax Collector or Treasurer may establish the terms, payment dates, rules, and conditions considered to be in the Town’s best interest. The ordinance also allows interest to be abated for Tax Club members who make regular payments in accordance with the program’s rules. The Board should authorize the Tax Club for the upcoming tax year, with the specific payment schedule and administrative rules established by the Tax Collector or Treasurer.

Recommendation: Authorize the Tax Collector or Treasurer to establish and administer the eight-month Mexico Tax Club for the upcoming tax year, including its payment dates, terms, and including, but not limited to, the abatement of interest for all members of the Tax Club making regular payments in accordance with any rules and regulations for said “Mexico Tax Club” established by the Tax Collector or Treasurer.

Enclosed document: Town of Mexico Referendum Town Meeting Ordinance.

Referendum Town Meeting Ordinance – Section 6C: Tax Due Dates and Interest Rates

Comments: Section 6C authorizes the Board to establish tax due dates during October and March, with taxes payable in two equal installments. The Board must also establish the interest rate charged on delinquent taxes and the interest rate paid by the Town on tax abatements. The delinquent interest rate cannot exceed the maximum rate authorized by the State Treasurer. The interest rate paid on tax abatements must be four percentage points less than the rate charged on delinquent taxes. The State of Maine established the maximum interest rates at 7%.

Recommendation: Motion to establish the October 27, 2026 and March 30, 2027 (Tuesdays) tax due dates and approve the interest rates for delinquent and abated taxes in accordance with the ordinance and the maximum rate of 7% authorized by the State Treasurer, and interest rate paid shall be fixed at a rate 3% less than the interest rate charged.

Enclosed document: Town of Mexico Referendum Town Meeting Ordinance.

Referendum Town Meeting Ordinance – Section 6J: Local Road Assistance Program Funds

Comments: Section 6J authorizes the Treasurer to deposit the State of Maine Local Road Assistance Program funds received each year into the Town’s Road Construction and Maintenance Reserve Account. This action ensures that the funds are placed in the designated reserve account for future road construction and maintenance expenses.

Recommendation: Motion to authorize the Treasurer to deposit all State of Maine Local Road Assistance Program funds received during the fiscal year into the Road Construction and Maintenance Reserve Account.

Enclosed document: Town of Mexico Referendum Town Meeting Ordinance.

Comments: The proposed agreement with Kindred Key Ventures LLC is effective July 14, 2026, and covers consulting and data-entry services related to the Town's TRIO software system. The Town's current database structure was not professionally configured to align with the Town Meeting Ordinance. The consultant will work with the Town to reorganize and improve the database so that it follows the ordinance and the Town's financial structure. These improvements should make the Town's financial information easier for the Board and the public to understand while also streamlining the Town's accounting practices. The consultant's rate is \$85 per hour. Once Brenda has a chance to review the Town of Mexico Trio structure she can give us a cost estimate, however she feels it is a reasonable to expect that we have a draft structure for budgeting purposes by the middle of January, with the go live date for July 2027. After the work is done, the Town may want to keep the contract going, for training purposes.

Recommendation: Motion: authorize the Town Manager to sign the agreement with Kindred Key Ventures LLC.

Enclosed document: Kindred Key Ventures LLC service agreement.

Enclosed Documents: KK consulting Agreement

Consider and Discuss Authorizing the Town Manager to Sign the Service Agreement with Blue Star Accounting

Comments: The Board should review the scope of accounting services, associated costs, contract terms, and termination provisions contained in the proposed agreement. Blue Star Accounting provides a variety of accounting services to municipalities throughout Maine. The Town has requested that the firm review and complete the bank and general ledger reconciliations for fiscal year 2026 so the Town can proceed with its annual audit. Blue Star Accounting is willing to perform this work; however, the firm will not be available to begin until September.

The firm will also provide staff training and assist with fiscal year 2027 reconciliations until Town staff are fully trained and able to complete the work independently. After the training and transition are complete, Blue Star Accounting will remain available to provide support for TRIO-related accounting questions and concerns.

The CPA's hourly rate has increased to \$175. To help reduce costs, Blue Star Accounting may outsource certain portions of the work to a third-party provider at lower hourly rates.

Recommendation: Motion to authorize the Town Manager to sign the service agreement with Blue Star Accounting on behalf of the Town.

Enclosed document: Blue Star Accounting service agreement.

Old Business

Consider Signing the Highway Department Union Contract

Comments: The proposed three-year collective bargaining agreement covers July 1, 2026, through June 30, 2029. The principal changes include:

- New wage schedules for the Leadman, Mechanic, and Laborer/Equipment Operator positions. The Leadman rate will increase from \$33 per hour in fiscal year 2027 to \$35 per hour in fiscal year 2029; the Mechanic rate will increase from \$30 to \$32 per hour; and the Laborer/Equipment Operator rate will increase from \$28 to \$30 per hour.
- A \$1-per-hour stipend will be paid to the four bargaining-unit employees until a mechanic reports to work. The Town will also pay the costs associated with the Mechanic obtaining and maintaining a State Inspection Certificate.
- Vacation benefits for employees hired on or after July 1, 2026, will be capped at five weeks. Current employees will retain the vacation benefits provided under the existing schedule.
- The Town will pay 83% of the applicable health insurance premium, and employees will pay 17%. These percentages reflect language carried forward from the prior contract. The Town attempted to negotiate an 80% Town/20% employee contribution split but was unable to obtain union agreement.
- The annual clothing allowance will be \$800 for all eligible employees, including the Mechanic, paid in two equal installments in July and January.
- The residency requirement will allow employees to live within a reasonable distance determined by the Town Manager and Select Board, but no more than 30 miles from the Town Garage.
- The departmental sick leave bank will begin with a fixed balance of 120 days. No additional days will be contributed or added to the bank. Once the available balance is depleted, no further benefits will be available through the bank.

- The agreement includes a meal allowance of up to \$15 per meal, at the discretion of the Road Commissioner or Leadman, when employees are required to work extended hours.

The Board should note that Article 28 of the proposed agreement still refers to the prior July 1, 2023, through June 30, 2026, contract term. This language should be corrected to July 1, 2026, through June 30, 2029, before the agreement is signed.

Recommendation: Approve and sign the Highway Department union contract.

Enclosed document: Highway Department union contract.

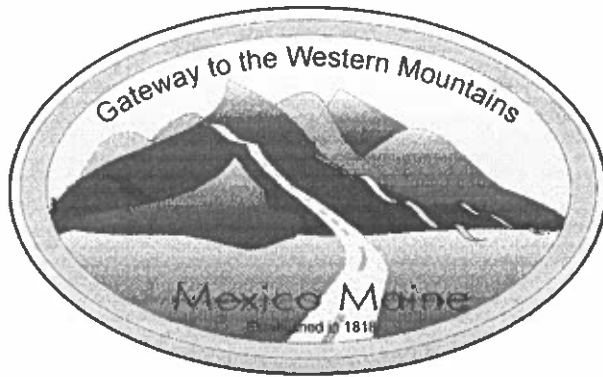
Consider Appointments to the Planning Board

Comments: At its last meeting, the Board received Planning Board applications from Jennifer Beauton and Stacy Jones. The Board should review the applications and determine whether both candidates meet the requirements for appointment.

The Ordinance voted in January concerning the establishment and operation of the Planning Board provides for five regular members and two alternate members. The Planning Board currently has four members; therefore, both applicants may be appointed. Ms. Beauton is a regular member, and Ms. Jones is an alternate member.

Recommendation: Motion: appointing Ms. Beauton, a regular member of the Planning Board for one-year term, and Ms. Jones as an Alternate Member for a three-year term in order to maintain staggered appointments.

Enclosed document: Planning board Ordinance and applications



July 7th, 2026
Selectboard Meeting Minutes
6:30 pm
Mexico Town Office
Calvin Lyons Hall

Attendance:

Select Board: Richie Philbrick (Chairman), Reggie Arsenault, Calvin Burgess

Staff: Amy Bernard (Town Manager), Mat Theriault (Fire Chief), Marilla Couch (Librarian), Peter Lecours (Code Enforcement), Mara Lennon (Executive Secretary)

General Public: Lisa Arsenault, Tim Pingree, Jen Beauton, Pauline Goodell

Meeting Called to Order: by Richie at 6:31pm.

Pledge of Allegiance: Richie lead the Pledge of Allegiance, then recognized and welcomed the new Town Manager, Amy Bernard.

Agenda Adjustments:

- USDA Loan Resolution
Reggie made a motion to move the USDA Loan Resolution from “Adjustments to Agenda” to
“New Business.” Calvin seconded.
No discussion.
All in favor. Motion passed.

Prior Meeting Minutes: Approval of Select Board meeting minutes from June 16th, 2026.

Reggie made a motion to approve the minutes dated June 16th, 2026, Calvin seconded.
No discussion.
All in favor. Motion passed.

Warrants: Approval of warrants dated July 7th, 2026.

Calvin made a motion to approve the warrant, for the total amount of \$147,493.
Reggie seconded. Discussed allowing the Board Members to review and sign the warrants prior to the meeting. Richie felt it is important to have the board members approve and sign the warrant during the meeting. However, he agrees that going over each item every meeting is time consuming and suggested that each board member

attempt to review the warrant prior to the meeting. Richie also requested that if there are any questions, the board members should express them to Amy prior to the meeting so she will have a chance to find the answers before the start of the meeting. No changes were made to the warrant.

All in favor. Motion passed.

New Business:

- Appoint Board Representative to Oxford County Sherriif Contract Negotiations
Richie stated Melinda has expressed an interest in being appointed to the committee negotiating the contract with the Oxford County Sherriif's Department. There was some discussion about the details and the group and where it stands. Reggie agreed to also be on this committee.
Richie made a motion to appoint Melinda and Reggie as representatives of the town of Mexico on the committee. Calvin seconded. No further discussion. All in favor. Motion passed.
- USDA Loan Resolution
Richie read the Form RD 1942-47
BE IT RESOLVED that the Board of Selectmen of the Town of Mexico approves and accepts in all respects a proposed loan of \$1,000,000 from the USDA Rural Development for the construction of a fire station in accordance with Form RD 1942-47 "Loan Resolution (Public Body)," and authorizes the Chairman of the board and the Town Manager to execute and deliver all documents, and to take any and all actions necessary to carry into effect such grant funding, including, but not limited to, Form RD 400-4, Assurance Agreement.
Reggie made a motion to pass the above stated resolution. Calvin seconded.
Reggie asked if any estimates have been done by building companies yet. Amy reported they have not, but what is being approved today is simply the construction loan. Estimates will be done once everything has been situated. There was a discussion regarding the proposed plans for the building and if it would be sufficient. Mat and Amy assured the board it will be good.
**Form RD 1942-47 was presented and voted upon with the following results:
3 yeas, 0 nays, 2 absents- Motion passed.**

Old Business:

- Old Library Update- No update yet, but there has been some interest to rent it out. Reggie stated the board wants to sell it rather than renting it, but proposals will be reviewed and discussed.

Public Comments:

- Lisa Arsenault: Welcome, Amy! I am very excited to see a fresh face here and I'm excited to see what you can do.

Department Reports:

- ❖ **Library:** see attached Library report and 4th of July 250th Celebration report, both shared verbally as well by Marilla.
- ❖ **Fire Department:** Mat gave a verbal report, sharing that the fire department received a 100% Safety Grant for MMA.
- ❖ **Code Enforcement:** Peter shared the information from the attached report.
- ❖ **Rec Department:** Richie read the attached report sent over from the Rec Department. Reggie asked if any sports were upcoming to be held at the Rec Park. Amy said Wayne had stated they are gearing up for t-ball to begin soon. Reggie stated it seems small considering the amount of money that was put into refurbishing the Rec Park.
- ❖ **Planning Board:** Next meeting to be held on 7/16/26 at 6:30pm.
- ❖ **Highway Department:** See attached report
- ❖ **MedCare:** Richie share there is not much new to report from MedCare. The next meeting is scheduled for August. They are looking into replacing the monitors in the back of the ambulances. Two employees are great at finding grants to help with replacements and upgrades, but the budget may need to be adjusted to accommodate the upgrades to stay current with the state requirements. More information will be shared with the board as it comes in. The crew held a cookout- there was a good turn out of EMS, police, and fire fighters. The crew stays pretty busy most of the time, which is good.
- ❖ **Animal Control:** No report. Reggie pointed out the increase in roosters and asked Amy to speak to Animal Control about it. Reggie stated there is a town ordinance that roosters are not allowed. Amy stated she feels uncomfortable enforcing that ordinance considering there is a state of Maine Food Severity Amendment which makes it so towns cannot deny people the to right to own livestock.
- ❖ **RSU10:** No report
- ❖ **Road Commissioner:** No report
- ❖ **Town Manager:** See attached report
- ❖ **Select Board:** Nothing new to report.

Meeting Adjourned: Motion made by Reggie to adjourn the meeting at 7:04pm. Calvin seconded. All in favor. Motion passed.

Richard Philbrick, Chair

Melinda Stewart, Vice Chair

Reggie Arsenault

Kelli Carrier

Calvin Burgess

Date Signed: _____

**Town of Mexico
Referendum Town Meeting Ordinance**

Section 1) Title

This ordinance shall be known as the "Town of Mexico Referendum Town Meeting Ordinance."

Section 2) Purpose

The purpose of this ordinance is to:

- a) Enhance the annual Town Meeting process by providing a reasonable comprehensive plan for a smooth transition from "Open Town Meeting" to "Referendum Town Meeting."
- b) Clarify, classify, and consolidate the number and make-up of appropriation articles to be voted by referendum ballot.
- c) Provide for the continued funding of existing municipal services, without unnecessary disruption, in the event an appropriation article is not approved.
- d) Reduce the number of articles to be voted on annually by granting to the Municipal Officers the continuing authority to act on routine administrative matters instead of voting on them annually at town meeting.

Section 3) Authority

This ordinance is enacted pursuant to the Home Rule authority granted the Town of Mexico pursuant to Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and the laws of the State of Maine, including without limitation Title 30-A, Section 3001.

Section 4) Appropriation Articles for Referendum Ballot

All appropriations described in the following categories shall be included on the referendum ballot in a single article, by category, as applicable:

a) Administration

- 1. General Government
- 2. Town Officers and Officials Salary
- 3. Town Office Maintenance
- 4. Audit Services
- 5. Elections
- 6. Town Report
- 7. Administration Reserve Funds
 - a. Town Building Renovation and Maintenance Reserve Account
(All town buildings)
 - b. Computer Reserve Account
 - c. Property Revaluation Reserve Account
 - d. Tax Map Maintenance Reserve

b) Recreation

1. Recreation Building
2. Recreation Park
3. Recreation Programs
4. Recreation Reserve Account

c) Police Department

1. Police Department
2. Police Capital Equipment Reserve Account

d) Fire Department

1. Fire Department
2. Fire Department Reserve Account
3. Emergency Management

e) Public Safety

1. Street Lights
2. Fire Protection (Hydrants)

f) Health & Welfare

1. Animal Control
2. Med-Care Ambulance Service
3. General Assistance
4. Health Officer

g) Social Service Agencies

1. All agency requests for donations from the town

h) Solid Waste

1. NORSWB
2. Waste Collection
3. Recycling
4. Spring Clean up

i) Public Works

1. Highway Garage
2. Winter Roads
3. Summer Roads
4. Highway Capital Equipment Reserve Account
5. Road Construction and Maintenance Reserve Account

j) Library

1. Library

k) Insurance

1. General Liability, Bonds, Police Liability, Vehicle, Property, etc.

l) Debt Service

1. Fire Truck Loan
2. Highway Equipment Loan

m) Unclassified/Miscellaneous

1. Code Enforcement
2. Maine Municipal Association
3. Individual Retirement Accounts
4. Contingent
5. Travel/Training
6. Legal Expenses
7. AVCOG
8. Planning and Appeals Boards
9. Economic Development
 - a. Contingency Grant Reserve

Each appropriation article shall include a recommendation by the Board of Selectmen and the Budget Committee.

Section 5) Budget funding provision in the event an appropriation article is not approved

In the event a previously approved appropriation article is not approved, the appropriation for the immediately preceding year shall constitute the appropriation for the following fiscal year. In the event an appropriation article is not approved but it did not appear on the ballot for the immediately preceding year or it was submitted by voter petition, no appropriation shall be deemed to have been made. The Municipal Officers may call up to one additional referendum election in the same fiscal year to vote on appropriation articles that were not approved or that are for a similar purpose. Nothing in this ordinance shall prevent the Board of Selectmen from calling special "Open Town Meetings" during the year as the need may arise from time to time.

Section 6) Municipal Officers' Administrative Authority

The Municipal Officers shall be authorized to act on the following administrative matters usually acted on annually at town meeting:

a. To pay interest on tax anticipation notes from any general fund revenue and to pay tax abatements and applicable interest granted during the fiscal year from the overlay account.

b. To authorize the Tax Collector or Treasurer to accept prepayment of taxes prior to the date of commitment to the Tax Collector, pursuant to 36 M.R.S.A. Section 506, and issue a receipt for the same. To also authorize the Tax Collector or Treasurer to establish an eight (8) month payment plan known as the "Mexico Tax Club," under such terms and conditions as the Tax Collector or Treasurer deems are in the best interest of the Town, including, but not limited to, the abatement of interest for all members of the Tax Club

making regular payments in accordance with any rules and regulations for said "Mexico Tax Club" established by the Tax Collector or Treasurer.

c. To establish the dates during the month of October and during the month of March each year when taxes for the fiscal period will be due and payable in two equal installments, and to fix the interest rate to be charged on all taxes unpaid after said dates, and to fix the interest rate to be paid by the town on abated taxes pursuant to 36 M.R.S.A. Section 506-A. The interest rate charged shall not exceed the maximum interest rate authorized each year by the State Treasurer and the interest rate paid shall be fixed at a rate 4% less than the interest rate charged. Interest rates shall be set after review by the budget committee.

d. To allocate to the Mexico Snowmobile Trailblazer Club all snowmobile registration monies received from the State of Maine during each new fiscal year, and to require the club to use said funds for the purpose of maintaining their snowmobile equipment and trails, to be open to the use of the public at all times during snowmobile season, and to enter into an agreement with the Club, under such terms and conditions as the Municipal Officers may deem advisable, for that purpose.

e. To sell by sealed bid any outdated capital equipment, vehicles or machinery not traded, after advertising for two consecutive weeks in the local newspaper. Town owned property with an estimated value less than \$2500.00 may be disposed of by the Municipal Officers under such terms and conditions as they deem advisable.

f. To accept any and all donations, gifts, and State or Federal reimbursements and/or grant monies on behalf of the town and to authorize the expenditure of such monies as may be requested by the donor, or as may be required by the grantee. All State reimbursements and annual allocations shall be estimated each year as part of the towns' overall revenue budget and shall be subtracted from the annual tax commitment to reduce the towns' tax rate.

g. To sell, dispose of, or lease by bid any real estate acquired by the town for non payment of taxes thereon, and to dispose of said property on such terms the Municipal Officers deem advisable after advertising for two consecutive weeks in the local newspaper, and shall issue a quit claim deed for the same.

h. To make final determinations regarding the closing or opening of roads to winter maintenance, pursuant to 23 M.R.S.A. Section 2953.

i. To allocate up to ½ of the cable franchise fees collected each year to the Western Valley Access Channel.

j. To authorize the Treasurer to deposit State of Maine, local road assistance monies received each year into the Road Construction and Maintenance Reserve Account.

Section 7) Validity and Severability

Should any section or provision of this ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this ordinance.

Section 8) Effective Date

The effective date of this ordinance shall be the date of adoption by the legislative body.

Section 9) Annual "Sunset" Provision

This ordinance and all of its provisions shall continue and remain in effect until the next annual "Referendum Town Meeting" election. Voters shall be asked the following referendum ballot question: Shall the Town vote to re-enact the "Town of Mexico Referendum Town Meeting Ordinance?" A yes vote continues "Referendum Town Meeting" for the next fiscal year. A no vote returns the town to the "Open Town Meeting" format.

****Enacted November 7, 2006**

****Amendments adopted June 9, 2015**

Attested: 
Penny S. Duguay, Town Clerk

CONSULTING & DATA ENTRY SERVICES AGREEMENT

This Agreement is made effective as of July 14 for the 2026 calendar year by and between:

Kindred Key Ventures LLC ("Consultant"), a Maine limited liability company, and Town of Mexico, Maine ("Client").

1. Scope of Services

Consultant shall provide consulting and data entry services as requested by Client. Specific tasks, timelines, or deliverables shall be mutually agreed upon.

2. Fees and Expenses

Hourly Rate: \$85 per hour, including travel time. Mileage: Reimbursed at the current IRS standard mileage rate.

Overnight Travel: If required, Client shall reimburse hotel accommodations and per diem expenses @ \$50 per day.

Billing: Services will be billed weekly and invoiced at the end of each week of work or at the end of each month.

Payment is due upon receipt of invoice and no later than 21 days after services are rendered.

3. Independent Contractor

Consultant is an independent contractor and not an employee of Client. Consultant is responsible for all taxes and insurance obligations associated with this Agreement.

4. Limitation of Liability

Consultant shall not be liable for any indirect, incidental, consequential, or special damages arising from services provided. Client agrees that Consultant shall not be held responsible for any mistakes, errors, or omissions in the performance of services, and Client's sole remedy shall be correction of such errors where feasible.

5. Term and Termination

Either party may terminate this Agreement at any time upon written notice. Client shall pay for all services rendered and expenses incurred through the date of termination.

6. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements, whether written or oral. Any amendment must be in writing and signed by both parties.

Kindred Key Ventures LLC

By: Brendalee Kelly Date: 7/14/2026

Name: Brendalee Kelly (Brenda)

Title: Owner/Consultant

Client

By: _____ Date: _____

Name: _____

Title: _____



BLUE STAR

ACCOUNTING AND ADVISING

July 15, 2026

Town of Mexico
134 Main Street
Mexico, ME 04257

This letter is to confirm the services you have asked Blue Star Accounting and Advising to provide to the Town of Mexico. Please read it carefully, as it outlines the nature, scope, and limitations of the services to be provided.

In general, our municipal consulting services may include the following:

- Assistance with developing annual budgets;
- Assistance with developing and maintaining capital improvement plans;
- Analysis and recommendations to improve business processes and internal controls;
- Preparation of periodic budget-to-actual reports with analysis and commentary;
- Bank reconciliations, tax receivable reconciliations, and payroll liability reconciliations;
- Review and adjustment of journal entries to ensure compliance with governmental accounting standards;
- Preparation of annual financial statements and note disclosures for audit;
- Assistance with audit preparation and auditor requests;
- Training for finance staff in governmental accounting, fund accounting, accounting software use, and internal reporting; and
- Ongoing phone, email, and in-person consultation.

The details of any particular service or project (e.g., timing, deliverables, method of delivery, due dates, etc.) will be coordinated and agreed to between Blue Star Accounting and Advising and the Town Manager or their staff when the service or project is requested. Other consulting services or projects not listed above may be requested by the Town and performed under this engagement letter. Blue Star Accounting and Advising reserves the right to refuse to perform any requested service. If a requested service does not fall within the scope of a consulting service (as defined in the Our Responsibilities section), a separate engagement will be entered into for that service.

Our Responsibilities

Please note that consulting services differ fundamentally from, and should not be confused with, attest services. In an attest service, an independent practitioner expresses an opinion or conclusion about the reliability of written assertions that are the responsibility of another party, the asserter. By contrast, in a consulting service, the practitioner employs technical skills, education, observations, experiences, and knowledge of the consulting process to develop findings, conclusions, and recommendations that are presented to, and for the sole use and benefit of, the client. The nature and scope of the work are determined solely by agreement between the practitioner and the client.

Accordingly, we will conduct our engagement in accordance with the Statements on Standards for Consulting Services (SSCS) promulgated by the Management Consulting Services Executive Committee of the AICPA and comply with the AICPA's Code of Professional Conduct.

The general standards of our profession apply to all services and include:

- **Professional competence.** We undertake only those services that we can reasonably expect to complete with professional competence.
- **Due professional care.** We exercise due professional care in the performance of our services.
- **Planning and supervision.** We adequately plan and supervise the performance of our services.
- **Sufficient relevant data.** We obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations in relation to our services.

The following additional standards apply to consulting services due to the distinctive nature of the services to be performed:

- **Client interest.** We serve the client's interest by seeking to accomplish the objectives established with our clients while maintaining integrity and objectivity.
- **Understanding with the client.** We establish a written or oral understanding about the responsibilities of the parties and the nature, scope, and limitations of the services to be performed, and modify the understanding if circumstances require significant change during the engagement.
- **Communication with the client.** We inform the client of (a) conflicts of interest that may occur pursuant to integrity and objectivity standards, (b) significant reservations concerning the scope or benefits of the engagement, and (c) significant engagement findings or events.

In performing this engagement, we will rely on the accuracy and reliability of information provided by the Town's personnel. The procedures we perform will be heavily influenced by the representations, documents, and other information received from Town personnel. Accordingly, false representations, altered or incomplete documentation, or erroneous or omitted information (intentional or not) could result in inaccurate findings. As a result, inappropriate recommendations may be developed, and critical recommendations may go unidentified.

Given these inherent limitations, this engagement cannot be relied upon to identify or disclose any fraudulent activity, wrongdoing within the entity, or noncompliance with laws and regulations. However, should we discover, identify, or suspect any such matters, we will promptly bring them to the attention of the Town.

Your Responsibilities

You are responsible for providing us with access to all information of which you are aware that is relevant to providing the agreed-upon services, such as records, documentation, and other matters, as well as any additional information we may request. You may restrict our access to information as you deem necessary; however, you acknowledge that doing so could materially affect the conclusions, findings, and recommendations we provide. By signing this agreement, you understand and accept responsibility for the accuracy and completeness of the information provided to us by Town personnel.

You are also responsible for all management decisions, maintaining a system of internal control to detect and prevent errors and fraud, ensuring compliance with all statutory, regulatory, and contractual requirements, reviewing and assessing the quality of our work, and determining whether to implement any recommendations we may provide.

Other Matters

Fees and Billings

Fees for work will be charged at the following rates:

- **\$175/hour** for services performed by Marc R Roy, CPA
- **\$125/hour** for services performed by staff or third-party service providers
- **\$50/hour** for travel time between Brunswick and the Town, when site visits are required

Hourly rates will be charged in quarter-hour increments. Mileage travelled for requested site visits will be charged at the standard federal mileage rate. Fees shall also include any out-of-pocket expenses incurred in the performance of this engagement.

Payment for services is due when billed. Billings become delinquent if not paid within 30 days of the invoice date. If billings are delinquent, we may stop all work until your account is brought current or withdraw from this engagement.

The Town acknowledges and agrees that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered, we shall not be liable for any damages that occur as a result of our ceasing to render services.

Fees may be adjusted upon thirty (30) days' prior written notice to the Town. The Town's continued request for services following the 30-day notice period shall constitute acceptance of the new rates. Fee adjustments shall not affect any other provisions of this agreement.

Electronic Communications

In connection with this engagement, we may communicate with you or others via email or other electronic transmission. We will take reasonable measures to secure your confidential information in our electronic transmissions. However, as these forms of communication can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that electronic transmissions from us will be properly delivered to and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of electronic transmissions, or for the unauthorized use or failed delivery of information transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of electronic transmissions, including any consequential, incidental, direct, indirect, or special damages, or disclosure or communication of confidential or proprietary information.

Third-Party Service Providers

In order to provide services efficiently and effectively, we may utilize qualified third-party service providers to assist us with certain administrative, accounting, bookkeeping, data processing, financial reporting, reconciliation, and other support functions related to your engagement. These service providers perform work solely under our direction and supervision, and we remain solely responsible for all professional services provided to you.

We will disclose only the information reasonably necessary for the service provider to perform the assigned work. Unless specifically authorized by you, third-party service providers will not be provided direct access to your accounting software, banking platforms, payroll systems, or other online accounts. We also limit the disclosure of sensitive personal information whenever reasonably practicable.

Before engaging any third-party service provider, we exercise reasonable care in evaluating its information security practices and require appropriate contractual confidentiality obligations and data protection obligations designed to protect your confidential information.

Blue Star Accounting and Advising may engage Madras Accountancy as a third-party accounting support provider to assist with the Town's account. Madras Accountancy is a CPA firm licensed and headquartered in California, with team members also located in India, that specializes in providing accounting support services to other CPA firms. Madras Accountancy assists with routine accounting support functions, including reconciliations, report preparation, spreadsheet analysis, and other administrative accounting tasks. Madras Accountancy does not provide professional advice directly to clients. Any work performed by Madras Accountancy will be completed under our direction, supervised by us, and reviewed by us before being relied upon or delivered to you. We remain solely responsible for all services provided under this engagement.

By signing this engagement letter, you authorize Blue Star Accounting and Advising, to disclose your confidential information, as reasonably necessary, to qualified third-party service providers engaged by us in connection with the services described in this engagement letter.

Record Retention

It is our policy to keep records of client engagements for at least three (3) years after the termination of services. We will only keep electronic copies of your records, so any original records will be returned to you. It is your responsibility to retain and protect your records (which include any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Blue Star Accounting and Advising does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data, and records. By your signature below, you acknowledge and agree that upon the expiration of the three-year period, we shall be free to destroy all records related to this engagement.

Dispute Resolution

If any dispute, except for a dispute over fees, arises between Blue Star Accounting and Advising and the Town of Mexico, both parties agree to first try in good faith to settle the dispute through mediation before resorting to litigation. If the parties cannot agree on a mediator, each party will select their own mediator and the selected mediators will be engaged to select a mediator to mediate the dispute. The costs of any mediation proceeding shall be shared equally by all parties.

Both parties agree that any dispute over fees will be submitted for resolution by arbitration. If both parties cannot agree on an arbitrator, the same process as mediator selection above shall be used. Under all circumstances the arbitrator must follow the laws of the State of Maine. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

Limitation of Liability

Except in cases of fraud, willful misconduct, or gross negligence on the part of Blue Star Accounting and Advising, its officers, or employees, the Town of Mexico agrees, to the fullest extent permitted by law, to limit our liability to you for any and all claims, losses, costs, and damages of any nature whatsoever, so that our total aggregate liability to you shall not exceed our total fee for services rendered under this agreement.

Notwithstanding the preceding paragraph, the Town releases and indemnifies Blue Star Accounting and Advising, its officers, and employees from any and all claims, liabilities, costs and expenses attributable to any misrepresentations, omissions, or restricted access to relevant information by Town personnel.

The Town agrees that, to the extent permitted by law, there is a one-year limitation period to bring a claim against Blue Star Accounting and Advising for any act arising out of services rendered pursuant to this agreement by you or on your behalf. The one-year period will begin upon the date of discovery of the issue giving rise to the claim or the date of termination of this engagement, whichever is earlier.

Termination

The parties agree that this engagement may be terminated by either party at any time and for any reason by providing written notice to the other party. The Town indemnifies and holds harmless Blue Star Accounting and Advising, its officers, and employees for any damages or costs incurred by the Town attributable to the termination of services.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

BLUE STAR
ACCOUNTING & ADVISING

Blue Star Accounting and Advising
Brunswick, Maine

The Town of Mexico agrees to the terms of this engagement letter.

Amy Bernard, Town Manager

Date

AGREEMENT BETWEEN

TOWN OF MEXICO, MAINE

AND

TEAMSTERS UNION

LOCAL #340

FOR THE

MEXICO PUBLIC WORKS DEPARTMENT

Effective Date: July 1, 2026

Expiration Date: June 30, 2029

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This agreement is entered into at Mexico Maine between Teamsters Union Local #340 affiliated with International Brotherhood at Teamsters hereinafter referred to as the “Union” and the Town of Mexico hereinafter referred to as the “Town” each is in consideration of the agreement herein contained of the other hereby agree to the following:

ARTICLE 1 – FUNCTIONS OF MANAGEMENT

Section 1-Functions of the Town

The functions of the town, except as herein otherwise provided are the management of the work and direction of the work working force, included but not limited to the right to hire promote, demote suspend or discharge for proper cause or transfer and the right to relieve employees from duty because lack of work or other legitimate reasons is left exclusively to the town manager and the board of select mode in keeping with the above the Board of selectmen shall adopt or publish reasonable rules and regulations that will not be in conflict with the terms of this labor agreement.

Section 2 – Safety Incentive Program

The Town has established a safety incentive program that involves all full-time employees covered by this Collective Bargaining Agreement. The program shall be implemented and administered by the Town Manager in conjunction with the Department Head or his/her designee.

The purpose of the incentives program is to instill in employees an awareness of the importance of creating and maintaining a safe work environment and safe work habits. By awarding time off for good safety practices, the Town sends a clear message to all employees that the town considers safety to be a top priority and provides incentives for employees to strive to meet mutually beneficial safety goals.

Employees shall receive one-half (½) safety day off for each six-(6) month period in which they have incurred no lost time due to a work-related injury, accident, or disease. A total of one (1) safety day per year may be earned. The safety day must be taken between January 1st and December 31st of the year following the year in which it is earned. (No carrying over days into the next calendar year).

Safety days may only be taken upon approval of the employee's department head or his/her designee. Safety days must be scheduled at a time that does not disrupt the operation of the department.

ARTICLE 2 – RECOGNITION

Section 1-Bargaining Agent

The Union shall be the sole and exclusive bargaining agent for all employees of the Mexico Public Works Department excluding the Road Commissioner for the purpose of bargaining relative to wages, hours of work and other working conditions.

Section 2-Public Servants

The individual members of the union are to regard themselves as public servants and as such shall be governed by the highest ideals of honor and integrity in all their public and personal relationships in order that they merit respect and confidence of the general public.

ARTICLE 3 – UNION SECURITY

Section 1

All Public Works employees shall have the right to join the union except as otherwise provided herein or refrain from doing so. No employee shall be favored or discriminated against either by the town or by the union because of his/her membership or non-membership in the union. The union recognizes its responsibilities as the bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

Section 2 - Fair Share

Those employees who choose not to join the union shall be subject to the following:

The employee shall sign a written authorization deduction in the amount of eighty percent (80%) of the present cost of the union dues to defray the cost of contract administration.

ARTICLE 4 – CHECK OFF

The town shall deduct regular monthly dues and initiation fees from wages of each employee upon receipt of an individually signed authorization from the employee (a copy of which is to be retained by the town). The town shall forward all such dues so collected to the Secretary/Treasurer of the Local Union before the end of each month in which deductions are made. Such remittance shall be accompanied by itemized statement showing the name of each employee and the amount checked off for dues.

The union shall indemnify and save the town harmless against all claims and suits which may arise by reason of action taken in making deductions of said dues and remitting the same to the union pursuant to this article.

Drive Authorization and Deductions

The employer agrees to deduct from the paycheck of all employees covered by this voluntary agreement. Contributions to drives shall notify the employer of the amounts designated by each contributing employee which are to be deducted from his or her paycheck on a weekly basis for all weeks worked, the phrase 'weeks worked' excludes any week other than a week in which the employee earned a wage. The employer shall transmit to drive national headquarters on a monthly basis in one check, the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employees Social Security number and the amount deducted from the employees check the international brotherhood of Teamsters shall reimburse the employer annually for the employer's actual cost for expense incurred administrating the weekly payroll deduction plan.

ARTICLE 5 – NO STRIKE OR WALKOUT

It is declared that the policy of the town is to accord regular full- time employees at the Mexico public works department ,all the rights of Labor other than the right to strike, engaged in a slowdown stoppage of work or interfere with the efficient operation of the department in any way the town agrees there will be no lockout of the employees.

ARTICLE 6 – PERFORMANCE OF UNION DUTIES / STEWARDS

Section 1

The employer recognizes the right of the union to designate job stewards and alternates the authority of the job steward and alternates so designated by the union shall be limited to and shall not exceed the following duties and activities:

1. The investigation of grievances in accordance with the provisions of the collective bargaining unit agreement
2. The transmission of such messages and information which shall originate with and are authorized by the local union or its officers.

Job stewards and alternates have no authority to take strike action or any other action interrupting the employer's business except as authorized by official action of the union.

Section 2

All employees covered by this agreement who are stewards of the union shall be allowed time off with pay for official union business with representative representatives of management upon appointment representatives of the union shall be allowed time off with pay during their regular work or shift hours to investigate grievances or to attend grievance hearings provided they do not exceed 2 hours per week and do not interfere with their official duties longer time limits may be approved by the town manager such time spent shall be considered working hours in computing daily and/or weekly overtime.

ARTICLE 7 – SENIORITY

Section 1-Seniority List

The town shall establish A seniority list of all regular permanent full-time employees of the department and shall be brought up to date on July 1st of each year and posted on the department bulletin board for a period of not less than thirty (30) days.

The copy of said list shall be given to the steward of the union and an additional copy transmitted to the local #340 . Any objections to the seniority list as posted shall be reported, in writing, to the road commissioner within ten (10) days after said posting or it shall stand approved.

Section 2 – Type of Seniority

Departmental seniority shall begin as the date of the original hire as a full-time hourly employee of the Mexico public works department.

Section 3 Layoffs and Rehiring

In the case the Town of Mexico decides to reduce the hourly paid full- time employees, then the employee with the least departmental seniority shall be laid off first and the laid-off employee with the most seniority shall be rehired first ,provided however, the said employee is qualified to fill the vacant position or positions.

The affected employee has recall rights for thirty six (36) months from the date of such layoff the affected employee shall file in writing his or her mailing address and telephone number, if any, with the town manager at his office and shall be obligated as a condition of his recall rights for said thirty six (36) month period to continue to inform the town manager in writing of any change thereafter if the town recalls an employee the town should notify the employee in writing by certified letter within ten (10) days of receipt of the town's letter he or she wishes to return to work said employee will be required to report to work within ten (10) days of giving notice to the town of his or her desire to return to work or lose all recall rights.

Employees shall not forfeit seniority rights during absences caused by illness or accident outside of his or her working hours.

Section 4

Seniority shall be the determining factor in layoffs, recall, promotion, vacation preference, and job assignments among qualified employees. However, assigned employees shall assist, however necessary, in the completion of crews assigned jobs.

ARTICLE 8 – THE APPOINTEE

Section 1

The probationary appointee shall be considered a regular employee of the department, and the Town shall have the right to make probationary appointments for a period not to exceed one (1) year.

Section 2 – Regular Appointment

If within one year his or her work, as a probationary, has been satisfactory, the appointee shall receive regular appointment, and his and her seniority shall revert back to the original date of hire.

Section 3 – Dismissal

The Town shall have the right to dismiss the appointee at any time during the probationary period without protest by the union or the appointee.

Section 4

The Town agrees that a probationary employee shall be eligible for medical insurance coverage beginning on the first day following 30 days of employment.

ARTICLE 9 – HOURS OF WORK

Section 1

The present work week for employees is forty (40) hours per week, consisting of five consecutive (8)- hour days on a winter schedule (Monday to Friday), and consisting of four consecutive Ten-hour days (Monday to Thursday) on a summer schedule.

The town, however, reserves the right to change the average regular work week and the schedule of work when necessary provided that the town and the union have discussed and agreed to the changes prior to implementation.

Section 2-Meal Allowance

At the discretion of the road commissioner / lead man a meal allowance of up to \$15 per meal shall be provided to employees who are required to work extended hours, including shifts for snow removal.

Section 3 – Comp Time

Employees may earn up to 40 hours of comp time.

Employees will have the option of receiving overtime pay or placing hours in the comp-time bank. hours worked shall be placed in the bank at straight time rates for example, if an employee works 1-hour overtime he shall have 1.5 straight time hours placed in the bank. Comp time hours in the bank shall be paid out or used at straight time rates, for example 1-hour in the comp time bank is used at 1-hour or paid out at 1-hour.

All comp time must be used in the fiscal year or will be paid out to the employee. Hours may not be carried into the next fiscal year.

ARTICLE 10 – VACANCY

After full time employees have worked sixteen (16) hours in one (1) working day or sixteen (16) hours in succession at any one time, the town, at its discretion, shall have the right to call in or continue to work part-time employees, and to require full time employees to punch out and leave their job to secure up to eight (8) hours rest before returning back to work.

If any full-time employee (including probationary employees) refuses to fill a vacancy or is not available when called, then this employee shall be charged with a refusal and also the amount of hours refused and ~~the employee who agrees to work will be charged also for the time worked.~~

Because adverse weather conditions usually create dangerous driving conditions for the, it is imperative that the public works employees respond immediately when called. any refusal by a public works employee during adverse weather conditions or emergency will result in disciplinary action against the employee. At no time shall an employee leave the work site without permission of the Lead Man.

At no time will an employee be required to work more than sixteen (16) hours in any one (1) working day or sixteen (16) hours in succession at any time.

ARTICLE 11 – CALLBACK TIME

Section 1

The employees called in to work before their scheduled start shall receive a minimum of four hours' pay at time and one-half (1-1/2) for the work. Such minimum callback time shall not pertain to work time added at the end of the work shift.

Section 2

Eligibility for callback - an employee will be eligible for call back before or after allowable time off for purposes of this article.

1. A day off is defined as 24 hours, it starts at 12:01 AM and ends at 12:00 PM
2. A vacation week is defined as being seven days beginning Sunday morning at 12:01 AM.

ARTICLE 12 – HOLIDAY PAY

The following holidays shall be paid for all employees covered by this agreement:

New Year's Day Martin Luther King Day, Presidents' Day, Patriots' Day half a day on Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and two (2) personal holidays.

In order for the employee to qualify for said holiday pay it, is necessary that he/ she must work his her his/ her scheduled day before and after said holiday, or in the alternative have been compensated for said holiday and have been employed and worked for a period of at least ninety (90) days prior to said holiday. It is understood that an employee out on workers' compensation or unpaid leave shall not receive any holiday pay. If a holiday falls on employees' regular scheduled workday while employee is working a 10- hour shift, he shall be paid 10 hours for the holiday.

If, in the event the employee has worked has to work any of the above listed holidays he shall be paid at one and one-half (1 ½) times his regular rate, in addition to the holiday.

ARTICLE 13 – VACATION PAY

The vacation schedule set forth in this Article shall continue to apply to all employees employed by the Town prior to the effective date of this Agreement.

Employees hired on or after the effective date of this Agreement shall accrue vacation in accordance with the schedule set forth in this Article; however, the maximum vacation entitlement shall be five (5) weeks. Employees hired on or after the effective date of this Agreement shall not be eligible for any additional vacation benefits that would increase vacation accrual beyond five (5) weeks, including the additional one (1) week of vacation otherwise granted upon completion of twenty-five (25) years of service and each additional five (5) years thereafter.

- A. More than 1 year and less than 2 years: 1 Week

B. More than 2 years but less than 5 years	2 weeks
C. More than 5 years but less than 10 years	3 weeks
D. More than 10 years and less than 15 years	4 weeks
E. More than 15 years and less than 20 years	5 weeks
F. More than 20 years and less than 25 years	6 weeks
G. More than 25 years	7 weeks

When a regular permanent full-time employee has completed 25 years of employment with the town and upon completing each additional five years of service the employee shall be granted one (1) additional week of paid vacation to be taken during the next year of employment.

The regular full-time employee shall be paid forty (40) hours pay for each vacation week. All earned vacation time shall be used during the fiscal year the employee becomes eligible for vacation or lose it. under special circumstances but only with written permission of the town manager or board selectman's may an employee carry up to one week vacation over the following year.

It is agreed that an employee must work at least 1,250 hours during each fiscal year in order to qualify and be entitled to any vacation time during the following year. It is also agreed that any time spent out of work by employees who are out on unpaid leave or workers' compensation shall not count as work time towards the 1,250 hours needed for vacation.

Any new employee hired by the town who becomes eligible for vacation after their first (1st) year of employment shall be exempt from the requirement of having had worked 1,250 hours during the previous fiscal year however this exemption from all 1,250- hour requirement will apply only for the first (1st) year of employment. All employees starting with their second year of employment must meet the 1,250-hour requirement for vacation.

In calculating years of service, the employee has had with the town the anniversary date of hire shall be used. The anniversary date of hire shall be the first day the employee worked for the town as a full-time employee.

If an employee's employment is terminated during the fiscal year any unused vacation time shall be paid to him or her or his or her beneficiary.

Five (5) days of vacation each year shall be counted as hours worked for the purposes of calculating overtime the employee shall choose which vacation days shall be counted as hours work and inform the employer at the time of the request for vacation all requests shall be subject to approval of the road commissioner.

ARTICLE 14 – INSURANCE

The town will supply to all permanent regular full-time employees the M.M.A. health trust comprehensive health insurance or point of service health insurance plan.

The town shall provide at no cost to the employee with the additional benefit through M.M.A., which provides disability protection at forty (40%) of earnings. employees must choose to acquire additional benefits through M.M.A. which are available through payroll deduction.

Effective July 1, 2026, the Town shall pay eighty-three (83%) of the applicable health insurance premium, and the employee shall pay seventeen percent (17%) of the applicable health insurance premium for the coverage they elect. Employee premium contributions shall be deducted through payroll.

opt out of health insurance benefit.

Qualified full-time employees will be able to drop out of the comprehensive health insurance plan and the comprehensive point of Service plan and receive \$3,000 payout made in November of each year. Each employee that chooses to drop out of the health insurance plan will have to make this decision before the end of November each year.

In the event that an employee wishes to opt out of the health insurance benefit provided by the town the employee shall provide proof of insurance that he/she will be covered under another health insurance plan and the effective date of that coverage.

ARTICLE 15 – PENSION PLAN

The Town agrees to participate in the Traditional IRA, SIMPLE IRA, and Roth IRA programs.

Effective January 1, 2023, employees became eligible to enroll in the Maine Public Employees Retirement System (MainePERS) 3C Plan.

Eligible employees shall elect to participate in either the MainePERS 3C Plan or one of the Town's IRA programs (Traditional IRA, SIMPLE IRA, or Roth IRA), employees may not participate in both retirement programs at the same time.

There shall be deducted from the weekly gross compensation of each employee contribution as selected by the plan that the employee chooses. The gross weekly compensation shall mean the departmental payroll.

for full time employees the town of Mexico agrees to match the employee's contribution up to five (5%) of the employees base gross salary of forty (40) hours. This matching amount along with the employee's contribution shall be deposited into the employee's individual retirement account including Traditional IRA, SIMPLE IRA, and Roth IRA. However, the town contribution shall not exceed two thousand dollars (\$2,000).

If for some reason the employee does not meet the \$2,000 match, as long as the employee has worked 1,000 hours in the calendar year the employee will receive the required match.

The employee shall be eligible for the town's matching amount for only as long as the employee contributes to the IRA. when the employee's contribution to the IRA stops the town of Mexico's matching contribution stops.

The employee shall notify in writing the payroll department by January 1st of each year the amount of his or her contribution to be withheld and deposited into the employees IRA for the coming year.

After January 1st of each year the employee will not be allowed to increase the amount of the contribution to the IRA over the amount certified to payroll department but may stop or decrease the contribution with sufficient notice to the payroll department.

If this benefit is found to be illegal at any time the town of Mexico will stop this benefit immediately and not be required to offer anything else in its place.

ARTICLE 16 – BEREAVEMENT LEAVE

In the event of the death of the employees' mother, father, spouse, children, grandchildren brother, sister or person living in the employee's household, the employee shall be entitled to four (4) working days leave. in the event of the death of the employees mother-in-law, father-in-law ,grandparents ,foster child or stepchild, the employee shall be entitled up to four (4) days leave if said employee is scheduled to work on said days scheduled days off will not be compensated for bereavement leaves shall start on the day the death occurred or the next day if the employee has worked his regular scheduled shift on the day the death occurred.

bereavement leave shall include the day of the burial.

employees shall not receive double pay during bereavement leave.

The town manager shall have the sole discretion to grant additional time off in the event that he deems it necessary.

ARTICLE 17 – CLOTHING ALLOWANCE

The town agrees that all employees covered by this agreement shall be provided, at no cost to the employee, all weather gear, including but not limited to raincoats and rubber boots.

The town shall provide all safety equipment as required by law except steel toes work boots which the employee shall provide, however the employee shall be allowed to use the clothing allowance to assist in purchasing said boots.

The annual clothing allowance shall be eight hundred dollars (\$800.00) for all eligible employees, including the Mechanic. The allowance shall be paid in two (2) equal installments: one payment in July and one payment in January of each fiscal year.. When an employee provides receipts, he/she will be reimbursed for the actual cost of clothing.

ARTICLE 18 – RESIDENCY REQUIREMENT

All full time permanent employees of the public works department prior to the end of the employees probationary period must reside within a reasonable distance of the Town of Mexico, as determined by the Town Manager/Select Board; however, in no event shall an employee's residence exceed thirty (30) miles from the Town of Mexico Town Garage. The Town Manager and Select Board shall retain discretion in determining whether an employee's residence satisfies this requirement based on the operational needs of the Town. The foregoing restriction as to residency shall not apply to those members of the Mexico public works department who prior to January 1st, 1983, resided outside of the fifteen (15) mile residency requirement.

ARTICLE 19 – GRIEVANCE PROCEDURE

Should any difference or grievance arise out of the meaning or application of the contract (pursuant to -A M.S.R.S subsection 970) between the union and the management within ten (10) days of the happening, the union shall present in writing, the grievance to the road commissioner and the town manager.

Step1.

The aggrieved employee(s) must present the grievance to the steward or the alternative within ten (10) working days after knowledge of the grievance or the reason for the grievance has occurred, except no time limit shall apply in the case of violation of article 22 of this agreement.

The steward or alternate shall take up the grievance with the road commissioner if the steward and the road commissioner have not resolved the agreements within two (2) working days after the meeting between the grievant steward and Rd. commissioner steward shall submit such grievance in writing to the town manager.

Step 2.

The steward shall then take the matter up with the town manager or his designee. within two (2) working days after such meeting, the town manager shall render a decision of the grievance.

Step 3.

In the event that the decision as rendered pursuant to Step 2 hereof is not acceptable to the grievant and the union, the union made within two (2) working days file a request for a meeting with the board of selectman the board of selectman shall render a decision within two (2) working days after said meeting.

Step 4.

In the event that the decision of the board of selectman as rendered pursuant to Step 3 hereof is not acceptable to the union the union may within ten (10) working days file a request with The Maine state mediation and conciliation service for the arbitration more grievance.

The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue the decision within thirty (30) days after the conclusion of the testimony and final argument.

nothing in this Article shall diminish the right of any employee covered here under to present his own grievance as set forth in title 26, 967 M.R.S.A if 26 M.R.S.A subsection 967 should be deleted from the statutes then this item shall automatically be deleted from this contract .

expenses of arbitration if any shall be paid equally by the town and the union.

the time limits contained herein may be extended by mutual agreement of the parties.

Grievance committee

employees selected by the unit to act as union representatives shall be as stewards. The name of stewards and the name of any other member who may represent employees of the department shall be certified in writing to the town by local #340, and the individuals so certified shall constitute the union grievance committee.

at such time as a conflict may arise between the steward and an issue raised by the grievance the grievance shall then be handled by the alternate steward representing the bargaining unit.

ARTICLE 20 – SUSPENSION OR DISCHARGE

The board of selectmen, the town manager and the road commissioner shall have the right to suspend or discharge any employee from the department for valid reasons.

The reason therefore shall be filed in writing with the town manager and the board of selectman within twenty-four (24) hours after such action with a copy sent to the steward the employee involved and the local union office. Posting said notice in the mail will begin 10 days will begin the ten (10) day. Provided for the purpose of filing a grievance.

The employee found to be unjustly suspended or discharged shall be reinstated with full compensation for lost time with the restoration of all rights and conditions of his employment.

ARTICLE 21 – PAY SCHEDULE

	July,26	July,27	July,28
Leadman	\$33.00	\$34.00	\$35.00
Mechanic	\$30.00	\$31.00	\$32.00
Laborer/Equipment operator	\$28.00	\$29.00	\$30.00

The Town shall cover the costs associated with the Mechanic obtaining and maintaining the State Inspection Certificate.

\$1.00 per hour stipend for the four members until a mechanic reports to work.

During the repair replacement or maintenance of sewer lines all permanent regular full-time employees who participate shall receive an additional \$4.00 per hour over regular pay. The sewer stipend shall not be pyramid in the computation of overtime earnings.

When leadman is absent the road commissioner or town manager will appoint A qualified person to the. position of lead man and be paid the rate per hour of lead man this will be decided and approved by the road commissioner or town manager.

ARTICLE 22 – OVERTIME PAY

The town shall pay any regular full-time employee the rate of one and one-half (1 ½) times his/her salary hourly rate for all hours worked after set employee has worked forty (40) hours.

The eight (8) hours pay an employee receives for a holiday that he has not worked on, or vacation days or any paid leave shall not count towards work time and calculating worked hours towards overtime.

The town, however, will allow the following five holidays as time worked and calculating worked hours towards overtime Thanksgiving Day, day after Thanksgiving, Day before Christmas, Christmas Day, and New Year's Day.

ARTICLE 23 – PERSONNEL FILES

Employees personnel files will be purged every three years for suspension and warnings. Purging records will be done by date of warning and suspension.

ARTICLE 24 – SICK LEAVE

Sick leave shall be earned at the rate of one (1) day per full calendar month work and cumulative to 90 days.

It is agreed that sick leave shall not be paid for any injuries that occur on the job that an employee is filing a workers compensation claim for.

in order to prevent any abuse the town shall have the right to request an employee get a medical certificate from a doctor if the town requests a medical certificate the town shall pay the costs of obtaining the certificate the certificate must state what medical problem is and when the employee is expected to return back to work. When a medical certificate is requested the town's sick leave payment shall not be paid until the certificate is received by the town.

an employee shall be entitled to receive one-half (1/2) of that employee's accumulated sick leave upon retirement from the Mexico public works.

sick leave bank:

The departmental sick leave bank shall be established with a balance of one hundred twenty (120) days effective upon execution of this Agreement. No additional contributions, accruals, or additions shall be made to the departmental sick leave bank after that date.

The departmental sick leave bank shall remain available for eligible employees who have exhausted their individual sick leave balances, in accordance with the provisions of this Article. Once the departmental sick leave bank has been depleted, no further sick leave benefits shall be available from the bank.

Qualifications for withdrawal of the sick leave bank days:

An employee shall have used all of the employees' sick days, vacation days and personal days.

A doctor's certificate will be required as a prerequisite to withdrawing days from the bank.

Restrictions:

upon written request and approval of the sick leave bank committee, a member may draw a maximum of twenty-five (25) days of sick leave from the bank in any year. Due to extenuating circumstances additional, days may be drawn from the bank, if authorized by the union and the board of selectman.

ARTICLE 25 – LEAVES OF ABSENCE

The town of Mexico shall comply with the terms and conditions set forth by the family medical leave act entitling leave to employees without loss of employment.

ARTICLE 26 – NON-DISCRIMINATION

The town of Mexico and the union agreed not to discriminate in any manner against an employee or candidate for employment based upon the person's race, national origin, religion, age, sex, or physical handicap. the town agrees to comply with the conditions set forth by the Americans with Disabilities act.

ARTICLE 27 – SAVINGS AND SEPARABILITY

As such times as any provision of this agreement is deemed in conflict or violation of any existing state or federal law, then such provision shall be null and void. However, the remainder of the terms and conditions set forth by the collective bargaining agreement shall remain in full force and effect until bargained otherwise by part by the parties.

ARTICLE 28 – TERMINATION

This agreement shall be effective as of July 1st, 2023, and shall remain in full force and effect it in effect until June 30th, 2026. This agreement shall remain in full force and be effective during the period of negotiations the parties agreed to begin negotiations for a successful successor agreement before December 1st, 2025.

the union acknowledges that the town of Mexico is in discussions with area towns concerning regional issues and that may or may not affect the delivery of public works services in our region the union agrees to reopen discussions concerning this agreement if necessary during the three-(3) year duration of this contract period if the town notifies the union in writing prior to the date of negotiations that is desired to modify this agreement in the event that such notice is given negotiations shall begin no later than sixty (60) days after the date of notice to reopen the contract.

Any notice provided for by this agreement shall be deemed to have been duly sent as of the date of the mailing thereof if in writing and sent by certified mail prepaid and addressed to such other party hereto at the address given below.

Town of Mexico
PO Box 251
134 Main Street
Mexico, ME 04257

Board of Selectman/Chairman

Municipal building

PO Box 251

134 Main St.

Mexico, ME 04257

Secretary/Treasurer

Teamsters Local #340

27 Main Street

South Portland, ME 04106

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement.

FOR THE UNION

Brett Miller, President

Ed Marzano, Secretary-Treasurer

Don Crockett, Business Agent

FOR THE TOWN OF MEXICO

Selectman

Selectman

Selectman

Selectman

Selectman

ESTABLISHMENT OF MEXICO PLANNING BOARD

1. Establishment. Pursuant to Art. VIII, pt. 2, Section 1 of the Maine Constitution and 30-A M.R.S.A. § 3001, the Town of Mexico hereby establishes a Planning Board.

2. Appointment.

A. Board members shall be appointed by the municipal officers and sworn by the clerk or other person authorized to administer oaths.

B. The board shall consist of 5 members and may include 2 associate members.

C. The term of each member shall be 3 years, except the initial appointments which shall be:

- 1 position for 1 year
- 2 positions for 2 years
- 2 positions for 3 years

The term of office of an associate member shall be 3 years.

D. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the written resignation or death of any member, or when a member fails to attend four (4) consecutive regular meetings, or fails to attend at least 75% of all meetings during the preceding twelve (12) month period. When a vacancy occurs, the chairperson of the board shall immediately so advise the municipal officers in writing. The board may recommend to the municipal officers that the attendance provision be waived for the cause, in which case no vacancy will then exist until the municipal officers disapprove the recommendation. The municipal officers may remove members of the planning board by unanimous vote, for cause, after notice and hearing.

E. A municipal officer may not be a member or associate member.

3. Organization and Rules.

A. The board shall elect a chairperson and vice chairperson from among its members. The board shall elect a secretary from among its members for recording of required documentation. The term of all positions other than board members shall be 1 year with eligibility for reappointment.

B. When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson shall designate an associate member to sit in that member's place.

C. An associate member may attend all meetings of the board. He/she may ask questions or offer comments only when members of the public are allowed to do so and may make and second motions and vote only when he or she has been designated by the chairperson to sit for a member.

D. Any question of whether a member is disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.

E. The chairperson shall call at least one regular meeting of the board each month, provided there is business to conduct. Special meetings may be called at any time by the chairperson or by a majority of the members. Notice of regular, special and emergency meetings shall be given in accordance with the Maine Freedom of Access Act.

F. No meeting of the board shall be held without a quorum consisting of 3 members or associate members authorized to vote. The board shall act by majority vote of the full board/of the members present and voting.

G. The board shall adopt rules for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.

4. Duties; Powers

A. The board shall perform such duties and exercise such powers as are provided by ordinance(s) and the laws of the State of Maine.

B. The board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

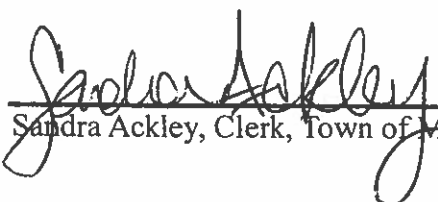
C. (Other)

Approved on January 6, 2026, by unanimous vote of Town of Mexico citizens present.

Number of votes certified by the Town of Mexico Clerk

Yea 10

No 0


Sandra Ackley, Clerk, Town of Mexico

TOWN OF MEXICO
BOARD AND COMMITTEE MEMBERSHIP APPLICATION

DATE: 7/1/2026

1. APPLICATION FOR MEMBERSHIP TO:

- ☐ ANIMAL CONTROL
☐ APPEALS BOARD
☐ BUDGET COMMITTEE
☐ HEALTH OFFICER
☐ MED-CARE AMBULANCE BOARD
☐ NORTHERN OXFORD REGIONAL SOLID WASTE BOARD
☒ PLANNING BOARD
☐ RECREATION COMMITTEE
☐ RUMFORD/MEXICO SEWER
☐ SEWER DISTRICT
☐ WATER DISTRICT

2. NAME: Jim Beaton TELEPHONE: 418-4452

3. ADDRESS: 159 Highland Ter. Mexico ME 04257

4. EMAIL ADDRESS: jeniferbeatson@yahoo.com

5. EDUCATION: Some College

6. OCCUPATION: Corp Compliance / Shared Living

7. EMPLOYED: (CIRCLE ONE) YES NO EMPLOYER: Hope Association

8. HOW LONG HAVE YOU LIVED IN MEXICO: 22 years

9. LIST OTHER ACTIVITIES OF INTEREST TO YOU: _____

10. WHY DO YOU WISH TO SERVE? To learn about and be
active in the town.

Jim Beaton 7/1/2026

TOWN OF MEXICO
BOARD AND COMMITTEE MEMBERSHIP APPLICATION

DATE: 07/01/2026

1. APPLICATION FOR MEMBERSHIP TO:

- ☐ ANIMAL CONTROL
- ☐ APPEALS BOARD
- ☐ BUDGET COMMITTEE
- ☐ HEALTH OFFICER
- ☐ MED-CARE AMBULANCE BOARD
- ☐ NORTHERN OXFORD REGIONAL SOLID WASTE BOARD
- ☒ PLANNING BOARD
- ☐ RECREATION COMMITTEE
- ☐ RUMFORD/MEXICO SEWER
- ☐ SEWER DISTRICT
- ☐ WATER DISTRICT

2. NAME: STACEY JONES TELEPHONE: 512-423-5810

3. ADDRESS: 642 BACKKINGDOM ROAD

4. EMAIL ADDRESS: JUSTSTACY@YOURGOODPAL.NET

5. EDUCATION: BACH IN EARLY CHILDHOOD ADJUCATION

6. OCCUPATION: TEACHER AND WORKED FOR FED GOV FOR 11 YEARS

7. EMPLOYED: (CIRCLE ONE) NO - RETIRED

8. HOW LONG HAVE YOU LIVED IN MEXICO: MAY 2024

9. LIST OTHER ACTIVITIES OF INTEREST TO YOU:

10. WHY DO YOU WISH TO SERVE? TO HELP THE TOWN AND BE INVOLVED WITH THE TOWN.

Town Manager's Report – July 2026

- I would like to recognize and thank **Gary Savage** for his generous donation of both his time and mulch to help beautify the Town Office grounds prior to the Fourth of July Parade. Gary contacted the Town to let us know he had completed the work in support of the Town and our community. His volunteer efforts are sincerely appreciated and helped enhance the appearance of the Town Office for residents and visitors during the holiday celebration. On behalf of the Town, I would like to extend our sincere gratitude for his community spirit and generosity.
- **Eric Giroux** contacted the Town Manager and plans to begin providing a written report to the Select Board starting in July. He has also requested an opportunity to discuss with the Board the level of funding the Town is willing to allocate to address rooster-related concerns within the community. Mr. Giroux has asked to be placed on the August meeting agenda for this discussion.
- The owner of **366 Main Street** contacted the Town regarding concerns about the maintenance of the Town's stormwater easement on the property. I contacted White's Yardwork, and they have indicated they will be mowing and maintaining the area in the coming weeks.
- We received a complaint on 4 Woster St, the owner stated the highway truck turn around in her newly paved driveway and cause some damages to the pavement. Andy is working on getting spot rolled out.
- I met with representatives from **Best Western** to discuss opportunities for collaboration that would support and strengthen Mexico's eco-tourism economy.
- I am scheduled to meet with the school administration and representatives from the Town of Rumford to discuss opportunities for regional collaboration and identify ways our communities can work together on projects and initiatives that will benefit the region.
- I have received a three-page **Risk Management Action List** outlining items the Town must address to maintain its insurance coverage. Copies of the report are available for any Board member who wishes to review it. I will be working with department heads to prioritize these items and develop a plan to ensure the Town remains in compliance.
- I have registered Town staff for several professional development opportunities, including Governmental Accounting training, Tax Collector and Treasurer training, and Maine Municipal Clerks' Association workshops scheduled throughout July, August, and September. To allow staff to attend the introductory Tax Collector and Treasurer training course, the **Town Office will be closed on Thursday, July 23.**

Investing in employee training will strengthen staff knowledge, improve operational efficiency, and enhance the level of service we provide to our residents.

- Town email service experienced an unexpected outage for several hours on Tuesday and into Wednesday. The interruption was related to the migration of the Mexico Water District's website and associated email services. The issue has since been resolved, and Town email service has been restored. If any employees continue to experience email-related issues at this time, they are likely related to their individual email client (such as Microsoft Outlook) rather than the Town's email system. Staff should notify the IT Department if they continue to have difficulty accessing their email.