

Selectboard Meeting Agenda
Anson Town Office, 5 Kennebec Street
August 11, 2026
Regular Meeting begins at 6:00 p.m.

1. Call meeting to order and Pledge Allegiance.

2. Consent agenda:

- a. Review and approve the minutes of July 28, 2026 and July 30, 2026.
- b. Review and approve Treasurer Warrants:

Warrant #84	Payroll #30	\$13,863.31
Warrant #85	Town A/P	\$4,815.21
Warrant #86	Payroll #31	\$8,562.43
Warrant #87	Town A/P	\$308,600.13
Warrant #88	Sewer A/P	\$806.82
Total		\$336,647.90

3. No Presentation

4. Regular Agenda:

- a. Discussion to approve the proposed Administrative Organizational Structure and 10-year step salary scale and posting of open position.
- b. Discussion to approve filing proof of claim against Dish Network for \$46.44.
- c. Discussion to approve Fineline Pavement Striping for the amount of \$10,290.00.
- d. Discussion regarding the appointment of Marianne Ayotte to the planning board.
- e. Discussion regarding 2025 Bridge Inspection Reports.
- f. Discussion to select and approve a website design provider for the new Municipal website with ADA compliance.

5. Updates of Past Items:

- a. Fountain
- b. Fee Schedule
- c. Sidewalk and ADA Compliance
- d. Veteran Flags

6. Other Business:

- a. Items from the Board:
- b. Items from the Administrator:

7. Department Head Reports:

- a. Highway
- b. Fire
- c. Town Office
- d. EMA Director

8. No Public Hearings

9. Items by the Public:

10. Adjourn

**Selectboard Meeting Agenda
Anson Town Office, 5 Kennebec Street
Meeting Minutes
July 30, 2026**

Executive Session: Personnel Matter pursuant to M.S.R.A. §405(6)(A)

1. Entered Executive Session at 2:00 pm.
2. Exited Executive Session at 2:42 pm.
3. Motion to have Madison Murray promoted to the Town of Anson Town Clerk and BMV Agent at the pay rate of \$28.72 with an increase to \$31.00 in December based on her evaluation. Motion by Brenda Garland, seconded by Larry Mc Hugh. Approved 4-1.
For appointment authorization refer to the Job Reclassification and Salary Justification document attached.
4. Motion to change work hours from 10-4 on Monday and Tuesday for office and 4-6 for training. Motion by Brenda Garland, seconded by Larry McHugh.
5. Meeting adjourned at 3:10 pm.

Prepared by: Angel Aguirre, Town Administrator July 30, 2026

Approved and signed on _____.

Selectboard Meeting Agenda
Anson Town Office, 5 Kennebec Street
July 28, 2026
Meeting Minutes

1. Call meeting to order and Pledge Allegiance.
2. Consent agenda:
 - a. ***Motion to approve the minutes of July 14, 2026. Motion by Larry McHugh, seconded by Sharon Mellows. Approved 3-0.*** Brenda Garland abstained because she was not present at last meeting.
 - b. ***Motion to approve Treasurer Warrants. Motion by Larry McHugh, seconded by Sharon Mellows. Approved 5-0.***

Warrant #75	Payroll #28	\$23,887.42
Warrant #76	Town A/P	\$7,454.00
Warrant #77	Town A/P	\$1,610.50
Warrant #78	Town A/P	\$793.44
Warrant #79	Town A/P	\$1,300.00
Warrant #80	Town Payroll #29	\$12,141.36
Warrant #81	Town A/P	\$32,399.42
Warrant #82	Sewer A/P	\$8,527.16

Total	\$88,113.30
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3. No Presentation
4. Regular Agenda:
 - a. ***Motion to approve the Mil Rate at 19.35 for FY 2026 Tax Commitment. Motion by Leann Dickey, seconded by Brenda Garland. Approved 4-1.***
 - b. ***Motion to approve a tentative Special Town Meeting prior to election on Nov. 2, 2026. Motion by Sharon Mellows, seconded by Larry McHugh. Approved 5-0.***
 - c. ***Motion to approve Angel Aguirre to sign the Carrabec Community School Disaster/Emergency Shelter Plan after corrections. Motion by Sharon Mellows, seconded by Larry McHugh. Approved 5-0.***
 - d. ***Motion to table for Town Meeting the approval of a vendor for basement repairs. Motion by Larry McHugh, seconded by Leann Dickey. Approved 5-0.***
 - e. ***Motion to approve Angel Aguirre to enter into a compact agreement between the Town of Anson and Harold Alfond Center. Motion by Leann Dickey, seconded by Sharon Mellows. Approved 5-0.***

- f. Motion to approve Angel Aguirre to enter into an agreement with Government Windows for online payment options for residents. Motion by Sharon Mellow, seconded by Leann Dickey. Approved 5-0.**
- g. Motion to approve the flyer to be put in with tax bills about 18 Month Budget for next year. Motion by Sharon Mellow, second by Leann Dickey. Approved 5-0.**
- h. Motion to approve the purchase of a Zoom subscription for Town meetings not to exceed \$300.00. Motion by Brenda Garland, second by Leann Dickey. Approved 5-0.**
- i. Motion to approve the appointment of Marianne Ayotte to the planning board. Motion by Brenda Garland, seconded by Leann Dickey. Approved 5-0.**

5. Updates of Past Items:

- a. Fountain: The Board received an update that there was no new information regarding the fountain project. The latest information indicated the contractor was waiting on parts and coordination with the electrician before work could be completed and rescheduled.
- b. Fee Schedule: The ordinance and fee schedule committee held its first meeting and identified items that should and should not be included in the proposed fee schedule. The committee consists of two Select Board members (Sharon and Jim) and two Planning Board members (Jeff and the Town Administrator). After being unable to secure a local contractor to participate, the committee decided to proceed with the six current members. Once completed, the proposed fee schedule will be reviewed by the Planning Board before being forwarded to the Select Board, with the goal of placing it on the November Special Town Meeting warrant.
- c. Sidewalk and ADA Compliance: Two ADA/wheelchair signs have been received and are available at the Town Office. The Town Administrator reported that no update has been received regarding the requested road study, but the proposal had been accepted by the consultant and the Town is awaiting the next steps.
- d. Veteran Flags: The Board reviewed the status of the veteran banner program following the previous approval contingent upon utility company authorization. CMP advised that banners are not permitted on its utility poles. Madison Electric indicated it had no objection to banners being installed on its poles, and written confirmation was requested for the Town's records. The program coordinator continues working with CMP to seek permission so the program can be offered town-wide and is also exploring grant funding so participating families will not bear the cost.

- e. Gun Policy: The Town Administrator reported that the previously referenced firearms policy has not yet been located and is continuing to verify that the employee handbook on file is the most current version. Based on the handbook currently available, firearms are prohibited except where permitted by law, and Maine law allows licensed individuals to carry in certain circumstances. The Board discussed the Town's limited authority under state law, noting that any policy adopted by the Town could apply only to municipal employees and not members of the public or contractors entering the Town Office. The Administrator is awaiting clarification from the Town's attorney before recommending any policy changes.
6. Other Business:
- a. Items from the Board: ***Motion to accept the resignation of Town Clerk Kim Moody. Motion by Leann Dickey, seconded by Sharon Mellows. Approved 5-0.*** Discussed the immediate need to ensure continuity of Clerk and BMV services before Kim's departure. Agreed an executive session should be scheduled to discuss staffing, compensation, and succession planning. Discussed utilizing retired clerks and other temporary assistance during the transition period. Scheduled an executive session to occur before Kim's final day to address personnel matters. Executive Session scheduled for Thursday July 30, 2026 at 2:00 p.m.
 - b. Items from the Administrator: Explained that the current Clerk position combines too many responsibilities for a single employee and is unlikely to attract qualified applicants if posted without restructuring. Recommended splitting the position by assigning Town Clerk and BMV Agent responsibilities to Madison Murray while recruiting a Finance/General Assistance position. Explained the need to temporarily absorb additional responsibilities until recruitment is completed. Reported that Kim Moody agreed to provide paid training after her resignation to assist with the transition. Updated the Board that the workforce development participant would begin work answering phones, assisting with filing, and organizing Code Enforcement records but would not be performing Deputy Clerk duties due to training requirements.
7. Department Head Reports:
- a. Highway: Reported completed grading and gravel work on town driveways, began work on Camp Road shoulders, reported mechanical issues with the 2019 Western Star truck hydraulic system that are being diagnosed. Pump Station #3 continues operating while repairs are monitored. Received three quotes for road striping and selected the lowest qualified quote of approximately \$5,920 to complete intersection striping. Reviewed fuel pricing from multiple vendors and will obtain additional information before making a purchasing decision.

- b. Fire: No report, Fire Chief was not in attendance.
- c. Town Office: The Town Office is preparing for the departure of the Town Clerk while ensuring essential services, including elections, motor vehicle registrations, and vital records, continue without interruption. The A4TD volunteer will begin assisting with reception duties, filing, and administrative projects to help reduce the office workload during the staffing transition. Liens for real estate and sewer were placed, and discharges are pending.
- a. EMA Director: Has distributed all their water to residents and discussed possibly giving water for residents with animals.

8. No Public Hearings

9. No items by the Public

10. Adjourned at 8:01p.m. Motion to adjourn by Sharon Mellows, seconded by Leann Dickey. Approved 5-0.

Prepared by: Angel Aguirre, Town Administrator July 30, 2026.

Approved and signed on _____.

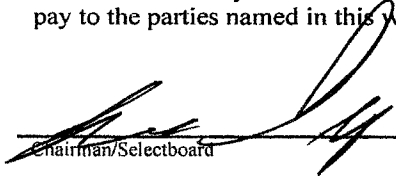
TREASURER'S WARRANT

Town of Anson

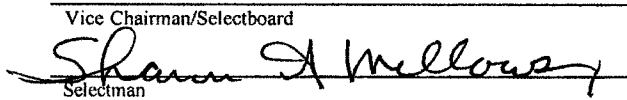
Date: August 5, 2026

To the Treasurer of
Anson

This is to certify that there is due and chargeable to the appropriations listed below said sums. You are directed to pay to the parties named in this warrant.


Chairman/Selectboard


Selectman

Vice Chairman/Selectboard

Selectman

Selectman

Name	Warrant#	Account Name	Check#	Check Amount
	#84	FY 2026	62111 -	13,863.31
		Payroll#30	12334 - 12346	

Total \$13,863.41

WARRANT: 84

Check	D / D	Check	Employee	Gross Pay
12334	1,092.25	0.00	150 Angelica Aguirre	1,528.80
12335	722.79	0.00	148 David P Hupper	966.00
12336	284.06	0.00	148 David P Hupper	312.50
12337	884.59	0.00	007 Floyd A Lane	1,422.00
12338	366.52	0.00	007 Floyd A Lane	400.00
12339	803.05	0.00	110 Henry R Mellows Jr.	1,100.00
12340	284.06	0.00	110 Henry R Mellows Jr.	312.50
12341	1,159.52	0.00	118 Kimberly J Moody	1,433.07
12342	808.11	0.00	035 Adam W Moore	1,141.25
12343	284.06	0.00	035 Adam W Moore	312.50
12344	809.08	0.00	105 Madison M Murray	1,100.04
12345	0.00	7,498.09	D / D 4 Camden National Bank	
12346	0.00	1,962.85	T & A 1 IRS	
62111	0.00	1,160.89	T & A 3 Mission Square (ICMA)	
Total	7,498.09	10,621.83		10,028.66

Put into A/P	6,365.22
Taken out of A/P	(3,123.74)
Total Payroll	13,863.31

Count

Checks 14

To the Treasurer of the Town of Anson:

This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

James Smith, Chairman

Sharon Mellows, Selectman

Brenda L. Garland, Vice Chair

Leanne E. Dickey, Selectman

Larry McHugh, Selectman

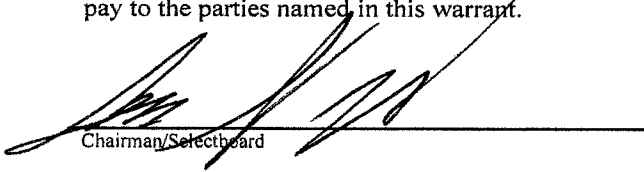
TREASURER'S WARRANT

Town of Anson

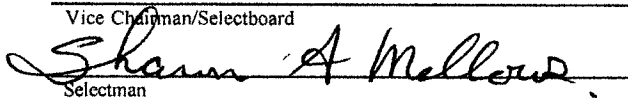
Date: August 5, 2026

To the Treasurer of
Anson

This is to certify that there is due and chargeable to the appropriations listed below said sums. You are directed to pay to the parties named in this warrant.


Chairman/Selectboard


Selectman


Vice Chairman/Selectboard
Selectman

Selectman

Name	Warrant#	Account Name	Check#	Check Amount
	#85	FY 2026	55056	\$4815.21
			-	
			55057	
		Town A/P		

Total \$4815.21

A / P Warrant
**** REPRINT ****
Warrant 85

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00794 Northeast Coffee Company						
0574	55056	08	Office-Water		Inv#2522285	
Office-Water			E 10-10-30-20		108.21	0.00
			Gen Gov't / Admin - Utilities / Water			
Vendor Total-					108.21	
00230 Treasurer, State of ME (BMV)						
0574	55057	08			wk#7/23-7/30/26	
BMV Reg			G 10-2100-00		4,465.00	0.00
			General / BMV Reg			
BMV Sales Tax			G 10-2120-00		143.00	0.00
			General / BMV Sales Tx			
BMV Titles			G 10-2110-00		99.00	0.00
			General / BMV Title			
Vendor Total-					4,707.00	
Prepaid Total-					0.00	
Current Total-					4,815.21	
EFT Total-					0.00	
Warrant Total-					4,815.21	

To the Treasurer of the Town of Anson:
This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

James Smith, Chairman

Brenda L. Garland, Vice Chair

Larry McHugh, Selectman

Sharon Mellows, Selectman

Leanne E. Dickey, Selectman

TREASURER'S WARRANT

Town of Anson

Date: August 12, 2026

To the Treasurer of
Anson

This is to certify that there is due and chargeable to the appropriations listed below said sums. You are directed to pay to the parties named in this warrant.

Chairman/Selectboard

Selectman

Vice Chairman/Selectboard

Selectman

Selectman

Name	Warrant#	Account Name	Check#	Check Amount
	#86	FY 2026	62113 -	\$8,562.43
		Payroll#31	12347 - 12353	

Total \$8,562.43

WARRANT: 86

Check	D / D	Check	Employee	Gross Pay
12347	1,092.25	0.00	150 Angelica Aguirre	1,528.80
12348	722.79	0.00	148 David P Hupper	966.00
12349	884.60	0.00	007 Floyd A Lane	1,422.01
12350	803.05	0.00	110 Henry R Mellows Jr.	1,100.00
12351	1,180.14	0.00	118 Kimberly J Moody	1,456.82
12352	779.58	0.00	035 Adam W Moore	1,100.00
12353	732.10	0.00	105 Madison M Murray	988.80
12354	0.00	6,194.51	D / D 4 Camden National Bank	
12355	0.00	1,718.69	T & A 1 IRS	
62112	0.00	1,145.45	T & A 3 Mission Square (ICMA)	
Total	6,194.51	9,058.65		8,562.43

Put into A/P	6,068.57
Taken out of A/P	(2,864.14)
Total Payroll	12,263.08

Count

Checks 10

To the Treasurer of the Town of Anson:

This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

James Smith, Chairman

Sharon Mellows, Selectman

Brenda L. Garland, Vice Chair

Leanne E. Dickey, Selectman

Larry McHugh, Selectman

Town of Anson

To the Treasurer of
Anson

Chairman/Selectboard

Selectman

Vice Chairman/Selectboard

Selectman

Selectman

Total \$308,600.13

Warrant 87

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00407 Allied Equipment, LLC						
0597	55058	08	Carbine Bit/Freight			
Carbine Bit			E 30-10-25-50		2,618.00	0.00
			Public Works / Highway - Rep & Maint / Roads			
			Vendor Total-		2,618.00	
00008 AMS Ambulance Service						
0597	55059	08	Subsidy Charge			
Subsidy Charge			E 20-20-40-20		5,345.66	0.00
			Public Safet / Ambulance - Contract SVC / Ambulance			
			Vendor Total-		5,345.66	
00010 Anson Madison Sanitary District						
0597	55060	08	Charges	7/1-9/30/2026		
Acct#10 Main St			E 20-10-30-30		76.32	0.00
			Public Safet / Fire - Utilities / Sewer			
Acct#2611 5 Ken St			E 10-10-30-30		80.08	0.00
			Gen Gov't / Admin - Utilities / Sewer			
Acct#20 40 Spear Hill			E 30-10-30-30		72.57	0.00
			Public Works / Highway - Utilities / Sewer			
			Vendor Total-		228.97	
00657 AT&T Mobility						
0597	55061	08	Monthly Fee	07/22/2026		
Fire Department			E 20-10-30-35		238.38	0.00
			Public Safet / Fire - Utilities / Telephone			
			Vendor Total-		238.38	
00023 Bob's Cash Fuel						
0597	55062	08	Aug 3, 2026 Statements			
Ref 18244050			E 32-02-50-20		60.42	0.00
			Com Programs / General Ast - GA / Heat			
Ref 3116324&3117604			E 30-10-20-40		3,849.44	0.00
			Public Works / Highway - Equipment / On Rd Diesel			
Ref 120447447&120694725			E 30-10-20-40		690.36	0.00
			Public Works / Highway - Equipment / On Rd Diesel			
Ref 12035769-120688078			E 30-10-20-40		207.94	0.00
			Public Works / Highway - Equipment / On Rd Diesel			
			Vendor Total-		4,808.16	
00738 Brownies Janitorial Service Inc.						
0597	55063	08	Monthly Service Fee	207012		
8/3/2026			E 10-10-40-37		460.00	0.00
			Gen Gov't / Admin - Contract SVC / Janitorial			
			Vendor Total-		460.00	
00776 Burgess Technology Services						
0597	55064	08	Monthly Fee	140810		
IT Services			E 10-10-25-05		1,180.00	0.00
			Gen Gov't / Admin - Rep & Maint / Computer			
IT Services			E 30-10-25-05		146.50	0.00
			Public Works / Highway - Rep & Maint / Computer			
IT Services			E 20-10-25-05		284.00	0.00
			Public Safet / Fire - Rep & Maint / Computer			
			Vendor Total-		1,610.50	
00216 Camden National Bank						

A / P Warrant

Warrant 87

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0597	55065	08	July Statement			
Office Supplies & Prime			E 10-10-15-10		305.13	0.00
			Gen Gov't / Admin - Supplies / Office			
M/A Days			E 32-01-45-10		780.77	0.00
			Com Programs / Comm Prog - Comm Program / MA Days			
Wix			E 10-10-40-85		10.00	0.00
			Gen Gov't / Admin - Contract SVC / Website			
Vendor Total-					1,095.90	
00035 Campbells Hardware/Capital One Trade Credit						
0597	55066	08	Accts: 708653 & 708666			
Inv 20406619			E 30-10-25-20		19.42	0.00
			Public Works / Highway - Rep & Maint / Equipment			
Inv 20406633			E 10-10-15-10		31.64	0.00
			Gen Gov't / Admin - Supplies / Office			
Vendor Total-					51.06	
00141 Carparts Dist. Ctr, Inc.						
0597	55067	08	CPM203110	1454GC34274		
Inv 1454GC34274			E 30-10-25-20		83.29	0.00
			Public Works / Highway - Rep & Maint / Equipment			
Vendor Total-					83.29	
00513 CenterPoint Community Church						
0597	55068	08	Annual Contribution			
Annual Contribution			E 33-01-45-15		2,000.00	0.00
			Charit Organ / Charit Organ - Comm Program / Food Cupboar			
Vendor Total-					2,000.00	
00051 Central Maine Power						
0597	55069	08	Monthly Charges			
St Lights 3501-1477-227			E 20-40-30-10		797.72	0.00
			Public Safet / St Lights - Utilities / Electric			
Solon Rd 3501-2454-365			E 20-10-30-10		370.00	0.00
			Public Safet / Fire - Utilities / Electric			
Invoice Total-					1,167.72	
0597	55069	08		35012451486		
River Rd 3501-2451-486			E 34-60-30-10		42.13	0.00
			Cem Etc / Fountain - Utilities / Electric			
Invoice Total-					42.13	
Vendor Total-					1,209.85	
00403 Charter Communications						
0597	55070	08	Monthly Phone & Internet			
256547701 Hwy INT			E 30-10-30-40		80.00	0.00
			Public Works / Highway - Utilities / Internet			
256602901 ADM INT			E 10-10-30-40		223.67	0.00
			Gen Gov't / Admin - Utilities / Internet			
256520501 HWY PH			E 30-10-30-35		35.77	0.00
			Public Works / Highway - Utilities / Telephone			
251794901 N Fire PH & INT			E 20-10-30-40		185.94	0.00
			Public Safet / Fire - Utilities / Internet			
256603701 S Fire INT			E 20-10-30-41		109.54	0.00
			Public Safet / Fire - Utilities / Internet			
256500601 S Fire PH			E 20-10-30-35		66.90	0.00
			Public Safet / Fire - Utilities / Telephone			

A / P Warrant

Warrant 87

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					701.82	
00072 Family Violence Project						
0597	55071	08	Charitable Contribution			
Comm. Programs			E 33-01-45-25		4,500.00	0.00
			Charit Organ / Charit Organ - Comm Program / Family VP			
Vendor Total-					4,500.00	
00091 Hospice Volunteers						
0597	55072	08	Annual Contribution			
Comm. Programs			E 33-01-45-50		1,000.00	0.00
			Charit Organ / Charit Organ - Comm Program / Hospice			
Vendor Total-					1,000.00	
00100 Innovative Municipal Products US Inc.						
0597	55073	08	ProGuard			
Order S086006			E 30-10-15-53		6,622.82	0.00
			Public Works / Highway - Supplies / Sand/Salt			
Vendor Total-					6,622.82	
00104 Kennebec Behavioral Health						
0597	55074	08	Annual Contribution			
Comm. Programs			E 33-01-45-45		5,000.00	0.00
			Charit Organ / Charit Organ - Comm Program / KV Behavior			
Vendor Total-					5,000.00	
00108 KVCAP Child & Family Services						
0597	55075	08	Annual Contribution			
Comm. Programs			E 33-01-45-62		1,500.00	0.00
			Charit Organ / Charit Organ - Comm Program / KVCAP Child			
Vendor Total-					1,500.00	
00109 KVCAP Transportation Services						
0597	55076	08	Annual Contribution			
Comm. Programs			E 33-01-45-60		2,000.00	0.00
			Charit Organ / Charit Organ - Comm Program / KVCAP Trans			
Vendor Total-					2,000.00	
00110 KVCOG						
0597	55077	08	Anson COE			
Anson COE			E 10-30-40-31		1,306.00	0.00
			Gen Gov't / Sp Officer - Contract SVC / CEO			
Vendor Total-					1,306.00	
00677 LEAF						
0597	55078	08	Monthly Lease Payment	1008291041001		
Inv 20694017			E 10-10-40-35		95.65	0.00
			Gen Gov't / Admin - Contract SVC / Copier Contr			
Vendor Total-					95.65	
00254 LegalShield						
0597	55079	08	Membership Payments			
10132589895			G 10-2830-00		18.95	0.00
			General / Legal Shield			
10157353680			G 10-2830-00		23.95	0.00
			General / Legal Shield			

A / P Warrant

Warrant 87

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
70062503456			G 10-2830-00		8.95	0.00
			General / Legal Shield			
			Vendor Total-		51.85	
00398 LifeFlight Foundation (The)						
0597	55080	08	Annual Contribution			
Comm. Programs			E 33-01-45-65		573.00	0.00
			Charit Organ / Charit Organ - Comm Program / Lifeflight			
			Vendor Total-		573.00	
00121 Madison Electric Works						
0597	55081	08	Monthly Statements			
000100010400 2-100HPS			E 20-40-30-10		34.96	0.00
			Public Safet / St Lights - Utilities / Electric			
000100020400 65-175MV			E 20-40-30-10		1,281.02	0.00
			Public Safet / St Lights - Utilities / Electric			
00010003040012-400MV			E 20-40-30-10		340.25	0.00
			Public Safet / St Lights - Utilities / Electric			
000100040400 Blinker			E 20-40-30-10		12.19	0.00
			Public Safet / St Lights - Utilities / Electric			
000100050400 4 LED			E 20-40-30-10		88.44	0.00
			Public Safet / St Lights - Utilities / Electric			
000100060400 LED 3-150			E 20-40-30-10		163.01	0.00
			Public Safet / St Lights - Utilities / Electric			
000100070401 Flag Pole			E 20-40-30-10		23.74	0.00
			Public Safet / St Lights - Utilities / Electric			
000116800200 Office			E 10-10-30-10		166.14	0.00
			Gen Gov't / Admin - Utilities / Electric			
000230800200 HW			E 30-10-30-10		164.23	0.00
			Public Works / Highway - Utilities / Electric			
000215500200 33 Main St			E 20-10-30-10		129.83	0.00
			Public Safet / Fire - Utilities / Electric			
			Vendor Total-		2,403.81	
00143 Maine Town & City Clerk Association						
0597	55082	08	MTCCA New Clerks Webinar			
Madison Clerk Training			E 10-10-10-15		60.00	0.00
			Gen Gov't / Admin - Operate Cost / Training			
			Vendor Total-		60.00	
00515 Manzer's Fine Grade & Earthwork						
0597	55083	08	Paving	INV 1550		
INV 07/17/2026			E 37-01-70-52		1,650.00	0.00
			Capital / Capital - Capital Proj / Paving Bond			
			Vendor Total-		1,650.00	
00733 Martin Woods Farm						
0597	55084	08	Mobile Farm Service	8/5/2026		
MA Days Farm			E 32-01-45-10		500.00	0.00
			Com Programs / Comm Prog - Comm Program / MA Days			
			Vendor Total-		500.00	
00129 Mattingly Products						
0597	55085	08	Driveways			
POS22601			E 37-01-70-52		3,059.92	0.00
			Capital / Capital - Capital Proj / Paving Bond			

A / P Warrant

Warrant 87

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
POS22732			E 37-01-70-52		369.05	0.00
			Capital / Capital - Capital Proj / Paving Bond			
POS22843			E 37-01-70-52		3,638.64	0.00
			Capital / Capital - Capital Proj / Paving Bond			
Vendor Total-					7,067.61	
00561 NNED Royal Rangers						
0597	55086	08	M/A Days Climbing Wall	8/9/2026		
M/A Days Climbing Wall			E 32-01-45-10		400.00	0.00
			Com Programs / Comm Prog - Comm Program / MA Days			
Vendor Total-					400.00	
00794 Northeast Coffee Company						
0597	55087	08	Statement	7/29/2026		
2522285			E 10-10-30-20		30.49	0.00
			Gen Gov't / Admin - Utilities / Water			
Vendor Total-					30.49	
00174 RJD Appraisal						
0597	55088	08	Assessing Services	INV 1235		
08/01/2026			E 10-10-40-10		1,562.50	0.00
			Gen Gov't / Admin - Contract SVC / Assessing			
Vendor Total-					1,562.50	
00185 RSU #74						
0597	55089	08	School Appropriations	August		
Education			E 15-10-60-50		216,892.00	0.00
			Public Educa / RSU 74 - Unclassified / SAD 74			
Vendor Total-					216,892.00	
00182 Sexual Assault Crisis & Support Ctr						
0597	55090	08	Annual Contribution			
Comm. Programs			E 33-01-45-35		800.00	0.00
			Charit Organ / Charit Organ - Comm Program / Sexual ACA			
Vendor Total-					800.00	
00196 Skowhegan Equipment & Tool						
0597	55091	08		INV 19026		
Track Skid Steer			E 37-01-70-52		2,500.00	0.00
			Capital / Capital - Capital Proj / Paving Bond			
Vendor Total-					2,500.00	
00189 Spectrum Generations						
0597	55092	08	Annual Contribution			
Comm. Programs			E 33-01-45-40		3,011.00	0.00
			Charit Organ / Charit Organ - Comm Program / Spectrum Gen			
Vendor Total-					3,011.00	
00200 Stewart Public Library						
0597	55093	08	Annual Stipend 2026			
2026 Stipend			E 32-01-45-05		9,000.00	0.00
			Com Programs / Comm Prog - Comm Program / Library			
Vendor Total-					9,000.00	
00209 Tire Queen						
0597	55094	08	Tire Service	06415		

A / P Warrant

Warrant 87

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
INV 06415			E 30-10-25-15		762.00	0.00
			Public Works / Highway - Rep & Maint / Tires			
			Vendor Total-		762.00	
00210 Town of Madison						
0597	55095	08	Summer Counselor Payroll			
Comm. Programs			E 32-01-45-05		3,470.30	0.00
			Com Programs / Comm Prog - Comm Program / Library			
			Vendor Total-		3,470.30	
00212 Traction						
0597	55096	08	July Statement	130P220878		
Truck MTNC			E 20-10-25-10		1,051.56	0.00
			Public Safet / Fire - Rep & Maint / Trucks			
			Vendor Total-		1,051.56	
00232 Treasurer, State of Maine (AWP)						
0597	55097	08	July Registrations			
July Registrations			G 10-2350-00		33.00	0.00
			General / StateDog Lic			
			Vendor Total-		33.00	
00215 Unifirst Corp.						
0597	55098	08	Uniform Charges			
INV 1054106187			E 30-10-10-42		90.04	0.00
			Public Works / Highway - Operate Cost / Uniforms			
INV 1054107719			E 30-10-10-42		90.04	0.00
			Public Works / Highway - Operate Cost / Uniforms			
			Vendor Total-		180.08	
00224 Waste Management of Crossroads Land						
0597	55099	08	August Statement	8-42987-32006		
Landfill			E 35-20-40-70		13,771.51	0.00
			Recy-Waste / Solid Waste - Contract SVC / Solid Waste			
			Vendor Total-		13,771.51	
00225 White Sign						
0597	55100	08	Traffic Signs	WANS104065		
INV IVC142514			E 30-10-25-55		207.49	0.00
			Public Works / Highway - Rep & Maint / Rd Signs			
			Vendor Total-		207.49	
00265 WHITTEMORE & SONS						
0597	55101	08	Parking Brake	INV 95808654		
Parking Break			E 20-10-25-10		145.87	0.00
			Public Safet / Fire - Rep & Maint / Trucks			
			Vendor Total-		145.87	

A / P Warrant

Warrant 87

Jrnl	Check	Month	Invoice	Description	Reference		
Description			Account	Proj	Amount	Encumbrance	
Prepaid Total-					0.00		
Current Total-					308,600.13		
EFT Total-					0.00		
Warrant Total-					308,600.13		

To the Treasurer of the Town of Anson:
This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

James Smith, Chairman

Brenda L. Garland, Vice Chair

Larry McHugh, Selectman

Sharon Mellows, Selectman

Leanne E. Dickey, Selectman

Town of Anson

Total \$806.82

A / P Warrant

Warrant 88

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00010 Anson Madison Sanitary District						
0598	3900	08	60 River Rd	7/28/2026		
Monthly Sewer Flow			E 90-10-40-60		72.57	0.00
			Sewer / Sewer - Contract SVC / Sewer			
Vendor Total-					72.57	
00051 Central Maine Power						
0598	3901	08	Monthly Statement			
Madison Rd L108605531			E 90-10-30-10		49.13	0.00
			Sewer / Sewer - Utilities / Electric			
Madison Rd L108609692			E 90-10-30-10		150.68	0.00
			Sewer / Sewer - Utilities / Electric			
Madison St G051737034			E 90-10-30-10		105.04	0.00
			Sewer / Sewer - Utilities / Electric			
Vendor Total-					304.85	
00121 Madison Electric Works						
0598	3902	08	Monthly Statement			
000354700200 River RD			E 90-10-30-10		412.58	0.00
			Sewer / Sewer - Utilities / Electric			
000359750200 Sewermeter			E 90-10-30-10		16.82	0.00
			Sewer / Sewer - Utilities / Electric			
Vendor Total-					429.40	
Prepaid Total-					0.00	
Current Total-					806.82	
EFT Total-					0.00	
Warrant Total-					806.82	

To the Treasurer of the Town of Anson:

This is to certify that there is due & chargeable to the appropriations listed below the sum set against each name & you are directed to pay unto the parties deemed in this schedule.

James Smith, Chairman

Sharon Mellows, Selectman

Brenda L. Garland, Vice Chair

Leanne E. Dickey, Selectman

Larry McHugh, Selectman

Town of Anson
Proposed Administrative Organizational Structure

Role Overview

1. Town Administrator / Finance Director

Reports To: Select Board

Primary Function: Chief Administrative and Financial Officer

Responsibilities:

- Overall management of municipal operations
- Implementation of Select Board policies
- Department supervision and coordination
- Municipal budgeting and financial oversight
- Treasurer responsibilities
- Tax Collector responsibilities
- Long-range planning and operational improvements
- Personnel oversight
- Audit coordination
- Financial controls and accountability
- Grant oversight
- Advising Select Board on municipal matters

2. Town Clerk/Municipal Services Coordinator

(Town Clerk / Registrar of Voters / State Agent Functions)

Reports To: Town Administrator / Finance Director

Primary Function: Statutory municipal services and resident-facing operations

Responsibilities:

- Town Clerk functions
- Registrar of Voters
- Election administration
- Absentee voting
- Vital records

Town of Anson
Proposed Administrative Organizational Structure

- Marriage licenses
- Dog licensing
- Bureau of Motor Vehicles Agent
- Inland Fisheries & Wildlife Agent
- Municipal licensing
- Public records management
- Sewer billing administration
- Customer service and resident assistance

3. Finance Officer / General Assistance Administrator

Reports To: Town Administrator / Finance Director

Primary Function: Financial operations, payroll, personnel support, and assistance programs

Responsibilities:

- Accounts payable processing
- Payroll administration
- Payroll tax reporting
- Employee benefits coordination
- Human resources support
- Financial documentation
- Budget preparation support
- Audit preparation
- Vendor management
- Financial reporting assistance
- General Assistance administration
- Deputy Town Clerk backup functions

Town of Anson
Proposed Administrative Organizational Structure

Organizational Philosophy

This structure creates three clearly defined areas of responsibility:

Town Administrator / Finance Director

→ Leadership, policy implementation, financial oversight, and accountability

Town Clerk/ Municipal Services Coordinator

→ Statutory services, records, elections, licensing, and resident services

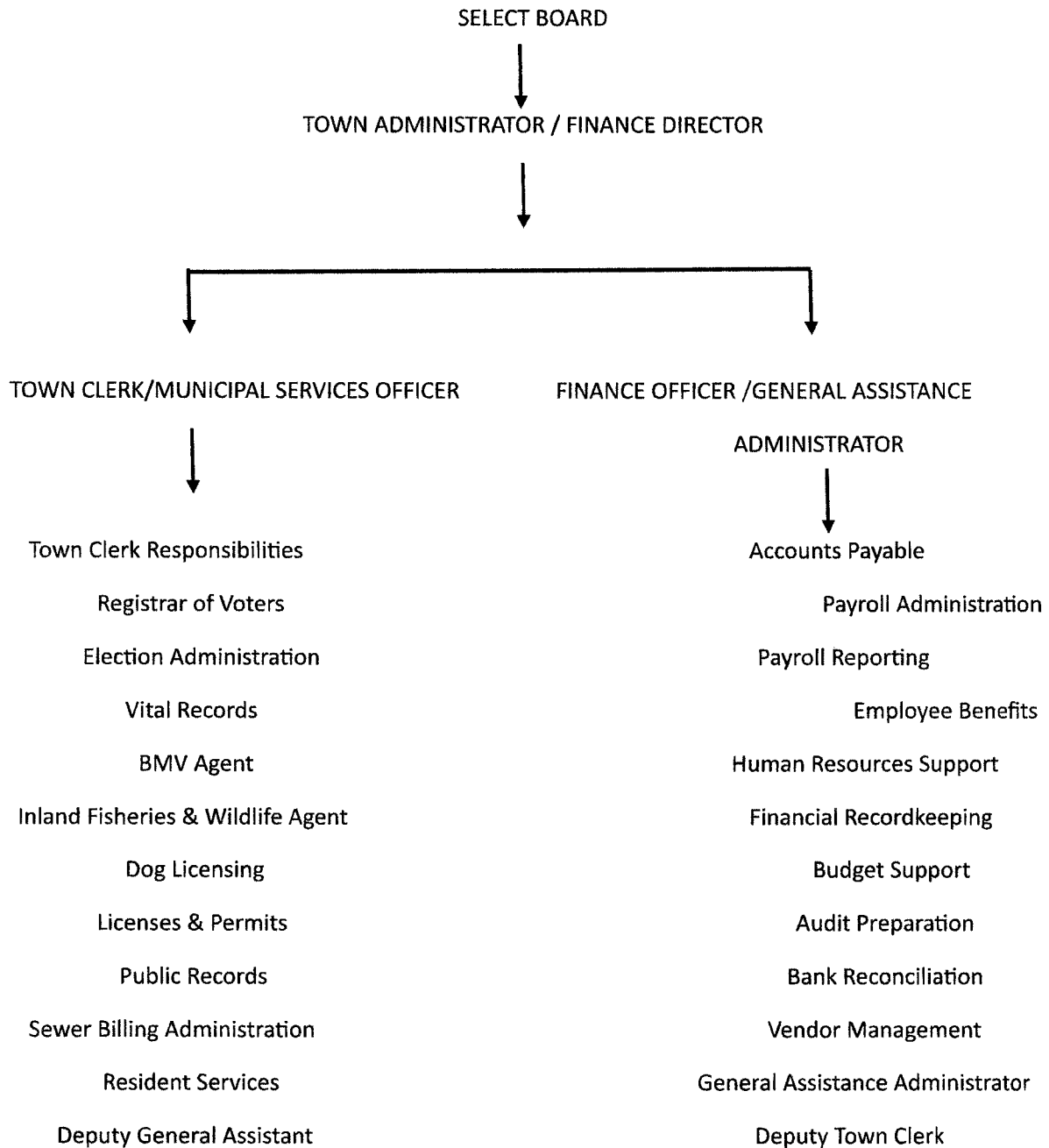
Finance Officer / General Assistance Administrator

→ Financial processing, payroll, HR support, and assistance programs

This model is appropriate for a municipality of approximately **2,300 residents** because it provides:

- Clear reporting lines
- Separation of financial duties
- Cross-training and operational continuity
- Professional titles that reflect actual responsibilities
- Flexibility as municipal needs change

Town of Anson
Proposed Administration Organizational Chart



Position Title: Town of Anson Town Administrator / Finance Director

Appointed By: Selectboard

Reports To: Selectboard

Supervises: Municipal Services Officer; Finance Officer/General Assistance Administrator;
Department Heads; Municipal Staff as Assigned

FLSA Status: Exempt

Position Summary

The Town Administrator / Finance Director serves as the chief administrative officer of the Town and is responsible for the overall administration of municipal government under the direction of the Selectboard. The Administrator implements Board policies, coordinates municipal operations, oversees personnel, manages financial administration, and ensures compliance with applicable federal, state, and local laws.

In addition to the administrative responsibilities of the position, the Administrator serves as Treasurer, Tax Collector, Sewer Administrator, Deputy Town Clerk, and Deputy General Assistance Administrator when appointed by the Selectboard and authorized by Maine law.

Administration & Municipal Operations

- Coordinate the daily operation of municipal government.
- Implement Selectboard policies and directives.
- Prepare Board agendas, reports, recommendations, and supporting documentation.
- Attend Selectboard, committee, and Town Meeting sessions.
- Serve as liaison with residents, regional organizations, and state agencies.
- Promote efficient, transparent, and responsive municipal government.

Financial Administration

- Develop and administer the annual operating and capital budgets.
- Monitor revenues, expenditures, and financial performance.
- Oversee purchasing, procurement, grants, and audit preparation as directed by policy.
- Recommend long-range financial strategies and capital improvements.
- Maintain sound internal controls and financial accountability.

Treasurer

- Maintain custody and oversight of municipal funds.
- Manage banking relationships, investments, cash flow, and reserve funds.
- Authorize or oversee lawful disbursements.
- Ensure compliance with municipal financial policies.

Tax Collector

- Collect property taxes and municipal revenues.
- Administer tax commitment, lien, and foreclosure processes.
- Maintain tax collection records and statutory compliance.

Position Title: Town of Anson Town Administrator / Finance Director

Appointed By: Selectboard

Reports To: Selectboard

Supervises: Municipal Services Officer; Finance Officer/General Assistance Administrator;
Department Heads; Municipal Staff as Assigned

FLSA Status: Exempt

Sewer Administrator

- Oversee sewer utility administration and billing.
- Coordinate collections, liens, and utility reporting.
- Serve as liaison with consultants, contractors, and regulatory agencies.

Personnel Administration

- Supervise department heads and administrative staff.
- Coordinate recruitment, evaluations, discipline, and employee development.
- Support succession planning and cross-training.

Deputy Town Clerk

- Provide continuity for Town Clerk functions during absences.
- Assist with elections, licensing, and statutory recordkeeping.

Deputy General Assistance Administrator

- Provide backup administration of the General Assistance program.
- Maintain required confidentiality and statutory compliance.

Community Relations

- Respond to resident concerns and information requests.
- Represent the Town before governmental and community organizations.

Delegated Authority

The Town Administrator shall exercise only those powers delegated by the Selectboard through ordinance, policy, vote, or written directive. Statutory duties assigned to the Treasurer, Tax Collector, Sewer Administrator, Deputy Town Clerk, and Deputy General Assistance Administrator shall be exercised only when appointed or authorized in accordance with applicable Maine law.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or related field preferred; equivalent experience may be considered.
- Progressively responsible municipal management experience preferred.
- Knowledge of Maine municipal law, budgeting, personnel administration, grants, and public finance.
- Strong leadership, communication, analytical, and organizational skills.

Position Title: Town of Anson Town Administrator / Finance Director

Appointed By: Selectboard

Reports To: Selectboard

Supervises: Municipal Services Officer; Finance Officer/General Assistance Administrator;
Department Heads; Municipal Staff as Assigned

FLSA Status: Exempt

Disclaimer

This job description is intended to describe the general duties and responsibilities of the position and does not constitute an employment contract. The Select Board may amend this description as necessary.

Adoption

ADOPTED BY THE ANSON SELECT BOARD

On the ____ day of _____, 20____.

Chair _____

Vice Chair _____

Member _____

Member _____

Member _____

ATTEST:

I hereby certify that this policy was adopted by vote of the Anson Select Board on the date indicated above and is a true and correct copy in effect.

Town Clerk _____

Seal

Job Description: Town Clerk/ Municipal Services Coordinator**Department:** Administration**Reports To:** Town Administrator**Employment Status:** Full-Time**FLSA Status:** Non-Exempt

Position Summary

The Town Clerk / Registrar of Voters, BMV & Inland Fisheries and Wildlife Agent is responsible for administering statutory municipal clerk functions, maintaining official municipal records, conducting elections, serving as the Town's Registrar of Voters, processing Bureau of Motor Vehicles and Inland Fisheries & Wildlife transactions, administering municipal licensing programs, collecting municipal revenues, and managing the Town's sewer billing program.

This position serves as a primary point of contact for residents and requires knowledge of Maine municipal laws, election procedures, State agency regulations, financial accountability, records management, and customer service practices.

The position works under the direction of the Town Administrator and collaborates with other municipal departments to ensure efficient delivery of services to residents.

Essential Duties and Responsibilities**Town Clerk Responsibilities**

- Serve as the official custodian of municipal records.
- Maintain permanent and temporary municipal records according to Maine records retention requirements.
- Issue certified copies of birth, death, and marriage records.
- Process and maintain marriage licenses.
- Maintain official municipal documents, ordinances, resolutions, and records.
- Prepare and post legal notices as required.
- Respond to public records requests.
- Administer oaths as authorized.
- Maintain confidentiality of protected municipal records.
- Provide assistance to residents, departments, and outside agencies.

Registrar of Voters / Elections

- Serve as the Town Registrar of Voters.
- Maintain voter registration records.
- Administer voter registration processes.
- Conduct federal, state, and municipal elections.
- Prepare election materials and ballots.

Job Description: Town Clerk/ Municipal Services Coordinator

Department: Administration

Reports To: Town Administrator

Employment Status: Full-Time

FLSA Status: Non-Exempt

- Process absentee ballot requests.
- Maintain election records.
- Recruit and assist with election workers.
- Ensure compliance with Maine election laws and Secretary of State requirements.
- Certify election results and complete required reporting.

Bureau of Motor Vehicles (BMV) Agent

- Serve as the Town's authorized Maine Bureau of Motor Vehicles Agent.
- Process motor vehicle registrations and renewals.
- Process trailer registrations.
- Process ATV, snowmobile, and boat registrations as authorized.
- Collect and reconcile State fees.
- Maintain accurate transaction records.
- Complete required BMV reports and deposits.
- Ensure compliance with Maine BMV rules and regulations.
- Maintain required BMV certification and training.

Inland Fisheries & Wildlife (IFW) Agent

- Serve as the Town's authorized Maine Department of Inland Fisheries & Wildlife Agent.
- Issue resident and non-resident hunting licenses.
- Issue fishing licenses.
- Issue trapping and combination licenses as authorized.
- Process IFW-related registrations and permits.
- Assist residents with IFW licensing requirements.
- Collect and reconcile State fees.
- Maintain accurate transaction records.
- Complete required State reporting.
- Ensure compliance with Maine Inland Fisheries & Wildlife regulations.
- Maintain required IFW certification and training.

Job Description: Town Clerk/ Municipal Services Coordinator

Department: Administration

Reports To: Town Administrator

Employment Status: Full-Time

FLSA Status: Non-Exempt

Licensing and Municipal Services

- Issue dog licenses and maintain annual licensing records.
- Process municipal licenses and permits as authorized.
- Maintain licensing databases and records.
- Collect applicable fees.
- Prepare deposits and reconcile licensing revenue.
- Assist residents with municipal applications and services.

Sewer Billing Administration

- Administer the Town's sewer utility billing program.
- Prepare quarterly sewer bills.
- Maintain sewer customer accounts.
- Process sewer payments and adjustments.
- Respond to customer billing questions.
- Maintain accurate billing records.
- Prepare delinquent account reports.
- Prepare demand notices and assist with sewer lien processing.
- Reconcile sewer billing transactions.
- Coordinate with the Finance Office regarding collections and financial reporting.

Tax Collection and Revenue Responsibilities

- Accept property tax payments and other municipal payments.
- Maintain accurate payment records.
- Balance daily cash receipts.
- Prepare deposits.
- Assist with tax collection processes and documentation.
- Maintain financial accountability for transactions processed.

Administrative Responsibilities

- Provide professional customer service to residents, businesses, and visitors.

Job Description: Town Clerk/ Municipal Services Coordinator**Department:** Administration**Reports To:** Town Administrator**Employment Status:** Full-Time**FLSA Status:** Non-Exempt

-
- Maintain confidential information.
 - Assist with municipal reporting requirements.
 - Maintain organized filing systems.
 - Participate in professional development and required State training.
 - Assist other departments as needed.
 - Perform other duties as assigned by the Town Administrator.

Minimum Qualifications**Education**

- High school diploma or equivalent required.
- Associate degree in municipal administration, business administration, accounting, or related field preferred.

Experience

- Municipal government experience preferred.
- Experience with customer service, records management, financial transactions, or licensing preferred.
- Experience with TRIO or similar municipal software preferred.

Knowledge, Skills, and Abilities

- Knowledge of Maine municipal operations.
- Knowledge of election procedures and voter registration.
- Ability to interpret Maine statutes and regulations.
- Strong organizational skills and attention to detail.
- Ability to handle confidential information.
- Strong customer service and communication skills.
- Ability to manage multiple priorities independently.
- Ability to maintain accurate financial records.

Required Certifications / Training

Ability to obtain and maintain:

- Maine Town Clerk certification and training.

Job Description: Town Clerk/ Municipal Services Coordinator
Department: Administration
Reports To: Town Administrator
Employment Status: Full-Time
FLSA Status: Non-Exempt

- Registrar of Voters certification.
- Maine Bureau of Motor Vehicles Agent certification.
- Maine Inland Fisheries & Wildlife Agent certification.
- Notary Public certification preferred.

Disclaimer

This job description is intended to describe the general duties and responsibilities of the position and does not constitute an employment contract. The Selectboard may amend this description as necessary.

Adoption

ADOPTED BY THE ANSON SELECTBOARD

On the ____ day of _____, 20____.

Chair _____

Vice Chair _____

Member _____

Member _____

Member _____

ATTEST:

I hereby certify that this policy was adopted by vote of the Anson Select Board on the date indicated above and is a true and correct copy in effect.

Town Clerk _____

Seal

Finance Officer/General Assistance Administrator**Department:** Administration**Reports To:** Town Administrator**FLSA Status:** Non-Exempt**Employment Status:** Full-Time

Position Summary

The Finance Officer, General Assistance Administrator & Deputy Town Clerk is responsible for the Town's financial administration, including accounts payable, payroll, payroll tax reporting, employee benefits administration, human resources coordination, financial reporting, and General Assistance administration. The position also serves as Deputy Town Clerk, ensuring continuity of operations during the Town Clerk's absence.

Essential Duties**Financial Administration**

- Administer accounts payable.
- Process invoices and prepare Accounts Payable Warrants.
- Process vendor payments.
- Maintain accounting records.
- Reconcile accounts.
- Prepare monthly financial reports.
- Assist with annual budget preparation.
- Assist with audit preparation.
- Prepare 1099 reporting.

Payroll Administration

- Process all municipal payrolls.
- Calculate wages, overtime, deductions, and leave accruals.
- Prepare payroll warrants.
- File payroll tax reports.
- Prepare year-end payroll reports and W-2s.
- Maintain payroll records.

Human Resources & Benefits

- Coordinate recruitment and onboarding.
- Maintain personnel files.

Finance Officer/General Assistance Administrator**Department:** Administration**Reports To:** Town Administrator**FLSA Status:** Non-Exempt**Employment Status:** Full-Time

-
- Administer employee benefit programs.
 - Process enrollments and changes.
 - Coordinate workers' compensation and unemployment claims.
 - Maintain compliance with employment laws and personnel policies.

General Assistance Administrator

- Administer the Town's General Assistance Program.
- Determine eligibility in accordance with Maine law.
- Maintain confidential case files.
- Prepare required state reports.
- Attend mandatory training.

Deputy Town Clerk

- Serve as Acting Town Clerk in the Clerk's absence.
- Assist with elections.
- Assist with voter registration.
- Process vital records and licenses as assigned.
- Provide customer service and support daily Clerk operations.

General Responsibilities

- Maintain confidentiality of financial, personnel, and General Assistance records.
- Attend required training.
- Assist other departments as assigned.
- Perform additional duties assigned by the Town Administrator.

Qualifications

- Associate degree in Accounting, Finance, Business Administration, Public Administration, or related field preferred.
- Three to five years of accounting, payroll, HR, or municipal experience preferred.
- Municipal accounting software experience preferred.

Finance Officer/General Assistance Administrator

Department: Administration

Reports To: Town Administrator

FLSA Status: Non-Exempt

Employment Status: Full-Time

- Strong analytical, organizational, and communication skills.

Disclaimer

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Adoption

ADOPTED BY THE ANSON SELECT BOARD

On the ____ day of _____, 20____.

Chair _____

Vice Chair _____

Member _____

Member _____

Member _____

ATTEST:

I hereby certify that this policy was adopted by vote of the Anson Select Board on the date indicated above and is a true and correct copy in effect.

Town Clerk _____

Seal

TOWN OF ANSON, MAINE

Proposed 10-Step Salary Schedule

This salary schedule establishes ten progressive pay steps for the three administrative positions. Cost-of-Living Adjustments (COLA) remain separate from step increases. Step advancement recognizes performance, experience, certifications, expanded proficiency, and professional growth, while COLA maintains the competitiveness and purchasing power of the overall salary schedule.

Grade 1 - Town Administrator / Finance Director

Step	Annual Salary
Step 1	\$82,500
Step 2	\$84,750
Step 3	\$87,000
Step 4	\$89,250
Step 5	\$91,500
Step 6	\$93,750
Step 7	\$96,000
Step 8	\$98,250
Step 9	\$100,250
Step 10	\$102,500

Grade 2 - Town Clerk / Municipal Services Officer

Step	Hourly Rate	Annual Equivalent
Step 1	\$29.00	\$60,320
Step 2	\$29.67	\$61,714
Step 3	\$30.33	\$63,086
Step 4	\$31.00	\$64,480
Step 5	\$31.67	\$65,874
Step 6	\$32.33	\$67,246
Step 7	\$33.00	\$68,640
Step 8	\$33.67	\$70,034
Step 9	\$34.33	\$71,406
Step 10	\$35.00	\$72,800

Grade 3 - Finance Officer / General Assistance Administrator

Step	Hourly Rate	Annual Equivalent
Step 1	\$29.00	\$60,320
Step 2	\$29.67	\$61,714
Step 3	\$30.33	\$63,086
Step 4	\$31.00	\$64,480
Step 5	\$31.67	\$65,874
Step 6	\$32.33	\$67,246
Step 7	\$33.00	\$68,640
Step 8	\$33.67	\$70,034
Step 9	\$34.33	\$71,406
Step 10	\$35.00	\$72,800

Salary Administration Rationale

- Establishes a transparent and equitable compensation system with clearly defined minimum and maximum rates.
- Provides predictable career progression while supporting employee recruitment and retention.
- Recognizes increasing proficiency, certifications, institutional knowledge, and expanded responsibilities.
- Allows initial placement above Step 1 when justified by directly related municipal experience, education, certifications, and internal equity.
- Separates COLA from step advancement so market adjustments do not replace performance-based progression.
- Step advancement should normally follow a satisfactory annual performance evaluation and completion of required training or certifications.
- Employees at Step 10 remain eligible for any COLA approved by the Select Board.

Annual equivalent calculations: Based on 2,080 paid hours per year and excluding overtime, stipends, benefits, and COLA.



2729 US Route 2
Hermon, Maine 04401
(207) 848-7007
FAX (207) 848-0424

info@finelinepavementstriping.com

07/15/2026

To: Town of Anson
RE: Pavement Markings Proposal

This proposal includes all pavement striping and markings as shown below:

4" Double Yellow Centerline 27,000 LF @ 0.14/LF	\$3,780.00
(10-12) Standard MDOT Piano Key Style Crosswalks	\$5,760.00 $\frac{6}{4} 12 = 480.00$ Each
Town Office Parking Lot	$\frac{\$750.00}{10,290.00}$

Pricing includes (1) mobilization.

Road Work Layout to be done by Town (or others). If no layout is done, FINE LINE will use the seam of the asphalt as guidance. Please note that the seam is NOT a true and straight center of road. The Town of Anson will be fully responsible for any lines not properly marked (For New Striping Only).

FINE LINE will provide (1) follow vehicle. Any other traffic control by others (if needed).

Baselines/Layout points by others (if needed).

Sweeping by others (if needed).

Net 30 No Retainage.

*If scheduling requires that pavement markings cannot be applied when the temperature is 50 degrees or more then the markings will be considered temporary and further permanent application will be required at the proposed unit prices. This proposal may be withdrawn if not accepted within 30 days.

If you have any questions or concerns please feel free to contact me at (207) 848-7007.

Thank you,

Nicole Frost

Accepted: _____

Date: _____

Additional Notes: _____

LUCAS STRIPING LLC

Readfield ME 04355-3123
Cell 207 215-2320

Estimate

Date	Estimate #
7/9/2026	897

Name / Address	
Town of Anson 5 Kennebec St. Anson Me. 04911	

Project

Description	Qty	Rate	Total
4" Double Yellow Lines is 16 cent per m.ft	27,000' = 4,320	0.00	0.00
Crosswalks - 1 ft sides with 1 ft Hash - is \$150.00 per crosswalk	x 10 = 1,500	0.00	0.00
Town office =	<u>100.00</u> \$5,920.00		
Total			\$0.00



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Dale F. Doughty
COMMISSIONER

July 07, 2026

Municipality of Anson
62 Main Street, PO Box 297
Anson, Maine 04911-0297

RE: Moores Shop #1095, Rogers #1055, Pelton Stream #1106, Spear Hill Road #1094, and
Town Farm Road #1080

Dear Municipal Officials,

Enclosed is a copy of the 2025 Bridge Inspection Reports for the bridges above that have identified deficiencies or preventative maintenance issues that should be addressed by the Town. Listed below is an itemized list of the deficiencies.

Moores Shop #1095 MSTW

- No approach guardrail
- Stacked stone wingwalls are crumbling with some stones missing.
- Bank protection is eroded and failing at inlet and northeast wing at outlet of the structure.

Rogers #1055 LURB

- No approach guardrail
- Damaged guardrail.
- No bridge number sign

Pelton Stream #1106 MSTW

- There is a 3 foot gouge in the downstream guardrail; and multiple missing rail fasteners at transition seams.
- 6' in from each end of east footing is under mined up to 44"D and up to 19"

Spear Hill Road #1094 MSTW

- Guardrail damaged on south end with Michigan shoe in place instead of a boxing glove style low volume end.
- No approach guardrail

Town Farm Road #1080 MSTW

- Upstream head wall/retaining wall has settled and slumping on south side.
- Downstream northerly head wall has bulging in the center.
- Guardrail has scattered very minor impact damage.

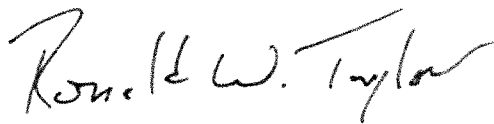
The bridge and guardrail deficiencies should be addressed as soon as practical to ensure continued safe use of the bridges. Neglect of these deficiencies may result in a diminished function of the bridge through load posting or even closure.

Due to local bridge legislation, effective July 1, 2001, there is no capital funding mechanism for Moores Shop, Pelton Stream, Spear Hill, and Town Farm Road Bridges, which are considered Minor Spans on a Town Way. Town Farm Bridge is considered a Low Use or Redundant Bridge. Upon petition by the municipality and approval by the Department, capital responsibility will be shared 50/50 between the State and Municipality. The low priorities associated with this bridge, together with anticipated shortfalls in funding, suggest that very few, if any bridges of this classification, will receive financial assistance in the near future. If your municipality has compelling circumstances, which would demonstrate a high benefit for a capital improvement, and it's committed to funding 50 percent of the project, a request should be forwarded to Ian Gorecki of MDOT's Bureau of Planning (207-624-3300). The Municipality will continue to have maintenance responsibilities.

The bridges will be inspected again in 2027.

If you have any questions, please feel free to contact me at 624-3246 or ron.taylor@maine.gov. In addition, the Local Roads Center has a free service where its "Bridge Ranger", Jim Foster, can provide free technical assistance or onsite advice to you on this structure. If you want Jim's services or their Bridge Maintenance workshop manual notebook, call the Local Roads Center at 800-498-9133 or email them at local.web@maine.gov. Jim may be reached directly at 207-248-7372.

Sincerely,



Ronald W. Taylor, P.E.
Assistant Bridge Maintenance Engineer

Enclosures

cc: Road Commissioner / Ian Gorecki of MDOT's Bureau of Planning (207-624-3300). / file

Inspector: Perry, Randy
Inspection Date: 07/02/2025

Structure Number: 1080
Facility Carried: TOWN FARM RD

Highway Bridge Inspection Report

Inspection Type(s): Routine

Bridge Name: TOWN FARM ROAD

Town: Anson



Inspector: Perry, Randy
Inspection Date: 07/02/2025

Structure Number: 1080
Facility Carried: TOWN FARM RD

Highway Bridge Inspection Report

Inspection Notes

Structure Number: 1080

Structure Name: TOWN FARM ROAD

Town: Anson

Structure Notes

2003 ~ 12 Foot diameter, corrugated steel, structural plate pipe with dry laid stone masonry headwalls.

Wearing Surface

Deck

NBI Item 58: N

Superstructure

NBI Item 59: N

Substructure

NBI Item 60: N

Culvert

NBI Item 62: 5

Plates have dime to quarter size rust nodules and moderate rust pitting below water line.
Some moderate rust flaking along the high water line.
Upstream head wall/retaining wall has settled and slumping on south side.
Downstream northerly head wall has bulging in the center.

Inspector: Randy Perry
Inspection Date: 07/02/2025

Structure Number: 1080
Facility Carried: TOWN FARM RD

Highway Bridge Inspection Report

Pictures



PHOTO 1

Description North face



PHOTO 2

Description South face

Inspector: Randy Perry

Structure Number:

1080

Inspection Date: 07/02/2025

Facility Carried:

TOWN FARM RD

Highway Bridge Inspection Report

Pictures



PHOTO 5

Description North channel



PHOTO 6

Description North rail

Inspector: Randy Perry
Inspection Date: 07/02/2025

Highway Bridge Inspection Report

Structure Number: 1080
Facility Carried: TOWN FARM RD

Pictures

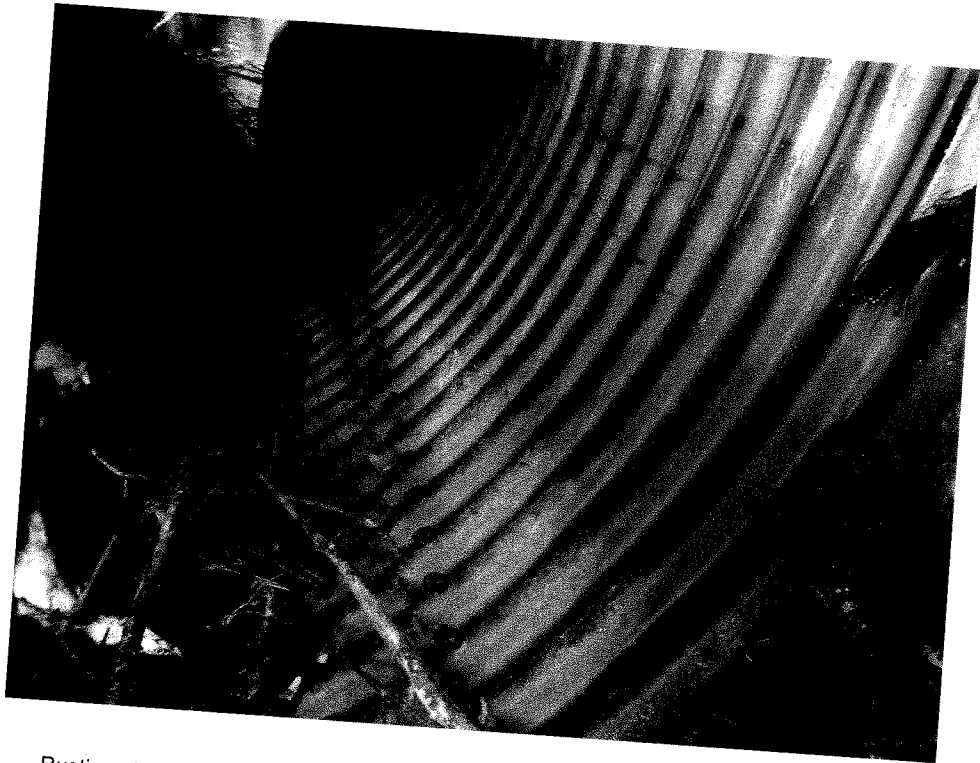


PHOTO 9

Description Rusting above waterline



PHOTO 10

Description South channel

Inspector: Randy Perry
Inspection Date: 07/02/2025

Structure Number: 1080
Facility Carried: TOWN FARM RD

Highway Bridge Inspection Report

Pictures



PHOTO 13

Description Through view looking South



PHOTO 14

Description Typical rusting

Highway Bridge Inspection Report

**MOORES SHOP
BROOK ST
over
GETCHELL BROOK**



Inspection Date: 10/23/2025

Inspected By: Chris Lane

Inspection Type(s): Routine (SNBI)

Inspector: Lane,Chris
Inspection Date: 10/23/2025

Structure Number: 1095
Facility Carried: BROOK ST

Highway Bridge Inspection Report



Latitude: 44.79739

Longitude: -69.89191

Inspector: Lane,Chris
Inspection Date: 10/23/2025

Structure Number: 1095
Facility Carried: BROOK ST

Highway Bridge Inspection Report

Channel

SNBI Channel: 6

Channel alignment is straight upstream and downstream of the structure. Channel is free of trees and debris. Bank protection is eroded and failing at inlet and northeast wing at outlet of the structure.

Other

No transition rail.

Special Inspection

Monitoring

Pontis Notes

Inspector: Chris Lane

Structure Number: 1095

Inspection Date: 10/23/2025

Facility Carried: BROOK ST

Highway Bridge Inspection Report

Pictures



PHOTO 3

Description Downstream side east



PHOTO 4

Description Span looking north

Inspector: Chris Lane
Inspection Date: 10/23/2025

Structure Number: 1095
Facility Carried: BROOK ST

Highway Bridge Inspection Report

Pictures



PHOTO 7
Description North abutment



PHOTO 8
Description NE retaining wall

Inspector: Chris Lane

Structure Number: 1095

Inspection Date: 10/23/2025

Facility Carried: BROOK ST

Highway Bridge Inspection Report

Pictures



PHOTO 11

Description SE retaining wall



PHOTO 12

Description SW slope protection

Inspector: Chris Lane
Inspection Date: 10/23/2025

Structure Number: 1095
Facility Carried: BROOK ST

Highway Bridge Inspection Report

Pictures



PHOTO 15

Description Bituminous wearing surface



PHOTO 16

Description Upstream channel

Highway Bridge Inspection Report

SPEAR HILL ROAD
SPEAR HILL RD
over
GETCHELL BRK



Inspection Date: 07/31/2025

Inspected By: Randy Perry

Inspection Type(s): Routine (SNBI)

Inspector: Perry,Randy
Inspection Date: 07/31/2025

Structure Number: 1094
Facility Carried: SPEAR HILL RD

Highway Bridge Inspection Report

Inspection Notes

Structure Number: 1094

Town: Anson

Structure Name: SPEAR HILL ROAD

Structure Notes

2006 ~ 14 foot precast concrete segmental box culvert at grade.

Wearing Surface

Deck

SNBI: Deck 7

Post connections to concrete have moderate surface rusting.
Guardrail has some minor impact damaged on all four ends SW end of rail boxing glove end was replaced with Michigan shoe and missing fasteners at the splice connections.
No approach rail.

Superstructure

SNBI: Superstructure 7

Minor spall on under side of south end.
Facias have areas of light rust staining.
Light rusting on threaded rod and angle iron used for connection between segments.

Substructure

SNBI Substructure: 7

Light rust nodules on threaded rod and angle iron used as connections between segments below waterline
Stone wings have misalignment but no signs of cracking or settlement.

Culvert

SNBI Culvert: N

Inspector: Randy Perry
Inspection Date: 07/31/2025

Structure Number: 1094
Facility Carried: SPEAR HILL RD

Highway Bridge Inspection Report

Pictures



PHOTO 1

Description South face



PHOTO 2

Description North face

Inspector: Randy Perry
Inspection Date: 07/31/2025

Structure Number: 1094
Facility Carried: SPEAR HILL RD

Highway Bridge Inspection Report

Pictures



PHOTO 5

Description North channel



PHOTO 6

Description North rail

Inspector: Randy Perry
Inspection Date: 07/31/2025

Structure Number: 1094
Facility Carried: SPEAR HILL RD

Highway Bridge Inspection Report

Pictures



PHOTO 9

Description South rail



PHOTO 10

Description Surface rusting on fasteners

Highway Bridge Inspection Report

**PELTON STREAM
HOLLIN WAITE HILL
over
PELTON STREAM**



Inspection Date: 07/24/2025

Inspected By: Randy Perry

Inspection Type(s): Routine (SNBI)

Inspector: Perry,Randy
Inspection Date: 07/24/2025

Structure Number: 1106
Facility Carried: HOLLIN WAITE HILL

Highway Bridge Inspection Report

Inspection Notes

Structure Number: 1106

Town: Anson

Structure Name: PELTON STREAM

Structure Notes

2010 ~ 13 Foot span, corrugated steel, structural plate arch on concrete footings.

Wearing Surface

Deck

SNBI: Deck N

Superstructure

SNBI: Superstructure N

Substructure

SNBI Substructure: N

Culvert

SNBI Culvert: 7

6' in from each end of east footing is under mined up to 44"D and up to 19"H. The footing it self measure 60" wide.
Attached sketch has in depth measurements.
Concrete has widely scattered fine hairline cracking one crack has light efflo.
Culverts has scattered very light rust staining.

Inspector: Randy Perry
Inspection Date: 07/24/2025

Structure Number:
Facility Carried:
Highway Bridge Inspection Report

1106
HOLLIN WAITE HILL

Pictures



PHOTO 1

Description North face



PHOTO 2

Description South face

Inspector: Randy Perry

Structure Number:

1106

Inspection Date: 07/24/2025

Facility Carried:

HOLLIN WAITE HILL

Highway Bridge Inspection Report

Pictures



PHOTO 5

Description East side



PHOTO 6

Description NE wing

Inspector: Randy Perry
Inspection Date: 07/24/2025

Structure Number: 1106
Facility Carried: HOLLIN WAITE HILL

Highway Bridge Inspection Report

Pictures

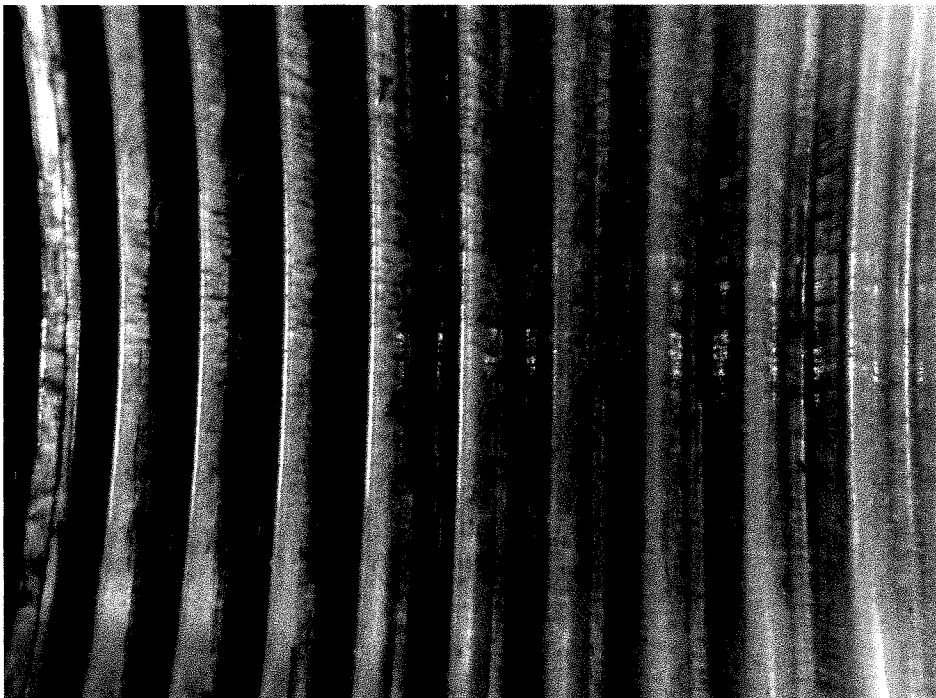


PHOTO 9
Description Rust staining



PHOTO 10
Description South rail

Inspector: Randy Perry

Structure Number: 1106

Inspection Date: 07/24/2025

Facility Carried: HOLLIN WAITE HILL

Highway Bridge Inspection Report

Pictures



PHOTO 13

Description Up stream

Inspector: DeRocher, Pete
Inspection Date: 04/28/2025

Structure Number: 1055
Facility Carried: FOUR MILE SQUARE R

Highway Bridge Inspection Report

Inspection Type(s): Routine

Bridge Name: ROGERS

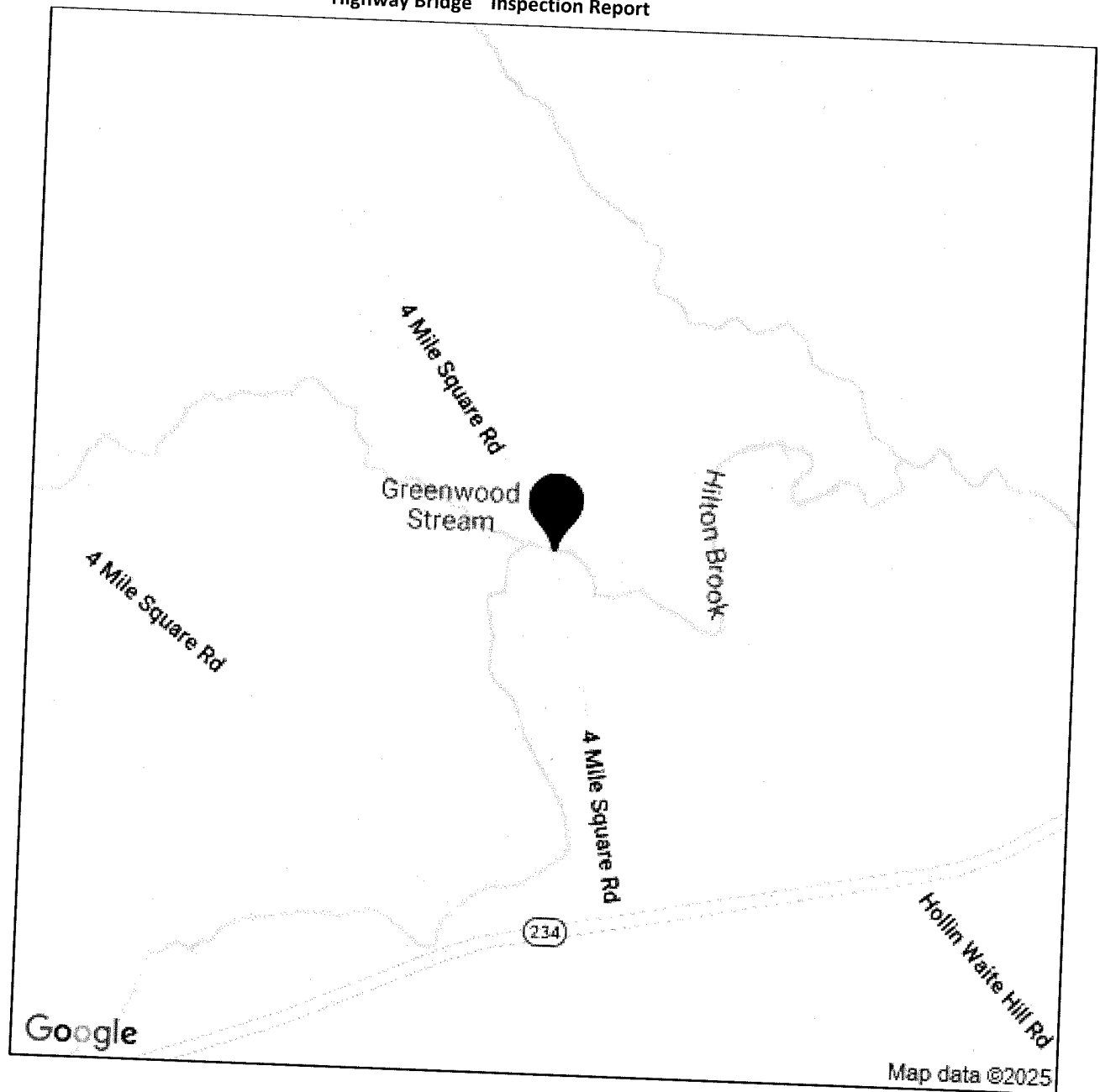
Town: Anson



Inspector: DeRocher, Pete
Inspection Date: 04/28/2025

Structure Number: 1055
Facility Carried: FOUR MILE SQUARE R

Highway Bridge Inspection Report



Latitude: 44.84999

Longitude: -70.01066

Inspector: DeRocher,Pete
Inspection Date: 04/28/2025

Structure Number: 1055
Facility Carried: FOUR MILE SQUARE R

Highway Bridge Inspection Report

Channel

NBI Item 61: 7

Debris and vegetated island at the up stream end.
Stream is vulnerable to debris, collapsed mud banks and seasonal high water.

Other

Guardrail / bridge rail ends damaged.
No bridge number sign.

Special Inspection

Monitoring

Pontis Notes

Inspector: Pete DeRocher

Structure Number: 1055

Inspection Date: 04/28/2025

Facility Carried: FOUR MILE SQUARE R

Highway Bridge Inspection Report

Pictures



PHOTO 3

Description West rail



PHOTO 4

Description Wearing surface

Inspector: Pete DeRocher

Structure Number: 1055

Inspection Date: 04/28/2025

Facility Carried: FOUR MILE SQUARE R

Highway Bridge Inspection Report

Pictures



PHOTO 7

Description Guardrail damage



PHOTO 8

Description

Inspector: Pete DeRocher
Inspection Date: 04/28/2025

Structure Number: 1055
Facility Carried: FOUR MILE SQUARE R

Highway Bridge Inspection Report

Pictures

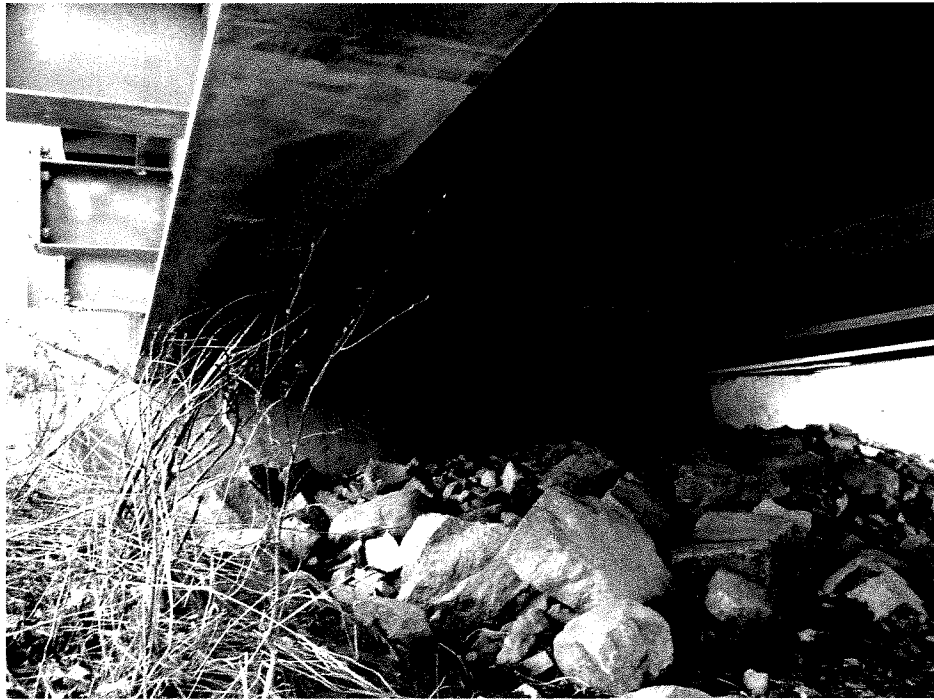


PHOTO 11

Description North abutment



PHOTO 12

Description General view

Inspector: Pete DeRocher

Structure Number:

1055

Inspection Date: 04/28/2025

Facility Carried:

FOUR MILE SQUARE R

Highway Bridge Inspection Report

Pictures



PHOTO 15

Description East face

A Website Platform for Small Municipalities - Easy-To-Use | Affordable | Supports ADA Compliance

YOUR PRICE

Price calculated by population: 2,198

Website Platform Subscription (\$189/mo)	\$2,268/yr
Total	\$2,268/yr

WEBSITE PLATFORM

Full municipal website — includes setup, design, basic data migration, hosting, and ongoing support.

Domain assistance included. Purchase your domain through a third-party provider (like GoDaddy) or apply for a free .gov domain. We'll help you connect it when your plan begins.

Includes unlimited website pages, and logo design (if needed).

BUILT-IN TOOLS

- Reservation Management
- Custom Forms with Workflows
- Map/Business Directory
- AI Search
- Searchable PDF Forms
- Page Alerts
- Property Listings
- Videos
- Resource Folders
- PDF Viewer
- AI Chatbot
- Resident Assistant
- Payment Processing
- Image Carousels
- Quick Links
- Private Pages
- Event & Meeting Calendars
- People Directory
- AI Text Editor
- Notifications
- News/Event/Job Posts
- External Embeds
- Ads
- Public & Legal Notices

CUSTOMER SUPPORT

Customer support available Monday – Friday, 8am–4pm CT.

Online training sessions, training guides, and video walkthroughs included.

Everything is designed, built, and managed in St. Charles, MO, USA.

PRICING NOTES

Price includes: Setup, design, hosting, ongoing support, and basic data migration.

Monthly pricing is available upon request. You save 20% when billed annually (discount reflected above).

Separate charge for Text Notification Services.

This quote is valid for 90 days from the date above.

Web Central Starter: Summary

Proposal valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.

Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:



- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Asset Management
- Utility Billing
- Social Media Archiving
- FOIA Management
- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management

EXPERIENCE & RECOGNITION

25+ Years

10,000+ Customers

950+ Employees



CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

CONTACT INFORMATION

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Phone: 888.228.2233 | Fax: 785.587.8951

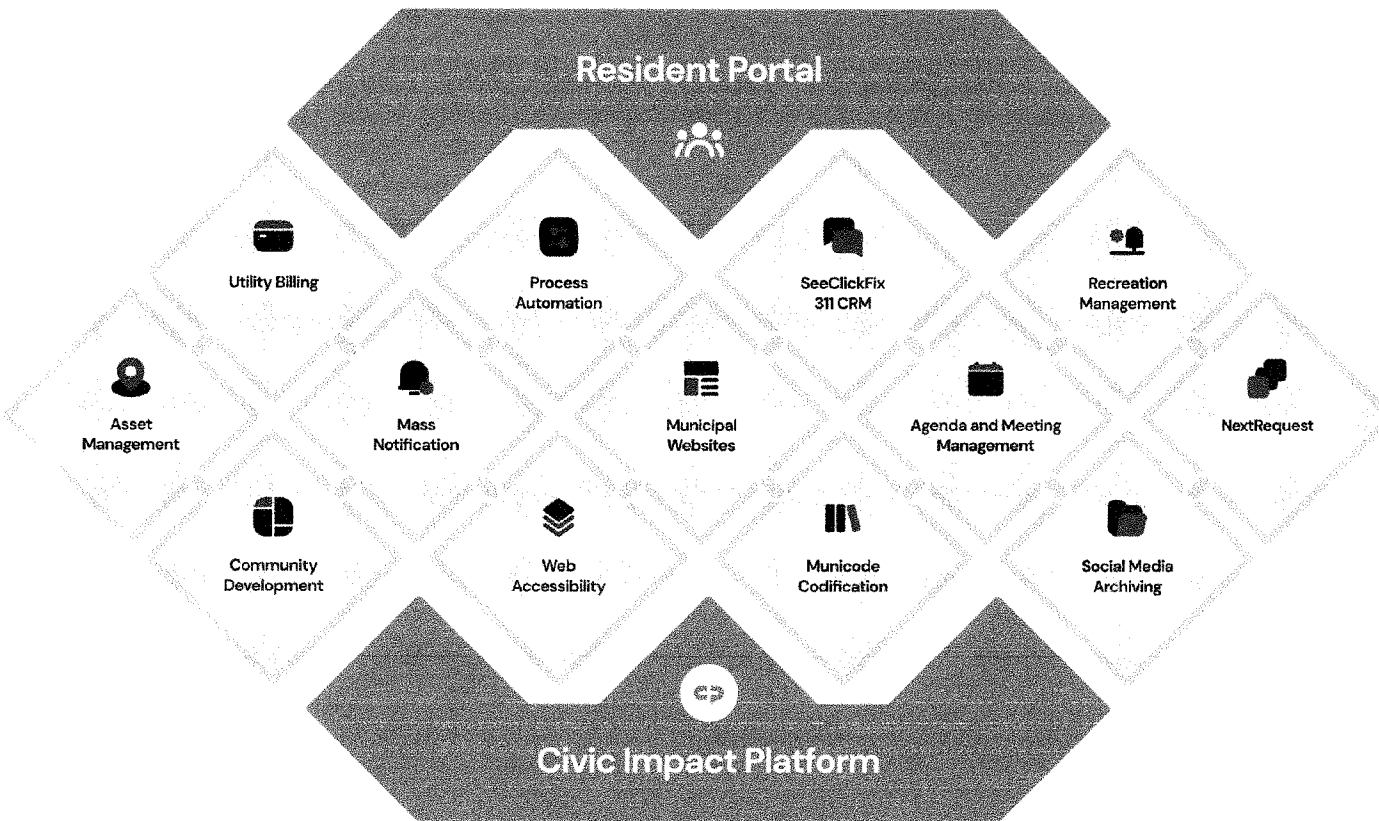
Civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Website	Standard	Premium
One-Time Standard Implementation	\$850	\$1,700
Annual Subscription Fees	\$4,664	\$5,772
Bundling Discounts Available		

Base Inclusions			Price
Agenda Center	Graphic Links	Cloudflare Tier 1 Security for	Included
Calendar	Quick Links	PCI Compliance and Visitor	
Alert Center	Info Advanced	Surges.	
Document Center	News Flash	DNS Domain Management	
Notify Me	Staff Directory	SSL Management	
Form Center	FAQs	Hosting and Security	
Website Optional Add-On			Price
Live Training Per Module			\$375 one-time
Meetings and Agenda Migration per 100 Meetings			\$850 one-time
Standard Department Header Page			\$2,933 one-time \$813 annual fee
Premium Department Header Page			\$4,515 one-time \$938 annual fee
Accessibility with AudioEye			\$2,500 annual fee
CommonLook – PDF Remediation – One License			\$1,443 annual fee
Facilities Module			\$350 annual fee
Resource - Business Directory Module			\$350 annual fee
Activities Module			\$350 annual fee
Bids Posting Module			\$350 annual fee
Jobs Module			\$350 annual fee
Opinion Polls Module			\$350 annual fee
Real Estate Locator Module			\$350 annual fee
CivicSend – E News Letter Builder Added to Notify Me			\$750 one-time \$2,374 annual fee
CivicPlus Pay			\$1,785 annual fee
Additional Block of 500 Notify Me SMS Subscribers (Comes with a block of 500)			\$945 annual fee
Chatbot			\$2,750 annual fee
Other Popular Non-Module Add-Ons			Price
Mass Notification			Ask Me
Meetings and Agenda Management			Ask Me
Social Media Archiving			Ask Me
Next Request (Public Records Request)			Ask Me
Municode Codification (Code of Ordinance)			Ask Me
SeeClickFix 311 CRM			Ask Me
Web Accessibility			Ask Me
Community Development (Permitting, Licensing, Code Enforcement)			Ask Me
Asset Management			Ask Me
Process Automation (Advanced fillable forms with automated workflow)			Ask Me
Recreation Management			Ask Me

Standard Package Designs

You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central Starter CMS – will help you provide an attractive and convenient online resource for your community.

DESIGN EXAMPLES

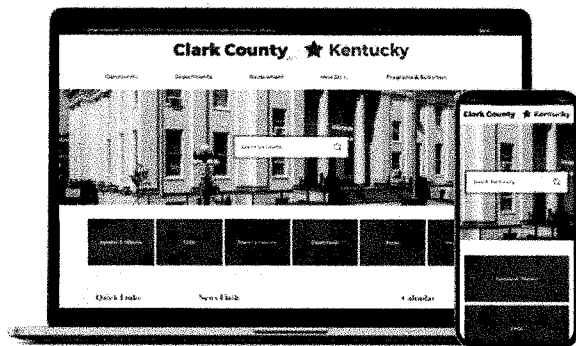
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



Ludlow, MA



Rocky Hill, CT



Clark County, KY



Geneva, NY



Malvern, AR

Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one Advanced Design Component, if desired. Advanced Design components provide next-level user engagement by leveraging the latest design enhancements in the Web Central Starter product. Your art director will help you choose the component that works best for your website and desired site maintenance level.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



Burkburnett, TX



Greenbrier, TN



Cheverly, MD



Blaine, WA

Standard Package Timeline | 9-12 Weeks

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	1-3 Weeks	• Customer Deliverable Submission
PHASE 3: DESIGN & CONFIGURES	3-4 Weeks	• Design Concept Development • Content Development • Agendas & Minute Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	1-2 Weeks	• Launch Confirmation Meeting • Website Launch

Premium Package Timeline | 16-28 Weeks

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission • Design Discovery Meeting • Content Process Meeting
PHASE 3: DESIGN & CONFIGURES	6-10 Weeks	• Design Concept Development • Design Concept Meeting • Content Development • Agendas & Minute Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Launch Confirmation Meeting • Website Launch

Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Standard	Premium
PHASE 1: INITIATE Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project. Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.	
PHASE 2: ANALYZE Customer Deliverables – You will be responsible for submitting deliverables as outlined	PHASE 2: ANALYZE Customer Deliverables – You will be responsible for submitting deliverables as outlined. Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options. Content Process Meeting – Meet with your project manager and web content specialist to detail our content.
PHASE 3: DESIGN & CONFIGURE Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with our project team on any feedback and then final approval. Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central Starter website.	

Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – You will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central Starter project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Group Training – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on experience.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

- To help create the strongest possible website, we will need you to:
- Choose your desired layout – *Standard Package Only*
- Complete the Content form – *Standard Package Only*
- Gather photos and logos that will be used in the overall branding and design
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (*if available*)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

CMS Features & Functionality

CivicPlus' Municipal Websites Central Standard (Web Central Starter) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets

RESIDENT ENGAGEMENT

Web Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with other key features.

Calendar – Create multiple calendars and events for upcoming activities that are viewable by list, week, or month.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Module – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

Web Central Starter is fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Document Center – Organize and management documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on our site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

ADMINISTRATIVE FEATURES

The administration of your Web Central Starter website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control access to pages and manipulation of content as well as use automated features to streamline processes.

Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access nonpublic resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published and reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment processor to accept payments on your website (separate agreement must be made directly between you and the chosen approved processor). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget. **Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you the freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:

- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best-practices to keep your content and design elements accessible and up to date with the latest ADA/ WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Acquia Optimize: Website Optimization & Compliance Tools** – Acquia Optimize is an easy-to-use web governance platform available to purchase and add to your project. Acquia Optimize’s tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.
- **CivicPlus CommonLook Accessibility Software** – Efficiently and accurately ensure PDFs are accessible to all members of your community. CommonLook provides an all-in-one environment for testing, remediating, and verifying PDF documents and provides a set of automated tools.

ADD-ON MODULES

In addition to our comprehensive CMS offering, we provide a range of additional modules designed to enhance functionality and meet specific organizational needs. Each module is tailored to deliver specialized capabilities, ensuring you have the flexibility to create a solution that aligns perfectly with your objectives. Please reach out if you are interested in including any of these options into your new CMS project.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Archive Center – Manage and retain serial and older documents.

Real Estate Locator – Lets community members list and manage residential and commercial properties separately, with dedicated search functions. Users can post and manage listings 24/7 after setting up a profile and paying a subscription fee, while administrators can approve or auto-publish listings.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central Starter.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER - CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

AWARD-WINNING - CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CONTINUING PARTNERSHIP - We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour initial response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central Starter customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central Starter roadmap and will be able to submit ideas for improvements and enhancements. MAINTENANCE CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are, we have an option that will fit your community.

Data Center	• Highly Reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Web Central Starter software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-Emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Migration	• Defined DDoS Attach Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included – additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during an attack.

Optional Website Enhancements

RECURRING REDESIGN

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

ACQUIA OPTIMIZE: WEBSITE OPTIMIZATION & COMPLIANCE TOOLS

Acquia Optimize empowers government organizations to maintain accessible, high-quality websites that comply with WCAG 2.1 standards and other international accessibility regulations, such as ADA, Section 508, and EN 301 549. Its accessibility tools identify and address web issues, providing actionable recommendations to enhance user experiences for all. Acquia Optimize's content policies module ensures consistency and accuracy by scanning for content errors or violations of brand, regulatory, or industry standards. The quality assurance tools detect and fix broken links, images, misspellings, and other issues that could hinder navigation or usability. Additionally, the data privacy module scans for sensitive information, prioritizes high-risk violations, and helps organizations reduce privacy risks. Together, these features enable government organizations to deliver inclusive, reliable, and secure digital services.

CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to residents using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your Web Central Starter website and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

STANDARD DEPARTMENT HEADER PACKAGE

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your Web Central Starter system. Unique customizations include:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

CIVICPLUS MARKETPLACE APP

The CivicPlus Marketplace App is a fully configurable mobile application that serves as a centralized digital hub for community engagement across all CivicPlus solutions. Offering residents convenient access to your agency's information and services, as well as native SeeClickFix 311 CRM starter functionality, the app enhances transparency, service accessibility, and community satisfaction by serving as a mobile gateway to essential services and civic resources.

Our app offers extensive customization options, allowing agencies to configure branding, buttons, and links in real time to maintain brand consistency and enhance the user experience with over 300 configurable icons. It integrates seamlessly with CivicPlus solutions, including SeeClickFix 311 CRM, municipal websites, and mass notifications, providing a unified platform for streamlined engagement. The app improves service visibility and trust by enabling quicker responses to resident concerns and supports diverse community needs, from reporting issues to registering for classes. Additionally, its multi-jurisdictional capabilities allow residents to engage across neighboring areas while offering agencies control over displayed branding and information.

UPGRADE TO GUARDIAN SECURITY

Our Guardian Security Package provides a comprehensive, cost-effective solution tailored for local governments seeking robust security without breaking the bank. Powered by enterprise Cloudflare, this package includes:

- Web Application Firewall (WAF) fully customized for our application
- OWASP ModSecurity Core Rule Set for protection against the Top 10 vulnerabilities identified by the Open
- Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User Agent Blocking rules to block specific browser or web application User-Agent request headers
- Visitor blocking or challenging by IP address, autonomous system number (ASN), or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

UPGRADE TO PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

CONSULTING ENGAGEMENT

Implementing a new software solution is a huge undertaking. Not only does it touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy-lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations and guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

CREDIT CARD PROCESSING WITH CIVICPLUS PAY

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. CivicPlus has partnered with several integrated gateways which we can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent.

Disclaimer

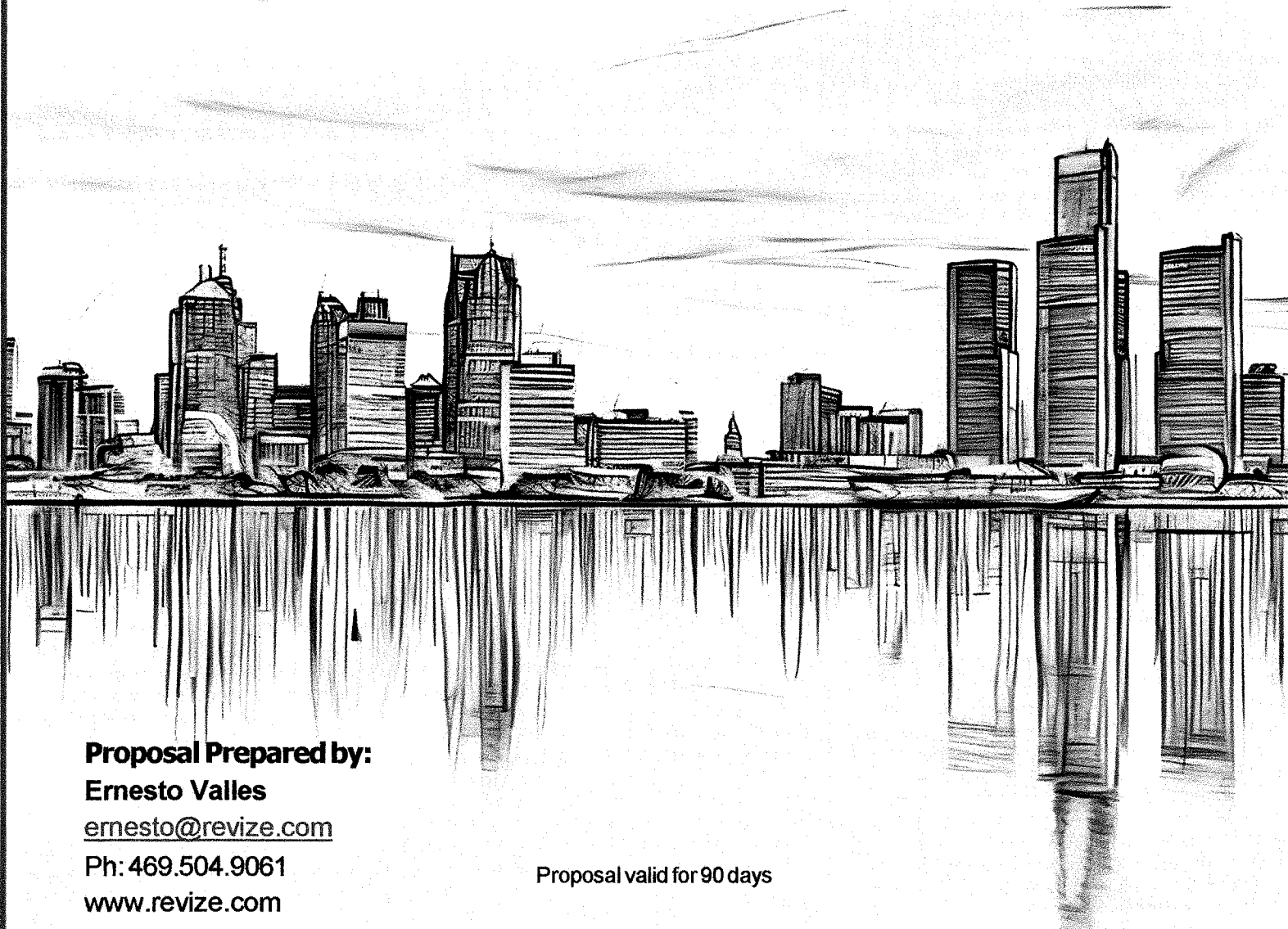
PROPOSAL AS NON-BINDING DOCUMENT

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

revize.

The Government Website Experts

A Website Proposal for **Anson ME**



Proposal Prepared by:

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Ph: 469.504.9061

www.revize.com

Proposal valid for 90 days

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Revize Clients!

- Des Moines, IA
 - Eagle County, CO
 - Glencoe, IL
 - Golden, CO
 - Hamilton County, OH
 - Largo, FL
 - Olympia, WA
 - Pasco County, FL
 - St. Petersburg, FL
 - Troy, MI
 - And Many More!
- www.dsm.city
 - www.eaglecounty.us
 - www.villageofglencoe.org
 - www.cityofgolden.gov
 - www.hamiltoncountyohio.gov
 - www.largo.com
 - www.olympiawa.gov
 - www.pascocountyfl.net
 - www.stpete.org
 - www.troymi.gov

Dear Members of Anson, ME

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high-quality, government-compliant websolutions. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- City of Largo, FL largo.com - Award Winner
- Eagle County, CO eaglecounty.us - Award Winner
- City of St. Petersburg, FL stpete.org
- City of Des Moines, IA dsm.city - Award Winner
- City of San Carlos, CA cityofsancarlos.org - Award Winner

“Revize Websites build engagement
with your constituents.”

"revize websites build engagement with your residents"

We will work closely with you to design and develop a dynamic, functional and easy-to-navigate website that will perfectly fit your community.

Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Ernesto Valles

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With approximately 3,000 government websites launched nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience – easy reading and navigation with a minimum of resizing, panning, and scrolling – across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as:

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- NewsCenter with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management. We also provide phone and email support during regular business hours.

Did you know? Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!



Company Overview

Founded
1995

Headquarters
150 Kirts Blvd.
Troy, MI 48084

Phone
248-269-9263

Website
revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in government website design, which remains our specialty. We now boast more than 3,000 websites launched in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

"The empowerment of people through simplified information management technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information



Did you know?

Revize has won national awards for our websites!

Government Project Experience

City of Golden, Colorado

www.cityofgolden.gov



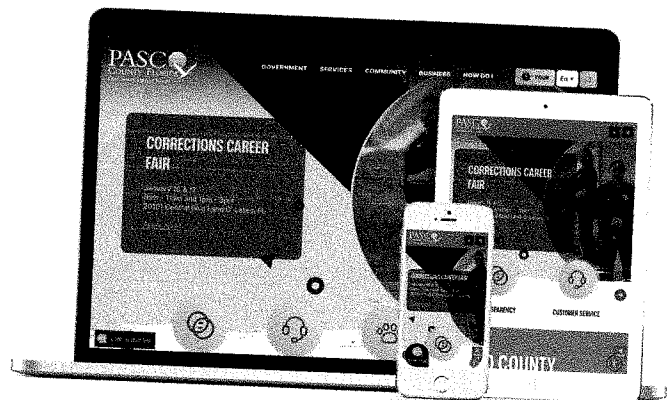
The City of Olympia, Washington

Olympiawa.gov



Pasco County, Florida

www.pascocountyfl.net



Government Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Phone: (972) 516—6016

Email: craig.kelly@wylietexas.gov Website:

ci.wylie.tx.us

Client: City of Olympia, WA Joshua

Linn, Website Administrator Office:

(360) 570—3782

Email: JLinn@ci.olympia.wa.us Website:

olympiawa.gov

Client: Tipton County, TN Shawn

Anderson, GISP Director Phone:

(901) 476—0234

Email: sanderson@tiptonco.com

Website: tiptonco.com

Timeline

Phase	Duration
Design Selection & Content Migration	3-4 Weeks
Training & Go Live	1-2 Weeks
Go-Live (Average)	4-6 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

- **Ernesto Valles:** Account Manager
- **Kristina Kingman:** Project Manager
- **Alex Parent:** Creative Arts Director/Web Designer Chief
- **Samir Alley:** Operations Officer
- **Denise Brazier:** Revize CMS Trainer
- **Jamie Phy:** Revize CMS Integrator/Backend Developer HTML Developer
- **Richard Opiniano:** VP Bus Dev/Marketing
- **Joseph Nagrant:** Technology Officer Chief
- **Derek Ortiz:** Cloud Architect
- **Akshaya Ray:**
- **Many More!**

Revize AI ChatBot

As part of Revize's fully integrated lineup of features, we are excited to introduce the latest in AI Chat technology.

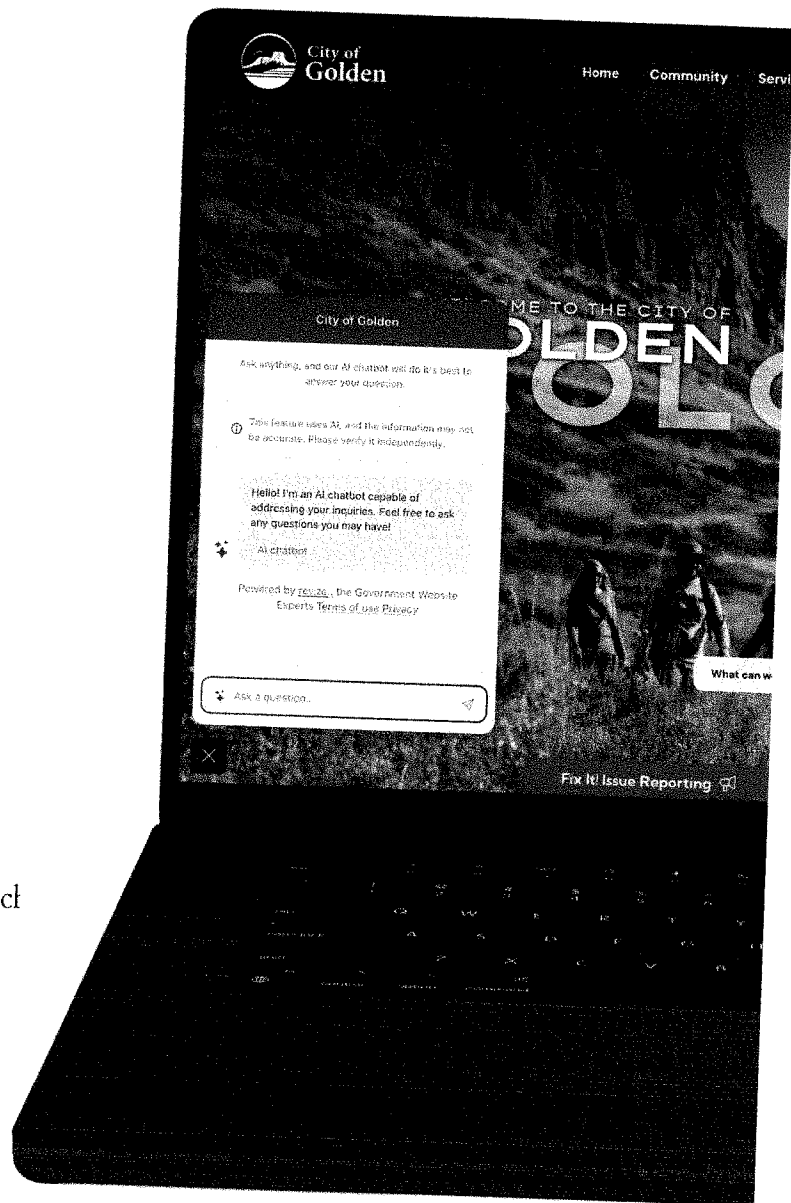
The Revize ChatBot allows your visitors to instantly find answers to their questions - without the need to search, find, and read an entire webpage.

Users simply type in their question, and the Revize ChatBot provides a detailed response in seconds!

Unlike some third-party live chats that force admins to pre-populate content, the Revize ChatBot is quite different. It learns the content of your website and provides answers based on that content.

Admins can even configure the ChatBot to ignore certain content of your website and learn content of other websites.

Keep in mind, Revize developed this feature ourselves. Which directly by Revize. No need to deal with another vendor.

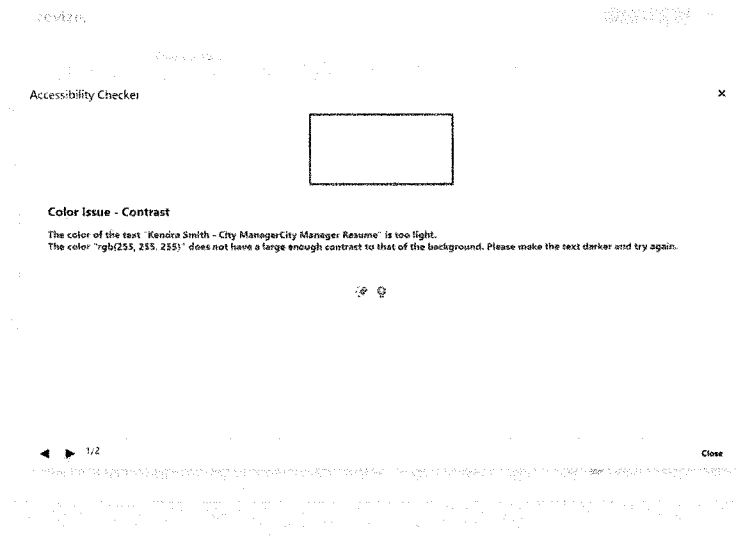


Accessibility & Compliance

WCAG Accessibility Compliance

Revize has launched more than 3,000 websites nationwide, with accessibility incorporated into both our platform and implementation process. Revize websites are designed to align with WCAG 2.1 AA, while actively incorporating WCAG 2.2 AA best practices as standards evolve using current industry-recognized approaches.

The Revize CMS includes built-in accessibility checking tools to help identify potential issues as content is added or updated. Together, these tools and practices support an ongoing, collaborative approach to accessibility between Revize and our clients.



Accessibility Strategy - During the Project

Revize will:

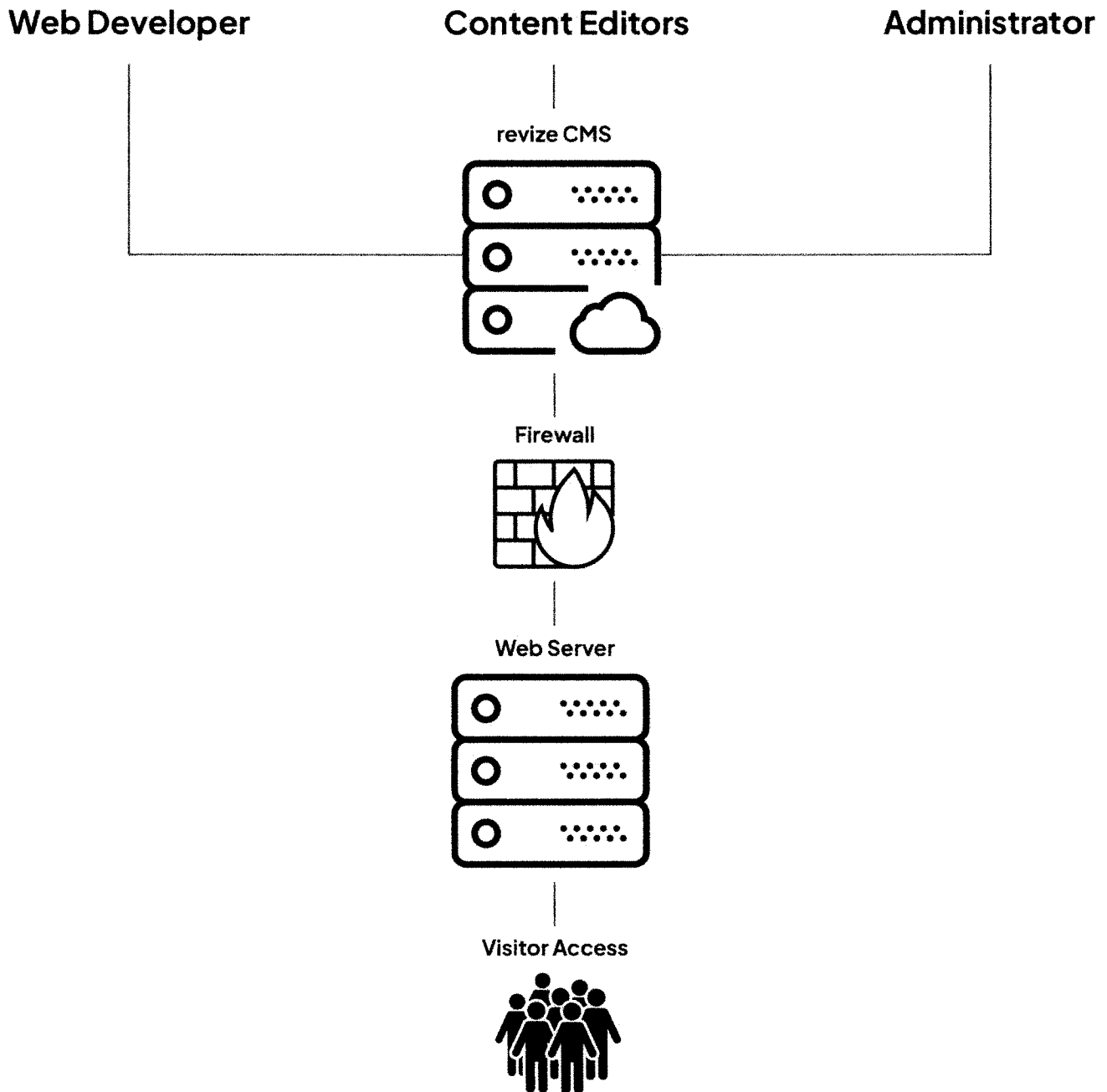
- Design custom visual mockups with WCAG 2.2 AA considerations in mind, including color contrast, typography, layout structure, and interactive elements.
- Build the site using ARIA labels, semantic HTML, and other WCAG best practices.
- Ensure keyboard navigability and screen reader compatibility.
- Include an accessibility checker in the Revize CMS editor.

While Revize provides the framework for compliance, the CLIENT is responsible for ensuring that content (e.g., PDFs, documents, images) is accessible before posting. Revize does offer PDF remediation services as an add-on for files that need to be made compliant.

Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



Revize Quote

Project Cost

	Total
Web Gen Website Development, Migration, and Training	\$3,500.00
• Choose one (1) of six (6) available design layouts • Revize will change the color scheme and banner to fit the branding of the client • Additional design changes are not permitted • Revize Web Calendar, Document Center, and other included features • Training – Revize Content Editing training up to two (2) hours for up to two (2) people • Content migration – Migration up to 50 regular content pages/documents using your existing site map • No calendar events will be migrated.	
Annual Tech Support, Revize CMS License and Hosting Fee:	\$2,400.00
• Revize Web Content Management Software Services • Two (2) Content Editors/Administrative Users • Technical Support/CMS Software Upgrades • Website Hosting – 5GB storage, 30GB monthly bandwidth limit • Four-Year Agreement, includes SSL Certificate	
Total Project Cost	\$5,900.00

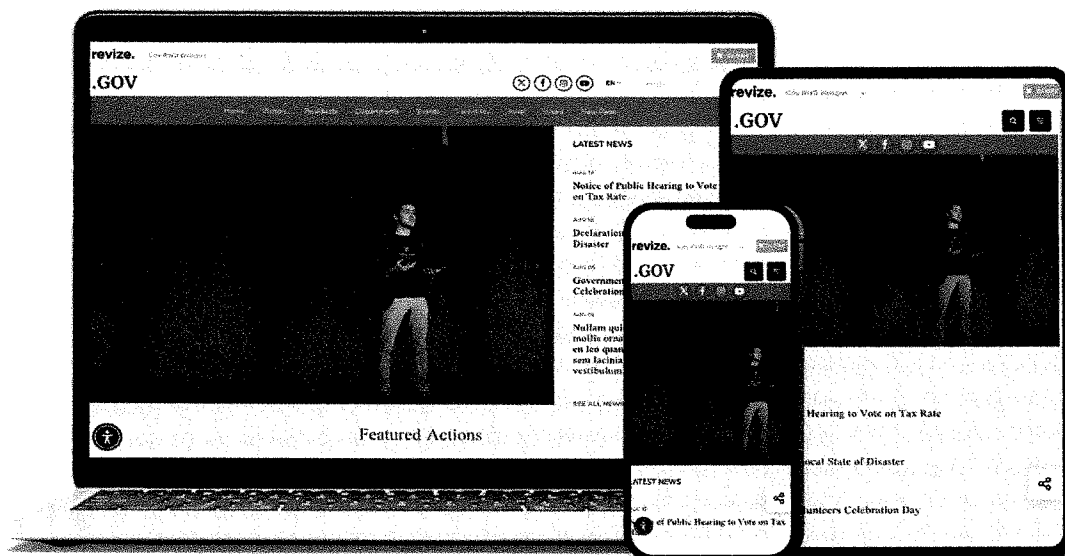
Optional Add-Ons

Additional Services/Features

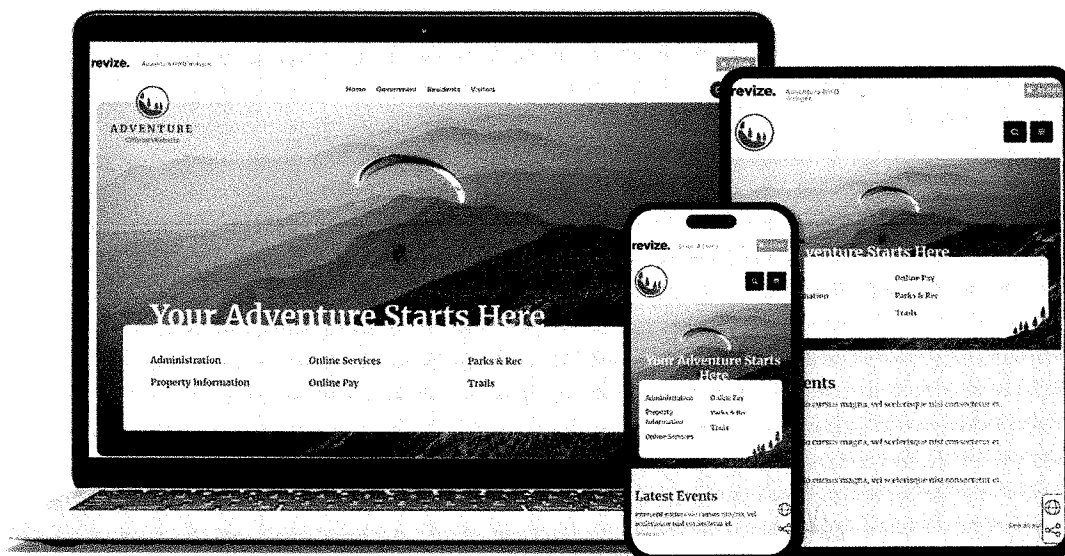
	Total
Annual WCAG Scan and Remediation Service (Annual Fee):	\$2,400.00
Includes up to 2 scans per year with up to 4 remediation hours included	
AI ChatBot (Annual Fee):	\$3,400.00
With automatic retraining and backend admin access	
Revize Email Newsletter (Initial Investment):	\$2,500.00
\$600 Annually - Up to 10,000 Monthly Sends	
Mobile App (Initial Investment):	\$6,500.00
\$3,400 annual fee due upon go live	
Logo Design:	\$5,500.00
Includes 3 concepts. Client picks one for up to three rounds of revisions	

Prebuilt “Web Gen” Template Options

Gov



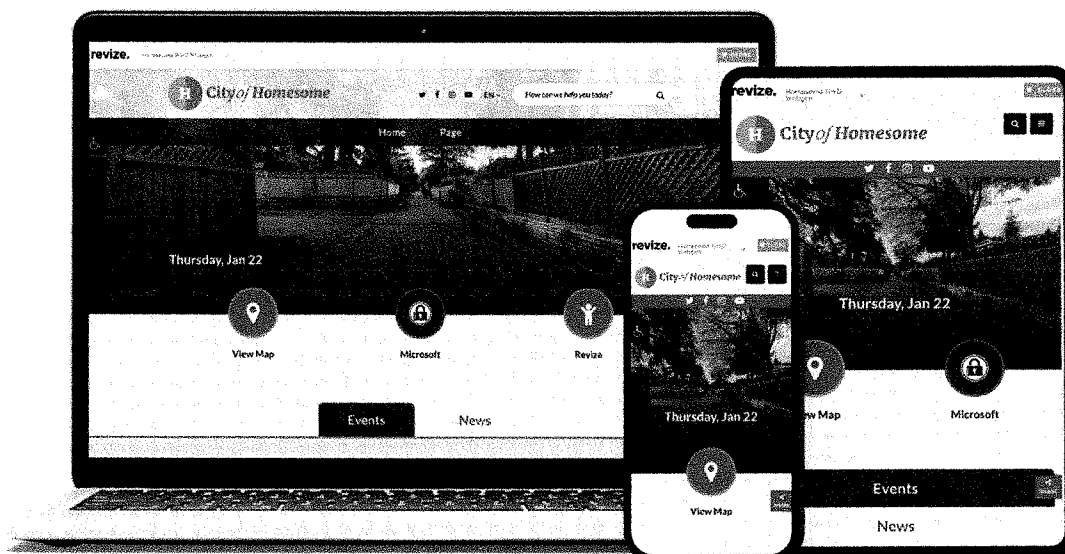
Adventure



Colorville



Homesome



Peak Town



Thomas City



Included Features

The Following Applications & Features will be integrated into Your Website: In addition to the Government Content Management System, which allows non-technical staff to easily create and update website content, Revize includes a suite of applications and features purpose-built for municipalities. These tools are outlined below and organized into five categories:

Citizen's Communication Center Apps

- Notification Center
- Document Center
- FAQs/Accordion
- News Center
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- iCal Integration
- File/Image Manager
- Link Checker
- Menu Manager
- Online Form Builder
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- History Log
- Secure Site Gateway
- Unique Login/Password for each Editor
- URL Redirect Setup/Friendly Links
- User Roles and Permissions
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- Alt-Tags
- Font Size Adjustment
- RZ Assist Tool (TIER 1)
- Language Translator
- Mobile and Tablet Preview while Editing
- Responsive Website Design (RWD)
- WCAG Accessibility

Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage

Did you know?

Revize updates your Content Management System on a rolling basis throughout the year



revize.

Thank you

For Considering revize

Prepared by Ernesto Valles

www.revize.com

Disclaimer

Scope of Proposal: The information contained in this proposal is for general informational purposes only. The content of this proposal is subject to change without notice, and revize LLC reserves the right to modify, amend, or alter any part of the proposal at its sole discretion. The services, deliverables, timelines, and pricing outlined herein are estimates and are subject to further negotiation and final agreement.