



Town of Hollis
Annual Report

July 1, 2016

To

June 30, 2017

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2016-2017 TOWN OF HOLLIS — ANNUAL REPORT DEDICATION



MARY MCNABB WEYER

Mary McNabb Weyer moved to Hollis in 1992. In 1996, while bringing her young children to the library for new books to read, she was approached to become a volunteer at the Salmon Falls Library. She volunteered regularly, got to know the ins and outs of the unique little library, and enjoyed meeting and assisting the patrons. In the summer of 1999, the Library Director position was available. Mary applied and was hired. She began a weekly preschool story hour and loves to see children get excited about visiting the library and sparking that early love of reading. Her own children grew up spending countless hours in the library and as adults, they happily volunteer and run the library when needed.

Mary was born in England where her father was stationed in the U.S. Air Force. She's an identical twin and the middle child of 9 children who grew up in Maryland and Ohio. She married her husband Bob Weyer in 1987 and moved to South Portland, Maine from Ohio in 1988, until they purchased land in Hollis and built their first home in 1992. Mary was a stay-at home mom to their two children until 1998, when she started working part-time at Day One, a residential substance abuse treatment program in Hollis for Maine youth.

Since first moving to Maine, Mary and her family have been active members of the Maine Organic Farmers and Gardeners Association (MOFGA) and are all on the staff of the Common Ground Fair. In 2008, she and Bob purchased a small organic farm in Hollis and now live "off-the-grid" in a small house surrounded by chickens, geese, rabbits and cats. Mary is incredibly social. She enjoys storytelling, photography, sewing and science.

Mary continues to enjoy her work as the Library Director as well as her work at Day One. She also loves being part of the Hollis community and her involvement within.

The Hollis Select Board is honored to recognize Mary's dedication and contribution to the Town and especially to the Salmon Falls Library. Her caring service and pleasant smile is a welcome sign for all. Her professionalism is beyond reproach. Mary is responsible for a significant increase in the membership and visitors at the library during her tenure as Librarian. Once you encounter Mary and her warm smile, you will become addicted to her outgoing personality and genuine spirit.

Thank you, Mary for all that you have done for the future of our Library and Town.

Dear Friends:

It is an honor to represent Maine in the United States Senate. I am grateful for the trust the people of our State have placed in me and welcome this opportunity to share some key accomplishments from this past year.

Maine has the oldest average age in the nation. As Chairman of the Senate Aging Committee, my top three priorities for the Committee are fighting fraud and financial abuse directed at our nation's seniors, increasing investments in biomedical research, and improving retirement security. Following the Committee's investigation into skyrocketing prescription drug costs, I authored bipartisan legislation to foster generic competition, which was signed into law. The Aging Committee's toll-free hotline (1-855-303-9470) makes it easier for seniors to report suspected fraud and receive assistance. To support the 40 million family caregivers in the United States, I am proud to have authored the RAISE Family Caregivers Act to create a coordinated strategy to support family members who make countless personal and financial sacrifices to care for their loved ones.

The opioid crisis touches families and communities across our state. As a member of the Appropriations Committee, I fought for significant increases in funding to support community, law-enforcement, and public health efforts. In April, the State of Maine was awarded over \$2 million to fight this devastating public health crisis. Additionally, I have authored legislation to support grandparents and other extended family members who are raising grandchildren as a result of the nation's opioid epidemic.

Biomedical research has the potential to improve and save lives, and also supports good jobs at research facilities here in Maine. Last year, the Appropriations Committee approved a \$2 billion increase for the National Institutes of Health for the third consecutive year. This includes an increase of nearly 30 percent for research on Alzheimer's, our nation's most costly disease. As founder and co-chair of the Senate Diabetes Caucus, I work to raise awareness of the threats posed by diabetes, invest in research, and improve access to treatment options. My bill to establish a national commission of health care experts on diabetes care and prevention was signed into law in 2017.

We owe our veterans so much. Last year, I worked to secure the authorization of a Community-Based Outpatient Clinic in Portland to support the health care of Maine's veterans in the southern part of our state. I also worked to secure funding extensions to help veterans throughout rural Maine receive health care within their communities. I also worked to secure funding for housing vouchers for veterans to reduce veterans' homelessness.

Maine's contributions to our national security stretch from Kittery to Limestone. I successfully advocated for critical funding for projects at the Portsmouth Naval Shipyard for construction of an additional ship that will likely be built at Bath Iron Works. This funding will strengthen our national security and preserve great jobs in our state.

As chairman of the Transportation and Housing Appropriations Subcommittee, I worked to increase funding for the TIGER program that has provided Maine with more than \$122 million for vital transportation projects. For housing, I worked to provide \$160 million to help communities protect children from the harmful effects of lead poisoning.

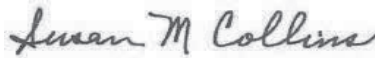
Growing our economy remains a top priority. I supported the comprehensive tax reform bill because it will help lower- and middle-income families keep more of their hard-earned money; boost the economy; and encourage businesses, both small and large, to grow and create jobs here in Maine and around the country. This legislation contains key provisions I authored that are important to Mainers, including preserving the deduction

for state and local taxes, expanding the deduction for medical expenses, and enabling public employees such as firefighters, teachers, and police officers, as well as clergy and employees of nonprofits, to make “catch-up” contributions to their retirement accounts. I led the effort to ensure that the tax cut will not trigger automatic budget cuts to Medicare or any other programs.

A Maine value that always guides me is our unsurpassed work ethic. As of December 2017, I have cast more than 6,500 consecutive votes, continuing my record of never missing a roll-call vote since my Senate service began in 1997.

I appreciate the opportunity to serve Hollis and Maine in the United States Senate. If ever I can be of assistance to you, please contact my York County office at 207-283-1101 or visit my website at www.collins.senate.gov. May 2018 be a good year for you, your family, your community, and our state.

Sincerely,

A handwritten signature in dark ink, reading "Susan M. Collins". The signature is fluid and cursive, with the first name "Susan" and middle initial "M" being more prominent.

Susan M. Collins
United States Senator

ANGUS S. KING, JR.
MAINE

133 HART SENATE OFFICE BUILDING
DESIG 224-4344
WASHINGTON, DC 20510

United States Senate
WASHINGTON, DC 20510

COMMITTEES
ARMED SERVICES
BUDGET
ENERGY AND
NATURAL RESOURCES
INTELLIGENCE
RULES AND ADMINISTRATION

January 3, 2018

Dear Friends,

Representing Maine in the United States Senate is an honor.

I continue my work on the Senate Armed Services Committee, each year authorizing the funding required to build our military capabilities and ensuring that our service members are trained and equipped to defend our nation. I was pleased to be part of a bipartisan effort to enact a new law to simplify the appeals review process to reduce the backlog our veterans are facing, as well as a new law that provides critical funding to the VA Choice Program, allowing veterans in rural Maine to access services closer to home.

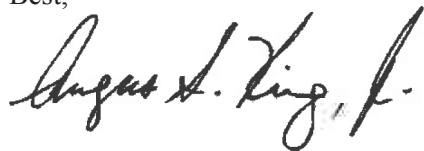
While my committee work is important, working to combat the opioid epidemic is one of my top priorities. Although Congress has made some important strides, much remains to be done to provide additional funding for prevention, treatment and enforcement. I am working with colleagues on both sides of the aisle to pressure the Drug Enforcement Administration to reduce the amount of opioids produced and to thwart the flow of fentanyl and other deadly drugs into our country.

I am very optimistic about the integrated, multiagency effort I led with Senator Collins to foster innovation and commercialization in Maine's forest economy. Through the Economic Development Assessment Team (EDAT) we are already experiencing increased federal investments that will strengthen our existing forest products industry and help support job creation in rural communities. Initiatives like Cross Laminated Timber, Combined Heat and Power, nanocellulose, 3D printing with biobased materials and other biobased products will mean that Maine's wood-basket will continue to be a major jobs and economic contributor for our future.

Finally, the coming year will continue the work of the Senate Select Committee on Intelligence in the ongoing investigation of Russian interference in the 2016 election. Our Committee has held seven public hearings and numerous classified sessions, reviewed tens of thousands of pages of documents and conducted hundreds of interviews. I remain focused on the security of our elections and committed to developing strategies to prevent interference by foreign governments in our democracy.

May 2018 be a good year for you, your family, your community and our great State.

Best,



Angus S. King
United States Senator

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2017 LEGISLATIVE UPDATE



Senator Justin CHENETTE

DISTRICT 31

Proudly Representing the People of Saco, Old Orchard Beach,
Hollis, Limington, and Part of Buxton.

Dear Friend,

Between my town halls, in-district office hours, community events and phone calls with constituents throughout our district, I can say one thing with confidence: Mainers aren't asking for much. All we want is a fair shot at a good life. The opportunity to earn a solid living, send our kids to college and retire with dignity and financial security. The idea of the American Dream right here in Vacationland, where it truly is the way life should be.

Throughout this past legislative session, Senate Democrats took our Opportunity Agenda message on the road, holding meetings across our state. Our plan was simple: Lower property taxes. An economy that provides good-paying jobs. Well-funded public schools and affordable college education. A health care system that puts patients and families first. This was the starting post in our budget negotiations.

This session was the longest in the history of the Maine Legislature. We considered 1,646 substantive pieces of legislation, and enacted 312 new laws. Here are some key accomplishments:

- The biennial budget includes \$162 million in new public education funding. Nearly every school district is receiving more state funding as a result, including Saco, RSU 23, and MSAD 6.

- The Homestead Property Tax Exemption, which I believe is one of the best property tax relief programs, will grow by 33 percent, bringing the total exemption up to \$20,000.
- We updated our mining rules to protect Maine's clean air and water from the potential dangers of large-scale metallic mining.
- We invested in public health infrastructure and increased support for the hardworking men and women who care for our senior loved ones, which I believe will improve the health of our communities.

Our work is far from over, but this newsletter will give you an update about the progress we've made.

As always, I look forward to hearing from you. I give out my personal cell phone for a reason, you're my boss. Call or text me at 207-590-3266, email me at justin.chenette@gmail.com, tweet me at twitter.com/justinchenette, follow me on facebook.com/justinchenette, no matter the platform, being responsive to you is important.

Thank you for the opportunity to serve you and our community at the State House.

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AUGUSTA, ME 04333-0002



DONALD G. MAREAN
STATE REPRESENTATIVE
OFFICE: (207) 287-1440

February 2, 2018

Town of Hollis
34 Town Farm Road
Hollis, ME 04042

Dear Friends,

Thank you for allowing me to represent your interests in the Maine State Legislature. You can be assured that I am working diligently on your behalf, and look forward to serving the people of Hollis, Buxton and Saco.

This session, I have been assigned to the Joint Standing Committee on Criminal Justice and Public Safety, where I will review legislative proposals which keep Maine people safe. In addition to this work, I will also serve on a new Joint Select Committee on Marijuana Legalization and Implementation.

I value the positions of my constituents and believe it is through your input that I will best be able to represent our community. You are encouraged to contact me at any time with your questions, concerns or suggestions. I hope to hear from more residents from Hollis throughout the session.

Warmest regards,

A handwritten signature in cursive script, reading 'Donald G. Marean'.

Don Marean
State Representative

Proudly serving the residents of House District 16: Hollis, Buxton (part) & Saco (part)

Town of Hollis Select Board Report 2016-2017

There have been many changes which have taken place over the past year.

Our Town Maintenance Worker Bob Larry retired after several years of dedicated and professional service to the Town. Bob will be dearly missed by all who have come to know him and his gentle personality. Bob was replaced by Rick Hinds who has taken on a mountain of work and is doing a great job at it. Rick will be tasked to perform many duties during the Winter and Summer months here at the Town Hall, Community Recreation Center, Salmon Falls Library and the Sports Fields. Rick has a very positive attitude and knowledge in several areas which will assist him in his day to day work within the Town.

The Town hired a new full-time Hollis Fire & Rescue Department Fire Chief, Chris Young, former Deputy Chief. Chris has several years of experience at the Fire Department and has stepped up to the plate from day one to improve the professional capabilities of the members of the Fire Department.

Tom Hooper was hired as a full time Deputy Chief coming to us from Goodwin's Mills. Tom has years of experience within the Fire & Rescue family and brings a fresh perspective and professional attitude to our Fire Department. Welcome aboard, Tom!

In the Select Board office, Mike Seely, Sr., was elected to replace Dave McCubrey who decided not to run again in order to pursue other ventures. Mike hit the ground running and has picked up several loose ends that needed to be completed for the benefit of the Town Hall and our residents.

The Town Community Clothing Closet has moved from the Fire Station to their own building located next to the Fire Station. Poland Spring donated \$25,000 to purchase lumber and fixtures for the new facility. Several Town volunteers contributed many hours to build the facility at no cost to the Town. Special thanks go out to our many volunteers who helped make this new facility a reality. It is now open and ready to serve our Town and surrounding communities.

The Town initiated a program to assist residents with Emergency Medical fees when transported to the hospital via ambulance within the Town of Hollis. This program provides, for a minimal annual fee, relief of transport costs. The fees associated with a medical transport which are not covered by individual insurance will be covered for those who subscribe to this program.

We would like to take this opportunity to say "job well done" to our Fire & Rescue Department women and men who continue to work hard and diligently on raising the professionalism within the department which transcends a professional product to the residents of our Town.

We would be remised if we did not acknowledge the outstanding efforts of our Town employees, both elected and appointed. Without their dedication and hard work, the Town

would not be able to function at the highest level it currently is. Our residents deserve the very best in customer service and our Town employees deliver.

Our Town Assessor Deb Stitson was successful in recovering from the State several thousands of dollars by detecting errors made by the state in the BETE program. Getting money from the State after the fact is not an easy task. Great job, Deb.

Deb Stitson, working with our Town Attorney, along with the Long Range Planning Committee, were key figures responsible for preparing the 1st Amendment to the Poland Spring Tax Increment Funding (TIF) District agreement and subsequent approval of the Town at the November 8, 2016 Special Town Meeting.

The 1st Amendment extended the TIF agreement for an additional 5 years to 30 years and increased the Town's potential overall revenue from the TIF in the millions of dollars.

Phase 1 Renovation for the Hollis Community Center is complete. Phase 1 focused on the upstairs portion of the center, adding a bathroom as well as two bathrooms on the basement floor and other projects to make the downstairs safe for Recreation Department activities during the upcoming winter months and thereafter.

Phase 2: \$450,000 was approved by the Town at the November 8, 2016 Special Town Meeting to complete the renovation for the sprinkler system, ADA requirements and other final projects to make the building useful again for the Town.

The Town approved the Select Board to obtain a \$3 million bond to pay for the repair of specific roads in Hollis. Road repair and/or reconstruction will begin in early 2018.

The Select Board formed a committee to look in to building a new Municipal Town Complex. The committee is composed of volunteer residents and have met several times since being organized. The committee is making great progress. Thank you to all committee members and residents who have offered their volunteer and/or moral support.

The new bridge in Bar Mills between Hollis and Buxton is finally complete and open to traffic and pedestrians. Our own Town resident, Rita Anderson, cut the ceremonial ribbon and was the first person to walk the sidewalk from Hollis to Buxton and return. Good for you, Rita.

Once again, the Hollis Select Board thanks our volunteers, employees and residents for your commitment, dedication and involvement in making our Town a great place to live.

Hollis Select Board 2016- 2017

River L. Payne
Mike Seely, Sr.
Roger B. Hicks

Elected Municipal Officials for the Town of Hollis, Maine

Hollis Municipal Officials are elected to three-year terms unless otherwise specified.

Select Board & Overseer of the Poor

River L. Payne, Chairperson, elected 2014 with a term expiring in June of 2017

Roger B. Hicks, elected 2015 with a term expiring in June of 2018

Mike Seely, Sr. elected 2016 with a term expiring in June of 2019

Tax Collector

Motor Vehicle Registry Agent

Anna M. McClay, re-elected 2016 with a term expiring in 2019

Town Clerk

Martha E. Huff, re-elected in 2017 with a term expiring in 2020

Treasurer

Diane M. Meserve, re-elected in 2015 with a term expiring in June of 2018

Road Commissioner (two-year term)

Robert M. Hanson, Jr. re-elected 2016 with a term expiring in June of 2018

Maine School Administrative District #6 School Board Director

Lester R. Harmon, re-elected in 2016 with a term expiring in 2019

Rebecca L. Bowley, re-elected in June of 2015 with a term expiring in June of 2018

Appointed Municipal Officials for the Town of Hollis, Maine

Assessor

Debra Stitson
Reappointed 6/30/2017 through June 30,2020

Code Enforcement Officer, Building Inspector, Plumbing Inspector & Electrical Inspector

Robert Cyr 4/1/2016
Robert Cyr reappointed 4/1/2017

Robert Cyr appointed Paul Goodreau as Deputy Code Enforcement Officer, Deputy Building Inspector, Deputy Plumbing Inspector and Deputy Electrical Inspector from April 1-2017 – April 1, 2018.

Administrative Code Office Assistant

Tammy Thompson

Animal Control Officer

Kaden Flynn 6/28/2017- 6/30/2020.

Constable

Kaden Flynn

Fire Chief

Chris Young

Freedom of Access Officer

Martha E. Huff 6/28/2017- 6/30/2020

General Assistance Administrator

Mike Seely, Str.

Appointed Municipal Officials for the Town of Hollis, Maine

Health Officer

Lori Schopen- 6/28/2017- June 30, 2018

Robert Lundin, DMD June of 2017

Deputy Tax Collector, Deputy Town Clerk, Deputy Treasurer And Deputy Registrar of Voters

Faith Plummer

Selectmen's Administrative Assistant

Bennet Flinner

Maintenance

Richard Hynes

Municipal Fire Chief & Emergency Management

Christopher Young

Deputy Fire Chief

Tom Hooper

Parks & Recreation Director

Debbie Tefft

Secretary Hollis Budget Committee, Secretary Hollis Appeals Board Secretary Hollis Planning Board and Secretary Hollis Finance Committee

Martha Turner

Elected Officials – Town of Hollis

HOLLIS BUDGET COMMITTEE

At a Special Town meeting held on November 07, 2017, The Hollis Voters approved Article #3. Shall the town vote to form a Finance Committee, approve and enact the “Finance Committee Ordinance” and repeal the current Budget Committee and Budget Committee Ordinance at the adoption of this article?

11/07/2017- The Hollis Budget Committee Ordinance and Hollis Budget Committee was repealed by Hollis voters.

We thank all of the members of the Hollis Budget Committee for their many years of service.

Budget Committee - Elected 7-member Board

Budget Committee members run for election. The Select Board appoint members to fill vacant positions on the Hollis Budget Committee.

Leonard Van Gaasbeek Jr.	elected 6/2015- 6/2018
John Jack Rogala	elected 6/2015- 6/2018
Win William	6/2018 – appointed to fill the unexpired term of Troy Hanson
Brett Davis, Sr.	6/2017 – resigned 8/22/2016
Marguerite Gardner	appointed 2/01/2017, to fill the unexpired term of Brett Davis until June of 2017
Jim Dyer	elected 6/2016- 6/2019
Alton Meserve	elected 6/2016 by write in and he declined to serve.
Rita Anderson	appointed 6/14/2016 to fill an unexpired seat until June of 2019.
Yarumian, Daniel	elected 6/2017- 6/2020
Leonard S. VanGaasbeek, III	elected 6/2017- 6/2020

Town of Hollis, Maine
Appointed Boards and Committees
July 1, 2016 - June 30, 2017

Appeals Board

Note: June 14, 2016 at the Hollis Annual Town Meeting voters approved "Article #23 amending the Hollis Zoning Ordinance section 3.7.3.1. The Board of Appeals shall consist of five (5) member, all of whom shall be legal residents of the municipality, serving staggered terms of at least three (3) years and not more than five (5) years." Previous to this amendment the Appeals Board was a seven-member Board.

1. Rebecca L. Bowley	6/2013-6/30/2016, reappointed 6/29/16- 6/30/2019
2. Carrie Walker	6/2012 -6/30/2015. reappointed 6/24/15- 6/30/2018
3. Katharine Harriman	6/2012- 6/30/2015, reappointed 6/28/2017- 6/30/2020
4. Bart Sughrue	6/11/14-6/30/2017, reappointed 6/28/2017- 6/30/2020
5. Nancy Ponzetti	9/18/15-6/30/2016, reappointed 6/29/16- 6/30/2019
David Barrett	6/17/15-6/30/2018 resigned 4/19/2017.
Carla Turner	6/2013-6/30/2016, appointed term has expired.
Martha Turner, Appeals Board Secretary	

Christmas Committee

Bonnie Johnson	10-18-2017- 10/18/2018
Diane Meserve	10/18/2017- 10/18/2018
Muriel "Tootsie" Johnson	10/18/2017- 10/18/2018
Faith Plummer, Chairperson	10/18/2017- 10/18/2018
Martha E. Huff	10/18/2017- 10/18/2018

Clothing Closet Committee

Margaret Hartley	5/18/2016- 6/30/2018
Muriel "Tootsie" Johnson	5/18/2016- 6/30/2018
Diane Meserve	5/18/2016- 6/30/2018
Mona Meserve	5/18/2016- 6/30/2018
Barbara Miller	5/18/2016- 6/30/2018

Community Building Committee

William Bickford	8/24/16- 8/2017, reappointed 9/13/2017-6/30/2018
Ed Dyson	8/24/2016- 8/2017, reappointed 9/13/2017- 6/30/2018
Leonard Van Gaasbeek, Jr.	6/24/16- 8/2017, reappointed 9/13/2017- 6/30/2018
Debbie Tefft	8/24/2016- 8/2017
John Paul Rondeau	8/24/2016-8/2017
Kevin Flinner	8/24/2016-8/2017

Town of Hollis, Maine

Appointed Boards and Committees

July 1, 2016 - June 30, 2017

Conservation Committee

John Sheahan	6/2015 – 6/30/2018, resigned 11/15/2017
Catherine Hewitt	6/2016- 6/30/2019 reappointed
John Mattor	6/2016- 6/30/2019 reappointed
Edna Leigh Libby	6/2017 reappointed 6/28/17-6/30/2020
Joanne Toone	11/16/2016- 6/30/2017, 9/06/2017- June 30, 2020 reappointed
Eric Wright	appointed 11/30/2016- 6/30/2018 (filling the unexpired term of Mary Weyer.) RESIGNED 2018.
Mary Weyer -	6/2015, reappointed 2015-2018 – associate member
Doris Luther	6/2015- 6/30/2018
Martha Turner	9/10/15-6/30/18- associate member
Warren Wilkinson	6/2017 term of office has expired.

Long Range Planning Committee

Faith Plummer	12/21/2016 – 12/21/2016, 6/28/2017- 6/30/2020- resigned 2/7/2018
Mark Goodwin	5/04/2016- June of 2018
Kevin Lafreniere	2/3/2015- 2/3/2018
Dana A. Gray	
Katharine Harriman	
Kenneth E. Davis	
John “Jack” Rogala	
Leonard S. Van Gaasbeek, Jr.	

New Town Complex Committee

Eric Johnson	9/7/2016- 6/2018, resigned 10/2017
Joanne Toone	9/27/2017- 6/30/2018 -resigned 1/18/2018
Wayne Twombly	11/22/2017- 6/30/2018
Sam Snellings	9/27/2017- 6/30/2018
Len VanGaasbeek, Jr.	9/6/2016- 6/2018
John Sheahan	9/7/2016- 6/2018
John Paul Rondeau	9/7/2016- 6/2018
Dana Gray	9/7/2016- 6/2018
Kevin Lafreniere	3/22/2017- 6/12/2018

Town of Hollis, Maine
Appointed Boards and Committees
July 1, 2016 - June 30, 2017

Saco River Community Television Board of Directors

Beth Gardner	6/28/2017-6/30/2020
David Barrett	6/28/2017- 6/30/2019

Saco River Cable Television Committee

2 vacant seats

Saco River Corridor Commission

Donna M. Hanson	appointed 7/29/2015-7/30/2018
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Southern Maine Regional Economic Development Corp

2 vacant seats

ECO Maine Board of Directors

Leonard VanGaasbeek, Jr.	6/10/15-6/10/2018
Roger B. Hicks	7/8/15-6/30/2018

Planning Board

Peter Lovell	reappointed 6/2017- 6/2020
Joseph Ponzetti, Vice Chair	reappointed 6/2016- 6/2019
Paul Mattor, Chairperson	5/2015-6/2018
Bruce Wishart	3/7/2018 – 5/30/2018
Trevor Hustus	6/28/2017- 6/2019
Heather Sullivan	9/7/2016 6/2018
Jessica Brackett	9/6/2017-6/30/2019
Kevin Flinner	7/13/2016 - 6/30/2018 – resigned in 3/2018
Ashley Janotta	6/28/2017- Sept of 2017 resigned.
Terrance “Mike” Seely	12/2/2015- 6/30/2017 elected to Select Board resigned 6/2017
Martha Turner, Planning Board Secretary	

Town of Hollis, Maine
Appointed Boards and Committees
July 1, 2016 - June 30, 2017

Salmon Falls Library Trustees

5 vacant seats

Finance Committee – The Town of Hollis Finance Committee Ordinance was approved by Hollis Voters at the Special Town Meeting held on November 08, 2017.
The Select Board appointed 5 Finance Committee members on March 22, 2018.

Patrick D. Lawler
Daniel T Yarumian
N Bradford Kaake
Donald G. Marean
Shelly Marie Brooks
Martha Turner, Secretary

Finance Committee Selection Board

Paul Mattor	appointed 2/6/2018- 12/31/2018
Rebecca Bowley	appointed 2/6/2018- 12/31/2018
Kevin Lafreniere	appointed 2/6/2018- 12/31/2018

Sports Complex Committee

Coco Histel	9/13/2017- 6/30/2018
Cheryl Joyner	9/13/2017- 6/30/2018
Tom Sullivan	9/13/2017- 6/30/2018

Hollis Election Staff

Martha E. Huff, Town Clerk & Registrar of Voters

Faith Plummer, Deputy Town Clerk & Deputy Registrar of Voters

Anna McClay, Deputy Town Clerk

Martha Turner, Deputy Registrar of Voters

Wardens

Rochelle Prince

Lila Wilkins

Moderators

Rochelle Prince

Lila Wilkins

Ballot Clerks & Election Clerks

Rita Anderson
Terese Annis
Dawn Bellonzi
Rebecca Bowley
Nancy Conway
Jenifer Davis
Brett Davis, Sr.
Mary Davichick
Kathleen Dyson
Edward Dyson
Vida Fasulo
Alecia Freeman
Daniel Freeman
Bennet Flinner
Carol Goodwin
David Goodwin
James Havu

Trevor Hustus
Margaret Holmes
Roger Hicks
Harlan Huff
Peter Lovell
Donna Lovell
Anna McClay
Paul Mattor
Barbara Miller
Rochelle Prince
Nancy Ponzetti
Jackie Sargent (retired in 2017)
Pat Stover
Debra Silver
Lila Wilkins
Martha Turner
Joanne Toone

**Hollis Town Clerk's Office
Clerk's Report
July 1, 2016 - June 30, 2017**

The Hollis Fire Station allows Voter accessibility for elections that our other town buildings are unable to meet. A special Thank you to Hollis Fire Rescue Chief Chris Young and Deputy Chief Thomas Hooper who allow us to utilize their fire station on election days. The entire Fire Department works for several days before each election to set up and several days after to put away our election equipment.

This year (2016-2017) I had the privilege of working with the Hollis Select Board Members Mike Seely, Sr., River Payne and Roger Hicks. I appreciate all of their dedication to our town and ability to work with Department Heads, Boards and Committees. I Thank all of the Committee and Board Members, Employees and Elected Officials and our very dedicated Election Staff that all work to benefit the residents of Hollis.

A very special Thank You to everyone who participates and donates to the Hollis Christmas Program every year we are able to assist over 70 children.

Please feel free to call me at (207) 929-8552 extension 18 with any questions or comments.

Respectfully Submitted,

Martha E. Huff, Hollis Town Clerk

Hollis Town Clerk's Office

Vital Records Report's July 1, 2016- June 30, 2017

25 Deaths in Hollis
31 Marriage Licensed completed
37 Births

Dog Licenses Issued July 1, 2016- June 30, 2017

60 Dogs Capable of producing young
549 Spayed or Neutered Dogs
05 Kennel Licenses
01 Service Dog
02 Transfer from another town
03 Replacement tag
620 Total Dog licenses sold
05 Dog Kennel Licenses sold

**Hollis Town Clerk's Office
Inland Fisheries & Wildlife Report
July 1, 2016 - June 30, 2017**

<u>Month</u>	<u>Year</u>	<u>Total Paid to State IFW Office</u>
July	2016	\$778.25
August	2016	\$406.00
September	2016	\$220.25
October	2016	\$614.25
November	2016	\$310.00
December	2016	\$1,390.00
Janaury	2017	\$1,160.25
February	2017	\$316.00
March	2017	\$312.00
April	2017	\$1,345.50
May	2017	\$991.00
June	2017	\$587.00

\$8,430.50

\$ Paid to Inland Fisheries & Game
for Hunting & Fishing Licenses

**Hollis Town Clerk's Office
In Remembrance of Hollis Residents
July 1, 2016 - June 30, 2017**

Bazley, Sylvia	51
Bell, Catherine Maryann	61
Butler, Bonnie Marie	56
Cardone, Jesse Nicholas	19
Cram, Richard D.	66
Dec, Elaine I.	82
Goyette, June Leona	78
Hebert, Charles Moulton	74
Hoffman, Robert F.	94
Horn, Samuel	66
LaCourse, Stephen Keith	46
Larrivee, Roger Edgar Jr.	70
Loignon, Trevor J.	21
Mac Vane, Philip Alden Jr.	87
Markley, John Edward	71
McConihe, Norman Alfred	73
McGonagle, Joseph Edward Jr.	71
Mitchell, Joan L.	85
Plummer, Richard Francis	75
Quatrano, Byron Davis Sr.	63
Tucker, Anne Elgin	65
Virgie, Norma E.	79
Walker, Linwood Herman	82
Ward, Georgina Frances	67
Warming, Mary C.	68

Hollis Town Clerk's Office Vital Records
Marriages Town of Hollis
June 1, 2016 - June 30, 2017

Laura Jean Sellick Pare	Kevin Earl Kitchin
Jenna Louise Larochelle	Robert Alan Parry
Alysha Marie Higgins	Dustin Nicholas Bouffard
Amber Lea Reed	Eric Alan Wright
Alicia Marie Martin Loveitt	Advah Holland Reynolds IV
Brook Erin Bowley	Megan Marie Hetzel
David Jerome Moody	Loretta Susan Hynes
Matthew Stephen Winston	Jennifer Lynn Verrill Czachor
Jacob Saul Merrill	Sarah Nicole Pingree
Emili ReneeTardif	Marc Steven Beaulieu
Markie Rita Cyr	Kyle Richard Gerard Shaw
Brianna Margaret Estes	James Michael Greene
Ceara Kathleen Dibiase	Cody James Marean
Megan Ellen Look	Alexander Taft Norton
Rachel Hallett	Andrew Joseph Morais
Charles Andrew Currier	Elizabeth Anne Sontz
Brian Steven Allen	Leann Marie Sanborn
Michael Paul Flanagan	Toni Michelle Gallant Oldham
Jessica Sue Castonguay	Derek Ensley Dunn
Crystal Hope Nason	Douglas Joseph Schuurman
Julie Lynn Dimastrantonio Reynolds	James Mitchel Pinet
Leigh Wildes Huston	Peter Ray Bermani Jr.
Lynn Greenlaw Holston	Robert Michael Rocheville Jr
Eric Michael Baker	Susan Elizabeth Bloomgren
Kimberly Rae Dubois	Timothy Kyle Arnold
Joshua Aaron Parsons	Jill Marie Archambault
Laurence Augustus Averill III	Dawn Marie Nguyen
Carol Ann Gagne Kennie	Eric Lee Howe
Rebecca Ann Drake	Samantha Lorraine Shevenell
Fredrick Paul McDonald	Tina Ann Cote
Myles Francis Gray	Sulamita Do Carmo Martins

31 completed marriage licenses filed in the Town of Hollis, Maine

Submitted by Martha E. Huff
Hollis Town Clerk 12/01/2017

Warrant for the Hollis Annual Town Meeting for the Fiscal Year July 1, 2016 - June 30, 2017

To Any Resident, in the Town of Hollis, County of York and the State of Maine:

Greetings;

In the name of the State of Maine, you are hereby requested to notify and warn the inhabitants of said Town of Hollis, qualified to vote in town affairs, to assemble at the 405 Plains Road, Fire Station, in said Town on **Tuesday, June 14, 2016**, at 7 am in the forenoon to act on Article 1. The polls will then open to act on the following secret ballot articles #2 through #25 and will close at 8 pm in the evening on **June 14, 2016**.

Article 1: To choose a Moderator to preside at said meeting.

Rochelle Prince was elected Moderator.

Article 2: To choose all necessary elected Town Officials.

Select Board & Overseer of the Poor for a three year term.

Terrance Seely **370**

Tax Collector for a three year term

Anna M. McClay **421**

Road Commissioner for a two year term

Robert M. Hanson, Jr. **392**

Budget Committee Vote for two for three year terms

James R. Dyer **386**

Alton Meserve **(write in)** **4**

declared winner, Mr. Meserve declined to serve.

Article 3: Shall the Town vote to raise and appropriate up to **\$792,621** for **General Government Operations?**

		14-15 Apr.	15-16 Apr.	16-17 Budget
0100	Administration	\$157,450	\$163,734	\$126,990
0101	Broadcasting	\$2,600	\$6,200	\$4,200
0102	Town Record Preservation	\$0	\$5,000	\$0
0103	Treasurer	\$43,833	\$44,404	\$46,293
0104	Town Clerk	\$38,143	\$42,500	\$45,193
0105	Elections	\$16,200	\$16,500	\$19,445
0106	Tax Collector	\$53,404	\$54,209	\$56,935
0107	Assessor	\$0	\$0	\$57,985
0150	Legal Fees	\$8,000	\$12,000	\$8,000
0400	Operations and Maintenance	\$47,938	\$49,130	\$49,076
1300	Insurance	\$217,885	\$213,716	\$225,098
1600	FICA (Withholding)	\$60,586	\$63,495	\$65,602
1800	Animal Control	\$10,331	\$10,701	\$12,472
2200	Planning Board	\$2,500	\$8,000	\$10,092
2205	Budget Committee	\$1,500	\$2,600	\$2,200
2210	Appeals Board	\$0	\$300	\$400
2298	Veteran's Flags	\$700	\$700	\$700

2370	Conservation Commission	\$1,000	\$750	\$600
2400	Saco River TV	\$14,866	\$15,493	\$15,290
2500	Code Enforcement	<u>\$44,830</u>	<u>\$46,850</u>	<u>\$46,050</u>
Totals		\$721,766	\$756,282	\$792,621
Select Board - Recommend		Budget Committee - Recommend		
		Yes 355 No 75		

Article 4: Shall the Town vote to raise and appropriate up to **\$255,650** for The **Recreation Department?**

		14-15 Apr.	15-16 Apr.	16-17 Budget
1200	Hollis Parks and Recreation	\$222,015	\$218,433	\$232,000
1219	Sports Complex	<u>\$22,232</u>	<u>\$22,256</u>	<u>\$23,650</u>
Totals		\$244,247	\$240,689	\$255,650
Select Board - Recommend		Budget Committee - Recommend		
		yes 332 No 115		

Article 5: Shall the Town vote to raise and appropriate up to **\$600,113** for **Road & Highway Services?**

		14-15 Apr.	15-16 Apr.	16-17 Budget
0500	Snow and Sanding	\$243,641	\$295,695	\$310,113
0600	Highway	\$140,000	\$140,000	\$140,000
0601	Paving	<u>\$125,000</u>	<u>\$150,000</u>	<u>\$150,000</u>
Totals		\$508,641	\$585,695	\$600,113
Select Board - Recommend		Budget Committee - Recommend		
		Yes 391 No 59		

Article 6: Shall the Town vote to raise and appropriate up to **\$510,000** for **Emergency Services** provided by the Hollis Municipal Fire Department?

		14-15 Apr.	15-16 Apr.	16-17 Budget
		\$484,223	\$508,962	\$510,000
Select Board - Recommend		Budget Committee - Recommend		
		Yes 358 No 64		

Article 7: Shall the Town vote to raise and appropriate up to **\$252,100** for **Public Services?**

		14-15 Apr.	15-16 Apr.	16-17 Budget
0900	Solid Waste Disposal	\$236,000	\$233,000	\$231,000
1000	General Assistance	\$1	\$10,000	\$6,600
2000	Street Lights	<u>\$13,500</u>	<u>\$14,500</u>	<u>\$14,500</u>
Totals		\$249,501	\$257,500	\$252,100
Select Board - Recommend		Budget Committee - Recommend		
		Yes 384 No 45		

Article 8: Shall the Town vote to raise and appropriate up to **\$74,128** for **Hollis Libraries?**

		14-15 Apr.	15-16 Apr.	16-17 Budget
0800	Salmon Falls Library	\$42,355	\$45,626	\$45,128
0810	Hollis Center Library	<u>\$35,000</u>	<u>\$30,000</u>	<u>\$29,000</u>
Totals		\$77,355	\$75,626	\$74,128
Select Board - Recommend		Budget Committee - Recommend		
		Yes 336 No 95		

Article 9: Shall the Town vote to raise and appropriate up to **\$19,765** for the following **Non-Municipal** requests?

		14-15 Apr.	15-16 Apr.	16-17 Budget
2299	York County Shelter Progs	\$700	\$700	\$700
2300	Visiting Nurse Service	\$1,850	\$1,850	\$1,850
2301	York County Com. Action	\$3,400	\$3,400	\$3,400
2302	Leavitt's Mills Health Care	\$1,800	\$1,800	\$1,800
2303	Kids Free to Grow	\$0	\$500	\$500
2304	Caring Unlimited	\$1,281	\$1,281	\$1,281
2305	Maine Behavioral Healthcare	\$500	\$500	\$400
2306	Day One Inc.	\$500	\$500	\$500
2307	So. Me. Agency on Aging	\$2,500	\$2,500	\$2,750
2310	Cub Scouts	\$850	\$850	\$700
2312	Boy Scouts	\$700	\$700	\$600
2314	Red Cross	\$275	\$300	\$300
2315	Buxton-Hollis Historical	\$600	\$600	\$500
2317	VNA Home Health Care	\$0	\$250	\$250
2318	Maine Public Broadcasting	\$200	\$100	\$100
2319	York County Food Rescue	\$925	\$1,000	\$1,000
2320	Saco River Corridor Commission	\$300	\$300	\$300
2321	Saco River Theatre	\$0	\$0	\$200
2322	Sexual Assault Response Services	\$0	\$1,000	\$1,000
2360	So. Me Regional Planning	\$1,257	\$1,295	\$1,334
2395	12 Town Group	\$200	\$200	\$300
3000	Biddeford Free Clinic(Closed)	\$0	\$500	\$0
	Ladawn Therapeutic Riding	\$0	\$0	\$200
	Life flight Foundation	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Totals	\$17,838	\$20,126	\$19,965
	Select Board - Recommend	Budget Committee - Recommend		
		Yes 349		No 82

Article 10: Shall the Town vote to accept and spend the following estimated and anticipated revenues and reimbursements?

	14-15 Amt.	15-16 Est.	16-17 Est.
MDOT Block Grant	\$62,185	\$55,800	\$51,740
CEO Fees	\$34,000	\$30,000	\$30,000
Dog Fees	\$750	\$700	\$1,500
Excise Taxes	\$680,000	\$725,000	\$765,000
Rescue Fees	\$98,000	\$110,000	\$120,000
Parks and Recreation Fees	\$155,000	\$159,000	\$160,000
Misc. Revenues & Reimbursements	\$65,000	\$61,000	\$80,000
BETE Reimbursement	\$163,000	\$157,000	\$150,000
Homestead Reimbursement	\$56,000	\$56,800	\$87,000
Tree Growth Reimbursement	\$20,700	\$20,700	\$23,000
Veteran's Exemption Reimbursement	\$2,000	\$2,100	\$2,000
State Revenue Sharing	\$100,148	\$109,704	\$109,704
Cable Franchise Fees	<u>\$43,200</u>	<u>\$41,500</u>	<u>\$40,000</u>
Totals	\$1,479,983	\$1,529,304	\$1,619,944
Select Board - Recommend	Budget Committee - Recommend		
	Yes 402		No 44

Article 11: Shall the Town increase the property tax levy limit established for the Town by State law, in the event that the municipal budget approved under the preceding articles results in a tax commitment that is greater than this property tax limit?

Select Board - Recommend

Budget Committee - Recommend

Yes 230

No 218

Article 12: Shall the Town vote to authorize the Select Board and the Tax Collector to:

1. Charge interest on unpaid taxes, determine the rate thereon, set the due date for taxes, and to set the date on which interest shall commence
(Tax Collector recommends charging interest at a rate of 7% per annum, that taxes be due and payable in two payments: The first due on November 02, 2016 and the second due on May 03, 2017, with interest commencing on the first half on November 03, 2016 and the second half on May 04, 2017);
2. Accept prepayment of taxes;
3. Set the interest rate to be paid by the Town on the refunded overpayment of taxes for the 2016-2017 Fiscal Year (Tax collector and Select Board recommend 3%.); and,
4. Apply all tax payments to the oldest outstanding taxes first?

Select Board - Recommend

Budget Committee - Recommend

Yes 397

No 49

Article 13: Shall the Town vote to authorize the Select Board acting as the **Sports Complex Committee** to:

1. Accept private donations and/or grants to complete approved projects and continue the ongoing maintenance at the Sports Complex grounds with the donations being kept in a protected account to be carried forward at the year-end; and,
2. Set and charge rental fees and retain these fees (in a protected account) derived from the rental of the Sports Complex fields to help offset maintenance costs?

Select Board - Recommend

Budget Committee - Recommend

Yes 392

No 37

Article 14: Shall the Town authorize the Select Board to enter into contract for **Revaluation and Map Conversion** and expend the following funds on expenses related to this project:

1. The **\$200,000** previously set aside for the Town's next revaluation;
2. Up to **\$100,000** from the Undesignated Fund Balance; and,
3. Any cost associated with the TIF District for this project from the TIF Account?

Select Board - Recommend

Budget Committee - Recommend

Yes 297

No 152

Article 15: Shall the Town authorize the Select Board to spend up to **\$10,000** from the Undesignated Fund Balance to make needed repairs and paint the exterior of the Town Barn?

Select Board - Recommend

Budget Committee - Recommend

Yes 331

No 97

Article 16: Shall the Town authorize the Select Board to spend up to **\$20,000** from the Undesignated Fund Balance for information and services needed to initiate conception and/or design work for a new Town Hall and/or Community Building in collaboration with the Long Range Planning Committee?
 Select Board - Recommend Budget Committee - Recommend
 Yes 259 No 164

Article 17: Shall the Town authorize the Select Board to spend up to **\$40,000** from the Undesignated Fund Balance for preservation of the Town's records?
 Select Board - Recommend Budget Committee - Recommend
 Yes 303 No 122

Article 18: Shall the Town vote to authorize the Select Board to spend up to **\$30,000** from the TIF (Tax Increment Financing) to repair the roof at Station 1, located at 375 Hollis Road?
 Select Board - Recommend Budget Committee - Recommend
 Yes 358 No 68

Article 19: Shall the Town vote to authorize the Select Board to spend up to **\$210,000** from the TIF (Tax Increment Financing) to purchase a new ambulance?
 (Estimated Rescue revenue for 16-17 is \$120,000.)
 Select Board - Recommend Budget Committee - Recommend
 Yes 301 No 127

Article 20: Shall the Town vote to authorize the Select Board to spend up to **\$41,200** from the TIF for the **Emergency Truck Route Detour Project** which includes the remaining balance for the Fire Service Truck (\$30,000), 50 traffic cones (\$1,000), 10 traffic barricades (\$2,000), 10 signs with stands (\$4,000), and an enclosed trailer (\$4,200)?
 Select Board - Recommend Budget Committee - Recommend
 Yes 297 No 146

Article 21: Shall the Town vote to authorize the Select Board, with the approval of the Budget Committee and the unanimous approval of the Select Board, to spend up to **\$100,000** from the Undesignated Fund Balance for emergencies that may occur?
 Select Board - Recommend Budget Committee - Recommend
 Yes 293 No 148

Article 22: Shall the Town vote to require the Select Board to bid out or request at least three proposals for any single expenditure that is over **\$10,000** in value when possible?
(Exclusions may include sole source item vendors which must be used to maintain compatibility with existing equipment and services.)
 Select Board - Recommend Budget Committee - Recommend
 Yes 392 No 49

Article 23: Shall the Town vote to amend the **Hollis Zoning Ordinance** as follows:

"Section 3.7.3.1.a: Appointment and Composition

The Board of Appeals shall be appointed by the Municipal Officers and shall consist of ~~seven (7)~~ five (5) members, all of whom shall be legal residents of the municipality, serving staggered terms of at least three (3) years and not more than five (5) years. The Board shall elect annually a chairman and a vice-chairman and a secretary from its membership. The secretary shall keep the minutes of the proceedings of the Board of Appeals, which shall show the vote of each member upon each question. All minutes of the Board shall be public record. A quorum shall consist of ~~four (4) members~~ a simple majority of the members."

Select Board - Recommend Planning Board - Recommend
 Yes 377 No 61

Article 24: Shall the Town vote to amend the **Hollis Zoning Ordinance** as follows:

"Section 3.7.3.2: Powers and Duties

- a. Administrative Appeals: to hear and decide where it is alleged there is an error in any order, requirement, decision or determination made by the Code Enforcement Officer in the enforcement of this Ordinance. The action of the Code Enforcement officer may be modified, reversed, or upheld by the Board of Appeals. ~~by concurring vote of at least five (5) members of the Board.~~"
(The last phrase is now unnecessary because a quorum is defined above.)

Select Board - Recommend

Planning Board - Recommend

Yes 344

No 53

Article 25: Shall the Town vote to amend the **Hollis Zoning Ordinance** as follows:

"Section 3.7.3.2: Powers and Duties

- b. Variance Appeals: to hear and decide, upon appeal, in specific cases where a relaxation of the terms of this Ordinance would not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of this Ordinance would result in unnecessary or undue hardship. ~~The crucial points of variance are undue hardship and unique circumstances applying to the property. A variance is not justified unless both elements are present in the case."~~

(The last two sentences of the above paragraph no longer apply because the variances that the Board is empowered to grant now have their own sets of standards which are detailed in other sections of the Ordinance, as amended in June 2013.)

Select Board - Recommend

Planning Board - Recommend

Yes 332

No 62

Signed this 6th day of April, 2016

_____/signature on file

David McCubrey, Selectperson

_____/signature on file

River Payne, Selectperson

_____/signature on file

Roger Hicks, Selectperson

Warrant for the Special Town Meeting November 08, 2016

To Kaden Flynn, a Constable, in the Town of Hollis, County of York and the State of Maine:

In the name of the State of Maine, you are hereby requested to notify and warn the inhabitants of said Town of Hollis, qualified to vote in Town Affairs, to assemble at the Hollis Fire Station, 405 Plains Road, in said Town on **Tuesday, November 08, 2016** at 6:45AM in the forenoon to act on Article 1. The polls will then open at 7:00AM to act on the following secret ballot articles #2 through #14 and will close at 8:00PM in the evening November 08, 2016.

Greetings,

Article 1: To choose a Moderator to preside at said meeting.
Rochelle Prince was elected moderator.

Article 2: Shall the Town of Hollis vote to repeal the current 2005 Town of Hollis Residential Growth Ordinance first enacted on March 1, 1986?

Select Board – Recommends Planning Board – Recommends
YES 1537, NO 959, blanks 135 = 2631 votes cast
ARTICLE #2 PASSED

Article 3: Shall the Town authorize the Select Board, acting on the behalf of the Hollis Community Clothing Closet Committee, to accept private donations and/or grants to be kept in a protected account which allows funds to be carried forward each year?

Select Board – Recommends
YES 2286, NO 278, blanks 67 = 2631 total votes cast-
ARTICLE #3 PASSED

Article 4: Shall the Town vote to expend up to \$1,000 from undesignated funds to the Hollis Community Clothing Closet protected account to cover incidental expenses and purchases through the end of the current FY 2016-2017?

Select Board – Recommends Budget Committee - Recommends
YES 1967, NO 589, Blanks 75 = 2631 total votes cast
ARTICLE #4 PASSED

Article 5: Shall the Town vote to authorize the Select Board to enter into a 1 year contract, with annual renewals, with the York County Sheriff's Office for a Town Contract Deputy to provide forty hours per week of dedicated coverage at a cost not to exceed \$135,000 the first year, which covers the costs of a Deputy's car, uniform, computer, cell phone and other equipment, with each subsequent year not to exceed \$100,000 per year, using funds from the TIF account?

Article #5 Select Board – Recommends , Budget Committee – Does Not Recommend
YES 1208, NO 1344, Blanks 79 = 2631 total votes cast
ARTICLE #5 FAILED

Article 6: Shall the Town vote to require write-in candidates to declare themselves before 5:00PM, on the 45th day prior to the election?

Select Board – Recommends

YES 1516, NO 1020, BLANKS 95 = 2631 total votes cast

ARTICLE #6 PASSED

Article 7: Shall the Town of Hollis vote to amend the Hollis Zoning Ordinance as Article 2, Section 2.2, and Definitions as follows?

Hollis Zoning Ordinance

Article 2, Section 2.2, Definitions

Home Occupation: an occupation or profession, which is customarily carried on in a dwelling unit, ~~or accessory building~~ or in a structure accessory to it, by a member of the family residing in the dwelling unit, clearly incidental and secondary to the use of the dwelling unit for residential purposes. ~~including realtors, surveyors, tradesmen and other professions that carry their business outside the home are permitted as a home occupation, as long as the business complies~~ The home occupation must conform with the above definition and to the requirements of the Zoning Use Table and other the performance standards as outlined in of this Ordinance.

Planning Board – Recommends

Select Board – Recommends

YES 1681, NO 799, BLANKS 141 = 2631 total votes cast

ARTICLE #7 PASSED

Article 8: Shall the Town of Hollis vote to amend the Hollis Zoning Ordinance Section 6.11 Home Occupations as follows?

Hollis Zoning Ordinance Section 6.11 Home Occupations (Page 64)

1. Home occupations shall be performed ~~entirely wholly~~ within the principal dwelling unit or within a building or other structure accessory to it.
 - a. 2. Not more than two (2) persons outside the family shall be employed in the home occupation.
2. ~~There shall be no exterior display, no exterior sign (except as permitted by the provisions of this Ordinance), and no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building.~~ **There shall be no exterior displays, no exterior storage of materials, and no variation from the residential character of the principal building. Any signs shall conform to Article 6.19.1**
3. No nuisances, waste discharge, offensive noise, vibration, smoke, dust, odors, heat, glare, or radiation shall be generated.

5. The operators of Home Occupations ~~shall register with~~ **shall apply to the CEO using the “Application to Establish a Home Occupation”** before commencing with the requested occupation. ~~Business. Information shall include nature and extent of the business and # of employees.~~ **The application must include all required information, documents, and application fee before review will commence by the CEO. A Home Occupation carried on within the principal dwelling unit or accessory building must be a Permitted Use as determined by the Hollis Zoning Use Table and review of the “Application to Establish a Home Occupation” by the Code Enforcement Officer (CEO).**

Planning Board – Recommends Select Board – Recommends
YES 1571, NO 899, BLANKS 161 = 2631 total votes cast
ARTICLE #8 PASSED

Article 9: Shall the Town of Hollis Vote to Amend the Hollis Zoning Ordinance “Use Table” to clarify the parameters of “Home Occupation” as recommended by the Hollis Planning Board?

Planning Board – Recommends Select Board – Recommends
YES 1632, NO 817, BLANKS 182= 2631 total votes cast
ARTICLE #9 PASSED

Article 10: Shall the Town vote to authorize the Select Board to spend up to \$45,000 from the Undesignated Fund Account, which will not affect Tax levied funding, to solicit competitive proposals and services from Architectural/Engineering Firms to complete Conceptual Planning and Schematic Design documents for a planned mixed Hollis Municipal Complex?

Select Board: Recommends Budget Committee: Recommends
YES 1464, NO 1045, BLANKS 122 = 2631 total votes cast
ARTICLE #10 PASSED

Article 11: Shall the Town vote to authorize the Select Board to spend up to \$45,000 from the Poland Spring Tax Increment Funding District (TIF), and contained in the Comprehensive Plan approved by the Town of Hollis voters, which will not affect Tax levied funding, to solicit competitive proposals and services from Architectural/Engineering Firms to complete Conceptual Planning and Schematic Design documents for a planned mixed Hollis Municipal Complex?

Select Board: Recommends Budget Committee: Does Not Recommend
YES 1069, NO 1435, BLANKS 127= 2631 =total votes cast
ARTICLE # 11 FAILED

Article 12: Shall the Town vote to authorize the Select Board to spend \$20,000 from the Undesignated Fund Account for information and services needed to initiate conception and/or design work for expansion of the Town Hall to accommodate ADA required access, and space for consolidated services to the residents/visitors of the Town on the 1st floor?

Select Board: Recommends Budget Committee: Does Not Recommend
YES 1103, **NO 1394**, BLANKS 134= 2631 total votes cast
- ARTICLE #12 FAILED

Article 13: Shall the Town vote to authorize the Select Board to accept donations and/or grants for the Veteran's Flag account, and change the account to a protected account which allows funds to be perpetually carried forward each year?

Select Board: Recommends
YES 2244, NO 270, BLANKS 117 = 2631 total votes cast
ARTICLE #13 PASSED

Signed this 8th day of September, 2016,

s/River Payne, Chair, Select Board
s/Roger Hicks, Select Board
s/Mike Seely, Sr., Select Board

Special Town Meeting warrant was signed August 25, 2016.

Special Town Meeting Warrant was Amended and signed by the Hollis Select Board on 9/8/2016.

11/9/2016 Official Election results of Hollis Special Town Meeting held on 11/8/2016

Martha E. Huff, Hollis Town Clerk

Special Town Meeting Warrant

Hollis, Maine

November 07, 2017

STATE OF MAINE

COUNTY OF YORK/ss

To: Kaden Flynn, a Constable in the Town of Hollis in the County of York, State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby requested to notify and warn the inhabitants in said Town of Hollis qualified to vote in town affairs to meet at the Hollis Fire Station at 405 Plains Road in said Town of Hollis on Friday, the Seventh day of November A.D. 2017 (November 7, 2017) at 6:45 a.m. in the morning to act on ARTICLE 1. The polls will open at 7:00 a.m.(seven o'clock in the forenoon) and close at 8:00 p.m. (eight o'clock in the evening) to act on Articles 2 through 10.

Article #1 To elect a moderator by written ballot to preside at said meeting.
Lila Wilkins was elected Moderator.

Article #2 Shall the Town vote to approve such capital projects as previously approved by the Town and appropriate up to \$3 million to fund such capital projects from future bond proceeds in order to fulfill the wishes of the Town Meeting in having authorized the Select Board to issue a \$3 million bond to repair/upgrade Sand Pond Road, Salmon Falls Road, Deerwander Road, Upper Tarbox Road and Bear Hill Road (Article 20 of the 2017 Annual Town Meeting)?

Select Board - Recommend
835 Yes 326 No

Article #3 Shall the Town vote to form a Finance Committee, approve and enact the "Finance Committee Ordinance" and repeal the current Budget Committee and Budget Committee Ordinance at the adoption of this article?

Select Board - Recommend
595 Yes 531 No

Article #4 Shall the Town vote to add the following Article in the Hollis Zoning Ordinance:
Article 1 Section 1.3.6-All Applications:
"No application shall be received or processed for any applicant that has a known unresolved violation in the Town of Hollis, unless the application is to resolve an existing violation"?

Select Board - Recommend Planning Board - Recommend
853 Yes 299 No

Article #5 Shall the Town vote to authorize the Select Board to receive funds generated from the Annual Community Day Activities and deposit them into the Community Day Appropriations Account #2311, and make this a Protected Account with a portion of these funds to be used to sponsor children in the Recreation Summer Youth Program, support the Town Fuel Fund and Town Christmas Fund, and this authorization shall continue in effect until repealed or rescinded by Town vote?"

Select Board - Recommend
910 yes 240 No

Article #6 Shall the Town vote to follow the Maine State Statutes for the recall of municipal officials as outlined in the Title 30-A, Subsection 2505 and repeal the current "Ordinance For The Recall of Elected Municipal Officials"? (Current Town Ordinance For the Recall of Elected Municipal Officials and Maine Revised Statutes Title 30-A Subsection 2505 Recall of Municipal Officials attached.)

Select Board - Recommend
819 Yes 316 No

Article #7 Shall the Town vote to update the Hollis Building Code to be compliant with Maine State Statutes (additions are in **bold**, deletions are ~~strike through~~) as reflected in the attached proposed Hollis Building Code Ordinance?

Select Board - Recommend
857 yes 289 no

Article #8 Shall the Town vote to increase the Code Enforcement Office wages by \$41,310.00 to support a full-time Administrative Assistant and full-time Deputy Code Enforcement Officer from the General Fund?

Select Board - Recommend
487 yes 665 no

Budget Committee - Recommend
ARTICLE #8 Failed

Article #9 Shall the Town vote to amend the Hollis Budget Committee Ordinance changes in **bold** as reflected in the attached Hollis Budget Committee Ordinance?

Select Board - Recommend
696 yes 428 no

Budget Committee - Recommend

Article #10 Shall the Town vote to change the position of Treasurer from an elected to an appointed position at the end of the term in June 2018?
291 yes 856 no

Article #10 Failed

Given under our hands this 13th day of September, A. D. 2017

s/signature on file
Roger Hicks, Select Board Chair

s/signature on file
Mike Seely, Sr., Select Board

s/signature on file
Rita Perron, Select Board

s/signature on file
Martha E. Huff, Hollis Town Clerk

The Registrar of Voters will hold office hours while the polls are open to correct any error or change a name or address on the voting list; to accept registrations of any person eligible to vote and to accept new enrollments.

A person who is not registered to vote may NOT vote in any election.
A voter not enrolled in a political party may not vote in a primary election.

Hollis, Maine October 24, 2017 A.D.

Warrant Return:

Pursuant to the within warrant to me directed, I have notified and warned inhabitants of said town, qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at the Town Hall, Your Country Store, Johnson's Garage, Hollis Select Board Office, and Hollis Town Clerk in said town, being public and conspicuous places in said town on October 24, 2017 , A.D. being at least seven days before the meeting. the meeting.

Kaden Flynn
10/24/17 s/signature on file
Constable of Hollis, Maine

TOWN OF HOLLIS

Finance Committee

Ordinance

Section 1. Purpose and Scope

The purpose of this Ordinance is to establish a Finance Committee comprised of members who have a financial background for the Town of Hollis.

This Ordinance shall govern the committee's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Members; Committee's duties

The Finance Committee shall consist of five (5) regular voting members.

Three (3) members will be a quorum for the purpose of voting and/or conducting committee business. Workshops do not require a quorum as no business or vote will be conducted.

The Finance Committee members will be selected by a panel of Town residents who have financial backgrounds, and recommended to the Select Board for approval and appointment.

A Finance Committee member must be a resident of the Town of Hollis, a registered voter and will serve a (3) year term. Members will meet at the first opportunity after being appointed and thereafter at the beginning of the fiscal year to elect a Chairperson and Vice-Chairperson to serve for one year unless otherwise provided by law. The Finance Committee Secretary will be hired and appointed by the Select Board.

All meetings of the committee, except workshops, will be videotaped for public viewing.

The Chairperson shall preside at all committee meetings/workshops and shall have authority to rule on questions of evidence and procedure, to maintain order, to determine the course of proceedings, and to take such other action as may be

necessary and not inconsistent with this Ordinance or other laws to enable the committee to perform its duties and conduct its affairs.

The Chair also shall set the agenda for each meeting, provide the agenda to the Administrative Assistant to the Select Board for posting to the Town website and as required by law, act as a liaison between the Select Board and the committee. It will be expected that the Chair or an appointed designee will attend the annual town meeting, special town meetings and will submit a written report of activities to the Select Board to be included in the Annual Town Report.

The Secretary Committee shall maintain a permanent record of all committee meetings and all correspondence of the committee which shall be made a matter of public record except as otherwise provided by law. The Secretary shall be responsible for providing the Administrative Assistant to the Select Board a copy of all approved meeting minutes to be posted to the Town website, attain and copy of all regular and special requested financial reports, file reports for historical reference, assemble the annual finance committee budget/capital books and complete other secretarial duties as needed.

The committee is an advisory committee to the Select Board. The responsibilities of the committee are as follows:

- 1) Annual Operating budget - The committee will prepare the annual budget for the Town with the input from each department head and make recommendations to the Select Board.
- 2) Annual Capital budget - The committee will review and make recommendations to the Select Board.
- 3) Warrant Articles - The committee will prepare Articles as they pertain to financial issues and make a recommendation on each concerning appropriation in the Warrant for all Special Town Meetings.
- 4) Review of revenue and expenditures - The committee will make quarterly reviews of revenues & expenditures and present issues/questions to the Select Board.
- 5) Other- The committee shall review and make recommendations to the Select Board on supplemental appropriations, expenditures and investments of Town funds.

Authority & limitations - The State of Maine has instituted a Right to Know Law. The committee (as any taxpayer) has the authority to request any "public" information by the Maine Freedom of Access Act. The committee (as any taxpayer) must abide by the limitations of excluded records as defined by the Maine Freedom of Access Act.

Section 3. Meetings

Budgetary and capital plan timelines, financial reporting availability, and in general, financial issues necessitate the frequency of the finance committee meetings.

Special meetings may be called at the discretion of the Select Board, Chair of the Finance Committee upon the request of a majority of the committee members, provided that notice thereof shall be given to each member and to the Administrative Assistant to the Select Board at least 24 hours in advance.

Notice of all committee meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the committee except at a regularly called and noticed meeting provided a quorum consisting of a majority of the committee being present.

Section 4. Hearings

Public hearings of the committee shall be called as required by law or on such other occasions, as a majority of the committee may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairperson shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairperson and without interruption, provided, however, that the Chairperson may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard.

Section 5. Participation and Voting

Any action of the committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law. Majority is defined as a number of members constituting more than half of the total number of members present.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown.

Annual attendance at the meetings of this committee is expected to be no less than 75%. If a committee member does not attend the minimum of 75% of the meetings, the Chair of the Finance Committee shall bring the matter to the Select Board for review and vote. The committee members are appointed by the Select

Board; removal from the committee can only be by majority vote of the Select Board.

In the interest of promoting increased participation in Town affairs and so that each member can focus on the important role of the committee, the Select Board will take all necessary steps to appoint persons to no more than one standing Town committee.

Section 6. Decisions

All decisions of the committee shall be made within the time limits, if any, established by law.

All final decisions shall be in writing, shall become a part of the committee permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Select Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law. The committee may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration.

The committee may conduct additional hearings and receive additional evidence and testimony as provided herein.

Any conflict or inconsistency between this Ordinance and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

This Ordinance, or any provision thereof, may be waived on any occasion by a vote of the Board of Selectmen unless otherwise provided by law. This Ordinance may be amended at any time in writing by majority vote of the committee after notice and public hearing on the proposed amendment and approval by the Select Board.

This Ordinance shall be reviewed by the committee on an annual basis.

Adopted November 8, 2017 by Special Town Meeting Vote.

Article # 3 : passed

Shall the Town vote to form a Finance Committee, approve and enact the "Finance Committee Ordinance" and repeal the current Budget Committee and Budget Committee Ordinance at the adoption of this article?

595 Yes 531 No

50 blanks

*1176

11/12/2017

Martha E. Huff, Hollis Town Clerk

**State of Maine
Referendum Election November 07, 2017
Results from the Town of Hollis**

Question 1: Citizen Initiative (York County Casino)

310 Yes Votes
859 No Votes
8 Blanks
1177 Total

Question 2: Citizen Initiative (Expand Medicaid)

607 Yes Votes
561 No Votes
9 Blanks
1177 Total

Question 3: Bond Issue (Construction of Highways & Bridges, plus)

810 Yes Votes
348 No Votes
19 Blanks
1177 Total

Question 4: Constitutional Amendment (State Pension Funding Requirements)

668 Yes Votes
465 No Votes
44 Blanks
1177 Total

Thank you to all of the Hollis voters who came out today to vote and an Huge Thank you to the Hollis Election Staff!!

Martha E. Huff, Hollis Town Clerk & Registrar of Voters

Office of the Hollis Town Clerk & Registrar of Voters

Hollis Town Hall
34 Town Farm Road
Hollis, Maine 04042
Phone: (207) 929-8552 ext. 18
Fax: (207) 929-3686
Website: www.hollismaine.org

Election Certification

I, Martha E. Huff, the duly elected Town Clerk of Hollis hereby certify the referendum election results from The Hollis Special Town Meeting held on Tuesday, February 14, 2017 at the Hollis Fire Station, 405 Plains Road. The polls opened at 7:00 a.m. and closed at 8 p.m. for secret ballot voting.

ARTICLE #1: To choose by written ballot a moderator to preside at said meeting.
Lila Wilkins was elected Moderator for the Hollis Special Town Meeting.
The Town Clerk Martha E. Huff administered the Moderator's Oath of Office to Lila Wilkins,

ARTICLE #2: Shall the voters of the Town of Hollis, Maine amend the existing Poland Spring Water Municipal Development and Tax Increment Financing District to add an additional five (5) years to the District and adopt the First Amendment relating thereto?
Results of the secret ballot voting with a total number of cast ballots of 123:

111 yes votes

12 no votes

Article #2. Passed

Dated: February 14, 2017

___s/ signature on file_____

Martha E. Huff, Hollis Town Clerk

Warrant for the Hollis Annual Town Meeting
June 13, 2017
Fiscal year July 1, 2017-June 30, 2018

STATE OF MAINE

COUNTY OF YORK

To: Kaden Flynn, a constable in the Town of Hollis in the County of York, State of Maine.

Greetings:

In the name of the State of Maine, you are hereby requested to notify and warn the inhabitants in said town of Hollis qualified to vote in town affairs to meet at the Hollis Fire Station, 405 Plains Road, in said Town of Hollis on Tuesday, the Thirteenth day of June A.D. 2017 (June 13, 2017) at 6:45 a.m. in the morning to act on **Article 1**. The polls will open at 7:00 a.m. (seven o'clock in the forenoon) and close at 8:00 p.m. (eight o'clock in the evening) to act on **Article 2 through 47** all secret ballot voting.

Article 1: To elect a moderator by written ballot to preside at said meeting.

Rochelle Prince was elected Town Meeting Moderator to preside at the meeting at 7 a.m.
Rochelle Prince was appointed Election Warden by the Hollis Select board.

Article 2: To choose the necessary town officials;

One Select Board / Overseer of the Poor (3-year term)

Rita Perron	363
I. Benjamin Severance	262
blank ballots	37
total votes cast	662

One Town Clerk (3-year term)

Martha E. Huff	597
blank Ballots	65
total votes cast	662

Two Budget Committee Members (each for a 3-year term).

Leonard S. Van Gaasbeek, III	438
Daniel T. Yarumian	475
Dana Gray (declared write in)	18
Blank Ballots	393
total votes cast	1324 (662 x2 seats = 1324)

Article 3: Shall the Town vote to raise, appropriate and expend up to **\$932,610.** for General Government Operations?

	Budget 2016-2017	Budget 2017-2018
100 Administration	\$ 126,990	\$ 157,001
101 Broadcasting	\$ 4,200	\$ 8,115
103 Treasurer	\$ 46,293	\$ 50,949
104 Town Clerk	\$ 45,193	\$ 50,135
105 Elections	\$ 19,445	\$ 26,945
106 Tax Collector	\$ 56,935	\$ 58,250
107 Assessor	\$ 57,985	\$ 61,750
150 Legal Fees	\$ 8,000	\$ 10,000
400 Operations & Management	\$ 49,076	\$ 61,580
1300 Insurance	\$ 225,098	\$ 253,318
1600 FICA (withholding)	\$ 65,602	\$ 75,691
1800 Animal Control	\$ 12,472	\$ 13,015
2200 Planning Board	\$ 10,092	\$ 12,388
2205 Budget Committee	\$ 2,200	\$ 2,200
2210 Appeals Board	\$ 400	\$ 1,873
2350 Community Clothing Closet	\$ 0	\$ 2,000
2298 Veteran's Flags	\$ 700	\$ 700
2370 Conservation Commission	\$ 600	\$ 600
2400 Saco River TV	\$ 15,290	\$ 15,000
2500 Code Enforcement	\$ 46,050	\$ 71,100
	\$ 792,621	\$ 932,610

Select Board Recommend

Budget Committee Recommend

417 Yes

227 No

18 blanks

662_total votes cast Article 3: passed

Article 4: Shall the Town vote to raise, appropriate and expend up to **\$302,360** for the Recreation Department?

	16-17 Budget	17-18 Budget
1200 Hollis Recreation Department	\$232,000	\$ 258,966
1219 Sports Complex	\$ 23,650	\$ 43,394
	\$255,650	\$302,360

Select Board Recommend

Budget Committee Recommend

414 Yes

239 No

9 blanks

662 total votes cast Article 4: passed

Article 5: Shall the Town vote to raise, appropriate and expend up to **\$434,000** for Snow & Sanding Services?

	16-17 Budget	17-18 Budget
500 Snow & Sanding	\$310,113	\$434,000
Select Board Recommend	Budget Committee Recommend	

501 yes

152 No

9 blanks

662 total Article #5 passed.

Article 6: Shall the Town vote to raise, appropriate and expend up to **\$297,205** for Road & Highway Services?

	16-17 Budget	17-18 Budget
600 Highway	\$140,000	\$147,205
601 Paving	\$150,000	\$150,000
	\$290,000	\$297,205

Select Board Recommend	Budget Committee Recommend
------------------------	----------------------------

522 Yes

130 No

10 blanks

662 total Article 6: passed

Article 7: Shall the Town vote to raise, appropriate and expend up to **\$530,713** for Emergency Services provided by the Hollis Municipal Fire Department?

	16-17 Budget	17-18 Budget
300 Emergency Services	\$510,000	\$530,713

Select Board Recommend	Budget Committee Recommend
------------------------	----------------------------

513 Yes

138 No

11 blanks

662 total Article 7: passed

Article 8: Shall the Town vote to raise, appropriate and expend up to **\$15,000** for General Assistance?

	16-17 Budget	17-18 Budget
1000 General Assistance	\$6,600	\$15,000
Select Board Recommend	Budget Committee Recommend	

469 Yes

183 No

10 blanks

662 blanks Article 8: passed

Article 9: Shall the Town vote to raise, appropriate and expend up to **\$254,950** for Public Services?

	16-17 Budget	17-18 Budget
900 Solid Waste Disposal	\$231,000	\$240,200
2000 Street Lights	<u>\$ 14,500</u>	<u>\$ 14,750</u>
	\$245,500	\$254,950

Select Board Recommend

Budget Committee Recommend

441 Yes

209 No

12 blanks

662 total Article 9: passed

Article 10: Shall the town vote to raise, appropriate and expend up to **\$83,093** for Hollis Libraries?

	16-17 Budget	17-18 Budget
800 Salmon Falls Library	\$45,128	\$48,093
810 Hollis Center Library	<u>\$29,000</u>	<u>\$35,000</u>
	\$74, 128	\$83,093

Select Board Recommend

Budget Committee Recommend

426 Yes

230 No

6 blanks

662 total Article 10: passed

Article 11: Shall the Town vote to raise, appropriate and expend up to **\$21,206** for the following non-municipal requests?

	Budget 2016-2017	Budget 2017-2018
2299 York County Shelters	\$ 700	\$ 700
2300 Visiting Nurse Service	\$1,850	\$ 1,850
2301 York County Com. Action	\$3,400	\$ 3,400
2302 Leavitt's Mills Health Care	\$ 1,800	\$ 1,800
2303 Kids Free to Grow	\$ 500	\$ 500
2304 Caring Unlimited	\$ 1,281	\$ 1,281
2305 Maine Behavioral Health	\$ 400	\$ 500
2306 Day One Inc.	\$ 500	\$ 500
2307 So. Maine Agency on Aging	\$ 2,750	\$ 2,800
2310 Cub Scouts	\$ 700	\$ 700
2312 Boy Scouts	\$ 600	\$ 700
2314 Red Cross	\$ 300	\$ 500
2315 Buxton- Hollis Historical	\$ 500	\$ 1,000
2317 VNA Home Health	\$ 250	\$ 125
2318 Maine Public Broadcasting	\$ 100	\$ 50

2319 York County Food Rescue	\$ 1,000	\$ 1,000
2320 Saco River Corridor Comm.	\$ 300	\$ 300
2321 Saco River Theater	\$ 200	\$ 200
2322 Sexual Assault Response Services	\$ 1,000	\$ 1,000
2323 Ladawn Therapeutic Riding	0	\$ 1,500
2324 Girl Scout troop #626	0	\$ 200
2325 Girl Scout Troup # 418	0	\$ 200
2326 Girl Scout Troop # 1999	0	\$ 200
2327 Girl Scout Troup #2221	0	\$ 200
	\$18,131	\$ 21,206
Select Board Recommend	Budget Committee Recommend	

336 Yes

260 No

66 blanks

662 total votes cast Article 11: passed

Article 12: Shall the Town vote to authorize the Select Board and Tax Collector to:

1. Charge Interest on unpaid taxes, determine the rate thereon, set the due date for taxes, and to set the date on which interest shall commence. (Tax Collector charging interest at a rate of 7% per annum, that taxes be due and payable in two (2) payments. the first due on November 1, 2017 and the second on May 2, 2018 with interest commencing on the first half on November 2, 2017 and the second half on May 3, 2018)
2. Accept prepayment of taxes
3. Set the interest rate to be paid by the Town on the refunded overpayment of Taxes for the 2017-2018 Fiscal year set at 3% as recommended by the Tax Collector & Select Board and
4. Apply all tax payments to the oldest outstanding taxes first?

474 Yes

153 No

35 blanks

662 total votes cast Article 12: passed

Article 13: Shall the Town vote to authorize the Select Board acting as the Sports Complex Committee to annually:

1. Accept and expend private donations and/or grants to complete approved projects and continue the ongoing maintenance at the Sports Complex grounds with donations being kept in a protected account to be carried forward annually: and
2. Set, charge and expend rental fees and retain these fees in a protected account derived from the rental of the Sports Complex Fields to help offset the maintenance costs to be carried forward annually and this authorization shall continue in effect until repealed or rescinded by the Town vote ?

539 Yes
90 No
33 blanks
662 total votes cast Article 13: passed

Article 14: Shall the town vote to adopt the Citizen's Petition Ordinance titled, Establish a 5 Member Select Board- Town Administrator Form of Government

302 Yes
320 No
40 blanks
662 total votes cast

ARTICLE 14 FAILED

Article 15: Shall the Town authorize the Select Board to spend up to \$65,000 of funds from the undesignated Fund Account, which will not affect the Tax levied funding, to fund the transition from the existing form of government to a 5 member Select Board- Town Administrator Government SUBMITTED by Citizen's Petition.

Select Board Not Recommend Budget Committee Recommend

284 Yes
345 No
33 blanks
662 total votes cast **ARTICLE 15 - FAILED**

Article 16: Shall the Town vote to authorize the Appeals Board to expend revenues from applicant's fees to offset all processing costs by the Appeals Board during the process of each application, and this authorization shall continue in effect until repealed or rescinded by Town Vote?

414 Yes
204 No
44 blanks
662 total votes cast Article 16: passed

Article 17: Shall the Town vote to adopt and enact the Ordinance titled: Ordinance to Prohibit Growing, Cultivating, Selling and Retail Marijuana Social Clubs in the Town of Hollis, Maine?

288 Yes
346 No
28 blank ballots
662 total votes cast **Article 17- FAILED**

Article 18: Shall the Town vote to dissolve the Hollis Budget Committee by repealing the Budget Committee Ordinance to be effective July 1, 2017 and replace it with a five (5) member Finance Committee appointed by the Select Board as required by a previous town vote?

256 Yes
371 No
35 blank ballots
662 total votes cast **Article 18- FAILED**

Article 19: Shall the Town vote to authorize the Select Board to annually spend up to \$200,000 from Undesignated Funds, as they deem necessary, to fund and meet unanticipated expenses and /or emergencies that may occur, with the unanimous vote of the Select Board and approval of the Budget Committee or the proposed Finance Committee for each occurrence?

Select Board Recommend

Budget Committee Recommend

378 Yes

264 No

20 blanks

662 total votes cast Article 19: passed

Article 20: Shall the Town vote to authorize the Select Board to secure a \$3 million-dollar bond to repair/upgrade Sand Pond Road, Salmon Falls Road, Deerwander Road, Upper Tarbox Road and Bear Hill Road, in the Town of Hollis?

Municipal Treasurer's Financial Statement

Municipality of Hollis

1. Total Town Indebtedness.

A. Bonds Outstanding and unpaid	\$0
B. Bonds authorized and unissued:	\$0
C. Bonds to be issued if this question is approved:	\$3,000,000

2. Costs

At an estimated maximum interest rate of 5 % the estimated costs of this bond issue will be \$1,200,000 at 15 years.

Principal	\$3,000,000
Interest	\$1,200,000
Total Debt Service	\$4,200,000

3. Validity. The validity of the bonds and of voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service or the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

____s/Diane Meserve (signature on file)____

Diane Meserve, Treasurer Town of Hollis

Select Board Recommend

Budget Committee Not Recommend

377 Yes

273 No

12 blanks

662 total votes cast Article 12: passed

Article 21: Shall the Town authorize the Select Board to annually spend up to \$200,000 from the TIF, as they deem advisable, to fund and meet unanticipated expenses and/or emergencies that may occur, with the unanimous vote of the Select Board and approval of the Budget Committee or proposed Finance Committee for each occurrence?

Select Board Recommend

Budget Committee Recommend

372 Yes

274 No

16 blanks

662 total votes cast Article 21: passed

Article 22: Shall the Town authorize the Select Board to spend up to \$450,000 from the Undesignated Fund Balance for Phase 2 renovation of the Hollis Community/Recreation Building?

Select Board Recommend

Budget Committee Recommend

372 Yes

274 No

16 blanks

662 total votes cast Article 21: passed

Article 23: Shall the Town vote to require all Town Elected Officials to comply with all Town Policies?

585 Yes

59 No

18 blanks

662 total votes cast Article 23: passed

Article 24: Shall the Town vote to authorize the Select Board to spend up to \$45,000 from the Undesignated Funds to perform surveys on potential land sites, further development, scope and design for a New Town Complex?

Select Board Recommend

Budget Committee Recommend

327 Yes

300 No

35 blanks

662 total votes cast Article 24: passed

Article 25: Shall the Town vote to authorize the Select Board to dispose, sell, convey or negotiate the disposal of Town owned property that is surplus, outdated or unusable, exclusive of real estate, and this authorization shall continue in effect until repealed or rescinded by Town vote?

467 Yes

158 No

37 blanks

662 total votes cast Article 25: passed

Article 26: Shall the Town vote to authorize the Select Board to spend up to \$6,000 from the Undesignated Funds to replace/repair the HOLLIS Town signs at the various roads entering in the town?

Select Board Recommend

Budget Committee Recommend

476 Yes

156 No

30 blanks

662 total votes cast Article 26: passed

Article 27: Shall the Town vote to appropriate the State Snowmobile Registration Funds and distribute them annually to the Hollis Snowmobile Clubs for the purpose of maintaining Hollis snowmobile trails, and this authorization shall continue in effect until repealed or rescinded by the Town?

Select Board Recommend

526 Yes

Article # 27 passed

104 No

32 blanks

662 total votes cast

Article 28: Shall the Town vote to authorize the Planning Board to expend applicant's fees to offset all costs incurred by the Planning Board during the process of each application, and this authorization shall continue in effect until repealed or rescinded by Town Vote?

428 Yes

200 No

34 blanks

662 total votes cast Article #28 passed

Article 29: Shall the Town vote to authorize the Select Board to accept or reject any future grants that may be offered to the Town and authorize the Select Board to expend these funds, as long as they are in compliance with the requirements of the grant, and this authorization shall continue in effect until repealed or rescinded by the Town vote?

Select Board Recommend

483 Yes

144 No

33 blanks

662 total votes cast Article #29 passed

Article 30: Shall the Town vote to authorize the Select Board to appropriate from the Hollis Rescue Subscription Program 7 % of fees collected to be paid for the medical billing services rendered, and this authorization shall continue in effect until repealed or rescinded by Town Vote?

Select Board Recommend

483 Yes
144 No
33 blanks
662 total votes cast Article #29 passed

Article 31: Shall the Town vote to accept and authorize the Select Board along with the appropriate Department Head, if applicable to utilize any funds received as the result of an insurance claim, along with funds received and/or credit issued for damaged equipment to replace said equipment and this authorization shall continue in effect until repealed or rescinded by Town vote?

492 Yes
138 No
32 blanks
662 total votes cast Article #31 passed

Article 32: Shall the town vote to authorize the Select Board to accept Rescue Subscription fees from Hollis residents and credit the fees to the Hollis Rescue Subscription account; and periodically transfer from the Rescue Subscription Revenue Account such sums as may be necessary to pay the balances due on Hollis Rescue invoices rendered to subscribers not covered by the subscriber's personal insurance, and this authorization shall continue in effect until repealed or rescinded by Town vote?

450 Yes
185 No
28 blanks
663 total votes cast Article #32 passed

Article 33: Shall the Town vote to authorize the Select Board to accept and expend gifts or monies designated for the Hollis Christmas Fund and/ or other local charitable assistance programs and further to authorize the Select Board's appointed designee to purchase and distribute accepted gifts or monies for persons in need within the Town of Hollis, and this authorization shall continue in effect until repealed or rescinded by Town vote?

550 Yes
95 No
18 blanks
663 total votes cast Article 33: passed

Article 34: Shall the Town vote to accept and apply estimated and anticipated revenues and reimbursements to the 2017-2018 Tax Commitment in the amount of **\$1,933,303.71**?

Anticipated Revenues	2016-2017	2017-2018
MDOT Block Grant	\$ 55,800	\$ 51,492
Code Enforcement Grant	\$ 30,000	\$ 80,000

Dog Fees	\$ 700	\$ 2,000
Excise Tax	\$725,000	\$ 810,000
Rescue Fees	\$110,000	\$ 120,000
Parks & Recreation Fees	\$159,000	\$ 180,000
Misc. Rev & Reimbursements	\$ 61,000	\$ 80,000
BETE Reimbursements	\$157,000	\$ 300,000
Homestead Reimbursements	\$ 56,800	\$ 116,000
Tree Growth Reimbursements	\$ 20,700	\$ 23,000
Veteran's Exemption Reimbursements	\$ 2,100	\$ 2,000
State Revenue Sharing	\$109,704	\$ 128,811.71
Cable Franchise Fees	\$ 41,500	\$ 40,000
	<hr/> \$1,529,304	<hr/> \$1,933,303.71

Select Board Recommend

492 Yes

138 No

32 blanks

662 total votes cast Article #31 passed

Article 35: Shall the Town increase the property tax levy limit of \$979,506 established by State Law in the event that the municipal budget approved under the preceding articles results in a tax commitment that is greater than this property limit?

Select Board Recommend

Budget Committee Recommend

341 Yes

297 No

25 blanks

663 total votes cast Article 35: passed

Article 36: Shall the Town vote to *add* (in **bold**) the following item to the Hollis Zoning Ordinance as follows?

Article 1 Section 1.3.5 – All Permits: “No permits shall be issued to any parcel or applicant that has any known unresolved violations.”

471 Yes

168 No

24 blanks

663 total votes cast Article 36: passed

Article 37: Shall the Town vote to clarify the language in the Hollis Zoning Ordinance Definitions under article 2, section 2.2 (additions are in **bold**, deletions are ~~strikethrough~~) as follows?

*“Auto Service Station, **major**: ~~two (2)~~ **two (2) or more** Service Islands: a major business selling gasoline, diesel or propane fuel, with ~~more than two (2)~~ **two (2) or more** pump islands or*

with a capacity to fuel more than six (6) vehicles simultaneously and/or providing repair services including, but not limited to, tune-ups, engine repair, brake work, muffler replacement, tire repair or similar activities.”

“Auto Service Station, *minor*: one (1) Service Island: a minor business selling gasoline, diesel or propane fuel with not more than one (1) pump island, provided that no more than a total of six (6) vehicles may be fueled simultaneously. Repair services including but not limited to tune-ups, engine repair, brake work, muffler replacement, tire repair, or similar activities shall be permitted provided that there shall be no more than two (2) service bays.”

484 Yes

146 No

33 blanks

663 total votes cast Article #37 passed

Article 38: Shall the Town vote to clarify the Hollis Zoning Ordinance the definitions (additions are in **bold**, deletions are ~~striketrough~~) as follows?

Economic Development Overlay Zone (EDZ) (***EOZ, aka Economic Development Overlay Zone, or EDZ***): this zone provides areas within the Town of Hollis for manufacturing as well as wholesale and retail distribution of products and services and to provide standards for these uses which will produce a healthy, safe environment for the economic well-being of the municipality. This includes land which abuts major arterial highways in the Town of Hollis. Care is taken within the Economic Development Overlay Zone to prevent over-development that might create unsafe traffic, septic conditions or endanger fresh water supplies.

480 Yes

150 No

33 blanks

663 total votes cast Article #38 passed

Article 39: Shall the Town vote to update the language in the Hollis Zoning Ordinance Article 3: Administration, Section 3, And Subsection 3.3 to clarify that all permits require a payment of a fee (additions are in **bold**, deletions are ~~striketrough~~) as follows?

Fees -No ~~building~~ permit shall be issued without payment of a fee, according to the schedule to be established each calendar year by the Hollis ~~Board of Selectmen~~ **Select Board**.

485 Yes

136 No

42 blanks

663 total votes cast Article #39 passed

Article 40: Shall the Town vote to clarify in the Hollis Zoning Ordinance the definitions (additions are in **bold**, deletions are ~~striketrough~~) as follows?

Driveway: a ~~vehicular access way~~ **road** serving two dwelling units or less.

Road: a route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material, constructed for or created by, the repeated passage of vehicles. ***A driveway is considered a road.***

Article 6 PERFORMANCE STANDARDS 6.24. Roads, 6.24.1. General The purpose of this Section is to set down standards for the building and improving of substandard roads or roads to back lots providing access to dwelling units. In this subsection, “Road” shall mean any public way, ***driveway***, or private road providing access to dwelling units, which must meet the Town’s standards for preparation, sub-base, base (as specified in the Hollis Subdivision Review Standards). For the purpose of this Section, the traveled surface need not be paved.

437 Yes

179 No

47 blanks

663 total votes cast Article 40: passed

Article 41: Shall the Town vote to add language to Hollis Zoning Ordinance, Article 3 Administration, Section 3, Building or Use Permit, Subsection 3.2.3 (additions are in **bold**) as follows?

No building permit for a building or structure on any lot shall be issued to the owner of record thereof, or his authorized agent, until the proposed construction or alteration of a building or structure shall comply in all respects with the provisions of this Ordinance or with a decision rendered by the Board of Appeals or the Planning Board. Any application for such a permit shall be accompanied by a plan, accurately drawn to scale, showing the actual shape and dimensions of the lot to be built upon, an on-site soils survey in accord with the Maine State Plumbing Code, Part II, the exact location and size of all buildings or structures already on the lot, the location of new buildings to be constructed, together with the lines within which all buildings and structures are to be constructed, the existing and intended use of each building or structure, ***a copy of the deed***, and such other information as may be necessary to provide for the execution and enforcement of this Ordinance.

432 Yes

177 No

54 blanks

663 total votes cast Article 41: passed

Article 42: Shall the Town vote to update the language in Hollis Zoning Ordinance Article 3: Administration, Section 3, Building or Use Permit, Subsection 3.2.5 to be compliant with Hollis Building Code (additions are in **bold**, deletions are ~~striketrough~~) as follows?

A building permit secured under the provisions of this Ordinance shall expire ~~if the work or change is not commenced within one (1) year of the date on which the permit is granted, and if the work or change is not substantially completed within two (2) years of the date on which the permit is granted~~ **according to the timeframe set forth in the Hollis Building Code.**

429 Yes

175 No

59 blanks

663 total votes cast Article 42: passed

Article 43: Shall the Town vote to update the language in the Hollis Zoning Ordinance Article 3: Administration, Section 3, and Subsection 3.6 Fines, to be compliant with current Maine State Statutes fines (additions are in **bold**, deletions are ~~striketrough~~) as follows?

Any person, firm or corporation being the owner of or having control or use of any building or premises who violates any of the provisions of this Ordinance, shall be guilty of a misdemeanor and on conviction shall be fined ~~not less than \$50.00 nor more than \$100.00~~ **not less than \$100.00 nor more than \$2,500.00**. Each day such a violation is permitted to exist after notification shall constitute a separate offense.

412 Yes

195 No

56 blanks

663 total votes cast Article 43: passed

Article 44: Shall the Town vote to update the language that is already in effect in the Hollis Zoning Ordinance Article 5. Land Use Requirements, Section 5.12. Economic Overlay Zone (EOZ), Subsection 5.12.1 Purpose adding one sentence to the end of the paragraph as follows?

“The relaxation of Space and Bulk Requirements shall not apply to residential uses or residential developments.”

410 Yes

191 No

62 blanks

663 total votes cast Article 44: passed

Article 45: Shall the Town vote to update the Hollis Zoning Ordinance 5.12.3 Zone Boundaries (additions are **bold**, deleted are ~~striketrough~~) as follows?

The Economic Overlay Zone will include those lots with Frontage, as required by the underlying zone, on the following roads: Rt-117 Cape Road, Rt-202 Hollis Road, Rt-35 River Rd/Bonny Eagle Rd/New Rd/Little Falls Rd, Rt-4 A Bar Mills Rd, Only those lots with frontage that does not front on the NHRCZ: Waterboro Road, Killick Pond Road **from Plains Road to Berube Lane only.** (~~Paved Section only and not in the NHRCZ~~)

426 Yes

180 No

57 blanks

663 total votes cast Article 45: passed

Article 46: Shall the Town vote to update and clarify Hollis Zoning Ordinance ARTICLE 7, 7.2 (additions are in **bold**, deletions are ~~strikethrough~~) as follows?

SITE REVIEW REQUIREMENTS, 7.2 Review of Development

The Board is hereby authorized to review development for conformance with the criteria stated herein and with the performance standards of this Ordinance. A developer or his authorized agent shall be required to obtain Board approval prior to the issuance of a building permit for all development except the following:

- a. Single family dwellings on individual lots,
- b. Expansion of an existing conforming use, where the expanded use;
 1. Will require less than 10 additional parking spaces and
 2. Will not need changes to the existing sanitary disposal system and
 3. Is less than 50% increase in use area?
- c. Subdivisions already subject to board review under the Town of Hollis Subdivision Regulations, *30 M.R.S.A S4956*).
- d. ~~Home occupations and professional offices~~ inside the home and less than 1000 sq. ft.
- e. ~~Professional, business, tradesman, and general office/services~~ inside the home and less than 1000 sq. ft.
- f. ~~Professional, business, tradesman, and general office/services~~ outside the home and less than 1000 sq. ft. of customer service ad office area.
1. ~~No person or entity subject to the provisions of this convey or offer to convey interest in a development or portion ordinance may commence work, including site preparation, or thereof prior to Board approval.~~

410 Yes

195 No

58 blank ballots

663 total votes cast Article 46: passed

Article 47: Shall the Town vote to update Hollis Zoning Ordinance ARTICLE 7, 7.4 (additions are **bold** and deletions are ~~strikethrough~~) as follows?

SITE REVIEW REQUIREMENTS,

7.4 Procedure, 7.4.4 The Board shall notify the applicant that his application is complete, of the timetable for review, and any additional requirements or questions associated with the application. ~~A Public Hearing shall not be held for the following: (1) home occupations and professional offices~~ inside the home and less than 1000 sq. ft., ~~(2) professional, business, tradesman, and general office/services~~ inside the home and less than 1000 sq. ft. ~~(3) professional, business, tradesman, and general office/services~~ outside the home and less than 1000 sq. ft. of

~~customer service and office area. Other uses may have a Public Hearing scheduled as determined by the Board. A Public Hearing will be scheduled to hear the Conditional Uses as provided for in the Hollis Regulations.~~

413 Yes

195 No

55 blanks

663 total votes cast Article 47: passed

Article #14 Ordinance to Establish a 5 Member Select Board- Town Administrator Form of Government is attached to the June 13, 2017 Town Meeting Warrant.

Ordinance Article #14 failed. Yes 302 No 320.

Article #17 TOWN OF HOLLIS, ORDINANCE TO PROHIBIT GROWING, SELLING AND RETAIL MARIJUANA SOCIAL CLUBS IN THE MUNICIPALITY OF HOLLIS, MAINE is attached to the June 13, 2017 Annual Town Meeting Warrant.

Article #17 Ordinance Failed. Yes 288 no 346.

The Registrar of voters will be open Wednesday, May 31st 2017 from noon - 8 pm, Tuesday 6/6/17, Thursday 6/8/2017 and Friday 6/9/2017 9 am- 4pm and Wednesday 6/7/2017 from noon - 8pm to accept registrations of any person eligible to vote, to correct any error in a name or address on the voting list and to accept new enrollments. You may register to vote on Election Day June 13, 2017 at the polls.

A person who is not eligible to vote may not vote in any election. A person not enrolled in a party may not vote in a primary election.

Given under our hands this 26th day of April, A. D. 2017, The Town of Hollis Municipal Officers

_____/s/ River L. Payne _____
River L. Payne, Select Board Chair

_____/s/ Roger B. Hicks _____
Roger B. Hicks, Select Board

_____/s/ Mike Seely Sr. _____
Mike Seely, Sr., Select Board

A true copy of the **Amended Warrant** for the Hollis Annual Town Meeting 6/13/2017 was signed 4/26/2017, The Original Warrant was signed April 12, 2017.

Attest: s/ Martha E. Huff

WARRANT RETURN

Hollis, Maine May 30, 2017 A. D.

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town, qualified as here in expressed , to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at the bulletin board upstairs at Hollis Town Hall, downstairs in the Town Clerk's Office, Johnson's Garage and Your Country Store in said town, being public and conspicuous places in said town, on the 30th day of May, 2017 A. D. , being at least seven days before the Annual Town Meeting on June 13, 2017.

____s/ signature on file
Signature of Kaden Flynn, Constable of Hollis

State of Maine
York County
Town of Hollis

Then personally appeared before me the above named Kaden Flynn known to me, and swore that the representations set forth in the above Return of Warrant are true and that the above named executed this Warrant Return of their own free will . This warrant return was signed in my presence.

Date: __5/30/2017____ signature on file Martha E. Huff
Printed name of Notary Public Martha E. Huff
My commission expires: ____05/16/2020____

TOWN OF HOLLIS

ORDINANCE TO PROHIBIT GROWING, SELLING AND RETAIL MARIJUANA SOCIAL CLUBS IN THE MUNICIPALITY OF HOLLIS, MAINE

Section 1. Authority.

This ordinance is enacted pursuant to the Marijuana Legalization Act, 7 M.R.S.A. c. 417; and Municipal Home Rule Authority, Me. Const., art. VIII, pt. 2; and 30-A M.R.S.A. § 3001.

Section 2. Definitions.

For purposes of this ordinance, retail marijuana establishments, including retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities and retail marijuana testing facilities, and retail marijuana social clubs are defined as set forth in 7 M.R.S.A. § 2442.

Section 3. Prohibit Retail Marijuana Establishments and Retail Marijuana Social Clubs.

Retail marijuana establishments, including retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities, and retail marijuana testing facilities, and retail marijuana social clubs, are expressly prohibited in this municipality.

No application for a proposed retail marijuana establishment or retail marijuana social club shall be processed.

No person or organization shall develop or operate a business that engages in retail or wholesale sales of a retail marijuana product, as defined by 7 M.R.S.A. § 2442.

Nothing in this ordinance is intended to prohibit any lawful use, possession or conduct pursuant to the Maine Medical Use of Marijuana Act, 22 M.R.S.A. c. 558-C.

Section 4. Effective date; duration. This ordinance shall take effect immediately upon enactment by the municipal legislative body unless otherwise provided.

Section 5. Penalties. This ordinance shall be enforced by the municipal officers or their designee. Violations of this ordinance shall be subject to the enforcement and penalty provisions of 30-A M.R.S.A. § 4452.

Hollis Town Meeting June 13, 2017 result: Yes 288 NO 246 ARTICLE #17 Failed.
Ordinance was not enacted.

Article # 14 Annual Town Meeting June 13, 2017 Proposed Ordinance

Ordinance to Establish a 5 Member Select Board – Town Administrator Form of Government (Ordinance to Establish a 5 Member Select Board- Town Administrator Form of Government is pages 1-7 attached in a pdf format)

Results of voting June 13, 2017 Yes 302 NO 320

Article # 14 failed.

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

Section 1.1 Town Administrator

The Select Board, by State Statute, shall continue to be the chief administrative and municipal officers of the Town and will continue to be responsible for the oversight, administrative and financial affairs of the Town. The Select Board shall ultimately be charged with the preservation of the health, safety, and welfare of persons and property of the Town and shall see to the enforcement of other ordinances and policies of the Town, this Ordinance, and the laws of the State of Maine. The Town Administrator (here in after called the "Administrator") shall be responsible for the day to day operations of the Town under the authority of the Select Board. The authority of the Administrator shall be limited to that specified in this Ordinance or written directives and policies of a majority vote of the Select Board. The Select Board shall appoint a person qualified by education, experience and training, who receives a majority vote of the Select Board, to be Administrator in accordance with the Selection and Compensation criteria in Section 1.13 specified below. The Administrator shall report directly to the Select Board.

Section 1.2 Limitation of Authority

Nothing in this Ordinance shall be construed to grant to the Administrator any legislative or judicial authority, nor shall the authority of the Administrator reduce any specific statutory power or responsibility of any other Town officer or official under State Law.

Section 1.3 Qualifications

The Administrator shall be chosen solely on the basis of educational, executive, and administrative qualifications and need not be a resident of the Town at the time of appointment. If two candidates are equally qualified, preference will be given to the candidate living in the town. If the appointed candidate does not live within the town, the Select Board shall decide whether or not the Administrator should live within a reasonable distance to the Town to do an effective job.

Minimum Qualifications:

- Possess integrity, character, strong interpersonal skills and the ability to foster a positive collaborative work environment in a municipal setting.
- Six years of experience in a leadership role within a municipality or private sector of similar scope and complexity.
- Demonstrated innovation and success in implementing significant change within an organization.
- Desired Qualifications:
 - A four year degree in Business or Public Administration is preferred or
 - An Associate's Degree with equivalent experience and education. Equivalency will be evaluated on a case by case basis using industry and academic equivalent standard guidelines by an outside professional
- Display appropriate oral, written and presentation skills
- Possess a strong background in financial, personnel and administrative management and leadership as demonstrated in past positions.
- Demonstrated previous experience in:

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

- Public Policy development
- Negotiation skills
- Community Leadership
- All facets of electronic communications
- Computer Literacy at a working level commensurate with the position

Section 1.4 Term of Contract and Annual Review of Administrator

The term of contract of the Administrator shall be for three years (36 months). There will be a six month probationary period after the initial appointment of the Administrator. Prior to the expiration of the probationary period the Select Board will conduct a performance review of the Administrator and may terminate the appointment with or without cause. One (1) year after his/her initial appointment and on the first anniversary of any subsequent contract renewals, the Select Board will conduct a performance review and may terminate the contract with or without cause. If the contract is terminated without cause after one (1) year from the initial contract date or its renewal, the Administrator will be compensated by an amount equal to two (2) week's pay. Two (2) years after his/her initial appointment and on the second anniversary of any subsequent contract renewals, the Select Board will conduct a performance review and may terminate the contract with or without cause. If the contract is terminated without cause after two (2) years from the initial contract date or its renewal, the Administrator will be compensated by an amount equal to one (1) month's pay. As a part of such performance reviews, the Select Board and the Administrator shall mutually, and in writing, agree on goals and objectives for the Town and the Administrator for the upcoming year, review the extent to which the Administrator has succeeded in meeting the goals and objectives for the preceding year, and determine the reasons why any goals were changed or not met during the year.

Section 1.5 Reprimands or Removal from Office

The Administrator may be reprimanded or removed for cause by the affirmative vote of a majority vote of the Select Board as herein provided. As used in this Section, "cause" shall include, but not be limited to, unjustifiable failure to meet the goals and objectives set forth in the preceding year's annual review, willfully violating this or any other Town Ordinance or Town Policy, or any documented misconduct. The Select Board may suspend the Administrator from duty, with or without pay as the Select Board deem appropriate. In such case of suspension, the Select Board shall, by affirmative vote, appoint an acting Administrator as prescribed in Section 1.6. The action of the Select Board in removing the Administrator shall be final.

Section 1.6 Incapacitation of Town Administrator

If the Administrator is determined by a majority vote of the Select Board to be temporarily incapacitated or unable to act for any cause or the Select Board determines that the office has become temporarily vacant, the Select Board shall, within thirty (30) days from such determination, appoint an acting

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

Administrator who shall serve at the will of the Select Board for an initial period of ninety (90) days or such lesser time until the disability or vacancy is relieved. The acting Administrator shall have all the powers and perform all the duties of the Administrator except to the extent that said powers and duties may be specifically restricted by a written directive of the Select Board. Said acting Administrator shall be paid such salary for his services hereunder as may be prescribed by the Select Board. If after the initial 90 day period, it is determined that the Administrator is still temporarily incapacitated, the acting Administrator may be reappointed and serve at the will of the Select Board for an additional term of up to ninety (90) days. If the Select Board determines from credible medical or other evidence that the Town Administrator is incapacitated and unable to perform any or all duties of his/her office, they may by a majority vote declare the office vacant.

Section 1.7 Powers and Duties of Town Administrator

The Select Board shall oversee, supervise and direct the Administrator in his/her oversight of all of the Town departments and personnel therein. The Administrator shall be responsible for:

- a) Preparing budgets for the Select Board, collecting budgets from the department heads, other elected officials and outside agencies, putting them together for the Select Board and Budget Committee, providing the Town Clerk with a total appropriation document and administering the annual budget once adopted.
- b) Preparation of warrants for the Select Board approval.
- c) Keeping the Select Board informed of the condition of the needs of the Town and making such reports and recommendations as he/she may deem advisable, tracking and reporting the finances of the Town and meeting with department heads to discuss any issues that may arise from these reports or findings.
- d) Working with the Auditors to provide them with information they might require to prepare the Town's annual audit in a timely manner, prepare the Management Discussion and Analysis for the audit, and meet with department heads to make them aware of any issues that may arise as a result of the audit.
- e) Attending meetings of the Select Board when requested, provide materials, reports, minutes, set up other meetings and any other items the Select Board feel appropriate.
- f) Reviewing and approving the payroll and accounts payable warrants, verifying items that may be unclear or questionable and work with the individuals or vendors to correct any issues that may arise before payment is made, summarize and report these issues to the Select Board.
- g) Serving as the liaison between the Select Board, Town personnel and various public and private agencies, businesses and citizens.

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

- h) Implementing Select Board's policies and provide staff in all departments with clear and efficient operating procedures necessary to carry out the Select Board's policies and directives.
- i) Attending meetings, trainings, seminars or conventions on behalf of the Town with approval of the Select Board.
- j) Serve as the Purchasing Agent for the Town as authorized by the Select Board.
- k) Making recommendations to the Select Board regarding the hiring, discipline, and termination of Town Employees.
- l) Fulfilling the duties and responsibilities of the General Assistance Administrator for the Town.
- m) Serving as the after-hours emergency contact person for the Town's security provider.
- n) Overseeing the use and rental of all Town facilities under his/her control as authorized by the Select Board.
- o) Keeping the Select Board informed of maintenance and repair issues on all Town property.
- p) Maintaining a full and complete inventory of all property of the Town, both real and personal.
- q) Convening the Heads of the Town Departments at least quarterly to discuss matters of common concern.
- r) Meeting with the department heads and the Select Board (if the Select Board deem it necessary) to discuss matters of departmental concern.
- s) Working with any consultants or other parties hired by the Town or by any Town department, board, or commission.

He/she shall perform such other duties or directives as may be prescribed by the Select Board or required of him/her by statute, ordinance or policy not inconsistent with this ordinance or any other Town ordinance. He/she shall perform such other powers and duties not inconsistent with the provisions of this ordinance as now are or hereafter may be conferred by municipal ordinance or conferred upon Administrators by general laws of the State of Maine.

Section 1.8 Appointments of Town Employees & Other Non Elected Officials

Except as otherwise provided for within this ordinance or any other Town ordinance, the Administrator shall conduct the hiring process and make recommendations to the Select Board. The Select Board shall make the final decisions on appointments (hiring) of all Town non-elected employees and other non-elected officials, such as the Health Officer and non-elected board and committee members. The Select Board may establish a recruitment and selection process and direct the Administrator of actions necessary to assist the Select Board in the appointment process or direct the Administrator to provide

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

assistance in the process as they deem appropriate. The Select Board shall appoint a person especially qualified by experience and training, who receives the majority vote of a quorum of the Select Board, as the appropriate department head (i.e. Recreation Director, Fire Chief, Librarian and Code Enforcement Officer, etc.). In the case of department employees, that department head shall provide the Administrator with their list of applicants along with his or her recommendation to be approved or denied in part or in whole by the Select Board. In the event of a vacancy in an elected position, the Select Board shall make an appointment in accordance with state law or town ordinance.

Section 1.9 Annual Reviews of Department Heads and Other Non Elected Personnel

One (1) year after their initial appointment, and annually thereafter, each department head shall be reviewed by the Administrator. In preparation for such a review the Administrator shall meet with the Select Board in order to establish the department's goals and objectives for the coming year. Such goals and objectives shall be communicated to the department head and will be used as a basis for performance evaluation. The Administrator shall review the extent to which the department head has succeeded in meeting the goals and objectives of the preceding year and determine the reasons why any goals were changed or not met during that year. An annual report identifying the department's goals and objectives as well as the status of achieving of such items shall be drafted by the department head, approved by the Administrator, and submitted to the Select Board to review and discuss at a meeting with the department head and the Administrator.

Section 1.10 Suspension or Removal of Non-Elected Town Personnel

The Administrator shall initiate the disciplinary process by providing a letter to the employee involved indicating that the Administrator is considering recommending to the Select Board that the employee be disciplined. The employee shall have five (5) working days to respond to the letter and then the Administrator will within five (5) working days make his or her decision. If the decision is to recommend to the Select Board disciplinary action, the employee involved may, within five (5) working days, demand a hearing, in writing, before the Select Board, in which event the employee shall not be removed until such hearing has been held. The Select Board may, however, suspend said employee from duty during said period, with or without pay. Such hearing shall be held within ten (10) working days of receipt of the written request and the hearing will be held in either private or public at the aggrieved party's request.

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

Section 1.11 Cooperation with Elected Officials

The Administrator shall act as liaison between the Select Board and the other elected officials of the Town (i.e. Town Clerk, Treasurer, Tax Collector and Road Commissioner, etc.). The Administrator will be responsible for keeping the Select Board apprised of issues or concerns the previously mentioned elected officials may have. The Administrator shall not interfere with the duties or responsibilities of those other elected Town officials.

Section 1.12 Non-Interference with Town Administration

No Select Board member shall interfere with the performance of the duties of any of the elected officials or employees, either publicly or privately. Nothing contained in this Section shall prohibit the Select Board from meeting with the Administrator to discuss the operations or conduct of any department head or employee and to recommend or require an investigation and report by the Administrator of any complaint. Any violation of the provisions of this Section by a Select Board member shall require a meeting of the Select Board to review such violation.

Section 1.13 Town Administrator Selection and Compensation Committee, henceforth “the Committee”.

The composition of the Committee shall be made up of the following:

- Three (3) members of the Select Board, with the Chair of the Select Board acting as facilitator and only voting in case of a tie;
- One (1) employee of the Town
- Two (2) residents of the Town
- One (1) member of the Budget Committee as determined by the Budget Committee
- One (1) member of the Long Range Planning committee as determined by the Long Range Planning Committee

Within two months of approval of this Ordinance and the associated funding article, the Select Board shall commence the following process:

- Within four (4) months, the Select Board shall form the Committee and together shall advertise for candidates for Town Administrator.
- Within six (6) months, the committee shall review applications and make recommendations for an approved list of applicants for Administrator, for approval by the Select Board.
- Within six (6) months, the Committee shall recommend a compensation and benefits package to the Select Board based upon the qualifications of the candidate(s), for approval by the Select Board.
- Within eight (8) months, the Select Board shall hire a qualified Administrator (in accordance with this Ordinance) from the list of approved applicants.

Ordinance to Establish a 5 Member Select Board-Town Administrator Form of Government

- Within ten (10) months, the Select Board shall utilize the annual town meeting election to elect two additional Select Board members. Notwithstanding the provisions of this section the compensation of the first Administrator for the first year of his/her term shall be between \$50,000.00 and \$64,000.00.

Section 1.14 Transition Plan and Select Board Roles and Compensation

The number of Select Board members shall be changed to five (5) with the term of office remaining at three (3) years after the transition period. The initial election cycle upon hiring of the Administrator will be:

- Election of three Select Board members at the first annual meeting after hiring the Administrator (one existing Select Board member whose term is ending and two additional Select Board members, with one for a three year term and one for a one year term)
- Election of one Select Board member the following year for the expiring term of one of the original Select Board members, before the transition, whose normal term is expiring.

The routine thereafter will then be two (2) elected in one year, then two (2) then one (1) to establish the long term cycle of Select Board member elections. The initial compensation for each Select Board after the appointment of the Administrator shall be: a Lead Select Board member chosen by the Select Board (who shall be the primary means of communication between the Select Board and the Administrator) \$3,600.00 per annum to be paid monthly and the remaining four (4) Select Board will be paid \$2,400.00 per annum to be paid monthly. The Select Board shall meet on Wednesday evenings to conduct the Town's business with the Administrator. The frequency of these meetings will routinely be twice monthly but may be more often or on a different day if required. The Select Board shall also meet for workshops, perform research, attend training and functions as necessary to conduct the Town's affairs in accordance with applicable law, ordinances and policies.



Town of Hollis
34 Town Farm Road
Hollis, ME 04042
Telephone (207) 929-8552
www.hollismaine.org

ASSESSING
OFFICE

Debra A. Stitson
Assessor

REPORT FOR FISCAL YEAR
JULY 1, 2016 TO JUNE 30, 2017

The tax rate for the 2016-2017 fiscal year remained unchanged at \$11.95 per thousand dollars of value. Total appropriations for the year were as follows:

County Tax	\$ 235,644.37
Municipal Appropriations	\$2,774,377.00
TIF Financing Plan	\$1,296,656.05
Local Education Appropriation	<u>\$3,904,935.47</u>
Total Appropriations	\$8,211,612.89

The Municipal Appropriations of \$2,774,377.00 were offset, or reduced, by Town and State revenues totaling \$2,043,411.96 resulting in a total net appropriation for municipal funding of \$730,965.04. This is a decrease of \$70,294.64 from \$801,259.68 for fiscal year 2015-16.

Much of 2016-17 was spent working on the Tax Increment Financing (TIF) Program Amendment. The amendment increased the term of the Town's TIF Program for an additional 5 years. In these five years the Town's TIF Fund is estimated to receive an additional \$6.5 million and continue to shelter, or omit, the TIF District's assessment increases from the State Valuation. This increases State Funding to both RSU#6 and the Town while decreasing the Town's portion of the RSU#6 and County appropriations.

Both the Geographic Information System (GIS) mapping project and the Revaluation project have begun. The mapping project which is to be completed in 2018 has been an intense project. The revaluation which is to be completed in 2019 has also started but has not yet reached the intensity level of the mapping project. When these projects are completed, I believe they will be a valuable asset to the Town.

I would like to remind homeowners of the Homestead Exemption, the Veteran's Exemption and the Exemption for Widow's of Veterans. These exemptions lower the assessed valuation of your property which in turn lowers your tax obligation. These applications have again been inserted into this annual report. They can also be found on the Town website. Please note that the State of Maine requires each of these applications to be submitted to the assessor by April 1st in order to apply to the next tax commitment.

Please feel free to contact me if you have any questions or concerns regarding your assessment or exemptions. I am happy to answer any question you may have.

Respectfully,
Debra A. Stitson, C.M.A.

APPLICATION FOR MAINE HOMESTEAD PROPERTY TAX EXEMPTION

36 M.R.S. §§ 681-689

Completed forms must be filed with your local assessor by April 1. Forms filed after April 1 of any year will apply to the subsequent year tax assessment. See reverse for instructions.

SECTION 1: CHECK ALL THAT APPLY

- 1a. ☐ I am a permanent resident of the State of Maine
b. ☐ I have owned a homestead in Maine for the past 12 months.
(1) If you owned a homestead in another municipality within the past 12 months, state the municipality where located: _____
c. ☐ I declare the homestead in this municipality is my permanent residence and the only property for which I have claimed a homestead property tax exemption.
(Summer camps, vacation homes and second residences do not qualify)

IF YOU HAVE NOT CHECKED ALL THREE BOXES, STOP HERE
You do not qualify for a Maine homestead property tax exemption

SECTION 2: DEMOGRAPHIC INFORMATION

- 2a. Names of all property owners (names on your tax bill): _____

b. Physical location of your homestead (i.e. 14 Maple St.): _____
City/Town: _____ Telephone #: _____
c. Mailing Address, if different from above: _____
City/Town: _____ State: _____ ZIP: _____

SECTION 3: MAINE RESIDENCY IS BASED ON ONE OR MORE OF THE FOLLOWING (check all that apply):

- 3a. ☐ I file a Maine resident income tax return.
b. ☐ The address on my driver's license is the same as the above address.
c. ☐ The legal residence on my resident fishing and/or hunting license is the same as the above homestead location.
d. ☐ I pay motor vehicle excise tax in this municipality.
e. ☐ I am a registered voter in this municipality.

(If you did not check any boxes, please attach an explanation that shows your residency.)

I (we) hereby declare, aware of penalties for perjury, that the answers to the above are, to the best of my/our knowledge and belief, true, correct and complete. A person who knowingly files false information for the purpose of obtaining a homestead property tax exemption is guilty of a criminal offense.

Signature of Homestead Owner(s) _____ Date: _____

_____ Date: _____

INSTRUCTIONS

SECTION 1. Check the appropriate box related to each question. You must check all three boxes to qualify for the Maine homestead property tax exemption. If you have moved during the year and owned a homestead in Maine prior to your move, enter the name of the municipality you moved from on line b(1). Your ownership of a homestead must have been continuous for the 12-month period prior to application. If you did not check any all boxes in this section, you do not qualify for the homestead property tax exemption. A person on active duty serving in the Armed Forces of the United States who is permanently stationed at a military or naval post, station or base in this state is deemed to be a permanent Maine resident. A person on active duty serving in the Armed Forces of the United States does not include a member of the National Guard or the Reserves.

SECTION 2. Enter your full name(s) as shown on your property tax bill, the physical location of your home and your mailing address.

SECTION 3. This section gives the local assessor information which may be used to determine if you qualify and should support your answers to the questions in SECTION 1. Please check the appropriate box for each of the statements in this section.

At least one of the owners of the homestead must sign this document. Please file the application with your local municipal assessor. If, for any reason, you are denied exemption by the assessor, you may appeal the assessor's decision under the abatement statute, 36 M.R.S. § 841.

DEFINITIONS

Homestead. "Homestead" means residential real property owned by an individual or individuals and occupied by those individuals as their permanent residence. Residential real property held in a revocable living trust for a beneficiary who occupies the property as his or her permanent residence also qualifies as a homestead.

Permanent residence. "Permanent residence" means that place where an individual has a true, fixed, and permanent home and principal establishment to which the individual, whenever absent, has the intention of returning. An individual may have only one permanent residence at a time and, once a permanent residence is established, that residence is presumed to continue until circumstances indicate otherwise.

Permanent resident. "Permanent resident" means an individual who has established a permanent residence.

A cooperative housing corporation may apply for a homestead exemption to be applied against the valuation of property of the corporation that is occupied by qualifying shareholders. To qualify, the corporation must complete an Application for Maine Homestead Property Tax Exemption for Cooperative Housing Corporations.

Revised 1/16

APPLICATION FOR MAINE VETERAN PROPERTY TAX EXEMPTION

36 M.R.S. § 653

Please refer to Bulletin #7 for additional information – this application is confidential.

File this application, including all required attachments with your town by April 1.

1. Name: _____ 2. Telephone: _____

3. Mailing Address: _____

4. Legal Residence: _____ 5. Date of Birth: _____

6. Date of Entry into Armed Forces: _____ 7. Service Number/SSN: _____

8. Legal Residence on Date of Entry into Armed Forces: _____

9. Date of Discharge or Separation from Armed Forces: _____

10. Check the box that applies:

☐ I am 62 or older (or receiving a non service-connected total disability pension) and served in the U.S. Armed Forces during an accepted war period.

☐ I am 62 or older (or receiving a non service-connected total disability pension) and received an Armed Forces Expeditionary Medal.

I receive a service-related total disability pension from the U.S. Government for:

☐ Service in the U.S. Armed Forces during any Federally recognized War Period.

☐ Injury or disease incurred in the line of duty during active military service.

VA disability pension Claim Number: C- _____

11. Did you receive a grant from the U.S. Government for specially adapted housing as a paraplegic?

☐ Yes ☐ No

12. Is the property you are requesting an exemption for in a revocable living trust with you as the beneficial owner of that trust? ☐ Yes ☐ No

13. Enter a description of the property (map, lot, location, etc.): _____

I hereby apply for an exemption from property tax in accordance with 36 M.R.S. § 653. No property on which I claim tax exemption as a veteran was conveyed to me for the purpose of obtaining exemption other than from my spouse. The answers to the above questions are correct to the best of my knowledge and belief.

Signature: _____ Date: _____

GENERAL INSTRUCTIONS

If you are a Maine resident and a veteran who served on active duty in the U.S. Armed Forces, you may be eligible for a limited exemption from property tax on real estate or personal property. You qualify for an exemption if:

- 1) You served in the U.S. Armed Forces during a recognized war period or other recognized service period or you received an Armed Forces Expeditionary Medal; and
- 2) You will be at least 62 years old on April 1 or you are receiving a total disability pension from the U.S. Government.

Proof of eligibility is generally covered by a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or similar form issued by the Department of Defense) or the benefit summary letter issued by the Department of Veterans Affairs ("VA"). A copy of VA Form 20-5455 may be used if you do not have a benefit summary letter.

RECOGNIZED WAR PERIODS

World War I - April 6, 1917 through November 11, 1918;
World War I - (service in Russia) - April 6, 1917 through March 31, 1920;
World War II - December 7, 1941 through December 31, 1946;
Korean Conflict - June 27, 1950 through January 31, 1955;
Vietnam Era - February 28, 1961 through May 7, 1975. For the period, February 28, 1961 through August 4, 1964, federal law restricts the definition of the Vietnam Era war period to relating only to veterans who served in the Republic of Vietnam. .
Persian Gulf War - August 2, 1990 to the date that the U.S. Government recognizes as the end of the Persian Gulf War. This period also includes Operation Enduring Freedom, Operation Iraqi Freedom, and Operation New Dawn.

OTHER RECOGNIZED SERVICE PERIODS

February 28, 1961 through August 4, 1964 (Maine property tax exemption applies to all veterans who served during February 28, 1961 through May 7, 1975, regardless of where they served);
August 24, 1982 through July 31, 1984; and
December 20, 1989 through January 31, 1990.

SPECIFIC INSTRUCTIONS

Line 4. Legal Residence. Enter the municipality where your primary home is. You can have only one legal residence.

Line 7. Service Number/SSN. If you were issued a service number, enter that number. Otherwise, enter your Social Security Number ("SSN").

FOR ASSESSOR USE ONLY - CERTIFICATE OF APPROVAL OF APPLICANT'S EXEMPT STATUS

The applicant has applied for the following exemption amount:

☐ \$6,000 Post W.W.I ☐ \$7,000 W.W.I ☐ \$50,000 Paraplegic

In determining the local assessed value of the exemption, the assessor shall multiply the amount of the exemption by the ratio of current just value upon which the assessment is based.

Date Approved: _____ Effective Date: _____

Approved by: _____ Title: _____

**APPLICATION FOR VETERAN PROPERTY TAX EXEMPTION
FOR WIDOWED SPOUSE, MINOR CHILD, OR WIDOWED PARENT**
36 M.R.S. § 653

Please refer to Bulletin #7 for additional information – this application is confidential.

File this application, including all required attachments, with your municipality by April 1.

Information Relating to the Applicant Spouse, Child or Parent

1. Name: _____ 2. Telephone: _____
3. Mailing address: _____
4. Legal residence: _____ 5. Date of birth: _____
6. Check the applicable boxes:
- ☐ I receive compensation from the U.S. Government as the unremarried widowed spouse, the minor child, or unremarried widowed parent of a veteran.
- Relationship to veteran: ☐ Widow ☐ Widower ☐ Minor Child ☐ Widowed Father ☐ Widowed Mother.
- ☐ I am the beneficiary of a revocable living trust that held the property for which I claim exemption.

Information Relating to the Deceased Veteran

7. Name of veteran: _____ 8. Date of birth _____
9. Date of entry into armed forces: _____ 10. Date of discharge/retirement: _____
11. Legal residence as of date on line 9: _____
12. Service Number/SSN: _____ 13. Date of death: _____
14. VA disability pension claim No: C- _____
15. Check the applicable boxes:
- ☐ The veteran's death was service connected.
- ☐ The veteran, as of the date on line 14, received compensation based on 100% Disability.
- ☐ The veteran received a grant from the U.S. Government for specially adapted housing as a paraplegic.

I hereby apply for exemption from local property taxation in accordance with 36 M.R.S. § 653. No property on which exemption may be claimed under this section has been conveyed to me for the purpose of obtaining an exemption. The answers to the above questions are correct to the best of my knowledge and belief.

Signature of applicant: _____ Date: _____

CERTIFICATE OF APPROVAL OF APPLICANT'S EXEMPT STATUS
(Assessor's Use Only)

Written proof of entitlement accompanied this application, showing that the applicant is entitled to exemption from property tax as the widowed spouse, minor child, or widowed parent of a veteran. Proof of entitlement is covered by, but not limited to: DD214 Military Record, V.A. Form 20-5455a when Item 15 Tax Code indicates Code 2 or 3 or a copy of the certificate or letter issued by the V.A.

The applicant qualifies for:

- ☐ \$6,000 post W.W.I veteran exemption
- ☐ \$7,000 W.W.I veteran exemption
- ☐ \$50,000 paraplegic veteran

As assessor I shall multiply the amount of the exemption by the ratio of current just value upon which the assessment is based in determining the local assessed value of the exemption.

Signature: _____ Date: _____

Title: _____ Effective date of exemption: _____

Annual Report July 2016 — June 2017 Hollis Code Enforcement Office

Permits, violations, and penalties issued the past 3 fiscal years are as follows:

Type	Fees 2014/2015	Fees 2015/2016	Fees 2016/2017
Building	\$ 18,864.50	\$ 30,777.29	\$ 70,245.78
Electrical	\$ 2,310.00	\$ 2,695.00	\$ 5,275.00
Demolition/misc.	\$ 15.00	\$ 150.00	\$ 355.00
Internal Plumbing	\$ 2,232.50	\$ 2,340.00	\$ 5,330.00
Septic Systems	\$ 6,690.00	\$ 7,975.00	\$ 9,645.00
Home Occupation/signs	\$ 195.00	\$ 150.00	\$ 75.00
Violations – Penalties & consent agreements	\$ 00.00	\$ 7,000.00	\$ 15,500.00
Total	\$ 30,307.00	\$ 51,087.29	\$106,425.78

For this period (Year ending 2017), the building permits had an approximate value of construction of \$9,366,104. Year ending 2015 was approximately \$ 2,515,266, and Year ending 2016, was approximately \$4,103,638.00. This year the increase has been a little less than four times year ending 2015, and more than double than last year (year ending 2106).

This year (year ending 2017), the revenue brought in by the Code Enforcement Office was double than the expenditures of the Department. Looking back at the earlier reports, it appears this is the first time this has happened. This helps in keeping overall taxes down for the taxpayers of Hollis.

- The Code Enforcement Officer participated in Planning Board meetings for Use Permits, Site Plan Reviews, and Subdivision Applications.
- The Code Enforcement Officer participated in Board of Appeal meetings.
- The Code Enforcement Officer attended required continued certification classes in the new Maine Uniform Building and Energy Codes and Standards, internal plumbing, subsurface systems, land use, shore land zoning, legal issues, and other areas required for continual certification; involving approximately 90 hours of classes and training exercises.
- The Code Enforcement Officer has investigated numerous complaints and ordinance violations such as illegal apartments, illegal in-law apartments, violation of the State Junk yard laws, unsafe buildings, etc.
- The Code Enforcement Officer has worked with the Planning Board for Ordinance changes and updates that were all approved by the Town voters in June 2017.

- The Code Enforcement Officer participated in the ISO audit in February, which happens approximately every four years. The better the score, the lower the insurance rates for taxpayers on new construction.
- There is a lot of activity in the Real Estate market, which results in our office spending a lot of time with Real Estate agents, surveyors, appraisers, attorneys, sellers and buyers. My Administrative Assistant spends a lot of time with them giving them direction, pulling files, phone calls, e-mails, and sitting and assisting all these customers.
- The Code Enforcement office receives many e-mails each day, some days upwards of fifty. In addition to the e-mails are all the phone calls. The Code Enforcement office is quite busy most days serving the public.

In summary, the volume of work that has come thru our office has increased dramatically. I am amazed how much additional activity has increased. When we prepare for the annual budget, we are forecasting what will happen 8 months to 20 months in the future, this fiscal year coming up (2018-2019) it will actually be a 10 month to a 22 month forecast. A gradual increase can be forecast for budget purposes, however, when the increase is more than doubled, it is a challenge to forecast that much in advance.

I did not expect that much of increase in each of those forecasts, as a result, each year I underestimated the revenues that were expected, and the anticipated costs associated with administering the work load. However, each year, revenues have exceeded expenses.

Our goals this upcoming year are:

1. Continue to digitize the files so that our records can be retrieved electronically as well as paper. This is done in between other projects and daily workloads. Doing this in-house saves the Town a lot money. Digitizing files by a third party is very expensive.
2. Continue to address illegal and unsafe apartments. As mentioned before, we currently have many multi-unit apartments that do not meet code, such as bedrooms with no windows and smoke detectors.
3. Explore with the Planning Board and Select Board if there is a need of a rental ordinance that would address the minimal requirements for rental properties. We have had many complaints from tenants of no water, no heat, etc. We do not have any standards in our ordinance to address this. At this point the only avenue we have is to have the Health Inspector investigate, or refer the tenant to the State Authorities. We will be looking at other Town's rental ordinances for guidance. Our goal would not to develop a far reaching ordinance, but basics.
4. Work with the Planning Board to update the Town's Shoreland Ordinance to the new State Shoreland Ordinance.
5. Continue to work on new permit applications to make them more customer friendly and available online.
6. Work on adding a tiny home ordinance to allow tiny homes. Currently tiny homes do not meet the building code as in many communities, adding them to our ordinance will permit them
7. Have available 'building packets' for informational sheets for projects that includes code requirements. Our first edition is ready. This packet includes permit applications, as well as an educational portion. This portion has different code requirements that applicants may not be familiar with, this results in fewer failed inspections.

8. Want to try and develop classes for the public for various topics, including the application process, building, electrical, and plumbing information classes. This would be a good public service and is a recommended activity with ISO.

I want to give special thanks to my team in the office, without their hard work and dedication, we would have never been able to achieve what we did.

I want to thank my outside team, mainly Deb Stitson the Assessor, and Martha Turner the Planning Board secretary. I have relied so very much on these two team members for research, support, and all the other things they do for our office. Thank you, Deb and Martha.

Martha Huff the Town Clerk has been an awesome resource for many things, such as ordinance searches, research, and the many other issues we rely on her for. Thank You Martha.

The Select Board has been supportive for our office. Without their continual support, we would not be able to support the taxpayers and work on trying to keep taxes down. Thank you, members of the Select Board.

The Budget Committee has also supported us in our goals. Special thanks to them.

There are so many others that I could thank, the staff in the Town Hall on the first and second floors, the Fire Department, the various committees, and boards, too many for me to thank individually. However, it is this entire support team that has made this office successful. Thank you to all of my team.

Robert Cyr

Code Enforcement Officer

8/24/2017

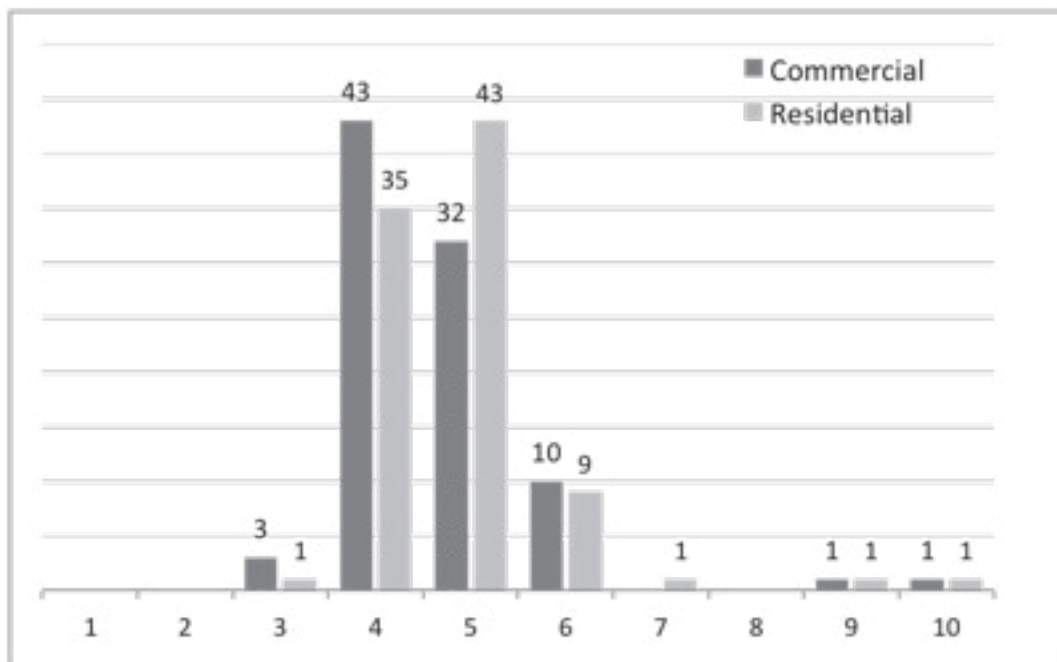
3/25/18 (update since original submittal of annual report)

We have received the results from the ISO audit. We have had a major improvement and as a result will save taxpayers some money on insurance with new construction.

The following chart came from the ISO website for Maine.

Our residential rating went from a 5 to a 4, and our commercial rating went from a 5 to a 3. (the lower the number, the better the insurance rates)

Distribution of Communities by BCEGS Class Number within Classification



The personal lines classification addresses building code adoption and enforcement for 1- and 2-family dwellings. The commercial lines classification is for all other buildings.

Communities with well-enforced, up-to-date codes generally demonstrate better loss experience. Insurance rates should reflect that. The prospect of reducing catastrophe-related damage and ultimately lowering insurance premiums provides another strong incentive for communities to enforce their building codes rigorously, especially as the codes relate to windstorm, earthquake, fire, and other damaging disasters.

If you notice it appears that in the commercial rating, the highest rating in the State is a 3, and this is where the Town of Hollis is. We were at a rating of 5.

In the residential side we are at a 4, a step up from a 5 where we were previously.

How does this help the taxpayer?

Any new commercial structures (such as the new Town Hall) would have a much higher rating, resulting in lower insurance costs and saving taxpayers money

New residential and commercial construction will also have the new rating, so these residential and business taxpayers will have a lower operating cost with insurance. As a result, it may encourage more business to consider locating in Hollis.

Please see the Town Website for more information, we have posted final reports and grading, as well as more detailed information.



HOLLIS FIRE-RESCUE

34 TOWN FARM ROAD
HOLLIS, ME 04042
207-727-3623



OFFICE OF THE FIRE CHIEF

2016/2017 Annual Report

To: Residents of Hollis

Hollis Fire-Rescue had a record year in 2017, responding to 650 total service calls and putting in over 25,800-man hours, including thousands of hours in both individual and department wide training. Our ambulance operations continue to increase in demand accounting for over 60% of our total call volume and total medical revenues of over \$116,000. Here is a summary of our calls for service in 2017.

ALARM SOUNDING	16
ALS INTERCEPT	14
CARBON MONOXIDE	9
ELECTRICAL	5
FALSE ALARM	10
HAZARDOUS MATERIALS	2
HEATING SYSTEM MALFUNCTION	5
INSPECTION	4
MEDICAL ALARM	6
MEDICAL NON-TRANSPORT	75
MEDICAL TRANSPORT	267
MUTUAL AID EMS GIVEN	22
MUTUAL AID FIRE GIVEN	36
MUTUAL AID FIRE+EMS(MVA)	1
ODOR INVESTIGATION	5
OUTSIDE FIRE	9
OUTSIDE SMOKE INVESTIGATION	2
POWER LINES DOWN	19
PUBLIC ASSISTANCE	33
SPECIALIZED RESCUE	2
STATION COVERAGE	9
STORM DAMAGE	3
STRUCTURE FIRE	8
TREE DOWN	13
VEHICLE FIRE	3
WATER PROBLEM	2
WELL-BEING CHECK	20

CHIEF CHRIS YOUNG



HOLLIS FIRE-RESCUE

34 TOWN FARM ROAD
HOLLIS, ME 04042
207-727-3623



OFFICE OF THE FIRE CHIEF

Hollis Fire-Rescue has a very dedicated staff of 35 members includes 10 Firefighter/Paramedics, 2 Firefighter/Advanced, 7 Firefighter/EMT's, 9 Firefighters, 2 EMT's and 5 scene support/Fire-Police members. In 2017 we expanded our recruitment efforts into the high school where Bonny Eagle has a vocational agreement that can provide access to Firefighter and EMS training while these members continue their education. We also began an advanced training and retention program to expand on the training levels of our members and improves retention efforts in the process.

In 2017 we took delivery of our new Ambulance. The new addition provides a better transport experience for our patients while improving provider and patient safety. The Ambulance came with 4-wheel drive to assist with winter operations and having a second ambulance in town allows us to cover two simultaneous medical calls which has become more frequent with the large influx in call volume over the past year.

Our community outreach has increased in 2017. We now not only reach the Hollis Elementary School, but provide fire prevention to nearly 2 dozen preschools, daycares and libraries. We have provided Cardio Pulmonary Resuscitation(CPR) classes to our community and surrounding communities. Additionally, we have worked with local businesses to increase fire prevention outreach. We have also started to focus and improve information distribution through community partnerships and social media. Check us out on Facebook.

In the coming year we are working on improving our ISO rating in town which may affect citizens home insurance rates. One big step in this process will be the addition of 24-hour staffing. We will be seeking a station renovation to add overnight accommodations and an expansion of our per-diem program to accomplish 24 hour staffing for Hollis. Nighttime calls, which account for 43% of all calls for service in the town, experience a delay in response time as members must respond from their homes. This is valuable time that we can gain by adding overnight staffing. Manpower is the scarcest resource in our service, with the increasing call volume it is important to add staffing and improve responses to provide the best service possible to you, the citizens.

In closing, I would like to recognize the dedicated and talented members of our department for their outstanding work this year. They have adapted to the increase demands with professionalism and dedication. Their drive to serve with compassion, skill and time are a constant inspiration to me. I am very grateful and proud of the members of Hollis Fire-Rescue.

Respectfully submitted with Pride,

Chris Young
Fire Chief

CHIEF CHRIS YOUNG

Hollis Parks & Recreation Department July 2016 — June 2017

Our Recreation Department staff includes the following:

Recreation Director – Debbie Tefft

Recreation Assistant – Madison Moody

Administrative Assistant – Beth Gardner

Recreation Consultant/Director of Before & After Care – Wendy Frost

We want to thank all of our volunteers who make our programs possible! We appreciate everything you do to make our programs successful and positive for everyone involved.

Kathy Cushman has resigned as our Administrative Assistant. We are grateful for the time Kathy shared with us and wish her well in her new employment adventures! We have hired Beth Gardner as our new Administrative Assistant.

SUMMER: Our summer recreation program is a seven week program for children going into Kindergarten through tenth grade. The program includes trips to Splash Town, Kiwanis Beach, local state parks, and Spring Point. We also offer many theme days with scavenger hunts, survivor activities, and a treasure hunt in the Old Port. Parents may begin making early payments for the summer program at any time to avoid having to come up with the entire sum at one time. Please call the Recreation Office at 929-5142 to set up a payment plan.

FALL & AFTER SCHOOL ACTIVITIES: In the Fall, we offer a Soccer League for peewees (3 & 4-year olds), Kindergarten, 1st – 2nd, 3rd & 4th, 5th – 8th grade, and a 9th – 12th grade league.

As the school year begins, we offer afterschool activities. These programs include gymnastics, drawing, crafts, woodworking, oil painting, indoor soccer, chess, and floor hockey.

Wendy Frost directs our Before and Aftercare Programs. She has a staff that helps implement these programs. As part of the aftercare program, for every mile the children walked; a food product is donated to the Hollis Food Pantry. Each child has an adult sponsor who donated the food for each mile walked. We have a party for the sponsors and the children at the end of the year. Each year we donate over 3,000 cans or boxes of food! The children are very proud of their community service! We are always looking for people who are willing to be a sponsor. Let us know if you are interested.

We organize a fall foliage bus trip each year. Participants enjoyed a trip to the Wright Museum (a WWII museum) in Wolfeboro, NH. We stopped at Indian Head Resort for a delicious buffet for lunch.

Halloween: We offer a party at the Hollis Elementary Gymnasium and a haunted house in the barn that is set up by Day One each year. There are games and a costume contest along with snacks.

WINTER: The Recreation Department offers three leagues for Girls' Basketball. There is a 2nd-4th grade league, a 5th & 6th grade league, and a 7th grade though adult league. We also support a team for women over the age of 50 who play 3 on 3 half court. That team practices on Mondays from 7:00 – 8:30. All boys teams are offered through Bonny Eagle Boys youth league.

We also offer some baseball/softball clinics when there is gym time available. There are peewee basketball clinics (co-ed for k-2nd), indoor soccer, and floor hockey offered after school in the winter months.

SPRING: Spring Track is held on Mondays and Fridays after school. We have meets with Buxton, Wells, and Old Orchard.

Each year we offer an Easter Egg Hunt on the Saturday before Easter. It is open to children preschool through third grade. This year we had Sparks Ark for entertainment.

Our Spring bus trip was to Boston. Some of the participants went to the Aquarium and explored Faneuil Hall and nearby shops after. Others went to an art museum.

YEAR-ROUND PROGRAMS: We offer the following year-round activities.

Adult Exercise: 8-9am Monday, Wednesday, Friday
9-10am Monday, Wednesday, Friday

Kindergym: 10-11am Monday, Wednesday, Friday

Senior Women's Basketball: 7-8:30 Mondays at Hollis Elementary Gym

Men's Open Gym Basketball: 8:30-10:00pm Monday/Wednesday Hollis Elementary Gym

Senior Luncheon/Cribbage: Twice a month on Tuesdays (check website for Dates)

The Recreation Department wants to continue offering programs at a reasonable cost. We appreciate the continued support of our budget each year! We are always looking for new ideas for activities and programs. We send out our newsletters 3 or 4 times a year and we also have a website (www.hollismaine.org/parks-recreation) and a Facebook page (facebook.com/hollisrec). If you have suggestions or questions, or if you want to volunteer please call us at 929-5142.

Respectfully submitted,

Debbie J. Tefft
Recreation Director

Hollis Sports Complex Committee
Town Report
July 2016 — June 2017

This committee is responsible for the maintenance and development of the Hollis Sports Complex. There are currently six committee members: Coco Hirstel – Chairperson, Tom Sullivan – Vice Chair, Cheryl Joyner, Krysi Harmon, Dave Wintle, and Debbie Tefft – Recreation Director. We meet the second Thursday of each month at 6:30 at the Community Building.

The committee is in charge of managing the sports complex budget and maintaining the facilities we have at this site. Our budget covers the costs of irrigation, landscaping, field maintenance (Lucas Tree), mowing, portable toilets, utilities, and repairs to the field and equipment.

We are hoping to expand the field space, add to the playground, add to the walking path, and build a skateboard park at this site. We welcome suggestions for additions to the playground. Currently, we are exploring ways to fund this expansion.

We added pickleball courts to the existing tennis courts using grant money from the Wilkinson Foundation for all the necessary equipment. We plan on scheduling some clinics for people who would like to learn the game. The equipment is available for use and can be reserved by calling the Recreation Office at 929-5142.

We will be completing the newest parking lot off from Lower Tarbox soon. It will be finished to match the existing parking lots. We ask that people refrain from cutting donuts and peeling out of our parking areas, as it is expensive to keep repairing them!

It is good to see many people making use of this facility! We want this site to be a positive center for our community.

Respectfully submitted,

Coco Hirstel, Chairperson

Hollis Community Day

Pirate Fest

August 13, 2016

Sports Complex

Plains Road, Hollis

Chairperson Rande Gray and the Hollis Community Day Organizing Committee members put together a fun filled day for Hollis residents. The theme for The Hollis Community Day was Pirate Fest. Rande and Dana Gray were familiar with pirate themed festivals having attended similar events held in Eastport, Maine and wanted to share the fun with our town.

State Representative Justin Chenette was the Master of Ceremonies for the day and did an amazing job! The event festivities were started with a ceremonial firing of a cannon by Stephen DeShaires.

Poland Springs was our major sponsor. Their donation helped to start the Hollis Community Days. Maine House of Representatives, Don Marean loaned his flatbed trailer as a stage for Justin and the Brig.

Many of the local community organizations came to help support our town: Hollis Freewheelers, Buxton & Hollis Rod & Gun Club, Hollis Animal Clinic, Buxton & Hollis Historical Society, Hollis Center Library, Salmon Falls Library, Hollis Equestrian Park and Futures Standardbreds, Hollis Community Clothes Closet, Dorcas Society, MSAD 6 Adult Education, Bonny Eagle Robotics Team, ECO Maine, Bicycle Coalition of Maine and the Hollis Conservation Committee.

Party Palooga – Balloon Artist was a big hit amongst the children and adults. He made balloon animals, bow and arrows, and many assorted creations. Vinney Nielson provided commercial food trucks to sell lunch and snacks.

Ray & Robins Hobby Shop of Falmouth provided demonstrations of RC airplanes and RC helicopters.

We had many homemade pirate games for the children made by Rande and Dana Gray and also Deb Tefft and the Hollis Recreation Department. These included games such as Captain Hook Toss, Pirate Match Game, Pin the Patch on the Pirate, Parrot Bean Bag, Man Overboard, Coconut Bowling, Shut the Box. A pirate cut out board for picture taking was created by committee members. Volunteers helped

with face painting. Mary Weyer of the Salmon Falls Library demonstrated large soap bubble much to the delight of the many children who attended. The Bounce House was also a big hit with the kids.

50/50 raffles and raffle table had many different items donated by the many community organizations. Children's bicycles and a big screen TV were the big raffle items.

Many children and adults attended dressed up as pirates. A British Redcoat Officer showed up to arrest miscreants Festival attendees (for a small fee) and were taken to the Brig!

Chairman Dana Gray headed up the 5 mile and 5K road races in the early morning while the Lion's Club held a pancake breakfast. Girl Scouts provided water to the runners.

Entertainment for the Pirate Fest included the Saco River Jazz Band, Curse of Kona, Brooks Dance Center, Mainely Cloggers, Saco River Martial Arts and Red Flannel Hash.

Despite the light rain all day, the festival drew good attendance for our 1st year. It was deemed a popular success and with positive feedback from attendees, the committee decided to continue this event annually on the 2nd Saturday of the month of August each year forward.

Funds generated from the Hollis Community Day Pirate Fest were intended to support children in the Hollis Recreation Program as needed.

The committee would like to thank Rande Gray and Dana Gray for their leadership, organization, and many days of hard work throughout the spring and summer getting this fun day off the ground. Their dedication to their community gives the Hollis Community Day Organizing Committee an opportunity to grow this day into a bigger and fun family oriented day.

Debbie Tefft, Hollis Rec Dept.

Town of Hollis Road Commissioner's Report 2016 — 2017

The Hollis Public Works Department repairs and maintains the roads within the town. We are continually working to provide the residents of Hollis the best service we can, while constantly looking for new cost savings methods to maintain and improve our roads.

Some of the highlights for this year were:

- Continued meetings with the Road Committee, Select Board, and engineers about rebuilding town roads
- Tax payer approval of a 3 million dollar warrant article to secure a bond for rebuilding the following roads:
 - Sand Pond Road
 - Salmon Falls Road
 - Deerwander Road West section
 - Upper Tarbox Road
 - Bear Hill Road
- Milled, rebuilt with concrete, and paved 1.75 miles of Haley Road and Saco Road
- Winter road maintenance: sand, salt and plow 65.41 miles of road
- Total snow fall 90 inches
- Posting town roads in spring

Activities for the **2016-2017** year includes:

- Replaced culverts and/or ditching-shouldering on the following roads:
 - Deerwander Road
 - Salmon Falls Road
 - Whittens Lane
 - Winterbury Lane
 - Shy Beaver Road, Bean Street
- Rebuilt a 400' section of Old Alfred Road
- Continued mowing shoulders of town roads, cutting brush, and tree removal
- Grading and dust control on dirt roads
- Cold patching paved roads
- Sign and guardrail repair or replacement
- Sweeping, striping, and crack sealing roads

I appreciate your continued support while we work to maintain and improve our roads. It is a privilege for me to continue to serve the residents and taxpayers of the Town of Hollis.

Robert M. Hanson Jr.
Road Commissioner
207-727-3242 office
207-329-0800 cell
Rob@pleasanthillexcavators.com

Report of the Hollis Conservation Commission

Conservation Committee Members:

Edna Bailey, Catherine Hewitt (Vice Chair), Doris Luther, John Sheahan, Joanne Toone, Eric Wright, John Mattor. Associate Members Mary Weyer, Martha Turner.

Fiscal year June 30, 2016 to July 1, 2017

Favorable response continues for our 84-acre Indian Cellar Preserve. The trails are all in excellent condition and trash is all but nonexistent. A very solid steel rail has been installed on the stone stairs at the entrance near the parking lot. A seven unit bicycle rack will be placed at the parking lot sometime in 2017, as soon as the poison ivy at the placement site has been eradicated.

There are always a few disappointments and frustrations. We made a nice routed-letter sign at the entrance "INDIAN CELLAR PRESERVE", carefully painted and at personal expense. It has been stolen. We place markers and barricades at points of confusion to keep hikers on the real trail, and they get consistently removed and destroyed.

A plea to those doing these things: Please Stop! Your Hollis Conservation Commission is trying to solve real problems, and we are 100% volunteer. Work with us, not against us, and you will be respected and appreciated.

The 30-acre Googins Woods park at Pleasant Hill is complete. Brochures with a brief text and trail map are available at both town libraries and town hall. They will also be some in a box at trail head as soon as a kiosk is in place. The trails are extensive and showcase the beauty of the place. Benches and a picnic table were placed there by the Hollis Scouts via an Eagle Scout project. It is a charming place to have a picnic lunch.

We continue to have enthusiastic volunteers to help keep this park, (and also Indian Cellar) in fine order. Please do find the time to check it out.

We meet at the Salmon Falls Library on the third Thursday of the month at 5:00PM. All are welcome to join us with ideas, complaints or suggestions.

John A. Mattor, Chairman, HCC

Report from the Hollis Planning Board For Fiscal Year 2016-2017

The Planning Board has nine members, seven regular and two alternates appointed by the Select Board. We review subdivision proposals, conditional use applications, and proposed shoreland zone development. We meet with applicants, administer projects through the permitting process, consider public input and consult with experts in planning and design when needed.

Our goal is to be fair and unbiased, and balance the rights of the property owner with concerns of the public. We follow the Zoning Ordinance, Subdivision Regulations, and the Shoreland Zoning Ordinance, along with other applicable State and Federal laws. We also work to promote changes in local ordinances when it is appropriate.

One minor subdivision was approved this year, Tim and Janet Johnson's Cooks Brook Estates. A revision to an old approval was granted to Brett Marquis, owner of a lot in Pauline Jones Subdivision; this was a change of the conditions of approval, no new lots were created.

A revision to the Conditional Use permit for Nouria Energy's Li'l Mart was approved to address a failed septic system. Patco's application for the Deer Pond Safe Storage was approved. Jason Beaulieu's Jason's Garage received conditional use approval for a building expansion. ReVision Energy's application for a solar array on Old Grassy Road was approved.

We also proposed changes to the Zoning Ordinance that were approved by the voters. Notably, the Growth Ordinance, passed decades ago as a measure to limit the number of building permits issued over time, was repealed by the voters on recommendation of the Planning Board.

On behalf of the Board, I would like to thank Faith Plummer for her service as Vice Chair; her knowledge of past applications and thorough record keeping will be missed. We welcomed new members Kevin Flinner, Bruce Wishart and Heather Sullivan. Martha Turner continues to be an invaluable asset in her work as Secretary to the Board; we depend on her positive outlook and diligent minutes.

The Board has been relying on the planning services of Southern Maine Planning and Development Commission (formerly Southern Maine Regional Planning Commission). Their expertise is a great resource.

Meetings are scheduled on alternate Wednesday evenings, as needed. Members of the public are encouraged to attend and contribute to the discussions. Meetings are recorded and re-broadcast on Saco River TV for those who like to watch at home. Agendas, meeting minutes, and all our communications and documents are available for public access at the Town Office. We are usually in need of new members, so if you are inclined to be involved in town affairs in a meaningful way please consider joining. We can only be effective with diverse opinions and respectful debate.

Paul C. Mattor, Chairman
Hollis Planning Board

Hollis Board of Appeals

Volunteers Serving the Community

Members: Bart Sughrue, Chair; Rebecca Bowley, Vice Chair; Nancy Ponzetti, Secretary; Carrie Walker; Kathy Harriman.

Dear Voters and Taxpayers,

The Hollis Board of Appeals is a five-member Board with Alternate members; all are appointed by the Hollis Select Board.

The Board of Appeals' authority and jurisdiction is limited by Town ordinances and State statutes. The outcome of the Board of Appeals decision has legal implications and the meetings are procedurally quite rigid.

The theory and intent of zoning regulations is to preserve the character and quality of the community of Hollis by causing all planning and development to adhere to these regulations. These restrictions are, theoretically through enforcement, reducing non-conforming uses and properties to secure their gradual elimination. As strict adherence to these zoning rules occurs, eventually all the properties within that zone should evolve to meet the zoning standards of that zone.

The Board of Appeals cannot grant variances in excess of what the Town and State have empowered the Board to grant. As a result, all actions and outcomes are typically very uniform and consistent.

The Town's objective in enacting the Zoning Ordinance initially was to protect ground water, address safety issues, and preserve property values.

If an appeal submitted to the Board does not bring the result requested by the applicant, there are other possible courses of action that may be taken. These include options such as a request to the Select Board for a letter or waiver for "non-action for non-compliance with the ordinance"; an appeal to Superior Court; or a petition to put on a warrant for public vote the ordinance change that will allow the result requested.

Local ordinances are enacted by the voters of Hollis at a Town Meeting. The voters have the power and right to change the ordinances when such ordinances become contrary to what the voters want and need. As the nature of our community changes, the people's needs and desires change relative to their surroundings, and so the ordinances that regulate their property may also need changes.

In the fiscal year July 1, 2016 through June 30, 2017 the Board conducted the following business:

1. October 25, 2016- Appeal by Adinolfi.
2. November 3, 2016- Continuance of Appeal by Adinolfi.
3. December 8, 2016- Appeal by Ramsdell.
4. April 25, 2016 - workshop, discussion of proposed Zoning Ordinance Changes, election of officers.

Sincerely, Bart Sughrue, Chairman

Hollis Center Public Library

14 Little Falls Road, Hollis Center, ME 04042

929-3911

Hours open: Monday 9:30 a.m. – 7:30 pm
Tuesday & Thursday 3 – 7:30 pm
Saturday Noon – 3 pm

Thank you to the Hollis Center Public Library's incredible volunteers!

I am forever grateful to volunteers who have donated their time to help make our library shine. Their generosity and talents have provided support in meeting our mission to advance literacy, encourage learning, and inspire curiosity. Volunteers have brought a fun and willing sense of adventure to everything they have accomplished.

Volunteers wear many hats. They wrote thank you notes, sorted and packed food donations during the November Food Drive to benefit a local food pantry. They helped with administrative tasks and physical efforts like landscaping, painting and trimming bushes. Volunteers have served as Trustees, Board Members and keeping the books. Volunteers have made financial contributions and sold books online to raise funds for the library and so much more. I don't know what we'd do without our wonderful volunteers, so I want to say a very big **THANK YOU!**

Emile Woodruff earned the Eagle Scout Service Award by building the library a bike rack and bench by the entrance to the library. Rachel Prejeans has been awarded the Silver Award in Girl Scouts for her project by helping with the annual summer reading program and establishing a written timeline of events. Thank you both.

Come visit the library:

The Library offers 5 **computers** with internet access and 2 printers.

- **WiFi** – FREE inside during regular library hours, or outside the library 24/7
- Search your family history using the library version of ancestry.com
- Keep up with library activities on Facebook
- The Library has a fax and copier for the public to use.

Magazines, DVD's and newly released adult fiction and nonfiction books are available.

The **Children's Room** contains over 8,000 books and includes: Lego's and board games; board books, early reading books and first chapter books; graphic novels (cartoon) and young adult fiction and nonfiction.

Library outreach includes:

Monday Preschool Story Time at 10 am – Books/songs/poems/bells/ bubbles/ craft.

February and Summer Reading Program's for all ages - zero to very grownup. The Treasure Chest is open. Readers may select a prize and free book each week as long as they are reading toward their goals. Crafts are available when the library is open.

Visit the library website - www.hollis.center.lib.me.us

- View the list of free **museum passes**
 - Southworth Planetarium (all year), Maine Wildlife Park (seasonal)
- Access **downloadable audio & ebooks** FREE with your Library patron number
- **Search** the list of books, magazines and DVD's at the Library
- **MARVEL** (Maine's Virtual Library) gives every resident in Maine access to magazines, newspapers & reference books that are credible, reputable resources. Check the library home page under "links".

'Don't cry because it's over, Smile because it happened.' Dr. Seuss

Libraries are places to meet new friends, laugh, visit, discover favorite books, find ideas, enrich your life, and find energy and rest. Since 1980 I have tried to create a library that is a living room for the community, where all ages, backgrounds, and temperaments can feel a sincere welcome when you walk through the door.

Please extend your generosity and friendship to the new Library Director Caroline Nickerson, who will also welcome volunteers who have a passion for service and a love of learning.

Happy Trails! Maureen H. Cole, Library Director, Retired

Salmon Falls Library 2016 — 2017

Monday 3-6, Wednesday 4-7, Thursday 3-8 and Saturday from 9-12
Weekly Preschool Story Hour, Thursday's 10-11 (207)929-3990

**“Bad libraries build collections, Good libraries build services,
Great libraries build communities.”**

-R. David Lankes

This year, the library increased our numbers by 42 households or 131 individuals!

Our weekly preschool story hour continues to be popular and is often the first introduction to a library for our youngest patrons. We made photo ornaments with our young patrons to document their earliest connection to the library and their local Hollis community.

The Friends of the library help us grow and thrive. This year, through fund raising and many volunteer hours, they provided us with a much needed remodel of the 30-year-old bathroom, with new fixtures, storage and shelves. They provided funds and labor to restore and add shelf space to our downstairs book cases. Most recently, they purchased a new wool rug to spruce up our main room downstairs. The Friends also organized several community programs, including an edible mushroom talk by Peter Eliot, a food preservation talk, and a wreath making workshop. If there is a program or workshop that you would enjoy, please let us know. We're always interested in new and entertaining ways to connect as a community!

The library provides free WIFI, a patron computer and printer, quiet spaces to study, read or works with a tutor. We have puppets and toys to play with and there are usually craft supplies set out for children and adults to enjoy. We're a perfect destination to meet up with friends, as a change of scenery for families, and, of course, we always have the latest best-seller books in print as well as audio CDs and magazines.

The Salmon Falls library is used as a meeting space for the Hollis Conservation Commission, local political groups, for literacy volunteers and as a safe space for regular child visitations.

I'd like to thank all of our dedicated library volunteers, with special recognition to Paula Hodgdon, Martha Turner, Peter Eliot, Vicki Walker, Deedee Hack and Carla Turner. Without their commitment to the library, it would not be the wonderful place that it is!

I can't thank them enough!

If you're interested in volunteering at the library, come in and we'll get you signed up!

**Respectfully Submitted,
Mary M Weyer, Library Director**

Saco River Community TV Town of Hollis Maine 2017 Annual Report

The Town of Hollis is one of several dozen Maine towns that offer three high value local “peg” (public, education and government access channels. These channels help keep the citizens informed of town government initiatives and SAD 6 specific information in addition to a public access channel that is open to everyone in Hollis.

SRC-TV processes all Hollis meetings, schedules them for broadcast and makes sure they are archived on our website. We also offer video production training and a wide array of top quality, no cost equipment loans available for those who wish to promote issues, share their talent and raise awareness of what’s going on at the local and state level. Hundreds of Hollis citizens have appeared on your local access channels over the years and in 2017, we were proud to highlight and promote events like the **100th Anniversary of the Hollis Center Baptist Church** and **the Hollis Pirate Fest**, among other events.

Saco River Community Television has expanded our equipment and service offerings to include a public-address system, a sound mixer, a projector and collapsible viewing screen and a wide array of solid quality digital camera’s including our newest offering, a Canon 4K camera. Citizens can call our station at 207-727-5702 and sign up for free training in not just camera operation but also video editing, a potentially lucrative job skill.

In the fall of 2017, we expanded our “Livestreaming” capabilities by purchasing a service that allows us to extend our streaming capabilities beyond the usual town hall environs. So far, the device has been used almost exclusively by the Town of Hollis. Examples of uses have included a community forum held at the Salmon Falls Library and town meetings held at the fire barn on the Plains Road. We are excited about expanding the potential of this service.

Our wide-ranging work done on behalf of the Town of Hollis includes several issue focused talk shows hosted by local representative Don Marean, public service announcements for both libraries (Hollis Center and Salmon Falls) dozens of informative Buxton-Hollis Historical Society presentations and the Saco River Indian Cellar documentary with John Mattor and Rita Anderson to name just a few. Indian Cellar was featured statewide on the MPBN as a community film feature and the documentary is SRC-TV’s most popular program of all time

Technology may be changing rapidly but our mission has remained the same – we are committed to help empower the people of Hollis by offering them the tools they need to produce content that is relevant to their lives. SRC-TV is very proud to offer cable subscribers a vibrant local community viewing option on a monopolized cable system dominated by corporate content that rarely reflects the interests, concerns and values of the people of Hollis.

Respectfully submitted,

Patrick Bonsant

Director, Saco River Community Television

Saco River Corridor Commission

"Communities Working Together To Protect Our Rivers"

The Saco River Corridor Commission (SRCC) works to protect the Ossipee, Little Ossipee and the Saco River through the standards, programs and laws described by the Saco River Corridor Act. The Maine legislature created a set of standards to protect these great rivers after many citizens in the 20 surrounding towns approached them for help. Each of these 20 towns has an opportunity to be represented on the Commission by having the town appoint two people – a member and an alternate.

The Town of Hollis is fortunate to have Donna Hanson on the Commission. The alternate position is currently vacant. Anyone interested in obtaining more information about how to represent your community through this Commission should contact the Commission Staff and we will explain the town's role and the individual's role as well. In a practical sense, Commissioners give the Town of Hollis an opportunity to participate in the present and future development patterns throughout the entire corridor from Fryeburg to Saco. The Commission looks at land use issues, water quality and conservation issues covering a wide range of topics during the year. Clean, healthy water is Maine's greatest asset. It's hard to understate this important fact.

We are happy to report the conclusion of our seventeenth successful Saco River Monitoring Program. Currently, we have over 10 volunteers monitoring for dissolved oxygen, pH, turbidity, temperature, total Kjeldahl nitrogen, total phosphorus, orthophosphate, Alkalinity and *Escherichia coli*. We also do macro invertebrate testing and conductivity testing at many sites within the corridor. Our testing takes place on a bi-weekly schedule along the Saco, Ossipee, and Little Ossipee Rivers at 35 different locations during the months of May through September. All of the information relating to the past seventeen years of the Commission's monitoring program can be found on our website located at www.srcc-maine.org. This information can be useful for Planning Boards, Code Enforcement Officers and developers in locating appropriate types of land uses close to the River.

The Commission works hard to keep the rivers clean and healthy, but they cannot do it alone. Copies of the water quality monitoring information is available or questions can be asked by calling Dennis, the Commission's Executive Director. The Commission office is located at 81 Maple Street in Cornish, Maine (telephone 207-625-8123) and can be found on the web at www.srcc-maine.org.



Rachel Prejean, a Hollis Girl Scout, is pictured with some of the many books she collected and donated for a local book drive.



York County Sheriff's Office

Sheriff William L. King Jr.

Thomas M. Baran
Chief Deputy

Michael B. Vitiello
Jail Administrator

Paul G. Mitchell
Major

Timothy Kortez
Captain

Daniel Bean
Captain

Michael Grovo
Civil Division Supervisor



Sheriff William L. King Jr.

April 9, 2018

Dear Members of the Hollis Community,

It is an honor serving as your Sheriff. As you may know, the Sheriff's Office oversees the county jail, ensures all civil service is completed throughout the county and provides policing services to towns without its own police department.

In 2013, the sheriff's office and the Maine State Police strategized on how to best serve community members of the 14 York County Towns without an organized police department – it was decided that the state police would assume primary responsibility for five of those towns – one of which was Hollis. Having the same troopers patrol an area enhances the service and allows for implementation of community policing. Nevertheless, sheriff's deputies still answer calls for service when troopers are not available and last year sheriff's deputies handled approximately 472 calls in Hollis.

Many communities contract with the Sheriff's Office for dedicated policing service and we have had several public discussions regarding Hollis participating in the contract deputy program. Recently, the select board has made inquiry with the county to further discussion about hiring a contract deputy and that discussion is continuing. In the meantime, the Sheriff's Office will continue to serve as primary back up for the troopers assigned to the area and we will continue aiding the community members of Hollis.

Thank you for allowing this message in your annual report.

Respectfully,



William L. King, Jr.
Sheriff

Administration
Police & Civil Division
Donna Ring
Administrative Assistant
1 Layman Way
Alfred, Maine
04002
207-324-1113
Fax: 324-3496

Corrections Division
Kelly Burnham
Administrative Secretary
207-324-9001
Booking Fax: 459-2583

Town of Hollis
Annual Financial Report



June 30, 2017

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Berry·Talbot·Royer

CERTIFIED PUBLIC ACCOUNTANTS



INDEPENDENT AUDITOR'S REPORT

Select Board
Town of Hollis
Hollis, Maine

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Town of Hollis as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Hollis as of June 30, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule on pages 3 – 12 and 33 – 35, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Hollis's basic financial statements. The additional schedules presented (Schedules 2 through 8) are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Schedules 2 through 8 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Schedules 2 through 8 are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 1, 2018, on our consideration of Town of Hollis, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Hollis, Maine's internal control over financial reporting and compliance.



Berry Talbot Royer
Certified Public Accountants
Falmouth, Maine
March 1, 2018

Management's Discussion and Analysis

The Town of Hollis (the Town) provides this Management Discussion and Analysis to present additional information to the readers of the Town's basic financial statements. This narrative overview and analysis of the financial activities of the Town is for the fiscal year ended June 30, 2017. Readers are encouraged to consider this information in conjunction with the additional information that is furnished in the Town's basic financial statements, required supplementary information, and other supplementary information.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's financial statements. The Town's basic financial statements include three components: 1) Government-wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to the Financial Statements. This report also contains required supplementary information that provides budgetary comparisons with actual results. The components of the financial statements are described in the following sections.

Basic Financial Statements

The basic financial statements include two types of financial statements that present different views of the Town – the Government-wide Financial Statements and the Fund Financial Statements. The Notes to the Basic Financial Statements supplement the financial statement information and clarify line items that are part of the financial statements.

Government-wide Financial Statements

The Government-wide Financial Statements provide a broad view of the Town's operations in a manner similar to a private sector business. The statements provide both short-term and long-term information about the Town's financial position, which assists in assessing the Town's economic condition at the end of the fiscal year. These are prepared using the economic resources measurement focus and the accrual basis of accounting. This means they follow methods that are similar to those used by most businesses. They take into account all revenues and expenses connected with the fiscal year even if cash involved has not been received or paid. The Government-wide Financial Statements include two statements:

- The *Statement of Net Position* presents all of the government's assets, liabilities, and deferred inflows of resources, with the difference between total assets and the sum of total liabilities and total deferred inflows of resources reported as total net position. Over time, increases or decreases in the Town's net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.
- The *Statement of Activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will not result in cash flows until future fiscal periods (such as uncollected taxes and earned but unused vacation leave). This statement also presents a comparison between direct expenses and program revenues for each function of the Town.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Both of the above financial statements present the net position and activities of *governmental activities*. Governmental activities are those activities that are mostly supported by taxes and intergovernmental revenues (federal and state grants), and are the only major category of activities carried on by the Town.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Fund Financial Statements focus on individual parts of the Town government, reporting the Town's operations in more detail than the Government-wide Financial Statements. The Town maintains only two categories of funds: governmental funds and fiduciary funds. It is important to note that these fund categories use different accounting approaches and should be interpreted differently.

Governmental Funds

All of the basic services provided by the Town are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the Government-wide Financial Statements. However, unlike the Government-wide Financial Statements, the Governmental Fund Financial Statements focus on near term inflows and outflows of spendable resources. They also focus on the balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Town's near term financing requirements. This approach is known as using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under this approach, revenues are recorded when cash is received or when susceptible to accrual (i.e., measurable and available to liquidate liabilities of the current period). Expenditures are generally recorded when liabilities are incurred, except for those related to long-term liabilities, which are recorded when due and payable. These statements provide a detailed short-term view of the Town's finances to assist in determining whether there will be adequate financial resources available to meet the current needs of the Town.

Because the focus of governmental funds is narrower than that of the Government-wide Financial Statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the Government-wide Financial Statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and the governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.

The Town presents four columns in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances. The Town's town major governmental funds are the General Fund and the Poland Spring TIF Fund. All non-major governmental funds are combined in the "Other Governmental Funds" column on these statements. The fourth column combines the other three columns to present data for all governmental funds.

Fiduciary Funds

These funds are used to account for resources held for the benefit of parties outside the Town government. Fiduciary funds are not reflected in the Government-wide Financial Statements because the resources of these funds are not available to support the Town's own programs.

The Town's sole fiduciary fund is a Private-Purpose Trust Fund that accounts for money held and administered by the Town on behalf of third parties.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Current Year Financial Highlights

- The Town's property values increased in taxable valuation from \$520,043,630 in fiscal year 2016 to \$522,130,684 in fiscal year 2017 – an overall increase of \$2,087,054 (or, 0.4%).
- The Town's mil-rate remained unchanged at \$11.95 in fiscal years 2016 and 2017.
- The Town's assets exceeded its liabilities and deferred inflows of resources by \$12,655,534 as of the end of the fiscal year. This year's total net position includes an unrestricted portion totaling \$3,342,943 (an increase from the prior year of \$28,889), which may be used to meet the Town's ongoing obligations to employees, citizens, and creditors.
- The Town's operations for this year resulted in an increase in net position of \$884,679. The Town's general revenues of \$7,923,904 surpassed its net expenses of \$7,039,225.
- Total governmental activities' expenses in fiscal year 2017 were up by \$229,726 (or, 3.2%) from fiscal year 2016. Total governmental activities' revenues, on the other hand, were up by \$304,536 (or, 3.8%) in fiscal year 2017 compared to fiscal year 2016.
- In the General Fund, the Town's unassigned fund balance decreased by \$358,244 from June 30, 2016 to June 30, 2017. The General Fund's committed fund balance increased by \$62,532 due to an addition to the reserve for future revaluation expenses.
- At the close of the current fiscal year, the Town's General Fund's unassigned fund balance as a percentage of the General Fund's expenditures and transfers out for the fiscal year was 22.9% – down from 29.5% in the prior year.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Table A
Town of Hollis
Condensed Statement of Net Position
As of June 30, 2017 and 2016

	2017	2016	\$ Change	% Change
Current assets	\$ 6,240,256	\$ 5,701,355	\$ 538,901	9.5%
Capital assets, net	<u>6,885,410</u>	<u>6,250,333</u>	<u>635,077</u>	10.2%
Total assets	13,125,666	11,951,688	1,173,978	9.8%
Current liabilities	460,440	169,695	290,745	171.3%
Long-term liabilities	<u>-</u>	<u>443</u>	<u>(443)</u>	-100.0%
Total liabilities	460,440	170,138	290,302	170.6%
Deferred inflows of resources	<u>9,692</u>	<u>10,695</u>	<u>(1,003)</u>	-9.4%
Net investment in capital assets	6,884,967	6,189,676	695,291	11.2%
Restricted	2,427,624	2,267,125	160,499	7.1%
Unrestricted	<u>3,342,943</u>	<u>3,314,054</u>	<u>28,889</u>	0.9%
Total net position	<u>\$ 12,655,534</u>	<u>\$ 11,770,855</u>	<u>\$ 884,679</u>	7.5%

Table B
Town of Hollis
Condensed Statement of Activities
For the Years Ended June 30, 2017 and 2016

	2017	2016	\$ Change	% Change
Program revenues	\$ 444,915	\$ 419,065	\$ 25,850	6.2%
General revenues	<u>7,923,904</u>	<u>7,645,218</u>	<u>278,686</u>	3.6%
Total revenues	8,368,819	8,064,283	304,536	3.8%
General government	842,389	745,758	96,631	13.0%
Recreation department	234,258	243,593	(9,335)	-3.8%
Road and highway services	662,935	665,065	(2,130)	-0.3%
Emergency services	496,720	562,760	(66,040)	-11.7%
Public services	256,150	254,846	1,304	0.5%
Libraries	68,029	80,704	(12,675)	-15.7%
Debt service	720	3,263	(2,543)	-77.9%
Education	3,904,935	3,766,606	138,329	3.7%
County taxes	235,644	225,061	10,583	4.7%
Overlay	8,554	7,600	954	12.6%
Miscellaneous	<u>773,806</u>	<u>699,158</u>	<u>74,648</u>	10.7%
Total expenses	<u>7,484,140</u>	<u>7,254,414</u>	<u>229,726</u>	3.2%
Change in net position	<u>\$ 884,679</u>	<u>\$ 809,869</u>	<u>\$ 74,810</u>	9.2%

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Government-wide Financial Analysis

Tables A and B on the previous page highlight the activities and the ending net position of the Town for fiscal years 2016 and 2017 and also display the dollar and percentage changes from one year to the next.

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Town's net position was just under \$12.7 million at the end of fiscal year 2017, compared to just under \$11.8 million at the end of fiscal year 2016.

Overall, current assets increased by almost \$539,000. This increase was in the General Fund's operating cash, mostly a result of revenue surpluses and expense savings.

General capital assets increased by \$635,077 during the year. This was a combination of acquiring new assets totaling \$992,275 while depreciating asset costs in the amount of \$357,198.

The Town's current liabilities increased by \$290,745, which is a result of the June payment of the education assessment being paid in July 2017.

The Town's long-term liabilities have almost completely disappeared. The only remaining liabilities are short-term amounts due on copier leases.

Overall, the Town's net position increased by \$884,679 (7.5% over last year's net position) with \$28,889 of the increase being unrestricted.

Program revenues (consisting of charges for services, operating grants, and contributions) were relatively unchanged from 2016 levels. General revenues, however, increased by \$278,686 (or, 3.6%) from 2016 levels. General revenues includes the general tax levy as well as excise taxes and intergovernmental receipts for general Town operations.

In expenses, the most significant variances from 2016 activity were in the General Government, Education, and Miscellaneous categories. General Government expenses in 2017 were \$96,631 more than they were in 2016. Tax assessments for Education from MSAD #6 were \$138,329 more in 2017 than they were in 2016. And the Miscellaneous category, which includes expenses related to the TIF and other special revenue funds, increased overall by \$74,648 between 2016 and 2017. The primary reason for this was because of additional repairs and maintenance expenses needed during 2017.

Charts A on the following page shows the relative sizes of revenues based on their source. The largest source of revenue is, of course, property taxes at 75% of total Town revenues. The next largest source is excise taxes, at 10%.

Chart B on the following page shows the relative sizes of Town expenses by category. Education accounts for 52% of all expenses, followed by general government expenses (11%). Miscellaneous expenses also make up about 10% of total expenses, which is mostly expenses related to the TIF district and its credit enhancement payment.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Chart A
Revenues by Source

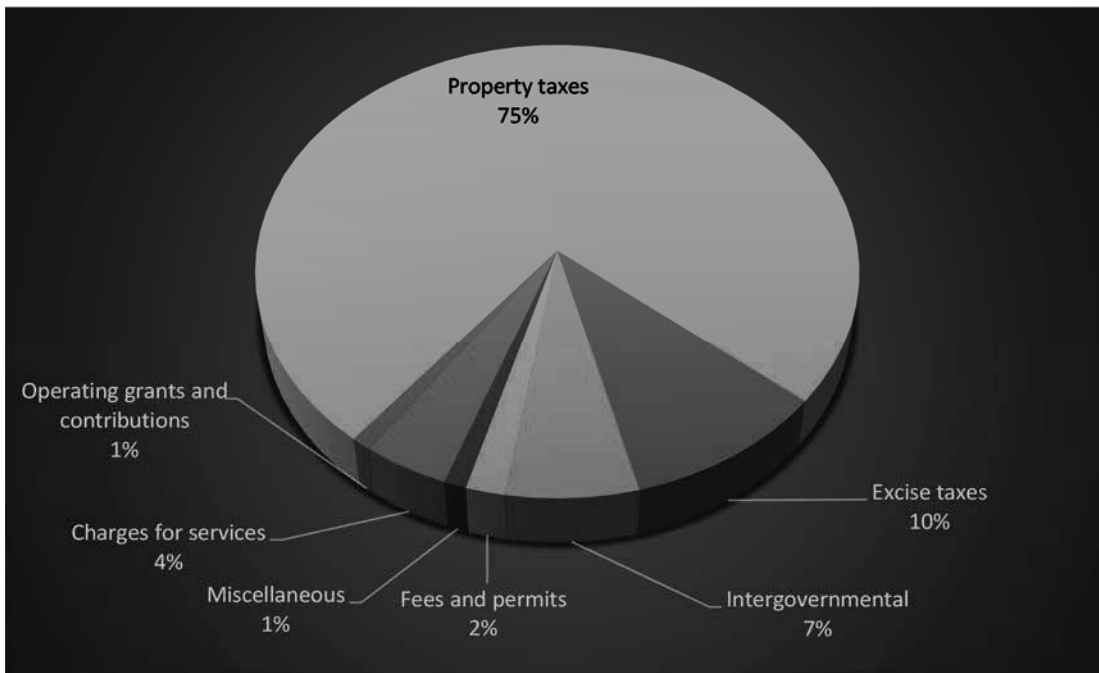
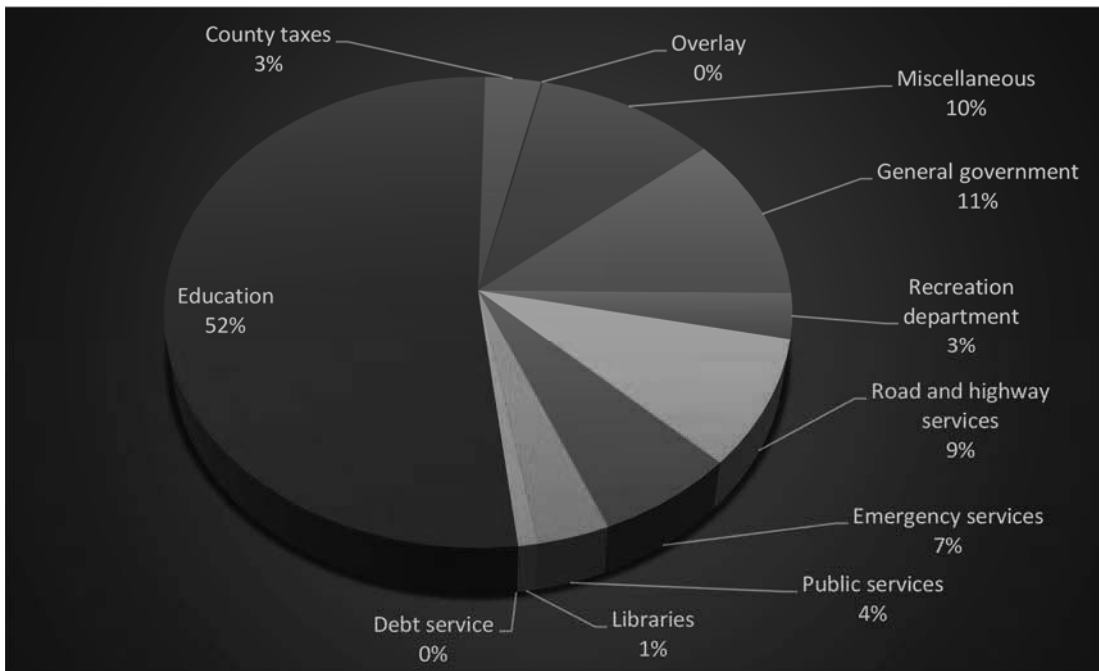


Chart B
Expenses by Category



Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Analysis of the Town's Governmental Funds

As noted earlier, the Town of Hollis uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Town's governmental funds is on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financial requirements. In particular, unassigned fund balance may serve as a useful measure of a government's financial position at the end of the fiscal year.

General Fund

The General Fund's net change in fund balance for the year was a modest increase of \$92,677. Comparatively, in the prior fiscal year, it had a net increase of \$400,298. Of this total increase in fund balance, the unassigned fund balance decreased by \$358,244 – making the increase affecting other fund balance components larger. The reason for the current year increase was simply due to more revenues than expected and less expenditures than planned.

The committed fund balance was increased by \$62,532 during the year. This was a result of town-approved reserves for future revaluation costs.

The General Fund's cash and cash equivalents grew from almost \$3.2 million in 2016 to almost \$3.7 million in 2017. This was a 17.0% increase. Outstanding tax and liens receivable at year end were down by \$19,459 from 2016, representing a 7.8% decrease resulting from management's increased collection efforts. Likewise, tax acquired property balances were down by 31.2% from 2016, also due to stepped-up collection actions including the sale of certain properties.

Poland Spring TIF Fund

The Poland Spring TIF fund accounts for all activity related to the TIF agreement. During the year, the captured assessed value that was transferred into the TIF from the General Fund amounted to \$1.3 million. Of those funds, \$453,830 was paid out in credit enhancement agreement payments along with \$691,545 in other approved district expenditures. The expended balance is retained in the TIF for future expenditures.

Overall, the TIF's fund balance increased \$157,001 from 2016 to 2017 – an increase of 7.7%. The 2017 ending fund balance was \$2,196,429.

Other Governmental Funds

All other governmental funds are nonmajor special revenue funds. In total, their fund balances increased by \$3,499 - from \$227,697 at year end 2016 to \$231,196 at year end 2017. The fund balances represent unexpended grant and other specially designated funds. The largest of these funds is the Indian Cellar Parcel fund, which has \$119,972 in unexpended funds.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

General Fund Budgetary Highlights

The townspeople approve appropriations for the General Fund. The townspeople also approve various other expenditures from other funds, but these are not part of the legally adopted General Fund budget.

The original budget, as adopted by the Town on June 14, 2016, budgeted a deficit of 270,000. That is, budgeted expenditures were not completely offset by budgeted revenues. This was due to the \$100,000 to be funded out of the General Fund's unassigned fund balance. Another \$10,000 was approved to be expended on repairs to the Town Barn, which will be paid for out of the General Fund's unassigned fund balance. Another \$20,000 was approved to be expended on design work for a new town hall and/or community building, also to be paid out of the General Fund's unassigned fund balance. Another \$40,000 was approved to be expended on preservation of the town's records, also to be paid out of the General Fund's unassigned fund balance; and up to \$100,000 was approved to be expended out of the General Fund's unassigned fund balance to cover emergencies that may occur. The final budget, however, budgeted a deficit of \$665,467. This was due to a combination of (a) management approving \$349,467 in carry forwards of unexpended 2016 appropriations, (b) the townspeople approving at a special town meeting on November 8, 2016, \$45,000 from the General Fund's unassigned fund balance to solicit competitive proposals and services from Architectural/Engineering Firms to complete Conceptual Planning and Schematic Design documents for a planned mixed use Hollis Municipal Complex, and \$1,000 from unassigned fund balance for the Hollis Community Clothing Closet to cover incidental expenses and purchases for FY2016-2017.

Actual performance, as compared to budgeted amounts, was that revenues came in \$260,831 over budget and expenditures were kept at \$435,172 under budget. This resulted in a budget-to-actual difference of \$694,354 between the budgeted deficit (\$665,467) and actual surplus (\$28,887) on a budgetary basis.

The largest budget-to-actual variances occurred in the following line items:

Revenues

- Excise taxes were \$79,472 (10.4%) more than budgeted
- Fees and permit revenues were \$89,425 (125.1%) more than budgeted
- Charges for services revenues were \$17,529 (6.3%) more than budgeted

Expenditures

- General government expenditures were \$200,581 (17.1%) under budget
- Road and highway services expenditures were \$84,569 (10.0%) under budget
- Overlay was \$62,708 (88.0%) under budget

The surplus of \$28,887 is on a budgetary basis and differs from the General Fund's total net change in fund balance of \$92,677, which is calculated on a modified accrual basis. The difference, \$63,790, is the change in unavailable property taxes from year to year that is included in the fund financial statements prepared on the modified accrual basis, but is not considered on the budgetary basis.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Capital Assets and Long-term Debt Activity

Capital Assets

The Town's investment in capital assets for governmental activities, as of June 30, 2017, has a net book value of just under \$6.9 million, made up of \$12.5 million in the historical cost of assets less accumulated depreciation on those assets of \$5.6 million. This investment includes land, land improvements, buildings and improvements, vehicles, equipment, and infrastructure. It also includes \$137,980 worth of assets not in service – which represents a down payment made in fiscal year 2017 for a new ambulance that is expected to be placed in service in fiscal year 2018 and the purchase of a used ambulance that will be placed in service in July 2017. Infrastructure assets are items that are normally immovable and have value only to the Town, such as roads, bridges, streets, sidewalks, drainage systems, lighting systems, and similar items.

The total increase in the Town's investment in capital assets for the current fiscal year was \$635,077. This is a combination of \$992,275 in new acquisitions and constructions, and \$357,198 in depreciation expense.

Table C
Capital Assets Net Book Value Comparisons
As of June 30, 2017 and 2016

	2017	2016	\$ Change	% Change
Land	\$ 268,063	\$ 268,063	\$ -	0.0%
Assets not in service	137,980	100,000	37,980	N/A
Land improvements	50,108	52,968	(2,860)	-5.4%
Building improvements	528,875	370,955	157,920	42.6%
Vehicles	714,232	383,032	331,200	86.5%
Equipment	160,124	155,880	4,244	2.7%
Infrastructure	<u>5,026,028</u>	<u>4,919,435</u>	<u>106,593</u>	2.2%
Total capital assets	<u>\$ 6,885,410</u>	<u>\$ 6,250,333</u>	<u>\$ 635,077</u>	10.2%

Long-term Debt

At the end of the fiscal year, the Town had \$443 in capital lease obligations, all of which will be repaid within the coming fiscal year.

Town of Hollis
Management's Discussion and Analysis
June 30, 2017

Currently Known Facts, Decisions, and Conditions

On June 14, 2017, the townspeople approved a municipal budget for fiscal year 2018 totaling \$2,871,137. This amount does not include assessments for education and county taxes, nor does it include captured assessed value amounts that are required to be transferred to the Poland Spring TIF fund.

Additionally, the townspeople approved spending up to \$200,000 out of the General Fund's unassigned fund balance to cover emergencies that may occur. Another \$450,000 was approved to be spent on the phase 2 renovations to the Community/Recreation building, which will be paid for out of the General Fund's unassigned fund balance. Another \$45,000 was approved to be expended on design work for a new town complex also to be paid for out of the General Fund's unassigned fund balance. Another \$6,000 was approved to be paid out of the General Fund's unassigned fund balance for replacement and/or repairs to the Hollis Town signs. All told, the townspeople have approved using \$701,000 of existing fund balance for fiscal year 2018 expenditures.

Other items that are expected to have a significant effect on the Town's financial position, operational results, or that might be of particular use to the readers of the financial statements:

1. The mil rate for fiscal year 2018 is \$12.50 which is an increase of \$0.55 from the prior year's mil rate.
2. In 2018 \$100,000 of the \$200,000 emergency fund has been approved by the Town Board and the Budget Committee to be spent on the structural repairs in the Town Hall.
3. A \$3,000,000 bond issue was approved by the voters in June 2017 and again in November 2017, with modifications. Currently, the town is waiting for the decision from the Maine Municipal Bond Bank before the funds will be available to be spent on road repairs. If and when the new bond is approved, the Board anticipates that debt payments on the new loan will begin in the fiscal year 2018-2019.

Contacting the Town's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Select Board Office at 34 Town Farm Road, Hollis, Maine, or by phone at (207)929-8552.

BASIC FINANCIAL STATEMENTS

Town of Hollis
Statement of Net Position
As of June 30, 2017

Statement 1

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 5,976,564
Receivables, net of allowances	
Accounts	10,457
Taxes	173,039
Liens	57,334
Tax acquired property	22,494
Due from third parties	368
General capital assets	
Land	268,063
Assets not in service	137,980
Buildings, equipment, and infrastructure	12,119,728
Accumulated depreciation	<u>(5,640,361)</u>
Total Assets	13,125,666
Liabilities	
Accounts payable	403,482
Accrued expenses	21,106
Unearned revenues	35,409
Current portion of long-term debt	<u>443</u>
Total Liabilities	460,440
Deferred Inflows of Resources	
Prepaid property taxes	<u>9,692</u>
Net Position	
Net investment in capital assets	6,884,967
Restricted	
Tax increment financing district	2,196,429
Designated purposes	231,195
Unrestricted	<u>3,342,943</u>
Total Net Position	<u><u>\$ 12,655,534</u></u>

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Statement of Activities
For the Year Ended June 30, 2017

Statement 2

				Net (Expense)
				Revenue and
				Changes in
				Net Position

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Balance Sheet
Governmental Funds
As of June 30, 2017

Statement 3

	General Fund	Poland Spring TIF Fund	Other Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 3,704,150	\$ 2,142,005	\$ 130,409	\$ 5,976,564
Receivables, net of allowances				
Accounts	10,457	-	-	10,457
Taxes	173,039	-	-	173,039
Liens	57,334	-	-	57,334
Tax acquired property	22,494	-	-	22,494
Due to third parties	368	-	-	368
Due from other funds	<u>24,428</u>	<u>61,024</u>	<u>128,215</u>	<u>213,667</u>
Total Assets	<u><u>\$ 3,992,270</u></u>	<u><u>\$ 2,203,029</u></u>	<u><u>\$ 258,624</u></u>	<u><u>\$ 6,453,923</u></u>
Liabilities, Deferred Inflows of Resources, and Fund Balance				
Liabilities				
Accounts payable	\$ 393,881	\$ 6,600	\$ 3,000	\$ 403,481
Accrued expenses	21,106	-	-	21,106
Unearned revenues	35,409	-	-	35,409
Due to other funds	<u>189,239</u>	<u>-</u>	<u>24,428</u>	<u>213,667</u>
Total liabilities	639,635	6,600	27,428	673,663
Deferred Inflows of Resources				
Prepaid property taxes	9,692	-	-	9,692
Unavailable property taxes	<u>149,690</u>	<u>-</u>	<u>-</u>	<u>149,690</u>
Total deferred inflows of resources	159,382	-	-	159,382
Fund Balance				
Nonspendable	-	-	-	-
Restricted	-	2,196,429	231,196	2,427,625
Committed	282,532	-	-	282,532
Assigned	1,014,500	-	-	1,014,500
Unassigned	<u>1,896,221</u>	<u>-</u>	<u>-</u>	<u>1,896,221</u>
Total fund balance	<u>3,193,253</u>	<u>2,196,429</u>	<u>231,196</u>	<u>5,620,878</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u><u>\$ 3,992,270</u></u>	<u><u>\$ 2,203,029</u></u>	<u><u>\$ 258,624</u></u>	<u><u>\$ 6,453,923</u></u>

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Reconciliation of the Total Governmental Funds Balance
To the Net Position of Governmental Activities
As of June 30, 2017

Statement 4

Total governmental funds balance (from Statement 3) \$ 5,620,878

Capital assets are not financial resources and, therefore, are not reported in the governmental funds. They are, however, economic resources of governmental activities and are reported in the Statement of Net Position.

Net capital assets 6,885,409

Long-term debts and related accrued interest are not due and payable in the current period and, therefore, are not reported in the governmental funds. They are, however, economic liabilities of governmental activities and are reported in the Statement of Net Position.

Long-term debt (443)

Taxes that are not expected to be collected within 60 days of the end of the fiscal year and not considered financial resources and, therefore, are excluded from the governmental fund balances. They are, however, considered economic resources of governmental activities and, therefore, are included in the net position.

Unavailable property taxes 149,690

Net position of governmental activities (see Statement 1) \$ 12,655,534

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2017

Statement 5

	General Fund	Poland Spring TIF Fund	Other Governmental Funds	Total Governmental Funds
Revenues				
Taxes	\$ 7,189,691	\$ -	\$ -	\$ 7,189,691
Intergovernmental	600,499	-	-	600,499
Fees and permits	160,925	-	-	160,925
Charges for services	297,529	-	66,389	363,918
Miscellaneous	<u>88,852</u>	<u>5,720</u>	<u>23,003</u>	<u>117,575</u>
Total revenues	8,337,496	5,720	89,392	8,432,608
Expenditures				
General government	974,102	-	-	974,102
Recreation department	230,165	-	-	230,165
Road and highway services	764,438	-	-	764,438
Emergency services	483,832	-	-	483,832
Public services	256,150	-	-	256,150
Libraries	68,029	-	-	68,029
Debt service	-	29,693	-	29,693
Education	3,904,935	-	-	3,904,935
County taxes	235,644	-	-	235,644
Overlay	8,554	-	-	8,554
Miscellaneous	<u>18,965</u>	<u>1,115,682</u>	<u>89,242</u>	<u>1,223,889</u>
Total expenditures	<u>6,944,814</u>	<u>1,145,375</u>	<u>89,242</u>	<u>8,179,431</u>
Revenue Surplus (Deficit)	1,392,682	(1,139,655)	150	253,177
Other Financings Sources (Uses)				
Transfers in	-	1,296,656	3,349	1,300,005
Transfers out	<u>(1,300,005)</u>	<u>-</u>	<u>-</u>	<u>(1,300,005)</u>
Total other financing sources (uses)	<u>(1,300,005)</u>	<u>1,296,656</u>	<u>3,349</u>	<u>-</u>
Net Change in Fund Balance	92,677	157,001	3,499	253,177
Beginning Fund Balance	<u>3,100,576</u>	<u>2,039,428</u>	<u>227,697</u>	<u>5,367,701</u>
Ending Fund Balance	<u><u>\$ 3,193,253</u></u>	<u><u>\$ 2,196,429</u></u>	<u><u>\$ 231,196</u></u>	<u><u>\$ 5,620,878</u></u>

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Reconciliation of the Net Change in the Total Governmental Funds Balance
To the Change in Net Position of Governmental Activities
For the Year Ended June 30, 2017

Statement 6

Net change in the total governmental funds balance (from Statement 5) **\$ 253,177**

Repayment of long-term debt principal and payments on capital lease obligations are reported as expenditures in the governmental funds, but are not reported as expenses of governmental activities. Instead, they are reported as reductions in long-term debt in the Statement of Net Position.

Bond and note payments	28,365
Capital lease payments	30,713

Capital assets acquired during the year are reported as expenditures in the governmental funds, but are not reported as expenses of governmental activities. Instead, they are reported as increases in capital assets in the Statement of Net Position.

Capital asset acquisitions	887,295
Down payment on ambulance	104,980

Taxes not collected within sixty days after year end are not considered available financial resources and, therefore, not reported as revenue in the governmental funds. However, they are reported as revenue in the Statement of Activities.

Decrease in unavailable property taxes	(63,790)
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Certain expenses and expense adjustments reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Depreciation expense	(357,198)
Decrease in accrued interest expense	1,137

Change in net position of governmental activities (see Statement 2) **\$ 884,679**

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Statement of Fiduciary Net Position
Fiduciary Funds
As of June 30, 2017

Statement 7

	<u>Private- Purpose Trusts</u>
Assets	
Cash	\$ 6,944
Liabilities	
Due to the general fund	<u> 368</u>
Fiduciary Net Position	
Restricted - Held in trust for private purposes	<u><u>\$ 6,576</u></u>

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the Year Ended June 30, 2017

Statement 8

	<u>Private- Purpose Trusts</u>
Additions	
Interest	\$ 34
Deductions	
Expenditures for designated purposes	<u> -</u>
Change in Fiduciary Net Position	34
Beginning Fiduciary Net Position	<u>6,542</u>
Ending Fiduciary Net Position	<u><u>\$ 6,576</u></u>

The accompanying notes are an integral part of these financial statements.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Reporting Entity

The Town of Hollis, Maine, was incorporated as a Town on February 27, 1798, under the laws of the State of Maine. The Town operates under a Town Meeting and a three member Board of Selectmen form of Government. The financial statements of the Town conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is responsible for establishing generally accepted accounting principles (GAAP) for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Town are discussed below.

Principles Determining Scope of Reporting Entity

In evaluating the Town as a reporting entity, management has addressed all potential component units for which the Town may or may not be financially accountable and, as such, be includable within the Town's basic financial statements. In accordance with GASB, the Town (the primary government) is financially accountable if it appoints a voting majority of the organizations governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the Town. The Town also is financially accountable for organizations that are fiscally dependent on it and if there is a financial benefit or burden relationship. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's basic financial statements to be misleading or incomplete.

Based on the aforementioned criteria, the following is a brief review of the potential component unit addressed in defining the reporting entity.

The Town participates in a jointly governed organization, which is not part of the Town's reporting entity.

Ecomaine provides solid waste disposal services to twenty participating communities (including the Town of Hollis) and eleven associate member communities. Ecomaine is managed by a Board of Directors selected by the elected municipal officers of its member communities. Except for requirements pursuant to Waste Handling Agreements (participating municipalities are obligated severally to deliver certain of the solid waste produced within the municipality to Ecomaine for processing, and to make service payments and pay tipping fees for such processing) no participant has any obligation, entitlement, or residual interest.

Basis of Presentation

Government-Wide Financial Statements

The government-wide financial statements, comprising the statement of net position and the statement of activities, report information on all of the non-fiduciary activities of the Town. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities points out the extent to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are specifically associated with a function, service, program, or department. The Town does not allocate indirect expenses to programs or functions in the statement of activities. Program revenues include 1) charges to customers who purchase, use, or directly benefit from goods, services offered by the programs, and 2) grants and contributions that are restricted to meeting the operational requirements of a particular program. Taxes and other items not properly included among program revenues are reported as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from general revenues of the Town.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Financial Statements

Fund financial statements report detailed information about the Town. Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. The GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. Non-major funds are aggregated and presented in the "Other Governmental Funds" column in the fund financial statements. Fiduciary funds are reported by fund type.

The Town's major governmental funds are the General Fund and Poland Spring TIF.

Measurement Focus and Basis of Accounting

The accounting and reporting treatment applied to a fund is determined by its measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements. The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time the liability is incurred, regardless of when the related cash flow takes place. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized (recorded) in the accounting period in which they become susceptible to accrual, that is, when they become both measurable and available to finance expenditures of the current fiscal period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within 60 days after the end of the fiscal year. Revenue sources susceptible to accrual include intergovernmental revenues and investment earnings. Expenditures are recognized when the corresponding liabilities are incurred, except for principal and interest on general long-term debt, which are recognized when due, and compensated absences, which are recognized when paid to the employees. Capital asset acquisitions are reported as expenditures. Allocations of cost, such as depreciation, are not recognized in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Fiduciary funds are reported using the economic resources measurement focus and the accrual basis of accounting.

Fund Accounting

The Town uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues and expenditures/expenses. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

Governmental Funds

Governmental funds that the Town uses are identified as either general or special revenue based upon the following guidelines:

The General Fund is the operating fund of the Town and is always classified as a major fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

The Poland Spring Tax Increment Financing (TIF) fund, the Town's only major special revenue fund, accounts for expenditures to be paid out of TIF revenues. The Town accounts for and reports several other special revenue funds which are considered non-major.

Fiduciary Funds

Private-Purpose Trust Funds - Trust funds are used to account for assets received by the Town and held in the capacity of trustee, custodian or agent. Non-expendable trust funds are those for which principal must be preserved intact. Expendable are those for which the principal and income may be expended in the course of their designated operations. These funds are not incorporated into the government-wide statements.

Cash and Cash Equivalents

Cash and cash equivalents are considered to be cash on hand, demand deposits and time deposits.

Prepaid Expenses

Payments made to vendors for services that will benefit periods beyond June 30, 2017 are recorded as prepaid expenses.

Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the combined balance sheet of the governmental funds and fiduciary funds. As a general rule, the effect of interfund activity has been eliminated from the government-wide statements.

Operating transfers are used to move unrestricted resources from various funds to finance programs that the Town must account for in other funds in accordance with budgetary authorizations.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements.

Capital assets are defined by the Town as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost and depreciated over their estimated useful lives. Donated capital assets are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets, other than land, is provided on the straight-line basis over their estimated useful lives. Estimated useful life is management's estimate of how long the asset is expected to meet service demands.

Property, plant and equipment of the primary government are depreciated using the straight line method over the assets' estimated lives, ranging from 5 to 50 years.

In the fund financial statements, fixed assets used in governmental fund operations are accounted for as capital outlay expenditures upon acquisition. Fixed assets are not capitalized and related depreciation is not expensed in the fund financial statements.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of assets. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section of deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town currently has no deferred outflows of resources.

In addition to liabilities, the statement of net position will sometimes report a separate section of deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. In the government-wide financial statements, the Town's deferred inflows of resources consist of prepaid property taxes. In the fund financial statements, due to differences in the modified accrual basis of accounting, deferred inflows also include unavailable property taxes.

Net Position and Fund Equity Classifications

Net position is required to be classified into the following three components:

Net Investment in Capital Assets - This component consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Capital assets	\$ 12,525,771
Accumulated depreciation	(5,640,361)
Capital lease obligations	<u>(443)</u>
Net investment in capital asserts	<u><u>\$ 6,884,967</u></u>

Restricted - This component consists of constraints placed on the use of net position which are either externally imposed by debt covenants, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted - This component consists of net position that does not meet the definition of "restricted" or "net investment in capital assets".

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Component

In the fund financial statements, governmental fund balance is presented in five possible categories that comprise a hierarchy based on the extent to which the Town is bound to honor constraints on the specific purposes for which those funds can be spent. The categories are as follows:

Nonspendable - includes amounts that cannot be spent because they are not in spendable form or legally or contractually required to be maintained intact.

Restricted - represents the portion of fund balance that has externally imposed constraints, such as from creditors, grantors, contributors, laws, or enabling legislation.

Committed - describes the portion of the fund balance that is constrained by limitations that the government imposes upon itself at its highest level of decision making and that remain binding unless removed in the same manner.

Assigned - reflects the amounts constrained by the town's "intent" to be used for specific purposes, but are neither restricted nor committed. The town selectpersons have the authority to assign amounts to be used for specific purposes.

Unassigned - represents amounts that are available for any purpose.

The Town has no formal revenue spending policy for programs with multiple revenue sources. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

Landfill Closure and Post-closure Care Cost

State and federal regulations require that the Town place a final cover on its current operating landfill when waste is no longer accepted and to perform certain maintenance and monitoring functions at the site for a period of thirty years after closure. A related liability is required to be recognized based on the future closure and post closure care costs that will be paid after the date that the landfill stops accepting waste. The Town has one landfill, closure of which is complete. Some monitoring costs will be required in the future. However, these costs are not deemed to be material and were therefore not recorded as a liability.

Estimates

Management uses estimates and assumptions in preparing these basic financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets, liabilities, the disclosure of contingent liabilities, and the reported revenue and expenses. Actual results could differ from these estimates.

NOTE 2: CUSTODIAL CREDIT RISK

Custodial credit risk is the risk that, in the event of the bank's failure, the Town will not be able to recover the value of its deposits that are in the possession of an outside party. The Town does not have a deposit policy for custodial credit risk and follows the provisions of Maine State Statutes.

As of June 30, 2017, the Town reported deposits of \$5,983,508 with a bank balance of \$5,993,883. The Town's bank balance was covered by FDIC insurance.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 3: TAXES AND LIENS RECEIVABLE

Taxes receivable include personal property taxes that cannot be liened and are long past due. For these amounts, management has estimated an allowance for uncollectible accounts. Taxes receivable are reported net of this allowance on the financial statements. The net amount is calculated as follows:

Current year taxes receivable	\$ 173,039
Prior years' taxes receivable	3,023
Allowance for uncollectible accounts	<u>(3,023)</u>
Taxes receivable, net of allowances	<u><u>\$ 173,039</u></u>

Liens receivable as of June 30, 2017 are \$57,334. Management believes the collectability of these accounts is reasonably assured and, therefore, has not provided for an allowance for uncollectible accounts.

NOTE 4: INTERFUND RECEIVABLES/PAYABLES AND TRANSFERS

Interfund Receivables and Payables

Interfund receivables among governmental funds are reported as due from other funds on the fund financial statements. Interfund payables among governmental funds are reported as due to other funds on the fund financial statements. These receivables and payables are eliminated in the government-wide financial statements as a result of combining the funds together.

Interfund receivables and payables between the general fund and fiduciary funds are reported as due from third parties and due to third parties, respectively. These interfund receivables and payables are not eliminated in the government-wide financial statements because fiduciary funds are not included in government-wide assets and liabilities.

Individual interfund receivable and payable balances at June 30, 2017 were as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General fund	\$ 24,428	\$ 189,239
Poland Spring TIF fund	61,024	-
Nonmajor special revenue funds	<u>128,215</u>	<u>24,428</u>
Total interfund balances	<u><u>\$ 213,667</u></u>	<u><u>\$ 213,667</u></u>

Interfund balances between the general fund and the private purpose trust funds at June 30, 2017, was \$368, due from the private purpose trusts to the general fund.

The purpose of interfund loans is to charge revenues and expenditures to the appropriate fund when that activity is accounted for through the centralized checking account. The balances represent each fund's portion of the centralized account.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 4: INTERFUND RECEIVABLES/PAYABLES AND TRANSFERS (Continued)

Transfers

Interfund transfers for the year ended June 30, 2017 consisted of the following:

	<u>Transfers In</u>	<u>Transfers Out</u>
General fund	\$ -	\$ 1,300,005
Poland Spring TIF fund	1,296,656	-
Baseball/Softball	1,649	
Community day fund	1,000	-
Veterans Flags	700	-
Total interfund transfers	<u>\$ 1,300,005</u>	<u>\$ 1,300,005</u>

Transfers are used to report money appropriated out of the general fund operations for specific outlays reported in other funds.

NOTE 5: CAPITAL ASSETS

Capital asset activity during 2017 was:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfer/ Disposals</u>	<u>Ending Balance</u>
Capital assets not being depreciated				
Land	\$ 268,063	\$ -	\$ -	\$ 268,063
Assets not in service	100,000	137,980	(100,000)	137,980
Capital assets being depreciated				
Land improvements	57,250	-	-	57,250
Buildings and improvements	1,292,629	179,765	-	1,472,394
Vehicles	1,034,360	277,190	100,000	1,411,550
Equipment	430,951	29,990	-	460,941
Infrastructure	<u>8,350,243</u>	<u>367,350</u>	<u>-</u>	<u>8,717,593</u>
Total capital assets	11,533,496	992,275	-	12,525,771
Less: Accumulated depreciation				
Land improvements	4,282	2,860	-	7,142
Buildings and improvements	921,674	21,845	-	943,519
Vehicles	651,328	45,990	-	697,318
Equipment	275,071	25,746	-	300,817
Infrastructure	<u>3,430,808</u>	<u>260,757</u>	<u>-</u>	<u>3,691,565</u>
Total accumulated depreciation	<u>5,283,163</u>	<u>357,198</u>	<u>-</u>	<u>5,640,361</u>
Net capital assets	<u>\$ 6,250,333</u>	<u>\$ 635,077</u>	<u>\$ -</u>	<u>\$ 6,885,410</u>

Assets not in service represents a \$104,980 down payment on a new ambulance and \$33,000 for a used ambulance. The new ambulance purchase is expected to be completed in fiscal year 2018, at which point the ambulance will be placed in service and will begin to be depreciated. The used ambulance was purchased at the end of the year and is expected to be in service early in FY2018.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 5: CAPITAL ASSETS (Continued)

Depreciation was charged to the following functions:

General government	\$ 13,471
Recreation department	4,093
Roads and highway services	265,848
Emergency services	<u>73,786</u>
Total depreciation expense	<u>\$ 357,198</u>

NOTE 6: LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS

The following is a summary of long-term debt activity for the year ended June 30, 2017:

	Beginning Balance	Additions	Repayments	Ending Balance
General obligation bond	\$ 28,365	\$ -	\$ (28,365)	\$ -
Capital lease obligations	<u>31,156</u>	<u>-</u>	<u>(30,713)</u>	<u>443</u>
Total long-term debts	<u>\$ 59,521</u>	<u>\$ -</u>	<u>\$ (59,078)</u>	<u>\$ 443</u>

The current and non-current portions of long-term debts at June 30, 2017, is as follows:

	Current Portion	Non-Current Portion	Ending Balance
Capital lease obligations	\$ 443	\$ -	\$ 443

Interest payments on long-term debts for the year ended June 30, 2017, totaled \$2,363, composed of \$2,293 on the general obligation bond and \$70 on capital lease obligations.

The general obligation bond was issued by TD Bank on January 26, 2007. Annual installment payments are \$28,365, paid in January. Interest on the bond is 4.68% per annum. The bond matured on January 26, 2017. The original amount authorized and issued was \$283,651. The ending balance, as of June 30, 2017 was \$0.

In accordance with 30-A MRSA, Section 5702, as amended, no municipality shall incur debt for specified purposes in excess of certain percentages of state valuation of such municipality. The Town's outstanding debt at June 30, 2017, of \$443 was \$65,339,557 below the Town's statutory debt limit.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 6: LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS (Continued)

Capital Lease Obligations

The Town's copier lease is classified as a capital lease and will expire in 2018. Annual payments are made in the amount of principal and interest due on debt. The Town paid off the truck lease during FY2017.

The cost of capital assets under capital leases is included in the statement of net position as capital assets and totaled \$7,870 at June 30, 2017. Accumulated amortization of the leased capital asset was \$7,739. Amortization of assets under capital leases is included in depreciation expense.

The total obligation for capital leases at June 30, 2017, is the present value of future minimum lease payments, and is calculated as follows:

Minimum lease payments for:	
Fiscal year 2018	\$ 447
Less: Amounts representing interest	<u>4</u>
Present value of future minimum lease payments	<u><u>\$ 443</u></u>

NOTE 7: OVERLAPPING DEBT

The Town's proportionate share of Maine School Administrative District No. 6's and York County's bonded debt is not reported in the Town's financial statements. Debt service is included in the annual School and County assessments to the Town. The Town's share at June 30, 2017 is: 15.88% (\$2,658,314) of Maine School Administrative District No. 6's outstanding debt of \$16,736,520 and 1.44% (\$72,770) of York County's outstanding debt of \$5,053,463.

NOTE 8: CONTINGENT LIABILITY

State and Federal Grants

The Town participates in state and federal grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Town has not complied with the rules and regulations governing the grants, refunds of any money received may be required. In the opinion of the Town, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants, therefore no provision has been recorded in the accompanying combined basic financial statements for such contingencies.

Litigation

The Town is subject to certain legal proceedings and claims which arise in the ordinary course of conducting its activities. In the opinion of management, the Town has defensible positions and any ultimate liabilities are covered by insurance or will not materially affect the financial position of the Town.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 9: SELECTED COMPONENTS OF FUND BALANCE

Selected components of the general fund's fund balance is as of June 30, 2017 as follows:

	<u>Committed</u>	<u>Assigned</u>
Prepaid expenses	\$ -	\$ -
Revaluation reserve	262,532	-
Recycling loss reserve	20,000	-
Unexpended appropriations carried forward		
General government	-	117,699
Recreation department	-	7,368
Roads and highway services	-	173,165
Emergency services	-	15,268
Public services	-	-
Libraries	-	-
Budgeted uses of fund balance		
Community building renovations	-	450,000
Municipal Complex design	-	45,000
Road sign repairs	-	6,000
Emergencies	-	200,000
	<u>\$ 282,532</u>	<u>\$ 1,014,500</u>

The general fund's unassigned fund balance as of June 30, 2017, is \$1,896,221.

NOTE 10: PROPERTY TAXES

The Town's property taxes for the current year were committed on September 15, 2016 on the assessed value listed as of the previous April 1st for all real and taxable personal property located in the Town. Assessed values are periodically established by the assessors at 100% of the assumed market value. All real and personal property taxes were due in two installments, 50% on November 2, 2016 and 50% on May 3, 2017. Interest at the rate of 7% per annum was charged on any amounts remaining unpaid after these respective dates. The assessed value for the list of April 1, 2016, upon which the levy for the year ended June 30, 2017 was based, was \$522,130,684.

The following summarizes the levy:

Taxable valuation of real estate	\$ 468,014,499
Taxable valuation of personal property	<u>54,116,185</u>
Total taxable valuation	522,130,684
Property tax rate (per thousand)	<u>11.95</u>
Total property tax levy	<u>\$ 6,239,463</u>

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 10: PROPERTY TAXES (Continued)

The tax collection rate is the percentage of net taxes levied that were collected in the current year. This is calculated as follows:

Original property tax levy	\$ 6,239,463
Supplemental and special tax levies	<u>41,967</u>
Total taxes levied	6,281,430
Abatements and adjustments	<u>(8,554)</u>
Net taxes levied	6,272,876
Current year taxes receivable at year end	<u>(173,039)</u>
Total current year tax collections	<u><u>\$ 6,099,837</u></u>
Collection rate	97.2%

Of the total taxes committed for the year ended June 30, 2017, \$1,296,656 was allocated to the Poland Spring TIF under the approved incremental tax levied on the Tax Increment Financing District's "captured assessed value" (see Note 13).

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$71,262 for the year ended June 30, 2017.

Property taxes levied were recorded as receivables at the time of the levy. The taxes collected during the year, and in the first sixty (60) days subsequent to the fiscal year, have been recorded as revenues. The remaining receivables estimated to be collectible subsequent to the sixty (60) day period are recorded as unavailable property taxes.

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

Property acquired by foreclosure for nonpayment of taxes is recorded at the amount of expired tax liens plus the costs involved in foreclosure. Liens and any current taxes on the same record are not included as part of the tax acquired property account until expiration of statutory time limits.

NOTE 11: RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters for which the Town either carries commercial insurance or participates in a public entity risk pool. Currently, the Town participates in a public entity risk pool sponsored by the Maine Municipal Association.

Based on coverage provided by the pool, as well as coverage provided by commercial insurance purchased, the Town is not aware of any material, actual or potential claim liabilities which should be recorded at June 30, 2017.

Town of Hollis
Notes to the Basic Financial Statements
June 30, 2017

NOTE 12: OUTSIDE COMPENSATION FUNDS

The Town maintains a workers' compensation fund and an unemployment compensation fund as part of a pool with Maine Municipal Association (MMA). Contributions are made by the Town during the year and are invested by MMA to administer workers compensation and unemployment benefits for the Town, if any. The Town has a positive experience, that is, contributions and income exceed payment of benefits. These plans do not allow for retroactive premium adjustment by the pool and the pool retains the risk of loss. Therefore, these amounts are not part of the Town's basic financial statements.

NOTE 13: TAX INCREMENT FINANCING DISTRICT

The Town was authorized by the Maine Department of Economic and Community Development to establish a Tax Increment Financing District (TIF) in order to capture improvements made within the District and permit Tax Increment financing for the Poland Spring Project. This project encompasses approximately 250 acres of taxable real estate, as well as personal property.

The agreement provides for a portion (85%) of the new tax revenues generated by the increase in assessed value of the District to be captured and designated as TIF revenues. The remaining portion (15%) is retained in the Town's general fund.

TIF revenues are used to offset the costs of financing, building construction, site improvements and the purchase and installation of equipment within the District. Under the Tax Increment Financing District Credit Enhancement Agreement, a percentage of the captured TIF revenues (35% for fiscal year ended June 30, 2017) has been paid to the Company to offset costs of building construction, site improvements, and purchase and installation of equipment. The balance of the captured TIF revenues (65% for fiscal year ended June 30, 2017) has been retained in the TIF fund to be used to pay for current year and future expenditures.

NOTE 14: DEFICIENT FUND BALANCE

The Town's 2016 Facilities Grant is carrying forward a fund deficit as of June 30, 2017. This deficit will be funded by a reimbursement request to the grantor after the grant has been completed.

NOTE 15: SUBSEQUENT EVENTS

In preparing these financial statements, the Town has evaluated events and transactions for potential recognition or disclosure through March 1, 2018, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

Town of Hollis
Budgetary Comparison Schedule
Budget and Actual ▪ General Fund ▪ Budgetary Basis
For the Year Ended June 30, 2017

Schedule 1

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Taxes				
Property taxes	\$ 6,239,463	\$ 6,239,463	\$ 6,281,430	\$ 41,967
Excise taxes	<u>765,000</u>	<u>765,000</u>	<u>844,472</u>	<u>79,472</u>
Total taxes	7,004,463	7,004,463	7,125,902	121,439
Intergovernmental				
Municipal revenue sharing	109,704	109,704	116,672	6,968
BETE reimbursements	303,447	303,447	303,447	-
Homestead reimbursements	87,021	87,021	82,236	(4,785)
Tree growth reimbursements	23,000	23,000	22,991	(9)
Veterans exemption reimbursements	2,000	2,000	2,250	250
General assistance reimbursements	-	-	17,218	17,218
MDOT grant	51,740	51,740	51,492	(248)
All other intergovernmental	<u>-</u>	<u>-</u>	<u>4,193</u>	<u>4,193</u>
Total intergovernmental	576,912	576,912	600,499	23,587
Fees and Permits				
Code enforcement fees	30,000	30,000	96,372	66,372
Dog fees and animal control	1,500	1,500	4,579	3,079
Cable franchise fees	40,000	40,000	39,974	(26)
All other fees and permits	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>
Total fees and permits	71,500	71,500	160,925	89,425
Charges for Services				
Recreation department	160,000	160,000	180,858	20,858
Public safety and rescue	120,000	120,000	116,137	(3,863)
All other charges for services	<u>-</u>	<u>-</u>	<u>534</u>	<u>534</u>
Total charges for services	280,000	280,000	297,529	17,529
Miscellaneous	<u>80,000</u>	<u>80,000</u>	<u>88,851</u>	<u>8,851</u>
Total Revenues	8,012,875	8,012,875	8,273,706	260,831

See the accompanying notes to the required supplementary information.

Town of Hollis
 Budgetary Comparison Schedule
 Budget and Actual ▪ General Fund ▪ Budgetary Basis
 For the Year Ended June 30, 2017

Schedule 1 (Continued)

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Expenditures				
General government	\$ 1,061,922	\$ 1,174,683	\$ 974,102	\$ 200,581
Recreation department	255,650	263,986	230,165	33,821
Road and highway services	600,113	849,007	764,438	84,569
Emergency services	510,000	517,872	483,832	34,040
Public services	252,100	267,704	256,150	11,554
Libraries	74,128	75,128	68,029	7,099
Education	3,904,935	3,904,935	3,904,935	-
County taxes	235,644	235,644	235,644	-
Overlay	71,262	71,262	8,554	62,708
Non-municipal requests	19,765	19,765	18,965	800
Total Expenditures	<u>6,985,519</u>	<u>7,379,986</u>	<u>6,944,814</u>	<u>435,172</u>
Revenue Surplus (Deficit)	1,027,356	632,889	1,328,892	696,003
Other Financing Uses				
Transfers out to TIF fund	1,296,656	1,296,656	1,296,656	-
Transfer out to Baseball/Softball fund	-	-	1,649	(1,649)
Transfers out to Clothing Closet fund	-	1,000	1,000	-
Transfers out to Veterans Flags fund	700	700	700	-
Total Other Financing Uses	<u>1,297,356</u>	<u>1,298,356</u>	<u>1,300,005</u>	<u>(1,649)</u>
Budgetary Surplus (Deficit)	<u>\$ (270,000)</u>	<u>\$ (665,467)</u>	<u>\$ 28,887</u>	<u>\$ 694,354</u>
Fund Balance Components of Budgetary Surplus (Deficit)				
Nonspendable	\$ -	\$ -	\$ (6,644)	
Restricted	-	-	-	
Committed	-	-	62,532	
Assigned	(270,000)	(619,467)	395,033	
Unassigned	-	(46,000)	(422,034)	
Total budgetary surplus (deficit)	<u>\$ (270,000)</u>	<u>\$ (665,467)</u>	<u>\$ 28,887</u>	

See the accompanying notes to the required supplementary information.

Town of Hollis
Notes to the Required Supplementary Information
June, 30, 2017

NOTE 1: BUDGETARY ACCOUNTING

On an annual basis, the Town adopts an annual budget for the general fund. Formal budgetary integration is employed as a management control device. The budget is prepared on a budgetary basis of account that differs from the modified accrual basis of accounting used to prepare financial statements of the general fund.

NOTE 2: RECONCILIATION OF BUDGETARY BASIS TO GAAP BASIS

A difference exists between the total revenues as reported the Budgetary Comparison Schedule (Schedule 1) and total revenues as reported on the general fund's Statement of Revenues, Expenditures, and Changes in Fund Balance (Statement 5). This is due to Schedule 1 being prepared on a budgetary basis of accounting, whereas Statement 5 is prepared on the modified accrual basis of accounting in accordance with U.S. generally accepted accounting principles (US GAAP).

The difference of \$63,790 between the two statements represents the change in unavailable property taxes from the prior year to the current year. Unavailable property taxes are deferred inflows of resources in the general fund and changes in its balance from one year are charged to revenue in the general fund. They are not, however, contemplated in the annual budget.

NOTE 3: EXPENDITURES IN EXCESS OF APPROPRIATIONS

During the year, expenditures exceeded appropriations in the following budget articles:

	Amount
	<u>Overexpended</u>
Administration	\$ 2,889
Road and Highways	88,596
General Assistance	<u>9,344</u>
	<u><u>\$ 100,829</u></u>

REQUIRED SUPPLEMENTARY INFORMATION

Town of Hollis
Balance Sheets
Poland Spring TIF Fund
As of June 30, 2017 and 2016

Schedule 2

	<u>2017</u>	<u>2016</u>
Assets		
Cash	\$ 2,142,005	\$ 2,116,549
Due from other funds	<u>61,024</u>	<u>-</u>
Total assets	<u><u>\$ 2,203,029</u></u>	<u><u>\$ 2,116,549</u></u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	\$ 6,600	\$ -
Due to other funds	<u>-</u>	<u>77,121</u>
Total liabilities	6,600	77,121
 Fund Balance		
Restricted	<u>2,196,429</u>	<u>2,039,428</u>
 Total Liabilities and Fund Balance	<u><u>\$ 2,203,029</u></u>	<u><u>\$ 2,116,549</u></u>

Town of Hollis
Statements of Revenues, Expenditures, and Changes in Fund Balance
Poland Spring TIF Fund
For the Years Ended June 30, 2017 and 2016

Schedule 3

	<u>2017</u>	<u>2016</u>
Revenues		
Interest income	\$ 5,720	\$ 5,179
Expenditures		
Credit enhancement payment	453,830	587,548
Killock Pond Road loan debt service	29,693	31,020
Fire truck purchase	280,000	100,000
Comprehensive plan updates	6,607	9,455
Downpayment on new ambulance	104,980	-
Shared costs of the Haley road paving project	100,000	-
Emergency truck route detour project	11,864	-
Shared costs for the revaluation project	8,136	-
Share of used ambulance cost	6,600	-
Replace roof on fire station	12,790	-
New generator	12,000	-
New lifepak	17,990	-
Payoff of fire department truck loan	29,654	-
Amendment to the TIF agreement	15,844	450
Other approved district expenditures	55,387	18,778
Total expenditures	<u>1,145,375</u>	<u>747,251</u>
Revenue Deficit	(1,139,655)	(742,072)
Other Financing Sources (Uses)		
Transfers in from the general fund	1,296,656	1,305,663
Transfers out to the general fund	-	-
Total other financing sources (uses)	<u>1,296,656</u>	<u>1,305,663</u>
Change in Fund Balance	157,001	563,591
Beginning Fund Balance	<u>2,039,428</u>	<u>1,475,837</u>
Ending Fund Balance	<u><u>\$ 2,196,429</u></u>	<u><u>\$ 2,039,428</u></u>

Town of Hollis
Combining Balance Sheet
Non-Major Special Revenue Funds
As of June 30, 2017

Schedule 4

	Assets		
	Cash	Due from General Fund	Total Assets
Indian Cellar Fund	\$ 130,409	\$ -	\$ 130,409
Broadcasting Grant Fund	-	16,749	16,749
Community Garden Project Fund	-	273	273
Park Donations Fund	-	3,717	3,717
Hollis/Buxton Pedestrian Bridge Fund	-	5,100	5,100
Sports Complex Concessions Fund	-	13,634	13,634
Sports Complex Narragansett Grant Fund	-	463	463
Field Maintenance and Signs Fund	-	2,403	2,403
Baseball / Softball Fund	-	22,860	22,860
Memorials Fund	-	2,045	2,045
Girls Basketball Fund	-	8,971	8,971
Pepsi Machine Fund	-	1,941	1,941
RALA Grant Fund	-	1,260	1,260
FD Training Facility Fund	-	4,022	4,022
FD Donations and Grants Fund	-	8,821	8,821
Salmon Falls Library Discretionary Fund	-	1,379	1,379
Subdivision Admin Fund	-	4,488	4,488
Veterans Graves Fund	-	11,637	11,637
Community Day Fund	-	10,398	10,398
Hollis Comm. Clothing Closet Fund	-	5,723	5,723
EMS Subscriptions Fund	-	1,330	1,330
2016 Facilities Grant	-	-	-
Veterans Flags Fund	-	1,001	1,001
Totals	<u>\$ 130,409</u>	<u>\$ 128,215</u>	<u>\$ 258,624</u>

Town of Hollis
Combining Balance Sheet
Non-Major Special Revenue Funds
As of June 30, 2017

Schedule 4 (Continued)

	Liabilities and Fund Balance			Total
	Accounts Payable	Due to General Fund	Restricted Fund Balance	Liabilities and Fund Balance
Indian Cellar Fund	\$ -	\$ 10,437	\$ 119,972	\$ 130,409
Broadcasting Grant Fund	-	-	16,749	16,749
Community Garden Project Fund	-	-	273	273
Park Donations Fund	-	-	3,717	3,717
Hollis/Buxton Pedestrian Bridge Fund	-	-	5,100	5,100
Sports Complex Concessions Fund	-	-	13,634	13,634
Sports Complex Narragansett Grant Fund	-	-	463	463
Field Maintenance and Signs Fund	-	-	2,403	2,403
Baseball / Softball Fund	-	-	22,860	22,860
Memorials Fund	-	-	2,045	2,045
Girls Basketball Fund	470	-	8,501	8,971
Pepsi Machine Fund	-	-	1,941	1,941
RALA Grant Fund	-	-	1,260	1,260
FD Training Facility Fund	-	-	4,022	4,022
FD Donations and Grants Fund	-	-	8,821	8,821
Salmon Falls Library Discretionary Fund	-	-	1,379	1,379
Subdivision Admin Fund	-	-	4,488	4,488
Veterans Graves Fund	-	-	11,637	11,637
Community Day Fund	-	-	10,398	10,398
Hollis Comm. Clothing Closet Fund	2,530	-	3,193	5,723
EMS Subscriptions Fund	-	-	1,330	1,330
2016 Facilities Grant	-	13,991	(13,991)	-
Veterans Flags	-	-	1,001	1,001
Totals	<u>\$ 3,000</u>	<u>\$ 24,428</u>	<u>\$ 231,196</u>	<u>\$ 258,624</u>

Town of Hollis
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance
Non-Major Special Revenue Funds
For the Year Ended June 30, 2017

Schedule 5

	Beginning Fund Balance	Program Revenues	Transfers In (Out)	Program Expenditures	Ending Fund Balance
Indian Cellar	\$ 124,622	\$ 568	\$ -	\$ (5,218)	\$ 119,972
Broadcasting Grant	16,749	-	-	-	16,749
Community Garden	1,043	-	-	(770)	273
Park Donations	3,717	-	-	-	3,717
Pedestrian Bridge	5,100	-	-	-	5,100
Concessions	13,191	4,786	-	(4,343)	13,634
Narragansett Grant	463	-	-	-	463
Field Maintenance	13,096	500	(11,193)	-	2,403
Baseball / Softball	5,120	18,063	12,842	(13,165)	22,860
Memorials	95	1,950	-	-	2,045
Girls Basketball	6,885	3,795	-	(2,179)	8,501
Pepsi Machine	1,941	-	-	-	1,941
RALA Grant	-	2,000	-	(740)	1,260
Training Facility	2,765	3,058	-	(1,801)	4,022
FD Donations	3,821	5,000	-	-	8,821
SF Discretionary	9,881	-	-	(8,502)	1,379
Subdivision Admin	1,281	9,364	-	(6,157)	4,488
Veterans Graves	11,637	-	-	-	11,637
Community Day	6,290	9,846	-	(5,738)	10,398
Hollis Clothing Closet	-	27,779	1,000	(25,586)	3,193
EMS Subscriptions Func	-	1,330	-	-	1,330
2016 Facilities Grant	-	-	-	(13,991)	(13,991)
Veterans Flags	-	1,353	700	(1,052)	1,001
Totals	<u>\$ 227,697</u>	<u>\$ 89,392</u>	<u>\$ 3,349</u>	<u>\$ (89,242)</u>	<u>\$ 231,196</u>

Town of Hollis
Combining Statement of Fiduciary Net Position
Private-Purpose Trust Funds
As of June 30, 2017
(With Comparative Totals as of June 30, 2016)

Schedule 6

	Assets	- Liabilities	= Net Position
	Cash	Due to General Fund	Total Fiduciary Net Position
Nora Smith Library Fund	\$ 1,102	\$ 58	\$ 1,044
E.A. Hobson Cemetery Fund	552	30	522
H. Hobson Cemetery Fund	552	30	522
G. Eason Cemetery Fund	3,305	174	3,131
S.O. Haley Cemetery Fund	1,102	58	1,044
Elizabel A.D. Clark Cemetery Fund	<u>331</u>	<u>18</u>	<u>313</u>
2017 Totals	<u><u>\$ 6,944</u></u>	<u><u>\$ 368</u></u>	<u><u>\$ 6,576</u></u>
2016 Totals	\$ 6,910	\$ 368	\$ 6,542

	Total Fiduciary Net Position Components		
	Trust Principal	+ Accumulated Income	= Total Fiduciary Net Position
Nora Smith Library Fund	\$ 1,000	\$ 44	\$ 1,044
E.A. Hobson Cemetery Fund	500	22	522
H. Hobson Cemetery Fund	500	22	522
G. Eason Cemetery Fund	3,000	131	3,131
S.O. Haley Cemetery Fund	1,000	44	1,044
Elizabel A.D. Clark Cemetery Fund	<u>300</u>	<u>13</u>	<u>313</u>
2017 Totals	<u><u>\$ 6,300</u></u>	<u><u>\$ 276</u></u>	<u><u>\$ 6,576</u></u>
2016 Totals	\$ 6,300	\$ 242	\$ 6,542

Town of Hollis
Combining Statement of Changes in Fiduciary Net Position
Private-Purpose Trust Funds
For the Year Ended June 30, 2017
(With Comparative Totals as of June 30, 2016)

Schedule 7

	Beginning Fiduciary Net Position	Interest Income	Program Expenditures	Ending Fiduciary Net Position
Nora Smith Library Fund	\$ 1,039	\$ 5	\$ -	\$ 1,044
E.A. Hobson Cemetery Fund	519	3	-	522
H. Hobson Cemetery Fund	519	3	-	522
G. Eason Cemetery Fund	3,116	16	-	3,132
S.O. Haley Cemetery Fund	1,039	5	-	1,044
Elizabale A.D. Clark Cemetery Fund	<u>310</u>	<u>2</u>	<u>-</u>	<u>312</u>
2017 Totals	<u><u>\$ 6,542</u></u>	<u><u>\$ 34</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,576</u></u>
2016 Totals	\$ 6,535	\$ 7	\$ -	\$ 6,542

Town of Hollis
Schedule of Departmental Operations
For the Year Ended June 30, 2017

	Carried Forward from Last Year	Current Year Appropriations	Total Available for Expenditure	Actual Expenditures	Appropriation Balances		
					Lapsed Appropriations		Carried Forward to Next Year
					Amounts Overdrawn	Amounts Unexpended	
General Government							
Administration	\$ 4,453	\$ 126,990	\$ 131,443	\$ 126,873	\$ -	\$ -	\$ 4,570
Broadcasting	1,172	4,200	5,372	2,778	-	2,594	-
Record preservation	-	40,000	40,000	22,459	-	-	17,541
Treasurer	-	46,293	46,293	43,372	-	2,921	-
Town clerk	-	45,193	45,193	41,495	-	3,698	-
Elections	5,867	19,445	25,312	18,426	-	4,886	2,000
Tax collector	3,016	56,935	59,951	55,649	-	4,302	-
Assessor	-	57,985	57,985	53,484	-	2,001	2,500
Legal fees	11,310	8,000	19,310	19,310	-	-	-
Maintenance	9,908	49,076	58,984	52,779	-	-	6,205
Improvements	27,984	120,000	147,984	150,143	2,159	-	-
Municipal Complex	-	45,000	45,000	3,355	-	-	41,645
Town Barn Repairs	-	10,000	10,000	10,000	-	-	-
Insurance	-	225,098	225,098	184,909	-	-	40,189
Revaluation/Mapping	-	100,000	100,000	37,468	-	-	62,532
FICA withholding	-	65,603	65,603	62,554	-	-	3,049
Animal control	-	12,472	12,472	11,901	-	571	-
Planning board	-	10,092	10,092	10,077	-	15	-
Budget committee	-	2,200	2,200	1,627	-	573	-
Appeals board	-	400	400	94	-	306	-
Conservation	1,098	600	1,698	326	-	1,372	-
Saco River TV	-	15,290	15,290	15,290	-	-	-
Code enforcement	2,953	46,050	49,003	49,733	730	-	-
	67,761	1,106,922	1,174,683	974,102	2,889	23,239	180,231

Town of Hollis
Schedule of Departmental Operations
For the Year Ended June 30, 2017

	Carried Forward from Last Year	Current Year Appropriations	Total Available for Expenditure	Actual Expenditures	Appropriation Balances		
					Lapsed Appropriations	Amounts Unexpended	Carried Forward to Next Year
					Amounts Overdrawn		
Recreation Department							
Parks and recreation	\$ -	\$ 232,000	\$ 232,000	\$ 207,173	\$ -	\$ 21,112	\$ 3,715
Sports complex	8,336	23,650	31,986	22,992	-	5,341	3,653
	8,336	255,650	263,986	230,165	-	26,453	7,368
Roads and Highways							
Snow and sanding	16,278	310,113	326,391	414,987	88,596	-	-
Highway	9,212	140,000	149,212	80,686	-	-	68,526
Paving	223,404	150,000	373,404	268,765	-	-	104,639
	248,894	600,113	849,007	764,438	88,596	-	173,165
Emergency Services							
Fire department	7,872	510,000	517,872	483,832	-	18,772	15,268
Public Services							
Solid waste disposal	11,334	231,000	242,334	221,547	-	20,787	-
General assistance	4,270	6,600	10,870	20,214	9,344	-	-
Street lights	-	14,500	14,500	14,389	-	111	-
	15,604	252,100	267,704	256,150	9,344	20,898	-
Libraries							
Salmon Falls	1,000	45,128	46,128	39,029	-	7,099	-
Hollis Center	-	29,000	29,000	29,000	-	-	-
	1,000	74,128	75,128	68,029	-	7,099	-

Town of Hollis
Schedule of Departmental Operations
For the Year Ended June 30, 2017

	Carried Forward from Last Year	Current Year Appropriations	Total Available for Expenditure	Actual Expenditures	Appropriation Balances		
					Lapsed Appropriations		Carried Forward to Next Year
					Amounts Overdrawn	Amounts Unexpended	
Other Appropriations							
Clothing Closet transfer	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
Non-municipal requests	-	19,765	19,765	18,965	-	800	-
	-	20,765	20,765	19,965	-	800	-
Assessments							
Education	-	3,904,935	3,904,935	3,904,935	-	-	-
County taxes	-	235,644	235,644	235,644	-	-	-
Overlay	-	71,262	71,262	8,554	-	62,708	-
TIF transfers	-	1,296,656	1,296,656	1,296,656	-	-	-
	-	5,508,497	5,508,497	5,445,789	-	62,708	-
Grand Totals	\$ 349,467	\$ 8,328,175	\$ 8,677,642	\$ 8,242,470	\$ 100,829	\$ 159,969	\$ 376,032

Berry · Talbot · Royer

CERTIFIED PUBLIC ACCOUNTANTS



Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Select Board
Town of Hollis, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Town of Hollis, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise Town of Hollis's basic financial statements, and have issued our report thereon dated March 1, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Hollis's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Hollis's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Hollis's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Berry Talbot Royer". The signature is written in a cursive, flowing style.

Berry Talbot Royer
Certified Public Accountants
Falmouth, Maine
March 1, 2018

**Town of Hollis, Maine
2017 Delinquent Property Tax
For Year Ending June 30, 2017**

ALDERETTE, RICHARD A.	\$1,017.54	**
ATKINS, KATHRYN A.	\$2,118.02	*
BAKER, ROBERT G.	\$2,301.69	
BEAR HILL LUMBER	\$270.78	**
BEAR HILL LUMBER	\$261.64	**
BEAR HILL LUMBER	\$277.60	**
BEAR HILL LUMBER	\$2,715.10	**
BEAULIEU, JASON E./MICHELE ELIZABETH	\$1,968.64	**
BEAULIEU, JR., GERARD PHILIP/ELISSA, KATHRYN	\$281.42	**
BENTON, CARLENE R.	\$1,223.08	**
BENTON, IRVING/CARLENE	\$568.82	**
BICKFORD, JAMES L./KECIA M.	\$418.67	**
BICKFORD, JILL L.	\$943.03	**
BOGDAHN, KATHERINE L./JOHN P.	\$2,415.45	
BROWN, BARRY	\$323.85	**
BRZOSKA, DUANE	\$934.13	**
BUBAR, CHRISTOPHER E.	\$436.06	**
BUREAU, MARK A.	\$346.67	
BURNELL, STEVEN A./SARAH J.	\$296.00	
BUTLER, CHARLES W./BONNIE	\$1,884.54	
BUTLER, GLEN	\$580.17	*
CALVERT, RICHARD/MICHELLE	\$885.85	**
CAMPBELL, JR., JOHN E./GEORGIA M.	\$1,484.31	**
CAMPBELL, SHAUN	\$2,256.02	**
CANDOW, WILLIAM/JULIE	\$1,475.16	
CARIGNAN, TARA	\$498.43	
CARIGNAN, TARA	\$164.79	
CAYER, TIMOTHY J./BRENDA A	\$931.55	**
CEBULA, JESSE J.	\$6.95	**
CLOSE, JUSTIN	\$148.78	
COHEN, MAURICE S., HEIRS	\$708.16	
COTE, RONALD R.	\$116.15	
CROSSMAN, ERICA	\$1,343.62	**
DANEY, NANCY E.	\$1,546.45	**
DANEY, NANCY E.	\$1,728.97	**
DANEY, NANCY E.	\$133.48	**
DECKER, GINGER M.	\$622.36	**
DESJARDINS, KEITH/JENNIFER	\$830.70	**

DULAC, CAROLYN	\$5.49	**
DUNN, ALICE L.	\$1,134.77	**
DUREPO, SCOTT H.	\$2,811.60	**
DYER, JEFFREY S./KRYSTAL	\$1,035.47	**
EASTBROOK TIMBER CO.,INC	\$778.78	
EMERY, WILLIAM	\$187.91	**
EMPY, CAROLYN	\$1,144.57	**
FEENEY, FRANCIS R./MELISSA R.	\$1,456.47	
FISHER, JAMES O.	\$1,210.54	*
FOGLIO, DOUGLAS	\$2,267.87	
GAGNE, JAMES/PAULA	\$1,115.29	**
GARDNER, MARGUERITE-LIFE ESTATE/GARDNER BETH	\$1,481.92	**
GOODWIN, DORIS,HEIRS	\$325.40	**
GRASS, CINDY J./BRENT M.	\$1,780.97	**
GREEN, DANIEL A.R./SONIA M.	\$2,348.29	
GREENE, RONALD L./A. HELEN	\$646.69	*
GROSS,GLENN	\$75.86	*
GUFFEY, DANIEL PAUL	\$872.83	
GULF OF MAINE,INC. C/O HURTUBISE, JR.,ROLAND	\$406.18	**
HANSON,DANIEL F./PATRICIA A.	\$524.48	
HANSON, DONNA MARIE	\$263.83	**
HARRIS, BEVERLY	\$148.00	**
HEANEY, SUSAN J.	\$1,930.76	
HEATH, CHESTER	\$226.33	*
HEATH, DAVID A./KELLY C.	\$387.73	**
HEAVIN, SEAN M./STACEY(FKA DUNPHY, STACEY)	\$867.65	**
HEBERT,BECKY	\$492.22	**
HERTEL FAMILY, LLC	\$557.47	**
HILLOCK, DAVID M./LISA M.	\$1,443.98	**
HILLOCK, PAMELA R.	\$1,599.39	
HILTON, RICHARD HARRY	\$223.82	*
HOFFMAN, CARRIE	\$508.71	
HOME DEALS OF MAINE, LLC	\$574.48	**
HUNT, RHONDA L.	\$1,043.47	**
J W GROUP, LLC	\$149.87	**
JELLISON, DIANE M.	\$3,321.50	
JOHNSON, EDWARD C., JR/STEVENS, FARRAH D.	\$1,023.46	**
JOY, RYAN	\$1,160.62	**
JOY, GARY	\$328.51	*
JUTRAS, JEFFREY P./AUDREY P.	\$771.61	
K&K PROPERTIES, LLC C/O KEVIN MARTELL	\$552.57	**
KALLECHEY, GEORGE L./LINDA G.	\$261.64	**
KEY BANK NATIONAL ASSOCIATION	\$1,038.81	**
KIMBALL, ERNEST F.,JR.	\$212.95	**

KIRBY, ROBERT	\$751.89	**
KNIGHT, MELVILLE B.	\$278.32	
KNIGHT, MELVILLE B.	\$163.72	
LACOURSE, CATHERINE M./GOODSON, DEVAN & DANIEL A.	\$435.34	
LAFRENIERE, STEPHEN M.	\$831.96	
LANDRY, JOANNE V.	\$1,643.31	**
LEWIS, SHERLEY J.	\$1,762.98	**
LIBBY, MARGARET C./DEPETER JERRY & PATRICIA	\$577.19	
LIBBY, PAULA L.	\$347.44	**
LOCKE, PAUL W./SALLY J.	\$250.29	**
LOCKE, SALLY J.	\$250.29	**
LOCKE, SALLY J.	\$284.41	**
LOCKE, SALLY J./PAUL W.	\$1,104.89	**
LYNDE, EARLE C. III/TALBOT, MELISSA A.	\$4.40	**
MACDOUGALL, SCOTT W./LISA J.	\$478.44	**
MARR, BRENTON E.	\$912.84	**
MATTHEWS, TANYA M.	\$174.23	**
MCKINNEY, DONALD C./GRACE, SHEILA T.	\$557.55	**
MCLEOD, EDWIN J.	\$2,541.88	**
MCNALLY LAND DEVELOPMENT, INC.	\$577.90	**
MCNALLY LAND DEVELOPMENT, INC.	\$573.36	**
ME CAP, LLC	\$3,695.90	**
MELLEN, BARRY/ROBIN	\$1,546.45	*
MILO, VIRGINIA, HEIRS/SARGENT, RONALD L., PERSONAL REPRES.	\$749.92	**
MONTGOMERY, JEREMIE J./BARBARA J.	\$1,543.82	**
MOORE, ALBERT E.,JR, HEIRS	\$1,121.75	
MORRISON, GEORGE W.	\$3.55	**
MUEHLHAUSEN, MARY P.	\$2,083.60	
NARRAGANSETT BUILDERS, LLC	\$386.34	**
NARRAGANSETT BUILDERS, LLC	\$386.34	**
NARRAGANSETT BUILDERS, LLC	\$386.34	**
NARRAGANSETT BUILDERS, LLC	\$386.34	**
NUNES, THOMAS E./PAMELA J.	\$2,596.85	
PALMER, DONALD/FRENCH, BARBARA	\$219.16	**
PARKER, AARON; WALKER, STACIE; DATSON, BRUCE; AND DATSON, BRADD	\$450.52	
PARKER, DOUGLAS	\$546.12	**
PICHE, DAVID	\$343.44	**
PINET, ROGER J./MARSHA	\$1,465.91	**
PINET, ROGER J./MARSHA	\$932.82	**
POOLE, CARL	\$1,371.38	**
POTTLE, SCOTT A.	\$2,924.17	**
PROACH, GEORGE	\$295.10	**
PROACH, GEORGE	\$288.29	**

PROPER, MICAH/RYAN, MELISSA	\$2,733.20	**
PROPER, MICAH	\$1,435.49	**
ROBERTS, DANIEL W.,JR.	\$2,517.87	**
ROBICHAUD, RAYMOND C./PRISCILLA A.	\$935.14	**
ROLLINS, ERIC-TRUSTEE/ SNOW, SANDRA-TRUSTEE	\$2,490.08	*
ROMPREY, RITA M.	\$973.20	
ROY, CHRISTOPHER	\$810.57	*
RRR ENTERPRISES, INC.	\$369.43	**
SALEVSKY, GEORGE H.,JR./CHARLES M. AND MAX A.	\$2,954.52	
SANTOS, WANDA L./GERALD L.	\$1,262.64	*
SAWYER, MARK A.	\$526.76	**
SEAL, ALFRED JR./MICHELE L.	\$2,260.22	**
SEVERANCE, SANDRA L.	\$2,685.60	
SHAW, GLENN D., HEIRS/SHAW, GAYLE PERSONAL REP	\$87.40	**
SHAY, PENNY/THOMAS	\$591.53	**
SILVER, DEBRA V.	\$657.31	**
SMITH, BRUCE A./PAULINE C.	\$487.08	**
SMITH, BRUCE A./PAULINE C.	\$1,026.68	**
SMITH, BRUCE A./PAULINE C.	\$709.77	**
SMITH, PAULINE C.	\$295.76	**
SMITH, SANDRA	\$448.06	**
SNOW, KEITH L./SAMDRA E.	\$482.42	**
SPEECHES, PETER	\$3.91	**
STEVENSON, GARY	\$2,021.58	
STILPHEN, MARGARY L.	\$1,441.89	**
STONE, BARRY C./SYLVIA J.	\$1,804.69	**
STONE, HOLLY/HASENSTAUB, MICHAEL J.	\$1,419.18	**
TARBOX, MELISSA A./BELANGER, KEVIN B.	\$4,167.92	**
TARDIF, MARGARET C./MARC R.	\$4,656.80	**
THIBODEAU, CAROLYN	\$795.99	**
TILTON, DAWN M.	\$1,248.42	
TRAMMELL, KELLI L.	\$784.52	**
VACHON, YVES/SANDRA	\$2,473.05	**
VALLIERE, COLLEEN JANE	\$379.28	**
VETRONE, DONNA	\$2,497.07	
WHITEHOUSE, LUCIEN M.	\$406.84	**
WHITEHOUSE, LUCIEN M./KATHI L.	\$580.62	**
WHITTEN, RICHARD D., II	\$697.82	**
WHITTIER, MADELINE L.	\$1,441.89	
WINLING, RICK G./KIM L.	\$281.93	**
ZUKOWSKI, LYNN	\$466.05	**

* PARTIAL PAYMENT AS OF MARCH 2, 2018

** PAYMENT IN FULL AS OF MARCH 2, 2018

PERSONAL PROPERTY TAXES

TITLE 36 SECTION 601. PERSONAL PROPERTY:DEFINED

PERSONAL PROPERTY FOR THE PURPOSE OF TAXATION INCLUDES ALL TANGIBLE GOODS AND CHATTELS WHEREVER THEY ARE AND ALL VESSELS AT HOME AND ABROAD

TITLE 36 SECTION 603.

ALL PERSONAL PROPERTY EMPLOYED IN TRADE IN THE ERECTION OF BUILDINGS OR VESSELS IN MECHANIC ARTS SHALL BE TAXED IN THE PLACE WHERE SO EMPLOYED EXCEPT AS OTHERWISE PROVIDED IN THIS SECTION

TITLE 36 SECTION 706.

BEFORE MAKING ASSESSMENT, THE CHIEF ASSESSOR OF A PRIMARY ASSESSING AREA MAY GIVE REASONABLE NOTICE IN WRITING TO ALL PERSONS LIABLE FOR TAXATION IN THE MUNICIPALITY TO FURNISH THE ASSESSOR A TRUE AND PERFECT LIST OF ALL THEIR ESTATES, NOT BY LAW EXEMPT FROM TAXATION, WHICH THEY POSSESSED ON THE FIRST DAY OF APRIL OF THE SAME YEAR.

2017 DELINQUENT PERSONAL PROPERTY TAXES FOR YEAR ENDING JUNE 30,2017

AT&T MOBILITY LLC/ATTN:PROPERTY TAX DEPT	\$75.44 *
BEAR HILL LUMBER	\$697.87 **
BEAULIEU, JASON DBA JASONS AUTO SERVICE	\$746.50 **
COPPI, CHRISTOPHER/ SARAH DBA EARTH & SOUL	\$80.01
DYER, BRADFORD DBA B.H.DYER CONSTRUCTION	\$56.64
LIBBY WIRE WORKS, LLC C/O DANIEL C. LIBBY	\$132.48
PAQUETTE CHRISTOPHER/TERRI	\$537.53
PRIMITTVES IN PINE/DEBRA SKOLAS	\$75.29
PRO-TURF/HANSON, TROY	\$153.50
SEA OF GREEN, LLC	\$66.36
SHREE BHAVANI,LLC DBA STATION HOUSE CONVIENCE STORE	\$715.18

* PARTIAL PAYMENT AS OF MARCH 2, 2018

** PAYMENT IN FULL AS OF MARCH 2, 2018

STATE OF MAINE
Warrant for the Hollis Annual Town Meeting
JUNE 12, 2018
Fiscal year July 1, 2018-June 30, 2019

To: Kaden Flynn, a constable in the Town of Hollis,

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants in said town of Hollis qualified to vote in town affairs to meet at the Hollis Fire Station, 405 Plains Road, in said Town of Hollis on Tuesday, the twelfth day of June A.D. 2018 (June 12, 2018) at 6:45 a.m. in the morning to act on **Article 1**. The polls will open at 7:00 a.m. (seven o'clock in the forenoon) and close at 8:00 p.m. (eight o'clock in the evening) to act on **Article 2 through 20** all secret ballot voting.

Article 1: To elect a moderator by written ballot to preside at said meeting.

Article 2: To choose the necessary town officials;

One (1) Select Board Member/ Overseer of the Poor for a three-year term,
One (1) Treasurer for a three-year term,
One (1) Road commissioner for two-year term

Note: the SAD #6 candidates are now being voted at large on a separate SAD #6 Ballot due to the reapportionment of SAD #6 in 2017-2018.

Article 3: Shall the Town vote to raise, appropriate and expend up to **\$1,109,919.79** for General Government Operations?

100	Administration	\$ 157,001	\$ 163,176.50
101	Broadcasting	\$ 8,115	\$ 5,740.97
103	Treasurer Office	\$ 50,949	\$ 40,006.75
104	Town Clerk Office	\$ 50,135	\$ 40,113.75
105	Elections	\$ 26,945	\$ 39,330.97
106	Tax Collector Office	\$ 58,250	\$ 48,913.75
107	Assessor	\$ 61,750	\$ 65,995.09
150	Legal Fees	\$ 10,000	\$ 15,000.00
400	Operations & Management	\$ 61,580	\$ 149,002.32
1300	Insurance	\$ 253,318	\$ 292,802.84
1600	FICA (withholding)	\$ 75,691	\$ 81,794.13
1800	Animal Control	\$ 13,015	\$ 13,212.42
2200	Planning Board	\$ 12,388	\$ 12,744.49
2205	Budget Committee	\$ 2,200	\$ 0.
2205	Finance Committee	\$ 0.	\$ 3,014.16
2210	Appeals Board	\$ 1,873	\$ 2,387.09

2350	Community Clothing Closet	\$ 2,000	\$ 1,875.00
2298	Veteran's Flags	\$ 700	\$ 700.00
2370	Conservation Commission	\$ 600	\$ 600.00
2400	Saco River TV	\$ 15,000	\$ 16,676.00
2500	Code Enforcement	\$ 71,100	\$ 116,833.56
		\$ 932,610	\$1,109,919.79

Select Board Recommend

Article 4: Shall the Town vote to raise, appropriate and expend up to **\$301,542.** for the Recreation Department?

		17-18 Budget	18-19 Budget
1200	Hollis Recreation Department	\$258,966	\$273,972.
1219	Sports Complex	\$ 43,394	\$ 27,570.
		\$302,360	\$301,542.

Select Board Recommend

Article 5: Shall the Town vote to raise, appropriate and expend up to **\$434,000.** for Snow & Sanding Services?

		17-18 Budget	18-19 Budget
500	Snow & Sanding	\$434,000.	\$434,000.

Select Board Recommend

Article 6: Shall the Town vote to raise, appropriate and expend up to **\$297,205.** for Road & Highway Services?

		17-18 Budget	18-19 Budget
600	Highway	\$147,205	\$ 147,205.
601	Paving	\$150,000	\$ 150,000.
		\$297,205	\$ 297,205.

Select Board Recommend

Article 7: Shall the Town vote to raise, appropriate and expend up to **\$722,131.99** for Emergency Services provided by the Hollis Municipal Fire & Rescue Department?

		17-18 Budget	18-19 Budget
300	Emergency Services	\$530,713	\$722,131.99

Select Board Recommend

Article 8: Shall the Town vote to raise, appropriate and expend up to **\$25,090.** for General Assistance?

	17-18 Budget	18-19 Budget
1000 General Assistance	\$15,000	\$25,090.

Select Board Recommend

Article 9: Shall the Town vote to raise, appropriate and expend up to **\$255,750.** for Public Services?

	17-18 Budget	18-19 Budget
900 Solid Waste Disposal	\$240,200	\$ 241,000.
2000 Street Lights	<u>\$ 14,500</u>	<u>\$ 14,750.</u>
	\$254,950	\$ 255.750.

Select Board Recommend

Article 10: Shall the town vote to raise, appropriate and expend up to **\$84,373.07** for Hollis Libraries?

	17-18 Budget	18-19 Budget
800 Salmon Falls Library	\$48,093	\$51,022.07
810 Hollis Center Library	<u>\$35,000</u>	<u>\$33,351.</u>
	\$83,093.00	\$84,373.07

Select Board Recommend

Article 11: Shall the Town vote to raise, appropriate and expend up to **\$20,650.** for the following non-municipal requests?

	Budget 2018-2019
2299 York County Shelters	\$ 700
2300 Visiting Nurse Service	\$ 1,850
2301 York County Com. Action	\$ 3,400
2302 Leavitt's Mills Health Care	\$ 1,800
2303 Kids Free to Grow	\$ 500
2305 Maine Behavioral Health	\$ 500
2306 Day One Inc.	\$ 500
2307 So. Maine Agency on Aging	\$ 2,750.
2310 Cub Scouts	\$ 1,200.
2314 Red Cross	\$ 300
2315 Buxton- Hollis Historical	\$ 1,000
2317 VNA Home Health	\$ 250.
2318 Maine Public Broadcasting	\$ 100.

2320 Saco River Corridor Comm.	\$ 300
2323 Ladawn Therapeutic Riding	\$ 1,500.
2328 Anytime Services for Seniors	\$ 1,500.
2329 Life Flight of Maine	\$ 1,000.
2330 So ME Veteran's Cemetery Assn.	\$ 1,000.
2331 Health Equity Alliance	\$ 500.
	<hr/>
	\$20,650.

Select Board Recommend

Article 12: Shall the Town vote to authorize the Select Board and Tax Collector to:

1. Charge Interest on unpaid taxes, determine the rate thereon, set the due date for taxes, and to set the date on which interest shall commence. (Tax Collector charging interest at a rate of 8% per annum, that taxes be due and payable in two (2) payments. the first due on November 7, 2018 and the second on May 1, 2019 with interest commencing on the first half on November 8, 2018 and the second half on May 2, 2019)
2. Accept prepayment of taxes
3. Set the interest rate to be paid by the Town on the refunded overpayment of Taxes for the 2018-2019 Fiscal year set at 4% as recommended by the Tax Collector & Select Board and
4. Apply all tax payments to the oldest outstanding taxes first?

Select Board Recommend

Article 13: Shall an ordinance entitled "Town of Hollis Emergency Subscription Program" be enacted?

Article 14: Shall the town vote to establish separate protected accounts for the Town Heat Fund and the Town Christmas Fund each to be carried forward annually?

Article 15: Shall an ordinance entitled, "Mailbox Ordinance" be enacted?

Article 16: Shall an ordinance entitled, "Naming of Roads and Numbering of Properties" be amended?

Article 17: Shall the Town vote to raise, appropriate and expend up to \$120,000.to be added to the Emergency Services appropriation to provide for two (2) overnight staff at the Hollis Fire & Rescue Department?

Select Board Recommend

Article 18: Shall an Ordinance entitled," Hollis Planning Board Ordinance" be enacted and the ordinance entitled," Hollis Planning Board Membership Ordinance," be repealed?

Article 19: Shall the Town vote to increase the property tax levy limit in the amount of \$1,045,344.00 established for the Town of Hollis by State Law, in the event that the municipal budget approved under the preceding articles results in a tax commitment that is greater than this property tax limit?

Article 20: Shall the Town vote to accept and apply estimated and anticipated revenues and reimbursements to the 2018-2019 Tax Commitment in the amount of **\$2,333,434.?**

Anticipated Revenues	2017-2018	2018-2019
MDOT Block Grant	\$ 51,492	\$ 52,284.
Code Enforcement Grant	\$ 80,000	\$ 100,000.
Dog Fees	\$ 2,000	\$ 1,500.
Excise Tax	\$ 810,000	\$ 925,000.
Rescue Fees	\$ 120,000	\$ 120,000.
Parks & Recreation Fees	\$ 180,000	\$ 180,000.
Misc. Rev & Reimbursements	\$ 80,000	\$ 120,000.
BETE Reimbursements	\$ 300,000	\$ 475,000.
Homestead Reimbursements	\$ 116,000	\$ 160,000.
Tree Growth Reimbursements	\$ 23,000	\$ 23,000
Veteran's Exemption Reimbursements	\$ 2,000	\$ 2,000.
State Revenue Sharing	\$ 128,811.71	\$ 124,650.
Cable Franchise Fees	\$ 40,000	\$ 50,000.
	<u>\$1,933,303.71</u>	<u>\$2,333,434.</u>

Select Board Recommend

The Hollis Annual Town Meeting warrant was originally signed by the Hollis Select Board on March 21, 2018.

This warrant is an amended warrant, replacing the prior warrant that was signed on March 21, 2018.

Given under our hands this 25th day of April, A.D. 2018

Roger B. Hicks, Select Board Chair

Mike Seely, Sr., Select board

Rita B. Perron, Select Board

Received by the Town Clerk: Martha E. Huff

Date: April 25, 2018

Attachments to the Warrant amended April 25, 2018.

Town of Hollis Emergency Medical Subscription Program Ordinance (2 pages)

Town of Hollis Mailbox Ordinance (5 pages)

Town of Hollis Naming of Roads and Numbering of Properties Ordinance (3 pages)

Town of Hollis Planning Board Ordinance (2 pages)

The Registrar of Voters will hold regular Town office hours two weeks prior to the election, Tuesday, Thursday and Friday, 9 -4 and Wednesday noon- 8 p.m.

The Registrar of Voters will be available at the polls to correct any errors, correct a name or address on the voting list and to accept registrations of persons eligible to vote and to accept new enrollments.

A person who is not registered to vote may not vote in any election.

A voter not enrolled in a political party may not vote in a primary election.

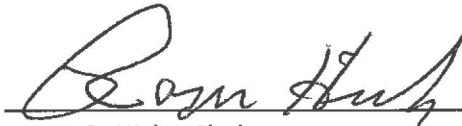
Municipal Officer's Certification of Official Text of a Proposed Ordinance [30-AM.R.S.A. € 3002(2)]

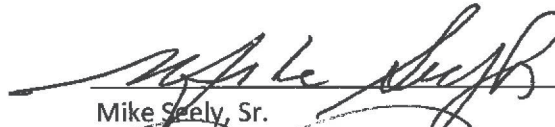
To the Town Clerk of Hollis, Maine:

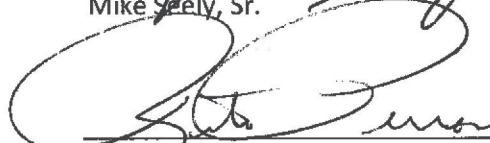
We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "Town of Hollis Emergency Medical Subscription Program", which is to be presented to the votes for their consideration on June 12, 2018.

Pursuant to 30-A M.R.S.A. § 3002 (2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the votes, and you will ensure that copies are available at the town meeting /polling places on the day of the vote.


Dated: 05/09, 2018
RBH


Roger B. Hicks, Chair


Mike Seely, Sr.


Rita B. Perron

Town of Hollis Select Board

RECEIVED
MAY 09 2018
BY: 
Hollis Town Clerk

Town of Hollis Emergency Medical Subscription Program Ordinance

This ordinance implements the Town of Hollis Emergency Medical Subscription program designed for Town residents, both individual and/or family members, residing in a household in the Town of Hollis.

The program provides cost coverage if a subscriber is transported and/or provided medical services, by the Town of Hollis Fire & Rescue Department, or a mutual aid medical transport service to a medical facility which is not covered by the subscriber's insurance or in the event that the subscriber has no insurance coverage.

The plan will not cover medical transportation/services provided by another emergency medical service provider, unless the provider is responding to a mutual aid request from the Hollis Fire & Rescue Department, or any medical emergency which occurs outside the Town of Hollis.

An annual fee, as shown on the attached application form, is required to accompany the subscription application and will cover any family member listed on the subscription form who resides in the household and in the Town of Hollis.

Medical transportation/services costs will not be billed by the Town of Hollis for the co-pay or charges that a subscriber's insurance does not cover for Emergency Medical Services. If a resident has no insurance, the entire bill will be forgiven by the Town.

The subscription plan is renewable annually of each calendar year, and for the year designated by the subscriber.

All funds collected through this plan will be placed in a protected account in the Town and will not be used for any other purpose other than to cover medical bills derived from transportation/services by the Hollis Fire & Rescue Department to this program subscribers.

Subscribers are required to complete the attached subscription agreement form and return it with the appropriate subscriber's fee to the Hollis Town Treasurer.

Adopted:

Town of Hollis Fire/EMS Subscription Program Agreement

Name: _____	Sex/Date of Birth: _____ / ____ / ____
Name: _____	Sex/Date of Birth: _____ / ____ / ____
Name: _____	Sex/Date of Birth: _____ / ____ / ____
Name: _____	Sex/Date of Birth: _____ / ____ / ____
Name: _____	Sex/Date of Birth: _____ / ____ / ____
Name: _____	Sex/Date of Birth: _____ / ____ / ____

Relationship: _____

Mailing Address: _____

Street Address: _____

Phone Number: _____

As a subscription member, you will be billed for emergency medical services provided by the Town of Hollis. That portion not covered by your insurance for Hollis Fire & Rescue (EMS) transportation to the hospital from within the Town will be covered by this plan.

This subscription agreement covers the period from January 1st to December 31st. Subscriptions are renewable during the calendar year.

This plan does not take the place of your existing insurance but only helps to assist in paying that portion of your bill that is not covered by other insurance.

Choose your plan:

- ☐ \$25.00 Senior Citizen Plan (per person, ages 60 & over)
- ☐ \$30.00 Senior Couple (ages 60 & over)
- ☐ \$35.00 Single Resident
- ☐ \$40.00 Family Plan of 2
- ☐ \$50.00 Family Plan of 3 or more

Please fill out this enrollment form and return it with your check payable to the Town of Hollis. Send to Town of Hollis, Attn: EMS Plan, 34 Town Farm Road, Hollis, ME 04042. Upon receipt of your application, you will receive membership confirmation. For more information regarding this program, you may call the Administrative Assistant to the Select Board at 207-929-8552, Ext 26.

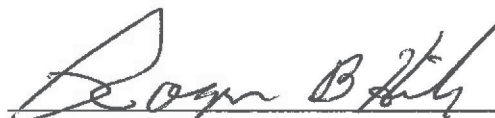
Municipal Officer's Certification of Official Text of a Proposed Ordinance [30-AM.R.S.A. € 3002(2)]

To the Town Clerk of Hollis, Maine:

We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "Mailbox Ordinance "which is to be presented to the votes for their consideration on June 12, 2018.

Pursuant to 30-A M.R.S.A. § 3002 (2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the votes, and you will ensure that copies are available at the town meeting /polling places on the day of the vote.

Dated: 05/09 2018
RSH



Roger B. Hicks, Chair



Mike Seely, Sr.



Rita B. Perron

Town of Hollis Select Board

RECEIVED
MAY 09 2018
BY: Mary E. Clark
Hollis Town Clerk

TOWN OF HOLLIS

Mailbox Ordinance (Proposed)

For convenience and practicality, mailbox installations have been allowed within the right-of-way of Maine's public highways; however, it is important to recognize that such installations have two very important conditions:

- 1) The mailbox must be installed in accordance with applicable standards to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the highway, and
- 2) The mailbox is installed entirely at the owner's risk. In other words, if the mailbox incurs damage during any sort of highway operations or maintenance, the property owner is not entitled to replacement or compensation. In fact, if the mailbox was not installed in accordance with the applicable standards as stated above, the owner may even be held liable for injuries or damages that may have been incurred as a result.

Mailbox design and installation standards are available from several sources, and mailbox owners are expected to consult this information prior to undertaking any mailbox installation or replacement. The following standards have nationwide relevance and were developed in cooperation with one another:

- The United States Postal Service (USPS) Mailbox Guidelines. The USPS defines the standards for mailbox construction, as well as the placement tolerance that must be met to accommodate postal operations. Specifics may be obtained from your local post office or online at: <https://www.usps.com/manage/mailboxes.htm>
- American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide. The AASHTO Roadside Design Guide, Chapter 11: *Erecting Mailboxes on Streets and Highways* deals with the safety and construction of privately owned mailboxes, mailbox supports, and mailbox turnout designs and is less focused on postal operations. This publication may be obtained online through the AASHTO Bookstore at: https://bookstore.transportation.org/Item_details.aspx?id=1807

In addition, if the mailbox is to be installed in an area with sidewalks, it is important to recognize that the sidewalks must continue to comply with ADA requirements:

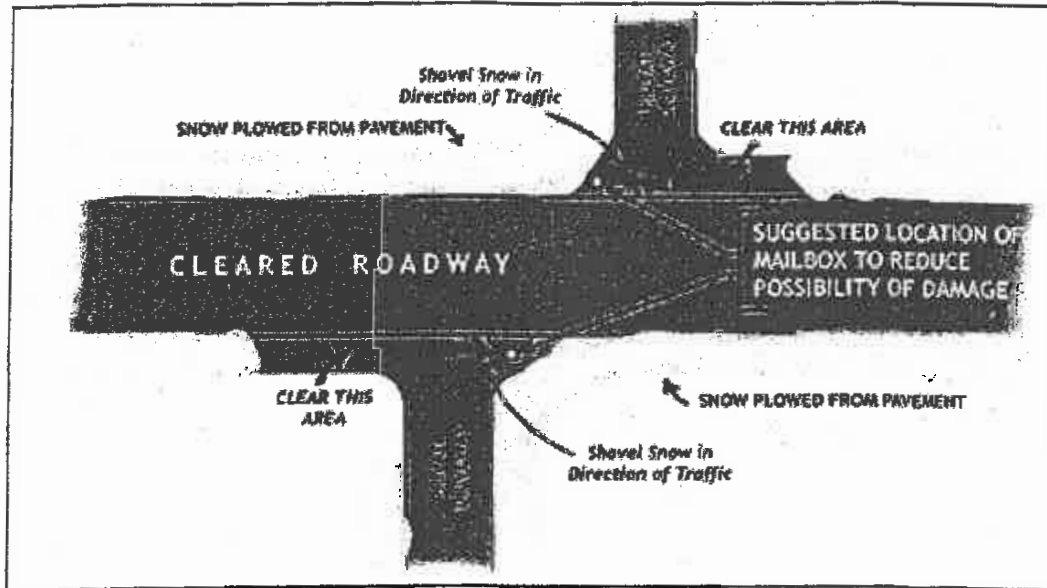
- American Disabilities Act (ADA). The most current version of the ADA Standards for Accessible Design set forth the minimum requirements to ensure facilities are readily accessible to and usable by individuals with disabilities.
<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm#c4>

The municipality has developed this policy to promote compliance with these national standards and to help further clarify the expectations and responsibilities of Maine mailbox owners. Such compliance helps us ensure that we continue to provide safe, efficient and accessible highways for all. The following pages further specify the details associated with mailbox height, location, offset, and post type to minimize the potential hazards and conflicts associated with mailbox installations and to reduce the opportunities for damage to mailboxes.

Mailbox Installation Standards

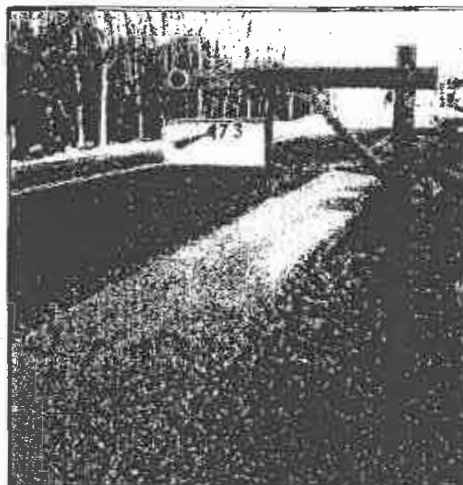
General Location:

Whenever possible, your mailbox should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off of the snow plow, and improves the approach for your mail carrier. The diagram below further clarifies this preferred placement:



Mailbox Support Design:

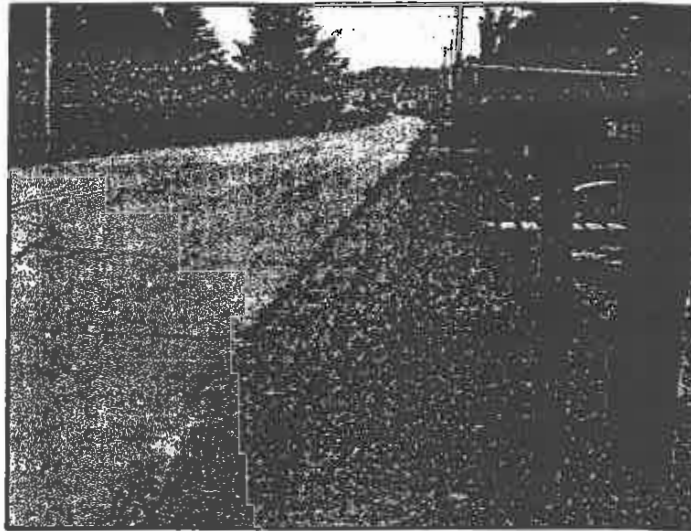
In many cases, it is best to use an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers. The following picture shows a free-swinging suspended mailbox:



In addition, note the strategic placement of the red reflector on the point closest to the road. This will help your local snow fighter see and avoid your mailbox during winter storms.

Offset:

Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. In other words, the face of the mailbox should be at least **one foot (1')** back from the edge of the **normally plowed surface** of the highway or the face of curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to further minimize potential damage to your mailbox. The following picture shows a mailbox with a reasonable offset:

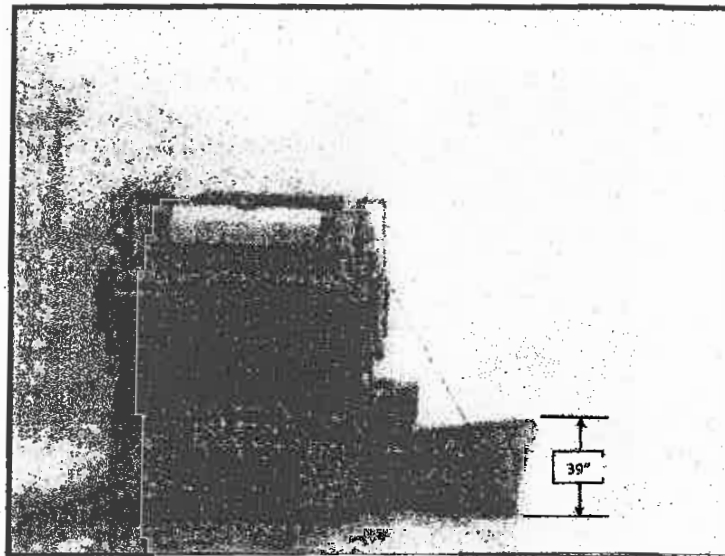


Mailboxes in sidewalk areas should leave at least 36" behind the back of the box or the post, whichever is located the furthest from the road.



Height:

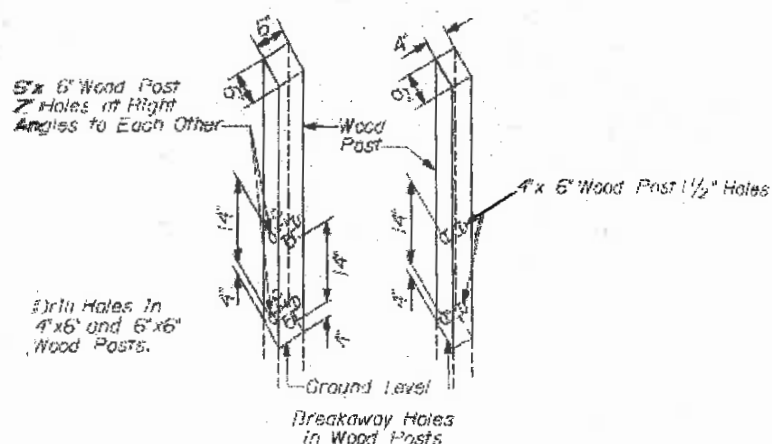
According to USPS standards, a mailbox must be installed with the bottom of the mailbox located between 41" and 45" high above the surface of the highway shoulder. We recommend that this height be closer to the 45" measurement to minimize conflict with the height of the plow truck wing when snow is being pushed back during, or between, winter storms. The following picture further clarifies the height considerations:



Post Size, Type and Embedment:

Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions, however they cannot be so rugged that they present a hazard to vehicles that inadvertently leave the road. If a mailbox support is struck by a vehicle, it must easily break away. Therefore, the following types of posts are deemed acceptable:

- **4" x 4" wooden posts** embedded 2 feet into the ground. Larger wooden posts (4" x 6" or 6" x 6") may be used only if the post is drilled through with an appropriate spade bit to create a shear plane. The following diagram indicates the necessary holes and spacing.



- **1" to 2" round diameter steel or aluminum pipe or standard U-channel post** embedded 2 feet into the ground.

- Unacceptable mailbox supports include: anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects).

NOTICE: Mailboxes, attachments or support systems not consistent with this policy are considered “Deadly Fixed Objects” (aka. “DFOs”) and are in violation of 23 MRSA §1401-A on state and state aid roads. On local roads, they can be considered as “obstructions” and a number of statutes relate to these obstructions. As such, when these installations are recognized by the municipality, the owner will be informed of the hazard and immediate removal will be requested. If the property owner does not comply with this request, the municipality may elect to remove the installation and seek reimbursement from the property owner for all costs incurred.

Municipal Officer's Certification of Official Text of a Proposed Ordinance [30-AM.R.S.A. € 3002(2)]

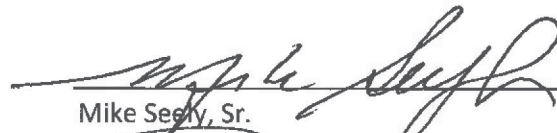
To the Town Clerk of Hollis, Maine:

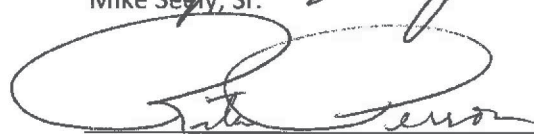
We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "Naming & Numbering of Roads & Properties", which is to be presented to the votes for their consideration on June 12, 2018.

Pursuant to 30-A M.R.S.A. § 3002 (2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the votes, and you will ensure that copies are available at the town meeting /polling places on the day of the vote.

Dated: 05/09 2018
CBH


Roger B. Hicks, Chair


Mike Seely, Sr.


Rita B. Perron

Town of Hollis Select Board

RECEIVED
MAY 09 2018
BY: *Martha E. Huff*
Hollis Town Clerk

TOWN OF HOLLIS

Naming of Roads and Numbering of Properties (PROPOSED) ORDINANCE

1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Hollis.

2. Authority

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

3. Administration

This Ordinance shall be administered by the Select Board ~~Board of Selectmen~~, which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 6. The ~~Board of Selectman~~ **Select Board** will, upon written request of the owner or their representatives, direct the **Code Enforcement Officer** as required, ~~form a committee~~ to research, with the purpose of recommending a name for affected public roads, streets, lanes, etc. within the Town of Hollis. The ~~committee~~ **Code Enforcement Officer** will also provide the naming of private roads, streets, lanes, etc., if an appropriate name has not been selected by the owners or their representatives.

The ~~Select Board~~ **Select Board** ~~Board of Selectmen~~ shall also be responsible for maintaining the following official records of this ordinance:

- a. A Hollis map for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

4. Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, land, private way, or similar paved, gravel, or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be

placed. A road name assigned by the Town of Hollis shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (e.g., Pine Road and Pine Lane).
- b. No two roads should have similar-sounding names (e.g., Beech Street and Peach Street).
- c. Each road shall have the same name throughout its entire length unless the road is exceptionally long and crosses one or more major ways.

5. Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from that end of the road closest to a major thoroughfare or at that end of the road at which emergency vehicles are most likely to enter when responding to a call for dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to the main drive entrance.
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt. 2).

6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Number of the Structure or Residence: where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
- b. Number at the Street Line: Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line next to the walk or access drive to the residence or structure.

- c. **Size and Color of Number:** Numbers shall be displayed in a color and size approved for use by the ~~Board of Selectmen~~ **Select Board** and shall be located to be visible from the road.
- d. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for or confused with the number assigned in conformance with this ordinance.
- e. **Interior Location:** All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

7. New Construction and Sub Divisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance as follows:

New Construction:

Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to request an assigned number from the **Select Board** ~~Board of Selectmen~~.

This shall be done at the time of the issuance of the building permit.

New Subdivisions:

Any prospective sub divider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the ~~Board of Selectmen~~ **Select Board**, shall constitute the assignment of road names and numbers to the lots in the subdivision on the final plan showing proposed roads. The applicant shall mark on the plan lines or dots in the center of the street every 50 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

8. Effective Date

This ordinance shall become effective as of March 27, 1996. It shall be the duty of the **Select Board** ~~Board of Selectmen~~ to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Adopted: March 27, 1996

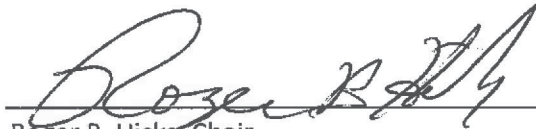
Municipal Officer's Certification of Official Text of a Proposed Ordinance [30-AM.R.S.A. € 3002(2)]

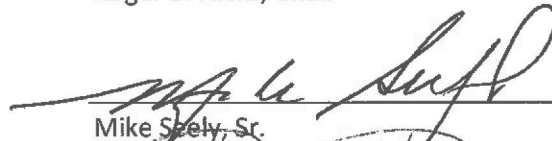
To the Town Clerk of Hollis, Maine:

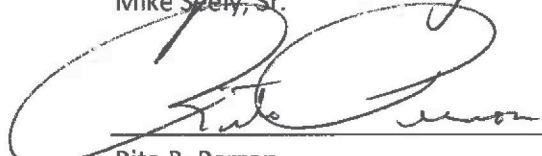
We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "Hollis Planning Board Ordinance", which is to be presented to the votes for their consideration on June 12, 2018.

Pursuant to 30-A M.R.S.A. § 3002 (2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the votes, and you will ensure that copies are available at the town meeting /polling places on the day of the vote.

Dated: 05/09 ^{RBH}, 2018


Roger B. Hicks, Chair


Mike Seely, Sr.


Rita B. Perron

Town of Hollis Select Board

RECEIVED
MAY 09 2018
BY: Matthew E. Hub
Hollis Town Clerk

HOLLIS PLANNING BOARD ORDINANCE

1. Establishment: Pursuant to State of Maine statute, the Town of Hollis hereby redefines the Hollis Planning Board, and revises the Hollis Planning Board Ordinance approved at the March 3, 1984, Annual Town Meeting.
2. Appointment
 - A. Board members shall be appointed by the Hollis Select Board and sworn by the Town Clerk or other person authorized to administer oaths.
 - B. The Board shall consist of seven (7) members plus two (2) alternates.
 - C. The term of each member shall be for three (3) years. Members may be reappointed by the Select Board for additional three-year terms.
 - D. When there is a permanent vacancy, the Select Board shall within sixty (60) days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a voting resident of the town, or when a member fails to attend seventy-five (75) percent of all meetings during the preceding twelve (12) months. When a vacancy occurs, the Board Chair shall immediately so advise the Select Board in writing. The Planning Board Chair may recommend to the Select Board that the attendance provision be waived for cause, such as medical or personal leave. The Select Board may remove a member of the Planning Board by unanimous vote.
 - E. A municipal officer may not be a member.
3. Organization and Rules
 - A. The Planning Board shall elect annually a Chair and a Vice-chair from among its members. The Vice-chair shall include secretarial responsibilities. Minutes will be recorded by a non-member secretary hired by the Select Board.
 - B. The Chair shall call a minimum of twelve (12) meetings per year.
 - C. No official meeting of the Board shall be held without a quorum consisting of four (4) members. Workshops, public hearings, and site visits may be held with fewer members present.
 - D. The Board shall adopt rules for transaction of business, and the recording secretary shall keep a record of the Board's resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times during regular business hours.

4. Duties and Powers

- A. The Board shall participate in the preparation of a Comprehensive Plan as defined by MRSA #4961.
- B. The Board shall perform such duties and exercise such powers as are provided by Hollis Zoning Ordinance, Hollis Shoreland Zoning Ordinance, Hollis Subdivision Regulations, and the laws of the State of Maine.
- C. The Board may obtain goods and services necessary to properly function within the limits of appropriations made for that purpose.
- D. The Board shall submit an annual report to be included in the town's annual report.
- E. The Board shall submit an annual budget request to the Select Board.

