

AGENDA

ITEM

5.a.

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§2601

Title 30-A:

§2602

MUNICIPALITIES AND COUNTIES

HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 3: MUNICIPAL AFFAIRS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 123: MUNICIPAL OFFICIALS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subchapter 1: GENERAL PROVISIONS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2601-A. Appointment of code enforcement officers

Municipal officers may appoint code enforcement officers trained and certified in accordance with section 4451 to serve for fixed terms of one year or more, and may remove those code enforcement officers only for cause after notice and hearing. Compensation for code enforcement officers is determined by the municipal officers and paid by the respective municipalities. [1993, c. 222, §1 (NEW).]

Code enforcement officers need not be residents of the municipality for which they are appointed. [1993, c. 222, §1 (NEW).]

SECTION HISTORY
1993, c. 222, §1 (NEW).

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§4407

Title 30-A:

§4452

MUNICIPALITIES AND COUNTIES

HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 6-A: PLANNING AND LAND USE REGULATION HEADING: PL 1989, C. 104, PT. A, §45 (NEW)

Chapter 187: PLANNING AND LAND USE REGULATION HEADING: PL 1989, C. 104, PT. A, §45 (NEW)

Subchapter 5: ENFORCEMENT OF LAND USE REGULATIONS HEADING: PL 1989, C. 104, PT. A, §45 (NEW)

§4451. Training and certification for code enforcement officers

1. Certification required; exceptions. Beginning January 1, 1993, a municipality may not employ any individual to perform the duties of a code enforcement officer who is not certified by the office, except that:

A. An individual other than an individual appointed as a plumbing inspector has 12 months after beginning employment to be trained and certified as provided in this section; [1997, c. 296, §5 (AMD).]

B. Whether or not any extension is available under paragraph A, the office may waive this requirement for up to one year if the certification requirements cannot be met without imposing a hardship on the municipality employing the individual; and [1997, c. 296, §5 (AMD).]

C. An individual may be temporarily authorized in writing by the Department of Health and Human Services, Division of Health Engineering to be employed as a plumbing inspector for a period not to exceed 12 months. [1997, c. 296, §6 (NEW); 2003, c. 689, Pt. B, §6 (REV).]

A person employed by a municipality or municipalities as a code enforcement officer for at least 3 years prior to January 1, 1990 is deemed certified under this section and, 5 years after the effective date of this paragraph, is subject to the recertification requirements of subsection 6.

[1997, c. 296, §§5, 6 (AMD); 2003, c. 689, Pt. B, §6 (REV) .]

2. Penalty. Any municipality that violates this section commits a civil violation for which a forfeiture of not more than \$100 may be adjudged. Each day in violation constitutes a separate offense.

[1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

2-A. Code enforcement officer; definition and duties. As used in this subchapter, "code enforcement officer" means a person certified under this section and employed by a municipality to enforce all applicable laws and ordinances in the following areas:

A. Shoreland zoning under Title 38, chapter 3, subchapter I, article 2-B; [1991, c. 163, (NEW) .]

B. Comprehensive planning and land use under Part 2, Subpart VI-A; [1991, c. 163, (NEW) .]

C. Internal plumbing under chapter 185, subchapter III; [1991, c. 163, (NEW) .]

D. Subsurface wastewater disposal under chapter 185, subchapter III; and [1991, c. 163, (NEW) .]

E. Building standards under chapter 141; chapter 185, subchapter 1; beginning January 1, 2010, Title 10, chapter 1103; and Title 25, chapters 313 and 331. [2007, c. 699, §15 (AMD) .]

[1991, c. 163, (NEW); 2007, c. 699, §15 (AMD) .]

3. Training and certification of code enforcement officers. In cooperation with the Maine Community College System, the Department of Environmental Protection, the Department of Health and Human Services and the Department of Public Safety, the office shall establish a continuing education program for individuals engaged in code enforcement. This program must provide basic and advanced training in the technical and legal aspects of code enforcement necessary for certification.

A. [1991, c. 163, (RP) .]

B. [1991, c. 163, (RP) .]

C. [1991, c. 163, (RP) .]

D. [1991, c. 163, (RP) .]

E. [1991, c. 163, (RP) .]

F. [1991, c. 163, (RP) .]

G. [1991, c. 163, (RP) .]

[2007, c. 699, §16 (AMD) .]

3-A. Training and certification of inspectors in the Maine Uniform Building and Energy Code. In accordance with the training and certification requirements developed pursuant to Title 10, section 9723, the office shall provide the training necessary to certify

municipal building officials, local code enforcement officers and 3rd-party inspectors.

[2007, c. 699, §17 (NEW) .]

4. Examination. The office shall conduct at least one examination each year to examine candidates for certification at a time and place designated by it. The office may conduct additional examinations to carry out the purposes of this subchapter.

[1991, c. 163, (AMD) .]

5. Certification standards. The office shall establish by rule the qualifications, conditions and licensing standards and procedures for the certification and recertification of individuals as code enforcement officers. A code enforcement officer need only be certified in the areas of actual job responsibilities. The rules established under this subsection must identify standards for each of the areas of training under subsection 2-A, in addition to general standards that apply to all code enforcement officers.

[1991, c. 163, (AMD) .]

6. Certification; terms; revocation. The office shall certify individuals as to their competency to successfully enforce ordinances and other land use regulations and permits granted under those ordinances and regulations and shall issue certificates attesting to the competency of those individuals to act as code enforcement officers. Certificates are valid for 5 years unless revoked by the District Court. An examination is not required for recertification of code enforcement officers. The office shall recertify a code enforcement officer if the code enforcement officer successfully completes at least 12 hours of approved training in each area of job responsibility during the 5-year certification period.

A. The District Court may revoke the certificate of a code enforcement officer, in accordance with Title 4, chapter 5, when it finds that:

(1) The code enforcement officer has practiced fraud or deception;

(2) Reasonable care, judgment or the application of a duly trained and knowledgeable code enforcement officer's ability was not used in the performance of the duties of the office; or

(3) The code enforcement officer is incompetent or unable to perform properly the duties of the office. [1999, c. 547, Pt. B, §50 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

B. Code enforcement officers whose certificates are invalidated under this subsection may be issued new certificates provided that they are newly certified as provided in this section. [1989, c. 104, Pt. A, §45 (NEW); 1989, c. 104, Pt. C, §10 (NEW) .]

[1999, c. 547, Pt. B, §§50, 78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

7. Other professions unaffected. This subchapter may not be construed to affect or prevent the practice of any other profession.

[1991, c. 163, (AMD) .]

SECTION HISTORY

1989, c. 104, §§A45,C10 (NEW). 1989, c. 878, §A87 (AMD).
1991, c. 163, (AMD). 1997, c. 296, §§5-7 (AMD). 1999, c.
547, §§B50,78 (AMD). 1999, c. 547, §B80 (AFF). 2003, c.
20, §OO2 (AMD). 2003, c. 20, §OO4 (AFF). 2003, c. 689,
§B6 (REV). 2007, c. 699, §§15-17 (AMD).

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Title 38: WATERS AND NAVIGATION

[§442](#)

Chapter 3: PROTECTION AND IMPROVEMENT OF WATERS

Subchapter 1: ENVIRONMENTAL PROTECTION BOARD

Article 2-B: MANDATORY SHORELAND ZONING HEADING: PL 1991, C. 346, §1 (RPR)

§441. Code enforcement officers

(REALLOCATED FROM TITLE 12, SECTION 4812-C)

1. Appointment. In every municipality, the municipal officers

shall annually by July 1st appoint or reappoint a code enforcement officer, whose job may include being a local plumbing inspector or a building official and who may or may not be a resident of the municipality for which that person is appointed. The municipal officers may appoint the planning board to act as the code enforcement officer. The municipal officers may remove a code enforcement officer for cause, after notice and hearing. This removal provision only applies to code enforcement officers who have completed a reasonable period of probation as established by the municipality pursuant to Title 30-A, section 2601. If not reappointed by a municipality, a code enforcement officer may continue to serve until a successor has been appointed and sworn.

[RR 2007, c. 2, §25 (COR) .]

2. Certification; authorization by municipal officers. No person may serve as a code enforcement officer who is authorized by the municipal officers to represent the municipality in District Court unless that person is currently certified under Title 30-A, section 4453, as being familiar with court procedures.

Upon written authorization by the municipal officers, a certified code enforcement officer may serve civil process on persons whom that officer determines to be in violation of ordinances adopted pursuant to this chapter and, if authorized by the municipal officers, may represent the municipality in District Court in the prosecution of violations of ordinances adopted pursuant to this chapter.

[1997, c. 296, §11 (AMD) .]

3. Powers and duties. The duties of the code enforcement officer shall include the following:

A. Enforce the local shoreland zoning ordinance in accordance with the procedures contained therein; [1985, c. 481, Pt.

A, §29 (RAL).]

B. Collect a fee, if authorized by a municipality, for every shoreland permit issued by the code enforcement officer. The amount of any such fee shall be set by the municipality. The fee shall be remitted to the municipality; [1985, c. 481, Pt. A, §29 (RAL).]

C. Keep a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collected. On a biennial basis, beginning in 1992, a summary of this record must be submitted by March 1 to the Director of the Bureau of Land Quality Control within the Department of Environmental Protection; and [1991, c. 346, §10 (AMD).]

D. Investigate complaints of alleged violations of local land use laws. [1985, c. 481, Pt. A, §29 (RAL).]

[1991, c. 346, §10 (AMD) .]

SECTION HISTORY

1983, c. 796, §4 (NEW). 1985, c. 737, §A111 (AMD). 1985, c. 481, §A29 (RAL). 1987, c. 737, §§C87,C106 (AMD). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,C10 (AMD). 1989, c. 403, §§10,11 (AMD). 1991, c. 346, §10 (AMD). 1997, c. 296, §11 (AMD). RR 2007, c. 2, §25 (COR).

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§2556

Title 30-A:

§2601-A

MUNICIPALITIES AND COUNTIES

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Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 3: MUNICIPAL AFFAIRS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 123: MUNICIPAL OFFICIALS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subchapter 1: GENERAL PROVISIONS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2601. Appointment and term of officials; generally

1. Appointment of officials and employees. Except where specifically provided by law, charter or ordinance, the municipal officers shall appoint all municipal officials and employees required by general law, charter or ordinance and may remove those officials and employees for cause, after notice and hearing.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Term of officials. Unless otherwise specified, the term of all municipal officials is one year.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, SSA2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, SSC8,10 (AMD).

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Title 25: INTERNAL

[§2351](#)

SECURITY AND PUBLIC SAFETY

Part 6: FIRE PREVENTION AND FIRE PROTECTION

Chapter 313: MUNICIPAL INSPECTION OF BUILDINGS

§2351. Inspector; compensation; jurisdiction; deputy

**(CONTAINS TEXT WITH VARYING EFFECTIVE DATES)
(WHOLE SECTION TEXT EFFECTIVE UNTIL 7/1/10)**

In every town and city of more than 2,000 inhabitants, and in every town of 2,000 inhabitants or less, if such a town so votes at a town meeting, and in each village corporation, if such a corporation so votes at the annual meeting thereof, the municipal officers shall annually in the month of April appoint an inspector of buildings, who must be a person skilled in the construction of buildings, and shall determine the inspector's compensation. The municipal officers shall define the limits within which the inspector of buildings has jurisdiction, which includes the thickly settled portion of each such city or of each village in each such city or town. Whenever the inspector of buildings becomes incapacitated, the municipal officers may appoint or authorize the inspector of buildings to appoint a deputy inspector of buildings who shall serve until removed by the municipal officers, but in no event beyond the term for which the inspector of buildings was appointed. The deputy inspector shall perform such duties as may be required of the deputy inspector by the inspector. The compensation of the deputy inspector is determined by the municipal officers. [RR 1995, c. 2, §56 (COR).]

SECTION HISTORY

RR 1995, c. 2, §56 (COR). 2007, c. 699, §7 (AMD). 2007, c. 699, §26 (AFF).

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§4216

Title 30-A:

§4222

MUNICIPALITIES AND COUNTIES

HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 6: REGULATION, LICENSES AND PERMITS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 185: REGULATION OF CONSTRUCTION AND IMPROVEMENTS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subchapter 3: REGULATION AND INSPECTION OF PLUMBING HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Article 3: LOCAL PLUMBING INSPECTORS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§4221. Plumbing inspectors

1. Appointment; compensation; removal. In every municipality, the municipal officers shall appoint one or more inspectors of plumbing, who need not be residents of the municipality for which they are appointed. Plumbing inspectors are appointed for a term of one year or more and must be sworn and the appointment recorded as provided in section 2526, subsection 9. An individual properly appointed as plumbing inspector and satisfactorily performing the duties may continue in that capacity after the term has expired until replaced. The municipal officers shall notify the department and the State Planning Office of the appointment of a plumbing inspector in writing within 30 days of the appointment.

Compensation of plumbing inspectors is determined by the municipal officers and paid by the respective municipalities.

The municipal officers may remove a plumbing inspector for cause, after notice and hearing.

[1997, c. 296, §3 (AMD) .]

2. Certification requirements. A person may not hold the office of plumbing inspector unless currently certified as qualified by the State Planning Office pursuant to section 4451. Certification is effective for a period of 5 years unless sooner revoked or suspended by the District Court as provided for in section 4451.

A. [1997, c. 296, §4 (RP); 1997, c. 683, Pt. B, §15 (RP) .]

[1997, c. 683, Pt. B, §15 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

3. Duties. Plumbing inspectors shall:

A. Inspect all plumbing for which permits are granted, within their respective municipalities, to ensure compliance with state rules and municipal ordinances and investigate all construction or work covered by those rules and ordinances; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Condemn and reject all work done or being done or material used or being used which does not comply with state rules and municipal ordinances, and order changes necessary to obtain compliance; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Issue a certificate of approval for any work that the inspector has approved; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. Keep an accurate account of all fees collected and transfer those fees to the municipal treasurer; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. Keep a complete record of all essential transactions of the office; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

F. Perform other duties as provided by municipal ordinance; [2007, c. 568, §3 (AMD).]

G. Investigate complaints of alleged violations relating to plumbing or subsurface waste water disposal and take appropriate action as specified by the department by rule in the department's enforcement manual for subsurface waste water disposal and plumbing rules; and [2007, c. 568, §4 (AMD).]

H. Accompany staff of the Department of Environmental Protection or the department in the conduct of a sanitary survey intended to identify potentially failing subsurface waste water disposal systems affecting shellfish harvesting areas when requested by either agency. [2007, c. 568, §5 (NEW).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD); 2007, c. 568, §§3-5 (AMD) .]

4. Inspections and permits not required. Plumbing inspections and permits are not required for:

A. Minor plumbing work or minor installations that are performed in compliance with state laws and rules if that plumbing work or those installations are done inside the structure of a private residence by the owner of that residence; [2003, c. 304, §1 (AMD).]

B. Installation of domestic heating appliances by master oil burner technicians licensed pursuant to Title 32, chapter 33; and [2003, c. 304, §1 (AMD).]

C. Installation of stand-alone water meters, water meters in combination with nontestable backflow prevention devices and related valves by water utility personnel or water utility contractors. The water utility shall include in any notice it provides to a customer regarding entry to install such a meter or related valves a statement that installation of a backflow preventor may necessitate installation by the customer of additional devices, such as an expansion tank, due to thermal expansion. [2003, c. 304, §1 (NEW).]

[2003, c. 304, §1 (AMD) .]

SECTION HISTORY

1987, c. 737, §§2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§A44,C8,C10 (AMD). 1991, c. 688, §2 (AMD). 1993, c. 404, §B1 (AMD). 1997, c. 296, §§3,4 (AMD). 1997, c. 456, §20 (AMD). 1997, c. 683, §B15 (AMD). 1999, c. 547, §B78 (AMD). 1999, c. 547, §B80 (AFF). 2003, c. 304, §1 (AMD). 2007, c. 568, §§3-5 (AMD).

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[§401](#)

Title 22: HEALTH AND WELFARE

[§452](#)

Subtitle 2: HEALTH

Part 2: STATE AND LOCAL HEALTH AGENCIES Chapter 153: LOCAL HEALTH OFFICERS

§451. Appointment

The following provisions govern the appointment and employment of local health officers. [2007, c. 462, §1 (NEW).]

1. Role of municipality. Every municipality in the State shall employ a local health officer who is appointed by the municipal officers of that municipality. A person may be appointed and employed as a local health officer by more than one municipality.

[2007, c. 462, §1 (NEW) .]

2. Qualifications. The local health officer must be qualified by education, training or experience in the field of public health or a combination as determined by standards adopted by department rule no later than June 1, 2008. A person who is employed as a local health officer who is not qualified by education, training or experience must meet qualification standards adopted by department rule no later than 6 months after appointment. Rules adopted pursuant to this subsection are major substantive rules as defined in Title 5, chapter 375, subchapter 2-A.

[2007, c. 598, §5 (AMD) .]

3. Duration of appointment; notification. A local health officer is appointed for a term of 3 years and until that officer's successor is appointed. The municipal officers shall appoint a successor within 30 days of any resignation or expiration of term. The municipal officers or clerk of each municipality shall within 10 days notify the department in writing of the appointment of a local health officer. Notification to the department must include the local health officer's name, age and address and the dates of the appointment and the beginning of the 3-year term. A local health officer in a town or plantation contiguous to unorganized territory shall perform the duties of a local health officer in that territory.

[2007, c. 462, §1 (NEW) .]

4. Incapacity or absence. In the event of incapacity or absence of the local health officer, the municipal officers shall appoint a person to act as local health officer during that incapacity or absence. The chair of the municipal officers shall perform the duties of a local health officer until the regular local health officer is returned to duty or another person has been appointed and employed. In a municipality with a manager form of government, when the charter so provides, the appointments provided for in this subsection may be made by the manager and the duties prescribed for the chair of the municipal officers during incapacity or absence of the local health officer are performed by the manager.

[2007, c. 462, §1 (NEW) .]

5. Conflict of interest. A person may not be appointed to hold office as a local health officer or to serve as a member of the local board of health under section 453 if that person has a pecuniary interest, directly or indirectly, in any corporation or other entity over which that officer or board has general supervision.

[2007, c. 462, §1 (NEW) .]

6. Duties. Local health officers may be employed on a part-time or full-time basis. The offices of local health officer and town or school physician may be combined when, in the opinion of the municipal officers, the health needs of the public would be better served.

[2007, c. 462, §1 (NEW) .]

SECTION HISTORY

1981, c. 703, §A7 (AMD). 1989, c. 487, §3 (AMD). 2007, c. 598, §5 (AMD). 2007, c. 462, §1 (RPR).

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SUMMARY OF HEALTH OFFICER DUTIES

provided by the Division of Health Engineering, Bureau of Health, State of Maine

Appointment of Health Officers

Maine's statutes establish a state health agency -- the Department of Health & Human Services -- and a system of municipal Local Health Officers. The Department of Health & Human Services has primary responsibility for the general health and well-being of the people of the State and for enforcement of health laws. This general responsibility includes supervision of Local Health Officers, whose duties include enforcement of all relevant laws, the rules of the Department of Health & Human Services, and local health ordinances. The Department of Health & Human Services is expected to provide Local Health Officers with information and with educational resources pertaining to the regulation of health issues.

On the local level, each municipality is mandated to appoint a Local Health Officer (22 M.R.S.A. §451). The Department of Health & Human Services has general policy-making responsibility to protect the public health. The Local Health Officers, Animal Control Officers, Boards of Selectmen, City Councils, and other officials assist with the enforcement of the rules and regulations of the Department of Health & Human Services. For example, additional authority related to public health is granted to municipalities in Title 30-A, which in some instances is not subject to Department of Health & Human Services control. This authority includes such things as local plumbing and sewage disposal rules. These and other functions are usually the responsibilities of Local Plumbing Inspectors or Code Enforcement Officers.

Every municipality in the State shall employ an official who shall be known as the Local Health Officer. The Local Health Officer shall be appointed for a term of 3 years or until his/her successor is appointed, provided that on expiration of the term of office the municipal officers shall appoint a successor within 30 days of such resignation or expiration. Within 10 days, the municipal officers of all municipalities shall notify the Department of Health & Human Services in writing of the appointment of a Local Health Officer, stating the Local Health Officer's name, age, address and date of appointment and beginning of 3-year term (22 M.R.S.A. §451). The Local Health Officer in towns or plantations contiguous to unorganized territory shall perform the duties of Local Health Officer in such territory (22 M.R.S.A. §451).

Departmental Intervention

If the Local Health Officer, or individual designated as the Local Health Officer pursuant to §451, fails to perform the duties of the Local Health Officer as those duties are described under this section, the department may intervene to perform those duties as the Director of the Bureau of Health is the State Health Officer.

Incapacity or Absence of a Local Health Officer

In the event of incapacity or absence of the Local Health Officer, the municipal officers shall appoint a person to act as Local Health Officer during such incapacity or absence. Failing such appointment, the chairman of the municipal officers shall perform the duties of Local Health Officer until the regular Local Health Officer is returned to duty or appointment of another person has been made (22 M.R.S.A. §451).

Compensation of Local Health Officers

The current statutes make no mention of compensation for Local Health Officers. Compensation, if given, varies greatly from locality to locality as do the specified duties of Local Health Officers, many of whom combine their duties as Local Health Officer with those of school physician, school nurse, public health nurse, local plumbing inspector, code enforcement officer or other health and/or local-government related role.

GENERAL DUTIES AND RESPONSIBILITIES

Reporting Diseases to Department of Health & Human Services

Local Health Officers are required to assist in the reporting, prevention and suppression of diseases and all conditions injurious to health, and shall be subject to the supervision and direction of the Department of Health & Human Services. Prompt reporting of notifiable diseases and occupational diseases, which are brought to their attention within their jurisdictional limits, is also required (22 M.R.S.A. §1030). Physicians are instructed to notify the Department of Health & Human Services directly when they have reason to believe that a person they are treating is afflicted with a notifiable disease. Reporting these diseases is an important responsibility that should not be minimized. Rules of the Department of Health & Human Services specify the manner and time for reporting specific cases of diseases (22 M.R.S.A. §454 and 22 M.R.S.A. C. 259-A).

Complaints

The Local Health Officer receives and examines all complaints concerning nuisances dangerous to life and health within the limits of his/her jurisdiction.

The Local Health Officer may enter upon or within any place or premises where nuisances or conditions dangerous to life and health are known or believed to exist, and personally, or by appointed agents, inspect and examine the same. All owners, agents and occupants shall permit such sanitary examinations. The Local Health Officer may wish to consult with his/her town attorney to determine if or when an inspection warrant is necessary. The Local Health Officer may order the suppression and removal of nuisances and conditions detrimental to life and health found to exist within the limits of his/her jurisdiction.

Enforcement

It is the duty of the Local Health Officer to require that all state laws, rules of the Department of Health & Human Services and local health ordinances be strictly enforced in their respective communities. When and if they are concerned about bodily harm in the performance of these duties, they have the legal authority to call for assistance from any police officer (22 M.R.S.A. §1014).

Miscellaneous nuisances

The Local Health Officer is, under the existing statutes of the State of Maine, the only health official having the authority to abate miscellaneous nuisances. Maine law, 17 M.R.S.A. §2702 discusses the abatement of nuisances and details the manner in which they are to be resolved in a municipality. Title 17 § 2741 covers some common nuisances and the jurisdiction to abate them. Some common nuisances are referred to 17 M.R.S.A. §2802. Failure to remove the nuisance may result in a fine (22 M.R.S.A. §1561).

Malfunctioning disposal systems are a nuisance, as stated in 30-A M.R.S.A. §3428

Local Health Officers are frequently called upon to take action regarding dangerous buildings

Protecting drinking water and water sources resulting from floods, power outages, and fires

Evaluate public bathing beaches

Smoking in public places

Child or adult abuse or neglect (22 M.R.S.A. §4011 or 22 M.R.S.A. §3477)

Others include offensive smells, filthy substances and discarded motor vehicles

Working with Animal Control Officers

Pursuant to Title 7 M.R.S.A. §3947, each municipality must appoint one or more animal control officers whose duties are enforcement of various sections in law including disposing of large dead animals (e.g., horses, cows, etc.) and responding to reports of animals suspected of having rabies.

Municipalities are required to control dogs running at large (Title 7, §3947). Law enforcement officers and animal control officers are required to take a stray animal to its owner, if known, or, if the owner is unknown, to an animal shelter and ensure that any injured animal that is at large or in a public way is given proper medical attention.

A municipality must also control domesticated animals that are a cause of complaint in the community. A municipality shall control animals that pose a threat to public health or safety. A municipality may control undomesticated animals in matters on which no other department is charged by law to regulate.

§3949(7) requires Municipal clerks, annually, on or before April 1st, to certify to the Commissioner of the Department of Agriculture, Food and Rural Resources of the name and location of the animal shelter with which the municipality has entered into a contract to accept stray animals.

AGENDA

ITEM

5.b.

TOWN OF CLINTON
FIVE-YEAR CAPITAL IMPROVEMENT PLAN SUMMARY SHEET

	A	B	C	D	E	F	G	H	I
1				FY 09-10					
2	11/14/2008	Reserve Fund	Equipment	Funding					
3	Departments:	Balance	Rotation	Source	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
4									
5	1. Administration								
6									
7	1. Town Office Roof	\$ 8,000.00	N/A	Surplus to Reserve	\$ 32,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8									
9	2. Fire Department								
10									
11	1. Ambulance Re-Mount	\$ 30,852.18	10-Years	Surplus to Reserve	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
12	2. Communications Upgrade	\$ 3,000.00	6-10 Years	Surplus to Reserve	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
13	3. Turnout Gear Replacement	\$ 6,000.00	5-10 years	Surplus to Reserve	\$ 9,450.00	\$ 9,900.00	\$ 10,350.00	\$ 9,125.00	\$ 9,125.00
14									
15	3. Police Department								
16									
17	1. Police Cruiser 2005	\$ 64.52	3 years	Annual Budget	\$ 25,000.00	\$ -	\$ -	\$ 27,000.00	\$ -
18	2. Police Cruiser 2008		3 years	Annual Budget	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -
19									
20	4. Transfer Station / Recycling								
21									
22	1. Concrete Slab	\$ -	N/A	Annual Budget	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -
23	2. Forklift 2006	\$ 6,734.78	10 Years	Surplus to Reserve	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
24	3. Recycling Bailer	\$ 4,902.22	12 Years	Surplus to Reserve	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
25									
26	5. Highway Department								
27									
28	1. Truck (2004)	\$ 113.16	5 years	Surplus to Reserve	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 14,000.00
29	2. Tractor (1993)	\$ 11,056.61	10 years	Surplus to Reserve	\$ 9,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
30	3. Backhoe / Loader (1999)	\$ 11,356.09	10 years	Surplus to Reserve	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
31	4. Sander / Hopper	\$ 2,000.00	8 years	Surplus to Reserve	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
32									
33	6. Road Commissioner								
34									
35	1. Road Reconstruction / Paving	N/A	N/A	Annual Budget	\$ 190,000.00	\$ 200,000.00	\$ 210,000.00	\$ 220,000.00	\$ 230,000.00
36									
37	7. Cemetery Committee								
38									
39	1. Repairs to Headstones	\$ 5,000.00	N/A	Surplus to Reserve	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
40									
41	TOTALS				\$ 316,450.00	\$ 271,900.00	\$ 300,850.00	\$ 310,625.00	\$ 295,625.00
42	Source of Funds								
43	TAXES			\$ 164,000.00	52%				
44	STATE URIP FUNDS			\$ 60,000.00	19%				
45	SURPLUS			\$ 92,450.00	29%				
46									
47	TOTAL			\$ 316,450.00					

AGENDA

ITEM

7.a.

Expense Summary Report

ALL Departments

November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
01 - ADMINISTRA	225,671.00	102,974.74	122,696.26	45.63
001 - PAYROLL	151,229.00	66,907.73	84,321.27	44.24
01 - FULL TIME	57,128.00	23,270.44	33,857.56	40.73
02 - PART TIME	11,680.00	6,680.30	4,999.70	57.19
03 - OVERTIME	2,073.00	1,130.23	942.77	54.52
07 - SELECTMEN	9,300.00	4,485.00	4,815.00	48.23
08 - TOWN MANAGER	47,959.00	19,692.61	28,266.39	41.06
09 - AUDITOR	3,300.00	3,475.00	-175.00	105.30
10 - EMPLOYEE BEN	0.00	1,826.50	-1,826.50	----
11 - VACATION	0.00	159.92	-159.92	----
13 - SICK TIME	0.00	226.18	-226.18	----
25 - SOC SECURITY	8,075.00	3,118.11	4,956.89	38.61
26 - MEDICARE	1,888.00	729.15	1,158.85	38.62
27 - IRA MATCH	1,690.00	0.00	1,690.00	0.00
28 - DISAB/LIFE	1,013.00	416.17	596.83	41.08
29 - HEALTH INS	7,123.00	1,698.12	5,424.88	23.84
002 - OPERATING EX	33,457.00	10,082.24	23,374.76	30.13
01 - TELEPHONE	6,000.00	2,382.26	3,617.74	39.70
04 - PRINTING	1,200.00	237.73	962.27	19.81
05 - POSTAGE	8,500.00	1,232.63	7,267.37	14.50
06 - ADS/NOTICES	1,000.00	533.40	466.60	53.34
07 - DUES	670.00	229.90	440.10	34.31
08 - SUPPLIES	4,800.00	2,227.18	2,572.82	46.40
09 - MEMBERSHIPS	3,200.00	0.00	3,200.00	0.00
10 - COPIER MAINT	2,828.00	1,040.00	1,788.00	36.78
12 - TRAVEL	2,600.00	1,226.14	1,373.86	47.16
13 - TRAINING	1,710.00	901.75	808.25	52.73
16 - OTHER EQUIP	949.00	0.00	949.00	0.00
19 - FUEL	0.00	71.25	-71.25	----
003 - COMPUTER EXP	10,150.00	7,834.92	2,315.08	77.19
01 - SOFTWARE	6,600.00	6,430.90	169.10	97.44
04 - SUPPLIES/TAX	2,800.00	1,404.02	1,395.98	50.14
09 - WEBSITE	750.00	0.00	750.00	0.00
004 - TAX EXPENSES	21,835.00	9,204.00	12,631.00	42.15
01 - ASSESSING	17,235.00	8,450.00	8,785.00	49.03
03 - REG OF DEEDS	4,600.00	754.00	3,846.00	16.39
006 - CONTRACTUAL	8,000.00	8,945.85	-945.85	111.82
01 - LEGAL	8,000.00	8,945.85	-945.85	111.82
020 - CAPITAL EXP	1,000.00	0.00	1,000.00	0.00
01 - COMPUTERS	1,000.00	0.00	1,000.00	0.00
02 - TOWN HALL	14,978.00	5,251.04	9,726.96	35.06
002 - OPERATING EX	9,600.00	2,893.26	6,706.74	30.14
02 - HEAT	4,000.00	808.00	3,192.00	20.20
03 - LIGHTS	4,600.00	1,778.27	2,821.73	38.66
16 - OTHER EQUIP	1,000.00	306.99	693.01	30.70
005 - HEALTH/SAFTY	678.00	298.04	379.96	43.96
02 - WATER/SEWER	678.00	298.04	379.96	43.96
007 - MAINTENANCE	4,700.00	2,059.74	2,640.26	43.82
01 - BLDG/GROUNDS	4,700.00	2,059.74	2,640.26	43.82
04 - FIRE	325,793.00	124,218.89	201,574.11	38.13

Expense Summary Report

ALL Departments
November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
04 - FIRE CONT'D				
001 - PAYROLL	222,818.00	86,667.29	136,150.71	38.90
01 - FULL TIME	129,562.00	56,313.89	73,248.11	43.46
02 - PART TIME	31,713.00	7,216.61	24,496.39	22.76
10 - EMPLOYEE BEN	0.00	5,143.28	-5,143.28	----
11 - VACATION	7,135.00	2,796.49	4,338.51	39.19
17 - TRAINING PAY	4,026.00	1,201.11	2,824.89	29.83
18 - HOLIDAY PAY	797.00	295.44	501.56	37.07
22 - SICK/COVER	1,600.00	593.40	1,006.60	37.09
25 - SOC SECURITY	10,840.00	4,298.55	6,541.45	39.65
26 - MEDICARE	2,536.00	1,005.43	1,530.57	39.65
27 - IRA MATCH	3,887.00	0.00	3,887.00	0.00
28 - DISAB/LIFE	2,462.00	1,010.61	1,451.39	41.05
29 - HEALTH INS	28,260.00	6,792.48	21,467.52	24.04
002 - OPERATING EX	26,925.00	7,362.06	19,562.94	27.34
01 - TELEPHONE	2,300.00	470.47	1,829.53	20.46
02 - HEAT	6,500.00	1,334.09	5,165.91	20.52
03 - LIGHTS	3,630.00	1,320.92	2,309.08	36.39
06 - ADS/NOTICES	250.00	0.00	250.00	0.00
07 - DUES	85.00	0.00	85.00	0.00
13 - TRAINING	2,800.00	691.06	2,108.94	24.68
15 - CLEANING SUP	400.00	105.49	294.51	26.37
17 - LICENSE FEES	510.00	350.00	160.00	68.63
18 - MEDICAL SUP	3,700.00	899.31	2,800.69	24.31
19 - FUEL	5,000.00	2,040.87	2,959.13	40.82
20 - CLOTHING	1,000.00	114.95	885.05	11.50
35 - FIRE SUPP	650.00	0.00	650.00	0.00
37 - MISC SUPPLIE	100.00	34.90	65.10	34.90
005 - HEALTH/SAFTY	51,750.00	25,654.53	26,095.47	49.57
02 - WATER/SEWER	650.00	254.53	395.47	39.16
03 - FF MED EVAL	300.00	0.00	300.00	0.00
05 - HYDRANT RENT	50,800.00	25,400.00	25,400.00	50.00
006 - CONTRACTUAL	5,700.00	2,033.00	3,667.00	35.67
14 - AMB/BILLING	5,700.00	2,033.00	3,667.00	35.67
007 - MAINTENANCE	12,600.00	2,502.01	10,097.99	19.86
01 - BLDG/GROUNDS	1,100.00	69.94	1,030.06	6.36
02 - EQUIPMENT	5,500.00	1,966.74	3,533.26	35.76
03 - VEHICLES	6,000.00	465.33	5,534.67	7.76
020 - CAPITAL EXP	6,000.00	0.00	6,000.00	0.00
06 - RADIOS	1,500.00	0.00	1,500.00	0.00
40 - TURN-OUTS	4,500.00	0.00	4,500.00	0.00
06 - POLICE	200,206.00	104,878.41	95,327.59	52.39
001 - PAYROLL	144,808.00	69,758.29	75,049.71	48.17
01 - FULL TIME	102,052.00	45,576.50	56,475.50	44.66
02 - PART TIME	10,400.00	10,070.79	329.21	96.83
03 - OVERTIME	5,800.00	1,558.64	4,241.36	26.87
10 - EMPLOYEE BEN	0.00	2,566.09	-2,566.09	----
11 - VACATION	0.00	1,299.68	-1,299.68	----
13 - SICK TIME	0.00	295.44	-295.44	----
25 - SOC SECURITY	7,332.00	3,651.66	3,680.34	49.80
26 - MEDICARE	1,715.00	854.12	860.88	49.80
27 - IRA MATCH	2,187.00	0.00	2,187.00	0.00

Expense Summary Report

ALL Departments

November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
06 - POLICE CONT'D				
28 - DISAB/LIFE	1,192.00	489.13	702.87	41.03
29 - HEALTH INS	14,130.00	3,396.24	10,733.76	24.04
002 - OPERATING EX	20,813.00	9,818.52	10,994.48	47.17
01 - TELEPHONE	1,000.00	524.79	475.21	52.48
04 - PRINTING	468.00	142.33	325.67	30.41
06 - ADS/NOTICES	500.00	210.12	289.88	42.02
07 - DUES	425.00	50.00	375.00	11.76
13 - TRAINING	2,431.00	628.00	1,803.00	25.83
16 - OTHER EQUIP	1,700.00	1,708.50	-8.50	100.50
19 - FUEL	9,708.00	4,130.12	5,577.88	42.54
20 - CLOTHING	2,500.00	1,469.67	1,030.33	58.79
26 - EMPLOYEE TES	1,000.00	25.00	975.00	2.50
37 - MISC SUPPLIE	400.00	519.98	-119.98	130.00
49 - PAGER	481.00	457.51	23.49	95.12
51 - OFFICE EQUIP	200.00	-47.50	247.50	-23.75
003 - COMPUTER EXP	5,385.00	189.74	5,195.26	3.52
01 - SOFTWARE	4,965.00	0.00	4,965.00	0.00
08 - INTERNET	420.00	189.74	230.26	45.18
007 - MAINTENANCE	4,200.00	446.79	3,753.21	10.64
02 - EQUIPMENT	1,700.00	0.00	1,700.00	0.00
03 - VEHICLES	2,500.00	446.79	2,053.21	17.87
020 - CAPITAL EXP	25,000.00	24,665.07	334.93	98.66
26 - CRUISER	25,000.00	24,665.07	334.93	98.66

07 - HIGHWAYS	350,930.00	126,618.70	224,311.30	36.08
001 - PAYROLL	61,389.00	27,818.19	33,570.81	45.31
01 - FULL TIME	30,784.00	10,879.28	19,904.72	35.34
02 - PART TIME	14,124.00	8,934.41	5,189.59	63.26
03 - OVERTIME	4,077.00	1,118.37	2,958.63	27.43
10 - EMPLOYEE BEN	0.00	1,466.17	-1,466.17	----
11 - VACATION	0.00	1,657.60	-1,657.60	----
25 - SOC SECURITY	3,038.00	1,478.18	1,559.82	48.66
26 - MEDICARE	711.00	345.70	365.30	48.62
27 - IRA MATCH	1,004.00	0.00	1,004.00	0.00
28 - DISAB/LIFE	586.00	240.36	345.64	41.02
29 - HEALTH INS	7,065.00	1,698.12	5,366.88	24.04
002 - OPERATING EX	18,491.00	5,104.21	13,386.79	27.60
01 - TELEPHONE	816.00	347.71	468.29	42.61
06 - ADS/NOTICES	500.00	0.00	500.00	0.00
13 - TRAINING	200.00	70.00	130.00	35.00
19 - FUEL	7,080.00	3,669.12	3,410.88	51.82
20 - CLOTHING	595.00	442.39	152.61	74.35
22 - TOOLS	400.00	246.22	153.78	61.56
32 - SALT/SHED MA	400.00	52.43	347.57	13.11
36 - RENT/HIRE	8,000.00	40.40	7,959.60	0.50
37 - MISC SUPPLIE	500.00	235.94	264.06	47.19
006 - CONTRACTUAL	3,300.00	0.00	3,300.00	0.00
02 - SWEEPING	2,000.00	0.00	2,000.00	0.00
03 - SIDEWALK	300.00	0.00	300.00	0.00
04 - GRADING	1,000.00	0.00	1,000.00	0.00
007 - MAINTENANCE	6,500.00	5,153.08	1,346.92	79.28

Expense Summary Report

ALL Departments
November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
07 - HIGHWAYS CONT'D				
01 - BLDG/GROUNDS	500.00	52.61	447.39	10.52
02 - EQUIPMENT	6,000.00	5,100.47	899.53	85.01
008 - ROAD MAINT	261,250.00	88,543.22	172,706.78	33.89
01 - CULVERTS	4,500.00	4,510.65	-10.65	100.24
02 - COLD PATCH	3,500.00	1,780.55	1,719.45	50.87
03 - STRIPING	500.00	599.45	-99.45	119.89
04 - ROAD SIGNS	1,000.00	888.10	111.90	88.81
05 - LQD CALCIUM	11,250.00	3,623.55	7,626.45	32.21
06 - GRAVEL	11,000.00	9,425.50	1,574.50	85.69
07 - PLOWING	185,400.00	64,233.33	121,166.67	34.65
08 - SALT	24,600.00	0.00	24,600.00	0.00
10 - BRUSH/LIMBS	6,000.00	0.00	6,000.00	0.00
11 - DITCHING	8,500.00	2,332.09	6,167.91	27.44
12 - DRIVEWAYS	5,000.00	1,150.00	3,850.00	23.00
08 - CODE ENFORCE	17,150.00	10,850.74	6,299.26	63.27
001 - PAYROLL	15,449.00	10,452.40	4,996.60	67.66
02 - PART TIME	14,133.00	9,544.26	4,588.74	67.53
25 - SOC SECURITY	1,066.00	736.05	329.95	69.05
26 - MEDICARE	250.00	172.09	77.91	68.84
002 - OPERATING EX	1,701.00	398.34	1,302.66	23.42
01 - TELEPHONE	300.00	0.00	300.00	0.00
08 - SUPPLIES	75.00	0.00	75.00	0.00
12 - TRAVEL	1,326.00	438.34	887.66	33.06
13 - TRAINING	0.00	-40.00	40.00	----
09 - PLAN BOARD	500.00	241.12	258.88	48.22
002 - OPERATING EX	500.00	241.12	258.88	48.22
70 - PLANNING	500.00	241.12	258.88	48.22
10 - LIBRARY	50,635.00	18,426.07	32,208.93	36.39
001 - PAYROLL	35,569.00	13,946.21	21,622.79	39.21
02 - PART TIME	31,800.00	12,965.43	18,834.57	40.77
11 - VACATION	600.00	0.00	600.00	0.00
18 - HOLIDAY PAY	640.00	0.00	640.00	0.00
25 - SOC SECURITY	2,049.00	794.93	1,254.07	38.80
26 - MEDICARE	480.00	185.85	294.15	38.72
002 - OPERATING EX	13,265.00	3,919.07	9,345.93	29.54
01 - TELEPHONE	80.00	24.15	55.85	30.19
02 - HEAT	5,000.00	396.83	4,603.17	7.94
03 - LIGHTS	1,200.00	531.39	668.61	44.28
05 - POSTAGE	150.00	25.02	124.98	16.68
06 - ADS/NOTICES	50.00	21.00	29.00	42.00
07 - DUES	135.00	0.00	135.00	0.00
08 - SUPPLIES	1,000.00	530.58	469.42	53.06
10 - COPIER MAINT	500.00	0.00	500.00	0.00
12 - TRAVEL	100.00	0.00	100.00	0.00
13 - TRAINING	150.00	0.00	150.00	0.00
15 - CLEANING SUP	250.00	63.72	186.28	25.49
38 - BOOKS	3,750.00	1,879.37	1,870.63	50.12
39 - MAGAZINES	500.00	335.40	164.60	67.08
65 - CHILD/ADULT	200.00	65.81	134.19	32.91

Expense Summary Report

ALL Departments
November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - LIBRARY CONT'D				
99 - MISC	200.00	45.80	154.20	22.90
003 - COMPUTER EXP	200.00	0.00	200.00	0.00
04 - SUPPLIES/TAX	200.00	0.00	200.00	0.00
005 - HEALTH/SAFTY	450.00	222.03	227.97	49.34
02 - WATER/SEWER	450.00	222.03	227.97	49.34
006 - CONTRACTUAL	500.00	63.75	436.25	12.75
13 - CONTRACT MAT	500.00	63.75	436.25	12.75
007 - MAINTENANCE	651.00	275.01	375.99	42.24
01 - BLDG/GROUNDS	651.00	275.01	375.99	42.24
11 - TRANSFER STA	387,493.00	169,449.70	218,043.30	43.73
001 - PAYROLL	115,166.00	48,343.04	66,822.96	41.98
01 - FULL TIME	77,418.00	32,573.82	44,844.18	42.08
02 - PART TIME	5,320.00	1,680.00	3,640.00	31.58
03 - OVERTIME	1,000.00	1,288.38	-288.38	128.84
10 - EMPLOYEE BEN	0.00	4,238.54	-4,238.54	----
13 - SICK TIME	0.00	62.56	-62.56	----
25 - SOC SECURITY	5,192.00	2,270.52	2,921.48	43.73
26 - MEDICARE	1,215.00	530.95	684.05	43.70
27 - IRA MATCH	2,353.00	0.00	2,353.00	0.00
28 - DISAB/LIFE	1,473.00	603.91	869.09	41.00
29 - HEALTH INS	21,195.00	5,094.36	16,100.64	24.04
002 - OPERATING EX	49,713.00	18,588.53	31,124.47	37.39
01 - TELEPHONE	0.00	21.36	-21.36	----
02 - HEAT	0.00	4.58	-4.58	----
03 - LIGHTS	6,700.00	1,146.78	5,553.22	17.12
06 - ADS/NOTICES	250.00	0.00	250.00	0.00
07 - DUES	500.00	0.00	500.00	0.00
08 - SUPPLIES	760.00	327.29	432.71	43.06
12 - TRAVEL	668.00	209.63	458.37	31.38
15 - CLEANING SUP	123.00	62.68	60.32	50.96
16 - OTHER EQUIP	919.00	764.24	154.76	83.16
19 - FUEL	3,166.00	1,552.68	1,613.32	49.04
20 - CLOTHING	505.00	506.00	-1.00	100.20
22 - TOOLS	149.00	0.00	149.00	0.00
23 - BALER WIRE	949.00	684.56	264.44	72.13
24 - PLASTIC BAGS	420.00	0.00	420.00	0.00
27 - SAFETY EQUIP	546.00	375.00	171.00	68.68
29 - DEMO DEBRIS	23,734.00	9,479.81	14,254.19	39.94
30 - DEP FEE	275.00	0.00	275.00	0.00
31 - PUBLIC AWARE	75.00	75.00	0.00	100.00
37 - MISC SUPPLIE	5,874.00	2,876.92	2,997.08	48.98
42 - OIL REMOVAL	1,600.00	0.00	1,600.00	0.00
50 - SCALES -T.S.	1,500.00	0.00	1,500.00	0.00
52 - FREON REMOV	1,000.00	502.00	498.00	50.20
006 - CONTRACTUAL	205,824.00	85,992.80	119,831.20	41.78
06 - HAULING	44,220.00	16,765.00	27,455.00	37.91
07 - TIPPING	161,604.00	69,227.80	92,376.20	42.84
007 - MAINTENANCE	6,590.00	6,509.18	80.82	98.77
01 - BLDG/GROUNDS	3,000.00	3,026.25	-26.25	100.88
02 - EQUIPMENT	3,590.00	3,482.93	107.07	97.02

Expense Summary Report

ALL Departments
November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
11 - TRANSFER STA CONT'D				
020 - CAPITAL EXP	10,200.00	10,016.15	183.85	98.20
35 - DUEL FREQ	0.00	0.00	0.00	---
41 - SLABS	10,200.00	10,016.15	183.85	98.20
12 - UNCLASSIFIED				
009 - UNCLASSIFIED	24,460.00	6,800.00	17,660.00	27.80
03 - KVCOG	3,914.00	3,914.00	0.00	100.00
04 - FAMILY VIO	1,060.00	0.00	1,060.00	0.00
05 - LEGION 186	225.00	0.00	225.00	0.00
07 - HEAD START	500.00	0.00	500.00	0.00
09 - SENIOR SPECT	1,886.00	1,886.00	0.00	100.00
12 - FOOD BANK	2,000.00	0.00	2,000.00	0.00
13 - HOSPICE	500.00	500.00	0.00	100.00
14 - P.A.L.	13,000.00	0.00	13,000.00	0.00
26 - TRANSP KVCAP	525.00	0.00	525.00	0.00
31 - SNOWMOBILES	850.00	0.00	850.00	0.00
32 - KVCAP CHILD	0.00	500.00	-500.00	---
13 - DEBT SERVICE				
010 - DEBT	60,664.00	55,292.94	5,371.06	91.15
08 - FIRE STA PRI	37,100.00	37,100.00	0.00	100.00
09 - FIRE STA INT	6,520.00	2,968.00	3,552.00	45.52
11 - POLICE CAR	0.00	0.00	0.00	---
099 - INTER- GOV'T	17,044.00	15,224.94	1,819.06	89.33
09 - FIRST PARK	17,044.00	15,224.94	1,819.06	89.33
14 - ANIMAL CTRL.				
002 - OPERATING EX	10,124.00	6,145.17	3,978.83	60.70
08 - SUPPLIES	350.00	78.60	271.40	22.46
12 - TRAVEL	1,000.00	57.57	942.43	5.76
13 - TRAINING	200.00	0.00	200.00	0.00
49 - PAGER	194.00	0.00	194.00	0.00
005 - HEALTH/SAFTY	580.00	0.00	580.00	0.00
07 - ANIMAL SHOTS	280.00	0.00	280.00	0.00
09 - ANIMAL HOSP	300.00	0.00	300.00	0.00
006 - CONTRACTUAL	3,600.00	1,500.00	2,100.00	41.67
17 - ANIMAL CTRL	3,600.00	1,500.00	2,100.00	41.67
009 - UNCLASSIFIED	4,200.00	4,509.00	-309.00	107.36
01 - HUMANE SOC	4,200.00	4,509.00	-309.00	107.36
16 - RECREATION				
001 - PAYROLL	16,730.00	3,411.92	13,318.08	20.39
02 - PART TIME	3,069.00	918.06	2,150.94	29.91
25 - SOC SECURITY	191.00	4.38	186.62	2.29
26 - MEDICARE	45.00	1.02	43.98	2.27
002 - OPERATING EX	200.00	49.50	150.50	24.75
03 - LIGHTS	200.00	49.50	150.50	24.75
007 - MAINTENANCE	11,575.00	2,412.87	9,162.13	20.85
01 - BLDG/GROUNDS	9,000.00	1,472.87	7,527.13	16.37
09 - TOILETS	1,575.00	765.00	810.00	48.57
10 - TREE WORK	1,000.00	175.00	825.00	17.50

Expense Summary Report

ALL Departments
November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
16 - RECREATION CONT'D				
009 - UNCLASSIFIED	50.00	0.00	50.00	0.00
23 - ADMIN BUDGET	50.00	0.00	50.00	0.00
020 - CAPITAL EXP	1,600.00	26.09	1,573.91	1.63
01 - COMPUTERS	0.00	26.09	-26.09	---
12 - FENCING	700.00	0.00	700.00	0.00
15 - DUGOUTS	600.00	0.00	600.00	0.00
16 - BLEACHERS	300.00	0.00	300.00	0.00
17 - GEN'L ASSIST				
001 - PAYROLL	18,952.00	5,594.83	13,357.17	29.52
20 - G.A. ADMIN	1,023.00	432.30	590.70	42.26
25 - SOC SECURITY	64.00	14.64	49.36	22.88
26 - MEDICARE	15.00	3.48	11.52	23.20
002 - OPERATING EX	50.00	0.00	50.00	0.00
37 - MISC SUPPLIE	50.00	0.00	50.00	0.00
011 - ASSISTANCE	17,800.00	5,144.41	12,655.59	28.90
02 - HEATING FUEL	7,000.00	2,140.00	4,860.00	30.57
03 - ELECTRICITY	2,500.00	1,002.15	1,497.85	40.09
04 - RENT	6,500.00	1,982.50	4,517.50	30.50
05 - FOOD/PERSONA	600.00	19.76	580.24	3.29
06 - BURIAL	900.00	0.00	900.00	0.00
13 - TRAINING/TRA	300.00	0.00	300.00	0.00
18 - DISPATCH				
006 - CONTRACTUAL	15,500.00	6,000.00	9,500.00	38.71
11 - DISPATCH FEE	12,000.00	6,000.00	6,000.00	50.00
12 - REG DISP FEE	3,500.00	0.00	3,500.00	0.00
19 - INSURANCE				
012 - INSURANCE	62,999.00	18,888.35	44,110.65	29.98
01 - WORKER'S COM	22,589.00	3,199.35	19,389.65	14.16
02 - P.O. LIAB	8,343.00	2,461.00	5,882.00	29.50
03 - UNEMPLOYMENT	4,396.00	2,198.00	2,198.00	50.00
04 - VEHICLE INS.	8,457.00	3,874.50	4,582.50	45.81
05 - INS. DEDUCT.	5,000.00	0.00	5,000.00	0.00
06 - LIABILITY	14,214.00	7,155.50	7,058.50	50.34
20 - CEMETERIES				
001 - PAYROLL	11,556.00	4,432.42	7,123.58	38.36
02 - PART TIME	1,023.00	0.00	1,023.00	0.00
23 - SEXTON	2,558.00	1,827.15	730.85	71.43
25 - SOC SECURITY	223.00	113.30	109.70	50.81
26 - MEDICARE	52.00	26.50	25.50	50.96
006 - CONTRACTUAL	4,800.00	2,400.00	2,400.00	50.00
09 - MOW & TRIM	4,800.00	2,400.00	2,400.00	50.00
007 - MAINTENANCE	2,300.00	0.00	2,300.00	0.00
04 - GROUNDS/LAND	2,300.00	0.00	2,300.00	0.00
009 - UNCLASSIFIED	600.00	65.47	534.53	10.91
17 - RIVERVIEW AS	600.00	65.47	534.53	10.91
21 - ELECTIONS				
	10,611.00	3,418.92	7,192.08	32.22

Expense Summary Report

ALL Departments
November

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
21 - ELECTIONS CONT'D				
001 - PAYROLL	3,911.00	2,136.51	1,774.49	54.63
03 - OVERTIME	1,229.00	794.69	434.31	64.66
06 - BALLOT CLERK	2,400.00	1,216.00	1,184.00	50.67
25 - SOC SECURITY	225.00	101.96	123.04	45.32
26 - MEDICARE	57.00	23.86	33.14	41.86
002 - OPERATING EX	6,700.00	1,282.41	5,417.59	19.14
40 - BALLOTS	1,000.00	445.90	554.10	44.59
43 - TOWN REPORT	4,700.00	0.00	4,700.00	0.00
60 - ELECTIONS	1,000.00	836.51	163.49	83.65
22 - INTER-GOV'T				
	1,433,511.00	680,080.58	753,430.42	47.44
099 - INTER- GOV'T	1,433,511.00	680,080.58	753,430.42	47.44
01 - COUNTY TAX	141,918.00	141,917.14	0.86	100.00
02 - SAD 49	1,291,593.00	538,163.44	753,429.56	41.67
24 - COMMITTEES				
	500.00	127.39	372.61	25.48
016 - COMMITTEES	500.00	127.39	372.61	25.48
02 - ECON DEV	250.00	0.00	250.00	0.00
03 - COM DEV	250.00	127.39	122.61	50.96
26 - ROAD PAVING				
	190,000.00	180,374.04	9,625.96	94.93
020 - CAPITAL EXP	190,000.00	180,374.04	9,625.96	94.93
20 - PAVING	190,000.00	180,374.04	9,625.96	94.93
27 - STR LIGHTS				
	18,480.00	6,681.04	11,798.96	36.15
005 - HEALTH/SAFTY	18,480.00	6,681.04	11,798.96	36.15
04 - STREET LIGHT	18,480.00	6,681.04	11,798.96	36.15
99 - MISCELLANE				
	127,920.92	2,539.93	125,380.99	1.99
014 - OVERLAY	87,920.92	2,539.93	85,380.99	2.89
01 - ABATEMENTS	87,920.92	2,539.93	85,380.99	2.89
017 - TAX INC FIN	40,000.00	0.00	40,000.00	0.00
01 - COOPER	40,000.00	0.00	40,000.00	0.00
Final Totals	3,575,363.92	1,642,696.94	1,932,666.98	45.94

AGENDA

ITEM

7.b.

Revenue Summary Report

Department(s): ALL

November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
01 - ADMINISTRATION	1,024,350.00	2,435,458.91	-1,411,108.91	237.76
299 - PROPERTY TAXES	0.00	1,944,044.73	-1,944,044.73	----
300 - ABATEMENTS	0.00	-231.94	231.94	----
301 - INTEREST ON PROPERTY TAXES	14,000.00	2,019.13	11,980.87	14.42
302 - BANK INTEREST	10,000.00	2,238.40	7,761.60	22.38
303 - INTEREST ON CERTIF OF DEPOSIT	1,000.00	39,041.39	-38,041.39	999.99
309 - BOAT EXCISE TAX	2,600.00	505.20	2,094.80	19.43
310 - MOTOR VEHICLE EXCISE TAX	450,000.00	188,201.62	261,798.38	41.82
311 - HUNTING & FISHING FEE	1,700.00	419.25	1,280.75	24.66
312 - RECREATIONAL VEHICLE FEES	900.00	189.00	711.00	21.00
313 - SNOWMOBILE REG. REIMBURSEMENT	1,500.00	0.00	1,500.00	0.00
314 - DOG FEES	450.00	65.00	385.00	14.44
315 - MOTOR VEHICLE AGENT FEES	12,000.00	4,858.25	7,141.75	40.49
316 - PROPERTY TAX LIEN COSTS & FEES	9,000.00	1,755.45	7,244.55	19.51
317 - CABLE TELEVISION FEES	12,000.00	7,155.32	4,844.68	59.63
319 - PLUMBING INSPECTIONS	2,300.00	777.75	1,522.25	33.82
320 - LAND USE/BUILDING PERMITS	600.00	185.00	415.00	30.83
321 - COPIER FEES	600.00	243.50	356.50	40.58
322 - FAX MACHINE FEES	350.00	140.50	209.50	40.14
323 - VITAL RECORD FEES	2,000.00	996.50	1,003.50	49.83
324 - RENTAL OF BANQUET HALL	2,000.00	850.00	1,150.00	42.50
330 - TREE GROWTH REIMBURSEMENT	11,000.00	5,423.37	5,576.63	49.30
331 - VETERAN REIMBURSEMENT	1,200.00	1,271.00	-71.00	105.92
333 - GENERAL ASSISTANCE REIMBURSE	9,000.00	998.39	8,001.61	11.09
334 - STATE REVENUE SHARING	325,000.00	132,711.16	192,288.84	40.83
335 - HOMESTEAD EXEMPTION REVENUE	78,000.00	62,543.00	15,457.00	80.18
336 - CONCEALED WEAPONS PERMIT FEES	150.00	50.00	100.00	33.33
337 - ROAD ASSISTANCE	66,000.00	31,402.00	34,598.00	47.58
338 - LATE DOG FEES	0.00	75.00	-75.00	----
341 - ANIMAL CONTROL OFFICER FEES	0.00	64.00	-64.00	----
348 - BOUNCED CHECK FEES	0.00	40.00	-40.00	----
350 - FIRST PARK INCOME DISTRIBUTION	7,000.00	6,753.15	246.85	96.47
999 - MISCELLANEOUS REVENUES	4,000.00	673.79	3,326.21	16.84

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Revenue Summary Report

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Department(s): ALL

November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
04 - FIRE DEPARTMENT CONT'D				
04 - FIRE DEPARTMENT	90,000.00	23,528.33	66,471.67	26.14
001 - AMBULANCE FEES	90,000.00	23,528.33	66,471.67	26.14

Revenue Summary Report

Department(s): ALL
November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
06 - POLICE DEPARTMENT CONT'D				
06 - POLICE DEPARTMENT	0.00	58.36	-58.36	----
002 - WITNESS FEES	0.00	5.00	-5.00	----
999 - MISCELLANEOUS REVENUES	0.00	53.36	-53.36	----

Revenue Summary Report

Department(s): ALL
November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
10 - LIBRARY CONT'D				
10 - LIBRARY	500.00	229.27	270.73	45.85
002 - BOOK SALES	50.00	0.00	50.00	0.00
003 - COPIER & FAX FEES	250.00	116.30	133.70	46.52
004 - DONATIONS	100.00	2.11	97.89	2.11
006 - FINES	100.00	81.54	18.46	81.54
007 - NON-RES INTER LIBRARY LOANS	0.00	28.32	-28.32	----
009 - REPLACEMENT CARDS	0.00	1.00	-1.00	----

Revenue Summary Report

Department(s): ALL
November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
11 - TRANSFER STATION/RECYCLING CONT'D				
11 - TRANSFER STATION/RECYCLING	250,000.00	127,750.36	122,249.64	51.10
001 - TRANSFER STATION FEES	1,000.00	1,260.47	-260.47	126.05
002 - RECYCLING INCOME	36,000.00	13,758.82	22,241.18	38.22
003 - PENOBSCOT ENERGY RECOV CREDIT	51,000.00	31,450.82	19,549.18	61.67
004 - BENTON ADMINISTRATIVE FEE	4,800.00	2,400.00	2,400.00	50.00
005 - BENTON TRANSFER STATION COSTS	83,000.00	36,311.89	46,688.11	43.75
006 - BOLSTERS	30,200.00	17,153.46	13,046.54	56.80
007 - DEMOLITION DEBRIS FEES	27,000.00	16,515.95	10,484.05	61.17
009 - METAL RECYCLING	13,000.00	8,121.49	4,878.51	62.47
010 - FEES FOR USE OF SCALES	0.00	23.80	-23.80	----
011 - BRUSH	3,000.00	616.16	2,383.84	20.54
999 - MISCELLANEOUS REVENUES	1,000.00	137.50	862.50	13.75

Revenue Summary Report

Department(s): ALL
November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
19 - TOWN INSURANCE CONT'D				
19 - TOWN INSURANCE	0.00	5,312.00	-5,312.00	----
001 - WORKER'S COMP PREM REFUND	0.00	1,211.00	-1,211.00	----
002 - UNEMPLOYMENT PREMIUM REFUND	0.00	3,183.00	-3,183.00	----
003 - PROPERTY & CASUALTY REFUND	0.00	918.00	-918.00	----

Revenue Summary Report

Department(s): ALL

November

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
20 - CEMETERY MAINTENANCE CONT'D				
20 - CEMETERY MAINTENANCE	2,000.00	916.41	1,083.59	45.82
001 - CEMETERY FEES	1,000.00	720.00	280.00	72.00
002 - INVESTMENT INCOME	1,000.00	196.41	803.59	19.64
Final Totals	1,366,850.00	2,593,253.64	-1,226,403.64	189.72