Regular City Council Meeting

Tuesday, September 15, 2026 at 6:00 pm

Get Alerts!

Sign-up to receive emergency alerts and notifications to stay connected. Waterville Alerts

Ways to Participate and Rules of Order & Procedure

- Meeting location: City Hall Annex, 46 Front Street.
- Live stream link
- Register to participate link (**Please note: Need to register by 5:00 PM the day of the meeting to receive the link**)
- Members of the Council and Mayor can be contacted at: PublicComment@Waterville-ME.gov
- City Council Rules of Order & Procedure (PDF)

Regular Meeting

Present: Mayor Mike Morris
Councilors Present: Brandon Gilley, Flavia DeBrito, Samantha Burdick, Rebecca Green, Spencer Krigbaum, Scott Beale, Catherine Herard

1. **Introductory Formalities**
    a. **Pledge of Allegiance**
    b. **Disclosure of Conflicts of Interest**
2. **Presentations**
   November 3, 2026 General & Municipal Election

   Report from First Wealth Investments - Matt Weaver
3. **City Manager Report**
4. **Council Comments and/or Committee Reports**
5. **Public Comments**
6. **Consent Agenda**
    a. **Approve Meeting Minutes of September 1, 2026**

b. **Resolution 168-2026**
Approve Roll of Accounts No. 18

c. **Resolution 169-2026**
Authorize Renewal of Liquor Licenses Expiring Between October 1, 2026 through December 31, 2026

7. **Old Business**

a. **Order 159-2026 (Second Reading)**
Accept Grant Funds to Support a Seasonal Outdoor Recreation Program Coordinator at Quarry Road Recreation Area

b. **Ordinance 167-2026 (Second Reading)**
Amend the Zoning Map (4 Veteran Court)

8. **New Business**

a. **Resolution 170-2026**
Authorize Issuance of a Secondhand License to Melissa Holmwood d/b/a Madlyn's, Inc.

b. **Resolution 171-2026**
Authorize the Issuance of a Victualer's License to John Koch d/b/a Rusty Lantern #0224

c. **Resolution 172-2026**
Authorize a Contract Extension with ScrapDogs Community Compost

d. **Resolution 173-2026**
Appointment of Members to the Waterville Youth Council

e. **Resolution 174-2026**
Approve Waiver of Bid Process for Auditing Service for Fiscal Year 2026 and Engagement of Nicholson, Michaud, and Nadeau Certified Public Accountants

f. **Resolution 175-2026**
Authorizing a Memorandum of Understanding for Seasonal Program Coordinator - Quarry Road Trails

g. **Resolution 176-2026**
Approve the Use of Funds from the Fire Department Cost Recovery Account to Purchase DEA Compliant Medical Vault Equipment from EMS Logik

9. **Adjourned at 7:17 p.m.**

| Agenda published on 09/10/2026 at 1:28 PM

Election Information

General & Municipal Election

November 3, 2026

Key Staff

- Roland Hallee, Warden
- Joan Hallee, Ward Clerk
- Cathy Taylor, Assistant Clerk/Deputy Registrar of Voters
- Deb Gagnon, Assistant Clerk/Deputy Registrar of Voters

“We follow ALL the laws, even the dumb ones.”

Voter Registration

MAINE VOTER REGISTRATION APPLICATION

Federally required questions:

- **Are you a citizen of the United States of America?** * ❑ YES ❑ NO
  *If NO, DO NOT complete this application.
- **Are you at least 18 years of age?**** ❑ YES ❑ NO
  **If NO, are you at least 16 years of age to pre-register? ❑ YES ❑ NO

PARTY AFFILIATION

- ❑ Democratic
- ❑ Green Independent
- ❑ Libertarian
- ❑ Republican
- ❑ Unenrolled (no party choice)

LAST NAME (and suffix, if any)	**FIRST NAME**	**MIDDLE NAME**	**DATE OF BIRTH** MM - DD - YYYY

CURRENT RESIDENCE ADDRESS (Physical address where you live)

STREET NAME AND NUMBER, NOT A P.O. BOX	CITY, TOWN, PLANTATION OR TOWNSHIP

CURRENT MAILING ADDRESS (Complete if different from above address)

STREET NAME AND NUMBER, OR P.O. BOX, etc.	CITY/TOWN	ZIP CODE

Have you previously been registered to vote? ❑ YES ❑ NO
If "YES", provide previous registration information below.

CITY/TOWN	COUNTY	STATE	TELEPHONE (Optional)

COMPLETE BOTH SIDES OF THIS CARD – PLEASE PRINT

MAINE VOTER REGISTRATION APPLICATION

- COMPLETE BOTH SIDES OF THIS CARD -

CHANGE OF NAME (Prior legal name, if applicable)

_____ _____ _____
LAST FIRST MIDDLE

SIGN AND DATE THIS CARD. I certify that all the information I have provided on this form is true.

_____ _____
Signature of Applicant on line above Date on line above

VOTER ID: By federal law, NEW Maine voters must provide an applicable ID number as follows:

1. **Your Maine driver's license/Maine State ID; or**
2. **The last 4 digits of your Social Security number (ONLY if you don't have a Maine driver's license/ Maine State ID); or**
3. **Write "none" ONLY if you don't have either 1 or 2.**

___|___|___|___|___|___|___|___|___

REGISTRAR'S USE ONLY: **Date Received**: _____ **Ward-Precinct**: _____ - _____

Source of Registration: ❑ In Person ❑ By Mail ❑ Agency ❑ BMV ❑ Voter Registration Drive/3rd Person

Type of Registration:

❑ **NEW** Maine Voter Registration **Form of Proof for ID:** _____ **for Residency**: _____

❑ **Change** of Existing Voter Registration (*check boxes below*) **Form of Proof for Residency:** _____

❑ Address Change to new municipality ❑ Address Change within municipality ❑ Party Enrollment Change
❑ Name Change ❑ Other Change _____

❑ **Duplicate** Application (no changes made)

INSTRUCTIONS TO VOTERS: Failure to complete this entire application may prevent registration.

- Deliver or mail this completed card to your municipal registrar or to the Division of Elections: #184 State House Station, Augusta, ME 04333-0184. This properly completed application must be received by the municipal registrar 21 days or more before an election. If less than 21 days before an election, you must register in person.
- **If you are a NEW Maine voter and mail this card**, you must include a photocopy of your Maine driver's license, Maine State ID, or current utility bill, bank statement or government document that shows your name and address.
- For election information, call 207-624-7650 or visit https://www.maine.gov/sos/elections-voting **(rev. 1/26)**

Voter Registration Application Revised 1/2026

- Designed by the Secretary of State
- Contains data required by law
- Different colors for 3 main sources:
  - White – in registrar's presence
  - Yellow – outside agency (BMV)
  - Green – outside registration (at agencies, voter drives, etc.)

Voter Registration & Update Options

- Register in-person at the Clerk's office (Monday-Thursday, 7 a.m. – 5:30 p.m.)
- Register through the mail (green card)
- Register through a voter drive (green card)
- Register at the BMV (yellow card)
- Register online

Closed Period

The voter registration closed period is the 20-day period prior to and on Election Day when the registrar may accept only voter registration applications receive in-person.

Closed period begins on the 21st day before election day at the close of business.

During the closed period, any application received by mail or through a 3rd party must be held for processing until after election day.

Voter Registration Requirements

PROOF OF IDENTITY

Proof of identity for voting purposes:

Any of the following forms of documentation may be offered by an applicant and considered by a registrar in verifying the identity of an applicant who is registering to vote under this chapter and whose name does not already appear in the central voter registration system as a registered voter. The registrar need not request or consider all of these forms of documentation in order to verify an applicant's identity.

1. Government-issued photograph identification document or credential. A government issued photograph identification document or credential, including, but not limited to, a current and valid United States passport, military identification, driver's license or state identification; or
2. Other government-issued identification document. A government-issued identification document without a photograph, including, but not limited to, a certified birth certificate or a signed social security card; or
3. Other official documents. An official document, including, but not limited to, a document confirming eligibility determinations for public benefits, a utility bill, a bank statement, a government check, a paycheck or other government document that shows the name and address of the voter; or
4. Verified unique identifier for new voters. A verified unique identifier for new voters, including the voter's Maine driver's license number, Maine identification number or the last 4 digits of the voter's social security number **that are successfully verified through the central voter registration system verification.**

PROOF OF RESIDENCY

Acceptable proof of residency for a person who is previously unregistered in Waterville:

- Drivers' license showing a Waterville address
- Vehicle Registration
- Government Check or Payroll Check
- Receipt of public benefit
- Utility bill
- Rent receipt or lease showing a Waterville address
- Oath (when they have a photo ID)
- Check book, bank statement, etc.
- Personal knowledge
- Other combinations of documents that satisfied the registrar of the residency of the individual.

Safeguard America Voter Eligibility Act (SAVE Act)



Would require voters to provide proof of citizenship when registering to vote



Would require voters to provide proof of ID when voting



STILL BEING DEBATED …NO CHANGE TO EXISTING LAW!

Guidance on citizenship questions

State and federal law require that voters certify their citizenship by checking the box on the voter registration application. It is a crime to make a false statement on the application.

If a non-citizen knowingly submits a form certifying to be a citizen when they are not, they will be breaking the law and subject to prosecution.

Maine law does not require or authorize municipal officials to collect any documents related to citizenship.

Residency Under Certain Circumstances

A person doesn't lose residency is temporarily away, so long as they intend to return

A person can acquire a separate residence from a family member, if they intend to remain there.

A spouse may have a separate residence.

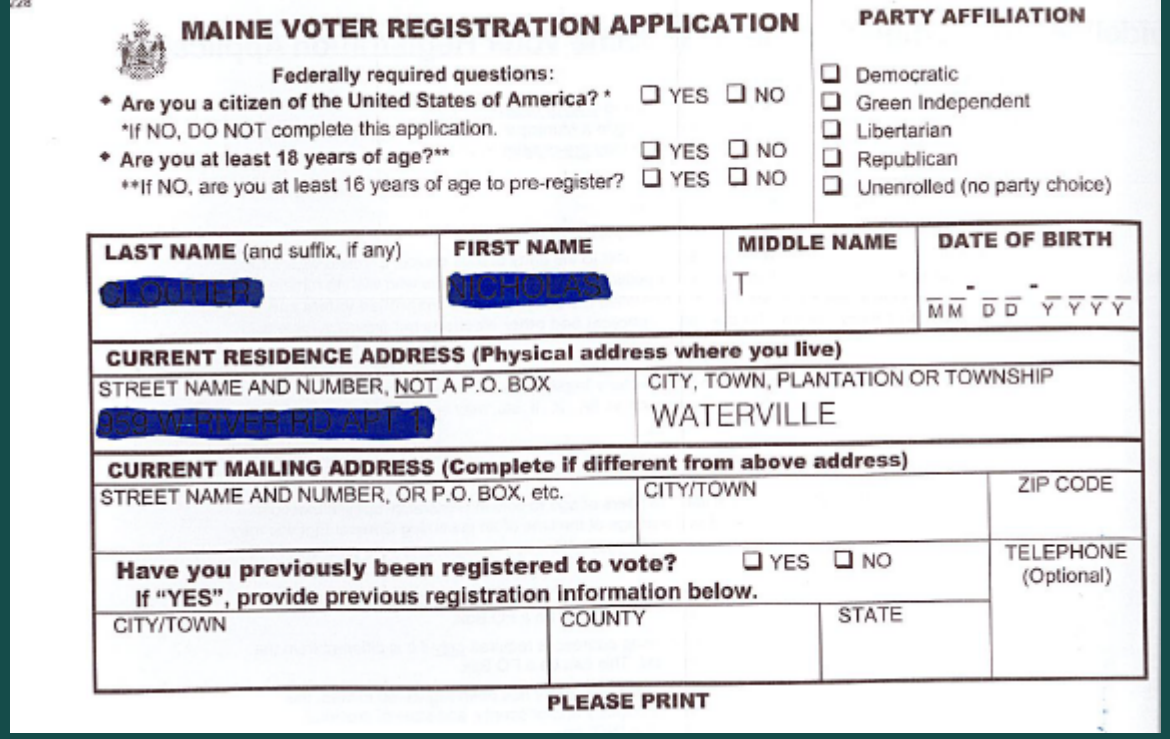
Students can qualify as a voter in the town where the student resides while attending that institution.

Incarcerated persons may apply to register to vote in the municipality where that person previously resided prior to incarceration.

Homeless persons may have a non-traditional residence such as a shelter or a park bench.

“Helpful” mailers

- Voters are often confused when they receive pre-filled mailers urging them to register to vote or request an absentee ballot
- Sometimes, one voter gets several of these forms
- We don’t mail these!



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  *If NO, DO NOT complete this application.
- Are you at least 18 years of age?** ☐ YES ☐ NO
  **If NO, are you at least 16 years of age to pre-register? ☐ YES ☐ NO

PARTY AFFILIATION

- ☐ Democratic
- ☐ Green Independent
- ☐ Libertarian
- ☐ Republican
- ☐ Unenrolled (no party choice)

LAST NAME (and suffix, if any)	FIRST NAME	MIDDLE NAME	DATE OF BIRTH
[redacted]	[redacted]	T	MM - DD - YYYY

CURRENT RESIDENCE ADDRESS (Physical address where you live)

STREET NAME AND NUMBER, NOT A P.O. BOX	CITY, TOWN, PLANTATION OR TOWNSHIP
[redacted]	WATERVILLE

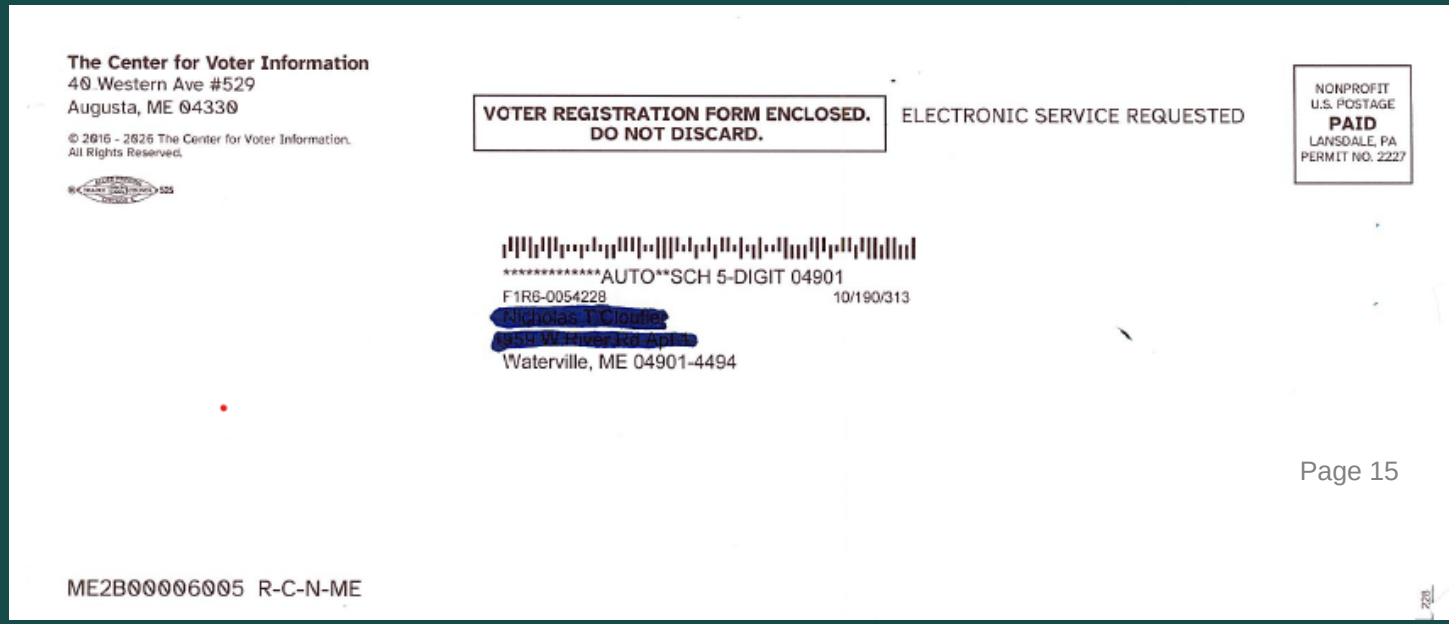
CURRENT MAILING ADDRESS (Complete if different from above address)

STREET NAME AND NUMBER, OR P.O. BOX, etc.	CITY/TOWN	ZIP CODE

Have you previously been registered to vote? ☐ YES ☐ NO
If “YES”, provide previous registration information below.

CITY/TOWN	COUNTY	STATE	TELEPHONE (Optional)

PLEASE PRINT



The Center for Voter Information
40 Western Ave #529
Augusta, ME 04330

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All Rights Reserved.

VOTER REGISTRATION FORM ENCLOSED. DO NOT DISCARD.

ELECTRONIC SERVICE REQUESTED

NONPROFIT
U.S. POSTAGE
PAID
LANSDALE, PA
PERMIT NO. 2227

**********AUTO**SCH 5-DIGIT 04901
F1R6-0054228 10/190/313
[redacted]
Waterville, ME 04901-4494

ME2B00006005 R-C-N-ME

How to verify voter registration status?

Call the City Clerk’s office

Absentee Voting

Two Types of Applications

Regular Absentee

- Must be submitted for each election
- Can be submitted by written request, phone, online or by an IF member
- Covers federal, state, county & municipal election held on the same date
- Municipality mails the ballots(s) for that specific election only

Ongoing Absentee

- Must be submitted by the voter
- Covers all future elections with one application
- Requires municipality to mail an absentee ballot for every election

Absentee tracking

- How and when the absentee is requested
- How and when the absentee is issued
- How and when the absentee is returned



Voters can request an Absentee Ballot up to 90 days before election day by:

Mail (print out, complete and return the application posted on our website) to

City Clerk

1 Common Street

Waterville, ME 04901

In person at City Hall or City Hall Annex located at 46 Front Street Monday through Thursday

8 am – 5 pm

By telephone - 207-680-4209

Electronically through a link on the city's website

www.maine.gov/cgi-bin/online/AbsenteeBallot/index.pl

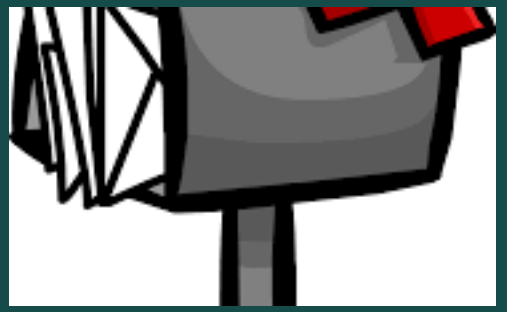
When and How is the Ballot Issued (after ballots are available)?

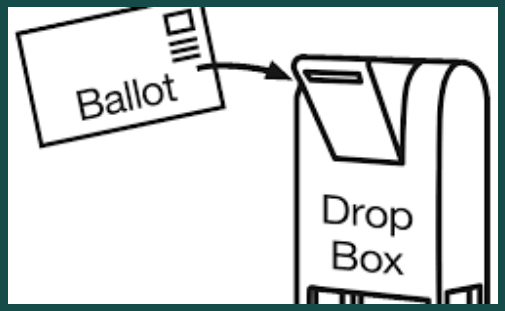
Handed to the voter or immediate family member

Mailed to the voter

Issued to a 3rd Person (non-family member) designated by the voter (must be designated on an application that is signed by the voter)

Where can the voter return their marked ballot?





MUST BE RECEIVED BY 8 P.M. ON ELECTION DAY

- At City Hall by using the secure drop box outside the rear (elevator) entrance.
- In the City Clerk's office.
- At the City Hall Annex - Located at 46 Front St.
- By mail.





Absentee Voting at Nursing Homes

- The Clerk will designate a time during the 30 days before an election in which the municipal clerk or assistant clerk(s) shall be present in each Level IV nursing facility to conduct absentee voting for residents of these facilities.

- If there are voters who are not registered to vote at that facility, they will need to fill out a voter registration card before voting.

New Location of Drop Box





Check the status of your Absentee Ballot

- Online through a link on the Secretary of State's website absenteeballotrequest.sos.maine.gov/
- Call the City Clerk's office

Voting on November 3, 2026

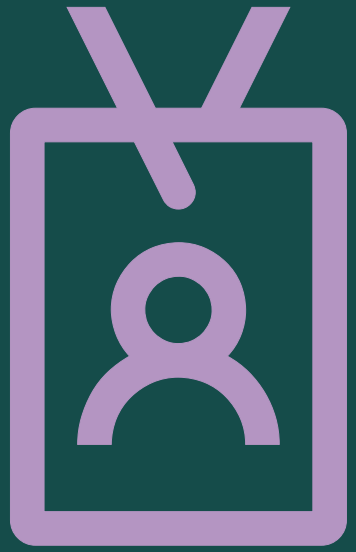
Thomas College Field House, 180 W. River Road

7 a.m. – 8 p.m.

Voter Shuttle services available

Voting Procedure

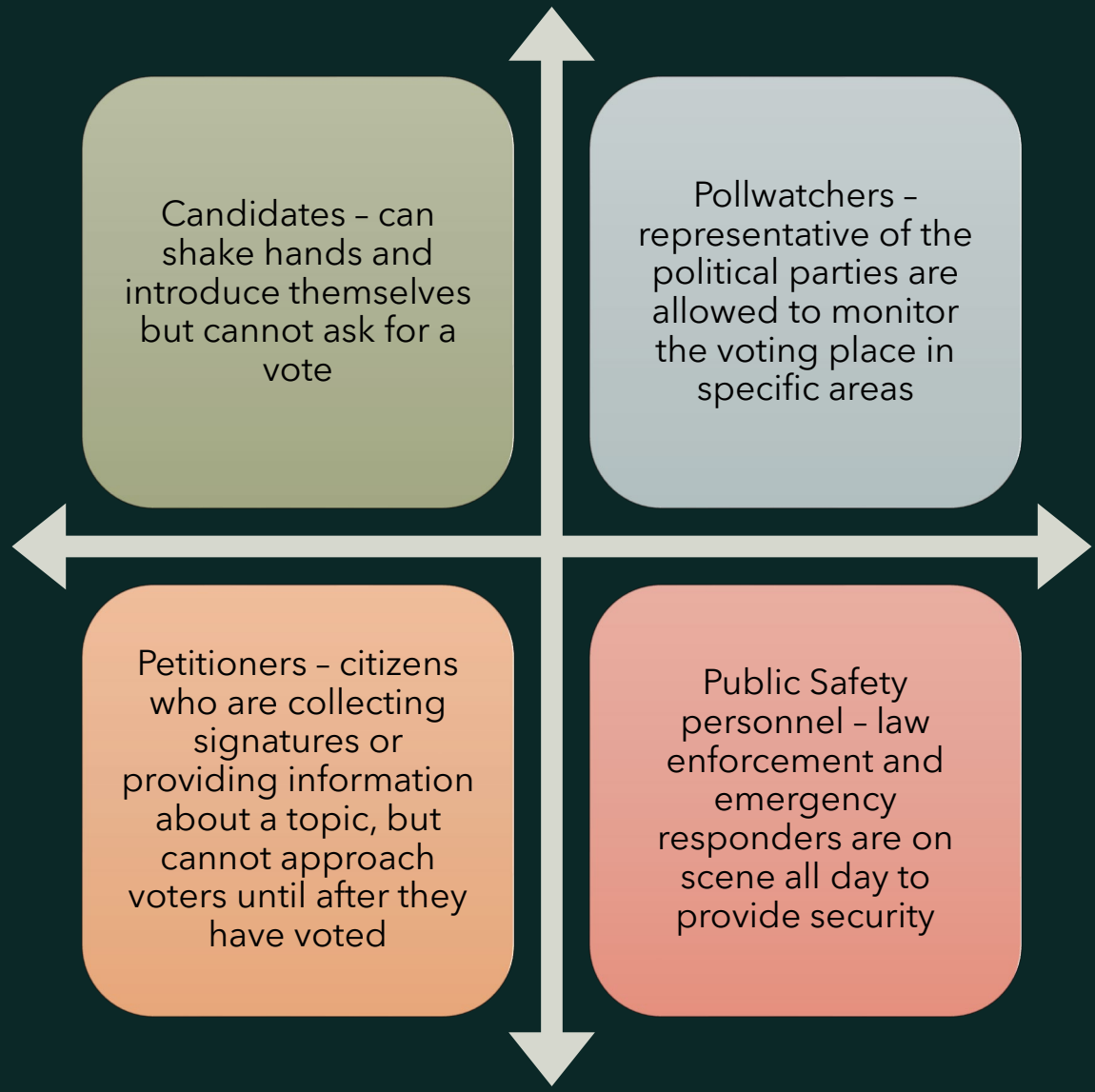
- Voters enter the line that corresponds with the first letter of their last name (if registered)
- Voter must state their name & residence address to the clerk
- Voter must be provided all ballots to which they are entitle
- Voter enters a voting booth to mark their ballot(s)
- Voter feeds their ballots into the tabulator



If a voter indicates a different residence address than the one on the check-in list, the clerk must send the voter to the nearest Deputy Registrar to complete an updated voter registration card before voting.

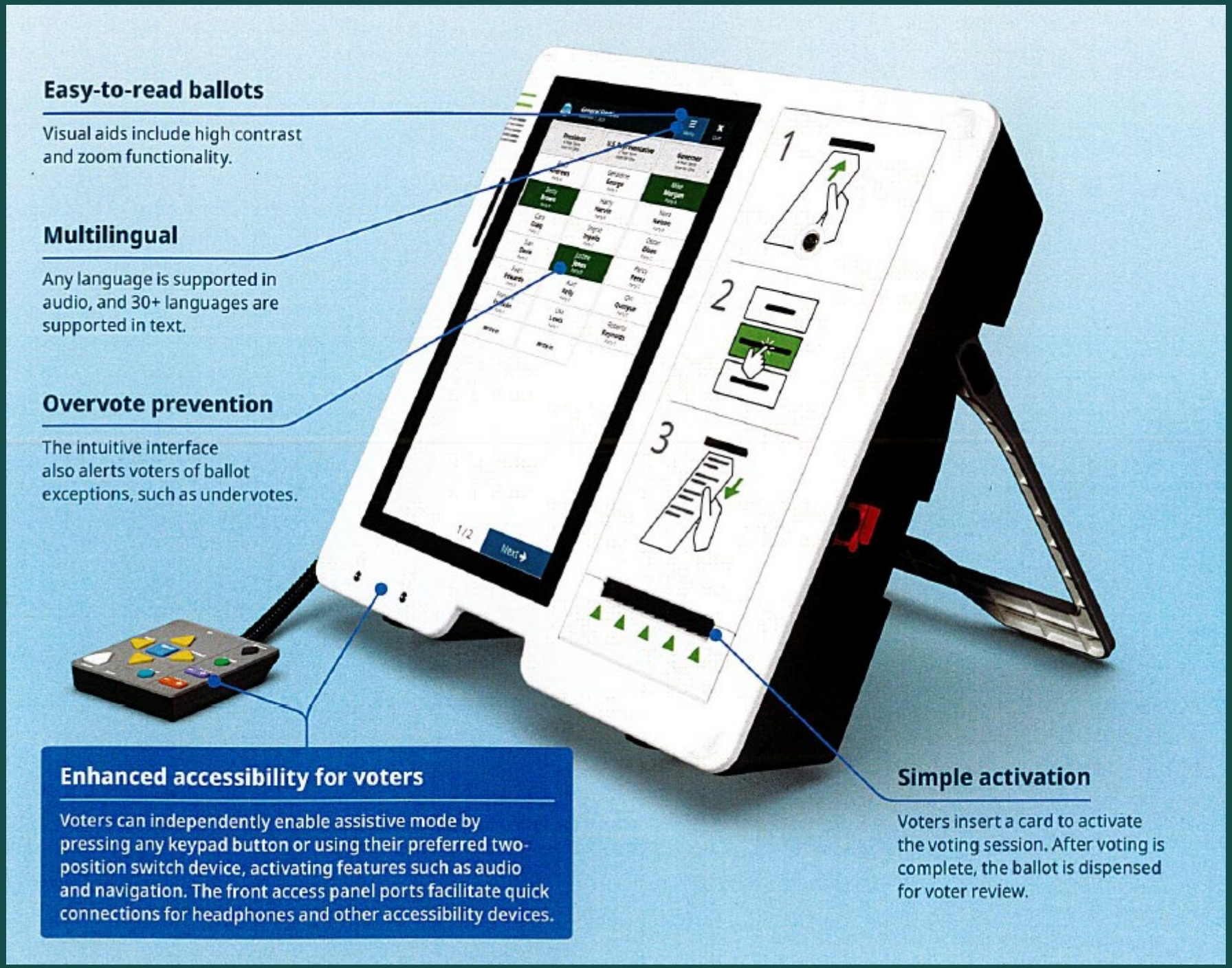
Name and Address Changes

What else can voters expect to see on election day?



Voters with Disabilities

- Voters who need assistance to vote may request the use of an Accessible Voting Solution, which allows the voters to mark their ballots independently with a touch screen or keypad device with audio.
- Alternatively, voters may request assistance from another person who is limited to reading and/or marking the ballot for the voter. Assistants do not need to be 18 years of age.


Easy-to-read ballots
Visual aids include high contrast and zoom functionality.
Multilingual
Any language is supported in audio, and 30+ languages are supported in text.
Overvote prevention
The intuitive interface also alerts voters of ballot exceptions, such as undervotes.
1
2
3
1/2
Next
Enhanced accessibility for voters
Voters can independently enable assistive mode by pressing any keypad button or using their preferred two-position switch device, activating features such as audio and navigation. The front access panel ports facilitate quick connections for headphones and other accessibility devices.
Simple activation
Voters insert a card to activate the voting session. After voting is complete, the ballot is dispensed for voter review.

Tabulators

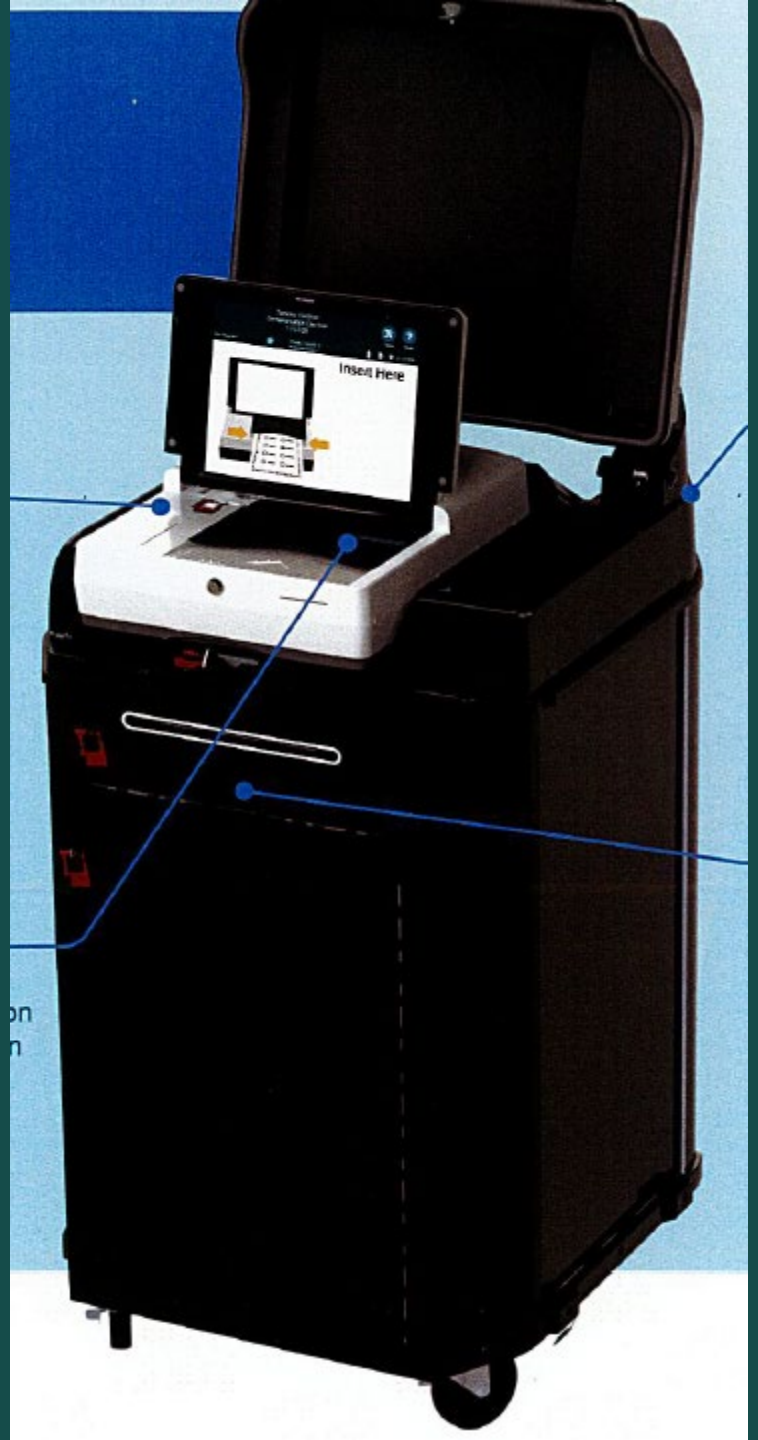
DS300 tabulators are the electronic machines that the State of Maine leases. The devices have been upgraded this year and are very similar but may look slightly different.

These devices are stand-alone and are not connected to the internet.

The tabulators look for the filled-in oval on the ballot, based on the timing marks around the ballot.

Each race is counted as a vote, as a blank, or as an overvote. Messages to in-person voters for blanks and overvotes are required by federal law.

The total votes for each precinct must equal the same number.


Insert Here

Tabulators

State machines are coded to accept state ballots only

City machines are coded to accept only municipal ballots

This doesn't have to be separate coding, but it saves us from having to sort voted ballots at the end of election night.

Prior to each election, the machines are "qualified" by installing the election coding from the vendor or the Secretary of State

Tabulators can be programmed to scan the write-in images when there are declared write-in candidates

Machine Testing

- When ballots are received, a small number are segregated and marked to be used as test ballots. Both absentee and election day ballots are tested.
- Each test ballot is marked with position 1 for each race, the next ballot is marked position 2 for each race, and so on until each candidate has at least one vote.
- A blank ballot and an overvoted race are also part of the test pack.
- The test pack is hand tallied, to be compared to the machine test results.
- Each machine and each memory stick must be tested.
- The test pack and machine results are kept with the segregated ballots in a manila envelope.

Machine Accuracy… SHOULD WE HAVE CONFIDENCE IN THEM?

Time and time again, hand recounts of races using tabulators on election day have upheld the results.

Slight variations in hand recounts can almost always be attributed to ballots that were not marked correctly by the voter being changed from a blank to a vote.

These are simple machines that do their job VERY WELL.

We need you!!!

- Elections are conducted by citizen volunteers like you.
- Clerks need additional part-time staff to complete all the tasks before, during and after election day.
- Election clerks can either be paid or can opt to volunteer their time.
- Training is held prior to each election.
- Contact the City Clerk today to get involved!

To volunteer or for more information:

207-680-4210
pdubois@waterville-me.gov

First National
WEALTH MANAGEMENT

City of Waterville

September 15, 2026



Matthew Weaver, CTFA
SVP, Chief Investment Officer

www.thefirst.com/wealthmanagement

Your Life's Work is our Life's Work.

First National Wealth Management has been in the wealth management and trust business for over 150 years. We have seen the ups and downs of many economic cycles, guiding our clients, through both smooth and troubled waters. Our team of talented professionals provides trust, investment and custodial services for more than $727 million in assets. We live and work in the communities we serve and are as committed to those communities as we are to your investment portfolio.

First National Wealth Management Services include:

- Financial Planning
- Asset Management
- Asset Allocation
- Income Strategies
- Trust and Estate Administration
- Retirement Planning, including IRAs



*Securities and investment products are not bank deposits, are not insured by the FDIC or any other government agency, are not obligations of, nor guaranteed by, any bank or bank affiliate, and may involve investment risk, including the possible loss of value or principal amount invested.

Market Update

To our First National Wealth Management Clients:

Happy Summer from all of us at First National Wealth Management! We hope the season brings you time to relax, recharge and enjoy with family and friends. As the world's attention turns to the excitement of the FIFA World Cup across North America, the financial markets have experienced a quarter that—much like the tournament itself—was filled with momentum shifts, unexpected outcomes, and constant strategic adjustments.

The second quarter of 2026 demonstrated the remarkable resilience of equity markets. Despite geopolitical uncertainty, persistent inflation, and shifting monetary policy expectations, investors continued to reward companies with strong earnings growth and durable competitive advantages. While market leadership remained concentrated in growth-oriented sectors, broader market participation improved alongside constructive economic fundamentals. Investors largely looked past short-term headlines to focus on underlying corporate strength and continued economic expansion.

Inflation remains the market's primary hurdle. Recent data suggests price pressures are stickier than anticipated, complicating the Federal Reserve’s policy outlook. This increases the likelihood that the Fed may raise interest rates before year-end or maintain a restrictive stance into early 2027 if inflation fails to moderate. While higher interest rates are not inherently incompatible with positive equity returns they do raise the hurdle for valuations. As the cost of capital increases, investors become less willing to pay premium multiples for future earnings.

Today’s market valuations reflect considerable optimism regarding future growth. This enthusiasm—particularly for companies driving artificial intelligence and digital transformation—is justifiable, but only if companies continue to deliver robust revenue growth and margin expansion. As the second-quarter earnings season begins, investors will look closely to see if corporate results validate the market's confidence.

One of the enduring lessons from the World Cup is that championship teams don’t abandon their game plan after a single setback or victory; they succeed by remaining disciplined through every stage of the tournament. The same principle applies to investing. Markets will inevitably encounter periods of volatility, changing rate expectations and shifting sentiment. Attempting to time every twist and turn is far less rewarding than staying committed to a thoughtful, diversified investment strategy designed to perform over an entire market cycle.

As always, please reach out to your dedicated team of First National investment professionals with any questions you may have about your portfolio or our investment process.

Warm Regards,



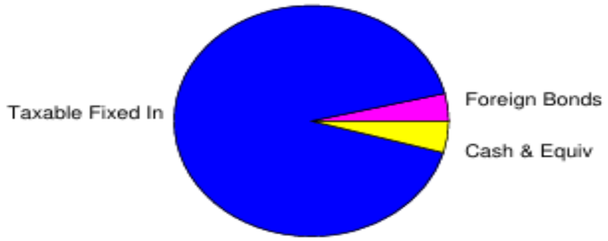
Matthew Weaver, CTFA | Senior Vice President & Chief Investment Officer
First National Wealth Management, A Division of the First Bancorp
866.563.1900 | P.O. Box 940 | Damariscotta, Maine 04543

City of Waterville

First National WEALTH MANAGEMENT

Fund ID:	**40391007622**
Report Period:	**02/28/2023 to 07/31/2026**
Fiscal Year Ends:	**December**

Portfolio Composition



Account Activity Summary

	Latest Month	Fiscal Yr to Date
Beginning Market Value	**2,038,984**	**1,999,703**
Contributions	0	20,000
Withdrawals	(100,842)	(105,819)
Net Flows	**(100,842)**	**(85,819)**
Earned Income	7,036	52,015
Gains/Losses	(12,340)	(33,061)
Total Earnings	**(5,304)**	**18,954**
Ending Market Value	**1,932,838**	**1,932,838**

Performance Summary

	Inception Date	Market Value	% of Total	Latest Month	Latest Quarter	Fiscal Yr to Date	Latest 1 Year	Latest 3 Years	Since Inception
Total Fund	**02/28/23**	**1,932,838**	**100.00**	**-0.27**	**0.28**	**0.94**	**3.31**	**4.42**	**4.05**
Blended Benchmrk				-0.36	-0.16	0.06	2.75	4.37	3.92
Cash & Equiv	**07/31/23**	**85,644**	**4.43**	**0.29**	**0.87**	**1.75**	**3.65**	**10.89**	**10.89**
ICE BA TBill 3Mo				0.33	0.92	2.08	3.82	4.62	4.62
Taxable Fixed In	**07/31/23**	**1,773,045**	**91.73**	**-0.27**	**0.24**	**0.89**	**3.38**	**3.25**	**3.25**
BB Inter Gvt/Cr				-0.43	-0.21	-0.02	2.84	4.44	4.44
Foreign Bonds	**07/31/25**	**74,148**	**3.84**	**-1.17**	**0.22**	**0.17**	**1.27**	**N/A**	**1.27**
FTSE Non-US Govt				-0.07	-1.10	-0.89	0.63	1.73	0.63

Total Fund Blended Benchmrk: Monthly average asset mix allocations, Report period average asset mix allocation detailed below 09/02/26

02/28/23 - 07/31/26 15% ICE BA TBill 3Mo, 3% S&P 500, 1% S&P 400 Midcap, 1% Russell 2000, 1% MSCI EAFE -Net, 1% MSCI EM - Net, 77% BB Inter Gvt/Cr, 1% FTSE Non-US Govt

Source: Greenhill

Portfolio Holdings

As Of Date : 09/01/2026 Processing Date : 09/02/2026 Price Date : 09/01/2026

Account Name : City of Waterville **Account No : 40391007622**

Investment Objective : All Fixed Income

Cusip/Ticker	Description			Price	Quantity	Cost	Market Value	Gain/Loss	Income	Yield (%)	TMV (%)	Asset Class%
Fixed Income												
914359AP9	University of Illinois Commu	3.800%	09/24/2026	99.98	50,000	50,000.00	49,989.57	-10.43	1,900.00	3.80	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
90355GRR9	UBS Bank USA Salt Lake City	3.950%	10/30/2026	99.96	100,000	100,000.00	99,959.73	-40.27	3,950.00	3.95	5.22	7.35
100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
05890QCV4	Banc of California Los Angel	3.950%	11/02/2026	99.96	50,000	50,000.00	49,978.75	-21.25	1,975.00	3.95	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
90355GSV9	UBS Bank USA Salt Lake City	3.900%	01/08/2027	99.79	50,000	50,000.00	49,892.76	-107.24	1,950.00	3.91	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
40428HA44	HSBC USA Inc Sr Glbl Nt Dtd	5.294%	03/04/2027	100.38	50,000	50,089.73	50,188.14	98.41	2,647.00	5.27	2.62	3.69
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
02665WFD8	American Honda Financial Cor	4.900%	03/12/2027	100.26	100,000	100,521.60	100,258.44	-263.16	4,900.00	4.89	5.24	7.37
100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
05465DBN7	Axos Bank San Diego CA CD Dt	3.750%	04/02/2027	99.86	50,000	50,000.00	49,931.18	-68.82	1,875.00	3.76	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
55316CDU7	M Bank Missouri CD Dtd	3.600%	10/19/2027	99.23	50,000	50,000.00	49,612.64	-387.36	1,800.00	3.63	2.59	3.65
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
90355GRW8	UBS Bank USA Salt Lake City	4.000%	11/08/2027	99.74	50,000	50,000.00	49,870.41	-129.59	2,000.00	4.01	2.60	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
02007G4J9	Ally Bank Sandy Utah CD Dtd	4.000%	11/22/2027	99.61	50,000	50,000.00	49,806.59	-193.41	2,000.00	4.02	2.60	3.66
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
06251FEM7	Bank Hapoalim Bm New York CD	4.000%	11/22/2027	99.55	50,000	50,000.00	49,773.69	-226.31	2,000.00	4.02	2.60	3.66
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
24422EWV7	John Deere Capital Corporati	4.900%	03/03/2028	100.66	100,000	100,921.60	100,664.66	-256.94	4,900.00	4.87	5.26	7.40
100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
17290GKK2	Citibank NA CD Cll Dtd	4.000%	03/31/2028	99.44	50,000	50,000.00	49,719.34	-280.66	2,000.00	4.02	2.60	3.65
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
61776NSN4	Morgan Stanley Private Bank	4.200%	05/30/2028	99.68	100,000	100,000.00	99,683.22	-316.78	4,200.00	4.21	5.21	7.33
100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
02665WFE6	American Honda Financial Cor	4.900%	03/13/2029	99.99	50,000	50,897.87	49,995.21	-902.66	2,450.00	4.90	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
3134A3U46	FHLMC	6.750%	09/15/2029	106.41	50,000	53,895.76	53,203.01	-692.75	3,375.00	6.34	2.78	3.91
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
880591DM1	Tennessee Valley Authority	7.125%	05/01/2030	108.39	50,000	54,665.42	54,192.66	-472.76	3,562.50	6.57	2.83	3.98
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												

Portfolio Holdings

As Of Date : 09/01/2026 Processing Date : 09/02/2026 Price Date : 09/01/2026

Account Name : City of Waterville **Account No : 40391007622**

Investment Objective : All Fixed Income

Cusip/Ticker	Description			Price	Quantity	Cost	Market Value	Gain/Loss	Income	Yield (%)	TMV (%)	Asset Class%
02589AHL9	American Express National Ba	4.250%	06/04/2030	99.09	83,000	82,847.22	82,242.65	-604.57	3,527.50	4.29	4.30	6.05
83000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
38150V6L8	Goldman Sachs Bank USA CD Dt	3.600%	09/16/2030	96.59	50,000	50,000.00	48,295.19	-1,704.81	1,800.00	3.73	2.52	3.55
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
437076DD1	Home Depot Inc Sr Glbl Nt Dt	4.850%	06/25/2031	99.91	50,000	51,085.90	49,957.11	-1,128.79	2,425.00	4.85	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
3130B53G1	Federal Home Loan Banks	5.000%	02/18/2033	99.88	50,000	50,000.00	49,938.52	-61.48	2,500.00	5.01	2.61	3.67
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
032654BB0	Analog Devices Inc Sr Glbl N	5.050%	04/01/2034	98.68	25,000	25,725.63	24,670.81	-1,054.82	1,262.50	5.12	1.29	1.81
25000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
48130CYN9	JPMorgan Chase & Co Fr Dtd	5.550%	02/13/2037	97.31	50,000	50,000.00	48,657.48	-1,342.52	2,775.00	5.70	2.54	3.58
50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)												
BAGIX	Baird Aggregate Bond			9.64	10,356.802	102,000.00	99,839.57	-2,160.43	4,325.30	4.33	5.21	
DODIX	Dodge & Cox Income I			12.50	12,455.579	158,000.00	155,694.74	-2,305.26	6,787.04	4.36	8.13	
VAIPX	Vanguard Inflation-Protected			22.70	1,379.732	32,000.00	31,319.92	-680.08	1,590.83	5.08	1.64	
VFIDX	Vanguard Intermediate-Term			8.56	7,830.306	69,200.00	67,027.42	-2,172.58	2,917.70	4.35	3.50	
VFSUX	Vanguard Short-Term			10.30	3,746.916	39,200.00	38,593.23	-606.77	1,529.57	3.96	2.02	
VTABX	Vanguard Total International			18.92	3,880.051	76,000.00	73,410.56	-2,589.44	3,544.43	4.83	3.83	
Total Fixed Income						**1,847,050.73**	**1,826,367.20**	**-20,683.53**	**82,469.37**	**4.52**	**95.40**	**100.00**
Cash Equivalents												
PFTISP	FNWM Money Market			1.00	88,318.34	88,318.34	88,318.34	0.00	3,152.96	3.57	4.61	100.00
Total Cash Equivalents						**88,318.34**	**88,318.34**	**0.00**	**3,152.96**	**3.57**	**4.61**	**100.00**
			Total Portfolio			**1,935,369.07**	**1,914,685.54**	**-20,683.53**	**85,622.34**	**4.47**	**100.01**	
			Principal Cash			**457.82**						
			Income Cash			**0.00**						
			Trade Cash			**0.00**						

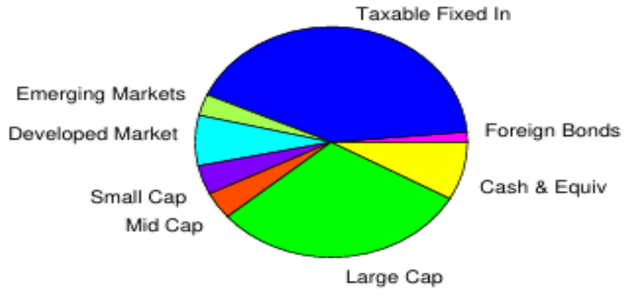
Due to rounding, percentage may not equal 100.

City of Waterville Pine Grove Cemetery

First National WEALTH MANAGEMENT

Fund ID:	**40391007632**
Report Period:	**02/28/2023 to 07/31/2026**
Fiscal Year Ends:	**December**

Portfolio Composition



Account Activity Summary

	Latest Month	Fiscal Yr to Date
Beginning Market Value	**1,992,912**	**1,868,196**
Contributions	0	0
Withdrawals	(769)	(5,511)
Net Flows	**(769)**	**(5,511)**
Earned Income	3,544	27,881
Gains/Losses	(24,022)	81,099
Total Earnings	**(20,478)**	**108,980**
Ending Market Value	**1,971,665**	**1,971,665**

Performance Summary

	Inception Date	Market Value	% of Total	Latest Month	Latest Quarter	Fiscal Yr to Date	Latest 1 Year	Latest 3 Years	Since Inception
Total Fund	**02/28/23**	**1,971,665**	**100.00**	**-1.03**	**1.86**	**5.84**	**11.20**	**9.29**	**8.81**
Blended Benchmrk				-0.35	2.07	5.67	11.56	9.63	10.51
Cash & Equiv	**06/30/23**	**160,399**	**8.14**	**0.30**	**0.90**	**2.02**	**3.84**	**19.34**	**18.93**
ICE BA TBill 3Mo				0.33	0.92	2.08	3.82	4.62	4.62
Large Cap	**06/30/23**	**604,391**	**30.65**	**-2.53**	**3.46**	**10.42**	**19.55**	**17.73**	**18.16**
S&P 500				-0.06	4.20	10.14	19.57	19.33	19.98
Mid Cap	**06/30/23**	**74,807**	**3.79**	**-1.01**	**3.82**	**8.87**	**10.07**	**N/A**	**N/A**
S&P 400 Midcap				-2.38	3.60	14.54	20.92	12.96	14.08
Small Cap	**06/30/23**	**80,713**	**4.09**	**-0.25**	**3.76**	**13.88**	**21.44**	**10.65**	**12.32**
Russell 2000				-3.03	4.99	18.85	34.18	15.09	16.88
Developed Market	**06/30/23**	**139,170**	**7.06**	**1.34**	**6.30**	**14.88**	**30.25**	**16.07**	**16.08**
MSCI EAFE -Net				1.96	5.15	11.59	24.33	15.96	16.69
Emerging Markets	**06/30/23**	**59,244**	**3.00**	**-6.69**	**-1.06**	**15.98**	**31.01**	**N/A**	**N/A**
MSCI EM - Net				-3.07	4.82	20.04	36.44	19.33	21.11
Taxable Fixed In	**06/30/23**	**825,098**	**41.85**	**-0.19**	**0.13**	**0.77**	**3.39**	**2.07**	**1.88**
BB Inter Gvt/Cr				-0.43	-0.21	-0.02	2.84	4.44	4.40
Foreign Bonds	**03/31/24**	**27,844**	**1.41**	**-1.17**	**0.22**	**0.05**	**1.15**	**N/A**	**2.84**
FTSE Non-US Govt				-0.07	-1.10	-0.89	0.63	1.73	2.28

Total Fund Blended Benchmrk: Monthly average asset mix allocations, Report period average asset mix allocation detailed below 09/02/26

02/28/23 - 07/31/26 2% BB Commodity, 11% ICE BA TBill 3Mo, 26% S&P 500, 3% S&P 400 Midcap, 4% Russell 2000, 6% MSCI EAFE -Net, 2% MSCI EM - Net, 45% BB Inter Gvt/Cr, 1% FTSE Non-US Govt

Source: Greenhill

Portfolio Holdings

As Of Date : 09/01/2026 Processing Date : 09/02/2026 Price Date : 09/01/2026

Account Name : City of Waterville Pine Grove Cemetery **Account No : 40391007632**

Investment Objective : Balanced

Cusip/Ticker	Description			Price	Quantity	Cost	Market Value	Gain/Loss	Income	Yield (%)	TMV (%)	Asset Class%
Equities												
DFAE	DFA Dimensional Emerging Core			39.59	1,579	40,397.23	62,512.61	22,115.38	1,104.66	1.77	3.15	
DFISX	DFA International Small Company			28.41	1,098.906	21,000.00	31,219.92	10,219.92	881.52	2.82	1.57	
DFAS	Dimensional US Small Cap ETF			80.72	623	46,494.49	50,288.56	3,794.07	494.62	0.98	2.53	
DODFX	Dodge & Cox International Stock			18.65	7,359.605	91,189.24	137,256.63	46,067.39	3,057.18	2.23	6.92	
DODGX	Dodge & Cox Stock I			18.14	7,172.758	110,385.41	130,113.83	19,728.42	1,459.57	1.12	6.56	
FDGRX	Fidelity Growth Company Fund			58.19	2,017.882	70,275.77	117,420.55	47,144.78	0.00	0.00	5.92	
FLPSX	Fidelity Low-Priced Stock			47.48	845.498	36,099.25	40,144.25	4,045.00	858.18	2.14	2.02	
QQQ	Invesco Qqq Trust			707.64	339	90,163.60	239,889.96	149,726.36	1,028.64	0.43	12.09	
OTCIX	MFS Mid Cap Growth Fund Class I			28.38	1,212.037	36,308.28	34,397.61	-1,910.67	0.00	0.00	1.73	
Total Equities						**542,313.27**	**843,243.92**	**300,930.65**	**8,884.38**	**1.05**	**42.49**	
Fixed Income												
914359AP9	University of Illinois Commu	3.800%	09/24/2026	99.98	100,000	100,000.00	99,979.13	-20.87	3,800.00	3.80	5.04	14.91
	100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
90355GRR9	UBS Bank USA Salt Lake City	3.950%	10/30/2026	99.96	50,000	50,000.00	49,979.86	-20.14	1,975.00	3.95	2.52	7.46
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
90355GSV9	UBS Bank USA Salt Lake City	3.900%	01/08/2027	99.79	50,000	50,000.00	49,892.76	-107.24	1,950.00	3.91	2.51	7.44
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
05465DBN7	Axos Bank San Diego CA CD Dt	3.750%	04/02/2027	99.86	100,000	100,000.00	99,862.35	-137.65	3,750.00	3.76	5.03	14.90
	100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
795451DJ9	Sallie Mae Bank Murray Utah	4.650%	07/19/2027	100.38	100,000	100,000.00	100,377.24	377.24	4,650.00	4.63	5.06	14.97
	100000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
02007G4J9	Ally Bank Sandy Utah CD Dtd	4.000%	11/22/2027	99.61	50,000	50,000.00	49,806.59	-193.41	2,000.00	4.02	2.51	7.43
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
06251FEM7	Bank Hapoalim Bm New York CD	4.000%	11/22/2027	99.55	50,000	50,000.00	49,773.69	-226.31	2,000.00	4.02	2.51	7.42
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
24422EWV7	John Deere Capital Corporati	4.900%	03/03/2028	100.66	50,000	50,460.79	50,332.33	-128.46	2,450.00	4.87	2.54	7.51
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
02665WFE6	American Honda Financial Cor	4.900%	03/13/2029	99.99	25,000	25,448.93	24,997.61	-451.32	1,225.00	4.90	1.26	3.73
	25000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
373334KW0	Georgia Power Co Glbl Nt Dtd	5.250%	03/15/2034	99.51	50,000	51,627.68	49,753.14	-1,874.54	2,625.00	5.28	2.51	7.42
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
95001DH29	Wells Fargo & Co Fr Dtd	5.300%	08/16/2039	91.23	50,000	50,000.00	45,612.95	-4,387.05	2,650.00	5.81	2.30	6.80
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
BAGIX	Baird Aggregate Bond			9.64	4,799.634	47,000.00	46,268.47	-731.53	2,004.47	4.33	2.33	

Portfolio Holdings

As Of Date : 09/01/2026 Processing Date : 09/02/2026 Price Date : 09/01/2026

Account Name : City of Waterville Pine Grove Cemetery **Account No : 40391007632**

Investment Objective : Balanced

Cusip/Ticker	Description	Price	Quantity	Cost	Market Value	Gain/Loss	Income	Yield (%)	TMV (%)	Asset Class%
DODIX	Dodge & Cox Income I	12.50	3,426.164	43,435.85	42,827.05	-608.80	1,866.92	4.36	2.16	
VAIPX	Vanguard Inflation-Protected	22.70	524.705	12,000.00	11,910.80	-89.20	604.98	5.08	0.60	
VFIDX	Vanguard Intermediate-Term	8.56	2,247.191	20,000.00	19,235.95	-764.05	837.34	4.35	0.97	
VFSUX	Vanguard Short-Term	10.30	2,796.86	28,500.00	28,807.66	307.66	1,141.74	3.96	1.45	
VTABX	Vanguard Total International	18.92	1,457.055	28,500.00	27,567.48	-932.52	1,331.02	4.83	1.39	
Total Fixed Income				**856,973.25**	**846,985.06**	**-9,988.19**	**36,861.47**	**4.35**	**42.69**	**99.99**
Cash Equivalents										
PFTISP	FNWM Money Market	1.00	162,797.96	162,797.96	162,797.96	0.00	5,811.89	3.57	8.20	100.00
Total Cash Equivalents				**162,797.96**	**162,797.96**	**0.00**	**5,811.89**	**3.57**	**8.20**	**100.00**
Alternatives										
CMNIX	Calamos Market Neutral Income I	16.29	8,056.215	120,493.34	131,235.74	10,742.40	2,187.91	1.67	6.61	
Total Alternatives				**120,493.34**	**131,235.74**	**10,742.40**	**2,187.91**	**1.67**	**6.61**	
	Total Portfolio			**1,682,577.82**	**1,984,262.68**	**301,684.86**	**53,745.64**	**2.71**	**99.99**	
	Principal Cash			**203.90**						
	Income Cash			**0.00**						
	Trade Cash			**0.00**						

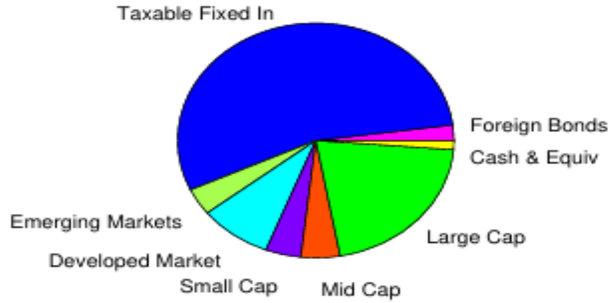
Due to rounding, percentage may not equal 100.

City of Waterville Trust Accounts

First National WEALTH MANAGEMENT

Fund ID:	**40391007642**
Report Period:	**02/28/2023 to 07/31/2026**
Fiscal Year Ends:	**December**

Portfolio Composition



Account Activity Summary

	Latest Month	Fiscal Yr to Date
Beginning Market Value	**512,076**	**524,902**
Contributions	0	6,038
Withdrawals	(196)	(44,582)
Net Flows	**(196)**	**(38,544)**
Earned Income	1,075	8,579
Gains/Losses	(2,542)	15,476
Total Earnings	**(1,467)**	**24,055**
Ending Market Value	**510,413**	**510,413**

Performance Summary

	Inception Date	Market Value	% of Total	Latest Month	Latest Quarter	Fiscal Yr to Date	Latest 1 Year	Latest 3 Years	Since Inception
Total Fund	**02/28/23**	**510,413**	**100.00**	**-0.29**	**1.49**	**4.62**	**9.33**	**7.94**	**7.63**
Blended Benchmrk				-0.44	1.66	4.80	10.39	8.66	8.14
Cash & Equiv	**03/31/23**	**6,357**	**1.25**	**0.30**	**1.76**	**3.02**	**4.87**	**5.11**	**5.08**
ICE BA TBill 3Mo				0.33	0.92	2.08	3.82	4.62	4.63
Large Cap	**10/31/23**	**106,776**	**20.92**	**0.39**	**3.65**	**8.94**	**16.30**	**N/A**	**21.53**
S&P 500				-0.06	4.20	10.14	19.57	19.33	25.12
Mid Cap	**10/31/23**	**23,287**	**4.56**	**-1.13**	**3.73**	**8.68**	**9.71**	**N/A**	**16.01**
S&P 400 Midcap				-2.38	3.60	14.54	20.92	12.96	20.11
Small Cap	**10/31/23**	**21,129**	**4.14**	**0.00**	**3.51**	**12.98**	**20.54**	**N/A**	**19.26**
Russell 2000				-3.03	4.99	18.85	34.18	15.09	24.57
Developed Market	**10/31/23**	**43,507**	**8.52**	**1.34**	**6.30**	**14.89**	**30.25**	**N/A**	**25.42**
MSCI EAFE -Net				1.96	5.15	11.59	24.33	15.96	22.56
Emerging Markets	**10/31/23**	**18,835**	**3.69**	**-6.69**	**-1.06**	**15.98**	**31.02**	**N/A**	**24.31**
MSCI EM - Net				-3.07	4.82	20.04	36.44	19.33	27.12
Taxable Fixed In	**05/31/23**	**279,632**	**54.79**	**-0.26**	**-0.06**	**0.55**	**3.23**	**3.84**	**4.56**
BB Inter Gvt/Cr				-0.43	-0.21	-0.02	2.84	4.44	4.06
Foreign Bonds	**06/30/23**	**10,890**	**2.13**	**-1.17**	**0.22**	**0.06**	**1.16**	**3.62**	**3.65**
FTSE Non-US Govt				-0.07	-1.10	-0.89	0.63	1.73	1.95

Total Fund Blended Benchmrk: Monthly average asset mix allocations, Report period average asset mix allocation detailed below 09/02/26

02/28/23 - 07/31/26 22% ICE BA TBill 3Mo, 14% S&P 500, 3% S&P 400 Midcap, 3% Russell 2000, 5% MSCI EAFE -Net, 2% MSCI EM - Net, 46% BB Inter Gvt/Cr, 5% FTSE Non-US Govt

Source: Greenhill

Portfolio Holdings

As Of Date : 09/01/2026 Processing Date : 09/02/2026 Price Date : 09/01/2026

Account Name : City of Waterville Trust Accounts **Account No : 40391007642**

Investment Objective : Income with Growth

Cusip/Ticker	Description			Price	Quantity	Cost	Market Value	Gain/Loss	Income	Yield (%)	TMV (%)	Asset Class%
Equities												
DFAE	DFA Dimensional Emerging Core			39.59	502	13,001.80	19,874.18	6,872.38	351.20	1.77	3.88	
DFISX	DFA International Small Company			28.41	340.947	6,500.00	9,686.30	3,186.30	273.50	2.82	1.89	
DFAS	Dimensional US Small Cap ETF			80.72	145	10,838.75	11,704.40	865.65	115.12	0.98	2.29	
DODFX	Dodge & Cox International Stock			18.65	2,300.729	28,234.48	42,908.60	14,674.12	955.72	2.23	8.38	
DODGX	Dodge & Cox Stock I			18.14	2,158.206	33,822.93	39,149.86	5,326.93	439.17	1.12	7.65	
FDGRX	Fidelity Growth Company Fund			58.19	550.499	20,531.92	32,033.54	11,501.62	0.00	0.00	6.26	
FLPSX	Fidelity Low-Priced Stock			47.48	256.088	11,395.08	12,159.06	763.98	259.93	2.14	2.38	
OTCIX	MFS Mid Cap Growth Fund Class I			28.38	389.145	12,036.15	11,043.94	-992.21	0.00	0.00	2.16	
Total Equities						**136,361.11**	**178,559.88**	**42,198.77**	**2,394.64**	**1.34**	**34.89**	
Fixed Income												
914359AP9	University of Illinois Commu	3.800%	09/24/2026	99.98	50,000	50,000.00	49,989.57	-10.43	1,900.00	3.80	9.77	20.38
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
90355GRR9	UBS Bank USA Salt Lake City	3.950%	10/30/2026	99.96	50,000	50,000.00	49,979.86	-20.14	1,975.00	3.95	9.76	20.37
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
05465DBN7	Axos Bank San Diego CA CD Dt	3.750%	04/02/2027	99.86	50,000	50,000.00	49,931.18	-68.82	1,875.00	3.76	9.75	20.35
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
38150V6L8	Goldman Sachs Bank USA CD Dt	3.600%	09/16/2030	96.59	25,000	25,000.00	24,147.59	-852.41	900.00	3.73	4.72	9.84
	25000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
95001DH29	Wells Fargo & Co Fr Dtd	5.300%	08/16/2039	91.23	25,000	25,000.00	22,806.47	-2,193.53	1,325.00	5.81	4.46	9.30
	25000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
3133ETZT7	Federal Farm Credit Banks	5.440%	10/01/2040	96.93	50,000	50,036.25	48,464.97	-1,571.28	2,720.00	5.61	9.47	19.76
	50000 quantities excluded but included in Asset Allocation. (Bulk Trading/Rebalancing)											
BAGIX	Baird Aggregate Bond			9.64	593.79	5,774.74	5,724.14	-50.60	247.98	4.33	1.12	
DODIX	Dodge & Cox Income I			12.50	817.3	10,143.35	10,216.25	72.90	445.35	4.36	2.00	
VAIPX	Vanguard Inflation-Protected			22.70	207.282	4,800.00	4,705.30	-94.70	239.00	5.08	0.92	
VFSUX	Vanguard Short-Term			10.30	1,102.002	11,400.00	11,350.62	-49.38	449.86	3.96	2.22	
VTABX	Vanguard Total International			18.92	569.86	11,400.00	10,781.75	-618.25	520.57	4.83	2.11	
Total Fixed Income						**293,554.34**	**288,097.70**	**-5,456.64**	**12,597.76**	**4.37**	**56.30**	**100.00**
Cash Equivalents												
PFTISP	FNWM Money Market			1.00	7,545.11	7,545.11	7,545.11	0.00	269.36	3.57	1.47	100.00
Total Cash Equivalents						**7,545.11**	**7,545.11**	**0.00**	**269.36**	**3.57**	**1.47**	**100.00**
Alternatives												

Portfolio Holdings

As Of Date : 09/01/2026 Processing Date : 09/02/2026 Price Date : 09/01/2026

Account Name : City of Waterville Trust Accounts **Account No : 40391007642**

Investment Objective : Income with Growth

Cusip/Ticker	Description	Price	Quantity	Cost	Market Value	Gain/Loss	Income	Yield (%)	TMV (%)	Asset Class%
CMNIX	Calamos Market Neutral Income I	16.29	2,315.374	33,873.92	37,717.44	3,843.52	628.81	1.67	7.37	
Total Alternatives				**33,873.92**	**37,717.44**	**3,843.52**	**628.81**	**1.67**	**7.37**	
	Total Portfolio			**471,334.48**	**511,920.13**	**40,585.65**	**15,890.57**	**3.10**	**100.03**	
	Principal Cash			**46.42**						
	Income Cash			**0.00**						
	Trade Cash			**0.00**						

Due to rounding, percentage may not equal 100.

Let’s check in

- How have your organizations financial goals and priorities evolved over the past year?
- Have there been any changes in the market or industry landscape that may impact your organization’s financial strategy or investment decisions?
- Are there any upcoming projects, expansions, or acquisitions that may require financial planning or investment support?
- Are you satisfied with the performance of your organization’s current investment portfolio or financial management strategies? Are there any adjustments you would like to make?
- Are there any regulatory changes or compliance requirements that we should be aware of and incorporate into your organization’s financial plan?
- Is there anything you need from a service perspective?
  (ex. statement help, online assistance etc.)



Contact Us

First National Wealth Management knows that every individual and institutional investor has a unique set of circumstances and guidelines for investing. Different objectives demand different strategies for building wealth, generating income and maximizing future cash flow. We identify your investment objectives and risk tolerance level and then personalize a portfolio that's uniquely yours.

Whether you're focused on capital protection, maximizing portfolio growth or assuring your legacy, First National Wealth Management is focused on your financial future and protecting your dreams.





First National
WEALTH MANAGEMENT

To: Mayor and City Council
From: Nick Cloutier, City Manager
RE: City Manager's Report
Date: September 9, 2026

Below is an initial list of items that will be included in the City Manager's update at the regular public meeting of September 15, 2026. I will provide a verbal update on each of these items and may include other items of interest.

- **Regional Newsletter:** kennebecvalleyvoice.com
- **Carter Memorial Bridge**
- **FY25 Audit**
- **MMA Legislative Policy Committee**
- **Rural Health Transformation Funding for Community Paramedicine**
- **Impact Task Force Updates**
- **Upcoming Presentations at City Council Meetings:**
  - Impact Task Force: Recommendations – *10/6*
- **City Council Workshops**
  - Outdoor Dining and Mobile Food Trucks – *Was Held on 8/26*
  - Economic & Community Development – *Was Held on 9/9*
  - FY2028 Preliminary Budget Discussion – *10/14 @ 6pm*

Regular City Council Meeting

Minutes

Tuesday, September 1, 2026 at 6:00 pm

Get Alerts!

Sign-up to receive emergency alerts and notifications to stay connected. Waterville Alerts

Ways to Participate and Rules of Order & Procedure

- Meeting location: City Hall Annex, 46 Front Street.
- Live stream link
- Register to participate link (**Please note: Need to register by 5:00 PM the day of the meeting to receive the link**)
- Members of the Council and Mayor can be contacted at: PublicComment@Waterville-ME.gov
- City Council Rules of Order & Procedure (PDF)

Regular Meeting

Present: Mayor Mike Morris
Councilors Present: Brandon Gilley, Flavia DeBrito, Samantha Burdick, Rebecca Green, Spencer Krigbaum, Scott Beale, Catherine Herard

1. **Introductory Formalities**
   a. **Pledge of Allegiance**
   b. **Disclosure of Conflicts of Interest**

Minutes:
None were disclosed.

2. **City Manager Report**

Minutes:
City Manager Cloutier clarified that Waterville no longer is a member of KVCOG and, therefore, does not participate in the Household Hazardous Waste Program they offer. Mr. Cloutier suggested that residents contact Public Works for options in disposing of hazardous materials.
Mr. Cloutier shared that the tax rate had been set at $17.40, which was a 2.35%

increase which was considerably less than what had been originally projected.
The City Manager said that the First Friday event taking place on Friday, September 4th would be the biggest one and that it could commemorate the 50th Anniversary of the Common Ground Fair. Mr. Cloutier said that Maine Street would be closed down in the afternoon and that the even was scheduled from 4-7 p.m.

3. **Council Comments and/or Committee Reports**

Minutes:
Councilor Beale shared that the recent workshop to discuss outdoor dining and mobile food vendors was helpful and that good feedback had been received from vendors such as streaming the renewal process and allowing for a 3-year approval.

4. **Public Comments**
5. **Consent Agenda**

Minutes:
Motion Made and Seconded to Approve Consent Agenda
Vote Results: Ayes: 7 / Nays: 0 / Abstains: 0
Motion Made and Seconded to Read By Title Only

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

   a. **Approve Meeting Minutes of August 18 , 2026**
   b. **Resolution 161-2026**
      Approve Roll of Accounts No. 17

6. **Old Business**
   a. **Order 157-2026 (Second Reading)**
      Adopting the Third Amendment to the Lockwood Mills Municipal Tax Increment Finance District Development Program

      Minutes:
      Motion Made and Seconded to Adopt

      Vote results:
      Ayes: 7 / Nays: 0 / Abstains: 0

   b. **Order 158-2026 (Second Reading)**
      Lockwood Mills Phase 2 Affordable Housing Municipal Development and Tax Increment Financing District

      Minutes:
      Motion Made and Seconded to Adopt

      Vote results:
      Ayes: 7 / Nays: 0 / Abstains: 0

   c. **Order 159-2026 (Second Reading)**
      Accept Grant Funds to Support a Seasonal Outdoor Recreation Program Coordinator at Quarry Road Recreation Area

      Minutes:
      Motion Made and Seconded to Adopt
      Motion Made and Seconded to Table Until Next Meeting 9/15/26

DRAFT

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

d. Order 160-2026 (Second Reading)
Approve Land Lease with HK-Maine Properties, LLC

Minutes:
Motion Made and Seconded to Adopt
Mr. Cloutier explained that this is a three-way contract where the tenant is responsible but that the owner of the building is a co-signer so that if the tenant leaves the obligations and liability are the responsibility of the building owner.
Councilor Herard questioned if there were other loading docks at the property, to which Mr. Bisig, legal counsel, said that they could not locate any permits for them.
Councilor Green pointed out that she hadn't seen this type of lease before, to which Mr. Bisig said that there is a 10' right-of-way behind the buildings already, but that this will expand beyond that. Ms. Green questioned the fees being charged, to which Mr. Cloutier said that he had done some research and that this should cover the legal fees and preserve the city's rights.
A representative from Ollie's, the incoming tenant, explained that they plan to install a dock that includes a scissor lift for weekly deliveries, and said that they hope to submit a site plan tomorrow.

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

7. New Business

a. Resolution 162-2026
Authorize Issuance of a Victualer's License to Raina Silverman d/b/a Maine Fusion

Minutes:
Motion Made and Seconded to Adopt

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

b. Resolution 163-2026
Authorize Issuance of Liquor License to Raina Silverman d/b/a Maine Fusion

Minutes:
Motion Made and Seconded to Adopt

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

c. Resolution 164-2026
Authorize Issuance of Special Amusement License to Maine Fusion

Minutes:
Motion Made and Seconded to Adopt

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

d. Resolution 165-2026

Accept Bid for Tree Removals - Pine Grove Cemetery

Minutes:
Motion Made and Seconded to Adopt
Matt Skehan explained that there had been lots of tree damage from storms and that they plan to do 19 tree removals and 6 tree prunings.
Councilor Green questioned why one bidder was so much lower, to which Mr. Skehan said that this company is very small and has less overhead. Skehan added that they had worked with this company before and had a good experience.

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

DRAFT

e. Resolution 166-2026
Appointing a Member to the Parks & Recreation Advisory Board

Minutes:
Motion Made and Seconded to Adopt

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

f. Ordinance 167-2026
Amend the Zoning Map (4 Veteran Court)

Minutes:
Motion Made and Seconded to Adopt

Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

DRAFT

8. Adjourned at 6:32 p.m.

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 168-2026

Approve Roll of Accounts No. 18

BE IT RESOLVED by the City Council of the City of Waterville, acting as the municipal officers as follows:

THAT, Roll of Accounts No. 18 be Ratified:

WARRANT NO. 18	$	2,970,384.64	Municipal
	$	344,261.34	Payroll
	$	680,513.48	School
	$	867,156.28	Payroll

DATE: SEPTEMBER 15, 2026

APPROVED:

_____
Finance Director

_____
City Manager

IN THE CITY COUNCIL,

_____, 2026, Read and Adopted.

_____
City Clerk

APPROVED:

_____
Mayor

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 169-2026

Authorize the Renewal of Liquor Licenses Expiring Between October 1, 2026, through December 31, 2026

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, the City Council hereby authorizes the renewal of liquor licenses for the fourth quarter as follows:

D/B/A	Owner	Business Address
18 Below	Travis LaJoy	18 Silver St
Lion's Den Tavern	Itali-Ah	74 Main St
Maine Film Center	Waterville Creates	93 Main St.
Pizza Hut	American Dream	440 Kennedy Mem. Dr.
Ming Lee	Jeff Chen	365 Main St.
Charros Theater	Juan Carlos Sanchez	14 Silver St.
Go Ask Alice	Lisa Jones	17 Railroad Sq.
Mirakuya	Mirakuya, Inc.	150 JFK Plaza

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____

Patti Dubois, City Clerk

APPROVED:

_____

Michael J. Morris, Mayor

CITY OF WATERVILLE

CITY COUNCIL

ORDER 159-2026

Accept Grant Funds to Support a Seasonal Outdoor Recreation Program Coordinator at Quarry Road Recreation Area

BE IT ORDERED by the City Council of the City of Waterville, as follows:

THAT the City hereby accepts grant funds in an amount up to $34,155, awarded to the City of Waterville, for the purposes and under the conditions outlined in the grant agreement.

BE IT FURTHER ORDERED that the purpose of these funds is to support a full-time, benefits-eligible seasonal Outdoor Recreation Program Coordinator for the 2026-2027 winter season at Quarry Road Trails. Grant funds will be used to compensate a Program Coordinator who will support and expand Quarry Road Ski Club youth and community ski programs; provide coaching support and on-snow leadership; coordinate volunteer coaches and program assistants; assist in the planning and execution of races, events, and community programming; develop and promote new outdoor recreation opportunities; and provide general support for winter operations at Quarry Road Trails.

SUMMARY: This individual will be a City employee and report to the Director of Quarry Road Trails. The Outdoor Recreation Program Coordinator will strengthen the City's ability to deliver high-quality outdoor recreation programming, enhance community engagement, expand volunteer coordination, and support the continued growth of Quarry Road Trails as a regional four-season recreation destination.

IN THE CITY COUNCIL,

August 18, 2026 First Reading and Accepted.

September 1, 2026 Second Reading and Tabled to 9/15/26.

_____, 2026 Second Reading and Adopted.

APPROVED:

_____

Michael J. Morris, Mayor

MEMO

DATE: 8/10/26

TO: Mayor and City Council

FROM: Jefferson Tucker, Director - Quarry Road Trails

SUBJECT: Quarry Road Trails, Outdoor Recreation Program Coordinator

---

The attached order accepts $34,155 in grant funding to support the creation of a seasonal Outdoor Recreation Program Coordinator position at Quarry Road Trails for the 2026-2027 winter season.

The position will support winter recreation programming and operations at Quarry Road Trails under the direction of the Quarry Road Trails Director. A copy of the grant agreement and job description is attached for the Council's review.

Funding this position will expand the City's capacity to deliver high-quality outdoor recreation programming, increase community participation, strengthen volunteer engagement, and enhance the delivery of winter programs and events.

Amend by Substitution

Bill & Joan Alfond
FAMILY FOUNDATION

William L. Alfond, President
Joan L. Alfond, Vice President
Gregory W. Powell, Treasurer
Elizabeth H. Menard, Secretary
Justin L. Alfond, Director
Kenden R. Alfond, Director
Reis L. Alfond, Director

September 2, 2026

Hanna Bouchard, Board Chair
Friends of Quarry Road
P.O. Box 2032
Waterville, ME 04903

Nick Cloutier, City Manager
City of Waterville
One Common Street
Waterville, ME 04901

Matt Skehan, Director
City of Waterville
One Common Street
Waterville, ME 04901

RE: Amendment to Seasonal Development Coach Grant Agreement

Dear Hanna, Nick, and Matt:

We appreciate what you each do to support outdoor recreation at Quarry Road in Waterville. To that end, this letter redefines the purpose of the grant agreement between the Bill and Joan Alfond Family Foundation (the "Foundation"), the Friends of Quarry Road ("FQR"), and the City of Waterville (the "City"), dated July 16, 2024 (the "Agreement"), of $34,155 for a Seasonal Development Coach. The Foundation is now committing an additional $10,943 in funds to be used to compensate either a seasonal full-time or multiple part-time Outdoor Recreation Program Coordinator(s), as described and attached hereto as the new Exhibit A to the Agreement (the "Project"). The new total commitment of the Foundation for this Project is now $45,098.

Like before, the City and FQR will execute an enforceable Memorandum of Understanding ("MOU") as described in Paragraph 2 of the Agreement and a draft of which is attached hereto as Exhibit B. All other terms and conditions of the Agreement remain in full force and effect.

To confirm the agreement of the City and FQR to deploy the Foundation's funds in accordance with this letter, please initial and sign where noted and return one fully executed original of this letter to the Foundation at the address set forth below.

Thank you, and warm best wishes!

Sincerely,
BILL AND JOAN ALFOND FAMILY FOUNDATION

Bill

William L. Alfond Joan L. Alfond

City___ FQR___ BJAFF

The Friends of Quarry Road and the City of Waterville hereby accept and agree to be bound by the terms and conditions of this grant amendment as signed by its duly authorized representatives on this _____ day of _____, 2026.

FRIENDS OF QUARRY ROAD

_____
Hanna Bouchard, its duly authorized Board Chair

CITY OF WATERVILLE

_____
Nick Cloutier, its duly authorized City Manager

_____
Matt Skehan, its duly authorized Director of Public Works and Parks and Recreation

cc: Liz Menard, Gregory W. Powell, Jeff Tucker

BJAFF copy

Bill & Joan Alfond
FAMILY FOUNDATION

William L. Alfond, President
Joan L. Alfond, Vice President and Treasurer
Gregory W. Powell, Secretary
Justin L. Alfond, Director
Kendan R. Alfond, Director
Reis L. Alfond, Director

July 16, 2024

Jennifer Kierstead, Executive Director
Friends of Quarry Road
P.O. Box 2032
Waterville, ME 04903

Bryan Kaenrath, City Manager
City of Waterville
One Common Street
Waterville, ME 04901

Matt Skehan, Director
City of Waterville
One Common Street
Waterville, ME 04901

RE: Seasonal Development Coach

Dear Jennifer, Bryan, and Matt:

Waterville is fortunate to have an exceptional Nordic skiing venue at Quarry Road. To that end, and on behalf of the Bill and Joan Alfond Family Foundation (the "Foundation"), we are writing to confirm the Foundation's grant commitment to pay up to $34,155 to the Friends of Quarry Road (the "FQR" or the "Organization") for a full-time seasonal Development Coach.

The specific terms and conditions of the Foundation's grant agreement (the "Agreement") to the FQR are as follows:

Project Conditions

1. The Foundation's grant commitment of up to $34,155 will be paid to the FQR to support a full-time seasonal Development Coach for the 2024-2025 ski season (the "Coach"). Specifically, the Foundation's grant funds shall be used to compensate a Coach who will organize and lead the FQR's Nordic youth and middle school ski programs, provide high-caliber coaching and assistance to the FQR's athletes, volunteer coaches, and high school team, and otherwise provide event and competition oversight (the "Project").

2. It is understood that the Coach shall be a full-time, benefits-eligible employee of the City of Waterville (the "City") from November 2024 through March 2025, with the FQR underwriting the cost of the Coach. The FQR and the City will execute an enforceable Memorandum of Understanding ("MOU") outlining this mutually agreed-upon arrangement, a copy of which will be provided to the Foundation and be reasonably acceptable to the Foundation before any Foundation payments are made toward the grant commitment hereunder. The MOU shall include, but need not be limited to, the agreement of the FQR to provide funding to the City in a timely manner.

3. The content and timing of any public announcements pertaining to the Foundation's commitment hereunder which include any reference to the Bill and Joan Alfond Family Foundation, or members of the Alfond family, shall be submitted to the Foundation in advance of its distribution for review and approval.

City QR BJAFF

4. The Foundation's commitment hereunder is conditioned upon the scope and budget of the Project remaining in material conformance with the information contained or referenced herein. The FQR will notify the Foundation of any material changes to the Project, and the Foundation reserves the right to withdraw or modify its commitment in response to any such material changes.

Reporting Conditions

5. The FQR shall submit a written report to the Foundation at the address set forth below by April 30, 2025 with information that includes, but need not be limited to: the number of Nordic skiers the Coach has supported; notable achievements of the Coach, the FQR, and its skiers; and an accounting of how Foundation funds were spent, including if there are any unspent funds.

6. As part of the FQR's reporting process, the Foundation reserves the right to request other reasonable, relevant information, and the FQR agrees to provide such information.

Payment Conditions

7. The Foundation's payment in the amount of $34,155 for the Project shall be paid to the FQR once the Foundation has received at the address set forth below a fully executed copy of this Agreement, the MOU referenced in Paragraph 2, and written confirmation that the Coach has started employment with the City. Payment will be issued by the Foundation within fifteen (15) days of receipt of all materials.

8. In its sole discretion, the Foundation may pre-pay any portion of this grant without waiving any rights of the Foundation or releasing any obligations of the Organization hereunder. Payments made by William Alfond personally will offset this commitment if designated in writing by William Alfond to be in satisfaction of this commitment in whole or in part. Any payments made by a Maine Community Foundation Fund over which William Alfond has advisory privileges will offset and reduce this commitment if designated in writing by William Alfond.

9. If for any reason this Project does not go forward as planned, the Foundation's payment will be returned to the Foundation to the extent not expended in furtherance of the Project and in accordance with the terms and conditions of this Agreement. Likewise, if for any reason this Project is found to be ineligible for grants from private foundations under the Internal Revenue Code of the United States or regulations promulgated thereunder, the donation shall be returned.

General Conditions

10. The Foundation's grant commitment hereunder shall be used by the FQR for educational, charitable and public purposes, it being the intent of the parties that the Foundation's grant hereunder must be a qualified distribution and tax-deductible under the Internal Revenue Code, as amended. The Foundation, the FQR, and the City agree that any use or disposition of the Foundation's grant hereunder will be in compliance with any applicable rules or regulations under the Internal Revenue Code, as amended. It is the intention and understanding of the

parties to this Agreement that all terms and conditions of this Agreement and the grant hereunder are in full compliance with the code, and the grant is a qualified charitable distribution. If any provision herein violates any rule, regulation or law or adversely affects the charitable, non-profit, and tax-exempt status of the Foundation, the Agreement shall be given effect and shall be interpreted so as to conform to law and to preserve the charitable, non-profit, and tax-exempt status of the Foundation and the grant to be made hereunder.

11. The FQR and the City agree that the Foundation is a private non-profit foundation and that, in making the grant commitment hereunder, the Foundation is in no way assuming responsibility or liability for the Project or the operations by the FQR and the City associated with the Project. As such, the FQR and the City agree to defend, indemnify, and hold harmless the Foundation, Dexter Enterprises LLC, and their directors, officers, and staff from and against any and all claims, actions, suits, or liabilities (hereafter "claims") of any kind arising out of or relating to the Project, it being understood that the duty to defend includes the obligation to cover the costs of counsel retained by the Foundation to defend against any such claims.

12. It is agreed that no services, goods or other considerations were provided to the Foundation, its Directors, or affiliated persons or entities in exchange for the grant made hereunder. The FQR will forward a receipt to the Foundation stating as such and confirming the use of funds consistent with the agreed upon purposes of this grant.

13. The FQR and the City may not assign or otherwise transfer their rights or delegate any of their obligations under this Agreement.

14. This Agreement is binding on all parties hereto and shall be construed and interpreted in accordance with Maine law. There are three executed originals of this Agreement, which constitute one legally binding agreement. This Agreement may not be modified, changed, or amended by any party unless in writing signed by both parties.

15. Any and all communications with respect to this grant shall be forwarded to the Foundation at Dexter Enterprises LLC, Two Monument Square, Portland, ME 04101.

To confirm the agreement of the FQR and the City with the terms and conditions of this grant commitment as proposed herein, please have each original of this Agreement signed where noted below, initial each on pages one through four, and return one fully executed original to the Foundation at the address set forth below.

Please know that the Foundation may consider additional support in future years depending upon the success of the Project. Thank you, and warm best wishes!

Sincerely,
BILL AND JOAN ALFOND FAMILY FOUNDATION

Bill

William L. Alfond

Joan L. Alfond

City FQR BJAFF

The Friends of Quarry Road and the City of Waterville hereby accept and agree to be bound by the terms and conditions of this grant agreement and agree that the grant from the Bill and Joan Alfond Family Foundation will be used exclusively for charitable public purposes, specifically to fund a seasonal Development Coach, as signed by its duly authorized representatives on this 30th day of July, 2024.

FRIENDS OF QUARRY ROAD

Jennifer Kierstead, its duly authorized Executive Director

CITY OF WATERVILLE

Bryan Kaenrath, its duly authorized City Manager

CITY OF WATERVILLE

Matt Skehan, its duly authorized Parks & Recreation Director

Cc: Liz Menard, Gregory W. Powell, Matt Skehan, Jeff Tucker

Outdoor Recreation Program Coordinator

Quarry Road Trails - City of Waterville

Position Overview

The City of Waterville is seeking an energetic and motivated individual to join the Quarry Road Trails team as an Outdoor Recreation Program Coordinator for the winter season. This position plays a key role in supporting and growing winter programs and events at one of Maine's most unique community outdoor recreation venues.

Working under the direction of the Quarry Road Trails Director, this role blends program leadership, community engagement, and hands-on support for daily operations. The Program Coordinator will help lead existing youth ski programs, coordinate volunteers, support events and competitions, and contribute to the development and promotion of new programming opportunities.

This is an exciting opportunity for someone who is passionate about outdoor recreation, enjoys working with people of all ages, and is eager to help shape and grow a vibrant community program.

The Program Coordinator is a full-time, benefits-eligible seasonal position with the City of Waterville, anticipated to run from November 2026 through March 2027.

Key Responsibilities

Responsibilities may include, but are not limited to:

- Support the coordination and delivery of Quarry Road Ski Club (QRSC) youth and community ski programs
- Provide coaching support and on-snow leadership for youth, middle school, and community participants
- Coordinate and communicate with volunteer coaches and program assistants
- Assist in the planning, organization, and execution of races, events, and community programming
- Help develop and implement new programs and events to expand participation at Quarry Road Trails
- Promote programs and events through outreach, communication, and on-site engagement
- Provide general support for winter operations
- Foster a welcoming, inclusive, and positive environment for participants, families, and volunteers
- Collaborate with City staff, partners, and volunteers to support the overall success of Quarry Road Trails

MEMORANDUM OF UNDERSTANDING

Regarding the Creation of the Position of Development Coach for
The Quarry Road Recreation Area

The purpose of this agreement is to outline the responsibilities of the Friends of Quarry Road (the Friends) and the City of Waterville (City) regarding the hiring of one full-time seasonal Outdoor Recreation Program Coordinator to at the Quarry Road Recreation Area (QRRA), commonly known as Quarry Road Trails (QRT).

WHEREAS, the City and the Friends have successfully worked in partnership since 2011 to strengthen Waterville by developing the City's QRRA into a premier, four-season outdoor recreation area; and

WHEREAS, the City and the Friends remain committed to their working partnership, the terms of which are set forth in a Restated Memorandum of Understanding dated January 10, 2018; and

WHEREAS, FOQR believes that in order to further the parties' desired goal of developing the City's QRRA, funds should be raised and dedicated to hire one full-time, seasonal Outdoor Recreation Program Coordinator who will support and expand youth and community ski programs, provide coaching and on-snow leadership, coordinate volunteers, assist with races, events, and community programming, develop and promote new outdoor recreation opportunities, and otherwise support winter operations during the 2026-27 winter season at Quarry Road Trails; and

WHEREAS, the City supports this plan, provided that funding required to support this position does not come from City taxpayers.

NOW, THEREFORE, to further define their respective roles and responsibilities regarding this effort, the parties agree to the following:

I. Friends of Quarry Road agrees that:

1. It shall utilize its efforts and fundraising expertise to accept a grant award from the Bill and Joan Alfond Family Foundation ("Grantor") in an amount up to $34,155 for the specific purpose of covering the full-time salary (including benefits) of the seasonal Outdoor Recreation Program Coordinator at Quarry Road Trails during the 2026-2027 winter season.

2. The Outdoor Recreation Program Coordinator shall be an employee of the City who shall report directly to the City's Quarry Road Trails Director within the Parks and Recreation Department, and whose time shall be devoted to supporting and expanding youth and community ski programs, providing coaching and on-snow leadership, coordinating volunteer coaches and program assistants, assisting with races, events, and community programming, developing and promoting new outdoor recreation opportunities, and otherwise

DRAFT

supporting winter operations during the 2026-27 winter season at Quarry Road Trails.

3. All funds raised for the Outdoor Recreation Program Coordinator position, up to but not exceeding $34,155, shall be payable to the City of Waterville by the Friends to meet the salary and benefit requirements of this position during the 2026-27 winter season Such funds will be made available to the City within 14 days of receipt of an invoice from the City for each pay period.

4. At the conclusion of the 2026-27 winter season, the Friends and the City will meet to determine:

a) The benefit of the Outdoor Recreation Program Coordinator position to the youth and community programs.
b) The benefit to the full-time Quarry Road Trails Director.
c) Development of a recommendation to the Grantor regarding continuation of this position.

II. **The City of Waterville agrees that:**

1. All funds provided to the City by the Friends to support the position of Outdoor Recreation Program Coordinator for QRT shall be applied exclusively to meet the salary and benefit requirements of this position.

2. The City shall formulate a job description for the position of seasonal Outdoor Recreation Program Coordinator for Quarry Road Trails, hire and supervise this position, perform an end of season performance evaluation and with recommendations, together with other areas determined to be appropriate by the City's Parks & Recreation Director and Quarry Road Trails Director.

3. A single season of salary and benefits for the position of season Outdoor Recreation Program Coordinator is required to advertise the position. Given the completion of the Grant Agreement dated July 29, 2026, between the City, the Friends, and the Grantor, it is the desire and intention of the parties to see that this position is filled on or before 12/1/2026.

III. Enforceability

This agreement is supported by consideration and create a binding contract enforceable in court.

DRAFT

This Memorandum of Understanding is meant to be a working agreement to be modified by agreement of the parties as needed.

Dated: _____, 2026

City of Waterville

By: Nick Cloutier , City Manager

Friends of Quarry Road

By: Hanna Bouchard, President of the Board of Directors

DRAFT

Bill & Joan Alfond
FAMILY FOUNDATION

William L. Alfond, President
Joan L. Alfond, Vice President
Gregory W. Powell, Treasurer
Elizabeth H. Menard, Secretary
Justin L. Alfond, Director
Kenden R. Alfond, Director
Reis L. Alfond, Director

July 29, 2026

Hanna Bouchard, Board Chair
Friends of Quarry Road
P.O. Box 2032
Waterville, ME 04903

Nick Cloutier, City Manager
City of Waterville
One Common Street
Waterville, ME 04901

Matt Skehan, Director
City of Waterville
One Common Street
Waterville, ME 04901

RE: Amendment to Seasonal Development Coach Grant Agreement

Dear Hanna, Nick, and Matt:

We appreciate what you each do to support outdoor recreation at Quarry Road in Waterville. To that end, this letter redefines the purpose of the grant agreement between the Bill and Joan Alfond Family Foundation (the "Foundation"), the Friends of Quarry Road ("FQR"), and the City of Waterville (the "City"), dated July 16, 2024 (the "Agreement"), of $34,155 for a Seasonal Development Coach. The Foundation's funds are now to be used to compensate an Outdoor Recreation Program Coordinator, as described and attached hereto as the new Exhibit A to the Agreement (the "Project").

Like before, the City and FQR will execute an enforceable Memorandum of Understanding ("MOU") as described in Paragraph 2 of the Agreement. All other terms and conditions of the Agreement remain in full force and effect.

To confirm the agreement of the City and FQR to deploy the foundation's funds in accordance with this letter, please initial and sign where noted and return one fully executed original of this letter to the Foundation at the address set forth below.

Thank you, and warm best wishes!

Sincerely,
BILL AND JOAN ALFOND FAMILY FOUNDATION

Bill

William L. Alfond

Joan

Joan L. Alfond

City___ FQR___ BJAFF

Bill and Joan Alfond Family Foundation Dexter Enterprises LLC Two Monument Square, Portland, ME 04101 207-828-7999

The Friends of Quarry Road and the City of Waterville hereby accept and agree to be bound by the terms and conditions of this grant amendment as signed by its duly authorized representatives on this _____ day of _____, 2026.

FRIENDS OF QUARRY ROAD

_____
Hanna Bouchard, its duly authorized Board Chair

CITY OF WATERVILLE

_____
Nick Cloutier, its duly authorized City Manager

_____
Matt Skehan, its duly authorized Director of Public Works and Parks and Recreation

cc: Liz Menard, Gregory W. Powell, Jeff Tucker

BJAFF copy

Bill & Joan Alfond
FAMILY FOUNDATION

William L. Alfond, President
Joan L. Alfond, Vice President and Treasurer
Gregory W. Powell, Secretary
Justin L. Alfond, Director
Kenden R. Alfond, Director
Reis L. Alfond, Director

July 16, 2024

Jennifer Kierstead, Executive Director
Friends of Quarry Road
P.O. Box 2032
Waterville, ME 04903

Bryan Kaenrath, City Manager
City of Waterville
One Common Street
Waterville, ME 04901

Matt Skehan, Director
City of Waterville
One Common Street
Waterville, ME 04901

RE: Seasonal Development Coach

Dear Jennifer, Bryan, and Matt:

Waterville is fortunate to have an exceptional Nordic skiing venue at Quarry Road. To that end, and on behalf of the Bill and Joan Alfond Family Foundation (the "Foundation"), we are writing to confirm the Foundation's grant commitment to pay up to $34,155 to the Friends of Quarry Road (the "FQR" or the "Organization") for a full-time seasonal Development Coach.

The specific terms and conditions of the Foundation's grant agreement (the "Agreement") to the FQR are as follows:

Project Conditions

1. The Foundation's grant commitment of up to $34,155 will be paid to the FQR to support a full-time seasonal Development Coach for the 2024-2025 ski season (the "Coach"). Specifically, the Foundation's grant funds shall be used to compensate a Coach who will organize and lead the FQR's Nordic youth and middle school ski programs, provide high-caliber coaching and assistance to the FQR's athletes, volunteer coaches, and high school team, and otherwise provide event and competition oversight (the "Project").

2. It is understood that the Coach shall be a full-time, benefits-eligible employee of the City of Waterville (the "City") from November 2024 through March 2025, with the FQR underwriting the cost of the Coach. The FQR and the City will execute an enforceable Memorandum of Understanding ("MOU") outlining this mutually agreed-upon arrangement, a copy of which will be provided to the Foundation and be reasonably acceptable to the Foundation before any Foundation payments are made toward the grant commitment hereunder. The MOU shall include, but need not be limited to, the agreement of the FQR to provide funding to the City in a timely manner.

3. The content and timing of any public announcements pertaining to the Foundation's commitment hereunder which include any reference to the Bill and Joan Alfond Family Foundation, or members of the Alfond family, shall be submitted to the Foundation in advance of its distribution for review and approval.

City FQR BJAFF

4. The Foundation's commitment hereunder is conditioned upon the scope and budget of the Project remaining in material conformance with the information contained or referenced herein. The FQR will notify the Foundation of any material changes to the Project, and the Foundation reserves the right to withdraw or modify its commitment in response to any such material changes.

Reporting Conditions

5. The FQR shall submit a written report to the Foundation at the address set forth below by April 30, 2025 with information that includes, but need not be limited to: the number of Nordic skiers the Coach has supported; notable achievements of the Coach, the FQR, and its skiers; and an accounting of how Foundation funds were spent, including if there are any unspent funds.

6. As part of the FQR's reporting process, the Foundation reserves the right to request other reasonable, relevant information, and the FQR agrees to provide such information.

Payment Conditions

7. The Foundation's payment in the amount of $34,155 for the Project shall be paid to the FQR once the Foundation has received at the address set forth below a fully executed copy of this Agreement, the MOU referenced in Paragraph 2, and written confirmation that the Coach has started employment with the City. Payment will be issued by the Foundation within fifteen (15) days of receipt of all materials.

8. In its sole discretion, the Foundation may pre-pay any portion of this grant without waiving any rights of the Foundation or releasing any obligations of the Organization hereunder. Payments made by William Alfond personally will offset this commitment if designated in writing by William Alfond to be in satisfaction of this commitment in whole or in part. Any payments made by a Maine Community Foundation Fund over which William Alfond has advisory privileges will offset and reduce this commitment if designated in writing by William Alfond.

9. If for any reason this Project does not go forward as planned, the Foundation's payment will be returned to the Foundation to the extent not expended in furtherance of the Project and in accordance with the terms and conditions of this Agreement. Likewise, if for any reason this Project is found to be ineligible for grants from private foundations under the Internal Revenue Code of the United States or regulations promulgated thereunder, the donation shall be returned.

General Conditions

10. The Foundation's grant commitment hereunder shall be used by the FQR for educational, charitable and public purposes, it being the intent of the parties that the Foundation's grant hereunder must be a qualified distribution and tax-deductible under the Internal Revenue Code, as amended. The Foundation, the FQR, and the City agree that any use or disposition of the Foundation's grant hereunder will be in compliance with any applicable rules or regulations under the Internal Revenue Code, as amended. It is the intention and understanding of the

City FQR BJAFF

parties to this Agreement that all terms and conditions of this Agreement and the grant hereunder are in full compliance with the code, and the grant is a qualified charitable distribution. If any provision herein violates any rule, regulation or law or adversely affects the charitable, non-profit, and tax-exempt status of the Foundation, the Agreement shall be given effect and shall be interpreted so as to conform to law and to preserve the charitable, non-profit, and tax-exempt status of the Foundation and the grant to be made hereunder.

11. The FQR and the City agree that the Foundation is a private non-profit foundation and that, in making the grant commitment hereunder, the Foundation is in no way assuming responsibility or liability for the Project or the operations by the FQR and the City associated with the Project. As such, the FQR and the City agree to defend, indemnify, and hold harmless the Foundation, Dexter Enterprises LLC, and their directors, officers, and staff from and against any and all claims, actions, suits, or liabilities (hereafter "claims") of any kind arising out of or relating to the Project, it being understood that the duty to defend includes the obligation to cover the costs of counsel retained by the Foundation to defend against any such claims.

12. It is agreed that no services, goods or other considerations were provided to the Foundation, its Directors, or affiliated persons or entities in exchange for the grant made hereunder. The FQR will forward a receipt to the Foundation stating as such and confirming the use of funds consistent with the agreed upon purposes of this grant.

13. The FQR and the City may not assign or otherwise transfer their rights or delegate any of their obligations under this Agreement.

14. This Agreement is binding on all parties hereto and shall be construed and interpreted in accordance with Maine law. There are three executed originals of this Agreement, which constitute one legally binding agreement. This Agreement may not be modified, changed, or amended by any party unless in writing signed by both parties.

15. Any and all communications with respect to this grant shall be forwarded to the Foundation at Dexter Enterprises LLC, Two Monument Square, Portland, ME 04101.

To confirm the agreement of the FQR and the City with the terms and conditions of this grant commitment as proposed herein, please have each original of this Agreement signed where noted below, initial each on pages one through four, and return one fully executed original to the Foundation at the address set forth below.

Please know that the Foundation may consider additional support in future years depending upon the success of the Project. Thank you, and warm best wishes!

Sincerely,
BILL AND JOAN ALFOND FAMILY FOUNDATION

Bill

William L. Alfond Joan L. Alfond

City FQR BJAFF

The Friends of Quarry Road and the City of Waterville hereby accept and agree to be bound by the terms and conditions of this grant agreement and agree that the grant from the Bill and Joan Alfond Family Foundation will be used exclusively for charitable public purposes, specifically to fund a seasonal Development Coach, as signed by its duly authorized representatives on this 30th day of July, 2024.

FRIENDS OF QUARRY ROAD

Jennifer Kierstead, its duly authorized Executive Director

CITY OF WATERVILLE

Bryan Kaenrath, its duly authorized City Manager

CITY OF WATERVILLE

Matt Skehan, its duly authorized Parks & Recreation Director

Cc: Liz Menard, Gregory W. Powell, Matt Skehan, Jeff Tucker

Outdoor Recreation Program Coordinator

Quarry Road Trails - City of Waterville

Position Overview

The City of Waterville is seeking an energetic and motivated individual to join the Quarry Road Trails team as an Outdoor Recreation Program Coordinator for the winter season. This position plays a key role in supporting and growing winter programs and events at one of Maine's most unique community outdoor recreation venues.

Working under the direction of the Quarry Road Trails Director, this role blends program leadership, community engagement, and hands-on support for daily operations. The Program Coordinator will help lead existing youth ski programs, coordinate volunteers, support events and competitions, and contribute to the development and promotion of new programming opportunities.

This is an exciting opportunity for someone who is passionate about outdoor recreation, enjoys working with people of all ages, and is eager to help shape and grow a vibrant community program.

The Program Coordinator is a full-time, benefits-eligible seasonal position with the City of Waterville, anticipated to run from November 2026 through March 2027.

Key Responsibilities

Responsibilities may include, but are not limited to:

- Support the coordination and delivery of Quarry Road Ski Club (QRSC) youth and community ski programs
- Provide coaching support and on-snow leadership for youth, middle school, and community participants
- Coordinate and communicate with volunteer coaches and program assistants
- Assist in the planning, organization, and execution of races, events, and community programming
- Help develop and implement new programs and events to expand participation at Quarry Road Trails
- Promote programs and events through outreach, communication, and on-site engagement
- Provide general support for winter operations
- Foster a welcoming, inclusive, and positive environment for participants, families, and volunteers
- Collaborate with City staff, partners, and volunteers to support the overall success of Quarry Road Trails

Preferred Qualifications

The ideal candidate will demonstrate many of the following:

- Experience in skiing, coaching, or outdoor recreation programming
- Strong organizational and communication skills
- Ability to work with youth, volunteers, and community members in a positive and supportive manner
- Interest in program development, event coordination, and community engagement
- Self-motivated, flexible, and comfortable working in a dynamic outdoor environment
- Availability to work evenings and weekends during the winter season

About Quarry Road Ski Club & Quarry Road Trails

Quarry Road Ski Club (QRSC), formerly Central Maine Ski Club, is a US Ski & Snowboard Association certified club based at Quarry Road Trails in Waterville, Maine. The club is organized through a collaboration between the City of Waterville's Parks and Recreation Department and the 501(c)(3) nonprofit Friends of Quarry Road.

QRSC provides accessible and engaging ski programs for all ages and ability levels, serving nearly 200 participants annually. In addition to youth Nordic programs, Quarry Road Trails hosts introductory alpine programs, adult ski groups, and a wide range of winter events and competitions.

Quarry Road Trails is a four-season outdoor recreation destination offering Nordic skiing, alpine skiing, snowshoeing, mountain biking, running, and community events, all just minutes from downtown Waterville.

How to Apply

Applications will be accepted at the City of Waterville Human Resource Office, 1 Common St, Waterville, ME 04901, via email at hr@waterville-me.gov, or online at www.waterville-me.gov until the position is filled.

Applicants must submit a cover letter, resume, and three professional references.

The City of Waterville is an Equal Opportunity Employer.

Learn More

https://quarryroad.org/

https://www.quarryroadskiclub.org/

Outdoor Recreation Program Coordinator

Quarry Road Trails - City of Waterville

Position Overview

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This is an exciting opportunity for someone who is passionate about outdoor recreation, enjoys working with people of all ages, and is eager to help shape and grow a vibrant community program.

The Program Coordinator is a full-time, benefits-eligible seasonal position with the City of Waterville, anticipated to run from November 2026 through March 2027.

Key Responsibilities

Responsibilities may include, but are not limited to:

- Support the coordination and delivery of Quarry Road Ski Club (QRSC) youth and community ski programs
- Provide coaching support and on-snow leadership for youth, middle school, and community participants
- Coordinate and communicate with volunteer coaches and program assistants
- Assist in the planning, organization, and execution of races, events, and community programming
- Help develop and implement new programs and events to expand participation at Quarry Road Trails
- Promote programs and events through outreach, communication, and on-site engagement
- Provide general support for winter operations
- Foster a welcoming, inclusive, and positive environment for participants, families, and volunteers
- Collaborate with City staff, partners, and volunteers to support the overall success of Quarry Road Trails

Preferred Qualifications
The ideal candidate will demonstrate many of the following:

- Experience in skiing, coaching, or outdoor recreation programming
- Strong organizational and communication skills
- Ability to work with youth, volunteers, and community members in a positive and supportive manner
- Interest in program development, event coordination, and community engagement
- Self-motivated, flexible, and comfortable working in a dynamic outdoor environment
- Availability to work evenings and weekends during the winter season

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Learn More

https://quarryroad.org/

https://www.quarryroadskiclub.org/

CITY OF WATERVILLE

CITY COUNCIL

ORDINANCE 167-2026

Effective Date: _____

Amend the Zoning Map (4 Veteran Court)

BE IT ENACTED by the City Council of the City of Waterville, as follows:

THAT, Appendix A (Zoning) Article 2, Section 2.1.1., the official zoning map dated April 6, 1999, and the written description of zoning boundaries dated July 6, 1971, be and hereby are amended as follows:

4 Veteran Court (Assessor Parcel 39-253) is rezoned from Commercial-B (C-B) and Residential-C (R-C) to Residential-C in its entirety.

SUMMARY:
Rezoning will reduce the building setback requirements and allow Richard Wentworth to replace his existing garage with a larger one closer to his property line.

IN THE CITY COUNCIL,

September 1__, 2026 First Reading and Accepted.

_____, 2026 Second Reading and Adopted.

_____
Patti Dubois, City Clerk

APPROVED:

_____
Michael J. Morris, Mayor

MEMO

DATE: August 27, 2026

TO: Mayor & City Councilors

FROM: Ann Beverage, City Planner

SUBJECT: Planning Board Recommendation on Rezoning 4 Veteran Court

On August 25, 2025, the Planning Board held a public hearing on a request by Richard Wentworth to rezone his property at 4 Veteran Court from Commercial-B (C-B) and Residential-C (R-C) to Residential-C in its entirety. Rezoning will reduce the building setback requirements and allow him to replace his existing garage with a larger one closer to his property line.

PUBLIC COMMENT:
Only one abutting property owner attended the public hearing. Lourdes Carrion, owner of 61 Water Street, supported rezoning because a new garage will improve the property which is directly behind her building.

ACTION:
The Board voted 6-0 in favor of recommending that the City Council rezone the property as requested.

4 Veteran Court Zoning Map

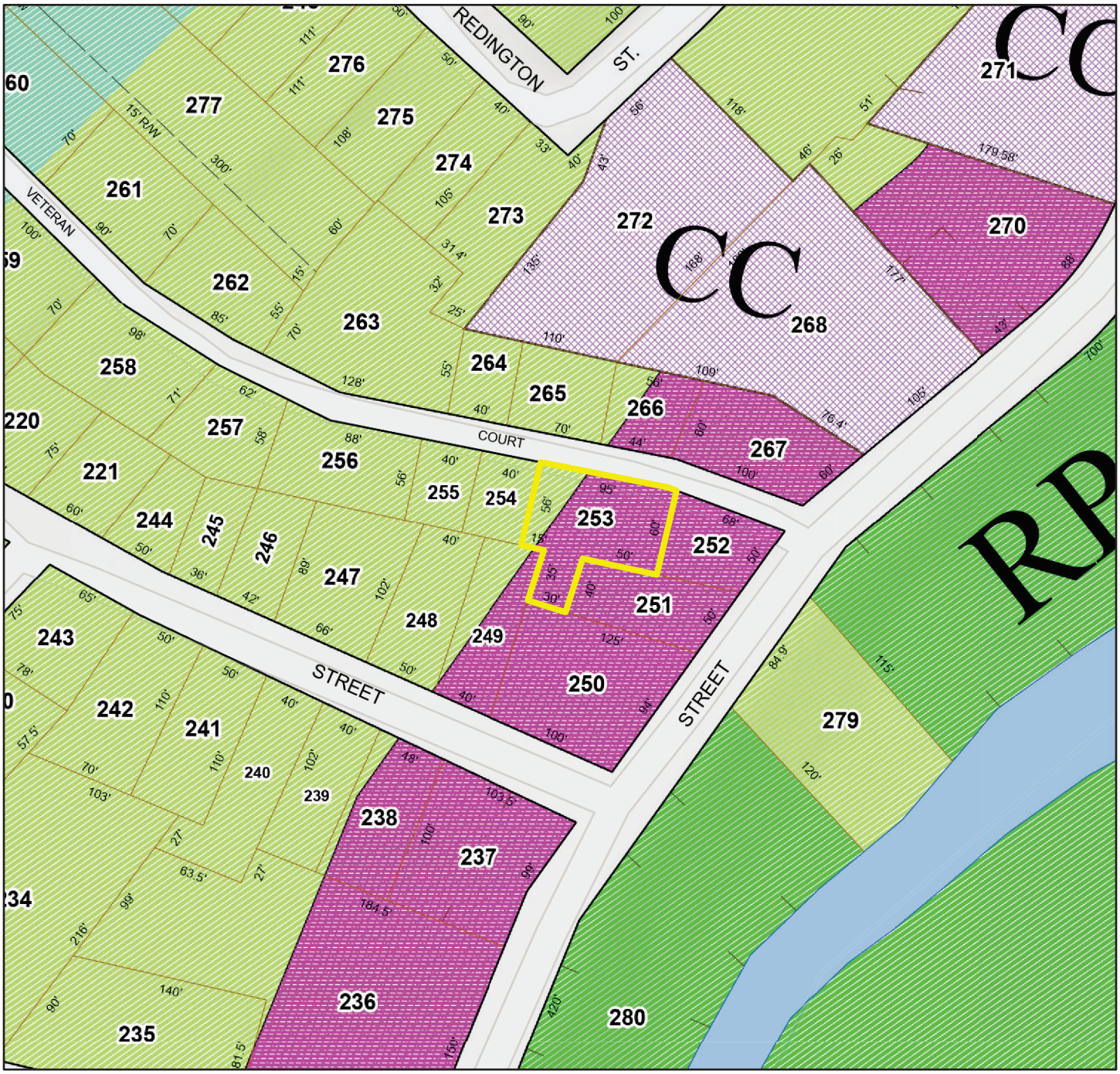
City of Waterville, ME

1 inch = 100 Feet

0 100 200 300

July 13, 2026

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- PWater
- Property Line
- Public Road
- Right of Way
- Property TIC
- Right of Ways
- Water
- GENERAL RESIDENTIAL
- GENERAL RESIDENTIAL
- COMMERCIAL-B
- COMMERCIAL-C
- RESOURCE PROTECTION

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 170-2026

Authorize the Issuance of a Secondhand License to
Melissa Holmwood D/B/A Madlyn's Inc.

BE IT RESOLVED by the City Council of the City of Waterville, as follows:

THAT the City Council hereby authorizes the issuance of a Secondhand License to Melissa Holmwood D/B/A Madlyn's Inc., 46 Main Street

BE IT FURTHER RESOLVED THAT approval from Code Enforcement and Fire Department along with all outstanding Personal Property taxes be paid as a condition for license to be issued.

IN THE CITY COUNCIL,

_____2026 Read and Adopted.

_____
Patti Dubois, City Clerk

APPROVED:

_____
Mayor

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 171-2026

Authorize the Issuance of a Victualer's License to John Koch d/b/a Rusty Lantern #0224

BE IT RESOLVED by the City Council of the City of Waterville, as follows:

THAT the City Council hereby authorizes the issuance of a Victualer's License to John Koch d/b/a Rusty Lantern #0224, 244 Main Street

BE IT FURTHER RESOLVED THAT approval from Code Enforcement and Fire Department along with all outstanding Personal Property taxes be paid as a condition for a license to be issued.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____

Patti Dubois, City Clerk

APPROVED:

_____

Michael J. Morris, Mayor

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 172-2026

Authorize a Contract Extension with ScrapDogs Community Compost

BE IT RESOLVED by the City Council of the City of Waterville, as follows:

THAT, the City Manager be authorized to sign a one year contract extension with ScrapDogs Community Compost, Camden, ME., for hosting a satellite site at the Public Works Compound located at 6 Wentworth Ct.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____

Patti Dubois, City Clerk

APPROVED:

_____

Michael J. Morris, Mayor

MEMO

DATE: September 9, 2026

TO: Mayor and City Council

FROM: Matt Skehan – Director of Public Works

SUBJECT: ScrapDogs Community Compost Contract Renewal - 2026

ScrapDogs Community Compost, Camden, ME., began a satellite pick up / drop off, site at the Waterville Public Works Compound, 6 Wentworth Court, in May 2023. There are currently 17 resident subscribers. Since opening the site, ScrapDogs has collected 27,969 lbs of foodwaste from Waterville subscribers

Statewide, Scrapdogs has 302 total drop-off subscribers and 778 total subscribers.

Benefits of supporting community compost programs include;

1. Composting keeps heavy food scraps out of the trash, saving money on trash bags and hauling fees
2. Composting emits 30% of the greenhouse gases of landfilling and helps build healthy soils

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 173-2026

Appointment of Members to the Waterville Youth Council

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, the City Council accepts the recommendations from the Mayor that the following individuals be appointed to the Waterville Youth Council with terms expiring on July 1, 2027.

- Penny Graham
- Owen Beale-Tate
- Madeline Anderozzi
- Allison Amuso
- Makalyn Grubbs
- Andrea Gunter
- Alina Ahmad
- Tessa Donovan
- Alexandria Lord
- Thresia Reddy

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____

Patti Dubois, City Clerk

APPROVED:

_____

Michael J. Morris, Mayor

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 174-2026

Approve Waiver of Bid Process for Auditing Services for Fiscal Year 2026 and Engagement of Nicholson, Michaud, and Nadeau Certified Public Accountants

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, the City Manager be authorized to waive the bid process in accordance with Chapter 61-5 (2) due to insufficient time to resort to the normal bid process for auditing services for Fiscal Year 2026;

BE IT FURTHER RESOLVED THAT, the City acknowledges that Nicholson, Michaud & Nadeau has completed its three-year service agreement with the City ending with Fiscal Year 2025, and that Fiscal Year 2026 shall be the final year in which the firm may perform the City's audit before the City solicits auditing services through a competitive bid process in accordance with the Purchasing Ordinance in the spring of 2027.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____

Patti Dubois, City Clerk

APPROVED:

_____

Michael J. Morris, Mayor

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 175-2026

Acceptance of Memorandum of Understanding Between the Friends of Quarry Road and the City of Waterville Regarding Funding of a Seasonal, Full-time Outdoor Recreation Program Coordinator at Quarry Road Trails

BE IT RESOLVED by the City Council of the City of Waterville, as follows:

THAT, the City of Waterville has been awarded grant funding in an amount up to $45,098 to support a seasonal, full-time Outdoor Recreation Program Coordinator at Quarry Road Trails for the 2026-2027 winter season.

BE IT FURTHER RESOLVED THAT the City Manager be authorized to enter into a Memorandum of Understanding (MOU) with the Friends of Quarry Road for the creation of a seasonal Outdoor Recreation Program Coordinator at the Quarry Road Recreation Area during the winter 2026-27 season. The position will be fully funded through the grant.

SUMMARY: The purpose of this position is to support and expand Quarry Road's winter recreation programs by coordinating youth and community ski programs, providing coaching and on-snow leadership, organizing volunteer coaches, assisting with races, events, and community programming, developing new recreation opportunities, and otherwise supporting the daily winter operations of Quarry Road Trails.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____
Patti Dubois, City Clerk

APPROVED:

_____
Michael J. Morris, Mayor

MEMO

DATE: September 9, 2026

TO: Mayor and City Council

FROM: Matt Skehan – Director of Parks and Recreation

SUBJECT: MOU – Quarry Road Seasonal Program Coordinator

The Quarry Road Memorandum of Understanding accompanies Order 159-2026. The MOU outlines the responsibilities of the Friends of Quarry Road and the City of Waterville regarding a seasonal Outdoor Recreation Program Coordinator at Quarry Road Trails for the 2026-2027 season.

MEMORANDUM OF UNDERSTANDING

Regarding the Creation of the Position of Outdoor Recreation Program Coordinator for The Quarry Road Recreation Area

The purpose of this agreement is to outline the responsibilities of the Friends of Quarry Road (the Friends) and the City of Waterville (City) regarding a seasonal Outdoor Recreation Program Coordinator at the Quarry Road Recreation Area (QRRA), commonly known as Quarry Road Trails (QRT).

WHEREAS, the City and the Friends have successfully worked in partnership since 2011 to strengthen Waterville by developing the City's QRRA into a premier, four-season outdoor recreation area; and

WHEREAS, the City and the Friends remain committed to their working partnership, the terms of which are set forth in a Restated Memorandum of Understanding dated January 10, 2018; and

WHEREAS, FOQR believes that in order to further the parties' desired goal of developing the City's QRRA, funds should be raised and dedicated to hire, a seasonal Outdoor Recreation Program Coordinator who will support and expand youth and community ski programs, provide coaching and on-snow leadership, coordinate volunteers, assist with races, events, and community programming, develop and promote new outdoor recreation opportunities, and otherwise support winter operations during the 2026-27 winter season at Quarry Road Trails; and

WHEREAS, the City supports this plan, provided that funding required to support this position does not come from City taxpayers.

NOW, THEREFORE, to further define their respective roles and responsibilities regarding this effort, the parties agree to the following:

I. Friends of Quarry Road agrees that:

1. It shall utilize its efforts and fundraising expertise to accept a grant award from the Bill and Joan Alfond Family Foundation (“Grantor”) in an amount up to $45,098 for the specific purpose of covering the salary (including benefits) of the Outdoor Recreation Program Coordinator at Quarry Road Trails during the 2026-2027 winter season.

2. The Outdoor Recreation Program Coordinator position shall be staffed by one or more employees of the City who shall report directly to the City's Quarry Road Trails Director within the Parks and Recreation Department. The position shall be devoted to supporting and expanding youth and community ski programs, providing coaching and on-snow leadership, coordinating volunteer coaches and program assistants, assisting with races, events, and community programming, developing and promoting new outdoor recreation opportunities, and otherwise supporting winter operations during the 2026-27 winter season at

Quarry Road Trails. The position may be filled by one full-time or part-time seasonal employee or, at the City's discretion, by two or more part-time seasonal employees performing the duties described above.

3. All funds raised for the Outdoor Recreation Program Coordinator position, up to but not exceeding $45,098 shall be payable to the City of Waterville by the Friends to meet the salary and benefit requirements of this position during the 2026-27 winter season. Such funds will be made available to the City within 14 days of receipt of an invoice from the City for each pay period.

4. At the conclusion of the 2026-27 winter season, the Friends and the City will meet to determine:

a) The benefit of the Outdoor Recreation Program Coordinator position to the youth and community programs.
b) The benefit to the full-time Quarry Road Trails Director.
c) Development of a recommendation to the Grantor regarding continuation of this position.

II. **The City of Waterville agrees that:**

1. All funds provided to the City by the Friends to support the position of Outdoor Recreation Program Coordinator for QRT shall be applied exclusively to meet the salary and benefit requirements of this position.

2. The City shall formulate a job description for the seasonal Outdoor Recreation Program Coordinator position at Quarry Road Trails and shall be responsible for hiring, supervising, and evaluating the employee or employees. The City shall conduct an end-of-season performance evaluation and develop recommendations regarding the position, together with any other evaluations or recommendations deemed appropriate by the City's Parks & Recreation Director and Quarry Road Trails Director.

3. A single season of salary and benefits for the position of season Outdoor Recreation Program Coordinator is required to advertise the position. Given the completion of the Grant Agreement dated July 29, 2026, between the City, the Friends, and the Grantor, it is the desire and intention of the parties to see that this position is filled on or before 12/1/2026.

III. Enforceability

This agreement is supported by consideration and create a binding contract enforceable in court.

This Memorandum of Understanding is meant to be a working agreement to be modified by agreement of the parties as needed.

Dated: _____, 2026

City of Waterville

By: Nick Cloutier , City Manager

Friends of Quarry Road

By: Hanna Bouchard, President of the Board of Directors

CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 176-2026

Approve the use of funds from the Fire Department Cost Recovery Account to purchase DEA compliant medical vault equipment from EMS Logik

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, the Fire Chief is authorized to use up to $15,000 from the Fire Departments Costs Recovery Account to purchase DEA compliant medical vault equipment from EMS Logik.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

_____

Patti Dubois, City Clerk

APPROVED:

_____

Michael J. Morris, Mayor

MEMO

DATE: September 9, 2026

TO: Nick Cloutier, City Manager, Mayor and City Council

FROM: Jason Frost, Fire Chief

SUBJECT: Approve the use of funds from the Fire Department Cost Recovery Account to purchase DEA compliant medical vault equipment from EMS Logik

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There has been a recent change from the U.S Drug Enforcement Administration that effects all Maine EMS agencies on how we store and receive controlled substances. This change affects all Maine hospitals and EMS agencies.

On August 20, 2026, we received a letter from Maine General that they will no longer be replenishing, managing, or maintaining drug boxes for all EMS agencies that they service starting on October 31st. In effect this means that every licensed EMS agency will have to apply for a DEA license and come up with a way to store controlled substances for themselves.

The Waterville Fire Department has already applied for a DEA license and has looked into different medication management systems to be housed at the WFD and ambulances to store and replenish our own drug bags.

Cost Recovery Account current balance	$82,295.50
Purchase equipment	$15,000.00
Remaining Balance	**$67,292.50**

It is my recommendation that the council allow the Fire Chief to spend up to $15,000 from the Fire Departments Cost Recovery Account to purchase equipment from EMS Logik to outfit all vehicles and the station with DEA compliant medical vaults.

35 Medical Center Parkway
Augusta, Maine 04330
Phone: 207.626.1000

MaineGeneral Medical Center

www.mainegeneral.org

August 20, 2026

City Manager
City of Waterville d/b/a Waterville Fire-Rescue
1 Common Street
Waterville, ME 04901

Re: **Notice of Upcoming Changes to EMS Medication Replenishment and Drug Box Agreements**

Dear EMS Service Leadership,

MaineGeneral Medical Center ("MGMC") is writing to provide advance notice of upcoming changes to medication replenishment for EMS services. We recognize the important role your service plays in supporting emergency care in our communities, and we are providing this notice now to allow sufficient time for planning and coordination during the transition.

These changes are being implemented to support compliance with the **Protecting Patient Access to Emergency Medications Act (PPAEMA) of 2017**, the Controlled Substances Act, and applicable Drug Enforcement Administration (DEA) requirements. PPAEMA established a framework for DEA registration of EMS agencies that administer controlled substances.

As part of this transition:

- **All EMS services will need to establish pharmaceutical wholesaler accounts** to independently procure both controlled and non-controlled medications.
- **EMS services that administer controlled substances will need to obtain their own DEA registration** and comply with all applicable DEA requirements for the procurement, storage, administration, inventory, recordkeeping, and disposition of controlled substances.

If your service has not already completed these steps, we respectfully encourage you to begin the process as soon as possible. This may include submitting your DEA registration application, establishing accounts with appropriate pharmaceutical wholesalers, and making any other operational arrangements necessary for your service to independently procure and maintain controlled and non-controlled medications.

MGMC will continue to provide services under the existing Drug Box Replenishment Agreement ("Agreement") **through October 31, 2026** in order to help minimize disruption and maintain access to medications necessary for emergency patient care while your EMS service establishes the required accounts, registrations, and internal processes.

Please accept MGMC's formal notice of termination of the Agreement pursuant to Section IV.B.1 of the Agreement effective October 31, 2026. MGMC will continue to fulfill its obligations under the Agreement through the effective date of termination.

After October 31, 2026, MGMC will no longer replenish, exchange, manage, or otherwise maintain drug boxes on behalf of EMS services. Your organization will thereafter be responsible for establishing and maintaining its own

processes for medication procurement, storage, security, inventory management, replacement, and regulatory compliance, as applicable.

We are providing this advance notice to allow ample time for each EMS service to complete the steps needed to support a smooth, orderly, and compliant transition.

Drug Boxes and Medication Transfer

Any MGMC drug boxes in your service's possession as of October 31, 2026, will be considered donated to your organization, and there is no need to return the physical drug boxes to MGMC. Any medications or controlled substances associated with those boxes should continue to be maintained, transferred, used, or disposed of in accordance with all applicable federal and state requirements and your organization's policies, protocols, and licensure requirements.

For services with ambulance boxes, an official transfer of ownership of controlled substances must occur.

- As part of the transition, an inventory of controlled substances, including Fentanyl, Ketamine, and Midazolam, is required. To facilitate this process, please see the attached C-2 and C-3-5 inventory documents.
- **Schedule II controlled substances must be transferred from MGMC to the EMS service using your DEA Form 222.** The EMS service will need to come to the MaineGeneral Pharmacy and bring the completed controlled substance inventory logs and DEA Form 222 documents to complete the transfer.

We recognize that this transition will require planning, coordination, and, in some cases, changes to existing processes. MGMC is committed to working collaboratively with each EMS service throughout the transition. Our shared goal is to minimize disruption and support continued safe, compliant, and reliable access to medications for the patients and communities we collectively serve.

We appreciate our relationship with your EMS service and the important service you provide to patients and communities throughout our region. This change is specific to the Drug Box Replenishment Agreement and does not diminish MGMC's commitment to working collaboratively with our EMS partners.

If you have questions or need assistance with this transition, please contact Andrea Gimpel-Blanchard, Director of Pharmacy, at andrea.gimpel-blanchard@mainegeneral.org.

Thank you for your continued partnership, dedication, and service to our communities.

Respectfully,



Thomas Lyon
Chief Operating Officer
MaineGeneral Medical Center

MaineGeneral Health

EMS Service controlled substances inventory

C-3-5
Ketamine, Midazolam

EMS Service name:_____

Date:_____

Ambulance box #s:_____

_____

Drug Name	Strength	NDC #	Quantity	

MaineGeneral Health

EMS Service controlled substances inventory

C-2
Fentanyl

EMS Service name:_____

Date:_____

Ambulance box #s:_____

_____

Drug Name	Strength	NDC #	Quantity	

Quote# 412123

EMS Logik / NarcBox / Station Stok
4750 W. Wiley Post Way, Suite 150,
Salt Lake City, Utah, , 84116
info@emslogik.com

Quote Date	Jun 29, 2026
Valid Until	
Sales Person	Kris Huffstetler

Bill To:
Waterville Fire Department- ME
Everett Flannery

, ,

Ship To:
Waterville Fire Department- ME
Everett Flannery

, ,

Account Name	Waterville Fire Department- ME	Contact Name	Everett Flannery
Contact Phone		Contact Email	eflannery@waterville-me.gov

Item Code	Product Description	Qty	List Price	Amount
NTS4 NB HQ 1	NarcBox HQ Control Panel and 1 Locker including NarcTrak Pro 4yr System* (Must add Training for New HQ customer)	1	$ 3,740.00	$ 3,740.00
NTS4 NB STD 12V	NarcBox Standard w/ 12v Power Supply including NarcTrak Pro 4yr System*	4	$ 2,440.00	$ 9,760.00
NB ONLINE T4	Online training with NarcBox staff (NarcBox and NarcTrak Pro)	1	$ 395.00	$ 395.00
RFID POUCH STICKERS	NarcBox RFID Pouch Stickers (qty 5)	2	$ 25.00	$ 50.00

Sub Total	$ 13,945.00
Discount	$ 0.00
Total	**$ 13,945.00 USD**

****To approve this Quote please respond with a signed PO and/or enter the information below.**
Please also include your Billing and Shipping information if missing or incorrect above.

PO Number _____

Approval Signature _____ Date _____

AP/Invoice Email _____

AP/Invoice Contact Name _____ Phone# _____

Terms & Conditions
Orders will be invoiced at the time of fulfillment. Payment is required within 15 days of product delivery or invoice date whichever is later, unless agreed upon prior to order placement.
Any estimated lead times quoted are approximation and not guaranteed. All orders are built to order and lead time is dependent upon availability of components and employee's workload.

Bound Tree

Quotation

Quotation#: QUO-171393-Z8C7Y4

Last Modified: 06/03/2026 8:51 PM

Customer PO #:

Account Number: 112660SHIP001

Bill To:

WATERVILLE FIRE DEPARTMENT SHIP001
7 COLLEGE AVE
WATERVILLE, 04901-6101
Ship Method: >$150 NO FRT
Payment Terms: NET 30

Ship To:

WATERVILLE FIRE DEPARTMENT SHIP001
7 COLLEGE AVE
WATERVILLE, ME 04901-6101

Item	Description	UOM	QTY	List Price	Your Price	Ext. Price
4700-20190	*DS ONLY* CompX 1 Year Tech support	EA	1	$500.09	$500.09	$500.09
1890-39971	*DS ONLY* CompX NARC iD Central Storage Unit with HID Prox/Keypad	EA	1	$11,769.99	$7,275.30	$7,275.30
4700-20961	*DS ONLY* CompX NARC iD Lockview Pro Software	EA	1	$1,249.99	$925.93	$925.93
1890-TRAIN	*DS ONLY* CompX NARC iD RFID Cap - Training 1 - Clear	EA	1	$10.09	$6.09	$6.09
1890-TTRAIN1	*DS ONLY* CompX NARC iD RFID Tag - Training 1	EA	1	$8.39	$5.15	$5.15
1890-31619	*DS ONLY* NARC iD RFID Capsule Multi-Dose/ Odd Sizes Small	EA	1	$2.29	$1.41	$1.41
1890-CFENT	NARC iD RFID Cap, Fentanyl, Blue	EA	1	$10.09	$6.09	$6.09
1890-CKETA	NARC iD RFID Cap, Ketamine, Yellow	EA	1	$10.09	$6.09	$6.09
1890-CMIDA	NARC iD RFID Cap, Midazolam, Orange	EA	1	$10.09	$6.09	$6.09
1890-86301	NARC iD RFID Short Capsule for Vial	EA	1	$1.49	$0.92	$0.92
1890-TFENT	NARC iD RFID Tag, Fentanyl, Blue	EA	1	$8.49	$5.15	$5.15
1890-TKETA	NARC iD RFID Tag, Ketamine, Yellow	EA	1	$8.49	$5.15	$5.15
1890-TMIDA	NARC iD RFID Tag, Midazolam, Orange	EA	1	$8.49	$5.15	$5.15
1890-86051	NARC iD Small Tote, Holds up to 15 Small Capsules, Blue	EA	1	$92.99	$55.65	$55.65
1890-39969	Narcotics Box with Automated Inventory Control and CompX eLock 300 Series Cabinet Lock, Wi-Fi Ready, Electronic Access Control with RFID Proximity Car	EA	4	$6,789.99	$3,932.92	$15,731.68

Quote Total: $24,535.94

Quote Expiration Date: 09/03/2026

Comments:

Matthew Stinson
Bound Tree |Account Manager
5000 Bradenton Ave, Dublin OH 43017
Office Phone: | Mobile Phone: (978) 960-8425

Matthew.Stinson@boundtree.com

Sales Tax will be applied to customers who are not exempt.

Shipping charges will be prepaid and added to the invoice unless otherwise stated.

Should there be any price increases, taxes, tariffs, duties, surcharges or other fees imposed by the government, manufacturer, and/or supplier on any product(s) included in this quote, Bound Tree Medical reserves the right to amend the pricing contained in the quote.

To place an order, visit our website at www.boundtree.com, log in, and add items to your shopping cart. Alternatively, you can call (800) 533-0523 or fax (800) 257-5713.