

**SELECT BOARD MEETING MINUTES**

**PRESENT:** Select Board: Scott Littlefield, Jarod Harriman, Chris Belanger; Yvonne Shaw, Tax Collector, Tracey Jacek ; Matt Sevigney; Tom Hooper, Ben Harris, James Morin, PJ Tanguay, Al Potzk, Jim Roberts, Jennier Thibeau, Town Clerk; Brian?

**ADMINISTRATIVE:**

Scott Littlefield *declared the meeting open at 6:09 pm*  
*Select Board approved the Agenda*  
*The next meeting is **Monday February 10, 2025 at 6:00 pm***

**Appointments:** Tracey Jacek, Code Enforcement Officer, 911 Addressing Officer; Building Inspector

Rebekah Thompson, Interim Licensed Plumbing Inspector (see employment memo) (the comment was it is what it is.)

**OLD BUSINESS:**

- 1) ROADS – awaiting storms
- 2) GMFR – budget review at next meeting
- 3) CEO – executive session to discuss employment role with Jim Roberts (at end of this meeting)

**NEW BUSINESS: N/A**

**PUBLIC FORUM:** Al Potzk spoke again on the Casella dumpster vs waste bins; and the costs that Casella is charging the residents of his road. There is no turn around for the Casella truck. Scott's contact indicates that there is no reduction in the price to pick up the dumpster.

Jennifer spoke to when the 2024 Town Report would be ready- a few loose ends before it can be sent to the printer.

Yvonne asked what process we will follow to hire a replacement for Tracy. Need budgets for the positions and balances remaining and what has been spent on Marc Roy. Jennifer wants to know if she can call in any election workers to help prepare for the next election. The Board wants

The Board wants to set a schedule for the budget to be started and dates to send to the Budget committee so they have time to review.

**CORRESPONDENCE:**

1. Engagement letter from Curtis Thaxter (if revaluing Brookfield)- The agreement with the Dam is up, the Board wants to see what Buxton gets from their assessment. Keep the same valuation number.
2. Scam alerts- informational
3. Excuse from Trio why payroll Forms W-2 is broken

- 4. FYI -Email from Bernstein Shur -Best Practices for Employers Navigating US Immigration and Customs Enforcement Visits (in your yellow folders, also, sent to GMFR)

**ITEMS SIGNED:**

- 1. Warrants A/P and P/R
- 2. Select Board Minutes January 13, 2025 (please fill in the time going in and coming out of Executive sessions)
- 3. Requests for Training
- 4. Request for vacation

**Executive Session:**

Approximately, 6:43 pm, Jarod made a motion to enter executive session pursuant to: **Personnel Matters, 1 M.R.S § 405(6)(A); Passed 3/0**

**Jarod made a motion to come out of executive session at 7:01 pm Passed3/0**


Jarod spoke that "we want to go ahead and have Jim continue to support us in this transition as well as to help start documenting policies and procedures for the office in conjunction with leadership that we will bring into the office to help to implement the management of those policies and procedures. "

**Jarod Moved that Jim as of February 1<sup>st</sup> will transition from his current role to that of someone who is working in the office on average 10 hours a week, not to exceed 45 hours a month; in support of the creation of policy and procedures in the training of our new Code Enforcement Officer. There will be no fixed hours that he will be working on a daily basis, as he will work that out with our new Code Enforcement Officer to maximize the training; at his current rate of pay. Passed 3/0**

Motion to adjourn by Jarod; Passed 3/0; Adjourned at approximately 7:30 pm

\*Minutes may not be verbatim; they may have been paraphrased for clarity.

  
\_\_\_\_\_ Scott Littlefield, Chair

  
\_\_\_\_\_ Jarod Harriman

  
\_\_\_\_\_ Chris Belanger

Date: 2/10/2025

**SELECT BOARD MEETING****Monday January 27, 2025 DRAFT**

PLEASE SPEAK UP IF YOU ARE SPEAKING FROM THE FLOOR

<i>Present</i>	Selectmen:
<i>Others</i>	
<i>Call to Order</i>	TIME:
<i>Approve Agenda</i>	
<i>Appointment</i>	Tracey Jacek, Code Enforcement Officer, etc. Rebekah Thompson, Interim Licensed Plumbing Inspector (see employment memo)
<i>Old Business (Blue folder)</i>	1) ROADS – tree was cut back; transfer station gate needs repair; flashing stop sign still not flashing 2) GMFR – 3) CEO – executive session to discuss employment role with Jim Roberts
<i>New Business (Orange folder)</i>	
<i>Public Forum</i>	
<i>Correspondence</i>	1. Email from Shirley Bartlett about why we need a revaluation Brookfield, and hire an attorney 2. Scam alerts 3. Excuse from Trio why payroll Forms W-2 is broken 4. FYI -Email from Bernstein Shur -Best Practices for Employers Navigating US Immigration and Customs Enforcement Visits (in your yellow folders, also, sent to GMFR)
<i>Items to be signed</i>	1. Engagement letter from Curtis Thaxter (if revaluing Brookfield) 2. Warrants A/P and P/R 3. Select Board Minutes January 13, 2025 (please fill in the time going in and coming out of Executive sessions) 4. Requests for Training
<i>Executive Session</i>	"I make a motion to enter executive session pursuant to: (if any)
<i>Outstanding Items</i>	1. Dyer Lot Sign -Jim to design and cost out 2. Catalis Website, Chris to look it over with Jim? 3. Transfer Station white goods list and demolition card price updates. 4. Mill Pond water (10/15/2024)
<i>Adjournment</i>	Motion made to adjourn at: _____

Next Meeting, **February 10, 2025 at 6:00 pm**

Present  
for mtg.

Tom Hooper  
Ben Harris  
✓ Matt Seigney  
James Moran  
PJ Langney

Al Potyl  
Jim Roberts  
Jana Thibault

✓ Tracy Jaret

✓ Grouse Shaw

✓ Scott, Jarod + Chris

next mtg

Budget to date per position —

mark hog - how much spent to date

using temp for election → how to in Budget

COPY

TOWN OF DAYTON  
SPECIAL TOWN MEETING WARRANT  
Monday, January 27, 2025

To James Roberts, a constable in the Town of Dayton, in the County of York, State of Maine:

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Dayton in said County of York, Maine, qualified by law to vote in Town affairs, to assemble at the Dayton Municipal Building on Monday the 27th day of January 2025 A.D. at 6 o'clock in the evening, then and there to act upon the following article, to wit:

ARTICLE 1. To choose a moderator to preside at said meeting.

ARTICLE 2. To see if the town will vote to revisit the action taken under Article 7, voted at the June 11, 2024 annual town meeting, to correct an error in said article by confirming and approving the following: The Town of Dayton voted to raise and appropriate \$1,463,068.00 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$1,463,068.00, in order to fund the budget recommended by the School Committee? The School Committee Recommended \$1,463,068.00.

(Note: Approval will not result in any additional funds being raised from taxation).

Dated: January 13, 2025

SCOTT LITTLEFIELD, CHAIR



JAROD HARRIMAN

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CHRISTOPHER BELANGER





## Interim LPI work

From Code Enforcement Officer <ceo@lyman-me.gov>

Date Mon 1/27/2025 3:11 PM

To Jim Roberts (ceo@dayton-me.gov) <ceo@dayton-me.gov>

Hi Jim and Tracy. I would love to be able to help you out as an LPI until Tracy gets her certification. I would be amenable to the same fee schedule agreement that the Town of Lyman had with Jim. I believe it was the \$35 per hour and \$35 per inspection plus mileage. We will have to work around my current work schedule, and I will try to be as available as I can. I have been advised that it would be in my best interest to be paid as an employee and not have to submit a 1099, so I may need to be appointed by the board in some capacity. I hope that this helps, and please let me know if you need anything else from me.

**Rebekah Thompson**  
Code Enforcement Officer, Town of Lyman

11 So. Waterboro Road, Lyman, ME 04002

- 207-247-0647
- 207-468-3220
- [ceo@lyman-me.gov](mailto:ceo@lyman-me.gov)
- [lyman-me.gov](http://lyman-me.gov)

*Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return e-mail. Thank you for your cooperation.*

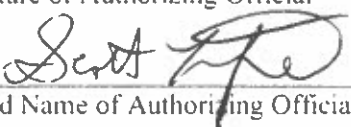
- ① → called Lyman + left a message for Jeanette -  
we might want Lyman to bill us for Rebekah's time
- ② The "in her best interest" is <sup>our liability</sup> insurance, workers comp, PMFL, ~~etc~~
- ③ OR, we need - when does her time start, when she leaves her home? Is it an accountable mileage?

# Emergency Services Communication Bureau COPY

## ADDRESSING OFFICER CONFIRMATION FORM (or Alternate AO)

The following individual being designated as an Addressing Officer is authorized to approve and provide addressing information to the Emergency Services Communication Bureau for Enhanced 9-1-1 purposes.

**Please Note:** This form may also be used for an Alternate AO where more than one person is needed to cover a given territory. Please check the box indicating this on the form.

Municipality & / or County Represented				
NOTE: If this appointment is for a County AO (multiple towns/townships), then please indicate this by checking the Town or County box to the right. <span style="float: right;">(please check the box)</span>				
Municipality or County				<input checked="" type="checkbox"/> Town <input type="checkbox"/> County
Dayton				
Addressing Officer Information			Is this for an Alternate AO? <input type="checkbox"/> Y <input type="checkbox"/> N	
First Name	MI	Last Name	Suffix	Title
Tracy	J	Jacek		911 Addressing Officer
Address				
33 Clarks Mills Rd.				
City			State	Zip
Dayton			ME	04005
Phone			Fax	
207-499-7526			207 499-2946	
Email				
ceo@dayton-me.gov				
Authorization				
Signature of Authorizing Official*			Title	
			Chief Select Board	
Printed Name of Authorizing Official			Date	
SCOTT Littlefield			1/27/2025	

\* Authorizing Officials can either be the Chief Administrative Officer or Chief Elected Official.

**Please sign and return to:**

Mail: Susan Alderson, Emergency Services Communication Bureau, 18 SHS, Augusta, ME 04333-0018  
 Email: [Susan.A.Alderson@maine.gov](mailto:Susan.A.Alderson@maine.gov) Fax: 207-287-1039

*It is the responsibility of the 9-1-1 Addressing Officer to contact the Bureau, to receive training on the online mapping program required. To schedule a time, please call 1-800-665-2830, or email [PUC.gis911@maine.gov](mailto:PUC.gis911@maine.gov). Thank You.*

COPY

TOWN OF DAYTON  
33 Clarks Mills Rd.  
Dayton, ME 04005  
499-7526



Incorporated April 7, 1854

CERTIFICATE OF APPOINTMENT

To: Tracy Jacek

The undersigned municipal officers of the Town of Dayton do hereby appoint and

confirm you as Building Inspector

Your term of office is to expire on \_\_\_\_\_

Given under our hands on this 27 day of January, 2025

[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Contact Information

Name: Tracy Jacek

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_



TOWN OF DAYTON  
33 Clarks Mills Rd.  
Dayton, ME 04005  
499-7526

CCNY



Incorporated April 7, 1854

CERTIFICATE OF APPOINTMENT

To: Tracy Jack

The undersigned municipal officers of the Town of Dayton do hereby appoint and

confirm you as Code Enforcement officer

Your term of office is to expire on \_\_\_\_\_

Given under our hands on this 27 day of January, 2025.

Scott AP  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Contact Information

Name: Tracy Jack

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

TOWN OF DAYTON  
33 Clarks Mills Rd.  
Dayton, ME 04005  
499-7526



Incorporated April 7, 1854

CERTIFICATE OF APPOINTMENT

To: Tracy Jacke

The undersigned municipal officers of the Town of Dayton do hereby appoint and

confirm you as 911 Addressing officer

Your term of office is to expire on \_\_\_\_\_

Given under our hands on this 21 day of January, 2025.

[Signature]  
\_\_\_\_\_  
[Signature]  
\_\_\_\_\_

\*\*\*\*\*

Contact Information

Name: Tracy Jacke

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

TOWN OF DAYTON  
33 Clarks Mills Rd.  
Dayton, ME 04005  
499-7526

CCNY



Incorporated April 7, 1854

CERTIFICATE OF APPOINTMENT

To: Rebekah Thompson

The undersigned municipal officers of the Town of Dayton do hereby appoint and confirm you as Plumbing Inspector (LPI)

Your term of office is to expire on \_\_\_\_\_

Given under our hands on this 27 day of January, 2025.

[Signature]  
\_\_\_\_\_  
[Signature]  
\_\_\_\_\_

\*\*\*\*\*

Contact Information

Name: Rebekah Thompson

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

**From:** Bernstein Shur <info@bernsteinshur.com>  
**Sent:** Monday, January 27, 2025 3:32 PM  
**To:** treasurer@dayton-me.gov  
**Subject:** Best Practices for Employers Navigating U.S. Immigration and Customs Enforcement Visits



## Best Practices for Employers Navigating U.S. Immigration and Customs Enforcement Visits

By [Matt Miller](#) & [Hilary Holmes Rheaume](#)

With the recent change in presidential administration, there is likely to be an increase in immigration raids conducted by U.S. Immigration and Customs Enforcement (“[ICE](#)”). The Trump administration has signaled its goal of curtailing illegal immigration and is planning to conduct large-scale raids as part of its immigration policy.

### **What Happened?**

In a major shift, the U.S. Department of Homeland Security issued a directive on January 20, 2025 that rescinded guidelines for enforcement actions carried out by ICE and Customs and Border Protection (“[CBP](#)”) in or near “protected” areas. This means that ICE and CBP ***can now conduct such actions at several types of establishments that were previously off-limits, including schools, medical facilities, and places of worship.***

### **Guidance for Employers: How to Prepare and How to Respond**

With the news around these raids, many employers are wondering how to best respond in a way that protects employees and clients without running afoul of law enforcement agencies. Below are some best practices for employers on how to respond in the moment and how to prepare employees for a potential visit.

#### **What to Do During a Visit**

- **Stay calm and cooperate with law enforcement officials.** You should not hide or help employees or others in leaving the premises, provide false information, or

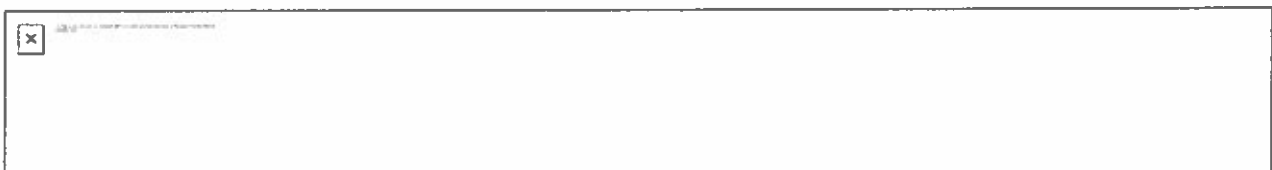
dispose of documents. However, you may inform individuals of their rights to stay silent and ask for an attorney.

- **Try to contact legal counsel for assistance with the process.** Counsel can help guide you through the process and may be available to come to your business in person or to speak with the officers by phone.
- **Review warrants carefully.** As mentioned above, officers may only enter private areas of your workplace, absent consent or exigent circumstances, with a properly issued search warrant. Review the warrant carefully to ensure it is signed by a judge, states the address of your business, and is being executed during the correct time period.
- **For health care facilities, ensure patient protection and confidentiality.** Health care facilities should follow protocols to maintain patient safety and privacy. Keep in mind that patient health information is protected by HIPAA and be familiar with guidelines for providing it to law enforcement.
- **Keep detailed records.** Document the name and contact information of the agents, make copies of documents you provide to the agents, and ask for a receipt for records they take. Take photos or videos, if you are comfortable doing so. Prepare a summary of the visit after it ends.

### **Be Proactive: Ways to Prepare Before a Visit**

- **Develop written policies.** Employers should consider creating policies on how to respond during a visit from ICE. These policies may include designating an authorized person as the point of contact for handling interactions with law enforcement, how other staff should behave during the visit, and how to interact with customers, clients, or patients, depending on the nature of your business. Your policies may also designate the public and private areas of your workplace, as ICE agents cannot enter private areas without consent or a warrant, unless there are exigent circumstances.
- **Train staff.** Once your written policies are in place, be sure to schedule training for all staff. This will help get everyone on the same page, and may also reduce uncertainty and anxiety that some staff may be feeling.
- **Review what is in plain view.** Officers may look at anything that is visible from a public area. Evaluate your workplace and ensure that all confidential or proprietary information is in a private area and out of sight.

If you have questions or concerns specific to your business or industry, Bernstein Shur attorneys are here to help. Please contact [Matt Miller](mailto:mmiller@bernsteinshur.com) at [mmiller@bernsteinshur.com](mailto:mmiller@bernsteinshur.com) or [Hilary Holmes Rheaume](mailto:hrheaume@bernsteinshur.com) at [hrheaume@bernsteinshur.com](mailto:hrheaume@bernsteinshur.com).



## Treasurer

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**From:** Shirley Bartlett <sbartlett213@yahoo.com>  
**Sent:** Wednesday, January 22, 2025 10:50 AM  
**To:** Treasurer  
**Subject:** Re: Curtis Thaxter Engagement Letter

Cat- Five years ago Brookfield filed an abatement on their assessment. We hired Curtis Thaxter to help negotiate a settlement with Brookfield which resulted in a four year agreement on their assessed value that ended in 2024. We need to negotiate a new assessment for 2025. This is the same thing we did in 2020.

I would like to get the engagement letter signed so we can have a new assessed value in place for commitment. This process takes a few months to complete.

Thanks,

*Shirley Bartlett*  
*Bartlett Assessing Services LLC*  
*24 Atlantic Drive*  
*Scarborough, ME 04074*  
*207-318-8250*

On Wednesday, January 22, 2025 at 10:07:38 AM EST, Treasurer <treasurer@dayton-me.gov> wrote:

Shirley – can you send me a letter about why we are doing a reval for Brookfield. I think this is why the select board did not sign the engagement letter. They meet Monday night, but I am doing the agenda today.

Thanks

Cat

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**From:** Shirley Bartlett <sbartlett213@yahoo.com>  
**Sent:** Friday, January 10, 2025 10:03 AM  
**To:** Angela Cushman <treasurer@dayton-me.gov>; David Silk <dsilk@curtisthaxter.com>  
**Subject:** Fw: Curtis Thaxter Engagement Letter

Hi Cat,

This is the email with the attached engagement letter to be signed by the Board. Please send a signed copy to David Silk, Cassandra Wescom and to me.

Thank you,

**Treasurer**

*Recommended we  
let residents + Shirley know about*

**From:** ceo@dayton-me.gov  
**Sent:** Wednesday, January 22, 2025 10:24 AM  
**To:** treasurer; Tax Collector; Town Clerk; adminclerk@dayton-me.gov  
**Subject:** Fw: Scam Alert

*This scam,*

Just something for all of you to be aware of.

Jim Roberts  
Dayton Code Officer  
207-499-3034

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**From:** mboia@googlegroups.com <mboia@googlegroups.com> on behalf of Penny Thompson <pthompson@cariboumaine.org>  
**Sent:** Wednesday, January 22, 2025 5:52 AM  
**To:** mboia@googlegroups.com <mboia@googlegroups.com>  
**Subject:** [MBOIA MOOSE CHATTER] Scam Alert

Good morning subscribers of Moose Chatter-

My email is to alert you to a sophisticated scam that happened in our office.

I was contacted yesterday by a resident who applied for a subdivision at the last Planning Board meeting, January 9, 2025. During the meeting it was discussed that there would be a public hearing at the next meeting. Yesterday, the applicant received an invoice via email. The scammer used a header from the municipal website to put on the invoice to make it appear authentic. The email came from [planning.cariboumaine@usa.com](mailto:planning.cariboumaine@usa.com) and it was "signed" by me but the name on the invoice was "Steven Cover, Planning Director". The City address it gave was not our actual 25 High Street address, but 810 Main Street (the National Weather Service office). It was all very convincing. Luckily, the applicant is also the chair of the Planning Board so she did not fall for it. After all, she knows that we do not have a Planning Director ... or even a full-time Code Enforcement Officer!

The scammer took the time to look at the planning board packet (From now on I will need to remove any and all PII from any application posted online which of course will take even more time) but the scammer also knew that we were scheduling a public hearing so they must have watched the meeting. The invoice asked that it be paid by wire transfer. Here are the summary of charges from the invoice:

**Itemized Breakdown of Compensation Fee Description Amount (USD)**

- Application Review and Evaluation \$10,500
- On-Site Visits and Inspections \$4,800
- Contract Staff Payment \$5,000
- Public Hearings and Meetings \$2,200
- Software and Technology \$1,500
- Infrastructure Compensation \$1,200
- Total Amount Due: \$25,200.00**

Here is the body of the email:

Thank you for submitting the Site Design Review Application for your proposed rental cabins on Old Washburn Road (Map 7 Lot 13-K) in the R-3 Zone. We appreciate your commitment to following the necessary procedures for developing this project. To proceed with the finalization of your application and the scheduling of the public hearing, it is essential that the attached invoice for the city compensation fee is settled promptly. This fee supports critical functions required for the comprehensive review and management of your application.

### **Importance of the City Compensation Fee**

The compensation fee is a vital component of the application process, enabling the City to allocate resources effectively for managing and supporting your project. The fee contributes to:

- **Detailed Application Reviews:** Ensuring that your project complies with the City's zoning and design requirements through a thorough examination of submitted materials.
- **Site Inspections and Evaluations:** Covering costs associated with on-site visits to assess project conditions and ensure compliance with regulations.
- **Hourly Payments for Contract Staff:** Supporting specialized staff needed to manage application reviews during periods of increased workload.
- **Technology and Administration:** Maintaining software systems and administrative tools used to streamline the application and review processes.
- **Infrastructural Mitigation:** Addressing potential impacts arising from the development, such as access improvements or other adjustments.

Timely payment of this fee is crucial to maintaining the progress of your application and avoiding delays in scheduling the public hearing.

### **Action Required**

To continue with the review process, we request that you complete the following steps:

1. **Request Payment Instructions:** Reply to this email to request details on how to settle the attached invoice.
2. **Settle the Invoice:** Make the payment promptly upon receiving the payment instructions.
3. **Confirm Payment:** Reply to this email to confirm that payment has been completed.

### **Communication and Documentation**

To ensure transparency and streamline the process, all inquiries and correspondences related to this matter must be addressed via email. This approach facilitates accurate record-keeping, simplifies the inclusion of discussions in meeting agendas, and enhances our auditing processes. If you have any questions about the invoice, the compensation fee, or the next steps in the review process, please feel free to reach out by replying directly to this email. We are happy to provide any necessary clarifications or assistance.

We look forward to your prompt action to enable the timely progression of your application and the scheduling of the public hearing.

Best regards,

**Penny Thompson,**

City Manager

*Planning & Zoning Commission*

*City of Caribou*

**810 Main Street**

**Caribou, ME 04736**

The scammers just keep finding ways to separate people from their money!

*Penny Thompson*

*City Manager*

*City of Caribou Maine*

*(207) 493 - 5961 (direct line)*

*[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)*



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You received this message because you are subscribed to the Google Groups "MBOIA - Maine Building Officials and Inspector Association" group.

To unsubscribe from this group and stop receiving emails from it, send an email to [mboia+unsubscribe@googlegroups.com](mailto:mboia+unsubscribe@googlegroups.com).

To view this discussion visit

<https://groups.google.com/d/msgid/mboia/BLAPR13MB472125FFC9E8AA0CE15573E1CDE12%40BLAPR13MB4721.namprd13.prod.outlook.com>.

Scam

**Treasurer**

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**From:** Scott Littlefield <officemail400099@gmail.com>  
**Sent:** Wednesday, January 15, 2025 5:11 PM  
**To:** treasurer@dayton-me.gov  
**Subject:** Re: Important

Do you have a moment? I have a request I need you to handle discreetly, I'm going for a meeting and I need you to reply to my email, No calls.

HaHa

Scott Littlefield  
Chair  
Town Of Dayton Maine  
Sent From Mymail.

On Wed, 15 Jan 2025 at 4:43 PM, Scott Littlefield <officemail400099@gmail.com> wrote:  
Do you have a moment? I have a request I need you to handle discreetly, I'm going for a meeting and I need you to reply to my email, No calls.

Scott Littlefield  
Chair  
Town Of Dayton Maine  
Sent From Mymail.

## Treasurer

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**From:** Harris Local Government <no-reply@harriscomputer.com>  
**Sent:** Wednesday, January 15, 2025 10:04 AM  
**To:** treasurer@dayton-me.gov  
**Subject:** TRIO Web - Incorrect Number of W2's can populate on form W3

[View this email in your browser](#)



## Good Morning TRIO Customers,

This morning we discovered an issue when generating form W3 in TRIO where the field "Total number of Forms W-2" can incorrectly populate as "0" rather than the correct value. Work to fix this issue has already begun, and we expect to provide a program update during the week of January 20th that will correct the problem.

At this time we would recommend that users processing W2's confirm that a correct value is populating in form W3's "Total number of Forms W-2" field. If an incorrect value of 0 is populating, please refrain from submitting the W3 until after the next program update fixing the issue has been applied at your location and a correct form W3 is able to be created.

As a reminder, form W-3ME was discontinued by the State of Maine beginning for filing year 2024. The report and prompts to generate the W-3ME still exist in TRIO Web for any users that may need to recreate it for a previous tax year. Users generating W2's for the 2024 filing year are able to close out of any prompts to generate the W-3ME without processing it.

If you have any questions or concerns please feel free to contact us with one of the methods below:

- Customer Hub - <https://trio-web.na2.teamsupport.com/dashboard>
- Email – [trio@harrislocalgov.com](mailto:trio@harrislocalgov.com)
- Phone – 888-942-6222

Thank you for your patience.

Best Regards,  
Your TRIO Support Team

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You are receiving this email because you opted in via our website or have requested communication regarding your Harris products and services.

**Our mailing address is:**

Harris Local Government

6 State Street

Suite 601

Bangor, Maine 04401

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

**CURTIS THAXTER**  
ATTORNEYS AT LAW

ONE CANAL PLAZA, SUITE 1000, P.O. BOX 7320, PORTLAND, ME 04112-7320  
TEL: 207.774.9000 • FAX 207.775.0612 • www.curtisthaxter.com

David P. Silk, Esq.  
[dsilk@curtisthaxter.com](mailto:dsilk@curtisthaxter.com)

December 18, 2024

VIA EMAIL: [scottlittlefield@dayton-me.gov](mailto:scottlittlefield@dayton-me.gov)  
Town of Dayton  
c/o Scott Littlefield, Select Board Chair  
Dayton Town Office  
33 Clarks Mills Road  
Dayton, Maine 04005



RE: Engagement Letter with Curtis Thaxter

Dear Town of Dayton.

The purpose of this letter is to confirm that Town of Dayton (“Town”) has engaged Curtis Thaxter, LLC to represent the Town and provide counsel on the upcoming valuation of Brookfield White Pine Hydro, LLC owned facility located in the Town. We will work with the Town’s Agent, Shirley Bartlett, and you authorize us to take direction from her. I will also retain Brian Fogg of Brian D. Fogg LLC Appraiser and Valuation Consultant.

I will be primarily responsible for this matter in the firm. However, I will be assisted from time to time by other attorneys and legal assistants as appropriate. I will split the cost of Mr. Fogg’s services evenly between the Towns. Assuming that an agreement can be successfully negotiated, expect the cost of my engagement to be similar to my past engagement in 2021

For the services above described, the firm will bill the Town on the basis of the amount of time spent representing your interests. This time is recorded daily including office work, telephone calls, conferences, travel, research, drafting documents, court appearances and correspondence and providing to the Town and/or preserving its information and data. The charge per hour for attorney time is based on the level of experience of the particular attorney. These rates may be adjusted on an annual basis. My current hourly rate for this matter is \$365.00.

The firm also employs legal assistants to do specific paralegal work. This work includes special file work and obtaining specific information from outside sources. Paralegal work is also recorded daily. The charge for such legal assistant time currently is \$190.00 per hour.

Town of Dayton  
c/o Scott Littlefield, Select Board Chair  
December 18, 2024  
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The firm will also bill the Town for any disbursements such as travel, including mileage according to the current IRS standards, tolls and parking, telephone, copying, special mailing, court fees, information and data retention and other expenses not directly paid by you. If the services of non-lawyer professionals are needed, those charges will be billed directly to the Town by the related professional unless otherwise indicated in writing.

Our bills are itemized showing the work performed and the disbursements paid on behalf of our client. Bills are sent monthly. Payment is expected within 30 days.

Either of us may terminate this engagement at any time for any reason by written notice. Termination does not relieve the Town of the obligation to pay for all services rendered, and expenses paid or incurred on its behalf prior to the date of such termination, or in connection with it. If we terminate the engagement, such termination will be in compliance with the Maine Rules of Professional Conduct.

The firm's policy is to retain client documents in accordance with standards prescribed by the Maine Rules of Professional Conduct. In accordance with these rules and the firm's policies, the firm will return to the Town any executed original documents on or before the conclusion of the representation, unless the firm and the Town otherwise agree in writing that the firm should retain these documents on its behalf. The firm will retain all other information and data to which the Town is entitled under the Maine Rules of Professional Conduct for a period of 8 years unless you request sooner that such documents be provided to the Town. Thereafter that information and data will be destroyed. For purposes of clarity, to the extent that, during the course of the representation, the firm has provided the Town with correspondences and copies of documents, and/or has prepared internal notes concerning the representation, we have no obligation to retain copies of these documents, and may destroy them at any time after the conclusion of the specific matter, unless we have separately agreed in writing to retain any of these documents at the Town's request.

Please sign and return one copy of this letter to me to indicate your agreement with the terms of our representation of the Town as indicated in this letter.

If the Town has any questions concerning this matter, please contact me.

Sincerely,



David P. Silk

Seen and Agreed to:  
Town of Dayton

By: \_\_\_\_\_

Name: SCOTT LITTLEFIELD

Its: Select Board Chair

Date: \_\_\_\_\_