



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
 BUREAU OF PARKS & LANDS
 OFF-ROAD RECREATIONAL VEHICLE OFFICE
 SNOWMOBILE PROGRAM
 22 STATE HOUSE STATION
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SNOWMOBILE GRANTS
ALLOWABLE GRANT EXPENSES

Note: One Snowmobile Advisory Council Member did not submit their vote on paper, 9 voting members as of 8/19/13. Votes on three items were changed in accordance with Council recommendations. The date 10/13/2016 in the far left column indicates the date of these changes.

<u>Administration</u>	YES	NO	Count Y/N	COMMENTS
Labor rate for the town administrator	✓		6/2	Cost for grant administration not club (up to 30 hr)
Landowner trail license administrative fee	✓		6/2	Required by some landowners
Radio booster and cell phone booster expenses for safety, winter only	✓		6/2	Special devices <u>not</u> cell phones. Spot devices, radio boosters and cell boosters allowed.
Cell phone/radio, year round		✓	0/8	Only radios for winter grooming
Liability insurance trails/basic	✓		8/0	Required by some landowners
Workers Compensation insurance		✓	2/6	
Equipment comprehensive insurance (covered on per hourly rate 2013-2014)		✓	7/1	Necessary to protect investment
Club house property insurance		✓	0/8	
Groomer garage property insurance		✓	0/8	
Property taxes for club/garage		✓	0/8	
Electric bills club (open bathroom)		✓	0/8	
Heat/Electric bills garage/groomer		✓	1/7	
Secretary of State corporation filing	✓		5/3	Required to be incorporated
Legal preparation of corporation filing		✓	1/7	
PO Box annual fee	✓		0/8	10/13/2016
Office supplies (paper, ink, envelopes, notepads, stamps, etc.)		✓	1/7	
Web hosting, domain name, registration		✓	0/8	
Grant labor for project director, treasurer, trailmaster or others administering the grant paperwork	✓		6/2	For necessary grant roles. Total up to 30 hr max.)

Travel grant administration (town/landowners)		✓	0/8	
Landowner appreciation dinner		✓	0/8	
Member/work volunteer dinners or meals		✓	0/8	
Landowner appreciation dinner supplies (cards, table decorations, etc.)		✓	0/8	
Club stickers or patches		✓	0/8	
Income tax preparation (Form 990)		✓	0/8	
Publishing fees for club maps		✓	0/8	
DEP/LUPC permit fees	✓		7/1	Required
DEP/LUPC fines and penalties		✓	0/8	
Photo copying		✓	0/8	

Development	YES	NO	Vote	COMMENTS
We have not allowed any in recent years because we don't consider reroutes of existing trail, or bridge replacement development		✓	0/8	Not enough funding for existing trails

Plowing/Parking/Bathrooms	YES	NO	Vote	COMMENTS
Plowing for club parking lots		✓	2/6	Club function
Plowing for remote winter parking lots	✓		5/3	Required in rules
Plowing road crossing banks	✓		0/8	10/13/2016
Seasonal porta-potties costs		✓	2/6	
Club bathroom heat/lights/supplies		✓	0/8	Club function
Lawn mowing for club/garages		✓	0/8	
Groomer garage plow		✓	0/8	Club function
Gates	✓		7/1	Required by some landowners

Trail Maintenance	YES	NO	Vote	COMMENTS
Sign purchases (kiosks/maps/welcome)		✓	0/8	Find donations
Labor groomer repair (in per hour rate 2013-2014)		✓	0/8	Part of 2013-14 hourly rate schedule. Changed (10/13/16)
Labor drag repair (in per hour rate 2013-2014)	✓		8/0	Part of 2013-14 hourly rate schedule
Equipment on site not used (hourly charge)		✓	0/8	
	YES	NO	Vote	COMMENTS
Pre-approved on big projects (bulldozing, excavating, bush hogging) \$5000 plus	✓		6/2	Projects under \$5000 okay will be allowed.
Labor and equipment travel to Maine work party weekend		✓	0/8	
Buying saws/tools then charge by the hour		✓	2/6	Part of 2013-14 hourly rate schedule
Extra charge per hour for trailer		✓	0/8	
Strictly follow MDOT rates for private equipment or expand our information list and set detailed rates for program		✓	1/7	Off road/remote projects should not follow MDOT on road rates. Requires pre-approval.
Travel time/equipment				
Groomer repairs/parts (see other below)		✓	2/6	Necessary
Commute to Groomer Barn		✓	0/8	
Club meetings		✓	0/8	
MSA/Regional meetings		✓	0/8	
Other				
Beaver Trapping		✓	0/8	
Cover groomer parts/repair/fuel low snow years	✓		7/1	Necessary when groomer operation hours are under 50% of normal hours for grooming season.
Misc. hand/tools (table saw, drills)		✓	0/8	
Building/maintenance for garage		✓	0/8	
Mandatory bids for work projects over X dollars?		✓	1/7	Not required, but could be requested by State

“Outside the Box” Ideas	Yes	No	Vote Y/N/no vote cast	Comments
Set aside separate funding for municipal/club grants for the groomer fuel surcharge to reimburse the fuel only if they go over on their projected grant grooming hours.	✓		4/1/3	Only if enough funds allow a carryover balance of \$400,000 to the next year.

The council consensus was to put monies necessary for grooming, required by rules/policies or required by landowner as noted by the council members’ majority vote by line item.