

Town of Wayne Board of Selectmen

MEMBERS: Gary Kenny, Carroll Paradis, Stephanie Haines, Stephen Saunders and Peter Ault

Meeting Agenda

Date: Tuesday, July 2, 2013

Time: 6:30 PM

Place: Wayne Elementary School – Gymnasium

Call Meeting to Order.

Pledge of Allegiance.

Selectmen Present / Quorum.

Business Agenda.

a. OATH OF OFFICE: SELECTMAN/ ASSESSOR/ OVERSEER OF POOR: AULT (3-YEAR TERM).

b. ELECTION OF CHAIR & VICE-CHAIR BY SECRET WRITTEN BALLOT.

MOTION: Move to nominate _____ for Chair.

MOTION: Move to nominate _____ for Vice-Chair.

c. BYLAWS OF BOARD OF SELECTMEN.

MOTION: Discussion Only.

d. SELECTMEN MEETING DATES / TIME / PLACE FOR FISCAL YEAR 2013 / 2014.

MOTION: SELECTMEN MEETING DATES / TIME / PLACE FOR FISCAL YEAR 2013 / 2014.

e. Consider making Board of Selectmen's numerous town official appointments effective July 1st, 2013 until June 30th, 2014.

MOTION: Move the Board to appoint numerous town official appointments effective July 1st, 2013 until June 30th, 2014.

f. Discuss Cary Memorial Library line stripping on Old Winthrop Road for handicapped parking.

MOTION: Move the Board to approve the Cary Memorial Library line stripping on Old Winthrop Road for handicapped parking.

g. Consider refunding Louis Sigel excise tax in the amount of \$86.40.

MOTION: Move the Board to deny request for refunding Louis Sigel excise tax in the amount of \$86.40.

h. Consider signing Quit Claim Deed to discharge the lien on the Winterbottom property.

MOTION: Move the Board to sign Quit Claim Deed to discharge the lien on the Winterbottom property.

i. Consider awarding contract to C.H. Stevenson for North Wayne Road Reconstruction and Paving Project.

MOTION: Move the Board to consider awarding contract to C.H. Stevenson for North Wayne Road Reconstruction and Paving Project.

j. Consider authorizing the Town Manager to post Notice for Invitation to Bid for General Obligation Bonds.

MOTION: Move the Board to consider authorizing the Town Manager to post Notice for Invitation to Bid for General Obligation Bonds.

k. Consider changes to the Town Policy Regarding Tax Acquired Property for the Special Town Meeting Warrant.

MOTION: Move the Board to approve the changes to the Town Policy Regarding Tax Acquired Property for the Special Town Meeting Warrant.

l. Consider approving the Special Town Meeting Warrant for August 6, 2013.

MOTION: Move the Board to consider approving the Special Town Meeting Warrant for August 6, 2013.

m. Review and discuss comprehensive financial policies.

MOTION: Discussion Only.

n. Discuss Town Manager hours of operation and goals.

MOTION: Discussion Only.

Meeting Minutes.

a. Consider approving of meeting minutes of the Wayne Board of Selectmen – June 18, 2013.

MOTION: Move the Board to approve meeting minutes of the Wayne Board of Selectmen – June 4, 2013.

Warrants.

a. Consider approving of Accounts Payable Warrant #26a.

MOTION: Move the Board to approve Accounts Payable Warrant #26a.

b. Consider approving of Accounts Payable Warrant #1.

MOTION: Move the Board to approve Accounts Payable Warrant #1.

c. Consider approving of Payroll Warrant #1.

MOTION: Move the Board to approve Payroll Warrant #1.

Supplements / Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday, July 2, 2013** at **6:30 PM** at the Wayne Elementary School.

**TOWN OF WAYNE
BOARD OF SELECTMEN**

**Election of Board Leadership
SECRET BALLOT**

CHAIR: _____

VICE-CHAIR: _____

BYLAWS OF THE SELECTMEN OF THE TOWN OF WAYNE

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers: Duties

Officers of the Board shall consist of a Chairman and Deputy Chairman to be chosen annually by and from among Board members. The Chairman shall preside at all Board meetings and shall have authority to rule on procedures, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs. In the absence of the Chairman, the Deputy Chairman will preside and shall have the same authority. The Manager/Secretary shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 3. Meetings

Regular meetings of the Board shall be held every other Monday at 7:00 p.m. beginning July 24, 1995 and as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Board. No business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting. A quorum consisting of a majority of the Board must be present. The order of business at regular meetings shall be as follows:

1. Opening of Meeting and determination of a quorum.
2. Minutes of the previous meeting/s and communications.
3. Approval of Warrant and Signing
- 7 4. Public comment*
- 4.5. Old (unfinished) Business
- 5.6. New Business
- 1.7. ~~Other Business~~ *Manager Report*
8. Adjournment

* Purpose is to afford all citizens desiring to make comments the opportunity to do so. Comments will be limited to three minutes. Citizens are also encouraged to submit written comments to the Board.

Section 4. Hearings

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

Page 3.

Section 8. Waivers/Amendments

These bylaws, or any provisions thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These bylaws may be amended at any time by majority vote of the Board.

Adopted by the Board of Selectmen on July 10, 1995

Signed:

Linda N. Kindig
Linda Kindig, Chair

Cynthia Pettengill
Cynthia Pettengill

Peter Ault
Peter Ault

Stanley Davis
Stanley Davis

James Turner
James Turner

Memorandum for the Wayne Board of Selectmen

Re: Change 1 to the Bylaws concerning meetings of the Board of Selectmen dtd July 10, 1995.

The following changes were adopted by the Board of Selectmen on September 5th, 1995. Once signed the changes remain in effect until changed by the Board:

Section 3. Meetings: *Changed to read as follows:*

No business may be conducted by the Board except at a duly called and noticed meeting. A quorum consisting of a majority of the Board must be present. The order of business at regular meetings shall be as follows:*

- 7:00-7:20 a. Opening of Meeting and Determination of a quorum.
b. Minutes of previous meeting/s and communications.
c. Approval of Warrant and Signing.

7:20-7:35 *Managers Report*
7:35-9:00 *Agenda Items***
9:00-9:30 *Agenda setting for next meeting****

* *Times are approximate and may be adjusted by the board during the meeting.*

** *Citizens will be allowed to comment on each agenda item before final action is taken. Comments will be limited to three minutes.*

****A purpose of this section is to afford all citizens desiring to have issues discussed in a subsequent meeting the opportunity to do so. Citizens are also encouraged to submit written comments to the Board.*

Added: The following is added:

The board will conduct two special meetings annually. During July or as soon as possible thereafter the board will conduct special meeting for the following purposes:

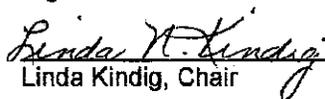
- 1. A goal setting/updating meeting.*
- 2. Update and prioritize tasks not-yet-finished.*

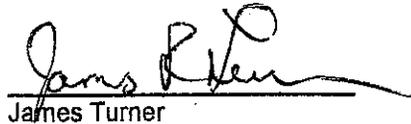
During the December timeframe the board will again Update and prioritize tasks not-yet-finished.

This change becomes effective upon signature and will be posted to the basic bylaws.

Adopted by the Board of Selectmen on Sept 18, 1995

Signed:


Linda Kindig, Chair


James Turner


Stanley Davis


Cynthia Pettengill


Peter Ault

**Town of Wayne, Maine
Board of Selectmen
FY 2013-2014
Meeting Schedule**

July

July 2, 2013
July 16, 2013
July 30, 2013

August

August 13, 2013
August 27, 2013

September

September 10, 2013
September 24, 2013

October

October 8, 2013
October 22, 2013

November

November 5, 2013
November 19, 2013

December

December 3, 2013
December 17, 2013
December 31, 2013

January 2014

January 14, 2013
January 28, 2013

February 2014

February 11, 2014
February 25, 2014

March 2014

March 11, 2014
March 25, 2014

April 2014

April 8, 2014
April 22, 2014

May 2014

May 13, 2014
May 27, 2014

June 2014

June 10, 2014
June 24, 2014

All meetings will be held at the Wayne Elementary School – Gymnasium at 48 Pond Road, Wayne, ME at 6:30 PM. Notices will be posted for all regular, special and emergency meetings at following locations around Town; 1) Wayne General Store; 2) Wayne Post Office; 3) old Town Office in North Wayne; 4) outside new Town Office and the Town website at <http://www.waynemaine.org/>. Please don't hesitate to contact the Town Office at (207) 685-4983, if you have any questions about the agenda or meeting date, time or location.

**Selectboard Appointments
Effective July 1st, 2013**

Position	Appointee	Until
Animal Control Officer	Mark Birtwell	June 30, 2014
Civil Defense Director	James Welch	June 30, 2014
Cobbosse Watershed District Trustee	Jane Andrews	June 30, 2014
Code Enforcement Officer	Kenneth Pratt	June 30, 2014
Elections Warden	Timothy Mills	June 30, 2014
E-911 Addressing Officer	Bruce Mercier	June 30, 2014
Fence Viewer	Charles King	June 30, 2014
Fire Chief/ Warden	James Welch	June 30, 2014
Deputy Chief/ Warden	Brian Roche	June 30, 2014
Assistant Chief/ Warden	Bruce Mercier	June 30, 2014
General Assistance Admin	Cathy Cook	June 30, 2014
	Aaron Chrostowsky	June 30, 2014
Health Officer	Aaron Chrostowsky	June 30, 2014
Plumbing Inspector	Kenneth Pratt	June 30, 2014
Registrar of Voters	Cathy Cook	June 30, 2014
Deputy Registrar of Voters	Cynthia Burnham	June 30, 2014
Road Commissioner	Aaron Chrostowsky	June 30, 2014
Deputy Road Commisioner	Dennis Bruen	June 30, 2014
Tax Collector	Cynthia Burnham	June 30, 2014
Town Manager	Aaron Chrostowsky	June 30, 2014
Treasurer	Bruce Mercier	June 30, 2014
Wayne Village Damkeeper	Wayne Bryant	June 30, 2014
30 MRWA Representative	Robert Stephenson	June 30, 2014
Archival Board	Ed Kallop	June 30, 2015
	Judy Danielson	June 30, 2015
	Carroll Paradis	June 30, 2015
	Gerry Paradis	June 30, 2015
	<i>Vacancy</i>	

**Selectboard Appointments
Effective July 1st, 2013**

Position	Appointee	Until
Board of Appeals	David Ault	June 30, 2016
	Anne Huntington	June 30, 2016
	Laura Briggs	June 30, 2016
	Theresa Kerchner	June 30, 2016
	<i>Vacancy</i>	
Cemetery Association	Walter Davenport	June 30, 2014
	George Draper	June 30, 2014
	Thomas Fylstra	June 30, 2014
	Ken Foss	June 30, 2014
	Ray Giglio	June 30, 2014
	Britt Norton	June 30, 2014
	<i>Vacancy</i>	
Farmer's Market Committee	Theresa Kerchner	June 30, 2014
	Leslie Burhoe	June 30, 2014
	Jane Davis	June 30, 2014
	Trent Emery	June 30, 2014
	Tammy Birtwell	June 30, 2014
	Emily Perkins	June 30, 2014
	<i>Vacancy</i>	
Comprehensive Plan Committee	Theresa Kerchner	June 30, 2014
	Lloyd Irland	June 30, 2014
	Steve Saunders	June 30, 2014
	Seth Emery	June 30, 2014
	Anne Huntington	June 30, 2014
	Bruce Mercier	June 30, 2014
	<i>Vacancy</i>	
Conservation Committee	Lloyd Irland	June 30, 2015
	Pamela Green	June 30, 2015
	Leslie Latt	June 30, 2015
	Ken Spalding	June 30, 2013
	Anne Huntington	June 30, 2013
North Wayne Schoolhouse Preservation Committee	Linda McKee	June 30, 2014
	Bob McKee	June 30, 2014
	Robert Stephenson	June 30, 2014
	Betsy Bowen	June 30, 2014
	Bob McLaughlin	June 30, 2014
Planning Board	Fred Duplisea	June 30, 2018
	Robert McKee	June 30, 2018
	Steve McLaughlin	June 30, 2018
	Ford Stevenson	June 30, 2018
	Seth Emery	June 30, 2018
	Reed Lee	

**Selectboard Appointments
Effective July 1st, 2013**

Solid Waste Committee

Pamela Grimshaw	June 30, 2014
David Criss	June 30, 2014
Stephanie Haines	June 30, 2014
Aaron Chrostowsky	June 30, 2014

Board approved: 7-2-2013

Motion: _____ Second _____

Vote: _____

Louis Sigel
667 Main Street
Wayne ME 04284
685-1085

24 June 2013

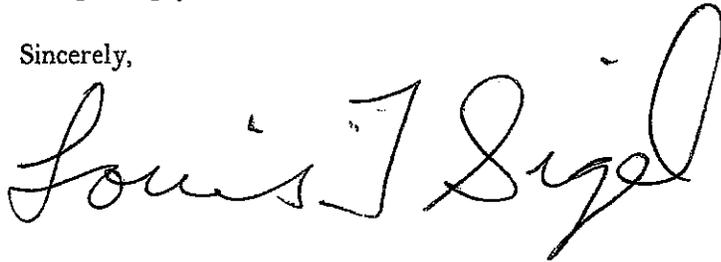
Town of Wayne Selectboard
48 Pond Road
Wayne ME 04284

Dear Selectboard:

I hereby request a refund on my automobile registration for 3/1/2013 to 3/31/2014.:

I sold my car in early April of 2013 and no longer own a second automobile. I am returning the license plates at this time. The pro-rated amount of return would be \$86.40.

Sincerely,



Louis T. Sigel

Fireworks

BK 6997PG328

STATE OF MAINE

TAX COLLECTOR'S NOTICE, LIEN CLAIM DEMAND

36 M.R.S.A. **942,943

July 29, 2002

ACCT No.W0450R

WINTERBOTTOM MARY A
RR 1 BOX 427B
WAYNE, ME 04284

023304

I hereby certify that a tax of \$865.52 assessed to the real estate described below and committed to me as Tax Collector for the Municipality of Wayne, Maine for collection on August 21, 2001 together with interest of \$30.47, remains unpaid. The tax was assessed to real estate described as follows: Map 008 and Lot 040000000, Tax Maps 1 thru 18 for the Town of Wayne, Maine made by SLF Inc., Skowhegan, Maine, updated April 1, 2001 by RJD Appraisal, RR#1 Box 3170 Pittsfield, Maine 04967 and was assessed against WINTERBOTTOM MARY A, as owner or occupant thereof.

A LIEN IS HEREBY CLAIMED on the above-described real estate to secure payment of the tax. A demand for PAYMENT of said tax has been legally made of WINTERBOTTOM MARY A as owner by me, in accordance with the provisions of 36 M.R.S.A. Sect. 942.

TAX	\$865.52
INTERETS	\$30.47
DEMAND FEE	3.00
RECORDING/DISC	16.00
MUNICIPAL	10.00
CERTIFIED MAIL FEE	3.74
MUNICIPALITY OF:	
TOTAL	\$928.76

Wayne, ME

Audrey Goucher
Audrey M. Goucher, TaxCol

COUNTY: KENNEBEC

State of Maine
Kennebec County, s.s.

July 29, 2002

Then personally appeared the above-named Audrey Goucher, Tax Collector of said municipality, and acknowledged the foregoing instrument to be her free act and deed in said capacity.

Mary N Farnhna

Mary N Farnhna
Notary Public,
State of Maine
My Commission Expires
December 6, 2002

RECEIVED KENNEBEC SS
JUL 29 AM 11:40

ATTEST: *Caroly...*
REGISTER OF DEEDS

**RE Account 572 Detail
as of 06/18/2013**

Name: MULLEN, KELTIE L & BEAUDOIN, ADRIAN L

Land: 31,700
Building: 75,300
Exempt: 10,000

Total: 97,000

Location: 57 INNES RIDGE ROAD
Acreage: 1.94 Map/Lot: 008-040
Book Page: B11154P175

Ref1: 57 INNES RIDGE ROAD
Mailing: 27 PEARL STREET
Address: WINTHROP ME 04364

2012-1 Period Due:
3) 0.00

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2012-1 R	08/02/12	Original		1,362.85	0.00	0.00	1,362.85
		Billed To: WINTERBOTTOM MARY A & C/O KATHLEEN GILLESPIE					
	9/6/2012	64224	A P	463.37	0.00	0.00	463.37
	1/25/2013	jpmorg	A P	449.74	0.00	0.00	449.74
	3/27/2013	JP Mor	A P	449.74	0.00	0.00	449.74
		Total		0.00	0.00	0.00	0.00
2011-1 R	08/08/11	Original		1,367.07	0.00	0.00	1,367.07
		Billed To: WINTERBOTTOM MARY A					
	6/19/2012	CHGINT	1 I	0.00	-42.62	0.00	-42.62
	6/19/2012	5584	A P	1,367.07	42.62	0.00	1,409.69
		Total		0.00	0.00	0.00	0.00
2010-1 R	10/01/10	Original		1,376.90	0.00	0.00	1,376.90
		Billed To: WINTERBOTTOM MARY A					
	9/30/2010	5412	A P	458.97	0.00	0.00	458.97
	1/27/2011	5460	A P	458.97	0.00	0.00	458.97
	3/30/2011	5490	A P	458.96	0.00	0.00	458.96
		Total		0.00	0.00	0.00	0.00
2009-1 R	10/01/09	Original		1,289.55	0.00	0.00	1,289.55
		Billed To: WINTERBOTTOM MARY A					
	9/29/2009	1ST	A P	429.85	0.00	0.00	429.85
	1/29/2010		A P	135.00	0.00	0.00	135.00
		partial payment					
	3/1/2010	CHGINT	1 I	0.00	-1.66	0.00	-1.66
	3/1/2010		A P	294.85	1.66	0.00	296.51
		mary winterbottom					
	3/31/2010		A P	429.85	0.00	0.00	429.85
		mary winterbottom					
		Total		0.00	0.00	0.00	0.00
2008-1 R	08/15/08	Original		1,269.00	0.00	0.00	1,269.00
		Billed To: WINTERBOTTOM MARY A					
	9/30/2008	1ST	A P	423.00	0.00	0.00	423.00
		MARY WINTERBOTTOM					
	1/30/2009		A P	423.00	0.00	0.00	423.00
		mary winterbottom					
	3/27/2009		A P	423.00	0.00	0.00	423.00
		paid in full					
		Total		0.00	0.00	0.00	0.00

**KE Account 572 Detail
as of 06/18/2013**

Name: MULLEN, KELTIE L & BEAUDOIN, ADRIAN L

Land: 31,700
Building: 75,300
Exempt: 10,000
Total: 97,000

Location: 57 INNES RIDGE ROAD
Acreage: 1.94 Map/Lot: 008-040
Book Page: B11154P175

Ref1: 57 INNES RIDGE ROAD
Mailing: 27 PEARL STREET
Address: WINTHROP ME 04364

2012-1 Period Due:
3) 0.00

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2007-1 R	08/15/07	Original		1,245.50	0.00	0.00	1,245.50
	Billed To: WINTERBOTTOM MARY A						
	9/27/2007	PP	A P	600.00	0.00	0.00	600.00
	partial payment mary winterbottom						
	1/29/2008	2nd	A P	415.17	0.00	0.00	415.17
	2nd payment and pp 3rd						
	3/31/2008	3rd	A P	230.33	0.00	0.00	230.33
		Total		0.00	0.00	0.00	0.00
2006-1 R	09/01/06	Original		1,193.80	0.00	0.00	1,193.80
	Billed To: WINTERBOTTOM MARY A						
	10/16/2006	CHGINT	1 I	0.00	-1.01	0.00	-1.01
	10/16/2006		A P	518.99	1.01	0.00	520.00
	1/30/2007	2nd	A P	277.00	0.00	0.00	277.00
	3/29/2007	3rd	A P	397.81	0.00	0.00	397.81
		Total		0.00	0.00	0.00	0.00
2005-1 R	09/16/05	Original		1,109.20	0.00	0.00	1,109.20
	Billed To: WINTERBOTTOM MARY A						
	10/25/2005	CHGINT	1 I	0.00	-0.58	0.00	-0.58
	10/25/2005	1ST/2N	A P	882.42	0.58	0.00	883.00
	3/30/2006	3RD	A P	226.21	0.00	0.00	226.21
	6/15/2006	CHGINT	1 I	0.00	-0.01	0.00	-0.01
	6/15/2006		A C	0.57	0.01	0.00	0.58
		Total		0.00	0.00	0.00	0.00
Account Totals as of 06/18/2013				0.00	0.00	0.00	0.00

Exempt Codes:

10 - Homestead Exempt

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

**MUNICIPAL
QUITCLAIM DEED
(Maine Statutory Short Form)**

The Inhabitants of the Municipality of Wayne, a body corporate and politic located at Kennebec County, Maine, for consideration paid, release to Keltie Mullen & Adrian Beaudoin of 27 Pearl St Winthrop ME 04364, the land in Wayne, Kennebec County, Maine.

Land and building shown of Wayne Property Tax Map 08 as Lot 40 described in Kennebec County Registry of Deeds at Book 11154 Page 175.

This deed is given for the purpose of releasing and conveying any and all rights which this grantor may have acquired by virtue of the following tax liens, which were imposed against the property and recorded in said Registry for the following year: 2001 taxes, Tax Lien recorded July 29th 2002
Tax Lien Book 6997 Page 328.

The said Inhabitants of the Municipality of Wayne have caused this instrument to be signed in its corporate name by the Wayne Board of Selectmen duly authorized, this 2nd Day of July 2013.

Wayne Board of Selectmen

State of Maine, County of Kennebec, ss July 2nd, 2013

Then personally appeared the above named Wayne Board of Selectmen of said body corporate and politic, and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said body corporate and politic.

Before me, _____
Notary Public

To: Board of Selectmen

From: Aaron Chrostowsky, Town Manager

Re: North Wayne Road Reconstruction and Paving Project

Date: June 27, 2013

If you recall the Board of Selectmen authorized the Town Manager to post notice of Road Reconstruction and Paving Specifications at our June 4, 2013 meeting.

As a result I proceeded to advertise this project by posting the notice in Kennebec Journal on Wed. June 12 and Sunday June 16, 2013. Also, I mailed a set of the specifications to a number of local contractors including C.H. Stevenson (Wayne), Bruen Construction (Readfield), McGee Construction (West Gardiner), Scott Lyons Construction (Manchester), Horne Constructions (Mount Vernon), Pike Industries (Fairfield), Lane Construction (Bangor) and All State Material Group (Windham).

Attached you will notice spreadsheet outlining the North Wayne Road Reconstruction and Paving Project Bid Results for 2013.

The Town received four conforming bids (all complete bid forms including insurance), no non-conforming bids. The following contractors bid on the project:

- Pike Industries, Fairfield, ME \$287,236.30
- Pratt & Sons, Mechanic Falls, ME \$283,835.40
- R&S Excavation, Greene, ME \$242,876.00
- C.H. Stevenson, Wayne, ME \$231,861.20

After speaking with all contractors, I am pleased to recommend C.H. Stevenson, Wayne Maine for the North Wayne Road Reconstruction and Paving Project. I am recommending the following changes to the contract specifications.

- **Replace:** Remove existing asphalt with full depth reclamation -\$2,014.50
- **Eliminate:** 3" of Type D Gravel -\$4,928.00
- Total Savings** **-\$6,942.50**

- **Replace:** Surface course hot mix asphalt 12.5mm (C mix)
with 9.5 mm (D mix) +721.60

Total Additions **+721.60**

Budget

Original Bid	\$231,861.20
Savings	-\$6,942.50
Additions	<u>+\$721.60</u>
Project Cost	\$225,640.30

The Boards quick action on this project can help complete the project this summer before school starts in late August 2013.

**Town of Wayne
Notice to Invitation to Bid**

**North Wayne Road
Road Reconstruction and Paving Project**

The Town of Wayne is inviting qualified contractors to bid on the North Wayne Road Reconstruction and Paving Project. This project shall consist of three parts: (1) Road Reconstruction, (2) Full depth, reclamation, (3) paving. Bid specifications are available at the Town Office (685-4983) or on the Website at www.waynemaine.org.

Bids are due on Thursday June 27, 2013 no later than 1:00 PM. A complete bid package will include the following: a completed Bid Proposal Form and Certificate of Insurance in a sealed envelope clearly labeled with "Road Reconstruction and Paving" addressed to the Town of Wayne, Attn: Aaron Chrostowsky, Town Manager, P.O. Box 400/ 48 Pond Road, Wayne, Maine 04284.

No fax or email bids will be accepted. The bids will be opened and read aloud on Thursday June 27, 2013 at 1:00 PM at the Wayne Town Office. A contract will be awarded by the Board of Selectmen at their regularly scheduled meeting on Tuesday July 2, 2013 at 6:30 PM.

The Board of Selectmen reserves the right to accept or reject any and / or all bid proposals. All work shall be constructed as outlined in these specifications and as directed by the Municipal Representative. The Town of Wayne reserves the right to do any or all of the following work, as our budget will allow

TOWN OF WAYNE ROAD RECONSTRUCTION AND PAVING SPECIFICATIONS

INVITATION TO BID ON TOWN OF WAYNE, MAINE FY 13 / 14 ROAD RECONSTRUCTION AND PAVING PROJECT

Sealed offers shall be clearly labeled "Road Reconstruction and Paving Bid" on the outside of envelope and submitted to:

Town of Wayne
Attn: Aaron Chrostowsky, Town Manager
P.O. Box 400/ 48 Pond Road
Wayne, Maine 04284

Bid Due:
Not Later Than Thursday June 27, 2013
1:00 PM

Bid Opening:
Thursday June 27, 2013
At 1:00 PM Town Office

Bid Award:
Tuesday July 2, 2013
At the 6:30 PM Selectmen's Meeting

SECTION I

A. Description of Work

The Town of Wayne will be conducting a major road reconstruction and paving project on North Wayne Road. The work shall consist of three parts: (1) Road Reconstruction, (2) Full depth, reclamation, (3) paving. All work shall be constructed as outlined in these specifications and as directed by the Municipal Representative. The Town of Wayne reserves the right to do any or all of the following work, as our budget will allow.

B. Scope of Work to be performed by the contractor:

Part 1: Road Reconstruction: North Wayne Road from mailbox 159 (top of hill) to mailbox 212 (bottom of hill) / new pavement near intersection with Farnham Road (see pavement markings). Approximate dimensions: 930' long x 26' wide.

- Remove existing asphalt;
- Install geotextile fabric on existing gravel/ subgrade. Approximately 2,480 square yards of geo-textile fabric.
- Install and compact 24" of Gravel, equivalent to MDOT sub base aggregate, Type "D" (6" Minus), properly place, grade, slope and compact with at least a ten (10) ton vibrating roller. Approximately 1,791 cubic yards of gravel.
- Install and compact 3" of Gravel, equivalent to MDOT sub base aggregate, Type "A" (2" Minus), properly place, grade, slope and compact with at least a ten (10) ton vibrating roller. Approximately 224 cubic yards of gravel.
- Fine grade road for pavement.
- All shoulders and ditches shall be shaped so as to provide proper draining, off , out of and away from the road and seeded.
- Contractor shall be responsible for determining the existing grade, establishing centerline, plotting a road profile, setting side stakes at fifty (50) feet intervals and establishing finish grade prior to paving.

Part 2: Full depth, reclamation: North Wayne Road from intersection with Kents Hill Road (North Wayne village) to CMP pole (51-182) (top of hill) (see pavement markings). Approximate dimensions: 3,950' long x 20' wide.

- Reclaim "leave in place" and reshape road base.

Part 3: Paving: North Wayne Road from intersection with Kents Hill Road (North Wayne village) to mailbox 212 (bottom of hill) / new pavement near Farnham Road (see pavement markings). Approximate dimensions: 4,822 long x 20' wide.

- **Hot mix asphalt, base course of 2" lift of MDOT 19.0mm / B mix; and** Approximate Dimensions: 4,880' long X 22' wide. One (1) foot aprons at driveways. Estimated tonnage = 1,312 tons.
- Apply tack coat per MDOT Standard Specifications.
- **Hot mix asphalt, surface course of 1" lift of MDOT 12.5mm / C mix;**

Approximate Dimensions: 4,880' long X 22' wide. Estimated tonnage = 656 tons.

C. Equipment Requirements

1. All Hauling Equipment used on the project will meet the requirements of the most recent edition of MDOT Standard Specifications, section 401.08
2. All Pavers used on the project will meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.09
3. All Rollers used on the project will meet the requirements of the most recent edition of the MDOT Standard, section 401.10

D. Plant Requirements

1. Batch and Drum Plants used to produce mix for this project shall meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.07
2. The automation of batching shall meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.072
3. At automatic mixing plants, automatic tickets shall be printed which meet MDOT Standard Specifications, section 401.073

E. Materials

1. The Hot Mix Asphalt shall be composed of a mixture of aggregate and bituminous material. The aggregate fractions shall be sized, uniformly graded, and combined in accordance with the submitted designs.

The Contractor shall submit, for the Municipal Representative's approval, a current jobmix formula (JMF). For a Superpave design, a current MDOT - approved Superpave JMF shall be submitted. If an alternate design similar to the former MDOT designs for B,C, or D mixes is desired, the contractor shall submit a previously MDOT - approved JMF's conforming to the MDOT Standard Specifications, Revisions of April 1995. The JMF's shall be reviewed and approved by the Municipal Representative or an independent testing agency prior to submittal. All JMF's will be required to accompany the bid form.

The job mix formula shall state the source, gradation, and percentage of each fraction of the aggregate and filler, if required. It shall state the name of the refiner and the supplier of the particular bituminous material to be used and the plant location.

F. Construction

1. All paved driveway entrances shall have a butt cut apron that matches into the existing pavement. Graveled driveways shall have a 1-foot paved apron. Any driveway that is lower than the street shall have a berm installed so as to prevent surface water from entering the driveway unless otherwise specified by the Municipal Representative. For drives, sidewalks, and other incidental handwork off the traveled way, commercial "D" mix may be used.

2. Contractor shall place reflective delineator posts, drums or cones, spaced a minimum of every 100' apart, in areas where shoulder drop is 2 inches or more from the pavement surface.
3. The construction of Hot Mix Asphalt shall be carried on only when the surface on which the material is to be placed is dry, and when the atmospheric temperature is above 45° F and rising, and all paving will be completed by **October 31, 2013**.
4. All paving operations shall cease when the surface to pave is wet as determined by the Municipal Representative.
5. **Earliest start date is July 3, 2013. Latest completion date is October 31, 2013.**
6. All traffic control (flagmen, signs, barricades and any other safety devices necessary to control and direct traffic during reconstruction and paving operations) will be provided by the contractor and all traffic control devices and setups shall conform to the latest edition of Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).
7. The cross-slope of the final paved surface shall be as close to 1/4" drop per foot of lane width (2%) as possible except in superelevated areas.
8. Surface tolerances shall be checked according to MDOT Standard Specifications, sections 401.101.
9. All mixing, spreading, finishing, and compacting and constructing joints shall meet MDOT Standard Specifications, sections 401.14, 401.15, 401.16, 401.17 respectively.
10. Shoulders of the roads shall be graveled and compacted with a recycled bituminous material to meet the finish depth of new pavement.
11. The contractor shall furnish the Town of Wayne or their designee the daily load tickets verifying the total cubic yards of material used.
12. All work performed under this contract price will be included in the lump sum price.
13. The contractor shall be responsible for maintaining dust control, proper signage and traffic control.

G. Testing

All materials and every detail of work will be subject to inspection by the Municipal Representative. The Municipal Representative shall be allowed access to all parts of the work. The Municipal Representative shall also have the right to inspect and test, at the Municipality's expense, by the following methods:

1. Pavement Samples

- a) Core samples for density testing will be taken in accordance with AASHTO procedures every 500 tons or no less than two samples.
- b) Samples of the Hot Mix Asphalt will be taken in accordance with AASHTO procedures every 500 tons or no less than two samples to check for Asphalt Content, Gradation, and Theoretical Maximum Density.
- c) All test results will be required to be within the allowable tolerances given in Section 400 of the most recent edition of the MDOT Standard Specifications.

- d) Upon demand from the Municipal Representative, the Contractor must supply a ten foot straightedge. The surface, when tested, shall be in accordance with Section 401.20 of the most recent edition of the MDOT Standard Specifications.

2. Acceptance

- a) If the Municipal Representative requests it, the Contractor shall remove portions of the finished work as may be directed. After examination, the Contractor shall restore the removed areas of the work to the standards of the specifications. Should the exposed work prove to be acceptable, in the judgment of the Municipal Representative, the removing and replacing of the covering or making good the parts removed will be paid for as extra work. Should the work exposed prove to be unacceptable in the judgment of the Municipal Representative, the removing and the replacing of the material will be at the Contractors expense.

ANY WORK DONE WITHOUT SUPERVISION OR INSPECTION BY AN AUTHORIZED MUNICIPAL REPRESENTATIVE MAY BE ORDERED REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE UNLESS THE MUNICIPAL REPRESENTATIVE FAILED TO INSPECT AFTER HAVING BEEN GIVEN REASONABLE NOTICE WITHIN 72 HOURS THAT WORK WAS TO BE PERFORMED.

H. Miscellaneous

1. Pre-inspection

Each Contractor, before submitting an offer, shall become completely familiar with the required work and shall rely on their own investigation. The Municipal Representative will be available to have the site/sites proposed for reconstruction / paving inspected. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of pre-inspection of a site.

2. Right to change or additional work

The municipality reserves the right to negotiate change orders or extra work with the Contractor.

3. Clean up

At the completion of paving, each site shall be left in a neat and clean condition, subject to approval of the Municipal Representative.

4. Performance bond

The Contractor shall submit to the Municipality a Performance Bond in the amount of 100% of the Contract within ten (10) days after receipt of notice of acceptance of the Contractor's offer or part of the offer. These bonds shall be issued by a bonding company licensed to do business in the State of Maine. Failure to provide this bond is a material breach of contract and may, in the discretion of the Municipality, result in termination of the Contract.

5. Insurance

The Contractor will maintain liability insurance that names the Town as an additional insured in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000) per

occurrence, for personal injury, death and property damage claims which may arise from work under this contract.

The contractor shall give the Town an insurance certificate indicating at a minimum the contractor's business automobile, worker's compensation, and general liability insurance coverage. The Town of Wayne is to be named as an additional insured.

The Contractor shall furnish, to the municipality, a certificate of insurance, with bid form demonstrating insurability. The failure to provide this certificate will constitute a breach of the Contract and may, in the discretion of the municipality, result in termination of the Contract. The Contractor shall furnish to the Municipality a copy of an insurance policy within one month of notice to the Contractor of the acceptance of its offer.

6. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Municipality, and their agents, and employees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the Municipality.

7. Acceptance period

The Municipality shall have up to a maximum of 30 days from date of bid opening to accept an offer.

8. Notice of acceptance

The Contractor will be notified in writing by the municipality of the acceptance of its offer in whole, or in part, within five (5) business days of when it has been accepted. Failure to comply with this notice requirement shall constitute a breach of the Contract. An offer cannot be accepted verbally.

9. Rejection of offers

The Municipality reserves the right to reject any or all proposals whenever such rejection is in their best interest. The Municipality reserves the right to reject the proposal of a Contractor who has previously failed to perform properly or to complete on time Contracts of a similar nature. The Municipality also reserves the right to reject a proposal from a Contractor if an investigation shows that the Contractor is not in a position to perform the Contract.

10. Payment

The Municipal Representative shall make payment in full after completion, inspection and acceptance. The Unit Price per ton or square yard will include, as required, surface preparation, mobilization, labor, hauling and placing material, rollers, shoulder re-hab work, traffic control, and final cleanup.

SECTION II

BID FORMS

We herewith submit our bid for the Town of Wayne, Maine road reconstruction and paving projects in accordance with the requirements, specifications, attached bid forms, and herein acknowledge as follows:

1. That the needs for products and services are the best estimates of communities at the time of this bid, but that these estimates may vary. We agree to supply the products and services required, whether more or less than these estimates, at the prices quoted herein.
2. We carry General Liability (including Products Liability) and Worker Compensation insurance, which is in force and shall remain in force during the term of this contract.
3. Our company is bondable and a Performance Bond will be provided if awarded any portion of this bid.
4. We agree to comply with the General Specification requirements relating to pricing and reporting requirements for products and services provided under this bid.
5. All prices quoted shall be firm for the term of this contract.

Company Name _____

Address _____

Telephone _____

Printed Name and
Title of Owner or
Authorized Individual _____

Signature _____

TOWN of WAYNE, MAINE
NORTH WAYNE ROAD RECONSTRUCTION and PAVING PROJECT
BID SHEET
FY 2013-2014

Bidder: _____ Date: _____

<u>PROJECT</u>	<u>BID QUANTITIES</u>	<u>UNIT PRICE</u>	<u>DOLLAR AMOUNT</u>
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Part 1: Road Reconstruction. Approximate dimensions: 930' long x 26' wide.

- | | | | |
|---|-------|-------|-------|
| • Remove existing asphalt; | _____ | _____ | _____ |
| • Install geotextile fabric on existing gravel/ subgrade.
Approximately 2,480 square yards. | _____ | _____ | _____ |
| • Install and compact 24" of Gravel, equivalent to MDOT sub base aggregate, Type "D" (6" Minus), properly place, grade, slope and compact with at least a ten (10) ton vibrating roller. Approximately 1,791 cubic yards of gravel. | _____ | _____ | _____ |
| • Install and compact 3" of Gravel, equivalent to MDOT sub base aggregate, Type "A" (2" Minus), properly place, grade, slope and compact with at least a ten (10) ton vibrating roller. Approximately 224 cubic yards of gravel. | _____ | _____ | _____ |
| • Fine grade road for pavement. | _____ | _____ | _____ |

Total Part #1 Price: _____

Part 2: Full depth, reclamation. Approximate dimensions: 3,950' long x 20' wide.

Full depth, reclamation: _____

Total Part #2 Price: _____

Part 3: Paving. Approximate Dimensions: 4,880' long X 22' wide.

Hot mix asphalt, Base course, 2",

MDOT 19.0mm / B mix; and

Estimated tonnage = 1,312 tons.

Apply tack coat.

Hot mix asphalt, surface course, 1",

MDOT 12.5mm / C mix; and

Estimated tonnage = 656 tons.

Total Part #3 Price:

Hot Mix Asphalt Price Per Ton

	Shim Mix	9.5mm Mix/ D Mix	12.5mm Mix/ C Mix	19.0mm Mix/ B Mix
Price Per Ton				
Price Per Ton Handwork				
Price Per Ton Picked up at Plant				
Price Per Ton Parking Lots				
Price Per Linear Foot of Curbing				
		Cape Cod	Regular 6"	

INVITATION TO BID
TOWN OF WAYNE
GENERAL OBLIGATION BOND

The Town of Wayne (the "Town") invites bids for a General Obligation Bond in an amount up to \$250,000 to fund road reconstruction and repair. The Bond will be dated on or about **August 2, 2013** and loan proceeds will be taken as a lump sum on that date. Repayment of the principal on the Bond will be made in five (5) annual installments of equal amount, plus accrued interest.

Interested banks must submit sealed bids by 12:00 p.m. on Thursday, July 25, 2013. Each bid should be submitted to Aaron Chrostowsky, Town Manager, P.O. Box 400, Wayne, ME 04284 in a sealed envelope marked "Bid for General Obligation Bond". Bids will be considered by the Select Board at its meeting convening at 6:30 p.m. on the evening of **July 30, 2013** at the Town Offices. Information regarding the Town's finances can be obtained by calling Aaron Chrostowsky during business hours at (207) 685-4983.

Bids must disclose the amount of any fees or other charges relating to the borrowing. Bids must permit the Town to prepay the note at the election of the Town without penalty at any time. Bids shall remain firm for acceptance by the Town for 5 days from the submission deadline.

The Town has engaged Lee Bragg of the firm of Bernstein, Shur, Sawyer & Nelson to act as Bond Counsel in connection with this borrowing, and, if required, the successful bidder will be provided with an unqualified opinion from Bond Counsel at the time of the closing. The Town will certify that the debt is a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of the Internal Revenue Code.

The Town reserves the right to accept or reject any or all bids, to waive any informality in the bids and to exercise its judgment in evaluating the bids. The decision of the Select Board on these matters shall be final and conclusive.

Ordinance Regarding Tax Acquired Property

Proposed Timeline:

Public Hearing: Tuesday July 16, 2013 at 6:30 PM

Special Town Meeting: Tuesday August 6, 2013 at 6:00 PM

Proposed Changes:

- Document was originally called policy, however, was treated as an Ordinance. A policy is a board document; an ordinance is a legislative body document (Open Town Meeting). Changed the wording throughout.
- Updated language regarding the sale of tax acquired property: such as timing of tax sale; location and procedure.
- Includes a provision allow the Town upon request from Treasurer to waive the right to foreclosure in special cases when the risk of owning the property outweighs the tax obligations.
- This document keeps authority with legislative body to amend Ordinance.

Town of Wayne
Ordinance Regarding Tax Acquired Property

This Ordinance is adopted under authority of 30-A M.R.S.A. Sections 3001 et seq., and shall govern the maintenance, administration, and disposition of Tax Acquired Property in the Town of Wayne.

ARTICLE 1. General

1.1 Purpose: The purpose of the Ordinance is to establish and direct the procedures for the management and disposition of real estate acquired under the real estate tax lien procedures set forth in 36 M.R.S.A. Sections 942 and 943, as amended.

1.2 Definitions. For the purposes of this Ordinance, the following definitions shall apply:

1.2.1 "Foreclosed Tax Lien" means a tax lien mortgage that has automatically foreclosed pursuant to 36 M.R.S.A Sections 942 and 943.

1.2.2 "Just Value for the Current Year and Past Year Taxes not Assessed" means the amount of real estate taxes that would have been assessed to a property if not owned by the Town of Wayne on April 1st of the year in which it is sold or transferred by the Town. The intent of this definition and its application herein is to establish the amount of taxes which would have been assessed to the property if it had been subject to tax on each April 1st of the years in which the property is or has been owned by the Town as tax acquired property so when the property is sold or transferred, the Town will be reimbursed for taxes that would otherwise have accrued but for the Town's ownership at the time of a sale or transfer.

1.2.3 "Land or Lands" mean real property interests in land as also included as part of the definition and term "Real Estate" below.

1.2.4 "Mail" means the use of the regular, first class and certified mail return receipt requested mail services through any U.S. Post Office.

1.2.5 "Manufactured Real Estate Property" means any structure, building or dwelling, constructed or fabricated elsewhere and then transported, in whole or in part, to and placed, set or installed permanently or temporarily upon land within the Town. For the purpose of the Ordinance, Manufactured Real Estate Property is also included as part of the definition and term "Real Estate" below.

1.2.6 "Minimum Bid Price" means the sum total of all outstanding taxes, interest and related charges assessed and taxed against a parcel of Real Estate, together with the sum representing the Just Value for the Current Year and Past Year Taxes not Assessed, and the sum of all lien related filing and recording fees, registry filing fees, property casualty and liability insurance costs, costs of public sale, including a set administrative fee established to cover costs of overseeing the Town's costs in transferring the property, notice and advertisement charges, and all other costs including the Town's personnel costs incurred in maintaining, securing or selling a property.

1.2.7 "Municipality" means the Town of Wayne, Maine.

1.2.8 "Municipal Officers" means the Board of Selectmen of the Town of Wayne, Maine.

1.2.9 "Former Owner" means the person or persons, entity or entities, heirs or assigns to whom property taxes were most recently assessed for a tax acquired property.

1.2.10 "Municipal Tax Release Deed" means the form of release and quitclaim deed and instrument releasing the Town's tax acquired rights, title and interests in tax acquire real property acquired under foreclosed tax liens.

1.2.11 "Real Estate" means all land or interests in land, structures, buildings, tenements and hereditaments and Manufactured Real Estate Property as may be located in or on any tax acquired property.

1.2.12 "Tax-Acquired Property" means Real Estate acquired by the Town through the real estate tax lien procedures under 36 M.R.S.A Sections 942 and 943, as amended.

1.2.13 "Tax Lien" shall mean the Town or Wayne's statutory lien rights securing the rights to collect property taxes assessed against real property under 36 M.R.S.A Section 552.

ARTICLE 2. MANAGEMENT OF TAX ACQUIRED PROPERTY

2.1 Management. Following statutory foreclosure of a tax lien mortgage on a property, management of the property shall become the sole responsibility and under the sole direction of the Municipal Officers, subject to the provisions of state law and Town Ordinances.

2.1.1 Insurance. The Municipal Officers may purchase fire loss insurance for tax-acquired properties with structures or buildings thereon with coverage amounts at least adequate to cover then outstanding taxes, liens, costs and other Town incurred expenses.

2.1.2 Occupants or Tenants. The Municipal Officers shall determine when and if any occupants or tenants of tax-acquired property shall be required to vacate a tax acquired property and are authorized to proceed with all required legal actions to enforce occupants or tenants to peacefully quit the premises.

2.1.3 Disposition of Tax Acquired Properties. The Municipal Officers, after review, shall be authorized to decide to retain the ownership for public use or dispose of any tax acquired properties in accordance with the terms in this Ordinance.

2.1.4 Retained Ownership. If the Municipal Officers determine that tax-acquired property is to be retained for Town or for other public use, the Municipal Officers may pursue an action for equitable relief to clear title to the property in accordance with the provisions of 36 M.R.S.A. Section 946, as amended.

2.1.5 Option to Allow Tenancies and Insurance during such Occupancy. The Municipal Officers may, at their discretion, allow persons occupying tax acquired properties to remain as tenants on a month to month basis. For such privilege the Municipal Officers shall charge a monthly fee to the occupants. The fee shall be set according the circumstances and shall be in an amount that the Municipal Officers deem to be in the best interest of the Town. While person are occupying tax acquired property during the period when a monthly fee

is charged, the Municipal Officers shall have in place and maintain a comprehensive general liability insurance policy covering the property with coverage amounts equal or exceeding the limits on liability under the Maine Tort Claims Act, codified at 14 M.R.S.A Section 8101 et seq.

2.1.6 Insurance on Vacant Tax Acquired Property. The Municipal Officers shall, in the event that a tax acquired property is or becomes vacant, secure and maintain insurance coverage for the property with a comprehensive general liability insurance policy for the property with coverage amounts equal or exceeding the limits on liability under the Maine Tort Claims Act, codified at 14 M.R.S.A Sections 8101 et seq.

ARTICLE 3. SALE OR TRANSFER OF TAX ACQUIRED PROPERTY

3.1 Sale or Transfer. In the event that the Municipal Officers determine that the best interests of the Town will be served to offer for sale or for the transfer tax-acquired property, the following procedures shall be followed:

3.1.1 Sale or Transfer for Other Public Related Uses. The Municipal officers may determine that it is in the best interests of the Town to sell or transfer interests in a tax acquired property to another entity for a public related uses such as uses by a quasi-municipal entity (water, sewer districts, etc.), a land conservation organization (land trust, etc.) or a civic, charitable or educational organization. Sales and transfers under this provision shall be according to terms and conditions the Municipal Officers determine fair and reasonable and which serve the public interest, and subject also to approval by the legislative body of the Town of Wayne at a Town Meeting.

3.1.2 Public Bid Sale. The Municipal Officers shall offer properties they deem are best disposed by sale through a public sale under the following sale terms. Properties will be cataloged and summarized in a Notice of Sale which includes the tax map and lot number, street address, property description, most recent assessed value, the Minimum Bid Price and the schedule and summary of other terms of the public sale. The Notice of Sale shall be posted and advertised for ten or more days using newspapers, other media or real estate listings so as to provide sufficient notice and advertising of the sale. The advertisement shall be at a minimum for two successive weekends in the Kennebec Journal and the Lewiston Sun Journal, and the last notice published at least seven days prior to the advertised sale date. The sale shall be by a sealed bid process open to the public in which the Municipal Officers will receive within a specified time frame and certain additional terms, all bids, bids to be accompanied by a required bid deposit, and bids opened and read publicly, with the Municipal Officers thereafter authorized to accept or reject any bid.

3.1.3 Redemption by Former Owners. The Municipal Officers shall also send notice of a sale of tax acquired property to the Former Owners of each tax acquired property to be sold and all abutting property owners. The notice to former owners shall be sent by first class mail at least 45 days before bids are due in the sale. Former Owners shall have the option to repurchase their former property within the period of 30 days immediately following the Town's issuance of the notice of sale by tendering full payment in certified funds or by bank check in the amount totaling the same sum as the Minimum Bid Price.

3.1.4 Bid Responses. The Municipal Officers shall follow and require persons submitting bid responses in the public bid sale process described herein to submit and comply with the following additional terms and conditions:

a. Bidders must at the time they submit a bid must include a completed bid sheet for each parcel bid upon. Bid sheets shall including the description (by Map and Lot #) of the property being bid upon, and clearly state a firm bid amount in United States Dollars. Conditionals bids are not allowed and will not be accepted.

b. Bidders must at the time they submit a bid must include a separate bid deposit for each parcel bid upon in the form of a certified check, bank check or money order drawn to the Town of Wayne as payee in an amount equal to or exceeding 10% of the bid price for each parcel bid upon. Failure to submit bid deposits in the proper amount or form of payment in the bid package will cause the bid to be automatically rejected.

c. Bidders must deliver completed bid sheets and bid deposits to the Town for each property bid upon in a single and sealed plain envelope marked only on the outside of the envelope "Tax-Acquired Property Bid" and with the identification of the specific parcel or parcels parcel identification on the exterior of the envelope.

d. All bid responses must either hand delivered to the municipality, or mailed. If mailed, the bid response envelope shall be enclosed within a second envelope addressed to the Board of Selectmen, Town of Wayne, Maine.

e. As bids are received, the Town Office will note the time and date of receipt on the bid envelope. To qualify all bids must be received on or before the deadline and date stated in the Notice of Sale.

3.1.5 Acceptance of Bids-Limitations. The Municipal Officers may in their sole discretion accept or reject any bids that they determine are or are not in the best interests of the Town but in any case may not accept any bid for an amount less than the Minimum Bid Price. Acceptance of a bid for a lesser amount, except in the case of unbuildable lots offered for sale for more than one year, must be approved by the voters at a duly called Town Meeting.

3.1.6 Right to Accept or Reject Bids. The Municipal Officers retain the right to accept or reject any and all bids as they determine to be in the best interests of the Town, and shall cause the same terms and disclaimer to be included in all Notices of Sale and in materials soliciting bids under this Ordinance. The Municipal Officers shall notify, via mail, any successful bidder. Should the Municipal Officers reject all bids in a public bid sale, they may then cause the subject property to be scheduled for sale again through a sealed bid public sale without notice to any former owner or owners.

3.1.7 Rejection of All Bids or No Bids. Should there be no successful bidder in a public bid sale, the Municipal Officers may thereafter retain or dispose of the tax acquired properties on such terms and conditions as they determine to be in the best interests of the Town, including through another sealed bid sale, open auction, listing the property through a realtor or through a closed sale.

3.1.8 Credit and Return of Bid Deposits. The Municipal Officers shall credit successful bidders bid deposits to the purchase price of the related property and after completion of a sale, return bid deposits to the unsuccessful bidders.

3.1.9 Payment and Completion of Sales. Successful bidders must complete the sale and transfer by paying the balance due and completing the transfer within 30 calendar days following date when a bid is accepted. In the event that a successful bidder fails to complete a sale within 30 days after a bid is accepted, the Town will retain

the bid deposit and the Municipal Officers may thereafter offer the property to other bidders or pursue the process set forth in Section 3.1.7. In the event other bidders become successful bidders due to the default of abider, the other bidders must complete the sale within 30 days or similarly will forfeit their bid deposits.

3.1.10 One Time Extension. The Municipal Officers may, subject to a show of good faith and circumstances reasonably beyond the control of a bidder, extend the time limit to complete a sale for a one-time-only additional 20 days during which extended period the bidder must complete the sales.

3.1.11 Transfer Documents and Purchaser's Release. The Municipal Officers will convey the Town's tax acquired interests in a property under a Municipal Tax Release Deed and as conditions of such transfer, successful bidders shall agree to be responsible for the proper removal and disposition of any and all personal property at a property and for the peaceful and proper removal of any occupants remaining at a purchased tax-acquired property and in furtherance thereof, in writing, indemnify and hold harmless the Town from any and all claims arising out of the sale and transfer of the tax-acquired property.

ARTICLE 4. WAIVER OF FORECLOSURE OF TAX LIEN.

The Municipal Officers, upon request of the Treasurer, may without need of further approval of the legislative body of the Town of Wayne, if they determine such course to be in the best interests of the Town, proceed to file notices in the registry of deeds to waive the foreclosure of a then pending real property tax lien.

ARTICLE 5. SEVERABILITY

Any provision in this Ordinance or the application thereof to any person or circumstances determined by a court of law to be unenforceable or invalid shall not affect the application or validity of any other provision of this Ordinance.

ARTICLE 6. ADOPTION

This ordinance shall be amended by vote of the Town of Wayne's legislative body at Town Meeting or Special Town Meeting.

Wayne Board of Selectmen

Gary Kenny, Chair

Carroll Paradis, Vice-Chairman

Peter Ault, Selectmen

Stephen Saunders, Selectmen

Stephanie Haines, Selectmen

**TOWN OF WAYNE
SPECIAL TOWN MEETING WARRANT
AUGUST 6, 2013**

STATE OF MAINE
KENNEBEC, SS

To Cathy Cook, a resident in the Town of Wayne, County of Kennebec, and State of Maine:

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the Wayne Elementary School on Tuesday, August 6, 2013 at 6:00 PM to elect a Moderator to preside at said special town meeting and act on Article 2 and 3.

Article 1. To elect a Moderator to preside at said meeting.

Article 2. To see if the Town will adopt the Ordinance Regarding Tax-Acquired Property, which shall contain such terms and procedures as the Board deems appropriate in regard to the retention or disposition of property acquired by the Town due to non-payment of taxes, and which shall include the authorization herein granted to waive the statutory automatic foreclosure when requested to do so by the Treasurer.

Article 3. To see if the Town will vote to authorize the Selectmen to reduce the amount to be raised from taxes by appropriating from the Undesignated Fund Balance that sum necessary to offset reductions from estimates of revenues from State sources to see that the amount to be raised from property taxes continues to be reduced by \$361,976?

Given under our hands this 2nd day of July 2013

Wayne Board of Selectmen

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Attest: A true copy of warrant entitled "Town of Wayne Special Town Meeting Warrant," as certified to me by municipal officers of Wayne on the ____ day of _____, 2013.

Wayne Town Clerk

Current Town Office Hours

<u>Day</u>	<u>Office Hours</u>	<u>Hours</u>
Monday	1:30 AM to 5:30 PM	4 Hours
Tuesday	1:00 AM to 6:00 PM	5 Hours
Wednesday	1:30 AM to 5:30 PM	4 Hours
Thursday	7:30 AM to 12:30 PM	5 Hours
Friday	1:30 AM to 4:30 PM	3.5 Hours
Total		21.5 Hours

Current Staff Hours

<u>Day</u>	<u>Office Hours</u>	<u>Hours</u>
Monday	12:00 AM to 5:30 PM	5.5 Hours
Tuesday	12:00 AM to 6:00 PM	6 Hours
Wednesday	12:00 AM to 5:30 PM	5.5 Hours
Thursday	7:30 AM to 1:00 PM	5.5 Hours
Friday	12:00 AM to 4:30 PM	4.5 Hours
Total		27 Hours

Current Town Manager Hours

<u>Day</u>	<u>Office Hours</u>	<u>Hours</u>
Monday	11:00 AM to 6:00 PM	7 Hours
Tuesday	11:00 AM to 6:00 PM	7 Hours
Wednesday	11:00 AM to 6:00 PM	7 Hours
Thursday	7:30 AM to 2:30 PM	7 Hours
Friday	11:00 AM to 6:00 PM	7 Hours
Total		35 Hours

Proposed Town Manager Hours

<u>Day</u>	<u>Office Hours</u>	<u>Hours</u>
Monday	10:00 AM to 6:00 PM	8 Hours
Tuesday	10:00 AM to 6:00 PM	8 Hours
Wednesday	10:00 AM to 6:00 PM	8 Hours
Thursday	7:30 AM to 3:30 PM	8 Hours
Friday	10:00 AM to 6:00 PM	8 Hours
Total		40 Hours

Town Manager's Report – July 2, 2013

FY 2012-2013 Year End

The Town's financial year closed on June 30th, 2013. The Town has created a special warrant for payables for the July 2nd, 2013 meeting. The Town has completed in the black. Over the next two weeks I will be working with the bookkeeper and the auditor to make several adjustments.

Implementation of new budget/ financial policies/ audit recommendations

Beginning July 1st, 2013, the Town will have a new chart of accounts. The Town will be filing our payables by vendor. Also, the Town will have two separate warrants at each Selectmen's meeting (1) payroll and (2) accounts payable. The final implementation of the new chart of accounts will July 16, 2013.

Independence Day

In observation of Independence Day, Thursday July 4, 2013, the Town Office will be closed. It will re-open on Friday July 5, 2013, during our regularly scheduled hours. The Town Manager will be using a vacation day on Friday July 5th, 2013.

Roadside Mowing

The Town has begun roadside mowing in July.

Treework

Bruen Tree Service has begun removing trees and brush along the House Road, Hathaway, Old Winthrop Road, and Berry Road.

Gravel Road Rehabilitation

Bruen Construction has begun ditching and replacing several culverts along the Green True Road. Bruen Construction will be rehabilitating (ditching, installing geo textile fabric, culverts) the Maxim and House Roads.

Inmate Work Crew

Kennebec County inmate work crew will be staining the footbridge July 12, 13 and 14.

Next Meeting Agenda

- Approve new comprehensive financial policies
- Review draft non-profit donation policy
- Approve request for proposal for lake quality/ protection grant
- Comprehensive Plan Committee update

Reminder Upcoming Meetings

Board of Selectmen Meeting	July 16, 2013	@6:30 PM
Comprehensive Plan Meeting	July 17, 2013	@5:00 PM
Board of Selectmen Meeting	July 30, 2013	@6:30 PM

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday June 18, 2013
Wayne Elementary School**

The Board convened at 6:30 PM with the following members present: Ray Giglio, Stephanie Haines, Gary Kenny, and Carroll Paradis. Stephen Saunders was absent. Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk were present.

Audience: Peter Ault, Selectmen – Elect; Joellen Cottrell, Winthrop Food Pantry Executive Director; and Leslie Burhoe, Cary Memorial Library.

Pledge of Allegiance

Opened Meeting – determined quorum

- a. The Board approved the meeting minutes of the June 4, 2013 Wayne Board of Selectmen meeting. (Paradis/Haines) (4/0)
- b. The Board approved the meeting minutes of the June 12, 2013 Wayne Town Meeting. (Giglio/Haines) (3-0-1) Paradis abstained
- c. The Board approved the Payables Warrant #26 in the amount of \$30,867.24. (Paradis/Giglio) (4/0)

Business Agenda

- a. The Board voted to award the FY 2012-2013 Lake Protection monies in the amount of \$500 to Androscoggin Lake Improvement Corporation. (Paradis/Haines) (4/0) Aaron suggested asking for proposals for next year's use of this money because there are competing interests.
- b. The Board voted to approve the Winthrop Food Pantry a grant in the amount of \$400 from remaining FY 2012-2013 Contingency Funds. (Paradis/Haines) (4/0)
- c. The Board voted to grant the Cary Memorial Library to conduct the 2nd Annual 5K Run/ Walk/ Kid Scramble on town highways on August 3, 2013. The Town Manager has asked the Fire Department to assist in traffic control. (Paradis/Giglio) (4/0)
- d. The Board voted to grant permission to 30 Mile River Watershed Association's Annual Paddle Trek to use the North Wayne building land and Wayne Mill Park for a summer concert on July 27th, 2013 (or July 28th, 2013 rain date). (Paradis/ Giglio) (4/0) Discussed that 30MRWA would be responsible for a portable toilet installed if needed, and the Town Manager to ask 30MRWA about parking issues and what time the concert will end. The Town Manager will discuss with MMA any liability issues, and the need for requiring insurance for future cases.
- e. The Board voted to draft a Special Town Meeting Warrant for new tax acquired property policy. (Paradis/Haines) (4/0)
- f. The Board moved to authorize Town Manger to enter an agreement with the State of Maine contract with Harcos Chemical for Rock Salt at 260 tons at \$62.98 per ton (delivered) the same as last year. (Paradis/Giglio) (4/0)
- g. The Board reviewed the Board Appointment List effective July 1st, 2013 until June 30th, 2014, and will vote to approve at the next meeting after the list is updated.

Supplements / Abatements- None

Town Manager Report:

FY 2012-2013 Year End

The Town's financial year closes on June 30th, 2013. All bills must be submitted to the Town Office by Friday June 30th, 2013 at 1:30 PM. The Town will create a special warrant for payables for the July 2nd, 2013 meeting.

Dust Control

The Town of Readfield is applying calcium chloride to our entire town gravel road inventory. They should be complete before June 30, 2013. This year we are increasing the Town's application rate to 500/ gallons per mile. This will help create a thick crust, to allow water to shed off the road like

Roadside Mowing

The Town will begin roadside mowing in July.

Implementation of new budget/ financial policies/ audit recommendations

Beginning July 1st, 2013, the Town will have a new chart of accounts. The Town will be filing our payables by vendor. Also, the Town will have two separate warrants at each Selectmen's meeting (1) payroll and (2) accounts payable.

Independence Day

In observation of Independence Day, Thursday July 4, 2013, the Town Office will be closed. It will re-open on Friday July 5, 2013, during our regularly scheduled hours. The Town Manager will be using a vacation day on Friday July 5th, 2013.

Inmate Work Crew

Kennebec County inmate work crew will be staining the footbridge July 12, 13 and 14.

Next Meeting Agenda

- Potential approval of Special Town Meeting Warrant Re: Tax Acquired Policy
- Award North Wayne Road Reconstruction and Paving Project
- Authorize Town Manager to invite bids for bond financing Re: North Wayne Road Reconstruction and Paving Project
- Approve new comprehensive financial policies
- Approve Androscoggin Yacht Club Memorandum of Understanding

Reminder Upcoming Meetings

Comprehensive Plan Meeting North Wayne Road	June 19, 2013	@5:00 PM
Reconstruction and Paving Project Bid Opening	June 27, 2013	@1:00 PM
Board of Selectmen Meeting	July 2, 2013	@6:30 PM

Board Member Reports:

- a.) Ray Giglio has Wayne Cane plaque being updated for Priscilla Stevenson.
- b.) Gary Kenny discussed the Annual Wayne Town Meeting and stated Article 27 not passed as written in minutes, Town Manager to look into it with the audio tape.
- c.) Town Manger discussed what to do with Wayne's allotted share of Transfer Station road repair as Readfield's article did not pass, and it was decided Wayne just keeps the money where it is.

d.) Town Manager stated he will draft an informal agreement for the Androscoggin Yacht Club which is attached.

e.) The Town Manager and the Board members expressed thanks to Ray Giglio for his years of service as a Selectboard member.

Public Comments: None

Adjourn.

Carroll Paradis made a motion to adjourn the meeting at 8:40 PM. Ray Giglio seconded the motion. (4/0).

The next **Select Board Meeting** is scheduled for **Tuesday, July 2, 2013** at 6:30 p.m. at the Wayne Elementary school.

Recorded by:
Cathy Cook, Town Clerk

Select Board Members

Gary Kenny

Carroll Paradis

Ray Giglio

Stephanie Haines

Stephen Saunders

Expense Summary Report

ALL Departments

ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
Town of Wayne	2,841,317.00	2,803,285.08	38,031.92	98.66
01 - GENERAL ADMIN	173,776.00	153,185.61	20,590.39	88.15
01 - Contingent	5,000.00	3,532.60	1,467.40	70.65
05 - Legal	25,000.00	4,895.80	20,104.20	19.58
10 - Utilities	800.00	2,093.95	-1,293.95	261.74
15 - Office Expense	3,700.00	4,573.10	-873.10	123.60
20 - Travel Training	2,600.00	1,622.50	977.50	62.40
25 - Audit Reporting	5,500.00	5,500.00	0.00	100.00
26 - Monthly Bank Fees	500.00	0.00	500.00	0.00
30 - Telephone	2,600.00	2,619.37	-19.37	100.75
35 - Office Maintenance	1,000.00	74.82	925.18	7.48
40 - Tax Bills	1,000.00	2,851.26	-1,851.26	285.13
41 - Tax Administration	1,500.00	2,867.76	-1,367.76	191.18
45 - Capital	4,800.00	1,883.89	2,916.11	39.25
50 - Insurance	16,500.00	16,210.75	289.25	98.25
55 - Computer-Software/Hardware	4,750.00	5,856.07	-1,106.07	123.29
56 - Computer Software	6,900.00	6,931.73	-31.73	100.46
60 - Equipment Maintenance	1,000.00	1,160.10	-160.10	116.01
70 - Town Report	950.00	981.10	-31.10	103.27
75 - Sunshine Fund	200.00	209.21	-9.21	104.61
76 - Town Office Rent	6,660.00	6,656.00	4.00	99.94
80 - Village Dam Bond Payment	30,516.00	30,517.50	-1.50	100.00
82 - Pond Road Reconstruction Bond	52,300.00	52,148.10	151.90	99.71
02 - ELECTIONS/HEARINGS	4,100.00	3,306.11	793.89	80.64
05 - Administration	1,400.00	1,118.34	281.66	79.88
10 - Ballot Clerks	900.00	1,174.15	-274.15	130.46
15 - Election Machine	1,800.00	1,013.62	786.38	56.31
05 - SALARIES	170,254.00	166,736.42	3,517.58	97.93
01 - Town manager salary	40,000.00	38,721.20	1,278.80	96.80
05 - Selectmen's salary	7,162.00	7,162.20	-0.20	100.00
10 - Tax collector salary	20,400.00	20,710.59	-310.59	101.52
15 - Town clerk salary	20,400.00	19,805.35	594.65	97.09
25 - Bookkeeper pay	6,500.00	5,118.75	1,381.25	78.75
30 - Fire chief pay	2,000.00	1,999.98	0.02	100.00
35 - Assistant fire chief pay	4,000.00	3,999.96	0.04	100.00
40 - Animal control officer pay	3,000.00	3,180.00	-180.00	106.00
45 - General assistance officer pay	1,000.00	578.38	421.62	57.84
50 - Code enforcement officer pay	11,173.00	11,586.36	-413.36	103.70
55 - Staff Development	4,000.00	787.00	3,213.00	19.68
60 - Treasurer salary	3,000.00	3,000.00	0.00	100.00
65 - Benefits-HEALTH, PAYROLL	46,619.00	49,282.65	-2,663.65	105.71
70 - Office Clerk	1,000.00	804.00	196.00	80.40
10 - FIRE DEPARTMENT	42,000.00	41,930.25	69.75	99.83
05 - Fire Department Operations	22,000.00	26,410.29	-4,410.29	120.05
10 - Fire Department Communications	6,000.00	4,237.55	1,762.45	70.63
15 - Fire Department Capital	14,000.00	11,282.41	2,717.59	80.59
15 - ASSESSING MAPPING	19,800.00	19,372.88	427.12	97.84
05 - Assessing/Mapping	13,600.00	13,599.63	0.37	100.00
10 - Quarter Review	5,600.00	5,600.00	0.00	100.00
20 - Ordinance Work	300.00	173.25	126.75	57.75
25 - Tax maps	300.00	0.00	300.00	0.00
20 - PUBLIC SAFETY	28,830.00	15,189.11	13,640.89	52.69
10 - Street Lights	7,000.00	5,178.91	1,821.09	73.98

Expense Summary ReportALL Departments
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne CONT'D				
15 - Ambulance Service	8,250.00	0.00	8,250.00	0.00
20 - Sheriffs Department	4,000.00	3,953.00	47.00	98.83
25 - Public Safety Answering Points	9,580.00	6,057.20	3,522.80	63.23
25 - ROADS	417,545.00	376,951.56	40,593.44	90.28
01 - Roads Administration	3,000.00	2,463.59	536.41	82.12
05 - Roadside mowing	3,500.00	1,700.21	1,799.79	48.58
10 - Brush Cutting	7,000.00	6,010.00	990.00	85.86
15 - Tree Removal	6,250.00	8,523.00	-2,273.00	136.37
20 - Calcium Chloride	9,000.00	7,746.58	1,253.42	86.07
25 - Grading	12,000.00	8,596.00	3,404.00	71.63
30 - Sweeping	4,500.00	3,592.00	908.00	79.82
35 - Patching	3,500.00	3,673.00	-173.00	104.94
40 - Ditching	30,000.00	845.00	29,155.00	2.82
45 - Prep for paving	25,000.00	26,866.01	-1,866.01	107.46
46 - Paving	95,000.00	90,347.44	4,652.56	95.10
50 - Catch basin cleaning	1,000.00	60.00	940.00	6.00
55 - Washouts	4,000.00	3,316.00	684.00	82.90
60 - Signs & Posts	1,700.00	3,139.96	-1,439.96	184.70
65 - Cross walk painting	750.00	600.00	150.00	80.00
70 - Culverts	6,500.00	12,572.50	-6,072.50	193.42
72 - Patch material	5,000.00	1,239.00	3,761.00	24.78
74 - Gravel	15,500.00	4,019.08	11,480.92	25.93
75 - Mow Landfill	1,000.00	0.00	1,000.00	0.00
76 - Winter Plowing	146,545.00	170,031.40	-23,486.40	116.03
80 - Winter Salt	18,000.00	8,097.34	9,902.66	44.99
82 - Plowing Lots	3,000.00	2,050.02	949.98	68.33
84 - Foot Bridge	200.00	0.00	200.00	0.00
86 - Steam Culvert	700.00	0.00	700.00	0.00
90 - Sand/Salt Lights	400.00	488.43	-88.43	122.11
91 - CRACK SEALING	14,500.00	10,975.00	3,525.00	75.69
30 - TRANSFER STATION	100,085.00	87,482.54	12,602.46	87.41
05 - Transfer Station	95,585.00	84,141.86	11,443.14	88.03
10 - Backhoe	3,500.00	2,548.13	951.87	72.80
15 - Hazardous Waste	1,000.00	792.55	207.45	79.26
35 - SOCIAL SERVICES	33,276.00	29,129.75	4,146.25	87.54
05 - General Assistance	6,000.00	2,388.07	3,611.93	39.80
10 - Memorial Day	300.00	300.00	0.00	100.00
15 - Cemetery Association	3,500.00	3,500.00	0.00	100.00
20 - Library	5,000.00	5,000.00	0.00	100.00
21 - Library Renovation Fund	5,000.00	5,000.00	0.00	100.00
25 - Messenger	1,200.00	1,200.00	0.00	100.00
30 - Conservation commission	600.00	140.00	460.00	23.33
35 - Archival Board	500.00	425.68	74.32	85.14
40 - Rural Community Action	3,300.00	3,300.00	0.00	100.00
41 - Senior Spectrum - KAA	1,004.00	1,004.00	0.00	100.00
42 - Hospice of Kennebec	1,000.00	1,000.00	0.00	100.00
43 - Healthy Futures	500.00	500.00	0.00	100.00
44 - Family Violence	575.00	575.00	0.00	100.00
46 - Maine Public Broadcasting	100.00	100.00	0.00	100.00
48 - Kennebec Valley Mental Health	1,565.00	1,565.00	0.00	100.00
50 - Red Cross	1,092.00	1,092.00	0.00	100.00
52 - Crisis Support Center	450.00	450.00	0.00	100.00

Expense Summary Report

ALL Departments
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne CONT'D				
54 - United Cerebral Palsy	500.00	500.00	0.00	100.00
55 - Big Brothers/ Big Sisters	500.00	500.00	0.00	100.00
56 - The Children's Center	590.00	590.00	0.00	100.00
40 - ORGANIZATIONS	4,550.00	4,250.52	299.48	93.42
05 - Humane Society	2,200.00	1,890.52	309.48	85.93
10 - Maine Municipal Association	2,100.00	2,110.00	-10.00	100.48
15 - Kennebec Land Trust	250.00	250.00	0.00	100.00
45 - RECREATION	16,300.00	18,338.08	-2,038.08	112.50
05 - Town Parks	5,500.00	4,238.08	1,261.92	77.06
10 - Docks	500.00	500.00	0.00	100.00
15 - Androscoggin Lake Improvement	1,000.00	1,000.00	0.00	100.00
16 - 30 Mile River Watershed assc	3,000.00	3,000.00	0.00	100.00
20 - Baseball/Softball	500.00	500.00	0.00	100.00
25 - Baseball Ladd Recreation	1,000.00	1,000.00	0.00	100.00
35 - Lake Quality	500.00	500.00	0.00	100.00
36 - Boat inspection	1,000.00	1,000.00	0.00	100.00
40 - Ladd Rec Center	3,300.00	6,600.00	-3,300.00	200.00
50 - SPECIAL REVENUE FUNDS	15,000.00	3,654.30	11,345.70	24.36
31 - Paving/Roads	15,000.00	0.00	15,000.00	0.00
55 - Farmers Market expense	0.00	1,154.30	-1,154.30	----
60 - Town Boat Launch	0.00	2,500.00	-2,500.00	----
52 - CAPITAL RESERVE	39,500.00	125,795.44	-86,295.44	318.47
05 - Fire Truck	15,000.00	0.00	15,000.00	0.00
25 - Footbridge Replacement Fund	1,500.00	0.00	1,500.00	0.00
30 - Cemetery Stone Cleaning Fund	2,500.00	0.00	2,500.00	0.00
45 - Land and Buildings	10,500.00	10,456.99	43.01	99.59
46 - Lovejoy Pond Dam	0.00	106,548.45	-106,548.45	----
50 - ROAD /PAVING/ GRAVEL	10,000.00	8,790.00	1,210.00	87.90
60 - INTER GOVERNMENT	1,776,301.00	1,757,962.51	18,338.49	98.97
15 - RSU #38	1,546,688.00	1,553,289.19	-6,601.19	100.43
20 - Kennebec County Tax	184,500.00	184,954.75	-454.75	100.25
21 - six month budget instl 5yr pay	17,750.00	17,355.57	394.43	97.78
25 - Cobbossee Watershed District	2,363.00	2,363.00	0.00	100.00
30 - Overlay	25,000.00	0.00	25,000.00	0.00
Final Totals	2,841,317.00	2,803,285.08	38,031.92	98.66

Revenue Summary Report

Department(s): ALL

ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
1 - Town of Wayne	335,500.00	2,884,606.92	-2,549,106.92	859.79
01 - Property Tax	0.00	2,512,119.99	-2,512,119.99	----
03 - Abatement	0.00	-3,200.56	3,200.56	----
04 - Lien costs	0.00	2,871.52	-2,871.52	----
05 - Interest on checking	0.00	1,296.72	-1,296.72	----
10 - Interest on taxes	0.00	13,756.90	-13,756.90	----
11 - Cash over(under)	0.00	61.00	-61.00	----
14 - NSF check fee	0.00	40.00	-40.00	----
15 - Investment income	0.00	22.74	-22.74	----
20 - MV agent fee	0.00	4,331.00	-4,331.00	----
22 - IF&W agent fees	0.00	804.25	-804.25	----
24 - Vitals	0.00	352.60	-352.60	----
26 - Building permit	0.00	1,740.50	-1,740.50	----
34 - Dog license fee town retained	0.00	774.00	-774.00	----
35 - Dog license late fee	0.00	150.00	-150.00	----
40 - Excise tax motor vehicle	185,000.00	200,344.18	-15,344.18	108.29
41 - Excise tax boats	0.00	5,257.09	-5,257.09	----
45 - Homestead exemption	0.00	25,444.00	-25,444.00	----
48 - Veteran reimbursement	0.00	925.00	-925.00	----
50 - State revenue sharing	67,500.00	70,561.27	-3,061.27	104.54
52 - General assistance	0.00	926.54	-926.54	----
57 - Trailer park license	0.00	25.00	-25.00	----
58 - Cable TV franchise	0.00	4,309.57	-4,309.57	----
59 - Misc. revenue/refunds	0.00	3,104.97	-3,104.97	----
61 - Local Roads	33,000.00	34,476.00	-1,476.00	104.47
62 - Tree Grant	0.00	4,111.64	-4,111.64	----
83 - Local entitlement	50,000.00	0.00	50,000.00	0.00
89 - Misc. revenue & reimbursement	0.00	1.00	-1.00	----
Final Totals	335,500.00	2,884,606.92	-2,549,106.92	859.79

General Ledger Summary Report

Fund(s): ALL

May

Account	Beg Bal	YTD		BALANCE		
	Net	Debits	Credits	Net	Debits	Credits
1 - General Fund	0.00	11,681,126.36	11,681,126.36	0.00	3,042,526.45	3,042,526.45
Assets	1,164,465.04	5,765,855.81	5,634,219.47	1,296,101.38	1,411,700.90	115,599.53
100-00 Cash / Checking	825,676.63	3,154,992.96	3,014,112.77	966,556.82	966,556.82	0.00
110-00 Debit Card Account-Androscogg	1,011.00	0.00	0.00	1,011.00	1,011.00	0.00
110-01 Undeposited Cash	300.00	136.00	61.00	375.00	375.00	0.00
110-03 Investment	242,377.41	0.00	0.00	242,377.41	242,377.41	0.00
110-04 Farmers Market Savings	0.00	1,075.00	0.00	1,075.00	1,075.00	0.00
120-01 OTHER ACCOUNTS RECEIVABLE	5,792.00	0.00	0.00	5,792.00	5,792.00	0.00
150-05 2005 Real Estate Taxes	0.00	0.00	0.01	-0.01	0.00	0.01
150-06 2006 Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	0.00
150-07 2007 Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	0.00
150-08 2008 Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	0.00
150-09 2009 Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	0.00
150-10 2010 Real Estate Taxes	-66.06	66.07	0.01	0.00	0.00	0.00
150-11 2011 Real Estate Taxes	137,702.77	5,902.13	141,766.63	1,838.27	1,838.27	0.00
150-12 2012 Real Estate Taxes	-883.54	2,507,542.09	2,390,301.07	116,357.48	116,357.48	0.00
150-13 2013 Real Estate Taxes	0.00	0.00	1,719.38	-1,719.38	0.00	1,719.38
155-04 2004 pp Taxes	4,305.01	0.00	216.65	4,088.36	4,088.36	0.00
155-05 2005 pp Taxes	232.46	0.00	63.65	168.81	168.81	0.00
155-06 2006 pp Taxes	250.19	0.00	0.00	250.19	250.19	0.00
155-07 2007 pp Taxes	344.01	0.00	82.99	261.02	261.02	0.00
155-08 2008 pp Taxes	552.15	0.00	131.10	421.05	421.05	0.00
155-09 2009 pp Taxes	617.74	0.00	63.54	554.20	554.20	0.00
155-10 2010 pp Taxes	1,636.90	0.00	624.16	1,012.74	1,012.74	0.00
155-11 2011 pp Taxes	1,994.64	0.01	39.11	1,955.53	1,955.53	0.00
155-12 2012 pp Taxes	-0.02	8,751.79	6,590.82	2,160.95	2,160.95	0.00
155-13 2013 pp Taxes	0.00	0.00	80.14	-80.14	0.00	80.14
160-09 09/10 Liens	7,465.76	0.00	2,053.89	5,411.87	5,411.87	0.00
160-10 10/11 Liens	48,955.98	32.05	42,328.07	6,659.96	6,659.96	0.00
160-11 11/12 Liens	0.00	87,336.77	33,984.49	53,352.28	53,352.28	0.00
170-01 Deferred Revenue	-113,000.00	0.00	0.00	-113,000.00	0.00	113,000.00
170-05 Special Revenue - Mun. Buildin	-800.00	0.00	0.00	-800.00	0.00	800.00
170-07 Special Revenue - Pond Road Re	0.00	20.94	0.00	20.94	20.94	0.00
Liabilities	84,461.24	290,069.05	301,407.28	95,799.47	133,654.34	229,453.81
300-05 Animal Control Fund	191.20	0.00	0.00	191.20	0.00	191.20
300-09 TAX REFUNDS	0.00	1,272.94	1,272.94	0.00	0.00	0.00
310-01 Vehicle registration	0.00	49,871.75	54,734.50	4,862.75	0.00	4,862.75
310-02 State sales tax	0.00	11,571.55	12,448.30	876.75	0.00	876.75
310-03 State Vital Fees	14.80	0.00	586.80	601.60	0.00	601.60
310-04 Moses Sales Tax	0.00	1,497.55	1,467.30	-30.25	30.25	0.00
310-05 State titles	0.00	3,242.75	2,442.00	-800.75	800.75	0.00
310-10 State hunting fishing fees	0.00	3,182.25	3,754.25	572.00	0.00	572.00
310-15 Inland Fisheries Registrations	0.00	1,122.00	1,320.00	198.00	0.00	198.00
310-18 Snowmobile Reg	0.00	2,745.62	2,778.62	33.00	0.00	33.00
310-20 Boat Reg Fee State	0.00	6,449.00	8,822.00	2,373.00	0.00	2,373.00
310-25 Milfoil Fee State	0.00	171.00	64.00	-107.00	107.00	0.00
310-30 Dog License State	0.00	989.00	1,012.00	23.00	0.00	23.00
310-35 Plumbing Fee State	0.00	672.50	627.50	-45.00	45.00	0.00
310-36 DEP Plumbing Fee State	0.00	60.00	105.00	45.00	0.00	45.00
320-00 Accounts Payable	0.00	-81.25	0.00	81.25	0.00	81.25
320-01 ACCOUNTS PAYABLE 2011	10,393.23	0.00	0.00	10,393.23	0.00	10,393.23

General Ledger Summary Report

Fund(s): ALL
May

Account	Beg Bal	---- Y T D ----		----- B A L A N C E -----		
	Net	Debits	Credits	Net	Debits	Credits
1 - General Fund CONT'D						
320-02 ACCOUNTS PAYABLE 2012	28,092.89	28,092.89	0.00	0.00	0.00	0.00
320-05 Plumbinhg fees LPI share	205.87	2,122.50	1,882.50	-34.13	34.13	0.00
320-10 Transfer Station	321.50	0.00	0.00	321.50	0.00	321.50
330-05 Payroll Town	3,154.10	0.00	0.00	3,154.10	0.00	3,154.10
330-10 Federal withholding	0.00	13,544.29	13,544.29	0.00	0.00	0.00
330-15 Fica withholding	-138.73	18,075.87	18,075.87	-138.73	138.73	0.00
330-20 Medicare withholding	0.00	4,678.42	4,678.42	0.00	0.00	0.00
330-25 State withholding	0.00	4,617.81	4,617.81	0.00	0.00	0.00
330-31 Vision Withholding	0.00	0.00	90.90	90.90	0.00	90.90
330-40 Retirement withholding	0.00	3,274.54	3,307.04	32.50	0.00	32.50
330-45 AFLAC Withholding	46.64	116.64	78.00	8.00	0.00	8.00
330-50 MMEHT with holding	-4,163.44	7,995.59	5,857.98	-6,301.05	6,301.05	0.00
340-05 Ladd Rec Center Receipts	55,941.06	48,466.35	108,431.98	115,906.69	0.00	115,906.69
340-07 Ladd Rec Operating Exp	123.94	3,170.23	196.00	-2,850.29	2,850.29	0.00
340-08 Ladd Rec Salaries	-50,766.01	45,916.32	3,184.34	-93,497.99	93,497.99	0.00
340-10 Ladd Savings Account	-6,558.38	17,375.00	2,750.00	-21,183.38	21,183.38	0.00
350-15 Snowmobile Fund	940.04	943.53	575.94	572.45	0.00	572.45
350-25 Jaworski Fund	0.00	0.74	0.00	-0.74	0.74	0.00
350-35 Androscogging Lake Improvement	875.54	0.00	0.00	875.54	0.00	875.54
350-40 Land & Buildings	-6,380.95	2,110.58	0.00	-8,491.53	8,491.53	0.00
350-45 SAND/SALT SHED	2,300.00	0.39	0.00	2,299.61	0.00	2,299.61
350-50 Ruth Lee	0.00	2.69	0.00	-2.69	2.69	0.00
360-05 Fire Department Insurance Reim	1,542.00	0.00	0.00	1,542.00	0.00	1,542.00
360-10 Fire Truck	0.00	6.86	0.00	-6.86	6.86	0.00
360-15 Fire station addition	1,591.74	0.00	0.00	1,591.74	0.00	1,591.74
360-26 Lovejoy Pond Dam	-297.47	2,668.17	40,000.00	37,034.36	0.00	37,034.36
360-30 Helen & George Ladd Special Fu	2,000.00	2,663.95	500.00	-163.95	163.95	0.00
360-35 due to/from town house fund	121.62	1,350.36	2,000.00	771.26	0.00	771.26
360-40 Wayne Rescue	200.00	0.00	0.00	200.00	0.00	200.00
360-45 WAYNE HISTORY PROJECT	3,973.42	0.00	0.00	3,973.42	0.00	3,973.42
360-60 Lord Road Paving special reven	30,410.48	0.00	0.00	30,410.48	0.00	30,410.48
360-65 Hardscrabble Road Upgrade	2,810.53	0.00	0.00	2,810.53	0.00	2,810.53
360-70 Special Rev. - Paving Fund	6,855.15	0.00	0.00	6,855.15	0.00	6,855.15
360-75 Farmer's Market Fund	660.47	108.67	201.00	752.80	0.00	752.80
Fund Balance	1,080,003.80	5,625,201.50	5,745,499.61	1,200,301.91	1,497,171.20	2,697,473.11
500-00 Expense control	0.00	2,781,117.66	2,889,827.71	108,710.05	0.00	108,710.05
510-00 Revenue control	0.00	338,266.84	2,855,671.90	2,517,405.06	0.00	2,517,405.06
520-00 Designated fund balance	71,358.00	0.00	0.00	71,358.00	0.00	71,358.00
530-00 Undesignated fund balance	1,008,645.80	2,505,817.00	0.00	-1,497,171.20	1,497,171.20	0.00
Final Totals	0.00	11,681,126.36	11,681,126.36	0.00	3,042,526.45	3,042,526.45

FY 2014 Projected Municipal Revenue Sharing*

(7/1/13 - 6/30/14) Published: 6/27/13

Town: Wayne
 County: Kennebec
 Population (2010): 1189
 Tax Assessment (2011): \$ 2,502,647
 State Valuation (2013): \$ 193,850

Current Law - Based on LD 1509 Passed in veto override 6/26/13								
Rev I Computed Number	Rev I Distribution Percentage	Mil Rate	Rev I Preliminary Comp Number	Rev II Computed Number	Rev II Distribution Percentage	Rev I Projected FY14 Distribution	Rev II Projected FY14 Distribution	Total Projected FY14 Distribution
15350.256689	0.000792902	12.910224	3460.256689	3460.256689	0.000550	39,177.28	8,574.44	47,751.72

From: [redacted] **Brigette Williams** Friday, June 28, 2013 9:25:26 AM 
Subject: Revised Subsidy
To: [redacted] townmanager@manchesterme.org [redacted] mvselect@ne.twcbc.com
[redacted] readfield,tmgr@roadrunner.com [redacted] townmanager@waynemaine.org
Cc: [redacted] **Donna Wolfrom**

We have received our revised subsidy figure from the State of Maine now that the State budget has been approved. The subsidy increase is \$204,137.50. This morning's newspaper listed our increase as \$354,339. I do not know where they got that information, and have an e-mail into them on the discrepancy.

We also have received guidance from legal counsel a couple of weeks ago when we heard there was a possibility of receiving additional subsidy. We were told that most districts carry unanticipated additional revenue (from any source) into the next fiscal year as undesignated fund balance. In order for this additional revenue to be counted this year to decrease the local share to the towns, we would have to hold an additional district budget meeting for reconsideration of the budget and more citizens would have to attend this second meeting than attended the first meeting. We would also need to hold another Budget Validation Referendum vote. We are choosing to carry this additional subsidy into the next fiscal year.

I hope this information is helpful.

Brigette

Brigette Williams
Finance Manager
Regional School Unit No. 38
Maranacook Area Schools
Voice 207-685-3336

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If you have received this electronic transmission in error, please notify me by telephone (207-685-3336) or by electronic mail (brigette_williams@maranacook.org) immediately.

Regional School Unit No. 38
A Caring School Community Dedicated to Excellence

Donna H. Wolfrom, Ed.D.
Superintendent of Schools

Tel. 207-685-3336
Fax. 207-685-4703

Ryan Meserve
Special Education Director

Brigette Williams
Finance Manager

Memorandum

To: **Town Manager / Selectmen / Treasurers**
From: **Brigette Williams**
Date: **6/28/2013**
Re: **2013-2014 Regional School Unit No. 38 Assessment**

Please find attached the 2013-2014 Regional School Unit No. 38 Assessment payment schedule. This schedule is based on the budget that was approved at the RSU #38 Annual Meeting and validated through the budget validation referendum. The first payment may be different than the other eleven months of payments adjusting for rounding issues.

I will be faxing these schedules and also sending hard copies through regular mail.

Please feel free to contact me if you have any questions.

**REGIONAL SCHOOL UNIT NO. 38
SCHOOL APPROPRIATIONS
AMOUNTS BY MONTH FOR FISCAL YEAR 2013-2014**

Name of Town: Wayne

District (if applicable): Regional School Unit No. 38

Date: 6/27/2013

Address of Treasurer: 45 Willard Harrison Drive, Readfield, ME 04355

	Local Contribution K-12 Education Article 13	Local Only Debt Service Allocation Article 14	Additional Local Appropriation Article 15 & 16	Adult Education Article 19	Monthly Amounts
July 2013	\$103,043.13	\$3,122.00	\$35,416.13	\$812.13	\$142,393.39
August 2013	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
September 2013	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
October 2013	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
November 2013	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
December 2013	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
January 2014	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
February 2014	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
March 2014	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
April 2014	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
May 2014	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
June 2014	\$103,043.17	\$3,122.00	\$35,416.17	\$812.17	\$142,393.51
Totals	\$1,236,518.00	\$37,484.00	\$424,994.00	\$9,746.00	\$1,708,722.00