

Town of Wayne Selectboard

Members: Don Welsh, Trent Emery, Amy Black, Stan Davis, and Lloyd Irland

Meeting Agenda

Date: Tuesday, March 17, 2020

Time: 6:30 PM.

Place: Wayne Elementary School –~~GYM~~ Town Office

Selectboard Members Present / Quorum.

Call Meeting to Order.

We encourage everyone in attendance to read the Selectboard Bylaws.

Selectboard Meetings are working meetings between Board members and town staff.

All participants must be recognized by the Chairperson before speaking.

Pledge of Allegiance.

Conflict of Interest.

Minutes.

a. Consider approving the Selectboard meeting minutes for March 3, 2020.

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for March 3, 2020.

Warrants.

a. Consider approving Payroll Warrant #46.

Manager Recommendation: Move the Board to approve Payroll Warrant #46 in the amount of \$____.____.

b. Consider approving Accounts Payable Warrant #47.

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #47 in the amount of \$____.____.

New Business.

a. Coronavirus Update

b. Paving Specifications

c. Financial Update

d. Executive Session: Personnel: Town Manager Personnel review

(Executive Session, if needed, 1 MRSA §405 (6) A Personnel

- Manager Recommendation: Move the Board to enter into Executive Session, 1 MRSA §405 (6) A Personnel.

- Manager Recommendation: Move the Board to exit into Executive Session, 1 MRSA §405 (6) A Personnel.

e. Manager Recommendation: Any motion as a result of executive session.

Selectboard Goals.

- **Aging at Home**
- **Facilities Plan**
- **High-water Event.**
- **Village Advisory Committee.**
- **Renewable Energy Advisory Committee.**
- **Administration.**

Supplements and Abatements.

Town Manager Report.

- Town News – April 2020
- Special Solid Waste Meeting
- Spirit of America Award
- Annual Town Report Dedication
- Wayne Cane

Board Member

Public Comments.

Adjourn.

The next regularly scheduled for **Tuesday March 31, 2020**, at the Wayne Elementary School – GYM.

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday March 3, 2020
Wayne Elementary School**

Call Meeting to Order/ Selectmen Present

Don Welsh determined quorum and called meeting to order at 6:30 PM with the following members present: Don Welsh, Trent Emery, Amy Black, Stan Davis and Lloyd Irland.
Others Present: Aaron Chrostowsky, Town Manager and Chief John Dovinsky from Winthrop Ambulance Service.

Meeting Minutes:

The Board approved the Special Town Meeting minutes for February 18, 2020. (Black/Davis) (5/0).

The Board approved the Selectboard meeting minutes for February 18, 2020. (Black/Ireland) (5/0).

Warrants

- a. The Board approved Payroll Warrant #44 in the amount of \$7,493.10. (Black/ Davis) (5/0).
- b. The Board approved Accounts Payable Warrant #45 in the amount of \$229,996.91. (Black/Davis) (5/0).

New Business:

- a. Public Hearing for the Enactment of General Assistance Ordinance: Appendices (A-F and H).
The Selectboard opened the Public Hearing at 7:18 PM.
No Public Comments.
The Selectboard closed the Public Hearing at 7:20 PM.
- b. The Selectboard adopted the proposed change to the General Assistance Ordinance: Appendices (A-F and H).
- c. Chief Dovinsky from Winthrop Ambulance Service
- d. A brief discussion of possible preparations for the Coronavirus.
- e. The Selectboard agreed to participate in the KVCOG Textile Recovery Program (Black/Ireland) (5/0).
- f. The Selectboard agreed to participate in a local (Readfield Transfer Station) Household Hazardous Waste Day Event in July or August. (Black/Ireland) (5/0).
- g. The Selectboard wuthorized the Town Manager to bid out the following projects:
Roadside Mowing, Winter Sand Removal, Moving, Road Grading Services, Contractor's Labor, Material & Equipment Rates. (Davis/ Irland) (5/0)/

Old Business:

- h. The Selectboard awarded the Joint Regional Heating Oil Bid to Fabian Oil (Black/Davis) (5/0).

Selectboard Goals:

- i. Aging at Home Updates:
- j. Facilities Plan.
- k. High-water Event.
 Town Manager explained he ordered a staff gauge for Wayne Village Dam.
 Town Manager explained that he will be ordering a camera for Wayne Village Dam.
 Reminder Joint Leeds-Wayne Selectboard Meeting on March 6 at Leeds Town Office.
- l. Village Advisory Committee.
 Schedule meeting for March 16, 2020.
 Town Manager presented Bridge Street One-Way Street proposal.
 Town Manager presented several sidewalk preparation proposals.
- m. Renewable Energy Advisory Committee.

Supplements and Abatements: None

Town Manager Report:

- a. Independent Auditor (FY18-19) in progress.
- b. Working on 2020 Property & Casualty Pool Renewal Application.
- c. Holding Bid Opening CDBG Wayne General Store Handicapped Accessible Restroom on March 5, 2020.
- d. Holding Bid Opening Computer Web & Data Server and Network on March 5, 2020.
- e. Holding Code Enforcement Officer Interviews on March 5, 2020.

Board Member Reports:

Amy requested clarification on the Budget Meeting Schedule and and Financial update at next meeting.

Public Comments: None.

Motion to Adjourn at 8:30 PM. (DavisBlack) (5/0)

The next Select Board Meeting is scheduled for Tuesday, March 17, 2020 at 6:30 p.m. at the Wayne Elementary Town Office.

Recorded by:
Aaron Chrostowsky, Town Manager

Select Board Members

Don Welsh

Trent Emery

Amy Black

Stan Davis

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836
<http://www.waynemaine.org>

Date: Tuesday March 16, 2020

To: Select Board, Staff, Volunteers, and Residents

From: Aaron Chrostowsky, Town Manager

Subject: Coronavirus / COVID-19 Preparedness and Response

Hotline

For more information on Maine's response to COVID-19 and updated testing results, visit the Maine CDC website. Additionally, Maine CDC and 211 Maine have launched a new option for Mainers to get answers to questions about COVID-19 at any time. This service is available by dialing 211 (or 1-866-811-5695), texting your ZIP code to 898-211, or emailing info@211maine.org.

Preventive Measures

The best thing that Maine people can do to protect their health is to take the same preventive measures that avoid catching a cold:

- Wash your hands often for 20 seconds.
- Cover coughs and sneezes.
- Social distancing.
- Stay home if you are sick.

COVID-19 Symptoms

Include fever, shortness of breath, and lower respiratory distress. Call ahead to a health care professional if you develop a fever and symptoms of respiratory illness. Health care providers will make the initial determination on whether COVID-19 testing is advisable. As appropriate, health providers will take samples and submit them to Maine CDC.

Aging at Home

- If you need anything, like food, medications or other items, please contact Pam Chenea, Outreach Coordinator by telephone at (207) 685-9378 or email at berryponder@gmail.com.

Emergency Services

- *In case of a public safety (Fire, EMS, Police) emergencies dial 9-1-1*

Facilities (Fire Stations, Ladd Recreation Center, Town Office)

- Enhanced cleaning techniques are being utilized.
- All non-essential programming are canceled/ postponed until further notice.
- All rentals are canceled/ postponed until further notice.

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General Assistance

- The General Assistance Administrator will continue to see non-emergency applicants by walk-in or by appointment. You may call the Town Office at (207) 685-4983 to set an appointment.
- Winthrop Food Pantry is still open.

Ladd Recreation Center

- *The Ladd Recreation Center is closed until further notice.*

Meetings

- *In-person meetings will be limited to critical needs (Select Board).*
- Other advisory Town boards and committees:
(Archival, Aging-at-Home, Budget, Cemetery, Conservation, Farmers Market, Ladd Recreation, Memorial Day, Regional Solid Waste, Renewable Energy, and Village) meetings will continue with the use of technology (email, phone, videoconference) whenever possible, and are to be postponed if not.

Road Maintenance

- All road maintenance activities will continue as planned.

Schools

- *All Maranacook Schools Closed thru March 27, 2020.*
- **Drive thru Meal Service:** Free for RSU#38 students/children
Begins: Wednesday, March 18 continuing through March 27th
Location: Mount Vernon Elementary School
Time: 7:00 - 9:00 am daily (Monday through Friday)
This site is open to all students in RSU #38 and Fayette!
Breakfast and lunch will be included in a single box/bag.
Meals will be consumed off-site.
- **Boxed Meals:** There will be boxed meals for pick-up this Friday 3/20 from 3-5PM in front of the Maranacook High School for those in need. We will bring the boxed meals out to your vehicle.

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Town Office

The ***town office is closed to the public, beginning Wednesday, March 18, 2020.***

Town Office personnel are working and processing necessary registrations, payments, and other required administrative duties.

Telephone: (207) 685-4983;
Fax: (207) 685-3836
Website: www.waynemaine.org

Tax Collector – Dawna Gardner
collector@waynemaine.org

Town Clerk – Cathy Cook
townclerk@waynemaine.org

Manager – Aaron Chrostowsky
townmanager@waynemaine.org

Below is a list of operations that are being moved to online/mail or by appointment only:

1) Motor Vehicles

Renewals – Mail, online
New Registration - By Appointment Only

2) IF&W

Boats
Renewals - Mail, online
New - By Appointment Only
ATV/Sleds
Renewals only- Mail, online
New - By Appointment Only
Sports licenses Mail, online (Renewals or New)

3) Vitals

Certified Certificates - Mail only
Marriage License - By Appointment only

4) Dogs

Mail only

5) Burn Permits

Online

6) Taxes

Online, Mail, or Drop Box

7) Elections - Voter Registration

By Appointment only

8) Business Licenses

Mail only

9) Permits

Mail only

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- Staff are expected to come to work unless they are sick or a family member is sick, then they will be requested to work from home. Staff will be paid as long as they are working, and will use sick time if they or a family member are sick. If sick time is exhausted we will look at options to ensure staff is paid.
- Staff is requested to limit in-person meetings and avoid close contact.
- We will be utilizing staff time generally to assist with the distribution of information related to the issue and meeting interim needs as a priority.

Town Preparedness and Response

- We will look for direction from State and Federal health agencies, and other municipalities, as to when we would move to a different approach.
- Being a public health issue the town has limited available resources but will assist with the organizational / operational support of other agencies to the fullest extent possible.
- If the need arises, work with KCEMA and other agencies to provide information and services.
- Developed resource page on town website and have shared this on our Facebook page. It will be regularly reviewed and updated.
- Has distributed and posted information on the coronavirus CDC guidance to small business, community organizations.

Transfer Station

The *Readfield Transfer station will continue to operate as an essential service*, with modifications to the cash handling and personal space buffers.

1. All vehicles must stop at the attendant booth, will receive instructions, and only three vehicles at a time will be permitted in the unloading area. If residents have fee items they will be told the fee and the booth attendant will offer to issue a receipt by mail.
2. Fees will be deposited in a cash box attached to the attendant booth.
3. Staff will not handle waste brought in by residents unless delivery to a special waste area is required.

The Coronavirus and Board Meetings

MMA Legal Services has received several inquiries concerning remote participation at selectboard and council meetings in light of the coronavirus (COVID-19).

Maine law does not directly address remote participation by municipal board members. The Legislature's repeated refusal to authorize public board members to participate in meetings remotely by telephone or video conferencing has led to the clear inference that remote participation in public meetings is not currently allowed under Maine's "Right to Know" law (see "Remote Participation in Meetings Rejected, Again," Maine Town & City, Legal Notes, July 2019). As not all attorneys may share this view, boards may wish to consult their municipal attorney as well.

Aside from the board itself, the safety of members of the public attending municipal board meetings should be considered. Although the legality of remote participation by board members is questionable, Maine law does not prevent the board from encouraging the remote participation of the public through electronic means. See below.

Some considerations for board meetings:

- Consider postponing non-essential meetings and agenda items, limiting business at board meetings to items necessary to continue municipal operations.
- Consider the feasibility of live streaming or televising board meetings.
- Consider allowing public comments at board meetings via video-conference, speaker phone or email, assuming that technology is available at the local level and not prohibited by local charter, ordinance or board bylaws.
- Members of the public can be strongly encouraged to participate "remotely," but because board meetings are public proceedings under the Maine Freedom of Access Act, members of the public cannot be prohibited from attending in person. (Note that remote participation by witnesses or parties in a quasi-judicial proceeding, such as a licensing or permitting proceeding, is generally not advised).
- Take measures to protect persons who choose to attend a board meeting in person, such as meeting in a larger space, dispersing seating to allow greater distance between attendees and following CDC recommendations for sanitation.

Members are encouraged to contact MMA Legal Services for specific advice on these topics at 800-452-8786 or legal@memun.org. Additional guidance is located on MMA's "Coronavirus Updates and Resources" page at www.memun.org.

Maine Municipal Association
Legal Services Department
March 13, 2020

The Coronavirus and Town Meetings & Elections: FAQs

MMA Legal Services has received several inquiries concerning the coronavirus (COVID-19) and upcoming town meetings and elections. Listed below are several frequently asked legal questions on the subject:

Can voters vote by absentee ballot at a traditional open town meeting?

No, Maine law governs the conduct of town meetings, and the law does not authorize absentee ballots or absentee voting at traditional open town meetings. Only registered voters who are physically present at the meeting at the time a particular vote is called may vote on that item. Absentee voting is permitted at any secret ballot election, where voters go the polls during polling hours and mark their ballots in the privacy of a voting booth.

Can voters vote remotely or by proxy at a traditional “open” town meeting?

No, Maine law does not authorize voting either remotely or by proxy (by authorizing a friend, relative or agent to cast their vote) at a traditional open town meeting. Again, only registered voters who are physically present at the meeting may vote. (But also again, absentee voting is permitted at a secret ballot election.)

How can voters vote by absentee ballot at a secret ballot election?

Registered voters may submit an application for an absentee ballot to the municipal clerk as early as three months before the election. Once absentee ballots become available 30 days before the election, the clerk must send an absentee ballot to every applicant. Absentee ballots may not be issued after the third business day before the election, however, unless the voter meets one of four statutory exceptions. A voter may also, without submitting an application, vote by absentee ballot in the presence of the clerk. MMA’s *Town Meetings & Elections Manual* discusses absentee voting procedures in detail.

Can a traditional “open” town meeting be cancelled or postponed?

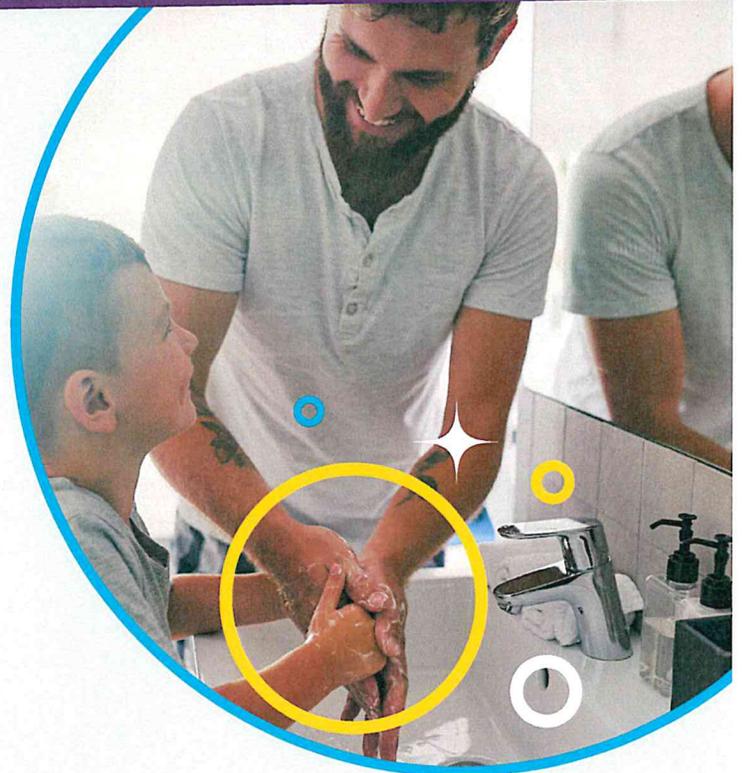
If the warrant for the meeting has not been publicly posted for the requisite seven days, it may, at the direction of the municipal officers (selectmen or councilors), be taken down wherever posted, thus calling off the meeting. If the warrant has been posted for seven or more days, however, there is no procedure under Maine law for cancelling the meeting once it has been legally called. Although the meeting cannot be cancelled, as few as two voters and the clerk can open the meeting, elect and swear in a moderator, and then move to immediately adjourn the meeting without acting on any other business. If the majority of voters present agree, the meeting has effectively been cancelled. Note that there is no guarantee that the voters attending will approve the motion to adjourn.

Some municipalities have charter-imposed time frames for the annual election and budget meeting. Even if a charter does not prescribe the date of the annual meeting, every municipality

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



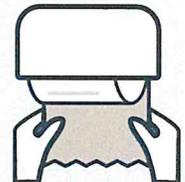
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT
2

Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT
4

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough

• Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT
5

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



For more information: www.cdc.gov/COVID19

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses.

These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



**TOWN OF WAYNE
Full Depth Reclamation and Paving
Advertisement for Bids**

The Town of Wayne will be conducting full depth reclamation and paving project on the following roads: **Bridge Street, Coolidge Road, Road, Gott Road, Lake Street, Leadbetter Road and Memorial Park Lane**. For complete bid specifications, go online to www.waynemaine.org or contact the Town Office.

All bids must be submitted on the form supplied by the Town in sealed bid format. All questions regarding the bidding or specifications must be directed to Aaron Chrostowsky, Town Manager, by mail at P.O. Box 400, 48 Pond Road, Wayne, ME 04284, by email at townmanager@waynemaine.org, by fax at (207) 685-3836 or by telephone at (207) 685-4983.

Bids due no later than Thursday April 2, 2020 at 1:00 PM.

Bids opened on Thursday April 2, 2020 at 1:00 PM.

Bids awarded on Tuesday April 7, 2020 at 6:30 PM by Selectboard

The Selectboard reserves the right to waive formalities or reject any or all bids when such action is in the best interest of the Town.

Town of Wayne, Maine Full Depth Reclamation and Paving Project Specifications

Sealed bids shall be clearly labeled "**Full Depth Reclamation 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 (Due No Later Than):

**Thursday April 2, 2020
At 1:00 PM Town Office**

Bid Opening:

**Thursday April 2, 2020
At 1:00 PM Town Office**

Bid Award:

**Tuesday April 7, 2020
At the 6:30 PM Selectmen's Meeting**

SECTION I

A. Description of Work

The Town of Wayne will be conducting full depth reclamation and paving project on **Bridge Street, Coolidge Road, Gott Road, Lake Street, Leadbetter Road and Memorial Park Lane**. The work shall consist of two parts: (1) full depth reclamation, and (2) 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 Full depth, reclamation (maximum depth 12")

- **Reclaim “leave in place”, Fine Grade “reshape road base” and Compact**

Approximate dimensions:

Bridge Street,	350' long x 18' wide	700 SY
Coolidge Road, (Main St. to Gravel)	750' long x 21' wide	1,750 SY
Gott Road,	2,325' long x 21' wide	5,425 SY
Ladd Rec. Ctr. Parking Lot,		
Lake Street,	660' long x 14' wide	1,027 SY
Leadbetter Road,	3175' long x 20' wide	7,056 SY
Memorial Park Lane,	830' long x 18' wide	1,660 SY
Total		17,618 SY

- **Fine Grade “reshape road base” and Compact**

Approximate dimensions:

Coolidge Road, (Paved to End)	850' long x 18' wide	95 SY
Total		95 SY

Part 2 Paving

- **Hot mix asphalt, base course of 2” lift of MDOT 19.0mm / B mix. Three (3) foot aprons at driveways.**

Approximate dimensions:

Bridge Street,	350' long x 18' wide	79 tons
Coolidge Road (Main St. to Gravel)	750' long x 20' wide	188 tons
Gott Road,	2,325' long x 20' wide	582 tons
Ladd Rec. Ctr. Parking Lot,		
Lake Street,	660' long x 14' wide	116 tons
Leadbetter Road,	3175' long x 20' wide	794 tons
Leadbetter Rd. Turnaround	25' x 50'	16 tons
Memorial Park Lane,	830' long x 18' wide	187 tons
Memorial Park Ln. Turnaround	25' x 50'	16 tons
Estimated tonnage =		1,978 tons

- **Apply tack coat per MDOT Standard Specifications.**
- **Hot mix asphalt, surface course, 1” lift of MDOT 12.5mm / C mix.**

Approximate dimensions:

Bridge Street,	350’ long x 18’ wide	40 tons
Coolidge Road, (Main St. to Gravel)	750’ long x 20’ wide	94 tons
Gott Road,	2,325’ long x 20’ wide	291 tons
Ladd Rec. Ctr. Parking Lot,		
Lake Street,	660’ long x 14’ wide	58 tons
Leadbetter Road,	3,175’ long x 20’ wide	397 tons
Leaderbetter Rd. Turnaround	25’ x 50’	8 tons
Memorial Park Lane,	830’ long x 18’ wide	94 tons
Memorial Park Ln. Turnaround	25’ x 50’	8 tons
Estimated tonnage =		990 tons

- **Cold mix asphalt, Install 3” cold mix asphalt
Three (3) foot aprons at driveways.**

Approximate dimensions:

Coolidge Road (Paved to end),	850’ long x 18’ wide	
Estimated tonnage =		287 tons

- **Latex Modified Chip Seal**

Approximate dimensions:

Coolidge Road (Paved to end),	850’ long x 18’ wide
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Hot Mix Asphalt

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.
2. The Contractor shall submit, for the Municipal Representative's approval, a current job mix formula (JMF). 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.
3. 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. Prep for paving: Fine grade road for pavement. 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.
2. All paved driveway entrances shall have a butt cut apron that matches into the existing pavement. Graveled driveways shall have a 3-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.
3. 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.
4. 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 1st, 2020**.

5. All paving operations shall cease when the surface to pave is wet as determined by the Municipal Representative.
6. Earliest start date is **May 16, 2020**. Latest completion date is October 1st, 2020.
7. **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).**
8. 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 super elevated areas.
9. Surface tolerances shall be checked according to MDOT Standard Specifications, sections 401.101.
10. All mixing, spreading, finishing, and compacting and constructing joints shall meet MDOT Standard Specifications, sections 401.14, 401.15, 401.16, 401.17 respectively.
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 1000 tons.
- b) Samples of the Hot Mix Asphalt will be taken in accordance with AASHTO procedures every 1000 tons 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.

Cold Mix Asphalt

1. DESCRIPTION

Work under this contract shall consist of the Contractor furnishing all equipment and materials to **Manufacture & Place Cold Mix Asphalt**. The cold mix shall be processed through a pugmill, and follow a job mix formula submitted by the Contractor and approved by the Road Commissioner or his/her Designee. Placement of cold mix asphalt shall be done at a depth of 2 inches compacted.

2. MATERIALS

a. Liquid Asphalt

Liquid asphalt grades for production shall be: **MS-4, CMS-2** or **HFMS-2**.

The type and grade of liquid asphalt shall be approved by the Road Commissioner prior to commencing work.

b. Aggregate

The aggregates shall be purchased by the Contractor and shall be free from dust and thoroughly blended or screened before stockpiling. The aggregate gradation shall conform to design formulas in 3(c), "DENSE BINDER", "DENSE TRUE & LEVEL" or "DENSE TOP", or as approved by the Designee.

c. Composition of Mixture

The aggregate and asphalt shall be thoroughly mixed so that the asphalt material is uniformly distributed throughout, providing a minimum of 90% of the aggregate particles are uniformly coated when placed on the roadway. **A Minimum of 30% of the aggregate utilized in the mix design shall be 3/8 or 1/2" crushed aggregate. 85% of the "crushed" aggregate shall have two fractured faces to be deemed crushed aggregate.** Prior to commencing work, the Contractor shall submit the mix design including the aggregate source to the Road Commissioner for approval. All mixture placed shall be stable under normal traffic conditions, displacement shall be remedied by the Contractor.

COLD MIX SPECIFICATIONS

SIEVE SIZE	STABILIZE BASE	DENSE BINDER	DENSE TRUE & LEVEL	DENSE TOP	OPEN BINDER	OPEN TOP
2"	100					
1 1/2"		100			100	
1"		95 - 100				
3/4"			100		90 - 100	
1/2"		70 - 100	95 - 100	100	30 - 100	100
3/8"				85 - 100	10 - 60	85 - 100
#4	25 - 65	30 - 70	60 - 80	50 - 90	0 - 25	10 - 50
#8		20 - 60	50 - 75	25 - 65	0 - 10	0 - 15
#30		8 - 35	15 - 45	8 - 35		
#50		3 - 20	5 - 20	3 - 20		
#200	0 - 10	0 - 4	0 - 4	0 - 4	0 - 3	0 - 3

Residual % Bitumen

2.5 - 4.0	3.5 - 4.5	3.7 - 4.7	4.0 - 5.0	2.8 - 4.0	3.0 - 4.4
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3. MATERIAL QUANTITIES

The quantity of asphalt material to be used shall be in the range of 11 to 21 gallons per ton of aggregate (See above for type of application) to meet desired residual percentages. The Contractor will design specific material quantities to meet existing field conditions & placement depths. The Contractor & Designee shall agree on the method used to quantifying tons to be placed prior to work beginning.

4. EQUIPMENT

The equipment used by the Contractor shall include one or more of the following:

a. Pugmill

Mix shall be done with a rotating twin paddle shaft pugmill providing suitable pressure-kneading action in mixing. The hydraulically driven pugmill shall be able to mix material in a crossing pattern for more thorough mixing. Mixing by blading, shoveling, and/or scooping will not be permitted. The mixer shall be a continuous traveling type pugmill designed to accurately proportion by weight, so that.....
when the aggregate and asphalt materials are incorporated in the mix a thorough and uniform coating will result. The mixer shall be equipped to mechanically or electrically interlock the asphalt feed with the aggregate feed such that uniformity of the mixture is assured at all times.

The traveling pugmill mixer shall be provided with volumetric or other gauging equipment which shall be capable of providing accurate control at all times of the amount of aggregate entering the mixer per time interval. The mixer shall be equipped with a positive displacement metering system capable of totaling the quantity of asphalt material applied to the mixing chamber. The capacities of the cold feed bins shall be sufficient to maintain a continuous flow of material. Each bin shall have a mechanical device for uniform feeding of the aggregate. The mixer unit shall be approved by the Road Commissioner or his/her Designee prior to commencing any work.

b. Placing Operations

Placing operations shall conform to acceptable paving practices. Mixtures produced under this contract shall be placed on the roadway with a highway class paver, equipped with a power adjustable main screed. Pavers shall meet the following minimum requirements.

- a. A track or rubber tire mounted highway class paver with a minimum tractor weight of 28,000 pounds, and a minimum main screed width of 8 feet.
- b. All paver screeds shall be outfitted with auger and tunnel extensions as recommended by the manufacturer, and have power extendible, activated, and heated screed extensions designed by the manufacturer for highway paving. Screeds shall be configured to place mixtures to the required width, crown, and breakpoints.

Immediately after the material is spread it shall be rolled and compacted by two or more 7 - 10 ton steel 2-axle wheel (one being vibratory) rollers.

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 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 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.

11. Warranties

The Contractor guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. This warranty shall be for a period of one year.

SECTION II

BID FORMS

We herewith submit our bid for the Town of Wayne, Maine full depth reclamation 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
Full Depth Reclamation and Paving Project
BID SHEET

FY 2020

Bidder: _____ Date: _____

<u>PROJECT</u>	<u>BID QUANTITIES</u>	<u>UNIT PRICE</u>	<u>DOLLAR AMOUNT</u>
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Part #1 Full depth, reclamation: (maximum depth 12")

- **Full depth, reclamation**
 Approximate dimensions = 17,617 SY

Total Part #1 Price: _____

Part #2 Paving:

- **Hot mix asphalt, base course**
 Hot mix asphalt, base course of 2" lift of MDOT 19.0mm / B mix.
 Three (3) foot aprons at driveways.
 Estimated tonnage = ##### tons

Subtotal _____

- **Apply tack coat per MDOT Standard Specifications.**

Subtotal _____

- **Hot mix asphalt, surface course**
 Hot mix asphalt, surface course of 1" lift of MDOT 12.5mm / C mix.
 Estimated tonnage = ##### tons

Subtotal _____

- **Cold mix asphalt**
 Install 3" cold mix asphalt
 Three (3) foot aprons at driveways.
 Estimated tonnage = ##### tons

Subtotal _____

- Latex Modified Chip Seal

Subtotal _____

Total Part #2 _____

Total Project Cost:

Total Project Cost _____

The Selectboard reserves the right to waive formalities or reject any or all bids when such action is in the best interest of the Town.

The Contractor shall furnish, to the municipality, a certificate of insurance, with bid form demonstrating insurability.

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"	

To: Wayne Selectboard
From: Aaron Chrostowsky, Town Manager
Subject: July 1, 2019 – March 17, 2020 Year-To-Date Financial Report
Date: March 17, 2020

General Ledger Summary Report

General Fund – General Operating Budget

The town's cash balance meets expectations at this time of year.

The third installment of tax commitment for Real Estate and Personal Property is due in April. 2020 Tax collections meet expectations. The town currently has no tax acquired foreclosures. Town liabilities are minimal.

Ladd Rec Operations - No immediate activity.

Special Revenues – Established accounts for specific program revenues (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes. Town Boat Launch reflects the Town's share of the boat launch extension based on pre-approved arrangement with AYC. All negative balance will be adjusted this month from current operating budget. Soccer, Baseball and Softball has been consolidated at the town level.

Capital Reserves

Reflects funds set aside as part of the budget process for future specific purposes.

The negative balance in the Pettengill Property reflects legal fees. Emergency Management reflects a generator purchase at the LRC. All negative balance will be adjusted this month from current operating budget. Current tax outlays for capital reserve accounts will be transferred in March.

Trusts - Combined trusts reflect trusts consolidated in one bank account for banking efficiencies.

Expense Summary Report

General Administration Salaries are on track. Health insurance costs exceed budget due to coding error LRC Director health insurance expense should be coded to the Recreation line. Computer software licensing was not budgeted in full. Many expenses are paid up front. Rent payments are done once a year. The Copier Lease is overspent due to the new photocopier. Website is overspent due the addition of a new annual expense of survey monkey, drop box, and Grammarly. Computer repair is overspent due to the increased service call and Windows 10 upgrade. Training Expense is overspent. However, due to the coronavirus pandemic much of the expected training has been cancelled, we will be getting refunds. This budget line is way under budget, if you expect professional staff to stay informed. Despite these overages, we should be able to end the fiscal year on track after several budget adjustments.

Debt Service principal and interest is paid in full for the year based on approved payment schedule.

Elections & Hearings are expected to be overspent due to the March Primary and General Referendum election. **General Assistance** will be reimbursing to the town by the State of Maine for 50% of current expenses. **Fire Department** is within current expectations. **Assessing** is within current expectations.

However, there appears to be a coding error between Assessing and Quarter Review. **Animal Control** wages are overspent by \$250. This reflects several big cases, and this is first year in which we compensated the ACO's with their time. **Code Enforcement** is significantly underspent due to the transition in the position. Much of **Public Safety** budget is for Sheriff Department expenses primarily during the summer months. Contractual expenses with budgeted expenses. It appears to be another coding error with Rural Patrol dispatch and PSAP dispatch.

Roads are overspent. However, much of the paving prep was paid through the operating expense. Normally much of the paving prep is paid through capital expense. I will adjust. Crack Sealing is over budget due to excessive need.

Transfer Station is within expectations. The Hazardous Waste collection won't happen until next fiscal year. This will allow us to make some improvements to the landfill cap and remove brush new one of the landfill gates and powerlines. **Outside Agencies** payments on track. Recreation is within expectations. It appears that the Recreation Director Health Insurance is being coded to the General Administration account. It appears a coding error with coding the Friends of Cobbosse Watershed appropriation to KLT. Archival Board hasn't requested their annual appropriation. **Land & Buildings** are over expectations. We had a bat guano problem at the N. Wayne School House that needed abatement. **Capital Reserve Transfers** are expected to be made in April. **Schools** are within expectations. **County tax** payments are overspent by \$405.37. **Overlays** reflect tax abatements that have been approved by the Selectboard. **Selectboard Contingency** reflects board approved expenses not specifically budgeted.

Revenue Summary Report

General Administration - See General Ledger Summary Report for progress on tax commitment payments, currently at 65% of expected budgeted revenues.

General Assistance request will be submitted in May in order to record money by fiscal year end. **Fire Department, Assessing, Animal Control** are within expectations. **Code Enforcement** building permits are on track to meet expectations. Plumbing permits are down due to the transitions in the position.

Roads are within expectation. This reflects state assistance.

Transfer Station reflects funds expensed for transfer station capital reserve account.

Snowmobile reflects a portion of state registrations returned to the town.

Trust and Agencies

Trust and agency checks for 2019 weren't paid and reported timely.

IRS – Some payment were made timely. I have been paid and report. I am working to waive any penalties.

MRS – Some payments were made timely. I am currently reconciling this account.

ICMA-RC (Retirement) – Some payments were made timely. I am currently reconciling this account.

All trust and agency checks for 2020 were paid and reported timely.

**Certificate of Appointment
Elections Clerks
Town of Wayne**

Municipality of: Wayne

The undersigned municipal officers of the Town of Wayne do hereby vote to appoint and confirm the following persons to serve as Elections Clerks, with the terms of office to expire on April 30, 2022.

Elections Clerks (2 Year Term) 2020-2022 Title 21-A, Sec. 503

Ault, Wendy (R)
Ault, Peter (R)
Barrett, Linda (R)
Behrendt, Leo (D)
Bouthot, Sally (R)
Gibson, Lisa (D)
Jackson, Dorothy (D)
Kindig, Linda (R)
Morrill, Margaret (D)
Murray, Michelle (D)
Petell, Bev (D)
Petell, Dave (D)
Reynolds, Joshua (R)
Steele, Alyson (D)
Vautour, Jean (R)

Given under our hands on this 17th day of **March 2020**

The persons listed above have been duly appointed and confirmed as **Elections Clerks**, in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.
Before me,

Town Manager

Town News – April 2020

The Town of Wayne has posted all Town roads for the **mud season**. All overweight trucks will need to get permits at the Town Office to **travel Posted Roads**. During the spring thaw, please use caution while driving on Town roads, water can be on the road, new potholes can form, and thick mud can be present. If you have any road issues, please don't hesitate to contact the Town Office at (207) 685-4983 or towmanager@waynemaine.org.

Your third and final installments of **property taxes** are **due by Wednesday April 1st, 2020 at 5:30 PM**. Interest will begin to accrue on April 2nd, 2020 at 7% per annum.

This month the **Planning Board** will be meeting on **April 1 at 7:00 PM** at the Wayne Elementary School Gymnasium.

This month the **Board of Selectmen** will be meeting on **April 7 and April 21 at 6:30 PM** at the Wayne Elementary School Gymnasium.

Nominations Papers will be available from the Town Clerk for a number of positions on Monday **March 2, 2020**. The following positions will be vacant June 30th, 2020: two Selectboard (3-Year term, Term Expires 2023); one Budget Committee (5-Year term, Term Expires 2025); one RSU#38 School Board (3-Year term, Term Expires 2023) and one Local School Committee (3-Year term, Term Expires 2023); seats are available. All nomination papers are due to the Town Clerk on **Monday April 13, 2020**.

This month the **Budget Committee** will be meeting on **April 14 and April 28 at 6:00 PM** at the Wayne Elementary School Gymnasium.

RSU Board of Directors will be meeting on **April 15 at 6:30 PM** at the Maranacook High School Student Center to approve the school budget.

In observation of **Patriot's Day, Monday April 20, 2020**, the Town Office will be closed.

The Town's **Assessor Agent** Robert Duplisea from RJD Appraisal will be available by appointment on **Monday April 27, 2020** to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

The Town of Wayne has an Animal Control Ordinance that states no domesticated animal, licensed or unlicensed, shall be permitted on Town property (highways, sidewalks, Ladd Recreation Center, parks, footbridge, Wayne Town House, North Wayne School House, Town Boat Launch, Fire Stations, or old Town Office) **without a leash**. The Town provides dog waste bags in the parks around the mill pond, please be courteous of others who use these public facilities and **pickup after your dogs**.

The Selectboard has honored Grace Burleigh with the Wayne Cane. As many of you know, the Wayne Cane is bestowed on the oldest living resident in town. Grace Burleigh is now the oldest living resident, at the age of 100 years old, with the passing of Priscilla Stevenson, the previous Wayne Cane recipient. To see the brief presentation of the Wayne Cane, go to the Town website: www.waynemaine.org/waynecane.

The Memorial Day Committee joins all others in the community in working to protect to health while we continue planning the 2020 commemoration. We recognize that public assembly may be compromised and will be working on alternative ways to participate in the reflections this year, including possibly creating a podcast of planned remarks.



TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Cell (207) 242-5437

Email: manager@readfieldmaine.org

Date: March 10, 2020
To: Readfield Select Board
From: Eric Dyer, Town Manager
Subject: Transfer Station Shut-down and Compactor Replacement

March 7, 2020 Shutdown

The Transfer Station was shut down at approximately 1:30pm on Saturday, March 7, 2020. That morning after just a few use cycles the Main Stream Waste (MSW) compactor began to wrack and make unusual noises. The staff took the compactor out of service and ran the facility using other means of waste collection for several hours, but reached capacity in the afternoon and had to close the facility. Efforts were made to bring in extra containers and get emergency repair services performed but these were not able to be delivered on short notice on a weekend. I apologize for any inconvenience this shutdown caused the residents of Fayette, Readfield, and Wayne. I also want to thank the Transfer Station and Maintenance staff for prioritizing safety at the facility and the best interests of taxpayers by not running broken equipment. This preventing further damage and eliminated the possibility of other serious consequences. It was not an easy call to make, but it was the right one.

Corrective Action

We have had issues with the MSW compactor in the past, as well as with the newer recycling compactor. In most cases the problems have been resolved without the public even being aware there was an issue. This cannot always happen however, and the MWS compactor in particular has been subjected to eighteen years of heavy use. Replacement was planned for later this year but the current situation requires reassessment of this timeline.

On Saturday afternoon and throughout the day today administrative, maintenance, and transfer station staff have worked to do the following:

- Assess the nature of the problem
- Bring the MSW compactor back into service
- Plan for the possibility of another failure
- Move the planned replacement of the compactor up four months

The Problem

The problem with the compactor appears to have been misalignment of the ram, hopper, and /or compactor can. This is likely due in part to freeze-thaw cycles but it is also likely related to extensive wear and tear caused by past use of the backhoe to “pack” the hopper, which damaged both the hopper and legs supporting the compactor. The pictures below were taken today and document the impacts of backhoe teeth and the bucket on the hopper:





The indentation lines, bulging, holes, and split seams in this reinforced steel are almost exclusively the result of extreme pressure from the backhoe bucket on the hopper and supports. The backhoe will not be used to “pack” the hopper in the future. The new JCB backhoe is expected on site sometime this week or next, with a no-cost “loaner” from the supplier arriving tomorrow to fill the current need.

Return to Service

The hopper and ram compartment were leveled and the damaged legs have been replaced or supported with concrete pads and pressure treated wood blocking. The equipment was run this afternoon and was found to be fully functional. The MSW compactor will be back in operation beginning Tuesday, March 9th. The repairs performed by Maintenance Staff are temporary however and should not be relied upon to provide uninterrupted service.

Back-up Plan

We are working with our waste hauler to rent two additional open-top containers to accept waste in the event the compactor fails again. This capacity, in conjunction with a backhoe capable of moving full containers, will ensure that we do not have to close the facility again in the event of a failure. The cost of rentals will be in the range of a few hundred dollars per month. The cost of disposal will not change, but we will have to run many more trips of uncompacted waste to match a single compacted load resulting in far greater hauling costs. These costs can be absorbed for the short-term in the current budget, if necessary.

Compactor Replacement:

We have been planning on replacing the MSW compactor for a few years and have included the cost in the Fiscal Year 2020 - 2021 budget, beginning in July. I am requesting a special meeting of the Solid Waste and Recycling Committee to consider an earlier replacement and the impact on our capital reserves. The situation will also be discussed with the Readfield Select Board on March 16th. It appears as though the best current option is an equipment lease, outside of a special “supplemental” funding request from the member municipalities which is also an option. A quote was requested from Atlantic Recycling Equipment for an in-kind replacement of the compactor and hopper as well as a more appropriately sized “heavy-duty” model. Quotes came in at approximately \$30,000 and \$40,000 respectively, and were confirmed again today. As Atlantic Recycling Equipment has been our sole source supplier of transfer station equipment for the past 20 years, and perhaps longer, I recommend that this relationship continue. I further recommend that we immediately pursue replacement of the existing equipment with the heavy duty compactor model - which is the model proposed in the FY21 budget. I am investigating leasing options and carefully looking at the FY20 and FY21 budgets. As soon as we commit to the purchase we can expect four to six weeks before replacement.

Respectfully Submitted,



Eric Dyer,
Readfield Town Manager and Transfer Station Manager

Spirit of America Foundation – Honoring Volunteerism

Home

Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME in 1990 to honor volunteerism.

The Spirit of America Foundation Tribute is presented in the name of Maine municipalities – and starting in 2020, the Spirit of America Foundation Education Tribute is presented in the name of Maine school districts – to local individuals, organizations and projects for commendable community service.

Since Alma Jones received the first Spirit of America award from Augusta Mayor William Burney on Nov. 26, 1991, the tribute has been presented at 500+ ceremonies!

Spirit of America Foundation gives special thanks to these corporate sponsors: Ballstown Fire Arms, Capitol Chapter MSEA, Gardiner Federal Credit Union, Kennebec Savings Bank, Maine State Credit Union, Sprague & Curtis Real Estate, and Financial Services Agent Shirley Ezzy.

The Beginning

When Maine Governor John McKernan stated, "... I will create within the Executive Department a program to promote volunteerism in Maine" during his January 8, 1987 inauguration speech, Bruce Flaherty immediately thought about the possibility of a new 'Governor's Award for Volunteerism'! Since he has known John McKernan ever since the two were introduced as freshmen classmates at Dartmouth College, Flaherty wrote to Maine's new chief executive suggesting the establishment of a town volunteer recognition program culminating with the presentation of the new award at a state-wide event. Governor McKernan wrote back to Bruce on January 22, 1987, "Your thoughts about fostering greater volunteerism were great! As you know, I am very interested in this area and I have asked my staff to review your ideas and incorporate them into our program."

Although two separate suits brought against Governor John Sununu and the State of New Hampshire in conjunction with that state's volunteer recognition program discouraged the McKernan administration from adopting the ideas, Bruce continued to consider the possibility of a 'universal' volunteer recognition award. Over time it became apparent that a foundation should be established to oversee the presentation of the tribute. The name for that organization 'fell out of the air' when Bruce happened to be reading an article in the Monday, July 2, 1990 issue of the Boston Globe that began, "More than a decade after President Jimmy Carter warned of a crisis in the spirit of America". The phrase 'spirit of America' had a special 'ring' to it! 'Spirit of America Foundation' - a great name!

After an Augusta Kiwanis meeting in Oct., 1990, Bruce met with Fred Hayward, Roger Pomerleau, and Don Taverner to sow the seeds for Spirit of America Foundation. Realizing that three volunteers of the caliber of Roger, Don, and Fred were interested in the proposed foundation's principles, Bruce sensed something 'big' was evolving! Working as a team, the four developed tentative criteria for a 'Spirit of America' award and strengthened the organization in the months ahead.

The first Spirit of America Foundation tribute was presented to Alma Jones by Augusta Mayor William Burney on November 26, 1991! On June 7, 1992 Theresa Weber became the first youth to receive a Spirit of America tribute and 'Merry Christmas' (performed by China's Boynton Webber Post 179 and Auxiliary) became the first project to be recognized with that honor!

Spirit of America Foundation became incorporated with the State of Maine as of Oct. 16, 1990, applied for recognition as a 501(c)(3) public charity status from Internal Revenue Service, and got a letter dated December 13, 1995 from IRS granting the status (still in effect). The Foundation's mailing address is PO Box 5637, Augusta ME 04332.

Every year the Spirit of America Foundation Tribute is presented in the name of 100+ Maine municipalities. In many, Boards of Selectmen choose their town's tribute recipient and honor them at the annual town meeting. Radio personalities Don Brown and Ryan Cote and national trainer Wayne Mitchell have spoken at many Spirit of America events – five times Maine's Governor has attended the annual event recognizing the past year's Spirit of America honorees of all Maine towns!

Website: <https://spiroaft.com/gems/> (last updated: Jan. 13, 2020)

**Town of Wayne
Spirit of America Foundation**

Wayne

Year Awardee

2010 – Wayne Playground Committee

2011 – Jean Dorson

2012 – Wayne Town House Committee

2013 – Peter & Eloise Ault

2014 – Ray Giglio, Bob Stephenson

2015 – Gloria & Lincoln Ladd

2016 – Jane Andrews, Comprehensive Plan Committee, Holly Stevenson

2017 – Robert McKee

2018 – Stephanie Haines, Gary Kenny, Open Space Committee

2019 – Aging at Home Committee

2020 -

Year	Dedicated to
2019	
2018	Wayne Fire Department
2017	Andrew Knight Jr., Elinor Ault, Edwin Baker, Nancy Mullen
2016	Heather Black, Thelma Boynton, Stefan Pakulski, Ronald Merrifield
2015	Thomas Lane
2014	Elois Ault, Jack Mahoney, and Ray Giglio
2013	Margaret Knight; Bea Horne; Betty Bennett; Neala Jennings
2012	Edward Kallop
2011	Christopher Stevenson
2010	Priscilla Stevenson
2009	Peter Ault
2008	Marguerite "Mike" Holbrook & North Wayne School Preservation Committee
2007	Peter Burbank
2006	Lila Gale Lincoln
2005	Sally Towns
2004	WWII Veterans
2003	Peter & Lois Ault
2002	Byron & Keith Bennett
2001	Jean Dorson
2000	Wayne's Most Senior Citizens: Klaus Backmeyer, Anna Eggers, Marion Davenport, Herbert Farnham, Dorothy Reeh, Marguerite Holbrook
1999	Nelson Manter
1998	Clarence Manter
1997	Ted Goucher
1996	Maggie & Joe Tripp
1995	Warren H. Davenport
1994	Laura T. Walton
1993	not dedicated
1992	Donald L. Gatti
1991	Bob & Grace Burleigh
1990	"Maine Street 90" Steering Committee: Ed Kallop, Priscilla Stevenson, Elizabeth Reiter, Don Gatti, Patty Lincoln, Laurel Criss, Holly Stevenson
1989	Robert D. Ault
1988	Nancy Mullen
1987	Andrew Knight Jr. & The Wayne Volunteer Fire Department
1986	George E. Ladd Jr.
1985	Ruth Ault



Death Annual Report

Maine
Department of Health and Human Services

Office of Vital Records

Report Parameters

Beginning Date

01-Jul-2018

Ending Date

30-Jun-2019

Office

Town of Wayne

OFFICE: Town of Wayne

USER: Cathy.Cook

Decedent Name	Age	Resident Town	Town of Death	Date of Death
Butak, Kevin D.	60	Wayne	Augusta	03/03/2019
Carroll, Martha	56	Brighton	Wayne	03/02/2019
Crowley, Wayne Lawrence	83	Wayne	Wayne	05/06/2019
Fitzherbert, Michael Wayne	35	Hartford	Wayne	02/02/2019
Mullen, Sherwood	84	Wayne	Augusta	10/15/2018
Scheibel, Catherine Dorothy	71	Wayne	Augusta	09/10/2018
Total				6