

Town of Wayne Board of Selectmen

MEMBERS: Gary Kenny, Stephanie Haines, Stephen Saunders, Peter Ault and Don Welsh

Meeting Agenda

Date: Tuesday, July 15, 2014

Time: 6:30 PM

Place: Wayne Elementary School – Gymnasium

Call Meeting to Order.

Pledge of Allegiance.

Selectmen Present / Quorum.

Meeting Minutes.

- a. Consider approving of meeting minutes of the Wayne Board of Selectmen – July 1, 2014.

MOTION: Move the Board to approve meeting minutes of the Wayne Board of Selectmen – July 1, 2014.

Warrants.

- a. Consider approving of Accounts Payable Warrant #2.

MOTION: Move the Board to approve Accounts Payable Warrant #2.

- b. Consider approving of Payroll Warrant #3.

MOTION: Move the Board to approve Payroll Warrant #3.

Business Agenda.

- a. **OATH OF OFFICE: SELECTMAN/ ASSESSOR/ OVERSEER OF POOR:**
Gary Kenny (3-Year Term).

- b. **BYLAWS OF BOARD OF SELECTMEN.**

Manager Recommendation: Move the Board to adopt Bylaws of Board of Selectmen.

- c. **Mooring Ordinance**

Manager Recommendation: Discussion Only.

- d. Consider awarding contract to _____ for GIS Mapping Services Project.

Manager Recommendation: Move the Board to consider awarding contract to _____ for GIS Mapping Services Project.

- e. Consider authorizing the Town Manager to proceed with Proposed Technology Replacement Plan–Year 1.

Manager Recommendation: Move the Board to consider authorizing the Town Manager to proceed with Proposed Technology Replacement Plan–Year 1.

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday July 1, 2014
Wayne Elementary School**

Call Meeting to Order/ Selectmen Present

Town Manager determined quorum and called meeting to order at 6:30 PM with the following members present: Stephanie Haines, Stephen Saunders, and Donald Welsh. Peter Ault and Gary Kenny were absent.

Others Present: Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk

Audience: Bruce Burleigh, Peter Davis, Joel Ellis, and Taylor Stevenson

Pledge of Allegiance

Business Agenda

- a. Oath of Office: Selectman/Assessor/Overseer of Poor: Donald Welsh (3-Year Term)
- b. Election of Chair & Vice-Chair. Move to nominate Stephanie Haines for Chair for the present meeting. (Saunders/Welsh) (3/0) Move to nominate Gary Kenny for Chair. (Saunders/Welsh) (3/0) Move to nominate Stephanie Haines for Vice- Chair. (Saunders/Welsh) (3/0)
- c. The Board was moved to adopt Bylaws of Board of Selectmen. (Saunders/Welsh) (3/0)
- d. Motion was made to adopt the Manager recommended Selectboard Meeting Schedule including Dates/Tine/Place for Fiscal Year 2014-2015. (Saunders/Welsh) (3/0)
- e. Motion was made to adopt Order of the Municipal Officers, Pursuant to 36 M.R.S.A. SS 906. (Saunders/Welsh) (3/0)
- f. **Public Hearing: Adoption of the Maine Municipal Association Model Ordinance General Assistance Appendices (A-C) for the period of July 1, 2014 to July 30, 2015, as revised June 2014.**
Move the Board to enter Public Hearing: Adoption of the Maine Municipal Association Model Ordinance General Assistance Appendices (A-C) for the period of July 1, 2014 to July 30, 2015, as revised June 2014. (Saunders/Welsh) (3/0)

Move the Board to close Public Hearing: Adoption of the Maine Municipal Association Model Ordinance General Assistance Appendices (A-C) for the period of July 1, 2014 to July 30, 2015, as revised June 2014. (Saunders/Welsh) (3/0)
- g. **Adoption of the Maine Municipal Association Model Ordinance General Assistance Appendices (A-C) for the period of July 1, 2014 to July 30, 2015, as revised June 2014.** (Saunders/Welsh) (3/0)
- h. The Board was moved to award contract to Horne Construction for \$19,760. for Berry Road Reconstruction Project. (Saunders/Welsh) (3/0)
- i. The Board was moved to award contract to Pike Industries for \$332,436. For Full-depth Reclamation and Paving Project. (Saunders/Welsh) (3/0)
- j. The Board was moved to authorize the Town Manager to post Notice for Invitation to Bid for General Obligation Bonds. (Saunders/Welsh) (3/0)

- k. The Board was moved to authorize the Town Manager to post Notice for Invitation to Bid for General Obligation Bonds. (Saunders/Welsh) (3/0)
- l. The Board was moved to authorize the Town Manager to proceed Proposed Land & Building Capital Reserve Fund Projects
- m. Resident Peter Davis presented material and information suggesting a mooring ordinance in Wayne. Bruce Burleigh, Androscoggin Yacht Club Commodore and Joel Ellis, Androscoggin Yacht Club Mooring officer, stated they will look at issues presented, and stated they have already moved a few moorings away from Davis property shoreline.
- n. The Board agreed to vote for MMA's Legislative Policy Committee.
- o. Update on Pettingill matter.

Meeting Minutes

- a. A motion was made to approve the meeting minutes of the Board of Selectmen meeting on June 17, 2014. (Saunders/Welsh) (3/0)

Warrants

- b. The Board approved Warrant #1 (Payroll) in the amount of \$37,051.19. (Saunders/Welsh) (3/0)
- c. The Board approved Payroll Warrant #50 (Accounts Payable) in the amount of \$161,026.32. (Saunders/Welsh) (3/0)

Supplements / Abatements: None

Town Manager News: See this year

Board Member Reports: None

Public Comments: None

Adjourn.

Motion to Adjourn at 8:25 PM. (Saunders/Welsh) (3/0)

The next Select Board Meeting is scheduled for Tuesday, July 15, 2014 at 6:30 p.m. at the Wayne Elementary School Gym.

Recorded by:
Cathy Cook, Town Clerk

Select Board Members

Gary Kenny

Stephanie Haines

Stephen Saunders

Peter Ault

Don Welsh

TOWN OF WAYNE, MAINE BYLAWS OF THE BOARD OF SELECTMEN

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board of Selectmen (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. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice-Chair to be chosen annually at the first Board meeting in July by and from among Board members. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, 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 Chair, the Vice-Chair shall preside and shall have the same authority. Notwithstanding the presence of the Chair, the Selectmen may, by unanimous consent, authorize the Vice-Chair to preside at that Board meeting. In that instance the Vice-Chair is to have and exercise any and all authority conferred upon the Chair. In a situation where the Chair and the Vice-Chair of the Board are absent, the Board shall appoint by affirmative majority vote of its members present, a temporary Chair of the Board to serve until such time as the Chair or Vice-Chair returns to the Chair. The temporary Chair is to have and exercise any and all authority conferred upon the permanent Chair. The Town Clerk 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 4. Meetings

Regular meetings of the Board should be held every other Tuesday at 6:30 PM or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member at least twenty-four hours in advance, whenever possible, and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law. The Town Manager or designee will post all meeting notices at the following locations:

1. Wayne Post Office;
2. Wayne General Store;
3. Town Office;
4. North Wayne building; and
5. Town of Wayne website.

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 or without a quorum consisting of a majority of the Board being present. The regular order of business at meetings shall be as follows:

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Selectmen Present / Quorum.
4. Meeting Minutes.
5. Warrants.
6. Business Agenda.
7. Supplements / Abatements.
8. Town Manager Report.
9. Board Member Reports.
10. Public Comments.
11. Adjourn.

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA § 405 and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The motion to go into executive session must indicate the precise subject matter although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process. The motion also must "include a citation of one or more sources of statutory or other authority that permits an executive session for that business". The motion must carry by at least 3/5 of the members present. No topic other than that referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

Section 5. Public to Address Board

The Select Board encourages citizens of the Town of Wayne to attend Board meetings, conducted at the Town Office at 6:30 Tuesday evenings, which are open to both the press and the public except during executive sessions. Executive sessions, which usually occur at the end of a meeting, deal with topics that the open discussion of which may potentially harm the Town, affected individuals or both, or are authorized/mandated by state law. The Select Board follows state law with regard to executive sessions. The Board encourages residents to bring issues of concern or interest of an individual or of the community to the attention of the Select Board. Citizen involvement in Town governance enhances the sense of community that makes Wayne a great place to live, work, and visit. Select Board meetings follow an agenda, which lists the issues the Board will address. The Board wants to hear from citizens and recognizes one way for residents to participate is to speak out in the "Public Communications" sections of each Select Board Meeting. The Select Board also recognizes that efficient, productive and orderly meetings are essential to ensure full and fair consideration of agenda subjects at each meeting. To balance these two interests, the Select Board adopts this Policy to govern the "Public Comments" agenda item of the meetings.

Citizens will be allowed to comment on each agenda, with comments pertaining only to the item being discussed before final action is taken. Comments will be limited to three to five minutes.

There will be one "Public Comments" segment at each regularly scheduled Select Board Meeting at the end of the meeting. Each "Public Comments" segment is limited to fifteen minutes, allowing three (3) minutes per person. Repeat speakers shall be allowed to speak again after anyone wishing to speak has done so and we are still in the fifteen minute allotted time frame. The full fifteen minute time interval will not be reserved for potential discussion. A citizen who is present at the meeting may request the Select Board to extend the Public

Comments time, with the Select Board voting on the amount of time and either accepting or rejecting the additional time allocation requested.

All public comments or questions shall be directed to the Chairperson, who will recognize each speaker in turn. Remarks may not exceed three minutes per speaker. Each speaker must identify him/herself and the group he/she represents, if applicable. Speakers may not "read into the record" remarks prepared for or directed to another person or entity. This segment of the agenda is intended for brief, usually informal, discussions.

A speaker requesting to present a more formal or comprehensive discussion may request in advance to be on the agenda for that evening. To request to be on the agenda, one should contact the Town Manager by Tuesday noon prior to the following scheduled Select Board Meeting. The "Public Comments" segment is not an appropriate time to request an interpretation and/or decision of the Select Board. All reasonable requests will be considered, but it will be at the Select Board Chairperson's discretion whether to allow an agenda item, depending on the nature of the request and the time available at a specific meeting. Any request to be on the agenda denied by the Chairperson of the Board, may be brought forth before the entire Select Board during Public Comments time for the entire Select Board to review. If a motion is made and passes to add the item to a future agenda, the Chairperson will add it to the agenda within the next two scheduled Select Board meetings.

The Select Board will not accept written materials distributed at a Select Board meeting, other than petitions submitted in accordance with state law. Individuals or groups must submit written materials for the Board's attention to the Chairperson of the Select Board, no later than noon on the Monday before the next scheduled Select Board meeting. The Chairperson shall provide to the Town Manager any written materials received from the public for distribution to all Board members.

Individuals or groups who desire a response from the Select Board are advised to contact the Town Manager and all Select Board Members to request placing an item on the Board's agenda for discussion or submit a letter rather than relying on a "Public Comments" session. The Select Board shall note any concerns, questions, comments and communications from the public and possibly address at a following meeting. The Chairperson also could direct the individual or group to an appropriate resource for further information. The Select Board will not enter into debate with the public on a topic but may provide factual information regarding the substance of a comment or ask clarifying questions. Following the meeting, the Chairperson, on behalf of the Select Board will submit contact information (if provided) for the member of the public who asked a question or provided a comment to the appropriate resource for further information, if needed.

Questions about Town affairs and criticisms or concerns about Town policies, actions, or programs are welcome, provided they do not become personal.

No personal attacks on any individual or firm, including Town employees, Town officials, or members of the public, will be tolerated during any meetings. Please direct concerns about Town officials to the Chairperson of the Select Board outside the public meeting. Complaints concerning any employee of the Town, other than the Town Manager, shall be directed only to the Town Manager and are not permitted to be publicly discussed, pursuant to Maine Labor Laws. Complaints involving the Town Manager shall be directed to the Select Board for consideration, but are not permitted to be publicly discussed pursuant to Maine Labor Laws.

The Select Board vests in its Chairperson the discretion to terminate any remarks if the speaker does not adhere to this policy. At any time, remaining Select Board members may call a point of order and ask the Chairperson to address any individual(s) that are not abiding by this policy. This pertains to the public, Select Board Members, and all Town employees.

Section 6. Workshop Sessions

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

Section 7. Agenda Items

All agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager three working days prior to any regular or special meeting. The Town Manager will draft the agenda and obtain the Chair's approval before distribution. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The Chair may present the matter to be considered by the Board, with a majority vote of Board members present required for it to be included on the agenda.

Section 8. 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.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rule of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 9. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its membership unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

Those present, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

Section 10. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:30 p.m.

Section 11. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

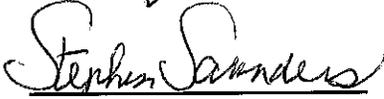
Section 12. Waivers; Amendments

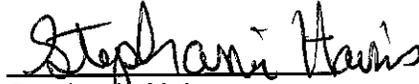
These bylaws, or any provisions thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Board.

RULES OF PROCEDURES ADOPTED BY THE BOARD OF SELECTMEN ON JULY 30, 2013 BY:


Gary Kenny


Carroll Paradis


Stephen Saunders


Stephanie Haines


Peter Ault

Attest:
Aaron Chrostowsky, Town Manager

Last Updated: 7/2013

To: Wayne Board of Selectmen
From: Aaron Chrostowsky, Town Manager
Re: Local Mooring Ordinance
Date: 7/14/2014

I spoke to George Powell, Director, Boating Facilities Division regarding Peter Davis concerns regarding the Androscoggin Yacht Club moorings.

See enclosed email from George Powell.

- **Mooring placement:**
Navigational Aids Rules (see enclosed Sec. III. 5. A.) state moorings must be within 200 ft. from shore or 1/3 distance depending on the distance across the cove as to not to interfere with navigation (see enclosed maps).
- **# of mooring per shorefront owner**
State law (see enclosed Title 38 Waters and Navigation §3 Mooring sites), limits one mooring per landowner only if a local mooring ordinance is in place. If no local mooring ordinance can have any number of moorings on the Great Pond as long as lake is navigable.

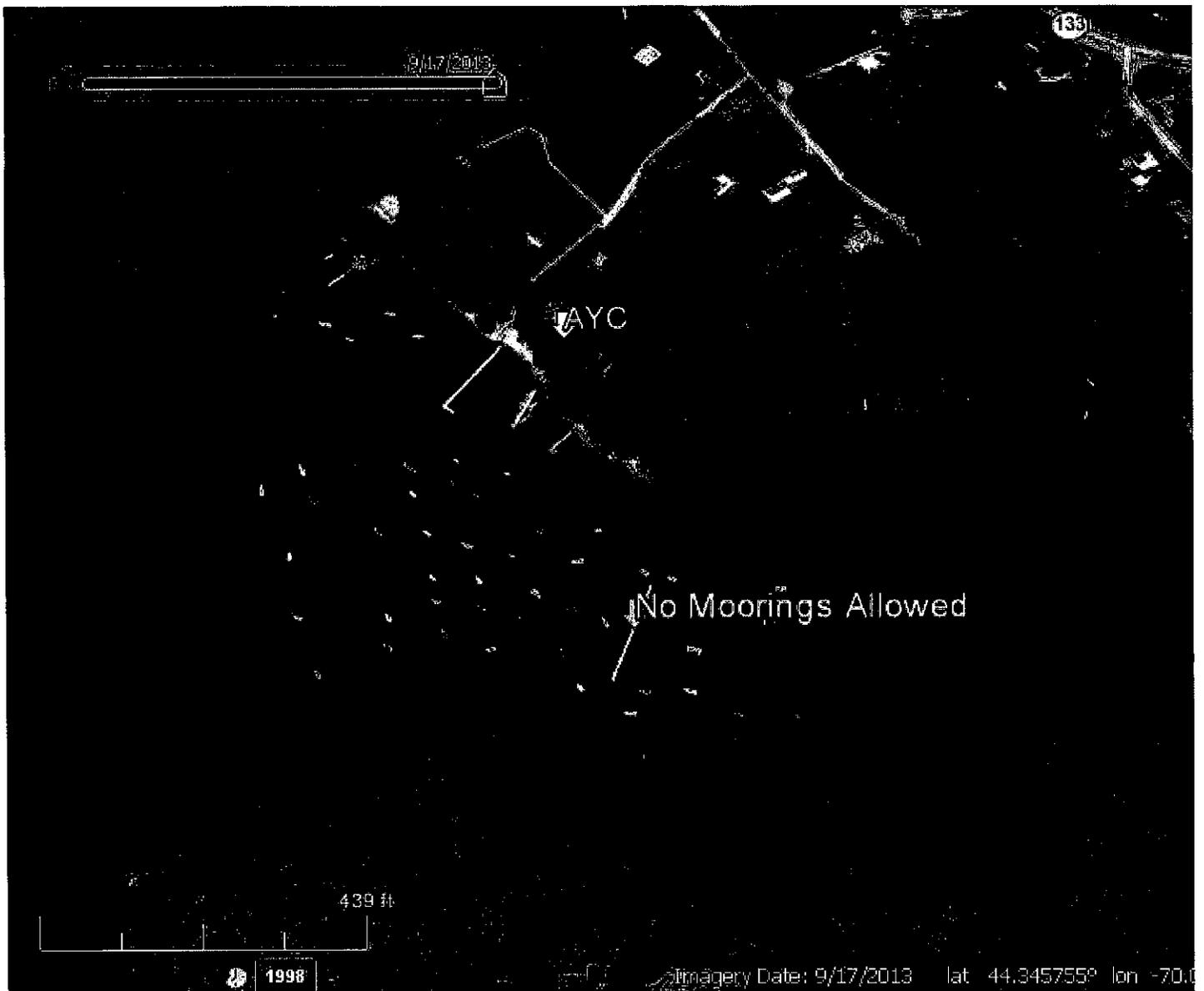
It seems that individual mooring at the Yacht Club are in violation of the State Navigational Aids Rules. As explained these violations are civil. However, the State doesn't really have an enforcement arm for these type of violations.

I think our best bet is to work with the State to move the moorings out of the channel.

From: Powell, George <George.Powell@maine.gov>
Sent: Thursday, July 10, 2014 4:06 PM
To: townmanager@waynemaine.org
Subject: Moorings
Attachments: 059c003.doc; 38 MRSA Section 3.pdf

Aaron,
Attached are copies of:

1. Navigational Aids Rules (see Section III. 5. a.),
2. Aerial showing my interpretation of our mooring restrictions, and
3. State law limiting the way a harbor master can allocate mooring.



With regards to the aerial map, in some cases the 200 ft. restriction would apply and in others the 1/3 distance applies depending on the distance across the cove.

The state law states that if a harbor master is allocating moorings, he can only issue one per waterfront property unless he goes through a prescribed allocation process.

I will get you more information on the Submerged Lands Rules and Regulations.

George Powell, Director
Boating Facilities Division
Bureau of Parks & Lands
Department of Agriculture, Conservation and Forestry
22 SHS
Augusta, ME 04333
207.287.4964
Fax 287.8111

See State-owned and State-sponsored boating facilities on Google Earth at
<http://www.maine.gov/doc/parks/programs/boating/googlemaps.html>

townmanager@waynemaine.org

From: Powell, George <George.Powell@maine.gov>
Sent: Friday, July 11, 2014 10:46 AM
To: townmanager@waynemaine.org
Subject: RE: Moorings

Aaron,

I spoke with our Submerged Lands Program and they advise that they do not regulate the placement of buoys, so all that applies appears to be my program's Navigational Aids rules and 38 MRSA Chapter 1, Subchapter 1.

George Powell, Director
Boating Facilities Division

From: Powell, George
Sent: Thursday, July 10, 2014 4:06 PM
To: 'townmanager@waynemaine.org'
Subject: Moorings

Aaron,

Attached are copies of:

1. Navigational Aids Rules (see Section III. 5. a.),
2. Aerial showing my interpretation of our mooring restrictions, and
3. State law limiting the way a harbor master can allocate mooring.

<< File: 059c003.doc >> << File: A.jpg >> << File: 38 MRSA Section 3.pdf >>

With regards to the aerial map, in some cases the 200 ft. restriction would apply and in others the 1/3 distance applies depending on the distance across the cove.

The state law states that if a harbor master is allocating moorings, he can only issue one per waterfront property unless he goes through a prescribed allocation process.

I will get you more information on the Submerged Lands Rules and Regulations.

George Powell, Director
Boating Facilities Division
Bureau of Parks & Lands
Department of Agriculture, Conservation and Forestry
22 SHS
Augusta, ME 04333
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See State-owned and State-sponsored boating facilities on Google Earth at
<http://www.maine.gov/doc/parks/programs/boating/googlemaps.html>

04 DEPARTMENT OF CONSERVATION
059 BUREAU OF PARKS & LANDS
Chapter 3: MAINE STATE AIDS TO NAVIGATION SYSTEM

SUMMARY: These rules present a uniform system for the buoying of the Maine Waters.

MAINE STATE
AIDS TO NAVIGATION SYSTEM
DEPARTMENT OF CONSERVATION
BUREAU OF PARKS & LANDS
BOATING FACILITIES DIVISION

The Director, Maine Bureau of Parks and Lands, as authorized by Title 12 MRSA, Section 1894, adopts the following Rules and Regulations.

The Maine State Aids To Navigation System is the basic system of waterway markers used on state waters as recommended by the U.S. Coast Guard for the purpose of minimizing hazards to navigation.

Maine cooperates in this nationwide marking system to insure that these buoys and markers will have the same meaning in all states. The system is consistent with the International Association of Lighthouse Authorities (IALA) Maritime Buoyage System (Region B) and is compatible with existing U.S. Coast Guard regulations.

SECTION 1 - GENERAL

A. PURPOSE

The waterway marking system of this State, "Maine State Aids To Navigation System (M.S.A.T.N.S.)," has been developed to guide the watercraft operator by:

1. Delineating safe boating channels;
2. Indicating the presence of either natural or artificial obstructions and hazards;
3. Marking restricted or controlled areas;
4. Providing directions.

The Director of the Bureau of Parks and Lands shall decide when, in his/her opinion, hazards to navigation exist and mark the waters of the State, within the resources and funds available, by placement of aids to navigation and regulatory markers on the waters consistent with the rules provided in Title 12 MRSA, Section 1894.

The Director, Maine Bureau of Parks and Lands, as authorized by Title 12 MRSA, Section 1894, adopts the following Rules and Regulations.

C. DEFINITION OF TERMS

Certain terms, as used in these Rules and Regulations, are defined as follows:

AGREEMENT OF ASSISTANCE. A written agreement whereby an organization or political subdivision may assist the State in waterway marking.

AID TO NAVIGATION OR AID. A waterway marker placed in, on, or near the water, designed to indicate a channel or the presence of a navigational hazard.

BEACON. Any device designed in a fixed manner in the water or adjacent land (structure constructed of pilings, etc.), which is used to convey a message of Navigational Aid to watercraft operators.

BOATING PUBLIC. Those persons who trade and/or travel by passenger craft, yachts, houseboats, fishing boats, motorboats, sail boats, personal watercraft and other watercraft, whether or not operated for hire or profit.

BUOY. Any device designed to float, anchored in water and is used to convey a message, the exception being a mooring buoy, which is used to moor a watercraft.

BUREAU. The Bureau of Parks and Lands, Maine State Department of Conservation.

DISPLAY AREA. The area on a buoy or sign used for display of a water marker symbol and /or pertinent boating information.

FAIRWAY. A navigable channel in a restricted area of a water body which may or may not be marked with channel markers.

FREE NAVIGATION. The right of the boating public to utilize a water body subject only to those restrictions imposed by legal authority.

GREAT POND. Any natural body of water ten (10) acres or larger or any artificial body of water thirty (30) acres or larger.

MOTORBOAT. Any watercraft, including airmobiles, equipped with propulsion machinery of any type, whether or not the machinery is the principle source of propulsion, is permanently or temporarily attached, or is available for propulsion on the watercraft.

NAVIGATION HAZARDS. Any obstructions to navigation submerged in or floating on the waters of the State occurring either naturally or placed in or on the waters by individuals.

ORGANIZED SWIM AREA. Any developed swim area, especially those areas developed by summer camps, community organizations and other shoreline owners, which is enclosed by line floats and delineated by at least two "Swim Area" markers at the outer off shore bounds.

PERMIT, STATE (Waterway Marking). Written consent of the State, given for the placement and maintenance of navigational aids or regulatory markers.

REGULATORY MARKERS. Waterway markers placed in, on, or near the water to indicate or convey: Danger, Restricted or Controlled areas and/or information.

SHORELINE. The demarcation between land and water at any specific time. The shoreline will vary as the water elevation fluctuates.

SIGN. A device for carrying a message which is attached to another object such as a buoy, beacon structure, post, piling, or the land itself.

SKI JUMP, WATER. Structure to allow water skiers to leave the normal water surface, placed on the surface of the waters of the State and anchored to the bottom.

SKI SLALOM COURSE, WATER. Buoyed course through which water skiers zigzag.

SWIMMING AND DIVING FLOATS. Any floating structure for swimming and/or diving, placed on the surface of the waters of the State and temporarily or permanently anchored to the bottom.

SYMBOLS. Figures, geometric in shape, such as a diamond, circle, rectangle, square, or other as deemed necessary, used to convey information.

WATERCRAFT. Any type of floating vessel, boat, canoe, or craft used or capable of being used as a means of transportation on water other than a sea plane.

WATERS OF THIS STATE. All inland waters and all coastal waters within the jurisdiction of the State of Maine.

WATER SAFETY ZONE. That area of water within 200 feet of any shoreline, whether the shoreline of the mainland or of an island. The State does not normally buoy hazards within this zone except when marking a channel or critical, high traffic areas.

WATERWAYS. Water, navigable in fact, which, by itself, or by uniting with other waters, navigable in fact, forms a waterway on which watercraft may travel.

WATERWAY MARKER. Any device designed to be placed in, on, or near waters of this State, to convey an official message to a watercraft operator on matters which may affect health, safety or well-being.

SECTION II - REGULATIONS

A. EFFECTS OF REGULATIONS

The Director of the Bureau of Parks and Lands may make rules for the uniform marking of the water areas of this State not otherwise regulated, through the placement of aids to navigation and regulatory markers. No city, county or person shall mark the waters of this State in any manner conflicting with the marking system prescribed by the Director of the Bureau of Parks and Lands.

B. VIOLATIONS OF RULES AND REGULATIONS

Whoever violates any of the rules and regulations or any notices posted by the Bureau of Parks and Lands at public boat launch facilities, or who willfully mutilates, defaces or destroys any notice, monument or marker lawfully erected within or adjoining the borders of these public facilities shall be guilty of a Class E Crime.

Whoever marks waters contrary to the rules established by the Director of the Bureau of Parks and Lands shall be guilty of a Class E crime.

Whoever moors a watercraft to any buoy, beacon or permanent structure placed by the State or any organization authorized to place markers by permit in waters of this State, or in any manner makes fast thereto, shall be guilty of a Class E crime.

Whoever intentionally destroys, defaces, damages, moves off station or sinks any buoy, beacon or marking device either floating on the waters of the State or permanently fixed to the land or structures adjacent to the water areas of the State,

placed by the State, or any organization authorized to place markers by permit, shall be guilty of a Class E crime.

C. DISTRICT AND SUPERIOR COURTS HAVE CONCURRENT JURISDICTION

The District Court and the Superior Court shall have concurrent jurisdiction in all prosecutions under any provision of this chapter. Any person arrested as a violator of said chapter may be taken before the District Court in the division where the offense was committed, or in any adjoining division. Jurisdiction in such cases is granted to the District Court to be exercised in the same manner as if the offense had been committed in that division.

SECTION III - SYSTEM OF AIDS TO NAVIGATION & WATERWAY MARKERS

The Maine State Aids To Navigation System (M.S.A.T.N.S.) has been developed to guide the watercraft operators on waters of this State.

State waterway markers shall not normally be placed within the Water Safety Zone (200 feet or less from any shoreline), except when marking channels or hazards to navigation in critical high traffic areas. Floating State waterway markers normally will mark hazards covered by less than four (4) feet of water at low water during the boating season. (Typically from Memorial Day to October 1st each year.)

The M.S.A.T.N.S. consists of five (5) types of markers:

1. Lateral types of Aids to Navigation;
 2. Safe water markers;
 3. Inland waters obstruction markers;
 4. Regulatory and Information markers;
 5. Other waterway Marking Devices and Waterborne Structures.
1. Lateral type aids to navigation mark defined channels. They define the port and starboard sides of a route to be followed and their most frequent use is to mark the sides of a channel. The coloring and numbering of Lateral aids are determined by their position with respect to the navigable channel, as such channels are entered and followed upstream or toward the head of navigation. There are two (2) distinctively colored aids used to indicate the sides of a channel.
 - a. Solid Colored GREEN Aids (All Green Can) shall indicate that side of a channel to be kept to the left (port side) of a watercraft when proceeding

upstream or returning from the main water body. Go between all-green aid and a companion all-red aid. The green aid is used together with the all-red aid to mark the entrance of a channel. While traversing the remainder of said channel, all-green aids shall be kept on the same side of the watercraft as indicated by placement of aids at the entrance to the channel.

- b. Solid Colored RED Aids (All Red Nun) shall indicate that side of a channel to be kept to the right (starboard side) of a watercraft when proceeding upstream or returning from the main water body.

Go between all-red aid and a companion all-green aid. The red aid is used together with the all-green aid to mark the entrance of a channel. While traversing the remainder of said channel, all-red aids shall be kept on the same side of the watercraft as indicated by placement of aids at the entrance of the channel.

2. Safe water markers indicate that there is navigable water all around the marker. Their most frequent use is to indicate fairways or mid-channels.
 - a. A RED and WHITE Vertically Striped Aid shall mark the Fairway or center of a channel. Watercraft can safely pass close by either side of these markers when following them in sequence. Stripes shall be of approximately equal width and marker shall display red spherical topmark.
3. Inland waters obstruction markers indicate that the hazard extends from the nearest point of land to the buoy.
 - a. BLACK and WHITE Vertically STRIPED Aids shall mark obstructions extending from the nearest shore to the aid and shall indicate to a watercraft operator not to navigate between the aid and the nearest shore. The number of stripes is discretionary, provided the white stripes are twice the width of the black stripes.
4. Regulatory and Information Markers are used to alert the watercraft operator of the existence of dangerous areas, restricted or controlled areas, and which provide general information and directions.

All regulatory waterway markers shall be colored white with orange color bands and symbols. Symbols (geometric shapes) shall be placed between horizontal colored bands of a marker body and shall be colored orange.

Authorized symbols and their meanings are as follows:

- a. A vertical open-faced diamond symbol to mean DANGER. The nature of the danger may be indicated by words and/or well-known abbreviations in

black block letters above, below or beside the symbol in the white background. Some examples of words that may be used are: "Hazard Area," "Shallow Area," "Rock," or "Dam."

- b. A vertical open-faced diamond symbol having a cross centered within the diamond indicates that all watercraft are excluded from the marked area. All motorboats must KEEP OUT. The nature of the restriction may be indicated by words and/or well-known abbreviations in black block letters above, below, or beside the symbol in the white background. Some examples of words that may be used are: "Swim Area," "Water Intake," or "Area Closed."
 - c. A circular symbol indicates that a watercraft operated in the marked area is subject to certain operating CONTROLS or RESTRICTIONS. The nature of the controls or restrictions shall be indicated by words, numerals, and/or well-known abbreviations in black block letters inside or beside the circle. Extra explanation may be given above, below, or beside the symbol in the white background. Some examples of words that may be used are: "Headway Speed Only," "Safety Slow Zone," or "No Ski." Note - Not all restricted or controlled areas are marked by buoys.
 - d. A square or rectangular symbol to give INFORMATION or DIRECTIONS. The information shall be indicated by words and/or well-known abbreviations in black block letters above, below, beside or inside the symbol in the white background.
5. Other waterway marking devices and anchored or stationary waterborne structures:

In the interest of safety and uniformity, anyone placing any of the following types of waterway marking devices or waterborne structures in or on State waters must comply with State regulations. In addition, no object may be placed in State waters in a marked channel or a Fairway or in a manner that would impede access to a public boat launch facility or deny the right of Free Navigation.

- a. **MOORING BUOYS:** To avoid mistaking mooring buoys for aids to navigation or regulatory markers, they shall be colored white with a single BLUE horizontal band clearly visible above the water line. No mooring may be installed so that it or the object moored thereto extends beyond the water safety zone (200 feet from any shore) or one-third the distance to the opposite shore, whichever is less.
- b. **ORGANIZED SWIM AREA, MARKING OF:** All organized swim areas must be enclosed with line floats (alternate colored white and orange or alternate colored white and blue) to delineate the limits of said area, and

must be marked at the outer offshore bounds by at least two (2) Swim Area markers, i.e. Regulatory Waterway Markers with the vertical open-faced diamond symbol, having a cross centered in the diamond and the words SWIM AREA to indicate that all motorboats must keep out of the area. No swim area may extend beyond the water safety zone (200 feet from any shore) or one-third the distance to the opposite shore, whichever is less. A State Permit is not necessary to establish an organized swim area.

- c. FLOATS - SWIMMING AND DIVING: No such structure will be anchored or moored beyond the Water Safety Zone (200 feet from any shore), or one-third the distance to the opposite shore, whichever is less.
- d. SKI SLALOM COURSE, WATER: All water ski slalom courses shall be marked with RED and YELLOW, minimum nine (9) inch spherical markers and arranged in compliance with the American Water Ski Association Regulations for slalom courses. No part of a water ski slalom course shall be within the Water Safety Zone (within 200 feet of any shoreline) unless authorized to do so by the Maine Dept. of Inland Fisheries and Wildlife.
- e. SKI JUMP, WATER: All water ski jump structures will be equipped with orange reflectors or reflecting tape visible from all sides. Any such structure anchored beyond the water safety zone (200 feet from any shore) between the hours of sunset and sunrise, shall be illuminated with a single white light showing all around the horizon.
- f. REGATTA, WATERWAY PARADE, RACE AND/OR EXHIBITION MARKERS: Whoever wishes to hold or initiate an organized Regatta, Waterway Parade, Race or Exhibition on State waters must receive authorization to do so from the Maine Department of Inland Fisheries and Wildlife, Registration Information, Augusta, Maine 04333 and comply with the regulations contained herein for the specific type of marker or structure concerned.
 - 1. Permanent Race Course Markers: Race Course markers shall be colored white with orange horizontal bands and display an orange colored triangular pennant. The alternate white and orange bands (white band uppermost) shall be of four (4) inch height, and that portion of a marker must extend a minimum of two (2) feet above the waters' surface. Pennants for these markers must be orange in color, triangular in shape.
 - 2. Temporary Regatta, Waterway Parade, Race and/or Exhibition Markers: Any markers placed in, on, or near State waters incidental to an authorized Regatta, Waterway Parade, Race or Exhibition,

shall comply with the following regulations: Markers shall be of the "Regulatory" type, with circular symbol indicating a controlled area, with proper wording affixed, i.e. Regatta Area, Parade Route, Boat Race, etc. The length of time these markers shall be permitted may not exceed forty-eight (48) hours prior to or following the scheduled event. All authorized races must use race course markers as depicted in the preceding paragraph.

- g. **DIVERS' FLAGS or DIVERS' SIGNS:** This Waterway marker shall, when displayed on the water, either from a float or watercraft, indicate the presence of diving activities in the immediate water area, and shall be displayed only when diving activities are actually in progress.

Watercraft operators shall remain at least one hundred (100) feet from any diver's flag or sign and exercise every precaution while in the area.

The diver's flag or sign shall be of a RED color with a WHITE diagonal stripe running from the upper left-hand corner to the lower right-hand corner (on a flag, from the mast head to the lower outside corner of the fly).

- h. **BRIDGE CLEARANCE LIGHTS:** where needed or desired on bridges, these shall be fixed (constant rather than flashing) RED lights marking the boundary or margin of each side of the channel, with a fixed single GREEN light placed over the center of the safe channel so as to indicate the maximum vertical clearance at that point.
- i. **ORGANIZED CAMP PERIMETER MARKERS:** may be utilized by organized camp owners in waters adjacent to their waterfront property. This waterway marker is used as a cautionary device to alert vessel operators of the camp's existence. Perimeter markers shall be a regulatory type marker, which indicates control or restriction. The word SLOW shall be printed within the circle symbol, ORG'D printed over the symbol and CAMP printed under the symbol.
- j. **SPECIAL PURPOSE MARKERS:** Markers for special purposes shall be colored as follows:

SEAPLANE LANDING AREAS OR MILFOIL AREAS. When marked shall be marked with SOLID YELLOW buoys. These markings have no significance as regards safe waters for the operation of watercraft, other than to inform the watercraft operator that seaplanes may be operating in the area or the existence of other special features.

BAIT TRAPS: shall be WHITE in color and shall be identified as to ownership. From ice out to ice in; A baitfish trap buoy or baitfish holding

box buoy placed or located within the inland waters of the State must be a minimum of four (4) inches in diameter and Twelve (12) inches in height and be covered with a reflective coating that is visible from all sides and covers a minimum of 25% of the visible surface area of the buoy.

When a regulatory marker consists of a square or a rectangular-shaped sign displayed from a buoy or structure, the sign shall be white with an orange colored border. When a diamond or circular geometric shape is associated with the meaning of the marker, it shall be centered on the signboard.

- D. **REGULATORY BUOY BANDS:** Buoys used to display regulatory markers shall have a clearly visible orange colored band near the TOP and at the BOTTOM of the buoy. The bottom band should be visible above the buoys' waterline. The white portion between the bands will be used to display the appropriate symbol and wording, if any.
- E. **REFLECTORS OR REFLECTIVE MATERIALS:** shall be used on all navigational aids and regulatory markers. When used on markers having lateral (channel) significance, GREEN reflectors or retro-reflective materials shall be used on solid colored green markers; RED reflectors or retro-reflective materials shall be used on solid colored red markers; WHITE reflectors or retro-reflective materials shall be used for all other markers, except that orange reflectors or retro-reflective materials may be used on the orange portions of regulatory markers and yellow reflectors or retro-reflective materials may be used on all special purpose markers.
- F. **LIGHTING OF AIDS TO NAVIGATION AND WATERWAY MARKERS:** Navigational aids, when lighted, shall conform to the following: lights on solid colored markers shall be regularly flashing, regularly oscillating or equal interval lights. For ordinary purposes the frequency of flashes will not be more than 30 flashes per minute (slow flashing). When it is desired that lights have a distinct cautionary significance, as at sharp turns or sudden constrictions in the channel or to mark artificial or natural obstructions, the frequency of flashes may not be less than 60 flashes per minute (quick flashing).

Colors of lights shall be GREEN light on solid colored green markers, a RED light on solid colored red markers and WHITE or AMBER lights for all other markers.

- G. **SPECIAL LIGHTING REQUIREMENTS:** Whenever a structure (anchored or stationary) is erected in a position on or adjacent to the edges of navigable channels or fairways or beyond the "Water Safety Zone" (200 feet from any shore), the Bureau may require lights to mark such structures when, in its judgment, lights are necessary for the safety of the boating public.

SECTION V - PRIVATE PERMITTED WATERWAY MARKERS

- A. **AUTHORIZATION:** To place any navigational aid or regulatory marker on, in, or near waters of this State, written authorization must first be obtained through the Maine Department of Conservation, Bureau of Parks and Lands, under its State Permit System.

The provisions of the above paragraph shall not apply to aids to navigation under the jurisdiction of the United States Coast Guard, nor to those aids and markers which come under the political subdivision paragraphs of this section.

- B. **POLITICAL SUBDIVISION AUTHORITY:** Title 12 MRSA Section 1894; If the Bureau of Parks and Lands, after written request from the governing body of any city or town, either declines to mark a waterway or is unable to mark a waterway, then the governing body of the city or town may mark hazards to boating on that waterway within its jurisdiction. The Bureau of Parks and Lands shall be deemed to have declined to mark a particular waterway if the Bureau does not respond to a written request within thirty (30) days of its receipt.

The Bureau of Parks and Lands may at any time reverse a decision not to mark a certain waterway or portion of that waterway and replace any existing markings in accordance with the rules of uniform marking promulgated by the Bureau.

- C. **PRIVATE PERMITTED NAVIGATIONAL AIDS AND REGULATORY MARKERS:** A Lake Association, organization or political subdivision may be authorized by State Permit to construct, place, and maintain aids to navigation and/or regulatory markers in/on State waters.

Those desiring a State Permit must comply with the following regulations:

1. Obtain form WM-11 from the State Bureau of Parks and Lands, Navigational Aids Program;
 2. All markers must conform to the Maine State Aids To Navigation System Rules and Regulations; Regulations governing specific markers can be found in Section III and IV of these Regulations.
 3. Inspection - All permitted waterway markers shall be maintained in proper condition and location, or be replaced or removed. The organization shall inspect the location and condition of markers regularly, at least every three (3) weeks, to assure they are in position, and keep a record of these verifications. Failure to keep written verifications shall be sufficient reason for the cancellation of this permit and removal of markers.
-

MAINE UNIFORM STATE WATERWAY MARKING SYSTEM

STATUTORY AUTHORITY: 12 MRSA §1894

EFFECTIVE DATE:

June 1, 1976

RE-ADOPTED:

July 1, 1979

REPEALED AND REPLACED:

November 13, 1989

EFFECTIVE DATE (ELECTRONIC CONVERSION:

May 4, 1996

NON-SUBSTANTIVE CORRECTION:

August 7, 1997 - (10) added to definition of "Great Pond."

AMENDED:

July 20, 1999 - also converted to MS Word format; renamed chapter to MAINE STATE AIDS
TO NAVIGATION SYSTEM.

NON-SUBSTANTIVE CORRECTIONS:

November 9, 1999 - minor punctuation and formatting.

AMENDED:

November 4, 2001

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§2

Title 38: WATERS AND

§3-A

NAVIGATION

Chapter 1: OPERATION OF VESSELS

Subchapter 1: HARBOR MASTERS

§3. Mooring sites

In all harbors wherein channel lines have been established by the municipal officers, as provided in section 2, and in all other coastal and tidal waters, harbors and great ponds where mooring rights of individuals are claimed to be invaded and protection is sought of the harbor master, the harbor master shall assign and indicate only to the masters or owners of boats and vessels the location that they may occupy for mooring purposes and shall change the location of those moorings from time to time when the crowded condition of that harbor or great pond, the need to conform to section 7-A or other conditions render the change desirable. [1991, c. 838, §16 (AMD).]

Unless permitted by an ordinance adopted under section 3-A, mooring assignments may not be transferred. Assignments may not be rented unless the provision for rental was part of the agreement when the mooring was assigned. [1991, c. 685, §1 (AMD).]

Assignment of these mooring privileges does not confer any right, title or interest in submerged or intertidal lands owned by the State. To the extent that there is any inconsistency between this subchapter and any law that establishes or otherwise provides for a port authority, board of harbor commissioners or similar authority for any coastal waters of the State, that inconsistency must be resolved in favor of this subchapter. [2003, c. 660, Pt. A, §23 (AMD).]

Whenever practicable, the harbor master shall assign mooring privileges in those waters where individuals own the shore rights to a parcel of land, are masters or owners of a boat or vessel and are complainants, and shall locate suitable mooring privileges therefor for boats and vessels, temporarily or permanently, as the case may be, fronting their land, if so requested, but not to encroach upon the natural channel or channels established by municipal officers; provided that not more than one mooring may be assigned to any shorefront parcel of land under this privilege. Notwithstanding section 11, persons who, prior to January 1, 1987, owned shore rights of at least 100 feet of frontage regardless of the size of the lot have mooring privileges assigned according to this section. The limitation of one mooring assigned under this privilege does not prevent the owner of a shorefront parcel from receiving additional mooring assignments under the allocation system for all other residents.

[2003, c. 660, Pt. A, §23 (AMD).]

A harbor master may refuse to assign mooring privileges to any vessel or boat owner or master who has not paid any fee, charge for services, forfeiture or penalty levied pursuant to this subchapter. [1987, c. 655, §3 (NEW).]

Municipalities may not charge mooring fees for and do not have jurisdiction over the siting or specifications of structural moorings used to secure aquaculture equipment within the boundaries of a lease site when that site's lease is issued pursuant to Title 12, section 6072, 6072-A or 6072-B. [2003, c. 660, Pt. A, §23 (NEW).]

Municipalities have jurisdiction over boat and vessel moorings within the boundaries of a lease site when that site's lease is issued pursuant to Title 12, section 6072, 6072-A or 6072-B. A municipality may not charge a mooring fee for a boat or vessel within the boundaries of a lease that is inconsistent with that municipality's other mooring fees for commercial vessels. [2003, c. 660, Pt. A, §23 (NEW).]

SECTION HISTORY

1987, c. 412, §§3,8 (RPR). 1987, c. 655, §3 (RPR). 1991, c. 685, §1 (AMD). 1991, c. 838, §16 (AMD). 2003, c. 660, §A23 (AMD).

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§6

Title 38: WATERS AND NAVIGATION

§7-A

Chapter 1: OPERATION OF VESSELS Subchapter 1: HARBOR MASTERS

§7. Relation to other laws

Nothing in this subchapter may be construed to be a limitation on the authority of municipalities to enact ordinances to regulate the assignment or placement of moorings and other activities in their harbors. These ordinances may include, but are not limited to: A process for assigning mooring privileges and determining the location of moorings; a waiting list for the assignment of mooring privileges; a fee schedule; construction standards for moorings; time limits on the mooring of vessels; a process for appeals from decisions of the harbor master; provisions that recognize that mooring privileges in lawful existence on the effective date of an ordinance may be preserved or continued after adoption of that ordinance, the location and use to be determined by the harbor master or other appropriate local authority; and provisions that establish a harbor commission or committee to administer the ordinance or ordinances and oversee the duties of the harbor master. Regulations adopted by the municipal officers under section 2 remain in effect unless the municipality's legislative body enacts an ordinance pertaining to the same matter pursuant to the Constitution of Maine, Article VIII, Part 2, and Title 30-A, section 3001. [1997, c. 89, §1 (AMD).]

SECTION HISTORY

1985, c. 692, §§2,4 (NEW). 1987, c. 412, §§6,8 (AMD).
1987, c. 655, §5 (RPR). 1997, c. 89, §1 (AMD).

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§7

Title 38: WATERS AND NAVIGATION

§8

Chapter 1: OPERATION OF VESSELS Subchapter 1: HARBOR MASTERS

§7-A. Waiting lists; nonresident moorings

1. Waiting lists. If a municipality receives more applications for mooring privileges on state-owned lands that are controlled by its rules or ordinances than there are mooring spaces, the municipality shall assign spaces as they become available from a waiting list or lists according to its rules or ordinances, except as provided in this section. Waiting lists in effect at the time that this section becomes law may continue in effect, but persons shall be selected from those lists in accordance with the allocation provisions of this section. If at the time a person applies for a mooring there is no waiting list, this person may be assigned a mooring without regard to the allocation provisions of this section.

[1987, c. 655, §6 (NEW) .]

2. Allocations to nonresidents. If there are applicants who are nonresidents who wish to moor a vessel the principal use of which is noncommercial and less than 10% of the moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list. If there are applicants who are nonresidents who wish to moor a vessel the principal use of which is commercial and less than 10% of the assigned moorings are currently assigned to persons fitting this description, the next mooring available shall be assigned to the first such person on the list. If both nonresident noncommercial and nonresident commercial assignments are below 10% and there are both types of applicants on the waiting list, the available space shall be assigned to an applicant in the category that is the farthest below 10%. The burden of proof in determining residence and the principal use of a vessel shall be upon the applicant.

Each year, persons with mooring assignments shall report to the harbor master their anticipated residency status for the next year and whether they anticipate the principal use of their boats to be commercial or noncommercial. The harbor master shall update the percentage of mooring holders in each category from this data.

It is not a requirement of this section that a person lose a current mooring assignment to meet the objectives of this section.

Shorefront property owners shall be assigned mooring privileges as established in section 3.

If the mooring fee charged to nonresidents exceeds \$20 a year, the fee

charged shall be reasonable in relation to the costs involved in providing that mooring and shall not exceed 5 times the amount charged to residents.

This subsection shall be construed broadly in order to accomplish the distribution of moorings to nonresidents as specified in this section.

[1987, c. 655, §6 (NEW) .]

SECTION HISTORY
1987, c. 655, §6 (NEW).

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Title 38: WATERS AND NAVIGATION

§9

Chapter 1: OPERATION OF VESSELS Subchapter 1: HARBOR MASTERS

§8. Waiting list

Whenever there are more applicants for a mooring assignment than there are mooring spaces available, the harbor master or other town official shall create a waiting list. The town officials shall work out a reasonable procedure for persons to add their names to this list. The procedure shall be posted in a public place. The list shall be considered a public document under the freedom of access law. [1987, c. 412, §§ 7, 8 (NEW).]

SECTION HISTORY
1987, c. 412, §§7,8 (NEW).

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NAVIGATION

Chapter 1: OPERATION OF VESSELS

Subchapter 1: HARBOR MASTERS

§11. Definitions

As used in this subchapter, unless the context otherwise indicates, the following terms have the following meanings. [1991, c. 548, Pt. D, §9 (AMD).]

1. Municipal resident. "Municipal resident" means any person who occupies a dwelling within the municipality for more than 180 days in a calendar year. A municipality may by ordinance include other persons in the definition of resident.

[1987, c. 412, §§ 7, 8 (NEW) .]

2. Parcel of land. "Parcel of land" means the larger of the minimal buildable lot size in the municipality or 20,000 square feet and, in either case, including 100 feet of shoreline frontage.

[1987, c. 412, §§ 7, 8 (NEW) .]

3. Watercraft. "Watercraft" means any type of vessel, boat, barge, float or craft used or capable of being used as a means of transportation on water other than a seaplane.

[1987, c. 412, §§ 7, 8 (NEW) .]

SECTION HISTORY

1987, c. 412, §§7,8 (NEW). 1991, c. 548, §D9 (AMD).

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7 State House Station
State House Room 108
Augusta, Maine 04333-0007

To: Board of Selectmen
From: Aaron Chrostowsky, Town Manager
Re: GIS Mapping Services
Date: July 14, 2014

If you recall the Board of Selectmen authorized the Town Manager to distribute and post an invitation for bids of the GIS Mapping Services Project at our June 17, 2014 meeting.

As a result I proceeded to advertise this project by posting the notice in Kennebec Journal and on the Town website.

Also, I mailed a set of the specifications to a number of suitable firms specializing with GIS Mapping in Maine (See attached list).

The Town received four conforming bids (all complete bid forms including insurance).

The following contractors bid on the project (See attached handout):

- Timmons Group, Richmond, VA \$9,500 / \$11,000
- GeoMorrow, Houston, TX \$14,950
- 39° North, Bloomington, IN \$15,500
- CAI Tech., Littleton, NH \$16,600 / \$17,850
- FutureNet Group, Detroit, MI \$64,979*

*Non-conforming, didn't provide insurance.

Despite low bids from GeoMorrow and 39° North the annual maintenance cost was either too high or not defined enough.

Timmons Group is an out of state firm with a lot of experience with this work. They have the capabilities to do this project. However, I am concerned about their distance, no Maine clients or experience with TRIO software.

CAI Technologies is a New England based firm with strong Maine roots. They have a lot of experience with TRIO and have a number of Maine clients. Their annual cost is less than Timmons Group.

After speaking with all contractors, I am pleased to recommend CAI Technologies, Littleton, NH for the GIS Mapping Services Project.

Funds to pay for this project would come from the Town's GIS Mapping Services Project Capital Reserve Fund.

**Town of Wayne, ME
GIS Mapping Services
2014 Bids**

	Timmons Group Richmond, VA	GeoMorrow Houston, TX	39° North Bloomington, IN	CAI Tech. Littleton, NH	FutureNet Group Detroit, MI
Update MEGIS Level III Parcel Layer	\$ 2,500	\$ 2,000	\$ 1,500	\$ 2,800	\$ 13,986
Tax Map Text Conversion Services	\$ 2,500	\$ 5,525	\$ 7,500	\$ 8,000	\$ 6,993
Create Digital Zone Map	\$ 1,500	\$ 925	\$ 1,500	\$ 2,500	\$ 23,000
Develop Online GIS App	\$ 3,000	\$ 6,000	\$ 5,000	\$ 3,300	\$ 18,000
Optional Secure Staff Access	\$ 1,500	\$ 500	\$ -	\$ 1,250	\$ 3,000
Total	\$9,500 / \$11,000	\$ 14,950	\$ 15,500	\$16,600 / \$17,850	\$ 64,979
Annual Hosting Service/ updates	\$3,000	\$100 / hr.	\$ 10,000.00	\$1,800/\$2,700	N/A
Insurance	Yes	Yes	Yes	Yes	No
Trio	No	No	No	Yes	No
Maine Clients	No	No	No	Yes	No
Local administration	No	No	No	Yes	No



11 Pleasant Street, Littleton NH 03561
P (603) 444-6768 / (800) 322-4540
F (603) 444-1366
cai-tech.com

July 10, 2014

Mr. Aaron J. Chrostowsky
Town Manager
Town of Wayne
48 Pond Road
Wayne, ME 04284

Dear Mr. Chrostowsky:

We are pleased to enclose herewith a completed copy of the GIS Mapping Services Bid Form and our proposal for requested GIS services in accordance with your request received on June 18, 2014. We believe you will find our proposal very responsive to your request and are confident that we have the skills and experience necessary to provide the Town with professional services necessary to meet your current needs.

Given our experience providing these services to hundreds of municipal communities throughout New England, combined with our understanding and proven success implementing successful local government GIS, we will provide the best possible parcel mapping and GIS solutions for the Town. Our goal is not simply to be a vendor, but to work with you to implement GIS in your community in a responsible manner and provide GIS solutions based on your needs. Our Query Manager Online platform, contracted in more than 150 local governments, is designed as a scalable solution that grows with the client needs. Further, our team of highly qualified technical staff are ready to assist you with additional GIS application and data development services and system implementation.

Thank you again for the opportunity to provide the enclosed Proposal. We appreciate your consideration and if necessary, will be happy to come to Wayne to discuss our proposal and answer any questions. We look forward to developing a long term, mutually beneficial relationship with the Town.

Sincerely,

A handwritten signature in black ink that reads 'Aaron Weston'.

Aaron Weston, CMS, GISP
Business Development Manager

AW/sr
Attachment

**MAPPING AND GIS
DEVELOPMENT SERVICES
FOR THE
TOWN OF WAYNE, MAINE**

Submitted: July 10, 2014 by:



Technologies

Precision Mapping. Geospatial Solutions.

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cai-tech.com

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Enclosure: TOWN OF WAYNE, MA - BID FORM

FIRM BACKGROUND

CORPORATE INFORMATION

Cartographic Associates Inc., dba CAI Technologies, located at 11 Pleasant Street, Littleton, New Hampshire, is a for profit Corporation, subchapter S, incorporated in the State of New Hampshire, since 1985, and registered to do business in Maine, Connecticut, Vermont, Massachusetts, Rhode Island, Pennsylvania, New York, and New Jersey. CAI's Federal Id is 02-0387285 and owners are Franco Rossi, Tim Fountain and Sean Fairhurst. CAI has been in business for nearly 30 years and has the financial resources to complete this project on-time and within budget.

EMPLOYEE RESOURCES

Our firm, and more importantly our individual staff members, have the experience that will assure products and services delivered that are second to none. CAI currently employs 14 professional full time staff, more than one third of which have been employed at CAI for more than 15 years and most having cross training in several areas. Due to this cross training, our staff members have experience in multiple disciplines which at any given time allows for eight AutoCAD technicians, five GIS analysts, two application developers, six project mappers, three database technicians, two QA/QC specialists, three project managers, two reprographic technicians, two GPS field data collectors, and three administrative staff. CAI has the qualified staff necessary to handle many projects of differing requirements at any given time, often working on dozens of projects at varying stages within a week. These include software application development and support, browser GIS implementation, data conversion, software installation and training, GPS data collection/integration, municipal-wide mapping, planning map development, and annual maintenance for assessors/planning/street numbering mapping systems.

SUMMARY OF RELEVANT AND PERTINENT MAPPING/GIS EXPERIENCE

Originally a mapping and survey company, CAI began its move into the GIS arena in 1988. CAI is now a full service mapping and GIS consulting firm that provides services to local, regional and state governments and maintains an ongoing professional relationship with nearly 400 municipalities throughout the Northeastern United States. CAI prides itself as an experienced Esri silver tier Business Partner, offering full service data development & management services, specializing in a multitude of geospatial implementation and solutions services.

Our application development services include those focused on Public Works Information Management, Assessing, Planning, Emergency Services, GPS data collection and full data integration services. CAI has years of experience hosting and provisioning open standards web-based mapping applications for cost effective data distribution solutions. The combination of close to thirty years experience in municipal parcel mapping along with a solid understanding of and experience in successfully implementing GIS technologies in virtually all municipal departments provides us a unique advantage over our competitors. We listen to our clients, understand their needs and implement leading geospatial technologies to provide cost effective solutions.

CLIENT REFERENCES AND PROJECTS

CLIENT INFORMATION	CLIENT PROJECTS
Acton, ME Jennifer Roux Town Clerk/Tax Collector/Office Mgr. 207.636.3131 x 401	New town wide parcel mapping, including record research (2005) Annual map maintenance services (ongoing since 1997) Query Manager Online (ongoing since 2006) GPS data collection (ongoing since 2008) Addressing & Dispatch Mapping (ongoing since 2009)
Barrington, NH John Scruton Town Administrator 603.664.7395	Town wide parcel mapping, including record research (2004) Annual map maintenance services (ongoing since 2004) Query Manager Online service (ongoing since 2011) GPS data collection (ongoing since 2005) Addressing & Dispatch Mapping (ongoing since 2008)
East Haven, VT Jim Wiggins Lister 802 467-3772	Map development, GIS development, Ongoing maintenance as needed
Hampton, NH Edward Tinker Assessor 603.929.5914	Digital conversion (1996) Annual map maintenance service (ongoing since 1997) Query Manager Online (ongoing since 2011) Query Manager Desktop GIS Application (ongoing since 2006)
Hardwick, VT Alberta Miller Town Clerk 802-472-5971	Map conversion, GIS development, Query Manager Online Service, Ongoing maintenance
Lunenburg, VT Patricia Scott Town Clerk 802-892-5959	Map conversion, GIS development, Ongoing maintenance
Lyndon, VT Kelly Harris Lister 802-626-1270	Map conversion, GIS development, Query Manager Online Service, Ongoing maintenance
Maidstone, VT Susan Irwin Town Clerk 802-676-3210	Map conversion, GIS development, Ongoing maintenance
Morristown, VT Mr. Charles McArthur Lister 802-888-6371	Map conversion, GIS development, Query Manager Online Service, Ongoing maintenance
North Haven, ME Tammy Brown Assessors' Agent 207.867.4433	Annual map maintenance services (ongoing since 1998) New town wide mapping, including record research (contracted 2014) Query Manager Online service (contracted 2014)

Raymond, NH Ernest Creveling Community Development Director (603) 895-4735 Ext. 117	Annual map maintenance services (contracted 2014) Query Manager Online service (ongoing since 2013)
Rochester, NH Thomas Mullin City Assessor 603.335.7590	City wide parcel mapping, including record research (1992) Annual map maintenance services (ongoing since 2004) Query Manager Online service (ongoing since 2013)
St Johnsbury, VT Diane Perkins Assistant Clerk Treasurer 802-748-4331 Linda Colby Assessor 802-748-4272	Map conversion, GIS development, Query Manager Online Service, Ongoing maintenance

SCOPE OF WORK

UPDATE MEGIS LEVEL III PARCEL LAYER

1. Using information from the TOWN's hard copy Tax Maps current to 4/1/2014, CAI shall update the MEGIS level III geodatabase file current to 4/1/2014.
2. CAI shall ensure compliance with the MEGIS Level III Parcel Standard when updating the geodatabase with lot line adjustments, mergers and new parcels or easements shown on the Tax Maps.

TAX MAP TEXT CONVERSION SERVICES

1. CAI shall digitize, configure, and adjust the Town of Wayne's existing tax map text a.k.a. property map or assessment map text to correctly align with the Level III compliant MEGIS parcel layer. CAI shall download the most current copy of the Level III parcel data from the Maine Office of GIS website prior to digitizing the text.
2. Text, if shown on the existing maps, to be reproduced shall include all text as follows:
 - Road names
 - Water names
 - Easement names
 - Parcel numbers
 - Parcel areas
 - Dimensions
 - Adjacent town names
 - Exempt parcels
 - 'Part of text'

3. Digital Drafting Standards

The intent of CAI's service is to convert and reconfigure the existing tax map text to coincide with any changes associated with the parcel map recompilation effort performed as a part of the MEGIS statewide parcel fabric project. The resulting digital product will support modifying a single data set for future tax map and GIS data maintenance services.

All text is set to conform to standard cartographic practices. Text will be added to the geodatabase using our standard templates to set the text size, font, color, and symbol for each feature. If a text height must be reduced, it will be dropped to accommodate the cartographic need.

4. All text shall be digitized using ArcGIS software, in a professionally acceptable format, per the standards previously listed in Item 3.
5. CAI shall generate new tax maps matching the TOWN's existing map grid layout.
 - A. The TOWN's existing tax map Index will be digitized and used for tax map production to ensure that parcels are shown on the correct maps.
 - B. CAI shall configure an ESRI ArcGIS v. 10 x tax map plotting .mxd document using Data Driven Pages. This document will be used to create hard copy and PDF tax maps. The maps will contain standard map features such as a legend, north arrow, TOWN seal, adjacent sheet index, map disclaimer and date of revision.

- C. CAI shall configure an additional ESRI ArcGIS v. 10 x .mxd document designed for reproducing the TOWN's index map. The index map will include features and labels for the tax map grid, roads, railroads, water, and adjacent municipalities.
- 6. CAI shall develop a preliminary tax map set in PDF format for review and acceptance prior to final delivery. Changes to the maps should be noted either in the PDF document or the TOWN can print the PDF maps and note changes on the hard copies prior to sending them back to CAI. CAI staff will incorporate the changes noted by the TOWN prior to final delivery.

CREATE DIGITAL ZONE MAP

- 1. Using the Town's existing zoning map CAI shall digitize the zone polygons to align with the updated geodatabase parcel layer.
- 2. Each zone polygon shall be attributed with the Zone type.
- 3. Resulting polygon layer shall be delivered in ESRI shapefile format.
- 4. A new Zone Map shall be created and delivered in PDF format and plotted on a D size paper.

QUERY MANAGER ONLINE GIS APPLICATION

1. Product Overview:

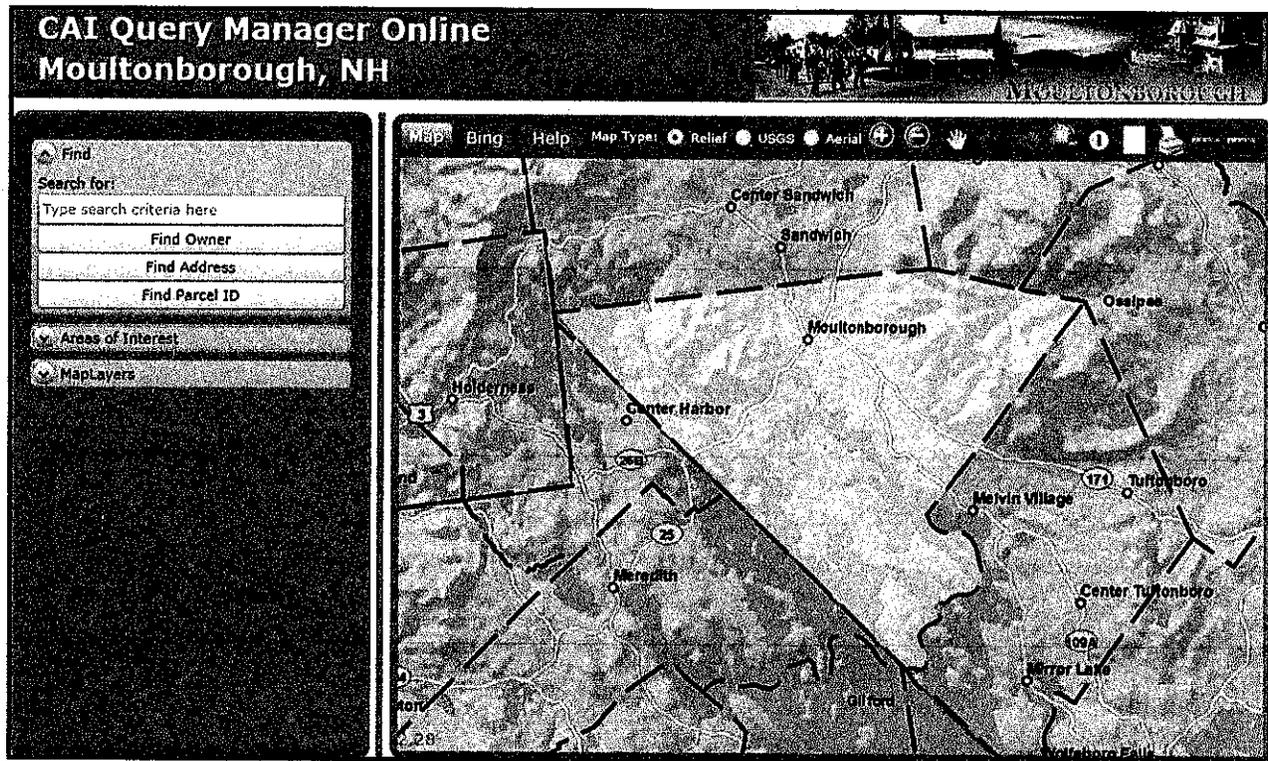
Query Manager Online is an Internet-based service for communities and businesses that want to publish their GIS online. Query Manager Online is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public.

Query Manager Online clients pay no software fees, no annual software maintenance fees, and very low setup costs. Query Manager Online even provides the web server. By relieving most of the expense, Query Manager Online enables the people behind the data to focus on why their GIS is on the Internet in the first place.

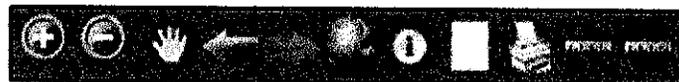
Query Manager Online is helping communities put their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration, and creating a connection between TOWN government, local businesses, and communities.

2. Functionality Overview:

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



The TOWN's Query Manager Online website will include the following tools:



Zoom-In Tool allows the user to focus on a specific, smaller area on the map. Click and drag a rectangle surrounding the area you want to zoom into.

Zoom-Out Tool allows the user to focus on a larger area on the map. Click the Zoom-Out tool and then click on the map near the center of the larger area you are interested in seeing.

Pan Tool allows the user to click and drag the view of the map in any direction.

Zoom Previous Tool allows the user to quickly zoom to the previous map extent.

Zoom To Full Extents Tool allows the user to quickly reset the map view to the original map extent.

Identify Tool allows the user to click on a parcel and receive information about that parcel. This tool is useful in receiving ownership information.

Clear Selection Tool allows the user to clear the selected map features(s).

Print Map Tool allows the user to generate a printable PDF map.

Measure Area Tool allows the user to click three or more locations on the map to identify the area between clicks.

Measure Line Tool allows the user to click two or more locations on the map to identify distances between clicks.

Find Property Function enables the user to find parcels by owner name, by address or by parcel identifier, depending on the data available. The user types the information in the **Search for** dialog box and clicks the appropriate button to execute the search.

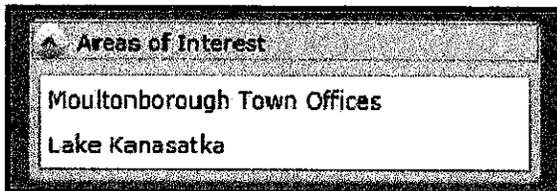
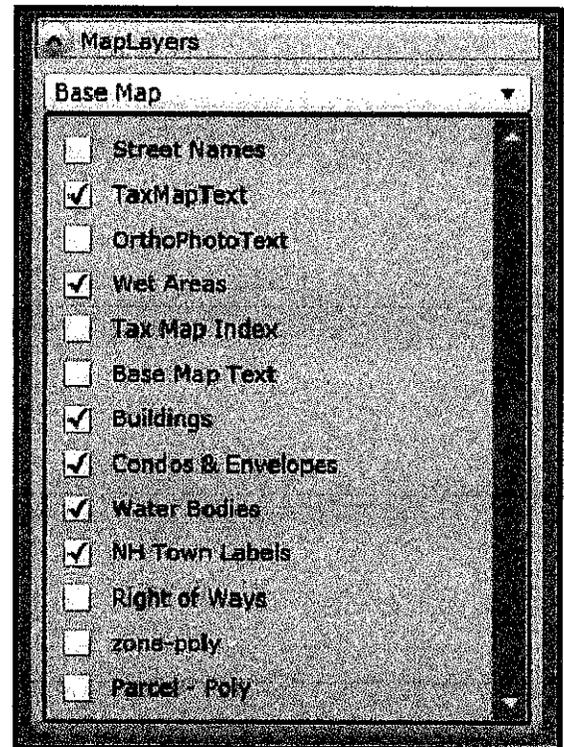
The screenshot shows a 'Find' dialog box with a search field containing 'smith'. Below the search field are three buttons: 'Find Owner', 'Find Address', and 'Find Parcel ID'. Below these buttons is a table with two columns: 'Parcel ID' and 'Owner'.

Parcel ID	Owner
217031000	SMITH FAMILY 1995 REAL
219008000	GOLDSMITH 2001 CHILDR
219012000	SMITH FAY C TRUST 2000

Find Abutters Function enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report and/or Mailing Labels formatted to Avery 5160 labels by clicking the appropriate button.

The screenshot shows the 'Abutters Tools' dialog box. It has a 'Property Information' section with a photograph of a house. Below the photo are buttons for 'Report' and 'Mailing Labels'. At the bottom, there is a 'Distance (ft):' field with the value '5' and a 'Select' button.

The **Map Layers** expander allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The user also has the ability to access **“Quick Maps”** from the Maps Layers tab. This function provides quick and easy access to a set of predefined map layers that are already set up with display properties. The ability to utilize this function depends on the municipality's available data.



Area of Interest function provides the ability for the user to quickly zoom to an area on the map. Once the particular Area of Interest is selected, the map will refresh to that particular area of TOWN.

There are several other notable features to Query Manager Online. These include:

- **Bing Maps Tab:** This function allow the user to access the Microsoft Bing Maps interface directly from within the Query Manager Online website.
- **Map Type Selector:** This function allows the user to select the type of background map to view in the Query Manager Online website. Depending on the map scale, the user can select a relief, USGS, Aerial or parcel background map.
- **Maps Printing Utility:** This utility allows the user to design the map prior to generating a PDF map to print or save to the local computer. The user can enter a custom map title, define the printed map scale and select the map print quality. The user also has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation.

- Help Tab: This window is designed to provide assistance to users while accessing the Query Manager Online website. This is an interactive website page that includes help topics for the functions within the user interface.
- Building Photos & Associated Documents: This function allows users the ability to access building photos and/or documents related to particular properties. This functionality depends on the available data for the TOWN, how it is stored and the data format. CAI can work with the TOWN to determine if and how this functionality can be used within the Query Manager Online.

3. Initial Internet/GIS Setup Services

CAI shall incorporate selected TOWN data into the Query Manager Online Internet application. The total size of all data to be incorporated as part of this agreement shall not exceed 40 Gigabytes. Additional memory space may be purchased for \$250 per 10 gigabytes per year.

4. Publish the Town's GIS to the Internet

- CAI shall publish the TOWN's GIS data to the Internet.
- CAI shall notify the TOWN of the Internet Address (URL). This address can be added to the TOWN's web page, if appropriate, or used internally over the TOWN's Intranet.
- All GIS data published under this project shall be accessible using the current versions of Microsoft's Internet Explorer, Chrome, Firefox or Safari web browsers over cable, DSL, or T1 (or greater) internet connections.

5. GIS Data Update:

CAI shall refresh the GIS data on the Query Manager Online website annually. Should the TOWN be using CAI's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data.

6. Attribute Data Update

CAI shall design and create a Data Processing Utility for the TOWN to use for periodic upload using an export file(s) from the CAMA system to a secure online database accessed by the Query Manager Online website.

It is the TOWN's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the Query Manager Online website.

7. General Conditions

CAI shall provide the Query Manager Online service to the TOWN with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the TOWN can access the TOWN data.

In order to provide the TOWN with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug

fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

8. TOWN Support

CAI shall provide telephone, fax, and email support services concerning Query Manager Online to the TOWN. These services can be used to answer usage and technical questions.

CAI shall respond to any TOWN alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

OPTIONAL QUERY MANAGER ONLINE ADDITIONAL FUNCTIONALITY

SECURE STAFF SITE(S)

CAI shall provide the TOWN with up to five (5) separate secure ArcGIS Server Map Services configured for access through encrypted username & password authentication. The secure Map Service(s) allows for password-protected access to a specific set of geographic data layer(s), documents and/or attribute data within the community.

TOWN RESPONSIBILITIES

The TOWN shall appoint a contact person to serve as project liaison between the TOWN and CAI.

The TOWN shall provide to CAI a complete set of Tax Maps current to 4/1/2014.

The TOWN shall provide a current assessment database export in either .txt or .dbf format to be used for GIS database linking.

The TOWN shall provide to CAI documentation that supports link error resolutions.

The TOWN shall provide comments and or changes to the preliminary tax maps within thirty (30) days of receipt.

After the TOWN has been notified that the Query Manager Online application is on-line, the TOWN has thirty (30) days from the date of notification to examine the site and to request changes.

DELIVERABLES

1. CAI shall deliver one (1) complete set of preliminary b/w tax maps in PDF format.
2. CAI shall deliver one (1) complete set of final b/w tax maps in PDF format.
3. CAI shall deliver one (1) complete set of full size b/w paper tax maps.
4. CAI shall deliver one (1) complete set of reduced size b/w paper tax maps.
5. CAI shall deliver a Zoning layer in shape file format.
6. CAI shall deliver a new Zone Map plotted on D size paper.
7. CAI shall deliver copy of the new Zone Map in PDF format.
8. CAI shall provide the TOWN with a copy of all digital data developed as part of this project. Final delivery product will be in Esri ArcGIS format suitable for use with Esri's latest version of ArcGIS. The TOWN shall own all digital data created specifically for this project.
9. CAI shall provide its Query Manager Online GIS Service.

GUARANTEE

CAI shall guarantee all maps, indexes, and information generated against any errors or omissions for one (1) full year from the date of delivery. Any errors detected by the TOWN and brought to CAI's attention shall be immediately corrected at no additional cost to the TOWN. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

TIMING

UPDATE MEGIS LEVEL III PARCEL LAYER, TAX MAP TEXT CONVERSION, AND DIGITAL ZONE MAP

CAI shall complete the MEGIS Level III Parcel Layer Update, Tax Map Text Conversion, and Digital Zone Map services within ninety (90) days of receipt of a fully executed contract and hard copy Tax Maps current to 4/1/2014.

TAX MAP DELIVERY

CAI shall deliver updated Tax Maps within ninety (90) days of completion of the parcel layer update and Tax Map text conversion.

QUERY MANAGER ONLINE GIS SERVICES

All CAI Query Manager Online setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the TOWN's GIS data, shall be completed within ninety (90) days of completion of the parcel layer update and tax map text conversion phase.

Internet access to the TOWN's Query Manager Online will begin within ninety (90) days of completion of the parcel layer update and tax map text conversion phase and shall conclude on the last day of the twelfth month following.

COST AND PAYMENT TERMS

UPDATE MEGIS LEVEL III PARCEL LAYER	\$ 2,800.00
TAX MAP TEXT CONVERSION	\$ 8,000.00
CREATE DIGITAL ZONE MAP	\$ 2,500.00
QUERY MANAGER ONLINE GIS	
<ul style="list-style-type: none"> ▪ Set Up (standard fee \$2,500.00) \$ 1,500.00 <small>\$2,500 standard fee: \$1,000 discount applied if done in conjunction with conversion services)</small> ▪ Query Manager Online Annual Hosting Service \$ 1,800.00 ▪ Query Manager Online Additional Optional Functionality <ul style="list-style-type: none"> A. Secure Staff Site Set Up (One-time cost) \$ 350.00* B. Twelve (12) Months Staff Site - Hosting Service (up to 5 sites) \$ 900.00 	

Total Cost Including All Options \$ 17,850.00*

*Secure Staff Site setup fee is dependent on the effort required for the set up and the amount/type of data being incorporated. CAI shall work with the TOWN to understand the specific needs for the staff site and, as a result, additional costs may apply.

Payment shall be due within 30 days of invoicing. Said invoicing to be done as follows:

- Ten percent (10%) to be invoiced upon receipt of an executed contract.
- Balance, excluding \$1,800.00 Annual Hosting Service and fees associated with selected Query Manager Online Additional Optional Functionality, to be invoiced monthly based on the portion of work completed and reported to the TOWN.
- Query Manager Online Annual Hosting Service and selected additional functionality to be invoiced upon notification to the TOWN of the site availability.

APPENDIX A – CAI PROOF OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FARM FAMILY INSURANCE DARRELL A LOUIS-AGENT 255 MAIN ST LITTLETON NH 03561		CONTACT NAME: DARRELL LOUIS PHONE (A/C, No, Ext): 603-444-4801 E-MAIL ADDRESS: darrell_louis@farm-family.com FAX (A/C, No): 603-761-1957	
INSURED CARTOGRAPHICS ASSOCIATES INC 11 PLEASANT ST LITTLETON NH 03561		INSURER(S) AFFORDING COVERAGE INSURER A: F.F.C.I.C. NAIC # 13803 INSURER B: HARTFORD FIRE INSURANCE CO 19682 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			2801X0432	07/27/2013	07/27/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			2804C0587	07/27/2013	07/27/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			2801E0051	07/27/2013	07/27/2014	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N N	N/A	04WECCP2015	11/22/2013	11/22/2014	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER FOR BIDDING PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/27/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Infantine Insurance P. O. Box 5125 Manchester NH 03109		CONTACT NAME: Vivian Pinette PHONE (A/C, No. Ext.): (603) 669-0704 FAX (A/C, No.): E-MAIL ADDRESS: vivian@infantine.com	
INSURED Cartographic Associates Inc. CAI Technologies 11 Pleasant Street Littleton NH 03561		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Insurance Co. NAIC # 19682 INSURER B: INSURER C: INSURER D: INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** CL13112708572 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR LTR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGO \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			04WECCP2015 States: FL ME NH VT	11/22/2013	11/22/2014	<input checked="" type="checkbox"/> W/C STATL TORY LIMITS <input checked="" type="checkbox"/> QTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Chuck Hamlin/EVP <i>Charles H. Hamlin</i>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/6/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poulos Insurance, Inc. 723 Concord Ave PO Box 4509 Saint Johnsbury VT 05819	CONTACT NAME: Darlene Hale PHONE (A/C No. Ext): (802) 748-1200 FAX (A/C No.): (802) 748-1208 E-MAIL ADDRESS: darlene.hale@poulosinsurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Russell Bond & Co., Inc.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Russell Bond & Co., Inc.		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Cartographic Associates, Inc. 11 Pleasant Street Littleton NH 03561-4902														

COVERAGES **CERTIFICATE NUMBER: 14-15 E & O** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		SGC0337902	1/10/2014	1/10/2015	\$1,000,000 internet liability incl. in agg. \$1,000,000 Policy Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

srossi@cai-tech.com Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Daniel Lussier/PAULAB
---	--

Town of Wayne
Proposed Technology Replacement Plan

	Useful Life	Yr. 1	Yr. 2	Yr. 3	Yr. 4
Town Manager Laptop	3-5 Yrs				\$ 1,000
Fire Chief Laptop	3-5 Yrs			\$ 1,000	
Town Clerk Desktop	3-5 Yrs	\$ 1,000			
Town Collector Desktop	3-5 Yrs	\$ 1,000			
Front Desk Desktop #1	3-5 Yrs		\$ 1,000		
Front Desk Desktop #2	3-5 Yrs		\$ 1,000		
Assessor/ Treasurer/ Codes	3-5 Yrs			\$ 1,000	
Server/ Technology Reserve Fund	3-5 Yrs	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000
Total		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000

From: TMAC Computers <tech@tmacpc.com>
Sent: Wednesday, July 09, 2014 9:29 AM
To: townmanager@waynemaine.org
Subject: Re: Computer

Quote **For Wayne
Town Office**

Gigabyte Tower
400 Watt Power Supply
Gigabyte 1155 Ultra Durable Motherboard
Intel G2130 3.2 GHz dual Core Processor
8 Gig DDR 3 Ram
240 Gig Solid State Drive
19" LCD Monitor
DVD RW Optical Drive
Onboard Intergrated Intel HD Video
Windows 7 Professional

\$889 Each

Delivery and Setup
Estimate \$59 Each

From: townmanager@waynemaine.org
Sent: Tuesday, July 08, 2014 2:49 PM
To: 'Tim McDonald'
Subject: Computer

Tim-
Just a reminder I am looking for a quote for two PC's at the Town Office with two new monitors and keyboards.
-Aaron



This email is free from viruses and malware because [avast! Antivirus](#) protection is active.

Town of Wayne, ME

P.O. Box 400 / 48 Pond Road

Wayne, ME 04364

Phone: (207) 685-4983 Fax: (207) 685-3836

www.waynemaine.org

July 14, 2014

Scott Horne, Owner
Horne Construction
P.O. Box 122
Mount Vernon, ME 04352

Dear Mr. Horne:

I am pleased to inform you, that the Wayne Board of Selectmen awarded the Berry Road Reconstruction Project to Horne Construction in the amount of **\$19,760**.

<u>Bidder:</u>	<u>Bid Amount:</u>
Horne Construction, Mount Vernon, ME	\$19,760
Bruen Construction, Readfield, ME	\$24,600
C.H. Stevenson, Wayne, ME	\$28,500

I would like to thank you for taking the time to submit a proposal and look forward to working with you on this project. Please don't hesitate to contact me, if you have any questions at (207) 685-4983 or townmanager@waynemaine.org.

Sincerely,



Aaron Chrostowsky
Town Manager

Town of Wayne, ME

P.O. Box 400 / 48 Pond Road

Wayne, ME 04364

Phone: (207) 685-4983 Fax: (207) 685-3836

www.waynemaine.org

July 14, 2014

Brik Hamilton, Project Estimator
Pike Industries, Inc.
95 Western Avenue
Fairfield, ME 04937

Dear Mr. Hamilton:

I am pleased to inform you, that the Wayne Board of Selectmen awarded the Full Depth Reclamation and Paving Project to Pike Industries, Inc. in the amount of **\$332,436**.

<u>Bidder:</u>	<u>Bid Amount:</u>
B&B Paving, Hermon, ME	\$299,798.33 +\$33,000 = \$332,798.33*
Pike Industries, Fairfield, ME	\$332,436
C.H. Stevenson, Wayne, ME	\$356,705
All States Asphalt, Windham, ME	\$371,531.2

*Bid later adjusted after bid opening by contractor as result a non-conforming bid. Bid rejected by the Wayne Board of Selectmen.

I would like to thank you for taking the time to submit a proposal and look forward to working with you on this project. Please don't hesitate to contact me, if you have any questions at (207) 685-4983 or townmanager@waynemaine.org.

Sincerely,



Aaron Chrostowsky
Town Manager

TOWN OF WAYNE

Full Depth Reclamation and Paving Contract

SECTION I

A. Description of Work

The Town of Wayne will be conducting full depth reclamation and paving project on **Old Winthrop Road, Kents Hill Road and Berry Road**. 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 (Pike Industries):

Part 1 Full depth, reclamation

- Reclaim “leave in place” and reshape road base.

Approximate dimensions:

Old Winthrop Road (end of new pavement to Fairbanks Rd.)	7,215' x 20'
Kents Hill Road (Innes Ridge Road intersection to end of pavement)	700' x 20'
Berry Road	560' x 20'
Total	8,475' x 20'

Part 2 Paving

Before paving may begin on Berry Road on both Option Part 2A and 2B, the Berry Road Reconstruction Project must be completed by separate contractor.

Old Winthrop Road, Kents Hill Road and Berry Road

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

Old Winthrop Road (end of new pavement to Fairbanks Rd.)	1,894 tons
Kents Hill Road (Innes Ridge Road intersection to end of pavement)	175 tons
Berry Road	140 tons
Estimated tonnage =	2,209 tons

- Apply tack coat per MDOT Standard Specifications. **500 gallons**
- Hot mix asphalt, surface course of 1” lift of MDOT 12.5mm / C mix;

Old Winthrop Road (end of new pavement to Fairbanks Rd.)	947 tons
Kents Hill Road (Innes Ridge Road intersection to end of pavement)	88 tons
Berry Road	70 tons
Estimated tonnage =	1,105 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.
2. The Contractor shall submit, for the Municipal Representative's approval, a current job mix 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.
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, 2014**.
5. All paving operations shall cease when the surface to pave is wet as determined by the Municipal Representative.

6. **Earliest start date is July 2, 2014. Latest completion date is October 1st, 2014.**
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. **Three foot shoulders of the roads shall be graveled and compacted with a recycled bituminous material to meet the finish depth of new pavement.**
12. The contractor shall furnish the Town of Wayne or their designee the daily load tickets verifying the total cubic yards of material used.
13. All work performed under this contract price will be included in the lump sum price.
14. **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.**

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

Bid: Pike Industries Date: 6/26/2014

<u>PROJECT</u>	<u>BID QUANTITIES</u>	<u>UNIT PRICE</u>	<u>DOLLAR AMOUNT</u>
<u>Part 1: Full depth, reclamation: Approximate dimensions: 8,415' long x 20' wide</u>			
• Full depth, reclamation	19,635 SY	\$1.60	\$31,416.00

Part 2: Paving

Before paving may begin on Berry Road on both Option Part 2A and 2B, the Berry Road Reconstruction Project must be completed by separate contractor.

- Hot mix asphalt, base course of 2" lift of MDOT 19.0mm / B mix; and Three (3) foot aprons at driveways.
Estimated tonnage = 2,209 tons

2,209 Tons	\$80.00	\$176,720
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- Apply tack coat per MDOT Standard Specifications.

500 Gallons	\$5.50	\$2,750
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- Hot mix asphalt, surface course of 1" lift of MDOT 12.5mm / C mix; Estimate tonnage = 1,105 tons.

1,105 Tons	\$110.00	\$121,550
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Total Project Cost:

<u>Part 1 & 2 ALL HOT MIX ASPHALT</u>	\$332,436.00
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The Board of Selectmen reserves the right to waive formalities or reject any or all bids when such action is in the best interest of the Town.

Asphalt Price Per Ton

	Shim Mix	9.5mm Mix/ D Mix	12.5mm Mix/ C Mix	19.0mm Mix/ B Mix
Price Per Ton	\$110 / Ton	\$110 / Ton	\$110 / Ton	\$80.00 / Ton
Price Per Ton Handwork	\$175 / Ton	\$175 / Ton	\$175 / Ton	\$175 / Ton
Price Per Ton Picked up at Plant	F.O.B Posted Price	F.O.B Posted Price	F.O.B Posted Price	F.O.B Posted Price
Price Per Ton Parking Lots	\$125 / Ton	\$125 / Ton	\$125 / Ton	\$125 / Ton
Price Per Linear Foot of Curbing	\$10.00 / Feet	\$10.00 / Feet	\$10.00 / Feet	\$10.00 / Feet
		Cape Cod	Regular 6"	

In witness whereof, the parties, or their duly authorized agents, execute this agreement on the 15th day of July 2014.

FOR THE TOWN OF WAYNE

FOR THE CONTRACTOR

Town Manager

Pike Industries, Inc.



Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

COMMUNITY SERVICES DIVISION
1-800-498-9133

<http://www.maine.gov/mdot/csd/lrap/index.htm>

June 25, 2014

LOCAL ROAD ASSISTANCE PROGRAM (LRAP)

When the Legislature passed the Highway budget this year, it decreased MaineDOT's entire Highway Budget and consequently the amount that is allocated to LRAP for the new Fiscal Year. Therefore, all LRAP payments, in addition to DOT capital projects, will see a small decrease this year.

Please remember that effective last year,

- 1) LRAP payments are now made ONCE a year...not in quarterly payments anymore. The full year's allocation will be sent to your municipality/county by December 1 of each year.
- 2) ALL Maine towns/cities are uniformly receiving the statutory lane-mile rates.

As in previous years, all LRAP recipients must provide information on how LRAP funds were expended from the previous fiscal year. The information collected on the back side of the Certification Form is used to chart the progress of improving public roads by the 501 Maine municipalities, counties, and Indian reservations that receive funding from this program. If this information is not provided when you return the form, we will return it to you for completion before any payments can be made this year.

Please submit the completed **Certification Form** for Fiscal Year 2015 (July 1, 2014 to June 30, 2015) either by US mail (with enclosed label) or by scanning and emailing it to us. The law says it must be received by August 1 or earlier but we are getting a late start this year. Please get this done within the next few weeks or month if possible. **No payments of LRAP funds can be made in November until this Certification is received with all of the information requested completed.**

If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of LRAP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service. With electronic fund transfers (EFT) your quarterly payment is transferred to your account and there is 1) earlier deposit in your account, 2) no waiting for the mail, 3) no misplaced or lost checks and 4) no trip to the bank to deposit the check. If you are interested in Electronic Fund Transfer, see our website at <http://www.maine.gov/mdot/csd/lrap/index.htm> . There is no cost for this option.

If you have any questions, please feel free to contact me at 624-3266 or peter.coughlan@maine.gov

Sincerely,

Peter M. Coughlan, Director



PRINTED ON RECYCLED PAPER

MAINE DEPARTMENT OF TRANSPORTATION
LOCAL ROAD ASSISTANCE PROGRAM (LRAP)
CERTIFICATION 2014-2015 (FY15)
MUNICIPALITY of 11250 Wayne

To be eligible to receive FY-15 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23**. Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *"funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C."* Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-14 (July 1, 2013 to June 30, 2014) LRAP funds received by the municipality. See back side of form.

It is estimated that the municipality of, **Wayne** will receive one (1) payment of \$ \$ **30,532** for the fiscal year beginning July 1, 2014 by December 1, 2014.

Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT's portion of the Highway Fund. This means that the disbursements to municipalities rise and fall with MaineDOT's budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of **Wayne** do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2014-2015 will be used only for uses as stated above. *We also certify that the previous year's funds were spent on the projects listed on the back of this form.*

Signed _____ Date ____/____/____ Signed _____ Date ____/____/____
Signed _____ Date ____/____/____ Signed _____ Date ____/____/____

Municipality E-mail Address townmanager@waynemaine.org

Please print below the name, title, and phone of the person to contact for the information on this form.

Name: Haren Chrostowsky Title: Town Manager Tel: 7/14/14
Road Commissioner

If your address has changed in the last 3 months (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.

Address: _____

Town: _____ State: _____ Zip Code: _____

Prior to August 1, 2014, (see cover letter) please return this completed form (BOTH SIDES) by US mail or scanned PDF/email to:

Sandra J. Noonan
MaineDOT- Community Services Division
16 State House Station
Augusta, Maine 04333-0016
Tel. (207) 624-3265, or sandra.noonan@maine.gov

NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.

Please make a copy for your records.

Over please

FUEL BID RESULTS 2014-2015

	Augusta Fuel	C.N. Brown	Dead River	Fabian	DK Burke	Downeast	Winthrop	Irving	J&S	Webber
#2 Heating Oil Fixed	3.207			3.499	3.390		3.194	3.300	3.259	
#2 Heating Oil Cap	Plus .18			3.499				N/A		
#2 Heating Pre-Buy	3.207						3.064	3.270	3.239	
#2 Heating OVER 2000 GALLON TANKS	3.207			0.200				N/A	3.105	
Margin Over Rack Adder										
Terms										
K-1-Fixed	3.447							N/A	3.559	
K-1-Capped	Plus .18							N/A		
K-1 Pre-buy	3.447							N/A	3.539	
K-1 Heating OVER 2000 GALLON TANKS	3.447			ONLY				N/A		
Margin Over Rack Adder				0.200						
Only w/#2										
LP Gas-Fixed	1.798			2.320				1.919	1.559	
LP Gas-Capped								N/A	1.809	
LP Gas-Pre-buy	1.798			2.300				1.904	1.539	
Margin Over Rack Adder				0.770						
Diesel-Fixed					3.390			3.287	N/A	3.250
Diesel-Capped								N/A		
Diesel-Pre-buy								3.193		
Diesel - Transport							3.187			
Diesel - Variable				ONLY				3.193		
Margin Over Rack Adder	0.080			0.200						
Notes								Add'l		
								Fees		
								0.0076		
								0.004		

Ladd Rec. 3.499/gallon
 Current Rate 3.347/gallon
 New Rate 3.194/gallon

From: Nat Hussey <nhussey@howardandbowie.com>
Sent: Monday, July 14, 2014 2:54 PM
To: lwilkinson@bernsteinshur.com; townmanager@waymaine.org;
hlake@lakedenison.com
Subject: Pettengill property

Good afternoon Les- I finally got a hold of Mr. Pettengill, who had been away somewhere up north, and encouraged him to open his mail and stay in touch with me. He indicated he has calls out to surveyors and is working to liquidate an investment/retirement account to assemble the funds to pay his back taxes. What we can commit to is to have the survey complete and the funds ready for payment to the town within 60 days. Howard advises me that he expects to have draft easement and timber harvest language for review shortly.

What I'd propose is an agreement by email to follow that time frame, and if Mr. Pettengill does not perform or the parties cannot agree to the various provisions within 60 days, the town can pull the plug and move on with other options for disposition of the property. Since Mr. Pettengill is assuming the risk that he may invest thousands of dollars in a survey, but not acquire the property, I ask that questions I've posed to the town repeatedly and to KLT more recently concerning such matters as road maintenance, outconveyances and activities incident to logging be addressed at least in rough form prior to actually incurring survey costs. Accordingly, when I've got an estimate from the surveyor on the scope of work and cost, it will be very helpful to have answers to those questions.

Thank you.

Nat

Nat Hussey
Bar ID#7074
Howard & Bowie, PA
P.O. Box 460
Damariscotta, Maine 04543
207 563 3112
207 563 3110 fax

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Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - General Admin	224,144.00	20,513.33	213,630.67	8.76
01 - Salaries	143,768.00	7,331.36	136,436.64	5.10
01 - Selectmen	7,162.00	0.00	7,162.00	0.00
05 - Town Manager	45,390.00	3,491.20	41,898.80	7.69
15 - Treasurer	3,000.00	0.00	3,000.00	0.00
20 - Tax Collector	20,050.00	1,581.51	18,468.49	7.89
25 - Town Clerk	21,216.00	1,737.65	19,478.35	8.19
30 - Office Clerk	1,000.00	0.00	1,000.00	0.00
35 - Meeting Clerk	1,179.00	0.00	1,179.00	0.00
70 - Med/Fica	7,573.00	521.00	7,052.00	6.88
75 - Health Insurance	31,905.00	0.00	31,905.00	0.00
80 - Retirement	4,430.00	0.00	4,430.00	0.00
81 - Income Protection plan	863.00	0.00	863.00	0.00
02 - Operating Expense	31,776.00	11,781.97	19,994.03	37.08
01 - Office Expense	4,000.00	45.00	3,955.00	1.13
05 - Travel expenses	2,000.00	0.00	2,000.00	0.00
10 - Training Expense	4,000.00	55.00	3,945.00	1.38
15 - Maintenance and Repairs	1,000.00	0.00	1,000.00	0.00
20 - Dues	4,826.00	2,695.00	2,131.00	55.84
25 - Computer Repairs	2,000.00	0.00	2,000.00	0.00
30 - Computer Software	8,000.00	8,986.97	-986.97	112.34
35 - Website	750.00	0.00	750.00	0.00
40 - Town Report	1,000.00	0.00	1,000.00	0.00
45 - Sunshine Fund	200.00	0.00	200.00	0.00
50 - Tax Administration	4,000.00	0.00	4,000.00	0.00
03 - Contractual	50,800.00	1,400.00	49,400.00	2.76
01 - Legal Services	15,000.00	0.00	15,000.00	0.00
05 - Audit Services	7,100.00	1,400.00	5,700.00	19.72
15 - Insurance	20,000.00	0.00	20,000.00	0.00
20 - Rent	6,700.00	0.00	6,700.00	0.00
25 - Copier lease	2,000.00	0.00	2,000.00	0.00
05 - Utilities	2,800.00	0.00	2,800.00	0.00
01 - Telephone	2,800.00	0.00	2,800.00	0.00
65 - Unclassified	5,000.00	0.00	5,000.00	0.00
01 - Contigent	5,000.00	0.00	5,000.00	0.00
101 - Debt Service	99,000.00	0.00	99,000.00	0.00
15 - Debt Service	99,000.00	0.00	99,000.00	0.00
05 - North Wayne Road Bond	34,000.00	0.00	34,000.00	0.00
15 - Old Winthrop Road Bond	65,000.00	0.00	65,000.00	0.00
102 - Elections & Hearings	3,938.00	0.00	3,938.00	0.00
01 - Salaries	1,938.00	0.00	1,938.00	0.00
41 - Elections clerk	1,800.00	0.00	1,800.00	0.00
70 - Med/Fica	138.00	0.00	138.00	0.00
02 - Operating Expense	2,000.00	0.00	2,000.00	0.00
01 - Office Expense	2,000.00	0.00	2,000.00	0.00
103 - General Assistance	5,000.00	0.00	5,000.00	0.00
10 - Social Services/Community Serv	5,000.00	0.00	5,000.00	0.00
85 - General Assistance	5,000.00	0.00	5,000.00	0.00

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
104 - Fire Department CONT'D				
104 - Fire Department			13,995.00	0.00
01 - Salaries	13,995.00	0.00	13,995.00	0.00
50 - Chief Officers stipends	6,000.00	0.00	6,000.00	0.00
52 - Firefighter stipends	7,000.00	0.00	7,000.00	0.00
70 - Med/Fica	995.00	0.00	995.00	0.00
02 - Operating Expense	40,000.00	0.00	40,000.00	0.00
60 - Fire Dept Operations	22,000.00	0.00	22,000.00	0.00
61 - Fire Communications	4,000.00	0.00	4,000.00	0.00
62 - Fire Capital	14,000.00	0.00	14,000.00	0.00
105 - Assessing			19,700.00	0.00
03 - Contractual	19,700.00	0.00	19,700.00	0.00
30 - Assessing/Mapping	14,000.00	0.00	14,000.00	0.00
35 - Quarterly review	5,700.00	0.00	5,700.00	0.00
106 - Animal Control			3,230.00	0.00
01 - Salaries	3,230.00	0.00	3,230.00	0.00
55 - Animal control officer	3,000.00	0.00	3,000.00	0.00
70 - Med/Fica	230.00	0.00	230.00	0.00
10 - Social Services/Community Serv	1,900.00	0.00	1,900.00	0.00
90 - Humane Society	1,900.00	0.00	1,900.00	0.00
107 - Code Enforcement			12,534.68	7.25
01 - Salaries	12,514.00	979.32	11,534.68	7.83
56 - Code Enforcement Officer	11,625.00	909.72	10,715.28	7.83
70 - Med/Fica	889.00	69.60	819.40	7.83
65 - Unclassified	1,000.00	0.00	1,000.00	0.00
30 - Ordinance & Mapping	1,000.00	0.00	1,000.00	0.00
108 - Public Safety			31,362.00	0.00
03 - Contractual	25,362.00	0.00	25,362.00	0.00
40 - Ambulance	9,512.00	0.00	9,512.00	0.00
45 - Sheriff Dept	4,000.00	0.00	4,000.00	0.00
50 - PSAP Dispatching	11,850.00	0.00	11,850.00	0.00
05 - Utilities	6,000.00	0.00	6,000.00	0.00
20 - Street lights	6,000.00	0.00	6,000.00	0.00
109 - Roads			318,853.00	0.00
03 - Contractual	160,603.00	0.00	160,603.00	0.00
55 - Parking lot Plowing	3,100.00	0.00	3,100.00	0.00
60 - Road Plowing	152,503.00	0.00	152,503.00	0.00
75 - Roadside mowing	4,000.00	0.00	4,000.00	0.00
80 - Landfill mowing	1,000.00	0.00	1,000.00	0.00
05 - Utilities	500.00	0.00	500.00	0.00
05 - Electricity	500.00	0.00	500.00	0.00
25 - ROADS	157,750.00	0.00	157,750.00	0.00
01 - Roads Administration	2,000.00	0.00	2,000.00	0.00
05 - Brush/Tree removal	15,000.00	0.00	15,000.00	0.00
10 - Calcium chloride	9,000.00	0.00	9,000.00	0.00
15 - Sweeping	4,000.00	0.00	4,000.00	0.00
20 - Patching	5,000.00	0.00	5,000.00	0.00

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
109 - Road/Cont				
30 - Signs	3,000.00	0.00	3,000.00	0.00
35 - Painting	750.00	0.00	750.00	0.00
40 - Culverts	20,000.00	0.00	20,000.00	0.00
45 - Gravel	20,000.00	0.00	20,000.00	0.00
46 - Winter salt	21,000.00	0.00	21,000.00	0.00
55 - Crack sealing	2,000.00	0.00	2,000.00	0.00
70 - Grading	15,000.00	0.00	15,000.00	0.00
75 - Ditching	40,000.00	0.00	40,000.00	0.00
80 - Catch Basin	1,000.00	0.00	1,000.00	0.00
110 - Transfer Station				
02 - Operating Expense	4,000.00	0.00	4,000.00	0.00
80 - Hazardous waste	1,000.00	0.00	1,000.00	0.00
85 - Backhoe rentalTransfer station	3,000.00	0.00	3,000.00	0.00
03 - Contractual	106,959.00	0.00	106,959.00	0.00
65 - Transfer Station	106,959.00	0.00	106,959.00	0.00
111 - Outside/Agencies				
10 - Social Services/Community Serv	20,320.00	0.00	20,320.00	0.00
01 - Library	6,000.00	0.00	6,000.00	0.00
10 - Archival board	600.00	0.00	600.00	0.00
15 - Messenger	1,200.00	0.00	1,200.00	0.00
20 - Cemetery Association	3,500.00	0.00	3,500.00	0.00
25 - Community Action	3,300.00	0.00	3,300.00	0.00
30 - Senior Spectrum	1,004.00	0.00	1,004.00	0.00
35 - Hospice	1,000.00	0.00	1,000.00	0.00
45 - Public Broadcasting	100.00	0.00	100.00	0.00
50 - Kennebec Mental health	1,600.00	0.00	1,600.00	0.00
60 - Red Cross	1,200.00	0.00	1,200.00	0.00
65 - Crisis Spport	416.00	0.00	416.00	0.00
94 - Winthrop Food Pantry	400.00	0.00	400.00	0.00
112 - Recreation				
02 - Operating Expense	4,300.00	0.00	4,300.00	0.00
90 - Ladd Operational expenses	4,300.00	0.00	4,300.00	0.00
03 - Contractual	5,350.00	0.00	5,350.00	0.00
70 - Park Mowing	2,150.00	0.00	2,150.00	0.00
71 - Ladd Mowing	3,200.00	0.00	3,200.00	0.00
10 - Social Services/Community Serv	8,350.00	0.00	8,350.00	0.00
91 - Kennebec Land Trust	250.00	0.00	250.00	0.00
92 - Friends of Cobbossee Watershe	1,300.00	0.00	1,300.00	0.00
93 - Memorial Day	300.00	0.00	300.00	0.00
96 - Athletic League	500.00	0.00	500.00	0.00
97 - Andro Lake Improve Corp	1,500.00	0.00	1,500.00	0.00
98 - Andro Yacht club	500.00	0.00	500.00	0.00
99 - 30 Mile Watershed	4,000.00	0.00	4,000.00	0.00
65 - Unclassified	5,000.00	0.00	5,000.00	0.00
25 - Lake Protection	5,000.00	0.00	5,000.00	0.00
113 - Land and Buildings				
02 - Operating Expense	600.00	11.48	1,488.52	0.77
			588.52	1.91

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
113 - Land and Buildings Cont'd				
95 - NW Schoolhouse	200.00	0.00	200.00	0.00
96 - NW Building	200.00	0.00	200.00	0.00
97 - Town House	200.00	11.48	188.52	5.74
03 - Contractual	900.00	0.00	900.00	0.00
72 - Historic Property Mowing	900.00	0.00	900.00	0.00
114 - Capital Reserve/transfr	138,500.00	0.00	138,500.00	0.00
52 - CAPITAL RESERVE	138,500.00	0.00	138,500.00	0.00
02 - Fire Equipment	5,000.00	0.00	5,000.00	0.00
05 - Fire Truck	20,000.00	0.00	20,000.00	0.00
30 - Cemetery Stone Cleaning Fund	2,500.00	0.00	2,500.00	0.00
45 - Land and Buildings	10,000.00	0.00	10,000.00	0.00
50 - Road Recon. & Pav. Project	60,000.00	0.00	60,000.00	0.00
65 - Town Hall Building	15,000.00	0.00	15,000.00	0.00
70 - Village Improvement Projects	5,000.00	0.00	5,000.00	0.00
75 - Technology Replacement Plan	3,000.00	0.00	3,000.00	0.00
80 - GIS Mapping Project	18,000.00	0.00	18,000.00	0.00
115 - School RSU #38	1,774,654.00	147,887.87	1,626,766.13	8.33
60 - INTER GOVERNMENT	1,774,654.00	147,887.87	1,626,766.13	8.33
15 - RSU #38	1,774,654.00	147,887.87	1,626,766.13	8.33
116 - County Tax	203,946.00	0.00	203,946.00	0.00
60 - INTER GOVERNMENT	203,946.00	0.00	203,946.00	0.00
20 - Kennebec County Tax	186,446.00	0.00	186,446.00	0.00
21 - six month budget instl 5yr pay	17,500.00	0.00	17,500.00	0.00
117 - Cobbossee Watershed District	2,233.00	0.00	2,233.00	0.00
60 - INTER GOVERNMENT	2,233.00	0.00	2,233.00	0.00
25 - Cobbossee Watershed District	2,233.00	0.00	2,233.00	0.00
Final Totals	3,059,748.00	169,392.00	2,890,356.00	5.54

Revenue Summary Report

Fund: 1
ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
100 - General Admin	378,479.00	0.00	0.00	2.66
01 - Banking Interest	1,000.00	0.00	1,000.00	0.00
03 - Lien costs	2,000.00	0.00	2,000.00	0.00
04 - Interest on taxes	10,000.00	209.84	9,790.16	2.10
05 - MV Agent fees	4,000.00	236.00	3,764.00	5.90
06 - IFW Agent fees	500.00	35.00	465.00	7.00
07 - Motor Vehicle excise	200,000.00	9,134.18	190,865.82	4.57
08 - Boat Excise	2,000.00	253.00	1,747.00	12.65
09 - Vitals	250.00	0.00	250.00	0.00
13 - Cable TV Franchise	4,300.00	0.00	4,300.00	0.00
14 - Misc revenue	10,000.00	200.00	9,800.00	2.00
15 - Surplus	100,000.00	0.00	100,000.00	0.00
21 - State revenue sharing	44,079.00	0.00	44,079.00	0.00
105 - General Assistance	2,500.00	0.00	2,500.00	0.00
01 - GA Reimbursement	2,500.00	0.00	2,500.00	0.00
105 - Animal Care	29,900.00	0.00	29,900.00	0.00
01 - Tree Growth	4,000.00	0.00	4,000.00	0.00
02 - Homestead Exemption	25,000.00	0.00	25,000.00	0.00
03 - Veteran reimbursement	900.00	0.00	900.00	0.00
106 - Animal Control	750.00	0.00	750.00	0.00
01 - Dog fees	750.00	0.00	750.00	0.00
107 - Code Enforcement	1,000.00	0.00	1,000.00	0.00
01 - Building permits	1,000.00	0.00	1,000.00	0.00
109 - Roads	33,292.00	0.00	33,292.00	0.00
01 - Local Road Assist Program	33,292.00	0.00	33,292.00	0.00
110 - Transfer Station	30,000.00	0.00	30,000.00	0.00
15 - Transfer from Cap. Reserve Fnd	30,000.00	0.00	30,000.00	0.00
Final Totals	475,571.00	10,068.02	465,502.98	2.12

General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal	----- Y T D -----			Pending	Balance
	Net	Debits	Credits	Net	Activity	Net
General Fund	1,191,377.16	27,921.62	177,105.25	-149,183.63	-3,934.08	1,038,259.45
Assets						
100-00 Cash / Checking	1,032,011.78	26,348.29	166,544.37	-140,196.08	-10,111.97	881,703.73
110-00 Debit Card Account-Androscogg	2,030.92	0.00	0.00	0.00	0.00	2,030.92
110-01 Cash Drawers	400.00	0.00	0.00	0.00	0.00	400.00
110-03 Andro Savings 1600191314	242,727.72	0.00	0.00	0.00	0.00	242,727.72
150-12 2012 Real Estate Taxes	5,636.89	0.00	0.00	0.00	0.00	5,636.89
150-13 2013 Real Estate Taxes	132,625.27	0.00	6,577.33	-6,577.33	0.00	126,047.94
150-14 2014 Real Estate Taxes	-2,519.78	0.00	0.55	-0.55	0.00	-2,520.33
155-04 2004 pp Taxes	4,088.36	0.00	0.00	0.00	0.00	4,088.36
155-05 2005 pp Taxes	168.81	0.00	0.00	0.00	0.00	168.81
155-06 2006 pp Taxes	250.19	0.00	0.00	0.00	0.00	250.19
155-07 2007 pp Taxes	261.03	0.00	0.00	0.00	0.00	261.03
155-08 2008 pp Taxes	421.05	0.00	0.00	0.00	0.00	421.05
155-09 2009 pp Taxes	554.20	0.00	0.00	0.00	0.00	554.20
155-10 2010 pp Taxes	880.67	0.00	0.00	0.00	0.00	880.67
155-11 2011 pp Taxes	1,822.39	0.00	0.00	0.00	0.00	1,822.39
155-12 2012 pp Taxes	1,999.33	0.00	0.00	0.00	0.00	1,999.33
155-13 2013 pp Taxes	2,154.17	0.00	0.00	0.00	0.00	2,154.17
155-14 2014 pp Taxes	-23.24	0.00	0.00	0.00	0.00	-23.24
160-09 09/10 Liens	5,411.87	0.00	0.00	0.00	0.00	5,411.87
160-10 10/11 Liens	5,611.57	0.00	0.00	0.00	0.00	5,611.57
160-11 11/12 Liens	5,611.57	0.00	0.00	0.00	0.00	5,611.57
160-12 11/12 Liens	49,917.60	0.00	722.49	-722.49	0.00	49,195.11
199-02 Due to/from Ladd Rec	-13,238.54	1,573.33	3,260.51	-1,687.18	6,177.89	-8,747.83
199-03 Due to/from Special Revenues	-18,504.23	0.00	0.00	0.00	0.00	-18,504.23
199-04 Due to/from Capital Projects	-268,563.39	0.00	0.00	0.00	0.00	-268,563.39
199-05 Due to/from Trust Funds	-359.05	0.00	0.00	0.00	0.00	-359.05
Liabilities	127,172.14	1,442.87	7,378.20	5,935.33	-2,902.25	130,205.22
310-01 BMW	4,286.19	0.00	4,372.76	4,372.76	-3,118.19	5,540.76
310-03 State Vital Fees	219.80	0.00	0.00	0.00	0.00	219.80
310-15 IFW	-3,197.39	0.00	1,156.63	1,156.63	0.00	-2,040.76
310-30 Dog License State	-295.00	0.00	0.00	0.00	0.00	-295.00
310-35 State Plumbing Fee 25%	1,241.50	0.00	43.75	43.75	0.00	1,285.25
310-36 DEP Plumbing Fee \$15.00	60.00	0.00	15.00	15.00	0.00	75.00
320-05 LPI Plumbing Fee 75%	546.37	0.00	131.25	131.25	0.00	677.62
330-10 Federal withholding	0.00	465.15	465.15	0.00	0.00	0.00
330-15 Fica withholding	0.00	660.48	660.48	0.00	0.00	0.00
330-20 Medicare withholding	0.00	154.48	154.48	0.00	0.00	0.00
330-25 State withholding	0.00	162.76	162.76	0.00	0.00	0.00
330-31 Vision Withholding	127.26	0.00	0.00	0.00	0.00	127.26
330-50 MMEHT with holding	-2,419.78	0.00	215.94	215.94	215.94	-1,987.90
400-00 Deferred Tax Revenues	126,603.19	0.00	0.00	0.00	0.00	126,603.19
Fund Balance	1,064,205.02	10,637,930.98	10,482,812.02	-155,118.96	0.00	909,086.06
500-00 Expense control	0.00	165,186.98	10,472,744.00	10,307,557.02	0.00	10,307,557.02
510-00 Revenue control	0.00	1,426,713.00	10,068.02	-1,416,644.98	0.00	-1,416,644.98
520-00 Undesignated fund balance	1,064,205.02	9,046,031.00	0.00	-9,046,031.00	0.00	-7,981,825.98
2 - Ladd Rec Operations	0.00	4,833.84	4,833.84	0.00	-6,177.89	-6,177.89

General Ledger Summary Report

Fund(s): ALL
ALL

Account	Beg Bal	----- Y T D -----			Pending Activity	Balance Net
	Net	Debits	Credits	Net		
2 - Land Rec Operations CONT'D						
Assets	13,238.54	3,260.51	1,573.33	1,687.18	-6,177.89	8,747.83
199-01 Due to/from	13,238.54	3,260.51	1,573.33	1,687.18	-6,177.89	8,747.83
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	13,238.54	1,573.33	3,260.51	1,687.18	0.00	14,925.72
500-00 Expense Control	0.00	1,573.33	0.00	-1,573.33	0.00	-1,573.33
510-00 Revenue Control	0.00	0.00	3,260.51	3,260.51	0.00	3,260.51
520-00 Fund Balance	13,238.54	0.00	0.00	0.00	0.00	13,238.54
3 - Special Revenues						
Assets	18,504.23	0.00	0.00	0.00	0.00	18,504.23
199-01 Due to/from	18,504.23	0.00	0.00	0.00	0.00	18,504.23
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	18,504.23	0.00	0.00	0.00	0.00	18,504.23
521-00 Fire Ponds	1,633.00	0.00	0.00	0.00	0.00	1,633.00
522-00 Comp Plan	125.00	0.00	0.00	0.00	0.00	125.00
523-00 Perambulation	966.00	0.00	0.00	0.00	0.00	966.00
524-00 ADA Compliance	1,450.00	0.00	0.00	0.00	0.00	1,450.00
525-00 Animal Control	2,244.00	0.00	0.00	0.00	0.00	2,244.00
526-00 Pandemic	5,000.00	0.00	0.00	0.00	0.00	5,000.00
527-00 Conservation	812.00	0.00	0.00	0.00	0.00	812.00
528-00 Snowmobile	-588.37	0.00	0.00	0.00	0.00	-588.37
529-00 Wayne Rescue	200.00	0.00	0.00	0.00	0.00	200.00
530-00 Municipal Building	800.00	0.00	0.00	0.00	0.00	800.00
531-00 Farmers Market	1,063.52	0.00	0.00	0.00	0.00	1,063.52
532-00 Wayne History Project	3,973.42	0.00	0.00	0.00	0.00	3,973.42
533-00 Andro Lake Improvements	875.54	0.00	0.00	0.00	0.00	875.54
534-00 TOWN BOAT LAUNCH	-3,084.31	0.00	0.00	0.00	0.00	-3,084.31
535-00 Soccer	1,714.93	0.00	0.00	0.00	0.00	1,714.93
536-00 Softball	468.82	0.00	0.00	0.00	0.00	468.82
537-00 Baseball	285.68	0.00	0.00	0.00	0.00	285.68
538-00 Cemetery Lot Sales	550.00	0.00	0.00	0.00	0.00	550.00
539-00 Community Directory	15.00	0.00	0.00	0.00	0.00	15.00
4 - Capital Reserves						
Assets	511,974.14	0.00	0.00	0.00	0.00	511,974.14
109-00 Fire Truck - WAFCU - 24852-00	25.00	0.00	0.00	0.00	0.00	25.00
110-00 Fire Truck - WAFCU - 24852-64	243,385.75	0.00	0.00	0.00	0.00	243,385.75
199-01 Due to/from	268,563.39	0.00	0.00	0.00	0.00	268,563.39
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	511,974.14	0.00	0.00	0.00	0.00	511,974.14

General Ledger Summary Report

Fund(s): ALL
ALL

Account	Beg Bal Net	----- Y T D -----		Net	Pending Activity	Balance Net
		Debits	Credits			
Capital Reserves CONT'D						
520-00 Fund Balance	4,800.00	0.00	0.00	0.00	0.00	4,800.00
521-00 Transfer Station	73,572.00	0.00	0.00	0.00	0.00	73,572.00
522-00 Voting Machine	6,500.00	0.00	0.00	0.00	0.00	6,500.00
523-00 Road Reserve	2,515.64	0.00	0.00	0.00	0.00	2,515.64
524-00 Fire Truck Reserve	283,660.46	0.00	0.00	0.00	0.00	283,660.46
525-00 Sand Salt Shed	2,918.64	0.00	0.00	0.00	0.00	2,918.64
526-00 Footbridge	3,767.44	0.00	0.00	0.00	0.00	3,767.44
527-00 Paving Reserve	51,855.15	0.00	0.00	0.00	0.00	51,855.15
529-00 Building maintenance	152.50	0.00	0.00	0.00	0.00	152.50
530-00 Fire Station Addition	1,591.74	0.00	0.00	0.00	0.00	1,591.74
531-00 Lord Road Paving	30,410.48	0.00	0.00	0.00	0.00	30,410.48
532-00 Hardscrabble Road	2,810.53	0.00	0.00	0.00	0.00	2,810.53
533-00 Lovejoy Pond Dam	18,183.53	0.00	0.00	0.00	0.00	18,183.53
534-00 Land/Building Reserve	6,836.03	0.00	0.00	0.00	0.00	6,836.03
535-00 Cemetery Stone Cleaning	7,400.00	0.00	0.00	0.00	0.00	7,400.00
536-00 Future Town Office	15,000.00	0.00	0.00	0.00	0.00	15,000.00
Trust Funds						
Assets	64,452.66	0.00	0.00	0.00	0.00	64,452.66
101-00 Jaworski Andro 45107709	1,137.00	0.00	0.00	0.00	0.00	1,137.00
103-00 Ruth Lee Andro 45107645	8,450.50	0.00	0.00	0.00	0.00	8,450.50
104-00 Ladd Worthy Poor Andro 4510761	21,062.10	0.00	0.00	0.00	0.00	21,062.10
105-00 Ladd WAFCU 25542-ID 00	25.00	0.00	0.00	0.00	0.00	25.00
106-00 Ladd WAFCU 25542-ID 10	14,655.89	0.00	0.00	0.00	0.00	14,655.89
107-00 Ladd WAFCU 25542-ID 64	18,763.12	0.00	0.00	0.00	0.00	18,763.12
199-01 Due to/from	359.05	0.00	0.00	0.00	0.00	359.05
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balance	64,452.66	0.00	0.00	0.00	0.00	64,452.66
521-00 Jaworski Fund Balance	1,137.00	0.00	0.00	0.00	0.00	1,137.00
522-00 Ladd Recreation Capital FB	33,444.01	0.00	0.00	0.00	0.00	33,444.01
523-00 Ruth Lee FB	8,450.50	0.00	0.00	0.00	0.00	8,450.50
524-00 Ladd Worthy Poor FB	21,421.15	0.00	0.00	0.00	0.00	21,421.15
Final Totals	0.00	10,672,129.31	10,672,129.31	0.00	-7,209.72	-7,209.72