

Town of Wayne Board of Selectmen

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

Meeting Agenda

Date: Tuesday, August 27, 2013

Time: 6:30 PM

Place: Wayne Elementary School - Library

Call Meeting to Order.

Pledge of Allegiance.

Selectmen Present / Quorum.

Meeting Minutes.

- a. Consider approving of meeting minutes of the Special Town Meeting – August 13, 2013.**

MOTION: Move the Board to approve meeting minutes of the Special Town Meeting – August 13, 2013.

- b. Consider approving of meeting minutes of the Board of Selectmen – August 13, 2013.**

MOTION: Move the Board to approve meeting minutes of the Board of Selectmen – August 13, 2013.

Warrants.

- a. Consider approving of Warrant #14 (Town Payroll).**

MOTION: Move the Board to approve Warrant #14 (Town Payroll).

- b. Consider approving of Warrant #15 (Ladd Rec. Payroll).**

MOTION: Move the Board to approve Warrant #15 (Ladd Rec. Payroll).

- c. Consider approving of Warrant #16 (Accounts Payable).**

MOTION: Move the Board to approve Warrant #16 (Accounts Payable).

Business Agenda.

- a. Consider fiscal sponsorship of Wayne Youth Soccer League and Wayne Athletic League.**

MOTION: Move the Board to consider fiscal sponsorship of Wayne Youth Soccer League and Wayne Athletic League.

- b. Discuss Wayne Proposed Solar Panel Project.**

MOTION: Discussion Only.

- c. Re-open discussion of paving Kent's Hill Road beyond Innes Ridge Road.**

MOTION: Move the Board to authorize the Town Manager pave Kent's Hill Road beyond Innes Ridge Road.as part as the North Wayne Road Reconstruction and Paving Project.

d. Consider amendments to the Wayne Parking Ordinance.

MOTION: Move the Board to amend Wayne Parking Ordinance.

e. Consider Town Manager's recommendation appointment to Deputy Town Clerk/ Collector.

MOTION: Move the Board to accept the Town Manager's appointment of Deputy Town Clerk / Collector.

Supplements / Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled **Board of Selectmen Meeting** is scheduled for **Tuesday, September 10, 2013 at 6:30 PM** at the **Wayne Elementary School - Library.**

**TOWN OF WAYNE
SPECIAL TOWN MEETING MINUTES
AUGUST 13, 2013**

STATE OF MAINE
KENNEBEC, SS

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

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the Ladd Recreation Center on Tuesday, August 13, 2013 at 6:00 PM to elect a Moderator to preside at said special town meeting and act on Article 2 and 3.

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

A motion was made to nominate Gary Kenny as Moderator. (Saunders/Paradis) (12/0)

Article 2. To see if the Town will adopt the Ordinance Regarding Tax-Acquired Property, which contains procedures regarding the retention or disposition of property acquired by the Town due to non-payment of taxes, and which includes the authorization to waive the statutory automatic foreclosure when requested to do so by the Treasurer.

APPROVED 13-4

Article 3. To see if the Town will vote to authorize the Selectmen to reduce the amount to be raised from taxation by appropriating \$20,000 from the Undesignated Fund Balance, which sum represents the amount necessary to offset the reduction in revenue from the State under the Municipal Revenue Sharing Program?

APPROVED 16-1

Given under our hands this 27th day of August 2013.

Wayne Board of Selectmen

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday August 13, 2013
Wayne Elementary School**

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

Audience: Tom Barden, Ken Bate, Martha Bate, Gary Carr, Mary Farnham, Dallas Folk, Dawna Gardner, Theresa Kerchner, Daniel Perkins, Ken Spalding, Sue Spalding, and Richard Spencer

Pledge of Allegiance

Opened Meeting – determined quorum

- a. The Board approved the meeting minutes of the July 30, 2013 Wayne Board of Selectmen meeting, with correction; adding Gary Carr and Mary Farnham as audience members. (Paradis/Haines) (5/0)
- b. The Board approved the Payables Warrant #13 in the amount of \$177,410.80. (Paradis/Haines) (5/0)
- c. The Board approved the Payables Warrant #12 Town Payroll in the amount of \$3604.65. (Paradis/Saunders) (5/0)
- d. The Board approved the Payables Warrant #11 Ladd Rec Payroll in the amount of \$4865.40 (Paradis/Haines) (5/0)

Business Agenda

- a. A motion was made to sign the Ordinance Regarding Tax Acquired Property. (Paradis/Haines) (5/0)
- b. The Board voted to accept the 2013 Municipal Tax Calculation Form prepared by the Assessor's Agent, and the mil rate set at 14.20. (Paradis/Saunders) (5/0)
- c. The Board moved to accept the 2013 Municipal Tax Assessment Warrant, Certification of Assessment, Municipal Tax Assessment Warrant and Certificate of Commitment. (Paradis/Haines) (5/0)
- d. The Board voted to sign the Certificate of Assessment to be Returned to the Municipal Treasurer.
- e. The Board discussed the Androscoggin House Antiques request to amend Town Parking Ordinance. Town Manager will set up language to bring to next Selectboard meeting for possible change.
- f. The Board authorized the Town Manager to advertise Wayne Lake Protection Grant. (Paradis/Haines) (5/0)
- g. The Board discussed additional paving projects and decided to table the discussion.(Paradis/Saunders) (5/0)
- h. The Board reviewed and discussed Town Manager Goals.

Executive Session pursuant to Title 1 MRS section 405(6): Personnel employment

Carroll Paradis moved the Board enter Executive Session – MRSA section 405(6) Personnel employment at 8:45 p.m., second by Stephanie Haines. Vote 5-0 Approved.

Carroll Paradis moved the Board exit Executive Session – MRSA section 405(6) Personnel employment at 9:13 p.m., second by Stephanie Haines. Vote 5-0 Approved.

Discussed Tax Collector vacancy

1. The Board voted to appoint Aaron Chrostowsky as Tax Collector. (Paradis/Saunders) (5/0)
2. The Board voted to appoint Cathy Cook as Bureau Motor Vehicle Agent. (Paradis/Saunders) (5/0)

Carroll Paradis moved the Board exit Executive Session – MRSA section 405(6) Personnel employment at 9:13 p.m., second by Stephanie Haines. Vote 5-0 Approved.

Supplements / Abatements- None

Town Manager Report: None

Board Member Reports: None

Public Comments: Gary Carr stated his property had been vandalized recently.

Motion to Adjourn 8:45 PM. (Paradis/Saunders) (5/0).

The next Select Board Meeting is scheduled for Tuesday, August 27, 2013 at 6:30 p.m. at the Wayne Elementary School Library.

Recorded by:
Cathy Cook, Town Clerk

Select Board Members

Gary Kenny

Carroll Paradis

Peter Ault

Stephanie Haines

Stephen Saunders

Rebecca Reynolds
11 Jameson Lane,
Wayne, ME. 04284

Selectmen: Town Of Wayne
Pond Road,
Wayne, ME. 04284

Dear Selectmen,

I am writing as the coordinator for Wayne Youth Soccer League and Wayne Athletic League. I voluntarily represent the children and families of Wayne so that they can be placed on softball and soccer teams and Wayne can be represented for these sports.

There are two parts to my job as the coordinator. One part is the distribution and collection of registration forms, the coordination of teams and the purchasing and distribution of supplies. This part of the job also involves coordinating playing fields and game schedules, arranging umpires and coaches for the teams and being the go-to person for families as the seasons progress.

The second part of the job is the part that I am struggling with. I am asking that the Town of Wayne act as fiscal sponsor for our soccer and softball programs. This would mean that the book keeper for the town would be given registration checks to deposit in the allocated bank account and would be asked to reimburse me for the cost of tee shirts, balls and other supplies. The book keeper would also need to write an occasional check to pay for umpires or a porto pottie, if needed.

All I am asking is that the Town give its support to this program by acting as fiscal sponsor. There will be a parent coordinator that handles all of the other pieces of the job.

I will be at the meeting Tuesday night and will be asking for your support. We need to get the ball rolling because school starts Wednesday and parents are already looking for information. I have a lot of work to do.

I appreciate your support of Wayne's children and hope for a speedy resolution. Please feel free to contact me prior to the meeting with questions or concerns.

Sincerely,

Rebecca Reynolds
620-6075

Fiscal Sponsors

What is Fiscal Sponsorship?

Fiscal sponsorship refers to a relationship in which one organization that is tax-exempt serves as the official recipient of charitable donations for another organization that is not yet recognized as tax-exempt. In this relationship the organization that has tax-exempt status is the "fiscal sponsor" and the organization that (usually) does not have tax-exempt status (and may not even be incorporated) is the sponsored organization. Typically the sponsored organization seeks out a fiscal sponsor that has a similar or consistent mission. There are some charitable nonprofits that actually have as part of their mission to serve as fiscal sponsors -- they may even refer to themselves as "incubators" of other nonprofit programs.

- What is a fiscal sponsor? How do I find a fiscal sponsor? (Foundation Center)

What Does the Fiscal Sponsor Do?

The role of the fiscal sponsor can include performing many different administrative functions on behalf of the sponsored group, including taking on the responsibility of receiving and administering charitable contributions *on behalf of* the sponsored organization. Since the donations are made directly to the fiscal sponsor, which then provides funds to the sponsored program, this arrangement enables donors to -- in essence -- make tax-deductible contributions to support the activities of the sponsored organization. In many sponsorships the fiscal sponsor charges an administrative fee for its services, usually a percentage of the budget of the sponsored organization or program. Although this arrangement appears to be a "run-around" of tax regulations that provide donors a deduction for their charitable gifts, in actuality the IRS has blessed the function of fiscal sponsors, as long as the fiscal sponsor retains the right to voluntarily determine how to use the funds that the donor contributes.

Why Choose Fiscal Sponsorship?

Fundamentally, fiscal sponsorship allows a program or organization that does not yet qualify as a recipient of deductible contributions to raise funds for its operations that will be tax-deductible to donors. (As background: Donors are not able to receive a deduction for a contribution to a nonprofit that is not recognized as tax-exempt. See IRS Publication 557. Additionally, the guidelines of most private foundations explicitly require grantees to be recognized as tax-exempt by the IRS. Consequently, groups that are not formally recognized by the IRS as tax-exempt may not be eligible for certain contributions.) Having a fiscal sponsor can benefit a group that is not tax-exempt by providing a pathway for it to receive funding.

- Fiscal sponsorship can be used by newly formed charitable organizations that have the need to raise money right away, before they are recognized as tax-exempt by the IRS.
- Fiscal sponsorship might be chosen by a newly formed nonprofit that seeks to test-drive its ideas, or operate less formally than what is required of groups that make the commitment to apply for tax-exempt recognition from the IRS.
- Some organizations remain in a fiscal sponsorship relationship for a long time, deciding that their mission can be achieved in that structure without the need to be recognized by the IRS as an independent tax-exempt entity.
- Finally, some organizations - including those that are tax-exempt - find that utilizing a fiscal sponsor to outsource administrative responsibilities, whether back-office tasks, or those relating to fundraising and disbursement of funds, is the right business model for them.

Fundraising with a Fiscal Sponsor -- How does it work?

A newly formed nonprofit finds another nonprofit (one that is already tax-exempt and generally has a similar mission) that agrees to accept the administrative responsibility of receiving charitable gifts on behalf of the sponsored organization. The fiscal sponsor must first determine that serving as a fiscal sponsor is consistent with its mission (and does not jeopardize its own tax-exempt status). The sponsored organization arranges with the fiscal sponsor to receive grants or contributions on its behalf. This arrangement allows the sponsored organization to solicit contributions to support its programs, with the understanding that the donation will be made *to the fiscal sponsor*, not to the sponsored program/organization directly. Since the fiscal sponsor is tax-exempt, the donor's contribution will qualify as a deductible contribution.

Using a fiscal sponsor satisfies IRS requirements as long as the fiscal sponsor maintains the right to decide, at its own discretion, how it will use the contribution, and in fact uses it consistently with its own tax-exempt status. Generally there is no question but that the sponsor will grant the contribution (minus an administrative fee if one applies) to the sponsored organization - but it could decide to use the funds elsewhere. Maintaining such control over the donated funds is a requirement of a legitimate fiscal sponsor arrangement.

Practice Tips

Fiscal sponsorships should be memorialized in a **written agreement** between the fiscal sponsor and the sponsored organization. The agreement should specify that the fiscal sponsor is responsible for all legal compliance relating to receiving, reporting, and acknowledging charitable donations, and also describe the administrative fee that the sponsored organization will provide to its fiscal sponsor.

We encourage you to explore these additional resources on fiscal sponsorship, including links to sample agreements, tips on finding a fiscal sponsor (or serving as one), case studies, and background on pitfalls to avoid.

Frequently Asked Question

Q. Can we fundraise after we are incorporated, if our nonprofit is not yet tax-exempt?

A. Yes, however, a nonprofit cannot claim to be a tax-exempt 501(c)(3) until the IRS issues a "Determination Letter" of tax-exempt status, therefore, many donors (such as corporate and private foundations) normally will avoid giving donations until a nonprofit receives its Determination Letter. While you are waiting for your Determination Letter, you might want to consider using a "fiscal sponsor" that will accept the donations for your organization, take care of the accounting requirements (for which your nonprofit would pay a small fee) and give your organization a grant for its activities/operations.

Like 14

Fiscal Sponsorship Agreement

This form is required if you are applying to the Maine Community Foundation with a fiscal sponsor.

This Fiscal Sponsorship Agreement defines the roles and responsibilities of both the Non-Exempt Group and the Fiscal Sponsor Organization named below.

Wayne Youth Soccer	Town of Wayne
Legal Name of Non-Exempt Group	Legal Name of Tax-Exempt Nonprofit Fiscal Sponsor Organization
Wayne Athletic League	

This Agreement shall be in effect from _____ through _____
Beginning Date *Ending Date*

ROLES

Fiscal Sponsor receives and disburses funds for the project in a timely manner and maintains prudent and accurate records of all transactions as required by the State of Maine and the Internal Revenue Service. Any and all disbursements to the Non-Exempt Group are at the discretion of the Fiscal Sponsor.

Non-Exempt Group requests funds or reimbursement of funds from the Fiscal Sponsor in a timely manner in order to conduct the activities described in the Group's proposal to the Maine Community Foundation. In addition, the Non-Exempt Group maintains prudent and accurate records of all activities as required by the State of Maine and the Internal Revenue Service.

AGREEMENT

The Non-Exempt Group and Fiscal Sponsor representatives should **initial each box below** to indicate that they have reviewed and come to an agreement regarding each of the following items:

Non-Exempt Group	Fiscal Sponsor	Items to be Agreed Upon
		• Proposed project budget including specific line items
		• General timeline for use of funds
		• Fiscal Sponsor's policies for disbursement of funds (including time needed to respond to check requisitions)
		• Decision-making authority regarding use of funds
		• Administrative fees: Total amount or percentage Non-Exempt Group is to pay to: Fiscal Sponsor (if any): <u>None</u> Terms of payment (if any): <u>N/A</u>

This form must be signed by the Chief Administrative Officer, Treasurer or President of both groups entering into this Fiscal Sponsorship Agreement (Please note that the Agreement to Grant Terms in the regular application packet also requires both signatures):

Signature of Non-Exempt Group Officer *Date*

Printed Name and Title

Signature of Fiscal Sponsor Officer *Date*

Printed Name and Title

Aaron Chrostowsky

From: Fortunat Mueller <fortunat@revisionenergy.com>
Sent: Monday, August 19, 2013 10:56 AM
To: Aaron Chrostowsky
Cc: Sam Lavallee
Subject: Re: Wayne Buildings
Attachments: Preliminary Term Sheet- Town of Wayne; ReVision owned.pdf; Preliminary Term Sheet- Town of Wayne; third party investor.pdf; Solar PPAs for Munies.pdf

Aaron,

Thanks for providing all that info and thanks for your patience as we look at the possibility for a solar project for the town of Wayne. Based on our preliminary analysis, I think you've got some good possibilities for solar sites and solar projects in the town and we'd be eager to work with you to explore them farther.

As you know, the vehicle that makes solar affordable for municipalities and non profits is the PPA or Power Purchase Agreement, whereby a third party builds, owns and operates the solar array for the first 6 years and sells the power to the town. In those 6 years that third party can monetize the federal investment tax credit and depreciation, so that in year 6 the town has the opportunity to purchase the solar system at a very significant discount (50-60% depending on project details). As we discussed previously, ReVision has done a number of these projects where we (ReVision) is that third party investor and brings the capital and tax appetite to the table for the project, including our projects with Eliot, South Portland, Windham and Yarmouth (the latter two are in construction now). The challenge for us, though, is that our tax appetite is limited in any given year and so for 2013, we've already allocated all our available appetite to projects and so if ReVision is the 'investor' in this project in Wayne, it would not happen until 2014.

The other possibility is that we work together to find an investor (either an individual or small business) in Wayne who is interested in this project and is willing and able to bring some tax appetite to the table. ReVision would still build and operate the solar plant but instead of using our tax appetite to fund the project we'd use someone else's, which make the project easier to develop. The project design is flexible and can be tailored to meet the specific needs of that tax investor as to return and risk etc. This is the model we're currently developing in our project conversations with Freeport, among other towns around Maine.

A brief summary of these two options is attached to this e mail. If you think it makes sense, Sam Lavallee, our PPA project manager, and I would be happy to come out to Wayne to talk a bit more about the possibilities and maybe see if we can brainstorm about possible third party tax investors who might be interested in a project like this. Sam actually grew up in Readfield and recently moved back to Maine after a decade or so out of state and so is very familiar with Wayne and some of the buildings we're talking about.

Let me know if you are interested in getting together, maybe sometime next week.

Best,

~Fortunat

Fortunat C Mueller, P.E.

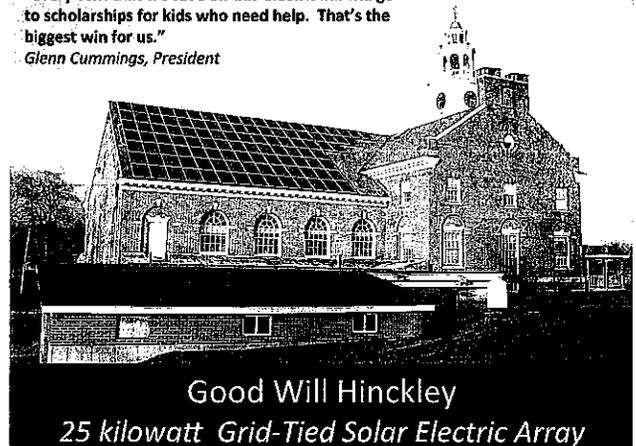
ReVision Energy LLC
142 Presumpscot Street
Portland, ME 04103
O: 207.221.6342
C: 207.752.6358

Solar PPAs – Using Public-Private Partnerships to Solve Maine’s Energy Crisis

PV Solar is the fastest growing new source of electrical generation in the US and globally. With 20-year lifecycle costs in the 2-3 cents/kWh range, PV solar is also among the cleanest and most cost effective sources of new power.

For Maine towns and schools interested in solar, the challenge is financing. Federal renewable energy tax credits are not available to municipal and other non-profit entities. By establishing public-private partnerships, ReVision Investments can help communities overcome these barriers and build solar energy projects at a fraction of the cost they would pay on their own.

"Every cent that we save on this electric bill will go to scholarships for kids who need help. That's the biggest win for us."
Glenn Cummings, President



The process works by recruiting for-profit companies willing to partner with their local communities and schools in a collaborative approach known as the Solar PPA model. (PPA stands for a power purchase agreement.) Under this model, the for-profit partner forms a special purpose entity – i.e., Community Solar, LLC – to build, own and operate the solar project. The investor will recoup the bulk of their investment through guaranteed federal grants, tax credits, accelerated depreciation and sale of renewable energy credits (RECs).

The host town or non-profit provides roof space for the solar array and buys all power generated at a fixed (or discounted) rate – thus protecting the host from rising energy prices. At the end of year six, once the tax incentives are exhausted, the project is flipped to the host at a significantly reduced cost. Thereafter the solar system will provide several more decades of essentially no-cost, carbon-free electricity to the host town or non-profit.

The PPA model is a highly flexible tool. When combined with low interest capital, PPAs are far and away the lowest price option to build solar in your community and to lock in long-term prices for solar power at rates well below the current price of electricity from conventional sources.

ReVision Investments is a Maine-based partnership founded by some of the state's leading solar energy installers and a long time energy and environmental attorney with a background in state and federal renewable energy incentives. RI can not only provide non-profits with the most advantageous business structure for renewable energy development, but – using its unique relationship with ReVision Energy, LLC – RI can also provide design-build installation services that annually rank as the most competitive in the state.

REVISION INVESTMENTS, LLC

142 Presumpscot St. Portland ME 04103, 207_221.6342, www.revisioninvestments.com

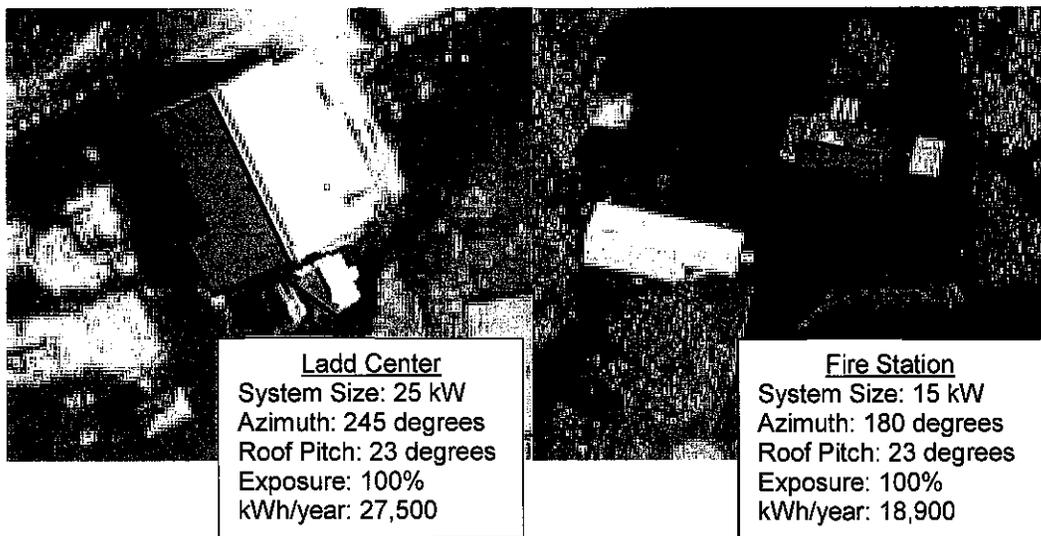
In accordance with Internal Revenue Service Circular 230, you are hereby advised that if this document or any attachment hereto contains any tax advice, such tax advice was not intended or written to be used, and it cannot be used, by any taxpayer for the purpose of avoiding penalties that may be imposed on the taxpayer by the Internal Revenue Service.



Professional design, installation and service of solar energy systems

Town of Wayne, Maine Proposed PV Solar Project, 2014

40 kW Photovoltaic Power Project ----- Estimated Production 46,400 kwh/year



- **\$125,119 total system cost (estimated 2014 cost of \$3.13/watt), no upfront cost to the town.**
 - ReVision Energy will finance, own and operate.
- **20 Year Power Purchase Agreement:** Wayne will buy power at
 - **Years 1-6:** one cent discount below Wayne's current CMP Small General Service market rate (12.5¢/kWh in year one)
 - **Years 7+:** indexed to Wayne's market rate.
- **Wayne has first option to buy RECs at market rate:** With option to pre-purchase energy and RECs.
- **Option to purchase year 7:** Bargain Sale/Donation for \$60,000 (52% discount over original cost).
 - **Annual Energy Savings:** Once Wayne owns system, will provide \$6,100± annual savings.
 - **Long Term Savings:** 30-years savings estimated \$88,300. System life expectancy is 40+ years.
 - **Conservative financial modeling:** Higher electric rates will accelerate and increase savings.
- **Option to continue PPA:** Wayne may forego buyout and continue to purchase power and RECs after year 7 at market rates.

91 West Main Street
Liberty, ME 04949

(207) 589-4171

142 Presumpscot Street
Portland, ME 04103

(207) 221-6342

7 Commercial Drive
Exeter, NH 03833

(603) 501-1822

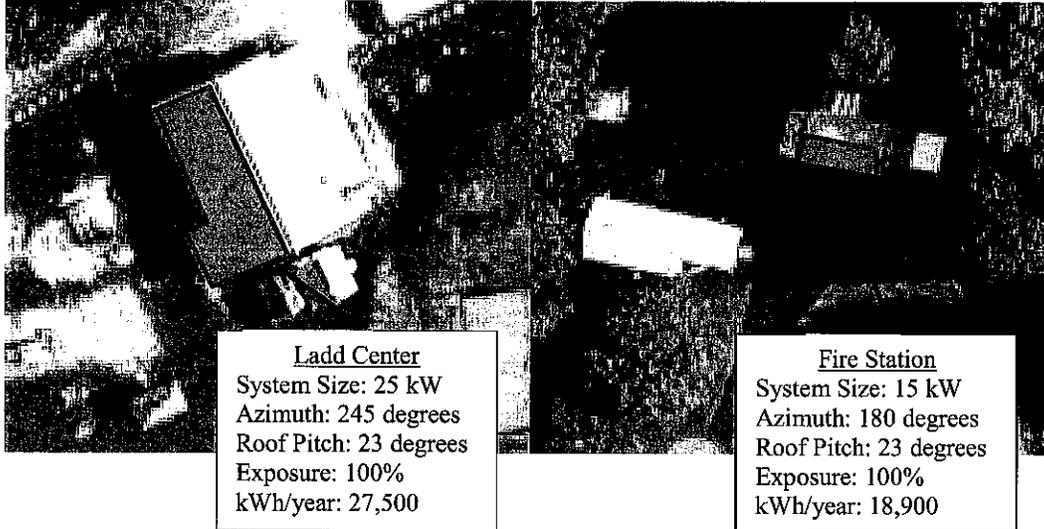
www.revisionenergy.com



Professional design, installation and service of solar energy systems

**Town of Wayne, Maine
Proposed PV Solar Project, 2014**

40 kW Photovoltaic Power Project - Estimated Production 46,400 kwh/year



- **\$125,119 total system cost (estimated 2013 cost of \$3.13/watt), no upfront cost to the town.**
 - Donor based project: 50% Tax Equity Investor (donor), 50% debt equity (5% estimated loan funding).
- **20 Year Power Purchase Agreement:** Wayne will buy power at
 - **Years 1-6:** one cent discount below Wayne's current CMP Small General Service market rate (12.5¢/kWh in year one)
 - **Years 7+:** indexed to Wayne's market rate.
 - **Wayne has first option to buy RECs at market rate:** With option to pre-purchase energy and RECs.
- **Option to purchase year 7:** Bargain Sale/Donation for \$52,462 (58% discount over original cost).
 - Donor/Foundation: 50% of purchase
 - Town of Wayne: 50% of purchase (funds may be raised over six year period)
 - **Annual Energy Savings:** Once Wayne owns system, will provide \$6,100± annual savings.
 - **Long Term Savings:** 30-years savings estimated \$104,300. System life expectancy is 40+ years.
 - **Conservative financial modeling:** Higher electric rates will accelerate and increase savings.
- **Option to continue PPA:** Wayne may forego buyout and continue to purchase power and RECs after year 7 at market rates.

91 West Main Street
Liberty, ME 04949

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Portland, ME 04103

(207) 221-6342

7 Commercial Drive
Exeter, NH 03833

(603) 501-1822

www.revisionenergy.com

To: Board of Selectmen
From: Aaron Chrostowsky, Town Manager, Town of Wayne
Re: Kent's Hill Road Paving
Date: August 24, 2013

I am requesting that the Board re-open discussion of additional paving on the Kent's Hill Road beyond the Innes Road intersection. This road is in disrepair. I don't want to lose this opportunity to fix this section of road at an affordable price.

Concerns:

Moral authority: The Town did not recommend this road as part of our road plan at Annual Town Meeting. As a result, we don't have the moral authority to use monies set aside for paving of the Kent's Hill Road.

The Town's legislative body has raised and appropriated funds for the Town to be set aside for Paving. It is up to the Board of Selectmen discretion to use Paving Reserve Fund monies. There is a need and an opportunity for the Board of Selectmen to fix and repair a section of road serious disrepair at an affordable price.

Bidding: The Town's Purchasing Policy states that any purchase over \$15,000 must conduct a formal bidding process.

However, the Town's Purchasing Policy states the following:

- 4.3.4 "The Town Manager is empowered to issue change purchase orders for changes in scope or quantity of an existing purchase. The change purchase amount is subject to other provisions of the Purchasing Policy.
- 7.10 "The competitive bid procedure may be waived by a majority vote of the Board of Selectmen upon the request of the Town Manager."

The Town just completed a formal bid process where C.H. Stevenson was selected. They have extended their pricing to us, to pave additional roads. To bid out for these additional paving projects due to the size, we would not get favorable pricing for the project. The Town's Purchasing Policy allows the Board of Selectmen to waive the competitive bid procedure. Consider this memo, as my formal request to waive the competitive bid procedure and issue a change order to the North Wayne Road Reconstruction and Paving Project.

Financial: The Town doesn't have enough money to fix this road correctly.

The Town has \$30,000 in the Paving Reserve Fund and \$25,000 in the Prep for Paving in the Road budget. These funds will cover the cost to repair this section of road.

Ditching: Kent's Hill Road needs ditching.

The Kent's Hill Road doesn't need ditching. It was ditched by Wayne Excavators several years ago. It could use some brush removal/ sweeping and some minor ditching/ swales at the top of the hill. This money can come out of the General Fund's Road Budget for Prep for Paving.

Conclusion:

This section is in serious disrepair, it has been left of the road plan, likely do to budgetary constraints and not a high priority road. However, the Board of Selectmen has a distinct opportunity to fix a bad section of road at an affordable price. **Forgoing the cost of repairing, this section of road this year will only cost more to the Town, in the years ahead.**

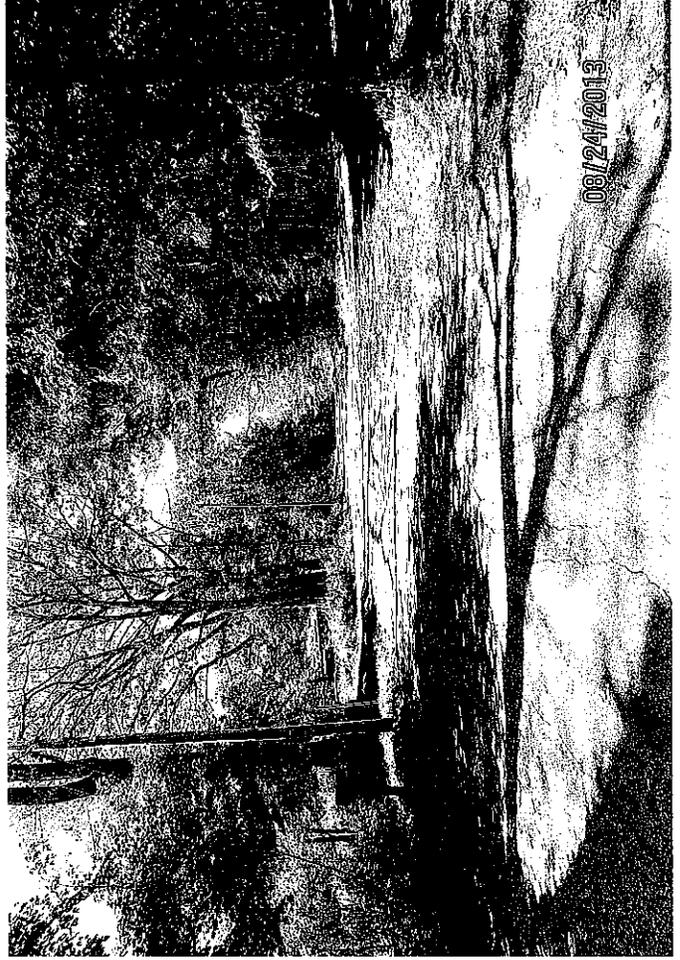
In my opinion, the arguments against fixing this section of road this year, are not salient. The Board of Selectmen is well within their moral, legal authority to fix this section of road without bidding. The need to ditch this section of road is not credible. The Board of Selectmen should execute their legal and moral authority to fix this section of this road this year, for the residents and visitors of this road.

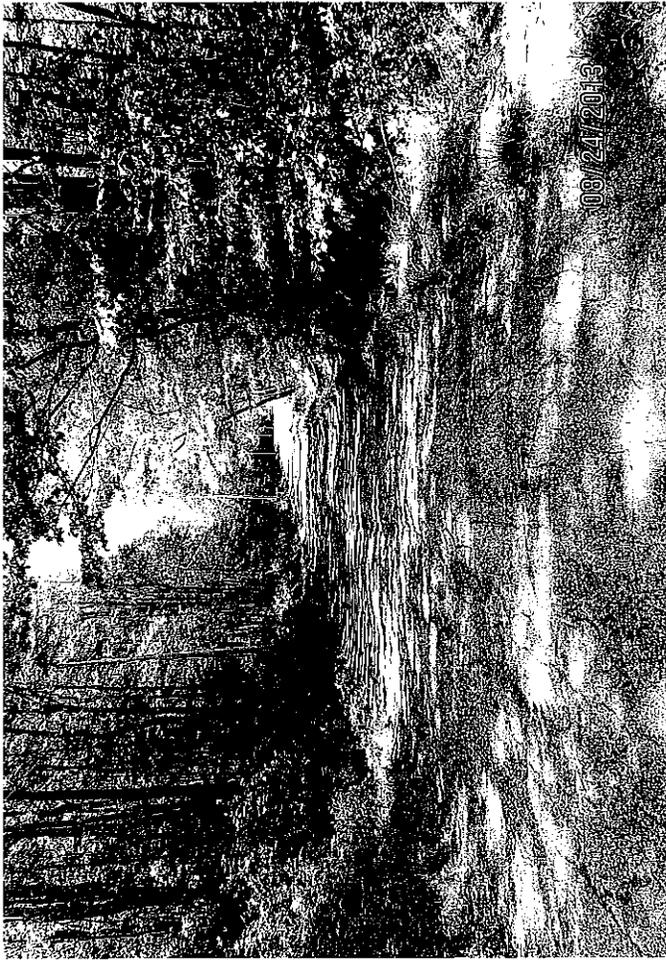
Two Options:

Scope of Work:

	<u>Unit Price</u>	<u>Dollar Amount</u>
1. Kent's Hill Road - Innes Ridge Road intersection to end		
Approximate Dimensions:	700 ft. long x 20 ft. wide	
Estimated tonnage:	86 tons (D mix)	
	86 tons (Shim mix)	
	Butt Joints (1):	\$20/SY \$355.56
	Tack Coat:	\$4.15 \$193.67
	Shim (1")	\$90.20 \$7,757
	Overlay (1")	\$85.80 \$7,379
	Total Project Cost:	\$15,685.23
2. Kent's Hill Road - Innes Ridge Road intersection to end		
Approximate Dimensions:	700 ft. long x 20 ft. wide	
Estimated tonnage:	86 tons (D mix)	
	172 tons (B mix)	
	1,556 sq. yd. Reclaim	
	Reclaim	\$2.25 \$3,501
	Tack Coat	\$4.15 \$193.67
	Surface (1")	\$85.80 \$7,379
	Base (2")	\$77.00 \$13,244
	Total Project Cost:	\$24,317.67

****Same specifications (C-H) as North Wayne Road Reconstruction and Paving Project****





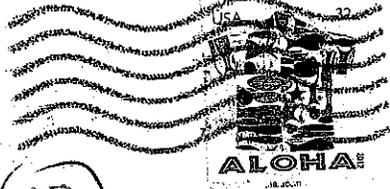


GREETINGS FROM VIRGINIA BEACH
Photo by Bill Gaertner

8/13/13

SO. MAINE

041



400

Dear Mr. Chrostowsky,
I reside at the end of the
Kents Hill Road in N. Wayne.
I want to know when this
end of the road will be repaired.
It is dangerous as is to BOTH
walkers and Drivers. There is
barely space for 2 cars to pass
by in opposite directions due to the
erosion and crumbling of the
edges, and the pavement is
cracked and heaving. It should
have been included when the rest of
the Kents Hill Rd. was paved, so it
is long overdue. RUTH K. HERTZ
08/24/2013

Aaron Chrostowsky
Town Manager's Office
Wayne
ME 04284

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**Town of Wayne
Parking Ordinance**

SECTION I. PURPOSE

The purpose of this Ordinance is to regulate the parking of vehicles on roads and publicly owned property to ensure public safety and prevent damage to property caused by damage by obstruction or use by vehicles.

SECTION II. NO PARKING AREAS

1. The following areas shall be designated "No Parking/ Tow Away Areas".
 - a. On both sides of the entire distance of Memorial Park Street.
 - b. On both sides of the entire distance of Lake Street.
 - c. On the westerly side of the Old Winthrop Road from the southerly lot line of the Cary Memorial Library (Map 012, Lot 059) to the intersection of the Gott Road.
 - d. Within 30 feet of either entrance to the footbridge spanning the Mill Stream located on Bridge Street.
 - e. On the north side of Main Street (Rte. 133) from Main Street intersection with Old Winthrop Road to the Pond Road.
 - f. On the north side of Main Street (Rte. 133) from the Pond Road to the southeast side of Androscoggin House (Map 009, Lot 059) located at 655 Main Street.
 - g. On the south side of Main Street (Rte. 133) from the Main Street intersection with Pond Road to Coolidge Road.
 - h. On the westerly side of the Gott Road opposite the Ladd Recreation Center (Map 013, Lot 25) to Davis Point Road (Pvt.).
 - i. Beside the Old Town Office (Map 017, Lot 005) located at 3 Lovejoy Pond Road.
 - j. Within 25 feet on either side of any dry hydrants maintained by the Fire Department.
2. No vehicle shall be parked on a Town way so as to obstruct traffic flow, passage of emergency vehicles, or to create a safety hazard.
3. No vehicle shall be parked on a Town way so as to obstruct removal of snow.
4. No vehicle shall be parked on any grassed areas of the Town Parks or Lands and shall be limited to only designated areas on Town lands.

SECTION III. EXCEPTIONS

Activities or functions sponsored by or approved by the Municipal Officers may be exempted from one or more of the above regulations by vote of the Municipal Officers.

SECTION IV. ENFORCEMENT

The Wayne Board of Selectmen may appoint a representative to be responsible for enforcing this ordinance, through the administration of a parking ticket system. Violations of this Ordinance shall incur a fine of \$25 of 25. Appearances in Court may be waived by payment within 10 days to the Wayne Treasurer. Any vehicle which has accumulated 3 or more violation notices may, at the option of the municipal officers authorized to enforce this ordinance, be immobilized in place until all outstanding notices of violation have been paid.

SECTION V. AMENDMENTS.

This Ordinance may be amended by the Municipal Officers (Board of Selectmen) at any properly noticed meeting.

SECTION VI. EFFECTIVE DATE

This Ordinance shall take effect upon its passage.

Adopted by the Municipal Officers (Board of Selectmen) of the Town of Wayne, Maine on this 27th day of August in the Year 2013 by:

Gary Kenny, Chair

Carroll Paradis

Stephanie Haines

Steve Saunders

Peter Ault

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Town of Wayne
Deputy Clerk/ Collector

The Town of Wayne seeks qualified candidates for the position of Deputy Clerk/ Collector. This position is a challenging and highly responsible position involving first line of customer service to citizens. Candidates should possess good organizational and communication skills, excellent customer services skills, computer knowledge a must, and person should be capable of multi-tasking with minimal supervision. Major duties include but are not limited motor vehicle registrations, sport licensing and recreational vehicle registrations, dog licensing, vital records preparation, tax collection and voter registration. Municipal experience preferred but not required. Please send a cover letter with resume in confidence to Wayne Town Manager, P.O. Box 400, Wayne, ME 04248. Resumes will be accepted until Tuesday August 20, 2013 at 6:00 PM. For more information, you can contact the Town Manager by email at townmanager@waynemaine.org or by telephone at (207) 685-4983.

**Town of Wayne, Maine
Position Description**

Position Description: Deputy Clerk/ Collector

Department: Administrative

Reports To: Town Manager

Pay Classification; Non-Exempt

NATURE OF WORK:

This is a varied clerical and secretarial work in assisting the Town Manager in the collection and record-keeping of various taxes, fees and licenses.

Employee of this class assists in the issuance of various licenses and permits, recording various documents and vital statistics, and the maintenance of a variety of records. Work involves some secretarial work for the Town Manager. Work is normally carried out with independence subject only to general instructions and standard operating procedures. Employee has considerable contact with the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Answers phone calls, provides accurate responses to telephone inquiries, and assists at the counter with other transactions.

Issues various licenses such as marriage, hunting, fishing and dog licenses, and maintains all related records accurately.

Waits on counter, answers questions, and give out information requested on property or excise taxes or motor vehicle registrations.

Computes excise tax on new and used automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of same.

Participates in the billing, receipt and recording of property or excise taxes as directed by Tax Collector.

Assists in the preparation and recording of tax liens, and maintenance of list of uncollected taxes and liens.

Assists with elections as determined by the Town Clerk

Serves as deputy registrar of voters.

Performs related typing, clerical, and record keeping duties.

Notary Public Commission or willingness to secure Notary Public commission within six months.

Performs other duties as required or assigned by the Town Manager.

REQUIREMENTS OF WORK:

Thorough knowledge of modern office procedures, practices and equipment.

Ability to accurately complete work assigned.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Ability to keep sensitive / confidential information within the Town Office.

Proficiency in the use of the copy machine, telephone system, adding machine, typewriter and the ability to use the Town computer system.

Ability to maintain records and prepare reports accurately.

Ability to understand and follow instructions.

WORKING HOURS / CONDITIONS / DEMANDS:

Part Time permanent employee will work 27 hours per week plus an occasional morning and/ or evening for training, election, or meeting.

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Uses computer keyboard and typewriter requiring eye-hand coordination and finger dexterity.

TRAINING AND EXPERIENCE REQUIRED:

High School graduation and experience in work involving the maintenance of records supplemented by courses in business education, accounting, bookkeeping or office procedures, plus experience in the collection of various monies; or any equivalent combination of experience and training.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

DATE: August 8, 2013

ALL Departments

ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
Town of Wayne	0.00	574,138.21	-574,138.21	----
- GENERAL ADMIN	0.00	23,537.42	-23,537.42	----
01 - Contingent	0.00	72.00	-72.00	----
05 - Legal	0.00	2,741.00	-2,741.00	----
10 - Utilities	0.00	22.24	-22.24	----
15 - Office Expense	0.00	466.23	-466.23	----
20 - Travel Training	0.00	885.83	-885.83	----
25 - Audit Reporting	0.00	1,000.00	-1,000.00	----
30 - Telephone	0.00	198.56	-198.56	----
36 - Copier lease	0.00	2,290.15	-2,290.15	----
40 - Tax Bills	0.00	485.52	-485.52	----
41 - Tax Administration	0.00	143.00	-143.00	----
50 - Insurance	0.00	7,585.25	-7,585.25	----
56 - Computer Software	0.00	7,647.64	-7,647.64	----
05 - SALARIES	0.00	22,442.18	-22,442.18	----
01 - Town manager salary	0.00	6,653.82	-6,653.82	----
10 - Tax collector salary	0.00	3,281.24	-3,281.24	----
15 - Town clerk salary	0.00	3,168.60	-3,168.60	----
25 - Bookkeeper pay	0.00	992.00	-992.00	----
50 - Code enforcement officer pay	0.00	1,819.44	-1,819.44	----
65 - Benefits-HEALTH, PAYROLL	0.00	5,087.08	-5,087.08	----
70 - Office Clerk	0.00	1,440.00	-1,440.00	----
10 - FIRE DEPARTMENT	0.00	948.29	-948.29	----
05 - Fire Department Operations	0.00	779.16	-779.16	----
10 - Fire Department Communications	0.00	169.13	-169.13	----
15 - ASSESSING MAPPING	0.00	2,266.66	-2,266.66	----
05 - Assessing/Mapping	0.00	2,266.66	-2,266.66	----
20 - PUBLIC SAFETY	0.00	11,188.04	-11,188.04	----
10 - Street Lights	0.00	966.54	-966.54	----
15 - Ambulance Service	0.00	4,458.75	-4,458.75	----
20 - Sheriffs Department	0.00	1,540.00	-1,540.00	----
25 - Public Safety Answering Points	0.00	4,222.75	-4,222.75	----
25 - ROADS	0.00	30,956.31	-30,956.31	----
10 - Brush Cutting	0.00	918.00	-918.00	----
25 - Grading	0.00	300.00	-300.00	----
40 - Ditching	0.00	16,508.88	-16,508.88	----
55 - Washouts	0.00	1,519.00	-1,519.00	----
60 - Signs & Posts	0.00	524.53	-524.53	----
70 - Culverts	0.00	9,219.05	-9,219.05	----
72 - Patch material	0.00	222.50	-222.50	----
74 - Gravel	0.00	1,726.48	-1,726.48	----
90 - Sand/Salt Lights	0.00	17.87	-17.87	----
30 - TRANSFER STATION	0.00	9,863.36	-9,863.36	----
05 - Transfer Station	0.00	9,863.36	-9,863.36	----
35 - SOCIAL SERVICES	0.00	290.00	-290.00	----
20 - Library	0.00	150.00	-150.00	----
30 - Conservation commission	0.00	140.00	-140.00	----
45 - RECREATION	0.00	3,658.50	-3,658.50	----
05 - Town Parks	0.00	2,658.50	-2,658.50	----
36 - Boat inspection	0.00	1,000.00	-1,000.00	----
52 - CAPITAL RESERVE	0.00	701.93	-701.93	----
25 - Footbridge Replacement Fund	0.00	602.01	-602.01	----

ALL Departments
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
1 - Town of Wayne CONT'D				
35 - Old School House	0.00	99.92	-99.92	----
60 - INTER GOVERNMENT	0.00	468,285.52	-468,285.52	----
15 - RSU #38	0.00	284,786.90	-284,786.90	----
20 - Kennebec County Tax	0.00	182,789.62	-182,789.62	----
25 - Cobbossee Watershed District	0.00	709.00	-709.00	----
Final Totals	0.00	574,138.21	-574,138.21	----

ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
1 - Town of Wayne	0.00	2,615,634.90	-2,615,634.90	----
01 - Property Tax	0.00	2,555,779.90	-2,555,779.90	----
04 - Lien costs	0.00	493.08	-493.08	----
10 - Interest on taxes	0.00	896.67	-896.67	----
20 - MV agent fee	0.00	808.00	-808.00	----
22 - IF&W agent fees	0.00	134.00	-134.00	----
24 - Vitals	0.00	67.60	-67.60	----
26 - Building permit	0.00	53.00	-53.00	----
34 - Dog license fee town retained	0.00	4.00	-4.00	----
40 - Excise tax motor vehicle	0.00	32,797.70	-32,797.70	----
41 - Excise tax boats	0.00	891.90	-891.90	----
45 - Homestead exemption	0.00	5,779.00	-5,779.00	----
48 - Veteran reimbursement	0.00	1,347.00	-1,347.00	----
50 - State revenue sharing	0.00	6,615.77	-6,615.77	----
59 - Misc. revenue/refunds	0.00	9,923.08	-9,923.08	----
94 - Ladd Fuel Fund	0.00	44.20	-44.20	----
3 - Special Revenues	0.00	1,000.00	-1,000.00	----
01 - Town Boat Launch	0.00	1,000.00	-1,000.00	----
Final Totals	0.00	2,616,634.90	-2,616,634.90	----