

# Town of Wayne Selectboard

**MEMBERS:** Gary Kenny, Stephanie Haines, Don Welsh, Jon Lamarche and Trent Emery

## Meeting Agenda

**Date:** Tuesday January 9, 2018

**Time:** 6:30 PM.

**Place:** Wayne Elementary School – Gymnasium

**Call Meeting to Order.**

**Pledge of Allegiance.**

**Selectboard Present / Quorum.**

**Meeting Minutes.**

- a. **Consider approving the Selectboard meeting minutes for December 18, 2017.**

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for December 18, 2017.

## Warrants.

- a. **Consider approving Payroll Warrant #28.**

Manager Recommendation: Move the Board to approve Payroll Warrant #28 in the amount of \$6,671.98.

- b. **Consider approving Accounts Payable Warrant #29.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #29 in the amount of \$56,131.27

- c. **Consider approving Payroll Warrant #30.**

Manager Recommendation: Move the Board to approve Payroll Warrant #30 in the amount of \$6,729.30

- d. **Consider approving Accounts Payable Warrant #31.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #31 in the amount of

## Business Agenda.

- a. **Presentation from Aging-at-Home and American Red Cross Regarding Smoke Detectors.**

Manager Recommendation: Take any action deemed necessary.

- b. **Review Winter Highway Maintenance Contract.**

Manager Recommendation: Take any action deemed necessary.

- c. **Authorize the Selectboard Chair and Town Manager to sign Representation Letter in connection with your audit of the financial statements.**

Manager Recommendation:

- d. **Review Purchasing Policy.**

Manager Recommendation: Take any action deemed necessary.

- e. **Review Budget Timeline.**

Manager Recommendation: Take any action deemed necessary.

**Supplements and Abatements.**  
**Town Manager Report.**  
**Board Member Reports.**  
**Public Comments.**  
**Adjourn.**

The next regularly scheduled for **Tuesday January 23, 2018 at 6:30 PM** at the Wayne Elementary School - Gymnasium.

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

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday December 18, 2017  
Wayne Elementary School**

**Call Meeting to Order/ Selectmen Present**

Gary Kenny determined quorum and called meeting to order at 6:30 PM with the following members present: Trent Emery, Stephanie Haines, Gary Kenny, Jonathan Lamarche, and Don Welsh.

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

Audience: None

**Pledge of Allegiance  
Meeting Minutes**

- a. The Board approved the meeting minutes of the Board of Selectmen for November 28, 2017. (Haines/ Lamarche) (5/0).

**Warrants**

- b. The Board approved Payroll Warrant #26 in the amount of \$20,003.98. (Welsh/Haines) (5/0).
- c. The Board approved Accounts Payable Warrant #27 in the amount of \$194,668.72. (Emery/Lamarche) (5/0).

**Business Agenda**

- a. Presentation by Aging -at-Home and American Red Cross Regarding Smoke Detectors. As a result of cancellation to original date of this select board meeting, (12/12/17), the speaker was not available for this meeting.
- b. Final Update on Lovejoy Pond Road. Town Manger explained expenses and revenues regarding road work. Stephanie Haines complained the Town Manager went over budget, and asked him to watch spending in the future. She stated Town Manager didn't ask Board permission to go over \$5,000.
- c. Update on Sky Ranch Community Solar Farm Property Tax Appeal to Kennebec County Commissioners. Town Manager received notice the hearing was postponed until January 18, 2018.
- d. Discussion and Prioritization of Comprehensive Plan Goals.

**Abatements/Supplements:**

The Board approved abatement for Kennebec Land Trust for \$1,505.67 (Welsh/Lamarche) (5/0).

Motion to enter Executive Session-36 MRSA §84(2) Poverty Abatement: 8:30pm (Haines/Lamarche) (5/0).

Motion to exit Executive Session-36 MRSA §84(2) Poverty Abatement: 8:40pm (Haines/Lamarche) (5/0).

The Board approved Poverty Abatement in the amount of \$568.71 for 2016 taxes. (Haines/Lamarche) (5/0).

**Town Manager Report:** See attached

**Board Member Reports:**

- a. Gary Kenny said he will be making a final decision in January 2018 about resigning from the Board in June 2018. He stated he has mixed feelings about moving; however, he and his wife are planning to leave Wayne and build a new house at his family camp on Little Sebago.

**Public Comments:** None

**Motion to Adjourn** at 8:45 PM. (Haines/Welsh) (4/0)

The next Select Board Meeting is scheduled for Tuesday, January 9, 2018 at 6:30 p.m. at the Wayne Elementary School Gymnasium.

Recorded by:  
Cathy Cook, Town Clerk

Select Board Members

\_\_\_\_\_  
Gary Kenny

\_\_\_\_\_  
Stephanie Haines

\_\_\_\_\_  
Don Welsh

\_\_\_\_\_  
Jonathan Lamarche

\_\_\_\_\_  
Trent Emery

## Wayne Town Manager

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**From:** Pam Chenea <berryponder@gmail.com>  
**Sent:** Wednesday, January 03, 2018 1:22 PM  
**To:** Pam Chenea  
**Subject:** Aging At Home News

Aging At Home News

Hello all of you good people,

Happy New Year!! We of Aging At Home are hoping your best dreams and best intentions come to be in this new year!

If you wish to be taken off this email list, please just notify me by replying to this email or calling me (Pam.)

**Upcoming events:**

First is the **Home Fire Campaign** program by the American Red Cross to be held at the select board meeting on Tuesday Jan 9 at 6:30 pm at Wayne Elementary School. We invite all to come hear what this representative has to say and show us about fire safety at home.

PLEASE NOTE THAT SMOKE ALARMS WILL NOT BE AVAILABLE AT THIS MEETING. You WILL BE ABLE TO SIGN UP FOR SMOKE ALARMS. We volunteers will be trained on how to install the alarms later. THEN we will be going around to homes to install them. IF you can't make it to the meeting and want a smoke alarm (or more than one) email or call me at the contact info below.

Pam Chenea and Stephanie Merrill will soon be training to teach "**A Matter of Balance.**" It is a gentle exercise program to improve balance and reduce your risk of falling. We will offer this program for those who desire it after our training. If you are interested in the program, get in touch with us.

Saturday January 20, 2018 from 2-3:30 **Ben Hunsberger** will offer an afternoon of **music** downstairs at the library. Ben's music is "seasoned with the flavors of Jackson Browne and the Beatles." He plays keyboard and guitar, along with his clear vocals. Everyone is invited to this free event. If you need a ride, call or email.

Aging At Home with the Cary Library, will host a **lunch gathering** on Tuesday Jan 16, at 12 noon, downstairs at the Cary Library. Food and drink will be provided, graciously financed by Gloria and Lincoln Ladd. We plan to make this a monthly event. We invite all who would like to get away for a couple of hours, especially people in town who are caring for a husband, a wife, partner, or someone else. We can provide support for the person you care for so you can attend. Please call or email if you think you will attend, so we can plan on a number to serve.

Our **volunteer training** will take place on Wednesday January 31 from 10AM to 12 Noon. Come learn about your role as volunteer, and officially sign up as an AAH volunteer. Presenters will be Pam Chenea, Stan Davis, Aaron Chrostowsky, and Pastor Jen Curran.

Last but not least, we have **volunteers who need something to do.** If you or someone you know needs a call, a visit or other help, please let us know!!

PS **Buckets of sand** are still available. Not many have signed up for one. We have strapping lads who will deliver one to you. Wouldn't it be great to have one nearby for the coming ice season?

--

Pam Chenea, Coordinator  
Aging At Home, Wayne  
[berryponder@gmail.com](mailto:berryponder@gmail.com)  
207-685-9378

# *Town of Wayne*

P.O. Box 400; 48 Pond Road  
Wayne, ME 04284  
Phone: (207) 685-4983 Fax: (207) 685-3836  
<http://www.waynemaine.org>

## **Winter Highway Maintenance: Sanding, Salting and Snowplowing**

### **Bid Specifications for a 4-Year Contract Term: July 1st, 2018 to June 30th, 2021 Advertisement for Bids**

The Town of Wayne is looking for a qualified contractor to provide **Winter Highway Maintenance: Sanding, Salting and Snowplowing** on town roads. For complete bid specifications, go online to [www.waynemaine.org](http://www.waynemaine.org) or contact the Town Office.

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

**Bids due no later than Thursday January 5 19, 2017 at 1:00 PM.**  
**Bids opened on Thursday January 5 19, 2017 at 1:00 PM.**  
**Bids awarded on Tuesday January 10 24, 2017 at 6:30 PM by Selectboard**

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.

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The **Town of Wayne, Maine**, by and through its Municipal Officers, the Board of Selectmen (referred to as "**Town**"), and "**Contractor**" which is a partnership / corporation (referred to as "**Contractor**") to perform winter highway maintenance: sanding, salting and snowplowing for the following fiscal years: **July 1st, 2017 to June 30th, 2018** of the first year; **July 1st, 2018 to June 30th, 2019** of the second year; **July 1st, 2019 to June 30th, 2020** of the third year; and **July 1st, 2020 to June 30th, 2021** of the fourth year; **2018, 2019, 2020 and 2021**, with a renewal option for **2022**.

## **SPECIFICATIONS FOR CONTRACT**

The Town of Wayne is a municipal corporation of the State of Maine, with a Town Meeting/Board of Selectmen/Town Manager form of government. The Town has approximately **29.70** miles of roads that it wishes to have maintained (See **Attachment A**).

### **1. SERVICES: WHAT AND WHEN**

The successful bidder (hereinafter referred to as the "**Contractor**") agrees to sand as well as remove ice and snow from town ways ("roads") and other designated areas listed in **Attachment A**. The term of this contract shall begin on **July 1st, 2017** and expire on **June 30th, 2021**, unless extended by the Town.

### **2. OPTION TO EXTEND**

The Town reserves and is granted the option to extend this contract for one (1) additional year, at the terms and conditions set forth herein. The Town must exercise its option by sending written notice thereof to the Contractor no later than **May 1, 2021**.

### **3. INDEPENDENT CONTRACTOR & SUBCONTRACTORS**

The Contractor and its agents and employees, during the performance of this contract, shall act as an independent contractor, and not as officers or employees of the Town. The Contractor will employ all personnel needed to fulfill the obligations of this contract. The Contractor will be solely responsible for complying with applicable state and federal laws, including, but not limited to workers' compensation law, employment security law and minimum wage law.

As an independent contractor, the Contractor is also responsible for maintaining the equipment in a safe, operable and legal condition. This Contract and any of its rights, duties and obligations hereunder may not be assigned or subcontracted by the Contractor without the written consent of the Town of Wayne Board of Selectmen. Such consent shall not be unreasonably withheld. Prior to consenting to assignment of this Contract, or any portion thereof, the Wayne Board of Selectmen will have the right to request operational, financial, and insurance data regarding the proposed assignee.

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## 4. MAINTENANCE REQUIREMENTS

- A.) The Contractor will commence plowing and sanding operations when snow on the roads listed in **Attachment A** have reached a depth of one inch if the snow is wet, and two inches if it is dry, or at any time the Town of Wayne Road Commissioner feels it is necessary for the Contractor to plow/sand. Operations will continue until the roads are cleared of snow to the outside of the road shoulders. (All references in this Contract to the Road Commissioner shall include any of the Road Commissioner's agents or assigns.) Once plowing operations have commenced, the accumulation of snow on road surfaces shall not exceed one inch (if snow is wet) and two inches (if snow is dry) prior to being plowed again. During severe storms or drifting, plows will be operated so as to maintain two-way traffic. Immediately after the extreme conditions, snow will be removed to the outside of the road shoulders. The Contractor must have supervisory personnel and all plow truck personnel must have a cell phone available with them in vehicles situated so that messages of urgency can reach the plowing or sanding vehicles within a fifteen-minute period.
- B.) The Contractor will follow the Maine Department of Transportation's methods and precautions of plowing and sanding. Such methods and practices as excessive speed of plows and disregard of mailboxes must be controlled by the Contractor and will be monitored by the Road Commissioner or his agent.
- C.) The sanders shall be put into operation as soon as the roads become slippery and shall continue as long as the roads remain slippery.
- D.) The Contractor is responsible for providing the sand necessary for the operations required under this Contract. Please indicate on the bid form the price per cubic yard for sand to the Town. The Town will provide the rock salt. All sand purchased by the Contractor will be equal to or greater than the quality specified and used by the State of Maine. The Contractor agrees to pay particular attention to the sanding of hills, curves and intersections, and to apply extra sand and salt to areas that need extra plowing and sanding, and other locations when advisable in the opinion of the Road Commissioner.
- E.) The Contractor will remove compacted snow from the roads, insofar as possible, so at least three and one half feet (3-1/2') of shoulder will be exposed on each side of the roadway.
- F.) The Contractor will reimburse the Town for the replacement of guardrails, guardrail posts, signs, sign posts or guard posts which are damaged by reason of snow removal operations under this Contract, if the Road Commissioner determines that such damage reasonably could have been avoided.

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- G.) The Contractor will perform contracted duties for the Town before proceeding to any other private contracts.
- H.) The Road Commissioner will set the priorities in the maintenance of primary and secondary roads, said priority to be followed by the Contractor.
- I.) When a mailbox, post or other property is damaged by any-part of the plow truck, the Contractor will replace the damaged items as soon as reasonably possible, after being notified, provided the following conditions were in effect before the mailbox/post was bit:
- The mailbox was at the height of 40" to 42" from the road surface.
  - The face of the mailbox must be 18" from the edge of pavement if possible.
  - The wooden part of the structure was not rotten. If there is a difference of opinion as to the under grading of the structure, then the Road Commissioner will make the final decision.
  - The mailbox, post or other property was not damaged prior to being bit. The Contractor shall notify the Town Manager of any damaged mailboxes and or post structures prior to the plowing season.
  - The mailbox, post or other property was located beyond the Town's right of way limits.
- J.) At no time shall a snow bank at any intersection exceed three (3) feet in height. All snow banks that exceed that height will be removed or pushed back in a timely manner unless such pushing back infringes on private property.

## 5. SAND AND SALT

The Contractor will supply, deliver and stockpile at the Town of Wayne's Sand and Salt Shed located on the Fairbanks Road, all the sand required to properly carry out the Contractor's duties under this Contract. All labor and equipment necessary to stockpile the sand will be the responsibility of the Contractor. All sand will be equal to or better than the quality specified and used by the State of Maine. The ratio of sand/ salt shall not be greater than 15 to 1. The Contractor will be responsible for loading sand into the-trucks.

The Town has the right to bid and purchase the salt with other communities or organizations so as to obtain the lowest purchase price for the Town and deliver it at a mutually agreed upon time with the Contractor. The Town is responsible for purchasing an estimated **300**

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**tons** of salt annually. The Contractor will be responsible for cleaning the area outside of the sand/salt shed. The clean-up work will be done no later than **May 15th** of each year of this Contract and will include the removal of all sand and salt debris from winter operations. All sand/ salt placed in Town's Sand / Salt Shed will become the property of the Town of Wayne at the end of the contract. **All sand/ salt shall be used exclusively for the purposes of this Contract.**

An initial stockpile of sand in a quantity of approximately **1,500 cubic yards** (or to the capacity of the sand/salt shed) will be delivered to the Wayne Sand/ Salt Shed no later **October 15th** of each of year or this Contract. An additional **1,000 cubic yards** of sand will be delivered when space becomes available in the Wayne Sand /Salt Shed. The Contractor is responsible for having **200 cubic yards** of sand/salt mixture available for use by residents of the community during each year of this Contract. The Contractor is responsible for ensuring that the "**Resident Sand/ Salt Shed**" area used by Wayne residents only is replenished as necessary and clear of snow and ice for safe transit.

The Contractor is responsible for having an additional **30 tons** of salt for "hot loads" available as needed during the contract year. It is estimated that up to **2,750 cubic yards** annually of sand will be needed to fulfill the terms of this Contract for the Town of Wayne. **Any additional sand required to meet the contractual performances standards will be the Contractor's responsibility and the Contractor will not be reimbursed even if such amounts exceed the estimates set forth above.**

In May of each contract year, a representative of the Town will meet with the Contractor to discuss the past year's use of sand and salt and to determine any corrective course of action to be implemented in the coming year, such as the need for more sand and salt etc.

## **6. REQUIRED EQUIPMENT & MANPOWER**

At any time that the Contractor is required to plow or sand, a minimum of two (2) trucks and one (1) four wheel drive (either 3/4 ton or one ton pick-up truck) will be on the roads performing the Contractor's duties. Below is a list of suggested equipment needed to fulfill the contracted requirements with the Town. The Contractor must have available for use at all times equipment with the capacity and/or the equivalency of the equipment listed below:

- A. A minimum of two (2) trucks of at least 38,000 G.V.W., each equipped with a snowplow, wing and a sander used for the Town and another truck of at least 38,000 G.V.W., equipped with a snowplow, wing and a sander for back-up use. The sanders will have a capacity of at least 6 cubic yards
- B. One (1) four-wheel drive 3/4-ton or one-ton truck equipped with a plow and sander used for the Town and another four-wheel drive 3/4-ton or one-ton truck equipped with a plow and sander for back-up use.

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- C. One (1) front-end loader/ backhoe for loading sand/salt and moving snow with a minimum bucket capacity of one (1) cubic yard and another front-end loader/backhoe for back-up use.
- D. A grader equipped with a wing capable of scraping ice and snow from the roadways.
- E. All vehicles required under (A) and (B) will be in operation during the occurrence of any storm and used exclusively for the purpose of fulfilling the intent of this Contract.
- F. The Contractor, his agents and employees, during the performance of this Contract, will act as independent agents and not as employees or agents of the Town of Wayne. Adequate manpower needed to fulfill the obligations of this Contract will be employed by the Contractor who will be solely responsible for complying with applicable Federal and State laws, including but not limited to, worker's compensation law, employment security law and minimum wage law. As an independent contractor, the Contractor is also responsible for maintaining equipment in a safe, operable and legal condition.
- G. In addition to the vehicles listed in Section 6 (A) and (B) above, the Contractor will be responsible for having back up equipment as necessary to meet the obligations of this contract.
- H. The equipment referred to in Section 6 must be maintained by the Contractor in good mechanical condition, and is subject to periodic inspection by the Town's designee. Each vehicle must be identified as the **Contractor's and display a truck number**. The equipment must be ready for inspection by **October 15th** of each of the year of this Contract. The Contractor will make reasonable modifications to equipment if requested by the Town Manager / Road Commissioner. The Town may employ the expertise of a professional to assist them with this inspection. Failure of equipment to pass this inspection will constitute a breach of this Contract.
- I. The contractor's equipment and operators must reside within a reasonable distance from the Town's Sand/ Salt Shed to allow the Contractor to begin plowing within 30 minutes of being contacted.

## 7a. **PERFORMANCE BOND**

The Contractor must furnish an Annual Contract Bond, or similar instrument, by **October 15th** of each year of this Contract that is satisfactory to the Town. The bond must be in the amount equal to 100% of the PERFORMANCE portion of this contract. The **PERFORMANCE** portion of this contract is 80% of the total contract price.

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## 7b. INSURANCE

The Contractor will maintain liability insurance that names the Town as an additional insured in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000) per occurrence, for personal injury, death and property damage claims which may arise from snow removal or sanding operations under this contract.

In addition, the Contractor shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act. The Contractor will provide to the Town the Certificate of Insurance coverage required by this contract no later than **October 15th** of each contract year.

## 8. BILLS AND CLAIMS

As an independent contractor, the Contractor is responsible for all bills for labor, material, equipment and other expenses or obligations that are incurred in the performance of this Contract. The Town will not pay any such bills.

## 9. BREACH OF CONTRACT

If the Contractor fails to perform according to the terms of this contract at the time and in the manner specified, that failure would constitute a breach of contract.

In the event of a breach, the Town (through its Town Manager or his/her agent) will immediately give oral notice to the Contractor that there has been a breach of contract. The Contractor must cure the breach within a reasonable time. "Reasonable time" may vary depending on the nature of the breach, and road and weather conditions. In the event that the Contractor still does not (for whatever reason) perform the duties within the time stated, the Town will have the following options:

- A.) **Terminate the Contract.** The Town may terminate the contract by sending the Contractor a written notice stating the reason for termination and the date of termination. The Contractor will be paid for all work which is satisfactorily done up to the date of termination. The remainder of any money due the Contractor under this contract may be used to obtain another contractor to maintain the roads. Likewise, money from the Contractor's Performance Bond may be used to cover this cost.
- B.) **Substitution.** The Town may require a substitute contractor to plow and sand the roads for any period of time the Town considers necessary. This substitution will be paid with money from the Performance Bond. If there are problems obtaining the Performance Bond money, substitutions will be paid from the remainder of any funds due to the Contractor (but unearned) under this Contract.
- C.) **Legal.** The Town may also seek any other legal remedies available to enforce this Contract. In the event that the Contractor disagrees with the actions taken by the Town, both parties shall place the issue or issues of disagreement with an arbitrator

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appointed by the Superior Court, County of Kennebec. Proceedings shall be determined by the Uniform Arbitration Act, 14 M.R.S.A. 5927 et seq. and the decision reached by the Arbitrator shall be binding on the parties. The cost for arbitrations will be divided evenly between the Town seeking arbitration and the Contractor.

## 10. INDEMNIFICATION

In addition to the coverage provided by insurance and bonding herein, the Contractor agrees to hold the Town harmless for any claim for death, injury, property damage or other loss which may result from the Contractor's performance of road maintenance under this contract. In the event that such a claim is made against the Town, the Contractor will defend the Town, and the Contractor will pay any and all amounts (indemnification) for which the Town may be held liable in a legal action for such claims. The Contractor shall also reimburse the Town for any direct or indirect expense incurred in the defense of such claims, including, but not limited to, legal fees and costs.

## 11. SUPERVISION AND CONTROL

As an independent contractor, the Contractor has the right and responsibility to supervise and control the Contractor's employees, agents and equipment. The Town has the right to inspect road maintenance operations within its boundaries, and notify the Contractor of any problems, errors or non-performance. The Town's Road Commissioner may order that work be done in a satisfactory manner, as determined by Road Commissioner.

## 12. COMMUNICATION

The Contractor shall designate one or more telephones where the Contractor can be reached during every storm and available to receive communication from the Town. All vehicles used to plow and sand will have cellular communications.

Contractor Phone Number: \_\_\_\_\_

Truck Phone Numbers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All communications to and by the Town will be made through the following alternative chain of command: (1) Town Manager / Road Commissioner (2) Town Office ("Town Clerk" or "Tax Collector") staff during regular office hours, (3) Chairman, Board of Selectmen (4) Remaining Board of Selectmen members.

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13. **NOTICE**

All written notices shall be sent by certified mail, return receipt requested to the addresses set forth on the first page of this invitation or to any other addresses for which written notice shall have been subsequently.

14. **CONSIDERATION AND PAYMENT SCHEDULE**  
**(See Attached Bid Form Page #3)**

15. **ASSIGNMENT**

This contract, and any rights, duties and obligations hereunder, may not be assigned or subcontracted by the Contractor without the written consent of a majority of the Board of Selectmen.

16. **CONTRACT BINDING**

All of the Contractor's rights, duties and obligations under this contract shall be binding upon and inure to the benefit of the Contractor's successors in interest, legal representatives, and assigns approved by the Wayne Board of Selectmen.

17. **COMPLIANCE**

The Town insists upon strict compliance with this Contract. No prior waiver or failure to insist upon any term or terms shall prevent the Town from enforcing any requirement or provision.

18. **AMENDMENT, SEVERABILITY, JURISDICTION**

This contract can be amended only by written consent of the Town and the Contractor. If any part of this contract is declared by a court to be void or unenforceable, the rest of the contract continues to be valid and effective. The laws of the State of Maine govern this Contract.

19. **CONTRACT: CONDITIONS OF APPROVAL, SUMMARY**

The Contractor will have one contract with the Town for Winter Highway Maintenance: Sanding, Salting and Snowplowing.

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## **ATTACHMENT A**

Roads covered by this contract, with approximate mileage of each:

**ROAD NAME:** \_\_\_\_\_ **MILEAGE:**

### **Roads North of Rt. 133**

Innes Ridge Road (Kents Hill Rd to T/L)	.51
Kents Hill Road (North Wayne Rd. to end)	.81
Church Street	.11
North Wayne Road	2.18
Farnham Road	.12
Hathaway Road (North Wayne Road to T/L)	.20
Cross Rd. (Rte. 133 to N. Wayne Road)	.32
Lovejoy Pond Road (Walton Road to T/L)	1.06
Walton Road	1.88
Richmond Mills Road (Pond Road to T/L)	.48
Pond Road	1.88
Berry Road/ King's Highway	1.72
Green Tue Road (Rte. 133 to end)	.71
Maxim Road	.97
Lord Road (Rte. 133 to turn around)	.89
<u>Christmas Tree Lane</u>	<u>.10</u>
<b>Subtotal:</b>	<b>13.94</b>

### **Roads South of Rt.133**

Tucker Road/Strickland Ferry Road (Rt. 219 to T/L )	2.58
Cove Road (Rt. 219 to T/L)	.61
Whispering Pines Circle	.23
Coolidge Road (Rte.133 to end)	.33
Leadbetter Road (Coolidge Road to end)	.60
Memorial Park Lane	.15
Lake Street	.09
Old Winthrop Road	2.19
Gott Road (Old Winthrop Road to end)	.53
Morrison Heights Road	1.44
Lincoln Point Road	.30
Hardscrabble Road	2.30
Dexter Pond Road	.60
House Road	.40
Mt. Pisgah Road (Old Winthrop Road to T/L)	1.29
Fairbanks Road	1.17
Besse Road (Rte. 133 to stone wall turnaround)	.80
<u>Mill Street/ Bridge Street</u>	<u>.15</u>
<b>Subtotal:</b>	<b>15.76</b>

**Total** **29.70**

Town of Wayne, Maine- Winter Highway Maintenance: Sanding, Salting and Snowplowing Contract  
Specifications for FY 2018 - 2021

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In witness whereof, the parties, or their duly authorized agents, execute this agreement on the ~~10~~ 24th day of January, 2017.

FOR THE TOWN OF WAYNE

FOR THE CONTRACTOR

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Town of Wayne

P.O. Box 400; 48 Pond Road  
Wayne, ME 04284  
Phone: (207) 685-4983 Fax: (207) 685-3836  
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**Town of Wayne, Maine**  
**Winter Highway Maintenance: Sanding, Salting and Snowplowing Contract Specifications**  
**FY 2018 - 2021**

**BID FORM**

*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.*

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

Priority will be given to the contractor who demonstrates the most durable and affordable cost deal to Town.

<b>Year 1:</b>	<b>July 1st, 2017 to June 30th, 2018</b>	_____
<b>Year 2:</b>	<b>July 1st, 2018 to June 30th, 2019</b>	_____
<b>Year 3:</b>	<b>July 1st, 2019 to June 30th, 2020</b>	_____
<b>Year 4:</b>	<b>July 1st, 2020 to June 30th, 2021</b>	_____
<b>Year 5:</b>	<b>July 1st, 2021 to June 30th, 2022 (Renewal Option)</b>	_____

---

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Name of Signer: \_\_\_\_\_

\_\_\_\_\_ Title of Signer: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Town of Wane, Maine**  
**Winter Highway Maintenance:**  
**Sanding, Salting and Snowplowing Contract Specifications**

**4-Year Contract Term: July 1st, 2017 to June 30th, 2021**  
**Renewal Option: (July 1st, 2021 to June 30th, 2022)**

**PAYMENT SCHEDULE**

Vendor: Dennis Bruen, Owner  
Bruen Construction  
P.O. Box 601  
Readfield, ME 04355  
Phone: (207) 685-9603

Vendor Number: **0622**

**Year 1: July 1st, 2017 through June 30th, 2018**

2 <sup>nd</sup> Warrant, <b>October 2017</b>	\$27,160.45
2 <sup>nd</sup> Warrant, <b>November 2017</b>	\$27,160.43
2 <sup>nd</sup> Warrant, <b>December 2017</b>	\$27,160.43
2 <sup>nd</sup> Warrant, <b>January 2018</b>	\$27,160.43
2 <sup>nd</sup> Warrant, <b>February 2018</b>	\$27,160.43
2 <sup>nd</sup> Warrant, <b>March 2018</b>	\$27,160.43
<b>Total:</b>	<b>\$162,962.60</b>

**Year 2: July 1st, 2018 through June 30th, 2019**

2 <sup>nd</sup> Warrant, <b>October 2018</b>	\$27,687.10
2 <sup>nd</sup> Warrant, <b>November 2018</b>	\$27,687.10
2 <sup>nd</sup> Warrant, <b>December 2018</b>	\$27,687.10
2 <sup>nd</sup> Warrant, <b>January 2019</b>	\$27,687.10
2 <sup>nd</sup> Warrant, <b>February 2019</b>	\$27,687.10
2 <sup>nd</sup> Warrant, <b>March 2019</b>	\$27,687.10
<b>Total:</b>	<b>\$166,122.60</b>

**Year 3: July 1st, 2019 through June 30th, 2020**

2 <sup>nd</sup> Warrant, <b>October 2019</b>	\$28,213.80
2 <sup>nd</sup> Warrant, <b>November 2019</b>	\$28,213.76
2 <sup>nd</sup> Warrant, <b>December 2019</b>	\$28,213.76
2 <sup>nd</sup> Warrant, <b>January 2020</b>	\$28,213.76
2 <sup>nd</sup> Warrant, <b>February 2020</b>	\$28,213.76
2 <sup>nd</sup> Warrant, <b>March 2020</b>	\$28,213.76
<b>Total:</b>	<b>\$169,282.60</b>

**Year 4: July 1st, 2020 through June 30th, 2021**

2 <sup>nd</sup> Warrant, <b>October 2020</b>	\$28,740.45
2 <sup>nd</sup> Warrant, <b>November 2020</b>	\$28,740.43
2 <sup>nd</sup> Warrant, <b>December 2020</b>	\$28,740.43
2 <sup>nd</sup> Warrant, <b>January 2021</b>	\$28,740.43
2 <sup>nd</sup> Warrant, <b>February 2021</b>	\$28,740.43
2 <sup>nd</sup> Warrant, <b>March 2021</b>	\$28,740.43
<b>Total:</b>	<b>\$172,442.60</b>

**Year 5: July 1st, 2021 through June 30th, 2022** (Renewal Option)

2 <sup>nd</sup> Warrant, <b>October 2021</b>	\$29,235.45
2 <sup>nd</sup> Warrant, <b>November 2021</b>	\$29,235.43
2 <sup>nd</sup> Warrant, <b>December 2021</b>	\$29,235.43
2 <sup>nd</sup> Warrant, <b>January 2022</b>	\$29,235.43
2 <sup>nd</sup> Warrant, <b>February 2022</b>	\$29,235.43
2 <sup>nd</sup> Warrant, <b>March 2022</b>	\$29,235.43
<b>Total:</b>	<b>\$175,412.60</b>

# *Town of Wayne*

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

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**December 15, 2017**

Mr. Ronald H.R. Smith, Principal  
RHR Smith & Company, CPAs  
3 Old Orchard Road  
Buxton, Maine, 04093

Dear Ron:

This representation letter is provided in connection with your audit of the financial statements of the **Town of Wayne** which comprise

1. the respective financial position of **the governmental activities and the aggregate remaining fund information as of June 30, 2017**, and
2. the respective changes in financial position and, where applicable,
3. cash flows for the period then ended, and
4. the related notes to the financial statements,

for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of **December 15, 2017** the following representations made to you during your audit.

## **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated **May 17, 2017**, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP, and include all properly classified funds and other financial

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information of the Town of Wayne required by generally accepted accounting principles to be included in the financial reporting entity.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements for which U.S. GAAP requires adjustment to or disclosure in the financial statements.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. A list of the uncorrected misstatements is attached to this representation letter. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the **Town of Wayne** is contingently liable, if any, have been properly recorded or disclosed.

## Information Provided

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the **Town of Wayne** from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the **Board of Selectmen** or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

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13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the **Town of Wayne** and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the financial statements for the **Town of Wayne** communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the related parties for the **Town of Wayne** and all the related party relationships and transactions of which we are aware.

## Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. The **Town of Wayne** has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds; and we have:
  - a. identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

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- b. identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
  - c. identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
23. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
24. As part of your audit, you assisted with preparation of the [financial statements, based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that have been approved by management; draft Management's Discussion and Analysis and notes to the financial statements based on information determined and approved by management; maintaining depreciation schedules for which management has determined the method of depreciation, rate of depreciation, and salvage value of the asset, (**list any additional nonaudit/nonattest services provided**) all in conformity with U.S. generally accepted accounting principles, permissible nonattest services under the AICPA Code of Conduct and nonaudit services under *Government Auditing Standards* for attest/audit engagements.] We acknowledge our responsibility as it relates to those nonaudit services, including that we:
- a. assume all management responsibilities;
  - b. oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience;
  - c. evaluate the adequacy and results of the services performed; and
  - d. accept responsibility for the results of the services.
- We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
25. The **Town of Wayne** has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral
26. The **Town of Wayne** has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

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27. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
28. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
29. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
30. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
31. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
32. Provisions for uncollectible receivables have been properly identified and recorded.
33. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
34. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
35. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
36. Participation in a public entity risk pool has been properly reported and disclosed in the financial statements.
37. Instruments are properly classified as to risk and are properly disclosed.
38. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
39. We have appropriately disclosed the policy for **Town of Wayne** regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
40. We are following GASB Statement No. 54, paragraph 18, to determine the fund balance classifications for financial reporting purposes.
41. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in

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the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

42. With respect to any other supplementary information on which an in-relation-to opinion is issued,

a. We acknowledge our responsibility for presenting the other supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the other supplementary information, including its form and content, is

fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the other supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the other supplementary information.

43. We acknowledge that oral communications were made by the auditor throughout and at the conclusion of the audit.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Town of Wayne  
Maine**

**Purchasing Policy**

**Effective date:  
November 23, 2010**

**Amended on:  
January 28, 2014**

**Town of Wayne, Me  
Purchasing Policy  
(for all Town Departments except for the Fire Department)**

**Section 1. Purpose**

Municipalities expend substantial sums of money each year carrying out the many functions and services that they provide. They also must dispose of surplus property from time to time. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability. At the same time vendors should have a reasonable right to equal opportunity to provide the goods and services that are used by the government if they can provide an equivalent product or service and a competitive price.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility, the need for financial control and accountability and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business and/or purchase its surplus materials or property. It is also the purpose of this policy to encourage joint and bulk purchasing among departments, agencies and other municipalities wherever such purchasing practices achieve better pricing without significantly degrading quality or operational efficiency.

This policy shall be known as the "Town of Wayne, Me Purchasing Policy" and may be cited as such.

**Section 2. Definitions**

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have meanings ascribed to them in this section:

**2.1 PURCHASE** – is a good or service provided from a vendor of supplies or services needed for day –to-day operation.

**2.2 BID MOST ADVANTAGEOUS TO THE TOWN** – Not necessarily the low bid; in addition to price, the quality of the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the "bid most advantageous to the town."

**2.3 COMPETITIVE BIDDING** – The documented process of achieving the lowest bid or the bid most advantageous to the town for the good and services desired by the town as described in Section 7.

**2.4 EMERGENCY PURCHASE** - A purchase necessitated by a threat to public health, safety or to property.

**2.5 FIELD PURCHASES** - The direct purchase by a department head from a vendor of supplies or services needed in small quantities for day-to-day operation.

**2.6 GOODS AND SERVICES** - The complete array of purchases of the town, including but not limited to; supplies, commodities, equipment, construction materials and labor, consulting services, and training.

**2.7 INFORMAL PRICE QUOTES** - Quotations, written and oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process.

**2.8 LIST OF APPROVED VENDORS** - The list of vendors who have qualified to bid on town purchases on the basis of responsibility, quality, delivery and performance.

**2.9 PURCHASE AMOUNT**- The total cost of goods or service including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve-month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total cost shall determine the applicability of the specific sections of the Purchasing Policy.

**2.10 Qualified Vendor**- A Road Construction vendor list has been drafted and those on the list have been reviewed and approved by the Select Board of the Town of Wayne, Me and demonstrate quality, timely delivery, and quality performance.

**2.11 SEALED FORMAL BIDS** - Quotations from all vendors that are submitted in sealed envelopes, properly labeled and received by the Town prior to any specified deadline.

**2.12 SPECIFICATIONS** - The qualitative standards set by the Town Manager or his/her designated entity as a guide to the Board of Selectman and as a measure of quality and quantity that successful vendors must achieve to be considered for award. Specifications shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name.

### **SECTION 3. Appropriations**

**3.1** No purchases shall be made until such time as the Town of Wayne has approved the necessary appropriation at town meeting or in the case of federal or state grants to the Town, the grant award has been received, and Select Board so informed.

**3.2** Field Purchases for up to five hundred dollars (\$500) may be executed by informal, direct purchasing as directed by the Town Manager.

**3.3** Field Purchases up to One Thousand dollars (\$1,000) may be made by the Department Head or his/her designee, except for the Road Commissioner (\$5,000) because of the size and nature of many of their purchases

**3.4** All requests for goods and services in an amount greater than One Thousand dollars (\$1,000), except for the Road Commissioner (\$5,000) shall be submitted by the Department Head or his/her designee to the Town Manager either by email, verbally or in writing for approval prior to the purchase. The Town Manager must respond by email, verbally or in writing to the Department Head or his/ her designee within 48 hours of the purchase of his/ her decision. In the case of the Road Commissioner, any expense over \$5,000 must be approved by the Board of Selectmen.

**3.5** In addition, Purchase Orders may be executed for emergency purchases up to, but not exceeding five thousand dollars (\$5,000) by the Department Head. A report of such emergency purchases must be sent to the Town Manager within seventy-two (72) business hours of the emergency. Emergency is defined as those issues that will likely impact public health and/or safety.

**3.6** With the exception of “field purchases” described in section 3.3 all purchases must be made or requested on approved Purchase Order forms.

**3.7** The Town Office copy of the Purchase Order shall always be turned into the Accounts Payable folder within seventy-two (72) hours of the time the purchase is made.

**3.8** Purchase Orders should not be used for small frequent purchases of the same commodity if it is known or estimated that the aggregate twelve-month cost of such purchases would exceed one thousand dollars (\$1,000). Re: Purchase Amount definition.

**3.9** Department Heads shall take the appropriate steps to attain the best pricing practical when using Purchase Order.

**4.0** Department Heads will not divide or separate purchases, into smaller increments in order to avoid sections of this policy.

## **Section 4. Bidding Requirements**

### **4.1 INFORMAL PRICE QUOTE REQUIREMENTS.**

The Department Head shall conduct and document informal, competitive price quotes for purchases over five thousand dollars (\$5,000). These price quotes will be documented in a brief memo attached to the PO. A minimum of three informal quotes with contact information by e-mail or otherwise if practicable will be solicited in all cases where the expenditure is anticipated to exceed \$5,000.00. A formal written quote from at least three vendors shall be required for purchases from five thousand dollars (\$5,000) and under fifteen thousand dollars (\$15,000) if practicable. The informal price quotations will be submitted by the Department Head when required by the Town Manager for review and approval. Formal bidding will be employed by the Department Head or Board of Selectmen where the purchase price is less than fifteen thousand dollars (\$15,000), if the process can be used effectively and to ensure the Town of Wayne is securing the best price possible.

### **4.2 FORMAL BIDDING REQUIREMENTS**

Each Department Head in conjunction with the Town Manager shall advertise and conduct competitive, formal, sealed bidding pursuant to specifications on file in their office for purchases of goods and services of fifteen thousand dollars (\$15,000) or more in accordance with section 7 of the Purchasing Policy.

### **4.3 OPTIONAL PURCHASING METHODS**

Notwithstanding any other provision of this policy, the following methods may be employed for the purpose of purchasing goods and services.

**4.3.1 EMERGENCY WAIVER OF BIDDING REQUIREMENTS-** The bidding procedures may be waived by the Board of Selectman when there exists an emergency as determined by the Town Manager and/or Board of Selectmen. All attempts shall be made to obtain the most competitive price within the time available.

**4.3.2 PURCHASES MADE THROUGH STATE; STATE BID PRICES** -The Department Head may, with approval by the Town Manager, waive bidding procedures when purchasing through the State of Maine or at State bid prices but not superseding Section 6.1. The bid requirements may apply, at the discretion of the Town Manager and/or Board of Selectmen.

**4.3.3 BLANKET PURCHASES** – The Town Manager is empowered to bid and award blanket purchase orders for goods and services at an agreed price and/or quantities, but in quantities delivered and paid for as needed, subject to other provisions of the Purchasing Policy.

**4.3.4 CHANGE PURCHASE ORDERS** – 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.

**4.3.5 REQUESTS FOR PROPOSALS (RFP)** – The Town Manager may solicit competitive proposals if he/she determines that compiling detailed technical specifications is not feasible or advantageous and when the solicitation and award of RFPs is subject to other provisions of the Purchasing Policy.

**4.3.6 REGIONAL PURCHASING** – The Town Manager and Department Heads may participate in solicitations to bid conducted by the Town or another town or Town Manager where the goal is to bid for goods and services for one or more towns, or town subject to other provisions of the Purchasing Policy and approval of the Board of Selectmen.

## **Section 5. Exceptions**

**5.1 EXCEPTION REPORTING** – The Department Head shall report apparent exceptions to the bidding and award requirements to the Town Manager who will inform the Select Board of the exception.

**5.2 EXEMPTIONS TO BIDDING AND APPROVAL REQUIREMENTS** - Payments exempt from the bidding and Town Manager approval requirements due to their nature or other statutory provisions include:

- 5.2.1** Utility consumption costs including electrical, natural gas, fuel, heating oil, water and sewer.
- 5.2.2** Telephone and cell phone call charges.
- 5.2.3** Advertising.
- 5.2.4** Postage.
- 5.2.5** Federal, state and local taxes.
- 5.2.6** Court judgments.
- 5.2.7** Workers Compensation claims.

5.2.8 Debt service payments.

5.2.9 Legal and professional services.

5.2.10 Tipping fees and other disposal fees.

## **Section 6 Review of Purchases by the Board of Selectmen**

6.1 The Department Head's recommendations for all bid purchases of goods and services of fifteen thousand dollars (\$15,000) or more shall be reviewed by a majority of the Board of Selectman at a public meeting, prior to the awarding of such bids by the Town Manager. The Board may, by a majority vote, direct the Manager to reject all bids, rebid, or award the bid as directed by the Board.

## **Section 7 Competitive Bidding Procedure**

7.1 Competitive bidding will open with notice from the Town Manager by notice of solicitations for bids, which shall be sent to vendors, and/or by advertising. The notice shall contain specifications as to the quantity and quality, date and time at which bidding shall be closed and the date and time at which bids shall be opened and read and the purchase awards made. All solicitations shall note that all purchases are subject to the conditions set forth in the Town Purchasing Policy. A pre-bid meeting should be held by the Town Manager and prospective bidders whenever possible, to discuss the bid specifications, as appropriate.

7.2 The Town Manager or his/her designee shall solicit at least three (3) vendors on every purchase requiring bidding; provided, however, that in all cases a bid most advantageous to the town be awarded. In the event that less than three (3) bids shall be received, the Town Manager may either award the purchase on the basis of the best bid of those submitted or shall order a re-bid on that prospective purchase.

7.3 Technical specifications for bids shall state information as broadly as practicable, yet shall be specific enough to describe the requirements of the department. Non-technical specifications for bids shall state the quality required in general terms.

7.4 Formal, sealed bids shall be submitted by qualified vendors before the stated deadline, and may be withdrawn by any bidder before the deadline. After the deadline, the Town Manager shall receive no further bids, and no bidder shall withdraw a bid. The town shall have custody of all bids submitted pursuant to this policy.

7.5 Town Manager shall require security from vendors for construction projects estimated to be in excess of \$50,000. The elements of a purchase to be secured include, but not limited to, the following:

**7.5.1 BID PRICE** – To insure a margin above the bid price, from the time of bid opening until signing of the contract, in case of default by the bidder. The amount is used to offset the cost of accepting the next lowest qualified bidder. Minimum of 10% of bid price.

**7.5.2 PERFORMANCE** – To insure compliance with and completion of the contract. 100% of contract.

**7.5.3 LABOR AND MATERIAL PAYMENT** – To insure payment to suppliers and subcontractors by the contractor.  
100% of contract.

**7.6** The form of the security will be prescribed by the Town Manager and acceptable by the Town Attorney and Board of Selectman and can consist, but is not limited to, bonds issued by surety Companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the Town.

**7.7** The Town Manager may include security requirements for projects less than \$50,000 and in Other types of purchases where doing so is determined to be in the best interests of the Town.

**7.8** In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous, the following rules shall apply to the tied bidders:

**7.8.1** Preference for award shall be given first to any bidder who is located within Wayne. If none of the bidders are located in Wayne, preference shall then be given to any bidder located within the State of Maine.

**7.9** All bids should be open in public and read aloud for the public record. In determining the low bid or the bid most advantageous, the Town Manager shall be given a reasonable time, whenever possible, to analyze the bids so that the bids are compared on an equal basis and award the bid most advantageous to the Town as described in section 2.1. In cases of bids in excess of fifteen thousand dollars (\$15,000), the Town Manager shall submit his /her recommendation to the Board for comment as described in section 6.1 of this 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.

### **Section 8. Re-bidding**

**8.1** The Town Manager is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than three bids have been received, notwithstanding solicitations seeking the same the same, or where no bid most advantageous to the town has been received.

### **Section 9. Contract Processing**

**9.1** The Town Manager is designated as the contracting officer of the town as authorized by town ordinance or by vote of the Board of Selectmen. Execution of a contract or contract change order accompanying a purchase order or purchase change order greater than five thousand dollars (\$5,000) shall occur only after the contract has been reviewed as to form by the Town Attorney and funding confirmed by the Town Manager. Purchases involving contrast are subject to all other provisions of the Purchasing Policy.

**9.2** Contracts requiring monthly installment payment plans should be negotiated whenever possible, to be paid on the second warrant of each month.

## **Section 10. Conditions of Purchase**

- 10.1** All purchases made by the town shall be subject to the following condition:
- 10.1.1** All purchases shall be awarded on the basis of the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications. As determined by the Town Manager and subject to the Select Boards review.
  - 10.1.2** All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.
  - 10.1.3** When an award of purchase shall be recommended to other than the lowest qualified bidder as the bid most advantageous to the town, the Town Manager shall submit such recommendation to the Board of Selectman for approval or disapproval. Should the Board of Selectman reject such recommendation, the award shall be made to the bid deemed to be the next most advantageous to the Town, unless all bids are rejected.

## **Section 11 Duties of Department Heads**

- 11.1** All Department Heads shall:
- 11.1.1** Determine acceptable quality and quantity of commodities and supplies to be purchased.
  - 11.1.2** Assist the Town Manager in establishing lists of approved specifications and vendors.
  - 11.1.3** Share knowledge of special factors that will implement a policy designed to enable the town to minimize cost and maximize quality.
  - 11.1.4** Supply the Town Manager with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.
  - 11.1.5** Prepare requisitions with a view toward group purchasing and keep Corresponding records to facilitate debiting on town financial records.
  - 11.1.6** Be empowered to reject any unacceptable supply or commodity on Grounds including high cost or low quality, and provide the Town Manager with a Detailed written report explaining the reasons for such rejection.
  - 11.1.7** Ensure that the policy is followed and that they are not dividing up Purchases or separating them with the intent of avoiding the conditions of this Policy.

## **Section 12 Obsolete Fixed Assets**

**12.1** All department heads shall report, annually (or other such deadlines as determined By the Town Manager) to the Town Manager obsolete and excess fixed assets, including:

**12.1.1** Items beyond use.

**12.1.2** Items being replaced or to be replaced and are not traded.

**12.1.3** Obsolete items.

**12.2** The Town Manager will determine if the item has value and usefulness to another department within the town.

**12.3** In the event the item cannot be used by another department, the Town Manager will, upon approval of the Board, advertise a list of items that will be available for public auction by sealed bid.

**12.4** The Notice shall include

**12.4.1** A description of each item

**12.4.2** Location and time available for inspection of items to be auctioned

**12.4.3** Minimum bid required (if appropriate)

**12.4.4** Bid requirements

**12.4.5** Date of bid opening

**12.4.6** Payment, pick up and purchase requirements

## **Section 13 Exchange for Goods and services**

**13.1** Any transfer of town assets, waiving or abatement of fees, or performance of town services in exchange for goods and services to be received by the town shall be deemed a purchase and shall be subject to the provisions of the Purchasing Policy as determined by the fair market value of the town assets, and /or services being exchanged.

## **Section 14 Conflicts of Interest**

**14.1** No employee of the town shall solicit the favorable treatment of himself or others with Vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

## **Section 15 Implementation**

**15.1** To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board and commissions upon hiring, appointment or election to office, the outside auditors and at such other times as may be necessary.

Adopted by vote of the Board on this date,

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Received and Recorded: \_\_\_\_\_, 2014

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Town Clerk



To: Board of Selectmen  
 Budget Committee  
 From: Aaron Chrostowsky, Town Manager  
 Re: Budget Development/ Town Meeting Timeline - Updated  
 Date: 1/5/18

<u>Date</u>	<u>Board/ Committee</u>	<u>Time</u>	<u>Activity</u>
Wed. March 7, 2018	Joint RSU/ Selectmen <sup>1</sup>	6:30 PM	Regular Meeting - Joint Meeting/ Draft Budget Proposal
<b>Tues. March 13, 2018</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b> - <b>Town Manager Budget Presentation</b> - <b>Begin Reviewing Department Budgets</b>
Tues. March 20, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
<b>Tues. March 27, 2018</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b> - <b>Review Department Budgets</b>
Tues. April 3, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
<b>Tues. April 10, 2018</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b> - <b>Review Department Budgets</b> - <b>Discuss/ Approve Final Budget Recommendation</b>
Wed. April 11, 2018	RSU Board <sup>1</sup>	6:30 PM	Regular Meeting - Budget Approval
Tues. April 17, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
<b>Tues. April 24, 2018</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b> - <b>Discuss/ Approve Final Budget Recommendation (if needed)</b>
Tues. May 1, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tues. May 15, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting - Public Hearing
Wed. May 16, 2018	RSU Board <sup>4</sup>	7:00 PM	- Discuss/ Approve Final Budget Recommendation
Tues. May 29, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Annual School Meeting "Budget Meeting" Regular Meeting - Public Hearing
Tues. June 5, 2018	Board of Selectmen <sup>2</sup>	6:30 PM	Regular Meeting
Tuesday June 12, 2018	Board of Selectmen <sup>5</sup>	8AM – 8PM	Annual Town Meeting "Election of Officers" Budget Validation Referendum
Wednesday June 13, 2018	RSU Board <sup>5</sup> Board of Selectmen <sup>5</sup>	8AM – 8PM 6:00 PM	Annual Town Meeting "Budget Meeting"

**Notes:**

1. Maranacook High School Student Center; 2. Wayne Elementary School Gymnasium; 3. Wayne Elementary School Gym
4. Maranacook High School Gymnasium; 5. Ladd Recreation Center

## **Town News – January 2018**

Winter is here! Winter sand is available for residents use at home Fairbank Road near the Town Sand/ Salt Shed, only two buckets per storm.

In observation of **New Years' Day, Monday January 1st, 2018**, the Town Office will be closed.

This month the **Planning Board** will be meeting on **Wednesday January 3rd, at 7:00 PM** at the **Wayne Town Office**.

This month the **Board of Selectmen** will be meeting on **January 9 and January 23 at 6:30 PM** at the **Wayne Elementary School Gymnasium**.

In observation of **Martin Luther King Jr. Day, Monday January 15, 2018**, the Town Office will be closed.

This month the **Open Space Committee** will be meeting on **Tuesday January 16, at 6:00 PM** at the **Wayne Town Office**.

The Town's **Assessor Agent** Matt Caldwell from RJD Appraisal will be available by appointment on **Monday January 22, 2018** to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

Please don't forget to register your dog, you will be assessed a \$25.00 late charge by **January 31, 2018**. Dog tags are available at the Town Office., if you contact the Town Office for details.

Your second installment of property taxes is **due by January 31, 2018**. Interest will begin to accrue on February 1, 2018 at 7% per annum.

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>100 - General Admin</b>	<b>227,806.00</b>	<b>140,784.17</b>	<b>87,021.83</b>	<b>61.80</b>
<b>01 - Salaries</b>	<b>159,489.00</b>	<b>82,329.74</b>	<b>77,159.26</b>	<b>51.62</b>
01 - Selectmen	7,162.00	3,581.10	3,580.90	50.00
05 - Town Manager	50,000.00	26,913.60	23,086.40	53.83
15 - Treasurer	3,000.00	1,500.00	1,500.00	50.00
20 - Tax Collector	22,686.00	11,872.32	10,813.68	52.33
25 - Town Clerk	23,532.00	13,096.88	10,435.12	55.66
35 - Meeting Clerk	603.00	0.00	603.00	0.00
70 - Med/Fica	8,184.00	4,357.66	3,826.34	53.25
75 - Health Insurance	38,561.00	19,359.03	19,201.97	50.20
80 - Retirement	4,811.00	1,292.09	3,518.91	26.86
81 - Income Protection plan	950.00	357.06	592.94	37.59
<b>02 - Operating Expense</b>	<b>21,861.00</b>	<b>18,505.75</b>	<b>3,355.25</b>	<b>84.65</b>
01 - Office Expense	3,000.00	2,420.23	579.77	80.67
05 - Travel expenses	900.00	361.84	538.16	40.20
10 - Training Expense	1,000.00	599.75	400.25	59.98
20 - MMA Dues	2,461.00	0.00	2,461.00	0.00
25 - Computer Repairs	500.00	234.58	265.42	46.92
30 - Computer Software	9,500.00	10,403.51	-903.51	109.51
35 - Website	500.00	1,071.76	-571.76	214.35
40 - Town Report	1,000.00	0.00	1,000.00	0.00
50 - Tax Administration	3,000.00	3,414.08	-414.08	113.80
<b>03 - Contractual</b>	<b>43,956.00</b>	<b>35,639.46</b>	<b>8,316.54</b>	<b>81.08</b>
01 - Legal Services	10,000.00	7,806.82	2,193.18	78.07
05 - Audit Services	5,300.00	4,500.00	800.00	84.91
15 - Insurance	18,000.00	17,685.00	315.00	98.25
20 - Rent	6,656.00	0.00	6,656.00	0.00
25 - Copier lease	4,000.00	5,647.64	-1,647.64	141.19
<b>05 - Utilities</b>	<b>2,500.00</b>	<b>1,449.22</b>	<b>1,050.78</b>	<b>57.97</b>
01 - Telephone	2,500.00	1,449.22	1,050.78	57.97
<b>65 - Unclassified</b>	<b>0.00</b>	<b>2,860.00</b>	<b>-2,860.00</b>	<b>----</b>
05 - Capital	0.00	2,860.00	-2,860.00	----
<b>101 - Debt Service</b>	<b>216,812.00</b>	<b>218,964.92</b>	<b>-2,152.92</b>	<b>100.99</b>
<b>15 - Debt Service</b>	<b>216,812.00</b>	<b>218,964.92</b>	<b>-2,152.92</b>	<b>100.99</b>
05 - North Wayne Road	35,578.00	37,795.97	-2,217.97	106.23
10 - Kings Highway	65,256.00	65,248.80	7.20	99.99
15 - Old Winthrop Road	63,974.00	63,988.44	-14.44	100.02
20 - Mount Pisgah Road	52,004.00	51,931.71	72.29	99.86
<b>102 - Elections &amp; Hearings</b>	<b>1,577.00</b>	<b>1,470.51</b>	<b>106.49</b>	<b>93.25</b>
<b>01 - Salaries</b>	<b>1,077.00</b>	<b>1,364.40</b>	<b>-287.40</b>	<b>126.69</b>
41 - Elections clerk	1,000.00	1,297.64	-297.64	129.76
70 - Med/Fica	77.00	66.76	10.24	86.70
<b>02 - Operating Expense</b>	<b>500.00</b>	<b>106.11</b>	<b>393.89</b>	<b>21.22</b>
01 - Office Expense	500.00	106.11	393.89	21.22
<b>103 - General Assistance</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>
<b>10 - Social Services/Community Serv</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>
85 - General Assistance	1,500.00	0.00	1,500.00	0.00
<b>104 - Fire Department</b>	<b>55,071.00</b>	<b>15,169.32</b>	<b>39,901.68</b>	<b>27.55</b>

### Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>104 - Fire Department: CONT'D</b>				
<b>01 - Salaries</b>	<b>15,071.00</b>	<b>5,113.41</b>	<b>9,957.59</b>	<b>33.93</b>
50 - Chief Officers stipends	6,000.00	3,000.00	3,000.00	50.00
52 - Firefighter stipends	8,000.00	1,750.00	6,250.00	21.88
70 - Med/Fica	1,071.00	363.41	707.59	33.93
<b>02 - Operating Expense</b>	<b>40,000.00</b>	<b>10,055.91</b>	<b>29,944.09</b>	<b>25.14</b>
60 - Fire Operations	22,000.00	8,140.39	13,859.61	37.00
61 - Fire Communications	4,000.00	1,220.52	2,779.48	30.51
62 - Fire Equipment	14,000.00	695.00	13,305.00	4.96
<b>105 - Assessing</b>	<b>22,800.00</b>	<b>10,550.00</b>	<b>12,250.00</b>	<b>46.27</b>
<b>02 - Operating Expense</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>100.00</b>
75 - GIS Maps	1,800.00	1,800.00	0.00	100.00
<b>03 - Contractual</b>	<b>21,000.00</b>	<b>8,750.00</b>	<b>12,250.00</b>	<b>41.67</b>
30 - Assessing/Mapping	15,000.00	8,750.00	6,250.00	58.33
35 - Quarterly review	6,000.00	0.00	6,000.00	0.00
<b>106 - Animal Control</b>	<b>5,130.00</b>	<b>3,032.64</b>	<b>2,097.36</b>	<b>59.12</b>
<b>01 - Salaries</b>	<b>3,230.00</b>	<b>1,614.75</b>	<b>1,615.25</b>	<b>49.99</b>
55 - Animal control officer	3,000.00	1,500.00	1,500.00	50.00
70 - Med/Fica	230.00	114.75	115.25	49.89
<b>10 - Social Services/Community Serv</b>	<b>1,900.00</b>	<b>1,417.89</b>	<b>482.11</b>	<b>74.63</b>
90 - Humane Society	1,900.00	1,417.89	482.11	74.63
<b>107 - Code Enforcement</b>	<b>13,514.00</b>	<b>7,005.24</b>	<b>6,508.76</b>	<b>51.84</b>
<b>01 - Salaries</b>	<b>12,514.00</b>	<b>6,960.24</b>	<b>5,553.76</b>	<b>55.62</b>
56 - Code Enforcement Officer	11,625.00	6,368.04	5,256.96	54.78
70 - Med/Fica	889.00	592.20	296.80	66.61
<b>65 - Unclassified</b>	<b>1,000.00</b>	<b>45.00</b>	<b>955.00</b>	<b>4.50</b>
30 - Ordinance & Mapping	1,000.00	45.00	955.00	4.50
<b>108 - Public Safety</b>	<b>33,811.00</b>	<b>19,482.98</b>	<b>14,328.02</b>	<b>57.62</b>
<b>03 - Contractual</b>	<b>26,911.00</b>	<b>15,611.20</b>	<b>11,299.80</b>	<b>58.01</b>
40 - Ambulance	11,022.00	5,499.12	5,522.88	49.89
45 - Sheriff Dept	4,000.00	2,860.00	1,140.00	71.50
50 - PSAP Dispatching	11,889.00	7,252.08	4,636.92	61.00
<b>05 - Utilities</b>	<b>6,900.00</b>	<b>3,871.78</b>	<b>3,028.22</b>	<b>56.11</b>
20 - Street lights	6,900.00	3,871.78	3,028.22	56.11
<b>109 - Roads</b>	<b>292,290.00</b>	<b>174,016.61</b>	<b>118,273.39</b>	<b>59.54</b>
<b>03 - Contractual</b>	<b>169,790.00</b>	<b>85,831.31</b>	<b>83,958.69</b>	<b>50.55</b>
55 - Parking Lot Plowing	3,827.00	1,350.00	2,477.00	35.28
60 - Road Plowing	162,963.00	81,481.31	81,481.69	50.00
75 - Roadside mowing	3,000.00	3,000.00	0.00	100.00
<b>05 - Utilities</b>	<b>500.00</b>	<b>140.35</b>	<b>359.65</b>	<b>28.07</b>
05 - Electricity	500.00	140.35	359.65	28.07
<b>25 - Roads</b>	<b>122,000.00</b>	<b>88,044.95</b>	<b>33,955.05</b>	<b>72.17</b>
01 - Roads Administration	1,000.00	1,648.72	-648.72	164.87
05 - Brush/Tree removal	12,000.00	4,955.00	7,045.00	41.29
10 - Calcium chloride	8,000.00	2,563.13	5,436.87	32.04
15 - Sweeping	4,000.00	39.00	3,961.00	0.98
20 - Patching	4,000.00	729.81	3,270.19	18.25

# Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>109 - Roads CONT'D</b>				
30 - Signs	2,000.00	3,173.55	-1,173.55	158.68
35 - Painting	1,000.00	0.00	1,000.00	0.00
40 - Culverts	9,000.00	10,420.51	-1,420.51	115.78
45 - Gravel	26,000.00	19,747.93	6,252.07	75.95
46 - Winter salt	12,000.00	7,563.60	4,436.40	63.03
55 - Crack sealing	0.00	2,000.00	-2,000.00	---
70 - Grading	8,000.00	3,680.00	4,320.00	46.00
75 - Ditching	35,000.00	31,392.70	3,607.30	89.69
80 - Catch Basin	0.00	131.00	-131.00	---
<b>110 - Transfer Station</b>	<b>81,176.00</b>	<b>51,734.65</b>	<b>29,441.35</b>	<b>63.73</b>
<b>02 - Operating Expense</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>
80 - Hazardous waste	1,500.00	0.00	1,500.00	0.00
<b>03 - Contractual</b>	<b>79,676.00</b>	<b>51,734.65</b>	<b>27,941.35</b>	<b>64.93</b>
65 - Transfer Station Operations	73,774.00	49,275.50	24,498.50	66.79
66 - Transfer Station CIP	5,902.00	2,459.15	3,442.85	41.67
<b>111 - Outside Agencies</b>	<b>27,928.00</b>	<b>26,177.50</b>	<b>1,750.50</b>	<b>93.73</b>
<b>10 - Social Services/Community Serv</b>	<b>27,928.00</b>	<b>26,177.50</b>	<b>1,750.50</b>	<b>93.73</b>
01 - Library	6,000.00	6,000.00	0.00	100.00
10 - Archival board	500.00	0.00	500.00	0.00
15 - Messenger	3,000.00	3,000.00	0.00	100.00
20 - Cemetery Association	3,500.00	3,500.00	0.00	100.00
25 - Rural Community Action	3,700.00	3,700.00	0.00	100.00
30 - Senior Spectrum	1,004.00	1,004.00	0.00	100.00
35 - Hospice	1,000.00	1,000.00	0.00	100.00
40 - Family Violence	1,000.00	1,000.00	0.00	100.00
45 - Maine Public Broadcasting	100.00	100.00	0.00	100.00
50 - Kennebec Valley Behavioral Hea	1,600.00	1,600.00	0.00	100.00
55 - Children Center	595.00	595.00	0.00	100.00
60 - Red Cross	1,200.00	1,200.00	0.00	100.00
65 - Sexual Assault Crisis Support	417.00	416.50	0.50	99.88
66 - Crisis & Counseling Center	1,562.00	1,562.00	0.00	100.00
76 - Aging-at-Home	250.00	0.00	250.00	0.00
77 - Winthrop Hot Meal Kitchen	1,000.00	0.00	1,000.00	0.00
94 - Winthrop Food Pantry	1,500.00	1,500.00	0.00	100.00
<b>112 - Recreation</b>	<b>22,926.00</b>	<b>15,098.94</b>	<b>7,827.06</b>	<b>65.86</b>
<b>01 - Salaries</b>	<b>2,153.00</b>	<b>1,076.50</b>	<b>1,076.50</b>	<b>50.00</b>
67 - Recreation Coordinator	2,000.00	1,000.00	1,000.00	50.00
70 - Med/Fica	153.00	76.50	76.50	50.00
<b>02 - Operating Expense</b>	<b>4,300.00</b>	<b>0.00</b>	<b>4,300.00</b>	<b>0.00</b>
90 - Ladd Operational expenses	4,300.00	0.00	4,300.00	0.00
<b>03 - Contractual</b>	<b>6,623.00</b>	<b>3,704.80</b>	<b>2,918.20</b>	<b>55.94</b>
70 - Mowing	2,448.00	1,368.00	1,080.00	55.88
71 - Ladd Mowing	4,175.00	2,336.80	1,838.20	55.97
<b>10 - Social Services/Community Serv</b>	<b>9,850.00</b>	<b>10,317.64</b>	<b>-467.64</b>	<b>104.75</b>
91 - Kennebec Land Trust	250.00	1,550.00	-1,300.00	620.00
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
97 - Andro Lake Improve Corp	2,500.00	2,500.00	0.00	100.00
98 - Andro Yacht club	500.00	500.00	0.00	100.00

### Expense Summary Report

Fund: 1  
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
<b>112 - Recreation CONT'D</b>				
99 - 30 Mile Watershed	5,000.00	5,767.64	-767.64	115.35
<b>113 - Land and Buildings</b>	<b>2,624.00</b>	<b>2,119.78</b>	<b>504.22</b>	<b>80.78</b>
<b>02 - Operating Expense</b>	<b>1,600.00</b>	<b>1,546.98</b>	<b>53.02</b>	<b>96.69</b>
15 - Maintenance and Repairs	1,000.00	1,080.45	-80.45	108.05
95 - NW Schoolhouse	200.00	73.12	126.88	36.56
96 - NW Building	200.00	285.79	-85.79	142.90
97 - Town House	200.00	107.62	92.38	53.81
<b>03 - Contractual</b>	<b>1,024.00</b>	<b>572.80</b>	<b>451.20</b>	<b>55.94</b>
72 - Historic Property Mowing	1,024.00	572.80	451.20	55.94
<b>114 - Capital Reserves transfers</b>	<b>95,000.00</b>	<b>50,000.00</b>	<b>45,000.00</b>	<b>52.63</b>
<b>52 - Capital Reserve Funds</b>	<b>95,000.00</b>	<b>50,000.00</b>	<b>45,000.00</b>	<b>52.63</b>
05 - Fire Truck	30,000.00	0.00	30,000.00	0.00
43 - Ladd Recreation Ctr. Imp.	10,000.00	0.00	10,000.00	0.00
50 - Road Recon. & Pav. Project	50,000.00	50,000.00	0.00	100.00
76 - Broadband Expansion	5,000.00	0.00	5,000.00	0.00
<b>115 - School RSU #38</b>	<b>2,179,274.00</b>	<b>1,266,917.15</b>	<b>912,356.85</b>	<b>58.13</b>
<b>60 - Intergovernment</b>	<b>2,179,274.00</b>	<b>1,266,917.15</b>	<b>912,356.85</b>	<b>58.13</b>
15 - RSU #38	2,179,274.00	1,266,917.15	912,356.85	58.13
<b>116 - County Tax</b>	<b>190,010.00</b>	<b>190,009.78</b>	<b>0.22</b>	<b>100.00</b>
<b>60 - Intergovernment</b>	<b>190,010.00</b>	<b>190,009.78</b>	<b>0.22</b>	<b>100.00</b>
20 - Kennebec County Tax	190,010.00	190,009.78	0.22	100.00
<b>117 - Cobbossee Watershed District</b>	<b>2,536.00</b>	<b>1,690.66</b>	<b>845.34</b>	<b>66.67</b>
<b>60 - Intergovernment</b>	<b>2,536.00</b>	<b>1,690.66</b>	<b>845.34</b>	<b>66.67</b>
25 - Cobbossee Watershed District	2,536.00	1,690.66	845.34	66.67
<b>118 - Overlay</b>	<b>10,000.00</b>	<b>1,646.01</b>	<b>8,353.99</b>	<b>16.46</b>
<b>60 - Intergovernment</b>	<b>10,000.00</b>	<b>1,646.01</b>	<b>8,353.99</b>	<b>16.46</b>
30 - Overlay	10,000.00	1,646.01	8,353.99	16.46
<b>120 - Selectboard Contingency</b>	<b>2,500.00</b>	<b>669.01</b>	<b>1,830.99</b>	<b>26.76</b>
<b>65 - Unclassified</b>	<b>2,500.00</b>	<b>669.01</b>	<b>1,830.99</b>	<b>26.76</b>
01 - Contigent	2,500.00	669.01	1,830.99	26.76
<b>Final Totals</b>	<b>3,484,285.00</b>	<b>2,196,539.87</b>	<b>1,287,745.13</b>	<b>63.04</b>

# Revenue Summary Report

Fund: 1

ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
<b>100 - General Admin</b>	<b>441,468.00</b>	<b>3,096,269.26</b>	<b>-2,654,801.26</b>	<b>701.36</b>
01 - Banking Interest	1,000.00	210.73	789.27	21.07
03 - Lien costs	5,000.00	1,081.12	3,918.88	21.62
04 - Interest on taxes	12,000.00	4,091.91	7,908.09	34.10
05 - MV Agent fees	5,000.00	2,416.00	2,584.00	48.32
06 - IFW Agent fees	1,000.00	226.00	774.00	22.60
07 - Motor Vehicle excise	250,000.00	132,558.39	117,441.61	53.02
08 - Boat Excise	5,000.00	1,077.00	3,923.00	21.54
09 - Vitals	500.00	487.80	12.20	97.56
13 - Cable TV Franchise	5,000.00	0.00	5,000.00	0.00
14 - Misc revenue	5,000.00	110.26	4,889.74	2.21
15 - Surplus	100,000.00	0.00	100,000.00	0.00
20 - Insurance Dividends/Reimburse	0.00	1,047.00	-1,047.00	---
21 - State revenue sharing	46,968.00	24,055.38	22,912.62	51.22
25 - Tax Commitment	0.00	2,928,549.87	-2,928,549.87	---
26 - Supplemental Taxes	5,000.00	357.80	4,642.20	7.16
<b>103 - General Assistance</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>
01 - GA Reimbursement	750.00	0.00	750.00	0.00
<b>105 - Assessing</b>	<b>44,200.00</b>	<b>49,486.26</b>	<b>-5,286.26</b>	<b>111.96</b>
01 - Tree Growth	4,000.00	3,662.26	337.74	91.56
02 - Homestead Exemption	35,000.00	37,038.00	-2,038.00	105.82
03 - Veteran reimbursement	1,500.00	1,244.00	256.00	82.93
04 - BETE Reimbursement	3,700.00	7,542.00	-3,842.00	203.84
<b>106 - Animal Control</b>	<b>750.00</b>	<b>370.00</b>	<b>380.00</b>	<b>49.33</b>
01 - Dog fees	750.00	370.00	380.00	49.33
<b>107 - Code Enforcement</b>	<b>2,000.00</b>	<b>232.00</b>	<b>1,768.00</b>	<b>11.60</b>
01 - Building permits	2,000.00	230.00	1,770.00	11.50
02 - Yard Sale Permit	0.00	2.00	-2.00	---
<b>109 - Roads</b>	<b>30,708.00</b>	<b>31,196.00</b>	<b>-488.00</b>	<b>101.59</b>
01 - Local Road Assist Program	30,708.00	31,196.00	-488.00	101.59
<b>110 - Transfer Station</b>	<b>5,902.00</b>	<b>0.00</b>	<b>5,902.00</b>	<b>0.00</b>
15 - Transfer from Cap. Reserve Fnd	5,902.00	0.00	5,902.00	0.00
<b>Final Totals</b>	<b>525,778.00</b>	<b>3,177,553.52</b>	<b>-2,651,775.52</b>	<b>604.35</b>



# General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal Net	----- Y T D -----			Pending Activity	Balance Net
		Debits	Credits	Net		
<b>1 - General Fund CONT'D</b>						
308-00 Cemetery Lot Sales	0.00	0.00	0.00	0.00	0.00	0.00
309-00 Community Directory	0.00	0.00	5.00	5.00	0.00	5.00
310-01 BMV	1,401.88	49,110.38	51,413.94	2,303.56	-2,651.38	1,054.06
310-03 State Vital Fees	53.60	0.00	65.20	65.20	0.00	118.80
310-15 IFW	-19.00	5,026.45	8,014.03	2,987.58	0.00	2,968.58
310-30 Dog License State	0.40	219.00	541.00	322.00	0.00	322.40
310-35 State Plumbing Fee 25%	566.25	1,340.00	398.75	-941.25	-130.00	-505.00
310-36 DEP Plumbing Fee \$15.00	-50.00	30.00	30.00	0.00	-15.00	-65.00
320-00 Accounts Payable	19,290.34	19,290.34	0.00	-19,290.34	0.00	0.00
320-05 LPI Plumbing Fee 75%	-221.25	982.50	1,296.25	313.75	-390.00	-297.50
330-10 Federal withholding	0.00	22,629.57	22,629.57	0.00	0.00	0.00
330-15 Fica withholding	0.00	0.00	0.00	0.00	0.00	0.00
330-20 Medicare withholding	0.00	0.00	0.00	0.00	0.00	0.00
330-25 State withholding	0.00	547.39	547.39	0.00	0.00	0.00
330-30 Medical withholding	0.00	0.00	0.00	0.00	0.00	0.00
330-31 Vision Withholding	0.00	0.00	0.00	0.00	0.00	0.00
330-40 Retirement withholding	0.00	2,532.45	2,532.45	0.00	0.00	0.00
330-50 MMEHT with holding	-64.91	3,383.17	3,312.12	-71.05	276.01	140.05
400-00 Deferred Tax Revenues	114,904.00	0.00	0.00	0.00	0.00	114,904.00
<b>Fund Balance</b>	<b>744,173.96</b>	<b>5,642,897.29</b>	<b>6,814,911.68</b>	<b>1,172,014.39</b>	<b>0.00</b>	<b>1,916,188.35</b>
500-00 Expense control	0.00	2,148,766.29	3,627,512.16	1,478,745.87	0.00	1,478,745.87
510-00 Revenue control	0.00	535,624.00	3,187,399.52	2,651,775.52	0.00	2,651,775.52
520-00 Undesignated fund balance	644,173.96	2,958,507.00	0.00	-2,958,507.00	0.00	-2,314,333.04
521-00 Tax Reduction	100,000.00	0.00	0.00	0.00	0.00	100,000.00
530-00 Designated fund balance	0.00	0.00	0.00	0.00	0.00	0.00
<b>2 - Ladd Rec Operations</b>						
<b>Assets</b>	<b>0.00</b>	<b>112,752.57</b>	<b>112,752.57</b>	<b>0.00</b>	<b>-1,743.12</b>	<b>-1,743.12</b>
199-01 Due to/from	1,531.89	54,653.14	58,099.43	-3,446.29	-1,743.12	-3,657.52
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
330-10 Federal Taxes	0.00	0.00	0.00	0.00	0.00	0.00
330-15 FICA	0.00	0.00	0.00	0.00	0.00	0.00
330-20 Medicare	0.00	0.00	0.00	0.00	0.00	0.00
330-25 State Taxes	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund Balance</b>	<b>1,531.89</b>	<b>58,099.43</b>	<b>54,653.14</b>	<b>-3,446.29</b>	<b>0.00</b>	<b>-1,914.40</b>
500-00 Expense Control	0.00	58,099.43	682.00	-57,417.43	0.00	-57,417.43
510-00 Revenue Control	0.00	0.00	53,971.14	53,971.14	0.00	53,971.14
520-00 Fund Balance	1,531.89	0.00	0.00	0.00	0.00	1,531.89
<b>3 - Special Revenues</b>						
<b>Assets</b>	<b>0.00</b>	<b>110,207.08</b>	<b>110,207.08</b>	<b>0.00</b>	<b>-226.07</b>	<b>-226.07</b>
120-01 No. Wayne School House KSB	1,921.23	0.00	0.00	0.00	0.00	1,921.23
199-01 Due to/from	12,769.64	56,178.66	54,028.42	2,150.24	-226.07	14,693.81

# General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal Net	----- Y T D -----		Net	Pending Activity	Balance Net
		Debits	Credits			
<b>3 - Special Revenues CONT'D</b>						
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>14,690.87</b>	<b>54,028.42</b>	<b>56,178.66</b>	<b>2,150.24</b>	<b>0.00</b>	<b>16,841.11</b>
500-00 Expense Control	0.00	54,028.42	6,104.66	-47,923.76	0.00	-47,923.76
510-00 Revenue Control	0.00	0.00	50,074.00	50,074.00	0.00	50,074.00
520-00 Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
521-00 Fire Ponds	0.00	0.00	0.00	0.00	0.00	0.00
522-00 Comp Plan	0.00	0.00	0.00	0.00	0.00	0.00
523-00 Perambulation	0.00	0.00	0.00	0.00	0.00	0.00
524-00 ADA Compliance	0.00	0.00	0.00	0.00	0.00	0.00
525-00 Animal Control	1,162.00	0.00	0.00	0.00	0.00	1,162.00
526-00 Pandemic	0.00	0.00	0.00	0.00	0.00	0.00
527-00 Conservation	0.00	0.00	0.00	0.00	0.00	0.00
528-00 Snowmobile	0.00	0.00	0.00	0.00	0.00	0.00
529-00 Wayne Rescue	0.00	0.00	0.00	0.00	0.00	0.00
530-00 Municipal Building	0.00	0.00	0.00	0.00	0.00	0.00
531-00 Farmers Market	713.02	0.00	0.00	0.00	0.00	713.02
532-00 Wayne History Project	3,973.42	0.00	0.00	0.00	0.00	3,973.42
533-00 Andro Lake Improvements	0.00	0.00	0.00	0.00	0.00	0.00
534-00 TOWN BOAT LAUNCH	-3,620.00	0.00	0.00	0.00	0.00	-3,620.00
535-00 Soccer	2,269.19	0.00	0.00	0.00	0.00	2,269.19
536-00 Softball	403.02	0.00	0.00	0.00	0.00	403.02
537-00 Baseball	-482.60	0.00	0.00	0.00	0.00	-482.60
538-00 Cemetery Lot Sales	275.00	0.00	0.00	0.00	0.00	275.00
539-00 Community Directory	155.00	0.00	0.00	0.00	0.00	155.00
540-00 No. Wayne School House	1,825.73	0.00	0.00	0.00	0.00	1,825.73
541-00 Water Quality	1,671.00	0.00	0.00	0.00	0.00	1,671.00
543-00 Aging at home	121.18	0.00	0.00	0.00	0.00	121.18
544-00 Insurance Claims	5,924.91	0.00	0.00	0.00	0.00	5,924.91
545-00 Ladd Improvement	300.00	0.00	0.00	0.00	0.00	300.00
<b>4 - Capital Reserves</b>	<b>0.00</b>	<b>1,019,476.47</b>	<b>1,019,476.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Assets</b>	<b>430,864.57</b>	<b>355,000.00</b>	<b>307,707.91</b>	<b>47,292.09</b>	<b>0.00</b>	<b>478,156.66</b>
109-00 Fire Truck - WAFUCU - 24852-00	25.00	0.00	0.00	0.00	0.00	25.00
110-00 Fire Truck - WAFUCU - 24852-64	73,058.34	0.00	0.00	0.00	0.00	73,058.34
120-01 Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00
199-01 Due to/from	357,781.23	355,000.00	307,707.91	47,292.09	0.00	405,073.32
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>430,864.57</b>	<b>664,476.47</b>	<b>711,768.56</b>	<b>47,292.09</b>	<b>0.00</b>	<b>478,156.66</b>
500-00 Expense Control	0.00	177,707.91	0.00	-177,707.91	0.00	-177,707.91
510-00 Revenue Control	0.00	215,589.52	626,179.04	410,589.52	0.00	410,589.52
520-00 Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
521-00 Transfer Station	43,572.00	0.00	0.00	0.00	0.00	43,572.00
522-00 Voting Machine	0.00	0.00	0.00	0.00	0.00	0.00
523-00 Roads	185,589.52	271,179.04	85,589.52	-185,589.52	0.00	0.00
524-00 Fire Truck	73,083.34	0.00	0.00	0.00	0.00	73,083.34
525-00 Sand Salt Shed	2,918.64	0.00	0.00	0.00	0.00	2,918.64

# General Ledger Summary Report

Fund(s): ALL

ALL

Account	Beg Bal	----- Y T D -----		Net	Pending Activity	Balance Net
	Net	Debits	Credits			
<b>4 - Capital Reserves CONT'D</b>						
526-00 Footbridge	3,617.44	0.00	0.00	0.00	0.00	3,617.44
527-00 Paving	0.00	0.00	0.00	0.00	0.00	0.00
528-00 Town House	0.00	0.00	0.00	0.00	0.00	0.00
529-00 Building maintenance	0.00	0.00	0.00	0.00	0.00	0.00
530-00 Fire Station	0.00	0.00	0.00	0.00	0.00	0.00
531-00 Lord Road Paving	10,083.12	0.00	0.00	0.00	0.00	10,083.12
532-00 Hardscrabble Road	2,810.53	0.00	0.00	0.00	0.00	2,810.53
533-00 Lovejoy Pond Dam	13,796.90	0.00	0.00	0.00	0.00	13,796.90
534-00 Land/Building	264.36	0.00	0.00	0.00	0.00	264.36
535-00 Cemetery Stone Cleaning	9,900.00	0.00	0.00	0.00	0.00	9,900.00
536-00 Town Office	62,402.50	0.00	0.00	0.00	0.00	62,402.50
537-00 Besse Road Chip Seal	4,800.00	0.00	0.00	0.00	0.00	4,800.00
538-00 Fire Equipment	2,945.90	0.00	0.00	0.00	0.00	2,945.90
539-00 Village Improvements	198.88	0.00	0.00	0.00	0.00	198.88
540-00 Technology	9,145.29	0.00	0.00	0.00	0.00	9,145.29
541-00 GIS Map	0.00	0.00	0.00	0.00	0.00	0.00
542-00 Emergency Management	5,200.00	0.00	0.00	0.00	0.00	5,200.00
543-00 Fire Pond/Dry Hydrant	1,633.00	0.00	0.00	0.00	0.00	1,633.00
544-00 North Wayne School House	0.00	0.00	0.00	0.00	0.00	0.00
545-00 Fmr. Pettengill Property Legal	-1,096.85	0.00	0.00	0.00	0.00	-1,096.85
<b>5 - Trust Funds</b>	<b>0.00</b>	<b>2,341.84</b>	<b>2,341.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Assets</b>	<b>83,569.91</b>	<b>1,000.00</b>	<b>1,341.84</b>	<b>-341.84</b>	<b>0.00</b>	<b>83,228.07</b>
100-00 Combined Trust	33,362.76	0.00	0.00	0.00	0.00	33,362.76
101-00 Jaworski Andro 45107709	0.00	0.00	0.00	0.00	0.00	0.00
103-00 Ruth Lee Andro 45107645	0.00	0.00	0.00	0.00	0.00	0.00
104-00 Ladd Worthy Poor Andro 4510761	0.00	0.00	0.00	0.00	0.00	0.00
105-00 Ladd WAFCU 25542-ID 00	25.04	0.00	0.00	0.00	0.00	25.04
106-00 Ladd WAFCU 25542-ID 10 CD	14,937.15	0.00	0.00	0.00	0.00	14,937.15
107-00 Ladd WAFCU 25542-ID 64 Savings	35,593.77	0.00	0.00	0.00	0.00	35,593.77
199-01 Due to/from	-348.81	1,000.00	1,341.84	-341.84	0.00	-690.65
<b>Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>83,569.91</b>	<b>1,341.84</b>	<b>1,000.00</b>	<b>-341.84</b>	<b>0.00</b>	<b>83,228.07</b>
500-00 Expense Control	0.00	1,341.84	0.00	-1,341.84	0.00	-1,341.84
510-00 Revenue Control	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00
520-00 Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
521-00 Jaworski Fund Balance	1,143.95	0.00	0.00	0.00	0.00	1,143.95
522-00 Ladd Recreation Capital FB	51,930.96	0.00	0.00	0.00	0.00	51,930.96
523-00 Ruth Lee FB	8,502.97	0.00	0.00	0.00	0.00	8,502.97
524-00 Ladd Worthy Poor FB	21,992.03	0.00	0.00	0.00	0.00	21,992.03
<b>Final Totals</b>	<b>0.00</b>	<b>12,670,493.70</b>	<b>12,670,493.70</b>	<b>0.00</b>	<b>-3,818.93</b>	<b>-3,818.93</b>



# MARANACOOK AREA SCHOOLS

*A Caring School Community Dedicated to Excellence*

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

Nancy Harriman, Ph.D.  
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

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Finance Manager

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January 5, 2018

Budget Update #1 - RSU #38 School Board Budget Meeting, January 3, 2018

At the January 3, 2018 RSU #38 School Board meeting, the Board discussed the identification of goals to consider throughout the budget development process. For the past 5 years the Board has identified goals and has used these goals as a lens for making decisions about what should be included in the budget. The Board reviewed past goals and expressed their appreciation of the goals for the FY18 Budget that focused on the achievement of all students and the fiscal responsibility that is so important when developing a budget. The Board decided to adopt the FY18 goal statement again, for use in the FY19 budget development process:

***"Promoting student success in all areas, as we strive for academic excellence while maintaining fiscal responsibility."***

The **schedule for the FY19 budget development meetings** is included in this update along with a description of the focus for each meeting. I urge you to attend these meetings in order to be better informed about the FY19 Budget. There will be a sign up sheet for citizens who want to ask questions about, or provide input to, the budget development process at every budget meeting. For those citizens that are unable to attend budget meetings, the meetings will again be videotaped and will be available on YouTube. A link to each meeting will be attached to each budget update.

If you are unable to attend the budget development meetings and have questions that arise as you watch the videos, there will be a link for posting questions on the RSU 38 Maranacook Area Schools Budget Documents page.

In keeping with efforts to be transparent in the budget development process, I will be posting a budget update after every budget meeting that includes a review of the meeting and the documents that were presented at each meeting. These will all be available on the district web site.

Sincerely,

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

*A Caring School Community Dedicated To Excellence*

**RSU #38 – FY19 Budget Workshops  
& Regular Meetings  
Maranacook Community High School  
Student Center (unless otherwise noted)  
6:30 – 8:30 p.m.**

**SCHEDULE**

- January 3\*\*** Regular Business Meeting; budget overview/goals
- January 17** Budget Workshop – Elementary, Middle & High Schools
- February 7\*** Regular Business Meeting; report from RSU 38 Auditor Ron Smith;  
Budget Workshop – Technology, Special Education, English Language Learners  
(ELLS), Gifted & Talented
- February 14** Budget Workshop – Co-and Extra-Curricular, Operations & Maintenance,  
Transportation, Miscellaneous Cost Centers/Accounts (Adult Education, Food  
Service, Health, Professional Development/Curriculum, Systems Administration,  
Debt Service)
- March 7\*** Joint Meeting with Local Select Boards re: draft FY19 budget; Regular Business  
Meeting
- March 14** Budget Workshop – budget deliberations, follow-up and decision making
- March 21** Budget Workshop – budget deliberations, follow-up and decision making
- March 28** *Tentative meeting* – Budget Workshop – budget deliberations, follow-up and  
decision making
- April 4\*** Regular Business Meeting and Budget Workshop – budget deliberations, follow-  
up and decision making
- April 11\*** Regular Business Meeting – vote on Budget
- May 2\*\*** Regular Business Meeting
- May 16** Annual Budget Meeting, MCHS gymnasium, 7:00 p.m.
- June 6\*\*** Regular Meeting

**June 12 – Budget Validation Referendum at individual town's polling locations**

- June 20\*\*** Regular Business Meeting

\* Regular Business Meeting in addition to budget workshop

\*\* Regular Business Meeting

Budget documents are available by visiting [www.maranacook.org/budget](http://www.maranacook.org/budget)