

Town of Wayne Selectboard

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

Meeting Agenda

Date: Wednesday August 21, 2019

Time: 6:30 PM.

Place: Wayne Elementary School –Town Office

Selectboard Members Present / Quorum.

Call Meeting to Order.

We encourage everyone in attendance to read the Selectboard Bylaws.

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

All participants must be recognized by the Chairperson before speaking.

Pledge of Allegiance.

Conflict of Interest.

Minutes.

Warrants.

a. Consider approving Payroll Warrant #6.

Manager Recommendation: Move the Board to approve Payroll Warrant #6 in the amount of \$12,642.00.

b. Consider approving Accounts Payable Warrant #7.

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #7 in the amount of \$247,261.74.

c. Consider approving Payroll Warrant #8.

Manager Recommendation: Move the Board to approve Payroll Warrant #8 in the amount of \$7,185.57.

d. Consider approving Accounts Payable Warrant #9.

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #9 in the amount of \$ _____.

New Business.

a. Animal Control Officer Anna Carll (Meet & Greet).

Manager Recommendation: Discussion Only.

b. Androscoggin Lake High Water Event.

Manager Recommendation: Discussion Only.

c. Road Advisory Committee.

Manager Recommendation: Approve directive, create a Road Advisory Committee and authorize the Town Manager to advertise for Road Advisory Committee.

d. Local Road Assistance Program.

Manager Recommendation: Move to authorize the Town Manager to submit Local Road Assistance Program Certification for FY 19-20.

e. Winthrop Ambulance Contract.

Manager Recommendation: Authorize the Town Manager to sign Winthrop Ambulance Contract for FY 2019-2020.

f. Liquor License for Catered Function.

Manager Recommendation: Approve Liquor License for Catered Function at Androscoggin Yacht Club on September 7, 2019. Rte. 133 Traffic Concerns.

g. Wayne Aging at Home MOU.

Manager Recommendation: Approve and authorize the Town Manager to sign Aging at Home MOU.

h. Photocopier.

Manager Recommendation: Approve and authorize the Town Manager to purchase new photocopier.

Old Business.

i. Renewable Energy Committee.

Manager Recommendation: Approve directive, create a Renewable Energy Advisory Committee and authorize the Town Manager to advertise for committee.

j. Village(s) Advisory Committee.

Manager Recommendation: Approve directive, create a Village(s) Advisory Committee and authorize the Town Manager to advertise.

k. Selectboard Bylaws.

Manager Recommendation: Adopt Selectboard Bylaws.

l. Commitment Paperwork.

Manager Recommendation: Discussion Only

Supplements and Abatements. None.

Town Manager Report.

- a. Trio Upgrade.
- b. KVCOG Membership.
- c. Winter Rock Salt – KVCOG Contract.
- d. Walton Road Update.
- e. Rte. 133 Traffic Concerns.
- f. Village Sidewalk Update.
- g. Transfer Station Window Decals & Temporary Passes
- h. RSU Project Updates.
- i. Town News.

Board Member

Public Comments.

Adjourn.

The next regularly scheduled for **Tuesday September 3, 2019 at 6:30 PM** at the Wayne Town Office.

Agenda Notes:

New Business.

- a. **Animal Control Officer Anna Carll (Meet & Greet).**
I thought it would be nice for you all to meet the new Animal Control Officer. This meet and greet is for you, please ask her any questions you might want about her and animal control.
Manager Recommendation: Discussion Only.
- b. **Androscoggin Lake High Water Event.**
Manager Recommendation: Discussion Only.
- c. **Road Advisory Committee.**
Manager Recommendation: Approve directive, create a Road Advisory Committee and authorize the Town Manager to advertise for Road Advisory Committee.
- d. **Local Road Assistance Program.**
This is routine. The state requires municipalities to demonstrate that we use our LRAP funds for Capital Improvement Projects. If we don't complete form, we could lose funding. This year (FY 19-20), we are allocated for \$31,684. We clearly demonstrate that we use all our LRAP funds for capital improvements last year (FY 18-19), Road Annual Debt Service (\$251,664.53), Road Capital Reserve (\$50,000), Walton Road (\$175,000).
Manager Recommendation: Move to authorize the Town Manager to submit Local Road Assistance Program Certification for FY 19-20.
- e. **Winthrop Ambulance Contract.**
This is a routine contract signing. There is nothing unusual with contract. This contract represents the budgeted amount of \$12,009. I just need your authorization to sign contract. Do you have any concerns with service?
Manager Recommendation: Authorize the Town Manager to sign Winthrop Ambulance Contract for FY 2019-2020.
- f. **Liquor License for Catered Function.**
As you know, the requires the Selectboard to approve any liquor license for Qualified Catering Organization for Catered Function in town. The Black Tie Co. @ Camp Hammond is requesting this license for the Eliza Stinneford Wedding on September 7, 2019 at the Yacht Club.
Manager Recommendation: Approve Liquor License for Catered Function at Androscoggin Yacht Club on September 7, 2019.
- g. **Wayne Aging at Home MOU.**
Manager Recommendation: Approve and authorize the Town Manager to sign Aging at Home MOU.

h. Photocopier.

Manager Recommendation: Approve and authorize the Town Manager to purchase new photocopier.

Old Business.

i. Renewable Energy Committee.

Manager Recommendation: Approve directive, create a Renewable Energy Advisory Committee and authorize the Town Manager to advertise for committee.

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k. Selectboard Bylaws.

Manager Recommendation: Adopt Selectboard Bylaws.

l. Commitment Paperwork.

Manager Recommendation: Discussion Only

Town Managers Report.

m. Trio Upgrade.

n. KVCOG Membership.

o. Winter Rock Salt – KVCOG Contract.

p. Walton Road Update.

q. Rte. 133 Traffic Concerns.

r. Village Sidewalk Update.

s. Transfer Station Window Decals & Temporary Passes

t. RSU Project Updates.

u. Town News.

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>

Jul 1, 2019

Anna Carll
325 South Road
Winthrop, ME 04284

RE: Job Offer as Animal Control Officer

Dear Ms. Carll:

The Town of Wayne is pleased to offer you the following position:

- Animal Control Officer

This job offer is contingent on the following conditions:

- Start Date: July 1, 2019
- Annual Stipend: \$3,000 Paid in two installments (Dec/ Jan)
- Hourly Rate of Pay: \$16.00
- Immediate Supervisor: Aaron Chrostowsky, Town Manager
- Work Hours: Flexible schedule, On-Call 24/365
- Term: One-Year Appointment
- Please see duties with attached Animal Control Officer Position Description.
- There is a 6-month probationary period from the date of hire per Town of Wayne Personnel Policies. This is an extension of the selection process.

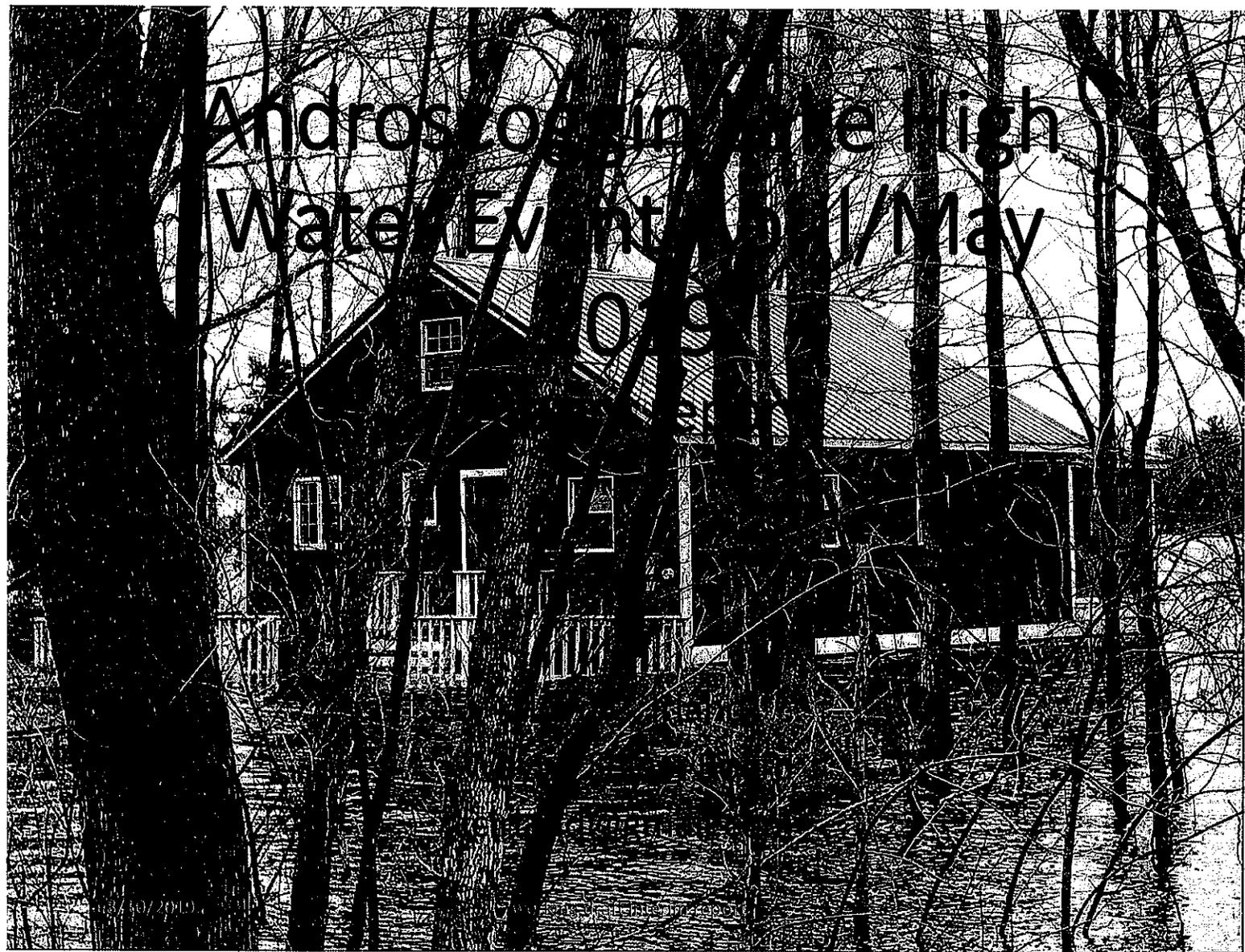
If the above job offer is acceptable, please sign below.

Sincerely,

Aaron Chrostowsky
Town Manager

Anna Carll
Job Offer Accepted, July 1, 2019

Androskoquin Heritage
Water Event at Mill May



Contents

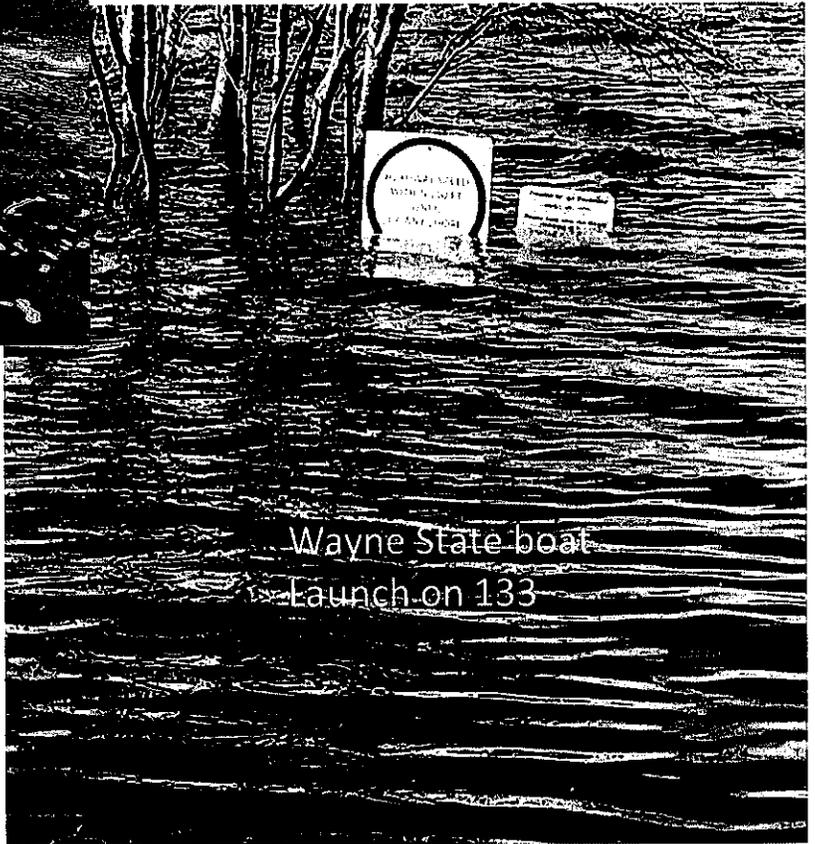
- Introduction
- What Happened?
- Why?
- How Often?
- How Severe?
- Some Ideas

Terms of reference From Wayne Select Board

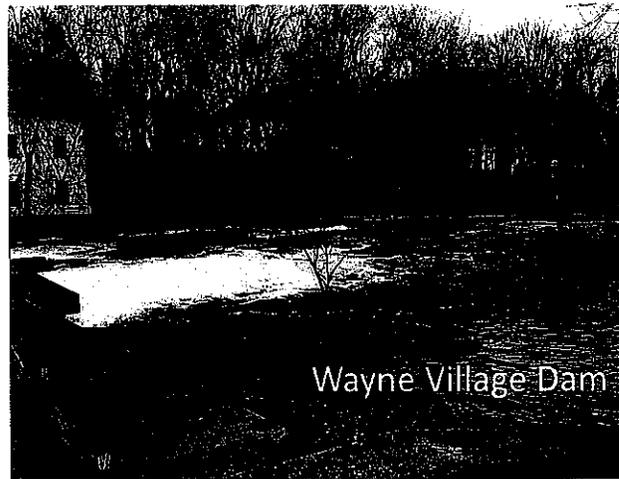
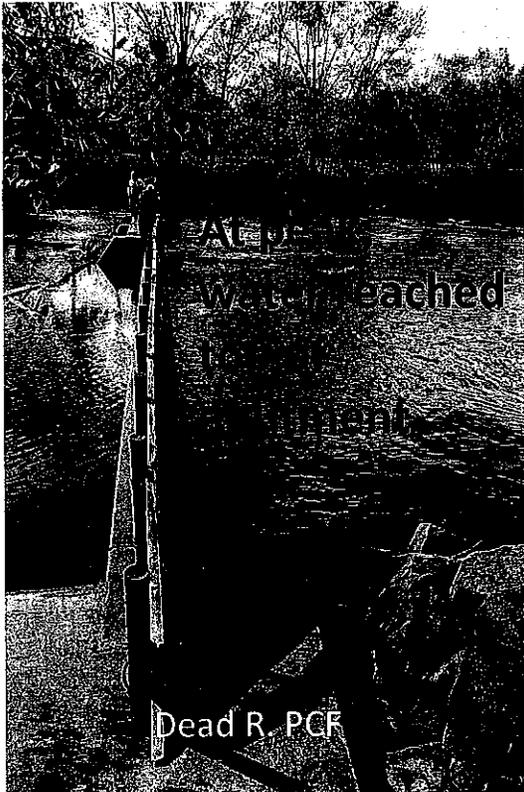
- Meet with parties and visit dams
- Consult experts
- Other closely related topics
- Structural changes or ownership of dams not included
- Seek review on a draft report

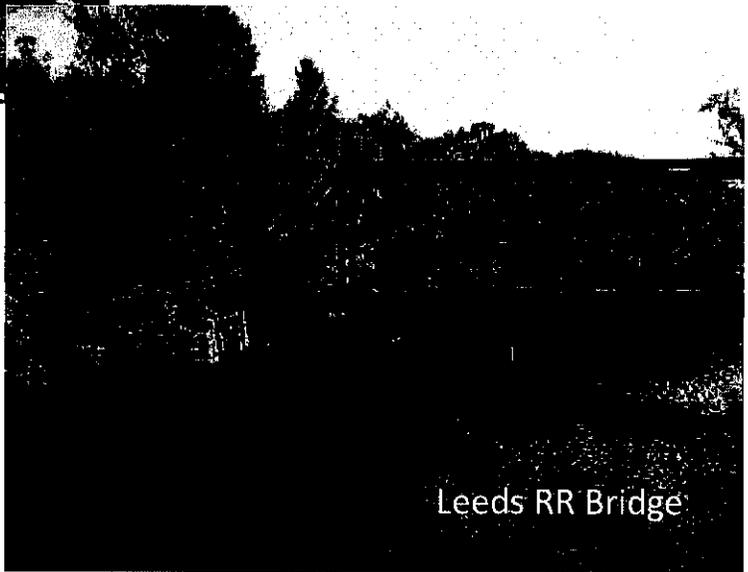


Wayne, Masonic
Hall



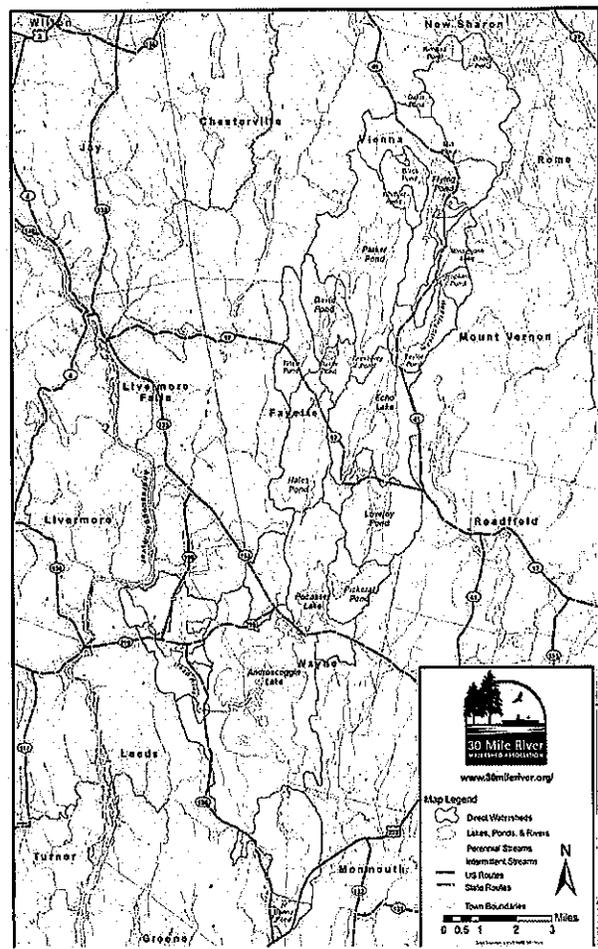
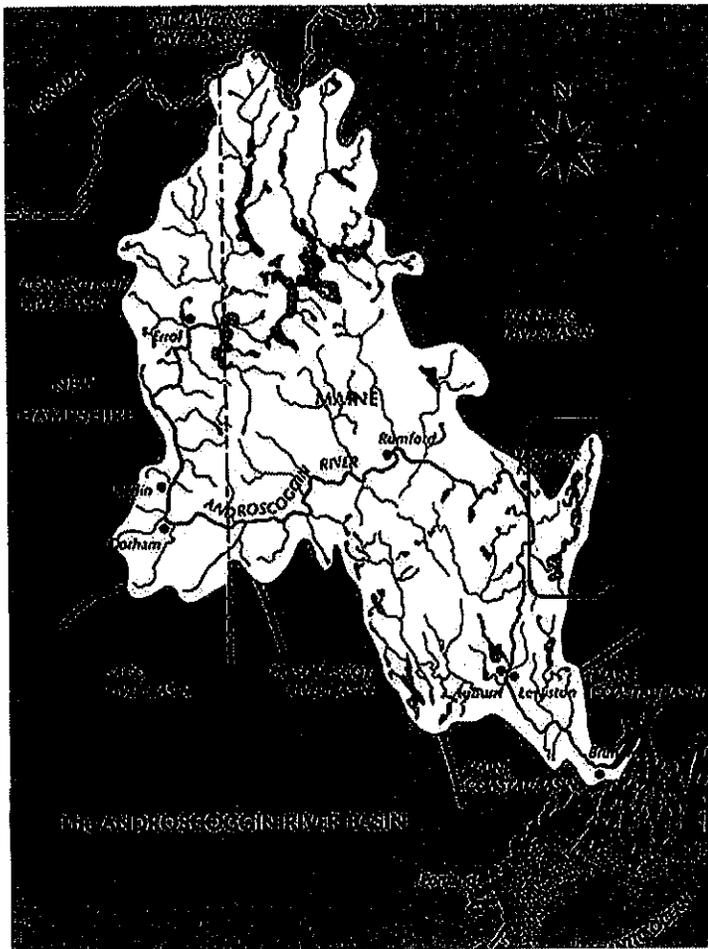
Wayne State boat
Launch on 133



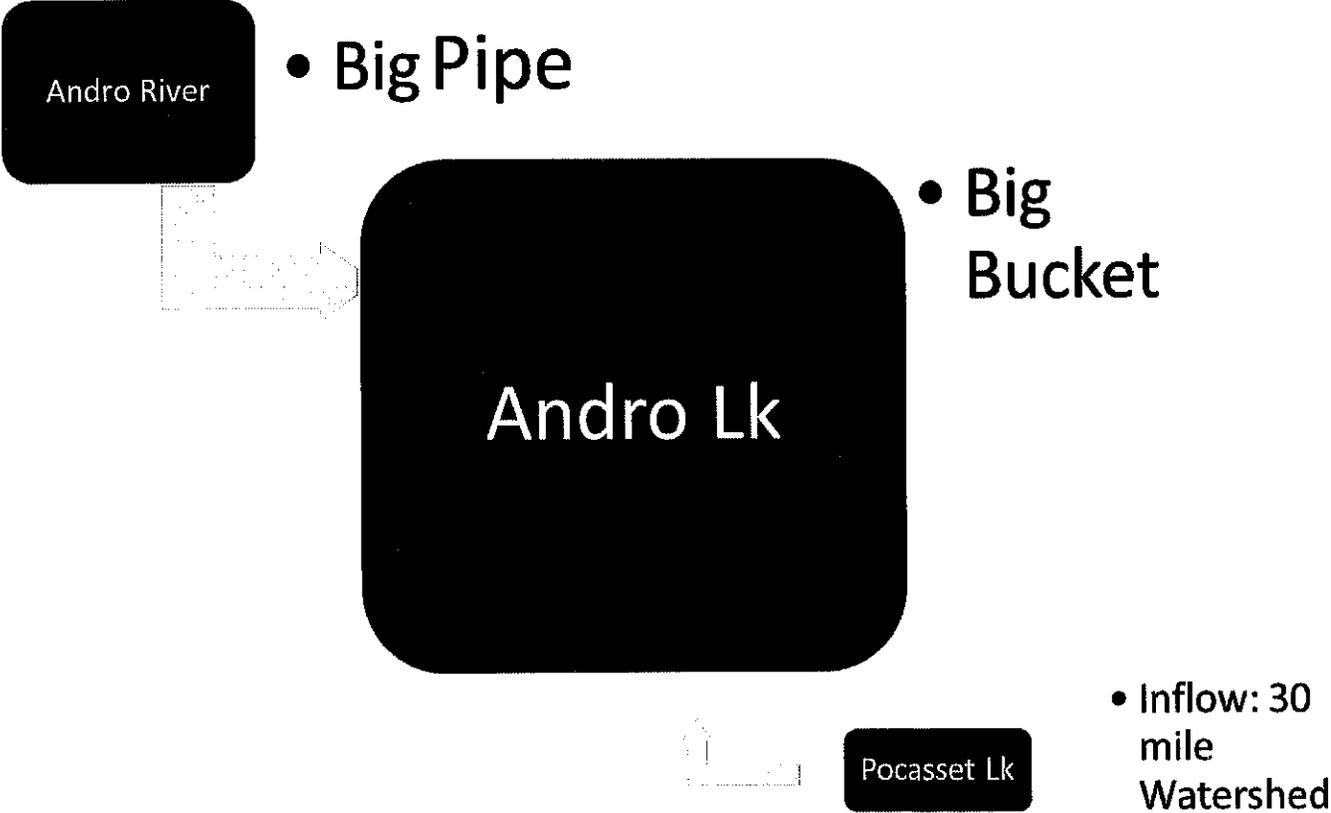


Androscoggin above Rumford 30-Mile

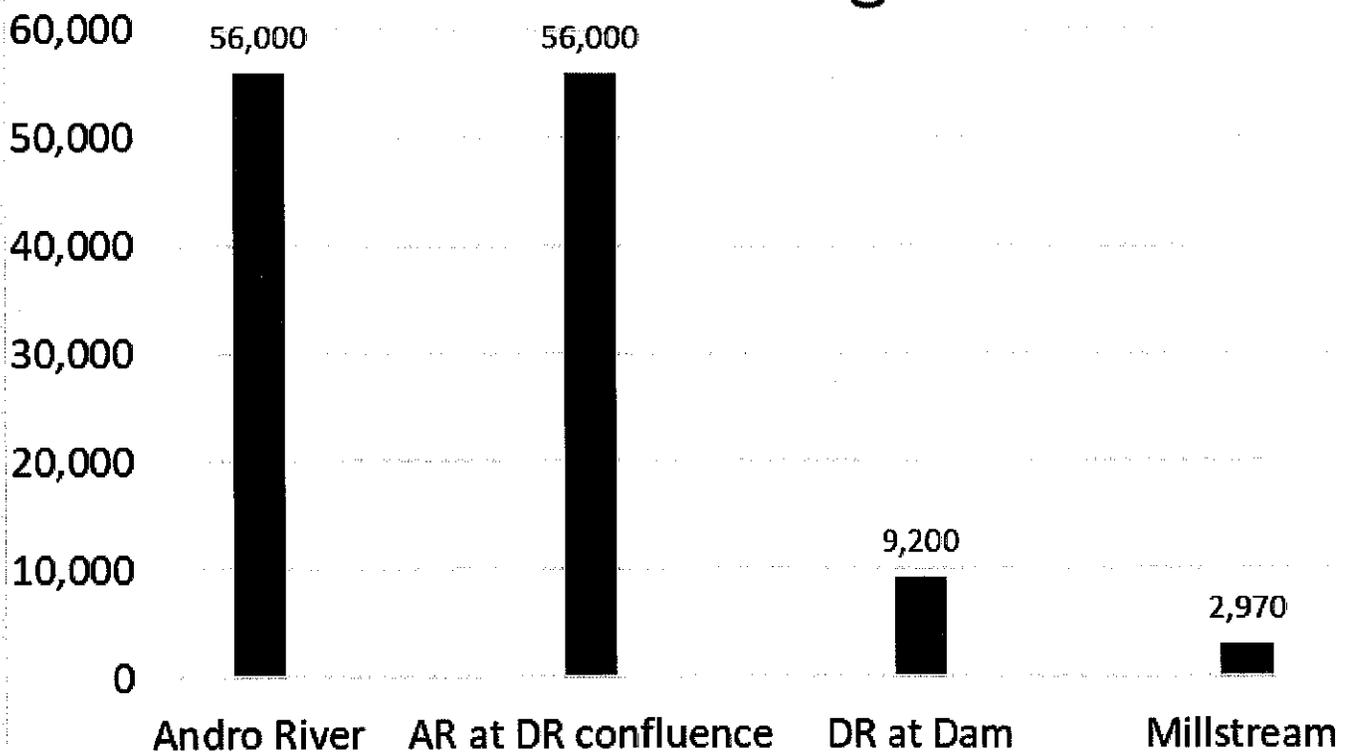
2068 sq mi
64 "



Schematic – not to scale



Flow Rates at High Water

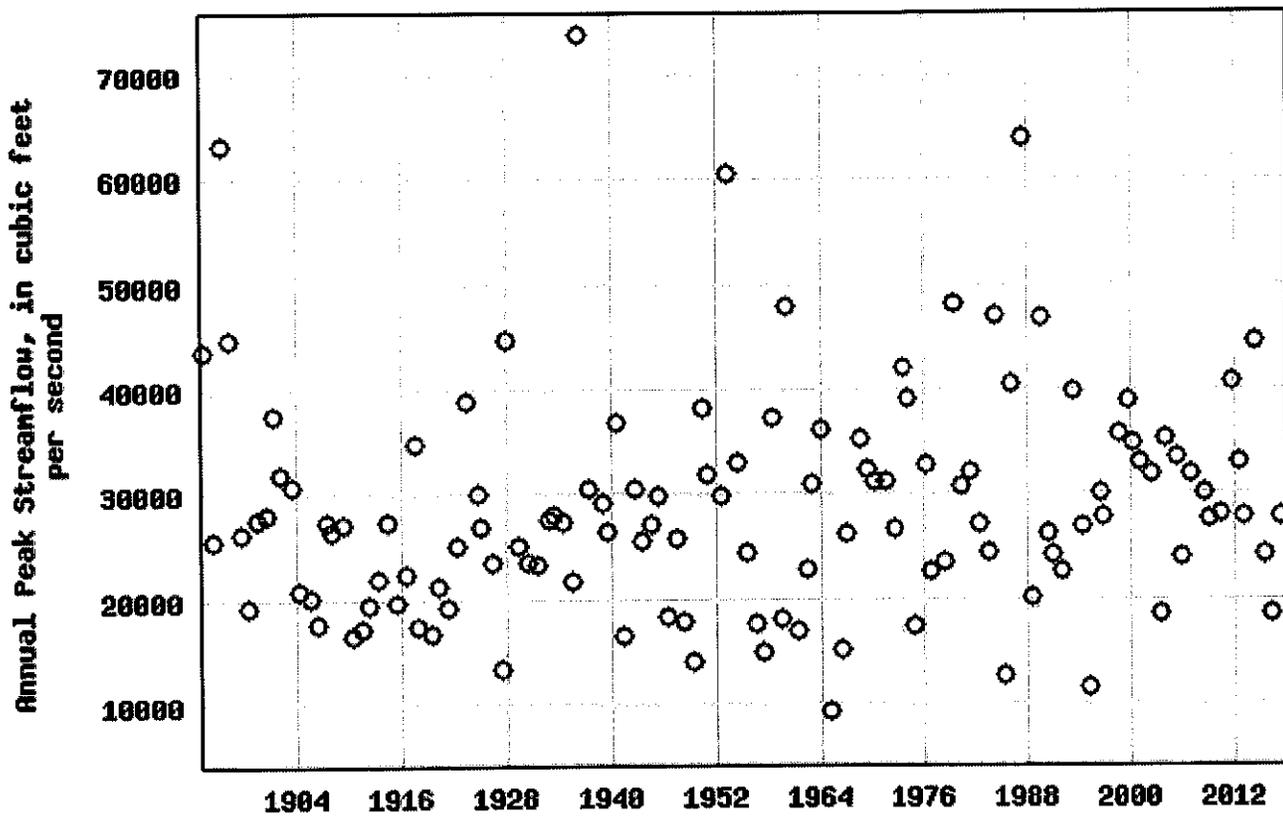


Rough, Illustrative Estimates

Volume of water in	
8 ft additional depth on Andro	32,160 acre feet
8" flashboard on WVD	484 acre ft
or	1.5%
3 flashboards	4.5%

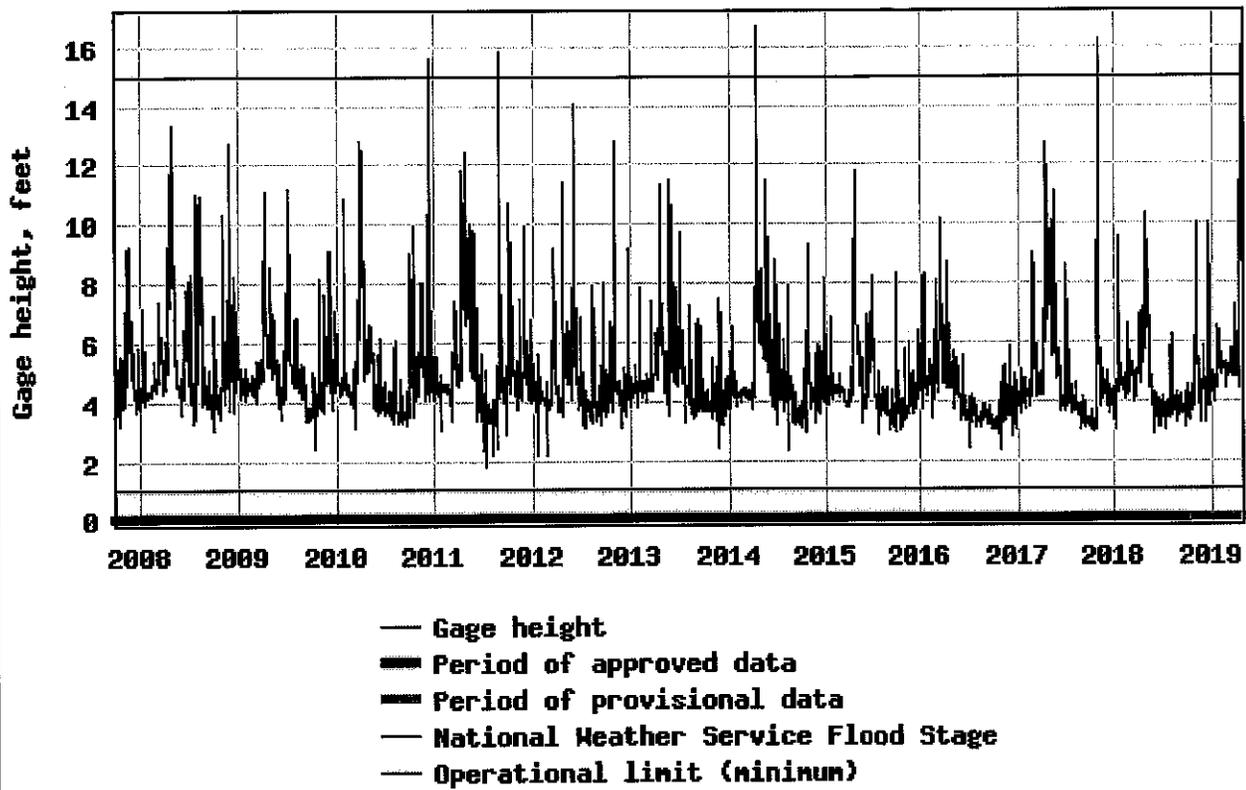
How Often How Severe?

USGS 01054500 Androscoggin River at Runford, Maine





USGS 01054500 Androscoggin River at Rumford, Maine



Murky Institutional Structure

- Two Towns on Lake
 - FD's charged with EM activities
 - 2 paper companies fund maintenance for DR PCF
- Three Dams -- DR PCF; Wayne Village, Echo Lake
- Two Counties (EM)
- Dam Maintenance Committee for PCF
- Two State agencies
 - State DACF
 - DEP
- State River Flow Advisory Committee and NWS

Risk perceptions

- Social research: people underestimate the frequency/severity of extreme events
- This is human nature
- Serves us poorly when time/trouble/cash must be spent
- Risk: unwarranted reliance on quick/easy actions to adapt/prepare

Historic Flow Rates at Rumford, cfs

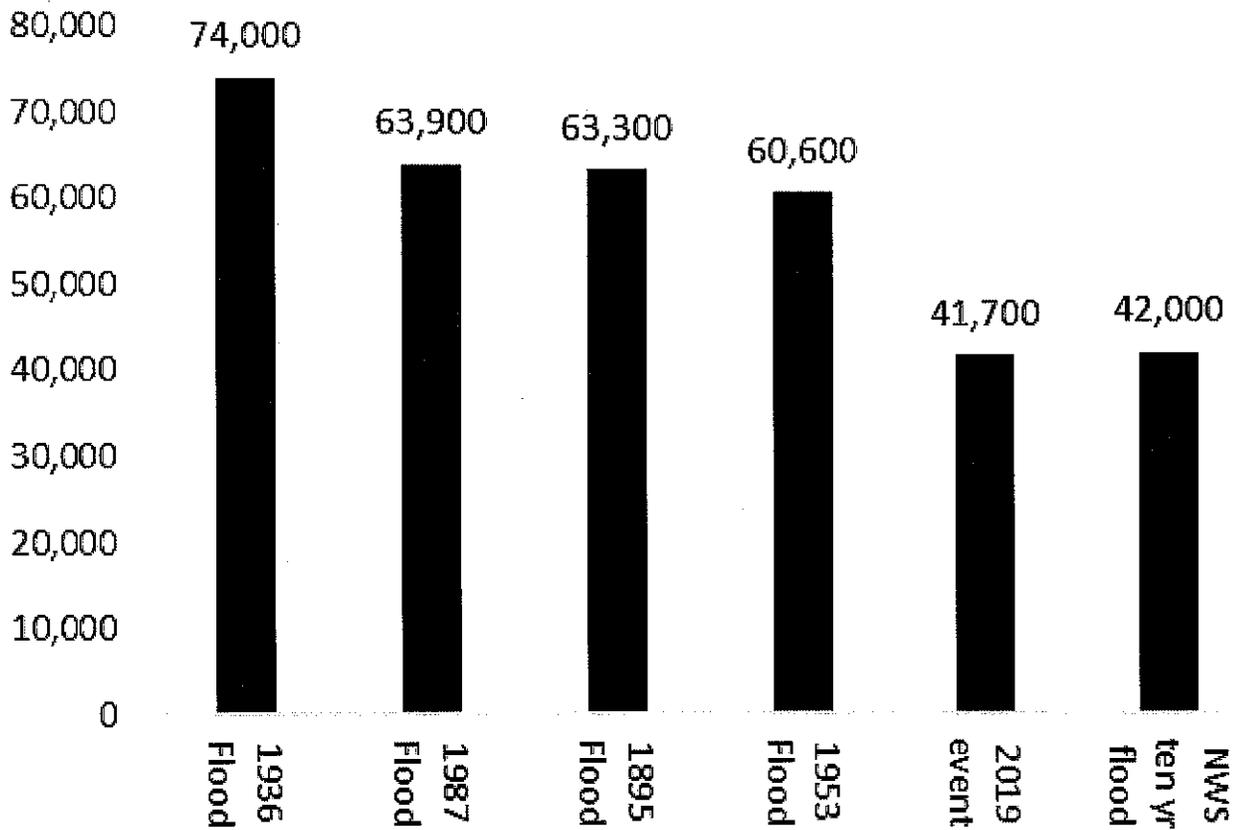




Figure 10 - March 1936 Flood - Route 219 Bridge, Dead River, Mile Point 2.00.

1936: Estimated 500+¹⁵ yr Flood Event



Figure 21 - Future Flood Heights at Railroad Bridge, Dead River, Mile 5.33. (Numbers indicate rod reading in feet).



Figure 22 - Future Flood Heights at Wayne Dam, Inlet of Androscoggin Lake located at northeastern corner of Lake. Major flood reverses dam flow. Standard Project Flood is 6.6 feet higher than Intermediate Regional Flood. (Numbers indicate rod reading in feet).

Some Lessons

- Rare events are hard to manage -- turnover of people; steps not needed until they are....
- Hard to focus property owners on prevention/adaptation
- 2019 event will recur on average every 10-12 yr.
- The 100 Yr flood will be exceeded –some day
 - Have we thought through implications?

Lessons....

- Hypothesis: structural steps can only help a little – and only on mild events
 - Still, should explore further
- Practical steps exist to enhance preparedness and warning, and upgrade dams for routine service.
- Towns, counties, state gov't, and private groups need to communicate better

Ideas for Consideration

- Measure and Record Lake levels
- Better communication among all dam operators in 30 Mile watershed
- Webcam at DR PCF
- Safety/trash rack improvements
- Bladder System?
- Two towns, two counties approach River Flow committee for forecasts

ideas....

Improve Wayne Dam flashboards?

Revisit water level goals in 2003 report

**Publicize preparation much better—Facebook
and ALIC**

Scheme for warning via ALIC and Andro EMA?

Options for summer low water?

Other?



Lake Depth Indicators April 25 to June 23

Lloyd C. Irland
Draft Aug 13

Bishop Hill Rd, Leeds Apr 25

Slide series on Wayne water levels

- This slide series focuses strictly on water levels, not on impacts
- Photos of the “Headway Speed” sign are taken at Wayne state boat launch on 133.
- Photos believed to be nearer in time to actual peaks on the Lake would be most welcome, as would any photos of conditions at the DR Dam.
- At present I don’t believe these photos catch the peak.
- Note: I got started late: peaks at Rumford and Auburn were on 21st.



April 25, 2:21 PM
Counting the
holes in the
stake, leads to
estimated
water level of
279
Not sure this
was the peak
(WYC launch)



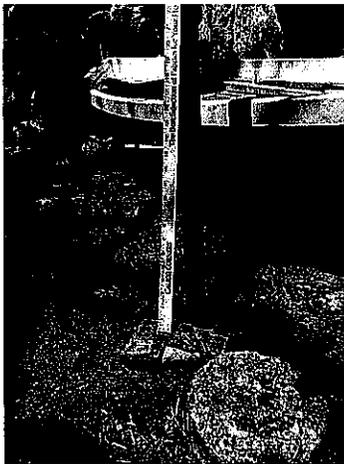
Flotsam at AYC , photo taken later, indicates highest water level April 2019.

Water level below WVD
Masonic Hall
April 25, 2:05 PM





At the peak, water briefly reached the upper edge of this driveway in front of the AYC. Date/time not known



Pen marks
13" , or 279+

Pin at
277.7

“Kentucky Windage” estimate for level on Apr 25: Water was 40 holes in this stake down from lower end of sign (pen). Roughly 13” above the HW marker shown.

This would be 279 ft +
Matches Tom Barden estimate



Photo series at Wayne state boat launch

Saturday
Apr 27, 10:39 AM



Sunday
April 28 11:27
AM

lake level indicators

April 29 1:04 PM





Tuesday Apr 30 10:41 AM



Wed May 1, 3:11 PM

8/13/2019

Lake level indicators

Mean high water monument at Andro Lk Yacht Club Thurs. May 2



Pin, barely visible in cement post is MHW as Wayne views it.

Level 277.7 ft



Thursday May 2, 3:45 PM



Friday May 3, 1:22 PM

8/13/2019

Lake level indicators

12



Saturday May 4, 1:49 PM



Sunday May 5, 4:57 PM

8/13/2019

Lake level indicators

13



Monday May 6
5:50 PM



Tuesday May 7 12:19 PM



May 9 1:44 PM
By now, the lower
driveway is dry (almost).

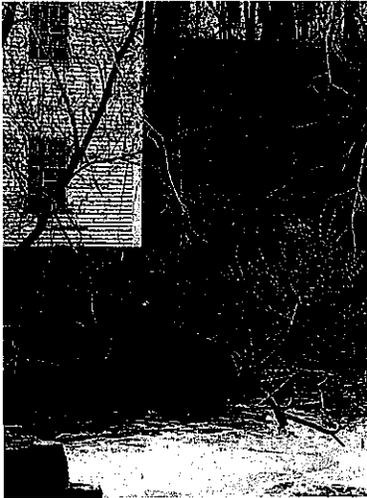
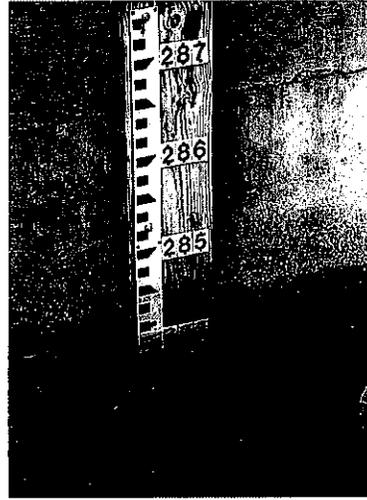
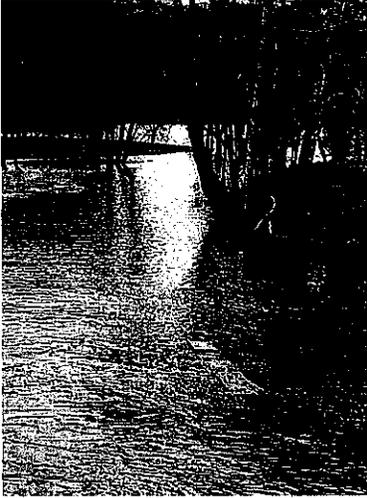


Saturday
May 11, 12:02 PM

8/13/2019

Lake level indicators

15



May 11, at Wayne Village
Dam 12:02 PM

8/13/2019

Lake level indicators

16



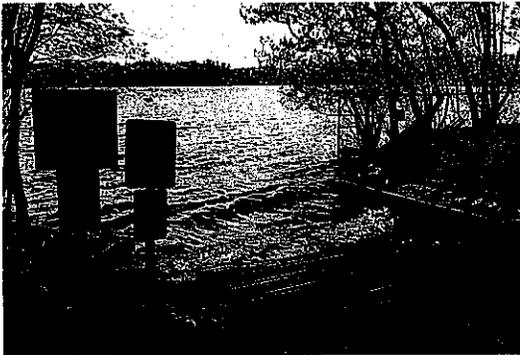
May 19, 6:47 AM

The stake now sits on dry land.

From the ground to the bottom of the circle is 52". Then to the bottom of the writing another 6.5"

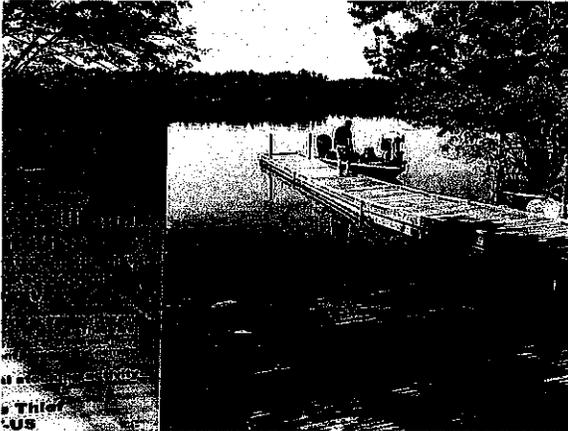
So, almost 5 ft of water has receded since peak.

The corrugated cement at top of ramp is still 3" or so under water



May 30, 6 PM

Lake still high more than a month past peak.



Boat launch in
business mid
May
(Photo June 10)

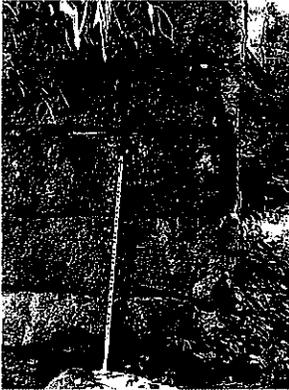


Pool below Village Dam, June 1



June 10, Village
Dam still spilling
water... by early
August, a mere
trickle.

June 23 mid day



I estimate an 8 ft fall in water level by June 23 from Apr 29 peak



These 4 shots are in Leeds, beach, campground, RR bridge



Lord Road culvert

Tuesday Apr 30

6:59 PM

Illustrates the role
of wetland and
lowland storage at
high water levels
...which can add
15% +/- to the
area for storage.



1987 Flood
mark on
Flagpole at AYC



1987 Flood reached this level at Dole Beach. Mr Brooks is 5 ft 10" tall. Terry Brooks photo.

**Town of Wayne
Selectboard**
Organizational and Directive Document
for the
Road Advisory Committee

COMMITTEE ORGANIZATION

Type of Committee: The Road Advisory Committee is a local town committee reporting to the Selectboard for the sole purpose of the Selectboard advising the Road Commissioner and Selectboard.

Number of Members and Qualifications: Minimum 5 and Maximum 7. The members are community members with experience in road construction, road maintenance, road management, road engineering, road law, and/or public administration.

Responsibility of Committee members: The role of the community members is to support the Road Commissioner and Selectboard and insure the success of the Town's implementation of Road Capital Improvement and Maintenance Plans.

Residency Requirement: Wayne residents only.

Appointment Process: Selectboard will accept letters of interest from residents specifying their experience and desire to serve on the Road Advisory Committee. Board will fill vacancies by advertising for interested persons, review letters of interest, and make formal appointments at a duly warned Selectboard meeting. All appointments are made for a term of one-year.

Committee Organizational Structure: The Committee will elect a Chair, Vice-Chair, Secretary and Treasurer at its first meeting of each year. The Chair will conduct the meetings. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting.

Quorum: A five (5) member committee will have a quorum of 3 to conduct a meeting. A six (6) member committee will have a quorum of 4, and a seven (7) member committee will have a quorum of 5 to conduct the meeting.

Meeting Agendas: The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

Meeting Minutes: The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed with the Town Clerk within ten (10) working days after approval by the committee.

Public Meetings: Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion.

Meeting Location: Meetings will be held in Wayne at a public location accessible to the general public. The Chair will schedule with the Town Manager for the use of the Town Office at least two (2) weeks in advance. Other acceptable locations are: Wayne Elementary School Library or Gymnasium, the Cary Library or Williams House property, Ladd Recreation Center and/ or Androscoggin Yacht Club.

COMMITTEE DIRECTIVE

The Select board envisions the following goals will serve as permanent fundamental ambitions:

Assist the Road Commissioner and Selectboard:

- In developing and updating Road Capital Improvement Plans;
- In developing and updating Road Maintenance Plans;
- In evaluating road conditions;
- In writing bid specifications;
- In selecting use of contractors;
- In providing general oversight of road projects;
- In evaluating road projects were completed according to specifications;
- In communicating to the public about road work;

Town of Wayne Selectboard:

Don Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

Signed this 21st day of August 2019

MAINE DEPARTMENT OF TRANSPORTATION
LOCAL ROAD ASSISTANCE PROGRAM (LRAP)
CERTIFICATION 2019-2020 (FY20)
MUNICIPALITY of Wayne 11250

To be eligible to receive FY-20 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23**. Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, "funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C." Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-19 (July 1, 2018 to June 30, 2019) LRAP funds received by the municipality. **Please report this at the bottom on the back side of this form.

It is estimated that the municipality of **Wayne** will receive, by December 1, 2019, one (1) payment of \$ **31,684** for the fiscal year beginning July 1, 2019. Notification will be made in the event of any change.

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

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of **Wayne** do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2019-2020 will be used only for uses as stated above. We also certify that the previous year's funds were spent on the projects listed on the back of this form.

Signed *Aaron Chrostowsky* Date / / Signed _____ Date / /
Signed _____ Date / / Signed _____ Date / /

Please print below the name, title, and phone of the person to contact for the information on this form and the email for the town/city official responsible.

Name: *Aaron Chrostowsky* Title: *Town Manager* Tel: *(207) 685-4983*

Municipality E-mail Address _____

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

Address: _____

Town: _____ State: _____ Zip Code: _____

Prior to November 1, 2019, (see cover letter), please return this completed form (BOTH SIDES) by US mail or email, to: (FAXES ARE NO LONGER ACCEPTED)

Tammy Chamberlain
MaineDOT- Community Services Division
16 State House Station
Augusta, Maine 04333-0016
Tel. (207) 624-3263, or tammy.chamberlain@maine.gov

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

Over please

Winthrop Ambulance Service

“Serving Winthrop, Wayne, Readfield, Mount Vernon, Fayette, Manchester, and Monmouth”

July 1, 2019

Dear Community Partners,

Attached is the contract for Ambulance Service for fiscal year 2019-20. As you will notice, the per capita rate for this year has increased 3% to \$10.10. The increase is due to decreased revenues driven by static insurance reimbursements, unpaid patient bills and non-collectibles, and investments to our response system. **Please sign both copies of the contract and return them to me, I will have them signed and return one copy to you for your records.**

I would like to take this opportunity to thank you all for your continued support, this marks our 41st year together as a regional service. I feel that this is important to recognize in the current state of the economy, and with increasing pressure to share services, it shows how successful regionalization can be. Also, we thank the generosity of the Town of Readfield as we continue to station an ambulance at the Readfield Fire station during the day that covers Readfield, Fayette, Manchester and Mt. Vernon and dramatically decreases response times

I believe that we are working towards providing the best EMS service available. As always, we value your input, so please feel free to contact me directly with any questions or ideas. My email is: jdovinsky@winthropmaine.org.

Again, thank you for your continued support, and I look forward to working with you in the future.

Sincerely,



John Dovinsky, Director

CONTRACT FOR AMBULANCE SERVICE

Agreements, by and between the Town of Winthrop, hereinafter referred to as "Winthrop", and the Inhabitants of the Town of Wayne, hereinafter referred to as "Wayne".

WHEREAS, Winthrop has instituted a public ambulance service and is willing to permit said service to be used by other communities:

NOW, THEREFORE, the parties hereto mutually covenant and agree as follows, to wit:

1. Winthrop agrees to provide emergency ambulance service to said Wayne for the period of July 1, 2019 to June 30, 2020. This agreement shall continue from year to year after July 1, 2020. Said agreement shall be an annual agreement renewable automatically subject to termination by either party provided written notice of intended termination be served on the other community 30 days before the proposed termination date.

2. The contract year covered by this agreement shall commence annually on July 1, and terminate on June 30th of the following year.

3. Said Wayne shall pay for said service at a rate computed on a per capita basis using the total populations of all participating towns, and the amount budgeted by Winthrop for the ambulance service for the fiscal period aforementioned. Per capita payments will be due in installments, with one-half due in October and the other half due in May.

4. In the event of any such service being rendered by Winthrop, there shall also be paid to Winthrop by the patient for the particular call, a base amount, plus cost of any materials or supplies used in connection with said call, as well as per mile cost from the location served by the ambulance to the patients destination. These charges shall be established by and may be adjusted from time to time by the Town of Winthrop.

IN WITNESS THEREOF, the parties hereto have hereunto set their hand.

Date: July 1, 2019

TOWN OF WINTHROP

By: _____
Town Manager

TOWN OF WAYNE

By: Aaron Chrostushy
Town Manager

WITNESSED BY:

WITNESSED BY:



Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing and Enforcement
 8 State House Station August, ME 04333-0008 (Regular Mail)
 10 Water Street Hallowell, ME 04347 (Overnight Mail)
 Telephone: (207) 624-2220 Fax: (207) 287-3434
 Email: Maine_liquor@Maine.gov

Qualified Catering Organization Application for Catered Function

(Note: This application is for Qualified Caterers ONLY. If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast please complete form number 5.5 or 5.6.)

The law requires the application to be submitted at least 24 Hours prior to the function, however a longer notice is appreciated to allow additional time for processing.

License No.: 5203 Name of Qualified Caterer: The Black Tie Co @ Camp Hammond

DBA Name: _____

Mailing Address: 275 Main St

Town/ City: Yarmouth State: ME Zip Code: 04096

Telephone: 207-761-6665 Fax: 207-536-0835

Email Address: wegan@theblacktieco.com

Title and Purpose of Event: wedding

Is this a public or a private event? private

Location of Event: Androscooggin Yacht Club

Physical Address of Event: 22 Lake St

Town/City: Wayne State: ME Zip Code: 04784

Indoor Event Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: Common space

Date of Event: 9/7/19 Time: From: 1pm To: 6pm

Name of Person or Entity contracting your services: Eliza Stenniford

Number of Persons Attending: 100

Address: 167 Leadbetter Road Town/City: Wayne

State: ME Zip Code: 04784 Telephone Number: 207-685-9388

AC _____
 Signature of Licensee or Corporate Officer: _____ Date: 7/30/19

Amy Collins
 Print Name of Licensee or Corporate Officer: _____

MEMORANDUM OF UNDERSTANDING
Between
Catholic Charities Maine
and
Town of Wayne

This agreement is made between Catholic Charities Maine and the Town of Wayne.

WHEREAS, the Town has formed the Wayne Aging at Home Committee (collectively “the Town”) with a goal of supporting the elderly and making it easier to continue living in Wayne; and

WHEREAS, the Catholic Charities Maine SEARCH/RSVP Program (“Catholic Charities”) connects isolated seniors with community volunteers to bring skills, enthusiasm, and companionship to their lives with a variety of support services; and

WHEREAS, Catholic Charities and the Town through the Wayne Aging at Home Committee wish to develop a partnership to serve the needs of seniors in the Wayne, ME community.

NOW, THEREFORE, in consideration of the mutual promises made by each party to the other, it is hereby agreed by and between the partners as follows:

Catholic Charities will:

- Recruit, perform background checks and train volunteers to work one-on-one with isolated seniors in the Wayne, Maine area.
- Recruit isolated seniors who are in need of volunteers. Performing intake interviews and referrals to other programs when appropriate.
- Match volunteers with seniors and support relationships.
- Share names of clients and/or volunteers with Wayne Aging at Home (Town) only with the permission of client or volunteer.

The Town will:

- Recruit potential SEARCH/RSVP volunteers.
- Refer isolated seniors to the SEARCH/RSVP program.
- Include SEARCH/RSVP volunteers in Wayne Aging at Home (Town) social events and volunteer trainings if volunteers so desire.

This MOU is not intended to and does not create any contractual rights or a joint venture between the Parties. The Parties acknowledge and agree that the terms of this MOU are not binding upon the parties unless and until they are set forth in greater detail in a future agreement or contract and approved by Catholic Charities of Maine and the voters of Wayne.

Confidentiality

It is recognized and acknowledged that the services that Catholic Charities Maine performs for its consumers are confidential. Wayne Aging at Home (Town) staff may be in proximity to

confidential information concerning the services performed by Catholic Charities Maine for its consumers, even though Wayne Aging at Home (Town) staff do not take any direct part in or furnish the services performed for those consumers. Wayne Aging at Home (Town) agrees, subject to the requirements in the Maine Freedom of Access Act (FOAA) that its staff will not at any time disclose (which could mean giving someone records or talking with someone) any such information resulting from observations or experiences, to any person or entity whatsoever. The Parties further understand that the use or disclosure of such information may give rise to injury to the consumer or to Catholic Charities Maine and may violate state and federal confidentiality provisions.

Severability

Should any part of this MOU be rendered or declared invalid by a court of competent jurisdiction of the State of Maine, such invalidation of such part or portion of this MOU should not invalidate the remaining portions thereof, and they shall remain in full force and effect.

Assignment

This MOU may not be assigned or transferred by either party without prior written consent of the other party.

Term

The term of this MOU shall commence on the date the MOU is executed by the parties and will continue until termination by either party. Modification to this agreement may be made in writing by agreement of both parties. Either party may terminate this agreement at any time, without cause, upon a 30-day written notice.

CATHOLIC CHARITIES MAINE

TOWN OF WAYNE

Signature

Signature

Title

Title

Date

Date

To: Selectboard

From: Aaron Chrostowsky

Re: Photocopier

Our current Photocopier has become unreliable. Despite repeated service repairs it still has trouble. The copier repair men say that we should replace it.

Equipment	Current			Proposed		
	Acopi			Kyocera: Augusta Computer Copy		
	Toshiba E-Studio 3040c			Kyocera Taskalfa 3253ci		
	Cost/ Page	# of Pages	Annual Cost	Cost/ Page	# of Pages	Annual Cost
Annual Lease			N/A			\$ 1,467.81
Annual Service						
B/W	0.0089	42,690	\$ 379.94	0.0045	68,000	\$ 306.00
Color	0.081	21,454	\$ 1,737.77	0.045	37,000	\$ 1,665.00
Annual Overage						
B/W	0.0082	26,154	\$ 214.46	0.0045		
Color	0.075	16,124	\$ 1,209.30	0.045		
Total			\$ 3,541.47			\$ 3,438.81



KYOCERA Document Solutions NE, Inc.

Portland Computer Copy • Augusta Computer Copy • Bangor Computer Copy
Portsmouth Computer Copy • CyberCopy

Town of Wayne

Proposal

Current Placement

Toshiba E-Studio 3040c

Current Costs

Previous Annual Lease Payment	Annual \$1,947.98
Annual Service Cost <i>Includes 42,690 B/W & 21,454 Color</i>	Annual \$2,117.71
Annual Overage Charges <i>Includes 26,154 B/W & 16,124 Color</i>	Annual \$1,423.76

Proposed Replacements

Kyocera TASKalfa 3253ci

New Cost

Annual Lease Payment (5 Years)	Annual \$1,467.81
Annual Service Agreement <i>Includes 68,000 B/W @ .0045 & 37,000 @ .045 Overages @ .0045 B/W & .045 Color</i>	Annual \$1,971.00

Previous Annual Lease Cost=\$1,947.98

New Annual Lease Cost=\$1,467.81

Total Annual Lease Savings (Based on Previous Lease Cost) = \$480.17 (Per Year)

Current Annual SC Cost=\$3,541.47 (Annual Overages Included)

New Annual SC Cost=\$1,971.00

Total Annual SC Savings=\$1,570.47

5 Year Savings=\$7,852.35

TOTAL Annual Savings=\$2,050.63

Total 5 Year Savings=\$10,253.20

NOTE: New copier comes with D/S doc feeder, Finisher, Staple, Fax, Hole Punch, LCT, scan, print, and wireless printing from all devices including iPhone and Android phones. Kyocera to take the Toshiba away at no cost to the customer if the customer wishes.

1024 Forest Avenue, Portland, ME 04103

TEL 207.797.7224 ~ FAX 207.878.5453

www.portlandcomputercopy.com

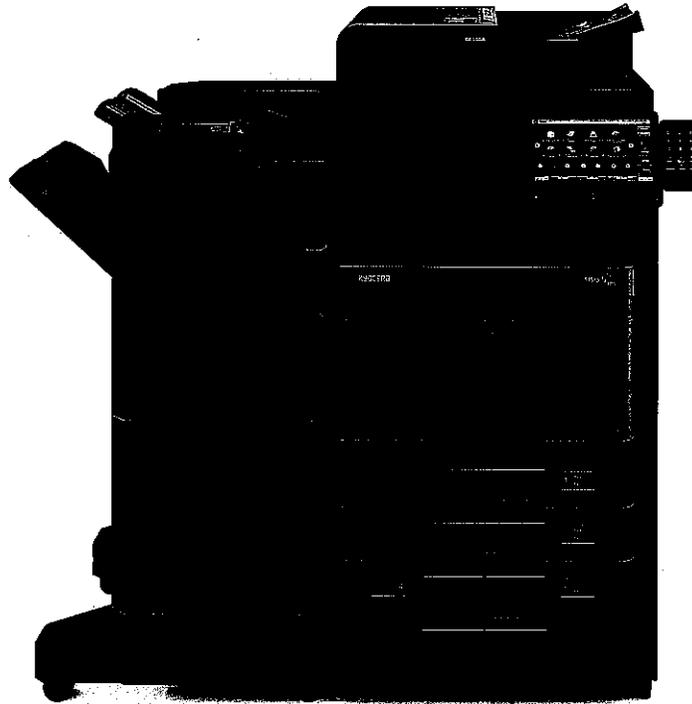

TASKalfa

› PRINT › COPY › SCAN › FAX

TASKalfa 3253ci

COLOR MULTIFUNCTIONAL
SYSTEM

POWER, VERSATILITY AND SEAMLESS INTEGRATION.



Empowering your workforce with productivity-boosting features and functionality, the TASKalfa 3253ci Color Multifunctional System raises the bar on maximizing workflow. A versatile array of scanning, input and professional finishing options delivers exceptional results in vibrant, high-impact color. Eco-friendly, and expertly engineered to drive your business forward, the TASKalfa 3253ci exceeds the needs of even the most demanding offices.

- › Vivid Color and Black and White Imaging up to 32 Pages per Minute
- › Exceptional Print Quality at up to 1200 dpi
- › Scalable Paper Capacity for Longer Job Runs
- › Flexible Media Support and Paper Sizes up to 12" x 48"
- › Customizable 10.1" Color Touch Screen with Intuitive, Tablet-Like Usability

- › Diverse Portfolio of Business Applications for Enhanced Capabilities, such as Scan Distribution to Back-end Applications and Document Management Systems and Print Management to Control Devices, User Policies, and Output Costs
- › Professional Finishing Options for a Polished Output, Including a Space-Saving 500-Sheet Internal Finisher
- › Optional EFI® Fiery Controller for Complex Color Workflows
- › Standard USB Host Interface for On-the-Go Printing and Scanning
- › Efficient Color Scanning up to 180 ipm
- › Convenient Wireless Printing and Scanning
- › Apple AirPrint®, Google Cloud Print™, Mopria® and KYOCERA Mobile Print Support

 **KYOCERA**
Document Solutions

**Town of Wayne
Selectboard**
Organizational and Directive Document
for the
Renewable Energy Advisory Committee

COMMITTEE ORGANIZATION

Type of Committee: The Renewable Energy Advisory Committee is an advisory committee to the Selectboard to promote and develop renewable energy sources in Wayne and to increase energy self-sufficiency, reduce our community's carbon footprint, and reduce energy costs for Wayne residents.

Number of Members: Minimum 5 and Maximum 7.

Residency Requirement: Wayne seasonal or full-time residents only.

Qualifications of Members: Previous experience in renewable energy (solar, wind, hydro), planning and development, building and construction management, design and engineering, project management, marketing and sales, small business management, and public administration

Appointment Process: Selectboard will accept letters of interest from residents specifying their experience and desire to serve on the Renewable Energy Advisory Committee. Board will advertise for interested persons, review letters of interest, and make formal appointments at a Selectboard meeting when a minimum of five (5) appointments are achieved.

Committee Organizational Structure: The Committee's first meeting will elect a Chair, Vice-Chair, and Secretary. The Chair will conduct the meetings according to Robert's Rules of Order. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting.

Quorum: A five (5) member committee will have a quorum of 3 to conduct a meeting. A seven (7) member committee will have a quorum of 5 to conduct the meeting.

Meeting Agendas: The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

Meeting Minutes: The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed with the Town Clerk within ten (10) working days after approval by the committee.

Public Meetings: Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion.

Meeting Location: Meetings will be held in the Wayne Elementary School/ Town Office. The Chair will schedule with the Town Manager for the use of the Wayne Elementary School Library, Gymnasium and/ or Town Office at least two (2) weeks in advance.

COMMITTEE DIRECTIVE

The Renewable Energy Advisory Committee will conduct committee meetings and seek public input to review, research, develop conceptual plans, and estimated cost estimate for various options:

Consider the following goals:

These may include:

- municipal solar power generation, possibly on the site of our old landfill
- residential solar power installations- we can search for grants and other incentives to make these local installations more affordable for all property;
- remove barriers that prevent property owner via local regular regulation;
- develop a modern building code that promotes safety development of local renewable energy;
- Study the installation of LED Streetlights;
- exploring the practicality of other local renewable energy sources such as wind, wood pellets, and small scale hydro

Town of Wayne Selectboard:

Don Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

Signed this 21st day of August 2019

**Town of Wayne
Selectboard**
Organizational and Directive Document
for the
Village Advisory Committee

COMMITTEE ORGANIZATION

Type of Committee: The Village Advisory Committee is an advisory committee to the Selectboard required to provide information and options regarding improvements to the Village(s).

Number of Members: Minimum 5 and Maximum 7.

Residency Requirement: Wayne residents only.

Qualifications of Members: Previous experience in real estate development, building and construction management, design and engineering, project management, marketing and sales, small business management, and public administration

Appointment Process: Selectboard will accept letters of interest from residents specifying their experience and desire to serve on the Village Advisory Committee. Board will advertise for interested persons, review letters of interest, and make formal appointments at a Selectboard meeting when a minimum of five (5) appointments are achieved.

Committee Organizational Structure: The Committee's first meeting will elect a Chair, Vice-Chair, and Secretary. The Chair will conduct the meetings according to Robert's Rules of Order. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting.

Quorum: A five (5) member committee will have a quorum of 3 to conduct a meeting. A seven (7) member committee will have a quorum of 5 to conduct the meeting.

Meeting Agendas: The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

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Meeting Location: Meetings will be held in the Wayne Elementary School/ Town Office. The Chair will schedule with the Town Manager for the use of the Wayne Elementary School Library, Gymnasium and/ or Town Office at least two (2) weeks in advance.

COMMITTEE DIRECTIVE

The Village Advisory Committee will conduct committee meetings and seek public input to review, research, develop conceptual plans, and estimated cost estimate for various options for a Village(s) development.

Consider the following development goals:

- Review, comment and rewrite the “**A Plan for Wayne Village at Mill Pond,**” prepared by Kent Associates to include conceptual plans for both North Wayne and Villages, that meet state and local regulations. The Plan must be able to be adopted as a state approved “Downtown Plan.” Approved plan must seek public comment through public comments, public hearings, visioning sessions and use of survey.
- **Develop/ set village(s) boundaries;**
Wayne: (consider including: Wayne Elementary School, Town Office, Corner Store, State Boat Launch, Post Office, Androscoggin Yacht Club, General Store, Tubby’s, Cary Library, Williams House, Village Center Fire Station, Wayne Community Church, and Ladd Recreation Center);
North Wayne: (consider including: North Wayne Building, North Wayne Church, North Wayne School House and North Wayne Fire Station).
- **Evaluate applicable zoning bylaws to improve the economic vitality of the village(s);**
- **Study the feasibility of making the village(s) more accessible and safe for pedestrians - bike and pedestrian improvements;**
- **Consider the development of historic center designation to maintain the rural historic charm of the village(s);**
- **Assess parking needs for the village(s);**
- **Develop a marketing plan for village(s) (i.e. map/ brochure and/ or website);**
- **Find new and develop new recreational uses for the mill pond, surrounding parks and village(s) (i.e. concerts, dances, movies, arts and crafts shows, and farmers market;**
- **Find new use for empty buildings/ structures (i.e. dam, old masonic hall);**
- **Remove any slum and blight conditions existing within village(s);**
- **Consider improving any water quality and public health issues (i.e. community septic system);**

- **Remove any impediments for small business to attract, retain and grow small businesses in the village(s)** (i.e. liquor control ordinance);

Town of Wayne Selectboard:

Don Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

Signed this 21st day of August 2019

TOWN OF WAYNE, MAINE SELECTBOARD BYLAWS

Section 1. Purpose and Scope

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

Section 2. Parliamentary Authority

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

Section 3. Qualifications, Terms, Vacancy, and Board Roles and Responsibilities

Basic Qualifications:

To serve as Municipal Officer (Selectboard member), you must be at least 18 years old, a resident of the State in addition to a US citizen, and a register voter in municipality in which you serve (30-A MRSA §2526(3)).

Terms:

The Selectboard shall consist of five members who shall be elected by the legislative body and who shall be registered voters of the Town. Members shall serve for terms of three years. *No other official or employee of the Town may be a voting member.*

Vacancy:

If a vacancy exists, the selectmen may call a special town meeting to elect a qualified person to fill the vacancy. The appointment is for the full, unexpired term. (30-A MRSA §2602).

Board Roles and Responsibilities:

The Selectboard is the executive branch for the Town Meeting-Selectboard-Town Manager Form of Government. The Selectboard has several general key areas oversight:

- Management of the municipal finances;
- Protect the health, safety and welfare of the residents, in accordance with federal, State, and local laws and regulations;
- Management of public property and personnel;
- Management of contracts and relations with other State and local agencies and public;
- Authority to make law (ordinances- traffic control, general assistance);
- Issuing certain permits and licenses (liquor permits);

Section 4. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice-Chair to be chosen annually at the first Board meeting in July by and from among Board members. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority.

Notwithstanding the presence of the Chair, the Selectman may, by unanimous consent, authorize the Vice-Chair to preside at that Board meeting. In that instance the Vice-Chair is to have and exercise any and all authority conferred upon the Chair. In a situation where the Chair and the Vice-Chair of the Board are absent, the Board shall appoint by affirmative majority vote of its present members present, a temporary Chair of the Board to serve until such a time as the Chair or Vice-Chair returns to the Chair. The temporary Chair is to have and exercise any and all authority conferred upon the permanent Chair. The Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 4. Meetings

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

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

1. Wayne Post Office;
2. Wayne General Store;
3. Cobbie's Corner Store;
4. Town Office;
5. North Wayne Building "Old Town Office"; and
6. Town of Wayne Website

All such meetings shall be open to the public except otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. The regular order of business at meetings shall be as follows:

1. Selectboard members Present/ Quorum.

2. Call meeting to Order.

We encourage everyone in attendance to read the Selectboard Bylaws. Selectboard Meetings are working meetings between Board members and town staff. All participants must be recognized by the Chairpersons before speaking.

3. Pledge of Allegiance.

4. Conflict of Interest.

5. Meeting Minutes.

6. Warrants.

7. Old Business.

8. New Business.

9. Supplements / Abatements

10. Town Manager Report.

11. Board Member Reports.

12. Public Comments.

13. Adjourn.

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 M.R.S.A §405 and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The motion to go into executive session must indicate the precise subject matter, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process. The motion also must "include a citation of one or more sources of statutory or other authority that permits an executive session for that business".

<u>Reason for Executive Session</u>	<u>Statutory Citation</u>
• Personnel Matters:	1 M.R.S.A §405(6)(A)
• Acquisition or sale of real property or economic development:	1 M.R.S.A §405(6)(B)
• Labor negotiations:	1 M.R.S.A §405(6)(C)
• Consultations with legal counsel:	1 M.R.S.A §405(6)(E)
• Discussion of confidential records:	1 M.R.S.A §405(6)(F)
• Poverty abatements:	36 M.R.S.A §841(2)

The motion must carry by at least 3/5 of the members present. No topic other than that referred to in the motion shall be discussed during executive session. All matters discussed during the executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board. No votes/ decisions shall be made in Executive Session. All votes/ decisions shall be made out of executive session for the record.

Section 5. Public to Address Board

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

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

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

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

A speaker requesting to present a more formal or comprehensive discussion may request in advance to be on the agenda for that evening. To request to be on the agenda, one should contact the Town Manager by Wednesday noon prior to the following scheduled Select Board Meeting. The "Public Comments" segment is not an

appropriate time to request an interpretation and/or decision of the Select Board. All reasonable requests will be considered, but will be at the Select Board Chairperson's discretion whether to allow an agenda item, depending on the nature of the request and the time available at a specific meeting. Any request to be on the agenda denied by the Chairperson of the Board, may be brought forth before the entire Select Board during Public Comments time for the entire Select Board to review. If a motion is made and passes to add the item to a future agenda, the Chairperson will add it to the agenda within the next two scheduled Select Board meetings.

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

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

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

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

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

Section 6. Workshop Sessions

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

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

Section 7. Agenda Items

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

The Town Manager will post and distribute agenda packets to all Selectboard members by Monday at 12 Noon before the Selectboard meeting unless express permission given by the Board Chair.

Section 8. Hearings

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

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

the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 9. Board Action.

Remember, as an individual you are responsible for your own actions; however, the Town's action is based on your collective authority.

Majority of the full board must vote in the affirmative to pass a motion. "Not the majority of those present and voting take action."

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

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

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown. Those present, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

Section 10. Meeting Length

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

Section 11. Conflict with Laws

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

Section 12. Waivers; Amendments

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

Section 13. Oath of Office.

At the first Board meeting in July, the Oath of Office will be administered by the Town Clerk or his/her designee to newly elected Selectboard members.

Below is the Oath of Office to be administered:

I, XXXX, do solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States, and of the State of Maine; that I will in all respects observe the provisions of the Charter and Ordinances of the Town of Wayne, and will faithfully discharge the duties of the office of Selectboard, Board of Assessors and Overseer of Poor. SO HELP ME GOD.

Section 14. Training For Elected Officials on Maine's Freedom of Access Law.

Selectboard members must complete training on the requirements of Maine's Freedom of Access laws relating to public records and proceedings (1 M.R.S.A. § 412). Selectboard members must complete the training within 120 days after the official takes the oath of office.

After completing the training, Selectboard members are required to make a written record attesting that the training has been completed. The record will be filed at the Town Office, which will be available to the public upon request.

Section 15. Legal Counsel.

1. The Town Manager will promptly inform the Selectboard Chair as to the Town's receipt of service of a Complaint or other pleading filed against the Town in Federal, State, or other judicial or administrative forum and will promptly notify the Town's liability insurer as to the receipt of a complaint or other pleadings which may potentially be covered under the Town's insurance policy. Within fourteen (14) days after the Town's receipt of service, the Board will meet to determine whether legal counsel needs to be retained, and decide what legal counsel will be retained to represent the Town's interest in defense of such legal action.
2. A Notice of Tort Claim served upon the Town will promptly be delivered to the Town's Liability Insurer and a copy will be provided to each Selectboard member before the next Board meeting.
3. No legal action will be filed or otherwise prosecuted by the Town without prior authorization by the Selectboard.
4. The authorization to retain legal service for a specific matter will be approved by the Selectboard.
5. Only current members of the Selectboard, Town Manager, Town Clerk and Code Enforcement may request written and/ or telephonic legal opinions from the Maine Municipal Association (MMA) Legal Department.

Section 16. Personnel Complaints

The Selectboard agrees to follow this specific procedure for receiving, investigating and responding/ resolving citizen complaints about town government action or inaction including the conduct of any Town Official or department.

1. In the event that a member of the Selectboard, resident, non-resident and/ or staff member transmits to the Town Manager, either verbally or in writing, a complaint or grievance about town government action or inaction, including the conduct of any Town Official or department, that Member or Town Manager shall prepare a written memorandum summarizing the complaint or grievance, which shall be confidentially filed by the Town Manager and confidentially forwarded to all other members of the Selectboard, such as by confidential inclusion in the next Selectboard Meeting packet of information.

2. The Town Manager may, in his discretion, await further action by the Selectboard, including its decision whether to schedule an executive session for a personnel issue, before proceeding further to investigate or respond to the matter.

**RULES OF PROCEDURES ADOPTED BY THE SELECTBOARD ON JULY 9, 2019
BY:**

Donald Welsh

Trent Emery

Amy Black

Stan Davis

Lloyd Irland

Attest:

Aaron Chrostowsky, Town Manager

Last Updated: 7/2019

You are to pay to Bruce Mercier, the Municipal Treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before 06/30/2020.

In case of the neglect of any person to pay the sum required by said list until after 10/01/2019, 01/31/2020 & 04/01/2020; you will add interest to so much thereof as remains unpaid at the rate of 7.00 percent per annum, commencing 10/02/2019, 02/01/2019 & 04/02/2020 to the time of payment, and collect the same with the tax remaining unpaid.

Given under our hands, as provided by a legal vote of the Municipality and Warrants received pursuant to the Laws of the State of Maine, this 07/23/2019.

_____ Assessor(s) of: Wayne

CERTIFICATE OF COMMITMENT

To Dawna Gardner the Collector of the Municipality of
Wayne , aforesaid.

Herewith are committed to you true lists of the assessments of the Estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of \$3,268,416.48 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 07/23/2019

_____ Assessor(s) of: Wayne

File the original certificate with the Tax Collector. File a copy in the Valuation Book

CERTIFICATE OF ASSESSMENT TO BE RETURNED TO MUNICIPAL TREASURER
STATE OF MAINE

County **KENNEBEC** , ss.

We hereby certify, that we have assessed a tax on the estate, real and personal liable to be taxed in the Municipality of Wayne for the fiscal year 07/01/2019 to 06/30/2020, at 17.96 mils on the dollar, on a total taxable valuation of \$181,983,100

Assessments:

1. County Tax	205,950.00	
2. Municipal Appropriation	2,750.00	
3. TIF Financing Plan Amount	1,214,501.00	
4. Local Educational Appropriation	2,363,050.00	
5. Overlay (Not to Exceed 5% of "Net To Be Raised" (see tax rate calculation #16)	10,575.29	
6. Total Assessments		3,796,826.29

Deductions:

7. State Municipal Revenue Sharing	76,517.00	
8. Homestead Reimbursement	75,323.13	
9. BETE Reimbursement	10,470.68	
10. Other Revenue	366,099.00	
11. Total Deductions		528,409.81
12. Net Assessment for Commitment		3,268,416.48

Lists of all the same we have committed to Dawna Gardner, Tax Collector of said Municipality, with warrants in due form of law for collecting and paying the same to Bruce Mercier, Municipal Treasurer of said Municipality, or the successor in office, on or before such date, or dates, as provided by legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine. (Title 36 MRSA, section 712)

Given under our hands this 07/23/2019

_____ Municipal Assessor(s)

File the original with the Treasurer. File a copy in the Valuation Book

2019 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Wayne

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total Taxable Valuation of Real Estate	1	181,180,600
2. Total taxable valuation of personal property	2	802,500
3. Total Taxable Valuation of real estate and personal property (Line 1 plus line 2)	3	181,983,100
4. (a) Total exempt value for all homestead exemptions granted	4(a)	6,710,300
(b) Homestead exemption reimbursement value	4(b)	4,193,938
		<small>(Line 4(a) multiplied by .625)</small>
5. (a) Total exempt value of all BETE qualified property	5(a)	1,166,000
(b) BETE exemption reimbursement value	5(b)	583,000
		<small>(line 5(a) multiplied by 0.5)</small>
<small>Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.</small>		
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b))	6	186,760,038

Assessments

7. County Tax	7	205,950.00
8. Municipal Appropriation	8	2,750.00
9. TIF Financing Plan Amount	9	1,214,501.00
10. Local Educational Appropriation (Local Share/Contribution)	10	2,363,050.00
<small>(Adjusted to Municipal Fiscal Year)</small>		
11. Total Assessments (Add lines 7 through 10).....	11	3,786,251.00

ALLOWABLE DEDUCTIONS

12. State Municipal Revenue Sharing.....	12	76,517.00
13. Other Revenues: <small>(All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. Do Not Include any Homestead or BETE Reimbursement)</small>	13	366,099.00
14. Total Deductions (Line 12 plus line 13).....	14	442,616.00
15. Net to be raised by local property tax rate (Line 11 minus line 14).....	15	3,343,635.00

16.	3,343,635.00	X	1.05	=	3,510,816.75	Maximum Allowable Tax
17.	3,343,635.00	/	186,760,038	=	0.017903	Minimum Tax Rate
18.	3,510,816.75	/	186,760,038	=	0.018798	Maximum Tax Rate
19.	181,983,100	X	0.017960	=	3,268,416.48	Tax for Commitment
			<small>(Selected Rate)</small>		<small>(Enter on MVR Page 1, line 13)</small>	
20.	3,343,635.00	X	0.05	=	167,181.75	Maximum Overlay
21.	4,193,938	X	0.017960	=	75,323.13	Homestead Reimbursement
			<small>(Selected Rate)</small>		<small>(Enter on line 8, Assessment Warrant)</small>	
22.	583,000	X	0.017960	=	10,470.68	BETE Reimbursement
			<small>(Selected Rate)</small>		<small>(Enter on line 9, Assessment Warrant)</small>	
23.	3,354,210.29	-	3,343,635.00	=	10,575.29	Overlay
	<small>(Line 19 plus lines 21 and 22)</small>				<small>(Enter on line 5, Assessment Warrant)</small>	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Wayne Town Manager

From: Nadine Campbell <ncampbell@harriscomputer.com>
Sent: Wednesday, August 14, 2019 1:51 PM
To: townmanager@waynemaine.org
Subject: Wayne - SQL Conversion
Attachments: SQL Specifications and Information.pdf

Hi Aaron,

Attached are the Hardware requirements for SQL as well as TRIO Web, which is coming out later this year.

Here are the dates that we've got the Town of Wayne scheduled for your SQL Conversion:

Thu Oct 17 - 10:30	SQL Play Install (Done remotely on the server, we will contact you to start the Webex. Your live version of TRIO will still be available during this step)
Thu Oct 24 - 1pm	Training (1 hour via Webex)
Thu Nov 14 - 1pm	SQL Go Live (TRIO will be offline for 1 hour while this takes place)

Please don't hesitate to let me know if you have any other questions relating to SQL,

Nadine

Nadine Campbell
Manager, Professional Services
P: 613-226-5511 x2332
F: 613-226-3377
E: ncampbell@harriscomputer.com



, Ontario

www.harrislocalgov.com

This message has been sent on behalf of a company that is part of the Harris Operating Group of Constellation Software Inc. These companies are listed [here](#). If you prefer not to be contacted by Harris Operating Group [please notify us](#).

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TRIO Software SQL Information Sheet

The TRIO SQL system is an upgrade to the current TRIO system designed to improve system performance and stability across all current and future TRIO applications. The upgrade replaces the use of individual Microsoft Access data files with a true Microsoft SQL Server database. Additionally, the SQL version of TRIO incorporates an integrated Central Parties system allowing names and addresses to be updated from a central location rather than needing to make repetitive updates in multiple accounts or applications.

Key Benefits

- ✓ Centralized customer database allows for one customer record to be linked to multiple modules
- ✓ No more Compact & Repair
- ✓ Contains new functionality and features. All new enhancements will be completed in the SQL version. New features include:
 - Trial Balance Report
 - Account Inquiry Screen
 - Raw data exports from Budgetary reports
 - Ability to email Payroll check stubs
 - Ability to view AP invoices
 - Ability to attach documents to invoices
 - And more...
- ✓ Direct data access through SQL Server Management Studio for more flexible reporting and inquiry
- ✓ Improved data stability

System Requirements

<p>TRIO SQL</p> <p><u>Data Server Requirements</u> RAM: 8GB Minimum 16GB Recommended CPU: 1ghz Minimum 2ghz Recommended Disk: 100GB Minimum 1TB Recommended OS: Windows 7 Minimum Windows Server 2016+ Recommended Hard drive: 7200 RPM SATA drive Minimum SSD Recommended</p> <p><u>Client Requirements</u> RAM: 512MB Minimum 4GB Recommended CPU: 1ghz Minimum 2ghz Recommended Any Windows OS</p>	<p>TRIO Web</p> <p><u>Web & Data Server Requirements</u> RAM: 8GB Minimum 16GB Recommended CPU: 1ghz Minimum 2ghz Recommended Disk: 100GB Minimum 1TB Recommended OS: Windows 10 Minimum Windows Server 2016+ Recommended Hard drive: 7200 RPM SATA drive Minimum SSD Recommended</p> <p><u>Client Requirements</u> RAM: 512MB Minimum 4GB Recommended CPU: 1ghz Minimum 2ghz Recommended Any Windows OS</p>
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Additional Information

For additional information about the upgrade, please contact Support at 888-942-6222 or at trio@harrislocalgov.com. For information on pricing please contact Allison Whelchel at 888-942-6222 x 103, 843-7557 or at awhelchel@harrislocalgov.com.

Memorandum

To: KVCOG Municipalities
From: Laura Cyr, Executive Director
Date: May 2019
Re: KVCOG Services List

Kennebec Valley Council of Governments (KVCOG) currently serves 62 municipalities, 6 plantations and numerous entities within the Unorganized Territory in our region of Kennebec, Somerset and western Waldo counties. Our professional staff of six provides exceptional services, allowing municipalities to have access to affordable expertise in planning, economic and community development, grant writing and business assistance.

KVCOG's membership dues, only 20% of our total budget, are used as local match for additional regional funding. Dues have leveraged over 2 million in grant funds over five years. Without membership dues for match, the technical service and other benefits provided by those grant funds would not be available to our region.

Listed below are services KVCOG provides, many of which are free to communities enjoying membership with KVCOG. **BOLD, AND ITALICIZED TEXT** indicates services *available only to member towns*.

*** Enhanced Services**

While many of the member only services are free at the basic level, KVCOG has the capacity to scale up for projects and activities of greater size, duration and complexity. **These enhanced services are marked with an asterisk and are available on a contract basis.** Examples include: comprehensive planning, local RLF administration, TIF assistance, grant writing and administration, etc. KVCOG is developing code enforcement, assessing and economic development expertise to be contracted on a sub-regional (2+ towns) basis.

Community and Regional Planning

- ◆ ***Professional planning assistance, e.g. drafting of ordinances and regulations, assistance with development review, town planning services***
- ◆ ***Comprehensive plans****
- ◆ ***Area and topical plans, e.g. open space plans, joint services plans, bike plans, village and streetscape plans****
- ◆ ***On-site training workshops and capacity building for local boards and committees***
- ◆ Coastal regional planning, i.e. resiliency planning
- ◆ Technical assistance with land use and development issues, e.g. subdivision law, shoreland zoning, ordinance interpretation, code enforcement

- ◆ Demographic and statistical data reporting and analysis

Environmental Services

- ◆ *Design assistance with transfer stations and waste systems**
- ◆ *DOL regulatory compliance, OSHA compliance*
- ◆ *Assistance with contract negotiation to obtain the best rates for members*
- ◆ *Technical and compliance assistance for municipal environmental programs*
- ◆ *Solid waste ordinance assistance – drafting and committee work**
- ◆ Solid waste planning and technical assistance
- ◆ Household Hazardous and Universal Waste Collection coordination
- ◆ Facilitate collection of materials for transfer stations and recycling centers
- ◆ Operator Training and Compliance Reviews for transfer stations and landfill efficiency

Mapping

- ◆ *Basic GIS-generated maps*
- ◆ *GIS-generated maps for planning or municipal projects**
- ◆ *Integrated census/economic data with mapping**
- ◆ *Visual Assessment Analysis (Waldo/Kennebec Only)**
- ◆ *Shoreland Zoning**
- ◆ *Digitizing of tax maps**
- ◆ *Development of sustainability mapping**
- ◆ Data center for federal, State, and local economic and labor statistics ◆ Map archiving (existing paper maps)

Joint Purchasing and Discounted Services Note: KVCOG members participating in 2018 realized a combined savings of \$71,506 approximately 49% of their cost of membership.

- ◆ *Highway products: road salt, weight and bump signs, flake calcium chloride, culverts, geotextiles*
- ◆ *Hazardous Waste Disposal-public works, janitorial, airport, motor pool, schools, clean-ups*
- ◆ *Universal Waste Disposal- offices, lighting, schools*
- ◆ *School Chemical Waste*
- ◆ *Labpacks*
- ◆ *Oil/Water Separator and Catch basin Cleanouts- public works, fire-dept., police dept., motor pool, airports*

- ◆ *Tank Removals, Tank Cleanings- all fuels, all buildings*
- ◆ *Vacuum Truck Services- waste oil, water in tanks*
- ◆ *Site cleanup/restoration (oil spills, lead contamination, etc.) Public facilities, transfer station*
- ◆ *Geoprobe sampling services (soil, vapor and groundwater)-spills, Brownfields redevelopment*
- ◆ *Compost bin and tote purchasing program*

Economic Development

- ◆ *Strategic and economic development planning**
- ◆ *Research and development**
- ◆ *Assistance with local economic and community development committees**
- ◆ *Facilitation services*
- ◆ *RFP drafting assistance*
- ◆ *Site searches*
- ◆ *U.S. EDA and USDA supported infrastructure investment projects*
- ◆ *Comprehensive Economic Development Strategy (CEDS)*

TIF Assistance

- ◆ *Creation of TIF application**
- ◆ *Project development**
- ◆ *Planning and implementation assistance**

Community Project Development*

- ◆ *Basic search and identification of funders (federal, State and private foundations)*
- ◆ *Grant review*
- ◆ *Grant writing assistance**
- ◆ *Grant administration and reporting**
- ◆ *Downtown and neighborhood revitalization**
- ◆ *Housing development projects**
- ◆ *Demographic survey planning*
- ◆ *Demographic survey implementation**
- ◆ *Survey Design, implementation and analysis**
- ◆ *Technical assistance (EDA, CDBG, USDA Brownfields, Northern Border Regional Commission)*

Business Assistance and Financing

- ◆ Operations and personnel management
- ◆ QuickBooks training
- ◆ Financing assistance through KVCOG's Revolving Loan Fund(RLF) program

KVCOG's goal is to provide high quality professional services that will directly lower municipal expenses.

Our staff is here to serve and assist you. Please call us whenever you have a project or a need. It is important that your department heads are also connected to KVCOG for services and assistance. Please share this memo with them, so we can provide the best value for your membership.

It is our honor to provide professional assistance at affordable costs to municipalities within our region.

To: Selectboard
From: Aaron Chrostowsky, Town Manager
Date: 8/19/2019
Re: Winter Rock Salt Pricing

Past Pricing

<u>Year</u>	<u>Quantity</u>	<u>Price</u>	
2011-12	260		State contract
2012-13	260		State contract
2013-14	260	\$62.98	State contract
2014-15	300	\$62.98	State contract
2015-16	300	\$65.65	Private quote – Morton Salt
2016-17	300	\$58.22	KVCOG contract - Harcros
2017-18	300	\$55.00	KVCOG contract – New England Salt Co.
2018-19	300	\$52.50	KVCOG contract – Morton Salt

Future Pricing

2019-20	300	\$51.00	KVCOG contract – New England Salt Co.
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Final
Wayne Route 133 Safety Audit
Developed in conjunction with Wayne

A field review and discussion was conducted on February 10, 2017 of the State Routes 133 from Pocasset Ridge Road to ½ mile east of Lord Road. This field review included a review of the accident data and a report of prior sampling of the speed of traffic.

Participants:

Name	Title	Representing
David Allen	Mid Coast Region 2 Traffic Engineer	Maine DOT
Jim Perkins	Concerned Citizen	Besse Road
Ken Bate	Concerned Citizen	Rte. 133 (Main Street)
Kara Aguilar	Assistant Engineer, Planning	Maine DOT
Chris Cowan	Captain	Kennebec County Sheriff's Office
Trent Emery	Business Owner	Emery Farm/ Selectmen
Bruce Mecier	Fire Chief	Town of Wayne
Blenny Butterfield	Transportation Director	RSU#38
Aaron Chrostowsky	Town Manager	Town of Wayne
Mark Birtwell	Concerned Citizen	Besse Road
Ken Spalding	Concerned Citizen	Lord Road

The purpose of this report is to provide summary of the action items to improve safety of the roads users of the area while maintaining or enhancing the economic viability of the area. Each Item had the general support of the participants but may require further refinement.

Short Term – Within 1 year

Action Item	Responsible Parties
1. Further investigate the potential cause of a higher than expected number of Deer Vehicle incidents. Possible installation of a Deer Crossing sign.	MaineDOT
2. Improve the visibility of all regulatory and warning signs	MaineDOT

Final
Wayne Route 133 Safety Audit
Developed in conjunction with Wayne

3. Consider installation of a mirror opposite Besse Road, to help sight distance issue.	Maine DOT, Town
4. Install oversize and high intensity Curve with Intersection warning sign for Besse Road, Lord Road Intersection and associated curve	MaineDOT
5. Intermittently place town driver feedback side proximate to the Besse Road Intersection	Town

Mid Term – 1 to 5 years

Action Item	Responsible Parties
1. Should the policy change, install centerline rumble strip along Route 133 (requires meeting policy at the time of installation)	Maine DOT
2. Clear additional vegetation, re-set or relocate the existing service drop Utility pole and cut bank back further east of Besse Road	Maine DOT, Town
3. Consider installation of a flashing beacon at the Besse Road Intersection (requires meeting the Flashing Beacon Warrants at the time of installation)	Maine DOT, Town
4. Consider speed to fast for curve and intersection activated warning system	Maine DOT, Town
5. Consider a Intelligent Collision Avoidance Warning System	Maine DOT, Town

Long Term – More than 5 years

Action Items	Responsible Parties
Install Edge Line Rumble Strip (In accordance with recommendations from a statewide systematic curve risk analysis, install device(s) as may be appropriate.)	Maine DOT

Final
Wayne Route 133 Safety Audit
Developed in conjunction with Wayne

Additional Items to be considered in the future

Action Items	Responsible Parties
1. Relocation and/or reconfiguration of Route 133, Besse Road and or Iord Road	MaineDOT, Town

Appendix A

Items discussed, but with issues that would prevent implementation or a general consensus was not reached.

1. Install School Bus Stop Ahead sign: does not meet policy.
2. Reduce the speed limit: engineering standards not met.
3. Install LED lit signs or beacons on signs: does not meet policy

Engineer's Estimate

Prelim By: JDB-II Date: 11/16/18

Checked By: _____ Date: _____

Prelim By: <u>JDB-II</u>	Date: <u>7/10/2019</u>	WIN 23789.00	File #
Final Chk By: <u>QPW</u>	Date: <u>7/11/2019</u>	WAYNE, ROUTE 133	Sheet # <u>1</u>

Estimate Notes:

- 1.) Items that are token quantities are labeled accordingly.
- 2.) Town will contribute 20% toward sidewalk and pedestrian facilities, including affected structural pavement needed to be excavated to reset curb.
- 3.) Unit prices based on current rounded "Bid History".

Subtotal: \$ 67,650.00
Contingency: 10%
TOTAL: \$ 74,415.00

Municipal Contribution (20%) for Const \$ 14,883.00
Municipal Contribution (20%) for CE \$ 892.98 6% of Construction
Municipal Contribution \$ 15,775.98

Item:	Description:	Unit:	Quantity:	Price:	Extension:	Notes
403.209	HOT MIX ASPHALT 9.5 MM (INCIDENTALS)	T	20	\$ 200.00	\$ 4,000.00	
403.213	HOT MIX ASPHALT 12.5 MM BASE	T	20	\$ 180.00	\$ 3,600.00	
608.26	CURB RAMP DETECTABLE WARNING FIELD	SF	90	\$ 100.00	\$ 9,000.00	
608.45	CONSTRUCT SIDEWALK	SY	120	\$ 120.00	\$ 14,400.00	
608.46	REGRAVING SIDEWALK	SY	40	\$ 65.00	\$ 2,600.00	
608.461	RECONST. PED. RAMPS	EA	4	\$ 3,000.00	\$ 12,000.00	
609.11	VERT CURB TYPE 1	LF	50	\$ 55.00	\$ 2,750.00	
609.21	CONCRETE SLIPFORM CURB	LF	320	\$ 15.00	\$ 4,800.00	
652.36	MAINTENANCE OF TRAFFIC CONTROL DEVICES	CD	6	\$ 650.00	\$ 3,900.00	Token
652.38	FLAGGER	HR	120	\$ 30.00	\$ 3,600.00	Token
659.1	MOBILIZATION	LS	1	\$ 7,000.00	\$ 7,000.00	Token



TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

Date: August 14, 2019
To: Mark Robinson, Aaron Chrostowski, Kristin Parks, Transfer Station Staff
From: Eric Dyer, Readfield Town Manager
Subject: Transfer Station Window Decals & Temporary Passes

Window Decal Notes / Reminders:

- I have included a small block of decals with this letter as we had a few hundred on hand here in Readfield. I will be ordering more this week to ensure we do not run out again (my apologies for that).
- Decals are issued based on residency, with special exception for seasonal residents who own property (use your best judgment when confirming their status).
- The Transfer Station staff will continue checking every vehicle for a valid decal and issuing them on-site as necessary.
- The decal needs to be marked to identify the respective municipality.
- Decals should be placed on the lower passenger side of the windshield.

Temporary Passes:

- I have included a sample Temporary Pass with this letter and will email a .DOC of the same.
- Temporary passes are issued to contractors doing work in your municipality for a resident of your municipality. They should not be issued to contractors who are residents of your municipality doing work in other municipalities. In short, the work must be in your town.
- Temporary passes are issued to short-term visitors renting property in your municipality. The classic case is a summer renter on the lake in town for one week. **Short-term renters should be issued a Temporary Pass and not a window decal.**

Wayne Town Manager

From: Jay Charette <jay_charette@maranacook.com>
Sent: Wednesday, August 21, 2019 3:06 PM
To: Manchester Staff; Wayne Staff; MtVernon Staff; Readfield Staff; Maranacook HS Staff; Middle School Staff; Central Office
Cc: RSU Board
Subject: Project Updates - IMPORTANT

Good afternoon everyone!

Just wanted to give you a quick update on some of the various projects as we close in on the last few days before school starts. (Most of this covers paving!)

Millard Harrison Drive - Paving will continue Thursday and will be complete at the end of the day. Please note that the CIRCLE will be closed all day - you can park at the middle school and walk over to the high school. NO vehicle traffic will be allowed in the circle.

Mount Vernon & Readfield - Paving is complete but the newly paved areas will be closed until 8/26. If you go to these schools please find alternate parking for your vehicle. Schools are accessible for foot traffic!

Wayne - Paving will begin on Friday 8/23 and if the weather holds out should be complete the same day. However, this means the parking lots will be closed until 8/26. If you go to the schools please find alternate parking for your vehicle. School is accessible to foot traffic!

Manchester - work continues and an extra cleaning crew is headed there again tomorrow 8/22.

I want to thank everyone for their patience and understanding as well as apologize for the inconvenience. It seems that every school has had to handle disruptions to scheduled plans due to the construction work. Nothing like going right down to the wire to keep us all on our toes! Again, thank you for pushing through the inconveniences this has caused - things will be returning to "normal" shortly.

I'm looking forward to seeing everyone next week and I do hope you have had a good summer. Please reach out with any questions.

Jay

--
Jay Charette
Superintendent of Schools RSU 38
Serving the Communities of Manchester, Mt. Vernon, Readfield, & Wayne
207-685-3336
<http://www.maranacook.org/>
"A Caring school community dedicated to excellence."

This electronic message transmission contains information which may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended

Town News – September 2019

Please remember that kids are heading back to school, so please watch out for the kids at the bus stops and walking along the roads. The Town has contracted with Kennebec County Sherriff's Office for rural patrol this fall. Police will take notice.

In observation of **Labor Day, Monday September 2, 2019**, the Town Office will be closed. It will re-open on Tuesday September 3, 2019, during our regularly scheduled hours.

This month the **Selectboard** will be meeting on **September 3** and **September 17** at **6:30 PM** at the **Wayne Elementary School Gymnasium**.

This month the **Planning Board** will be meeting on **Wednesday September 4** at **7:00 PM** at the **Wayne Town Office**.

The Town's **Assessor Agent** Rob Duplisea from RJD Appraisal will be available by appointment on **Monday September 23, 2019** to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

Your **2019 property taxes** were committed in August and tax bills were mailed at the end of August. **Property taxes are due on Tuesday October 1st, 2019**. We were able to lower the mill rate that was presented at Town Meeting, 14.99 Mil Rate to actual 14.96 Mil Rate due to unexpected increases in State Revenue Sharing and better than projected Total Taxable Valuation.