Town of Wayne
Selectboard

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

Meeting Agenda

Date: Tuesday November 12, 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.

a. **Consider approving the Selectboard meeting minutes for October 29, 2019.**
   Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for October 29, 2019.
b. **Consider approving the Selectboard meeting minutes for November 5, 2019.**
   Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for November 5, 2019.

Warrants.

a. **Consider approving Payroll Warrant #19.**
   Manager Recommendation: Move the Board to approve Payroll Warrant #19 in the amount of $_____.
b. **Consider approving Accounts Payable Warrant #20.**
   Manager Recommendation: Move the Board to approve Accounts Payable Warrant #20 in the amount of $_____.

New Business.

a. **Timber Harvesting Standards in Shoreland Areas.**
b. **Appoint Andrew Gorrill as Alternate to Planning Board.**
c. **Mailbox Safety Policy**
d. **Addendum to Winter Highway Maintenance Contract**
e. **Traffic Ordinance.**
f. **Guardrail RFP**
g. **Computer Network RFP.**

Selectboard Goals.

- **Aging at Home**
- **Broadband**
- **Facilities Plan**
- **High-water Event.**
- **Village Advisory Committee.**
- **Sustainable Advisory Committee.**
- **Administration.**

Supplements and Abatements. None.
Town Manager Report.
Board Member
Public Comments.
Adjourn.
The next regularly scheduled for **Tuesday November 26, 2019** at **6:30 PM** at the Wayne Town Office.

Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday October 29, 2019
Wayne Elementary School

Call Meeting to Order/ Selectmen Present
Don Welsh determined quorum and called meeting to order at 6:30 PM with the following members present: Amy Black, Stan Davis, Trent Emery, Lloyd Irland and Don Welsh were absent.

Others Present: Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk
Audience: None.

Meeting Minutes:

a. The Board tabled the Selectboard meeting minutes for October 8, 2019.

Warrants

b. The Board approved Payroll Warrant #17 in the amount of $6,739.34. (Black/Irland) (5/0).

c. The Board approved Accounts Payable Warrant #18 in the amount of $243,068.12. (Blac k/Irland) (5/0).

d. The Board approved Payroll Warrant #19 in the amount of $7,355.51. (Black/Irland) (5/0).

e. The Board approved Accounts Payable Warrant #20 in the amount of $20,330.47. (Black/Irland) (5/0).

New Business:

a. Consider adopting General Assistance Ordinance Appendices. Tabled until hearing scheduled.

b. Update on Interim Code Enforcement Activities. Larry Grant, CEO for Town of Leeds, considering working for Wayne until a qualified CEO can be found. Paul Mitnik is finishing up on some plumbing permits of which there have been several lately.

c. Town Office/ School Safety. A meeting is set up with the school to discuss the padlocked door to the school which they recently installed without informing town office.

d. Androscoggin Yacht Club Mooring discussion. *The Mooring Field Androscoggin Lake* report includes a quote by Roberta Hill, Plant specialist at the Volunteer Lakes Monitoring Project, who recently stated was incorrect. This was brought up by Peter Davis' continued complaints about the placement of the moorings, and contact with DEP who said they will ticket mooring boat owners who are moored in the channel. Peter Davis also asking for tax abatement for the reason he states he cannot access his shoreline due to moorings there. Discussion also included pros and cons of hiring a harbor master.

e. Tax Club idea discussed to assist taxpayers. Town Manager will research further with what other towns do.

Selectboard Goals:

a. Aging at Home Update. Stan Davis stated he is checking on elders residents who need to sign up to vote. Mailbox access/placement of which side of road discussed. Pamela Chenea requesting pay upgrade.
b. Broadband Update. Discussed better results getting Broadband if the town works alone, rather than with regional group proposed, because Wayne has more Fiber on the roads than other towns.
c. Facilities Plan update. The Town Manager reached out to an architect to work on a template to look at what is specifically needed for facilities.
d. Flooding update. Town Manager sent email to local engineering firm seeking assistance.
e. Village Advisory Community Update. The Board appointed Village Advisory Update. The Board appointed Village Advisory Committee. (Davis/ Irland) (3/0).
f. Wilson Pond Lot. Letter has been mailed to abutters and deed research being completed.
g. Village Advisory Committee. Group empaneled, will schedule meeting this week.
h. Sustainable Energy Advisory Committee. Stan Davis suggested town owned solar farm to provide electricity to entire town and stated that would give Wayne reputation of being a "green" town, and attract young families.
i. Administration. No discussion.

Supplements and Abatements:

a. Peter Davis requesting property tax abatement. The Assessor will look at this request.

Town Manager Report:

a. Meeting with MMA Risk management for Risk Assessment. They need to meet with us every 5 years. No major concerns.
b. Dennis Bruen has the road signs and will install them soon.

Board Member Reports:
Public Comments: None.
Motion to Adjourn at 7:55 PM. (Black/Davis) (5/0)

The next Select Board Meeting is scheduled for Tuesday, November 12, 2019 at 6:30 p.m. at the Wayne Elementary School Gymnasium.

Recorded by:
Cathy Cook, Town Clerk

Select Board Members

_____ _____
Don Welsh Trent Emery

_____ _____
Amy Black Stan Davis

_____
Lloyd Irland

TIMBER HARVESTING STANDARDS IN SHORELAND AREAS

November 4, 2019

Several years ago the Planning Board (PB) discussed adopting the Maine Forest Service (MFS) timber harvesting standards in shoreland areas. In the Spring of 2019, the PB reached out to the MFS for advice. We wanted to have the MFS enforce their standards because they have the expertise and have the Attorney General's office to take violators to court.

However, the town voted to retain our existing stricter standards in our Resource Protection Zone, specifically the 100' no-cut buffer from the high water mark of ponds or wetlands where there is significant wildlife habitat. Based on our reading of an email from the MFS, we proposed adopting the MFS Chapter 21 standards and keeping that Resource Protection standard. The following is from our ordinance as modified in June, 2019:

"ARTICLE V: SHORELAND ZONE-"R-4"

F. Uses Permitted with Additional Regulation

1....

2. Timber Harvesting and Related Activities:

The Maine Forest Service, Bureau of Forestry rules, Chapter 21, Statewide Standards for Timber Harvesting and Related Activities in Shoreland Areas, and any amendments thereto by the State from time to time, are hereby adopted to govern timber harvesting and related activities in the Shoreland zone in the Town of Wayne, and are incorporated herein by reference. Copies of the Statewide Standards are available at the town office and on the Maine Forest Service website. However, within the Shoreland Area also zoned for Resource Protection, there shall be no cutting of vegetation within the Buffer Strip, defined in F. 3 below, except to remove safety hazards. The Town of Wayne is responsible for

monitoring and enforcement of this no cut provision in the Shoreland Area also zoned for Resource Protection. The Maine Forest Service is responsible for the monitoring and enforcement of the Chapter 21 Statewide Standards for Timber Harvesting and Related Activities in Shoreland Areas. "

However, after we had the changes approved at the Town Meeting, the MFS said that we misunderstood their email and that the MFS would not be involved in any oversite or enforcement of timber harvesting standards in shoreland areas that are stricter than Chapter 21.

So, the town is now responsible for enforcing timber harvesting of Chapter 21 standards as well as the 100'no-cut buffer. This spring, there was a complaint about timber harvesting in the shoreland area of Androscoggin Lake. Paul Mitnik, our CEO at the time, said that it was overwhelming for him because he did not have the ability to determine if it was a violation or not. He asked for help from the local District State Forester, who looked at it and said that it probably was a violation, but could not get involved further because we had not adopted Chapter 21.

We have had another potential violation on Lovejoy Pond that Aaron has been dealing with.

At our September PB meeting, Don Mansius of the MFS attended and explained a clause in Maine Statutes that provides a process for ordinance revision where the MFS would take over timber harvesting in shoreland areas, even with our stricter standard, but it is a somewhat cumbersome process. I have included the clause. In brief, it requires the following:

- A licensed forester must participate in the development of the amendment.
- There must be a meeting between the MFS and town officials in the development.
- There must be a public hearing.
- Notice of the hearing must be mailed by first class mail to <u>all</u> landowners in the town, with a certificate filed with the town clerk listing all

landowners that were mailed, addresses, when mailed, by whom and from what location mailed.

- The MFS must be provided an opportunity to present and discuss information on sound forestry that is relevant to the amendment.
- All costs are paid by the town.

The other option is to just adopt Chapter 21 as written, eliminating any other requirements with respect to timber harvesting in shoreland areas.

Members of the Planning Board stated at the June 2019 Town Meeting that the timber harvesting standards would not be less strict than before. MFS statewide standards are different, and arguably, less strict.

The problem that we see is that, regardless of who we have as a code enforcement officer, they will not have the expertise to oversee timber harvesting. Either we adopt Chapter 21 and have the MFS oversee and enforce statewide standards, go through the cumbersome process stated above to allow the 100' foot buffer, or hire a licensed forester to provide guidance to the CEO on our own standards, then hire a lawyer to take violators to court or resolve the violation with a consent agreement.

We would like advice from the select board as to how to proceed.

Steve McLaughlin, Chair, Planning Board

Wayne Town Manager

From: Andy <runawaytrike@gmail.com>
Sent: Friday, November 08, 2019 5:24 PM
To: townmanager@waynemaine.org
Subject: Wayne Planning Board

Hi Aaron,

This is Andrew, who talked to you today about the alternate position on the planning board. I'm emailing you, as requested, to express my interest in the position.

Thanks! Good to meet you today, and have a good weekend.

- Andrew

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

Town of Wayne
Office of the Selectboard

November 12, 2019

To **Andrew Gorrill** of **Wayne**, Maine: There being a vacancy in the position of **Alternate to the Planning Board**, the Selectboard of the Town of Wayne do, in accordance with the provisions of the law of the State of Maine, hereby appoint you as an **Alternate to the Planning Board** within and for the Town of Wayne, such appointment to be effective **November 12, 2019** until **June 30, 2024**.

Given under our hand this 12nd day of November 2019.

By The Selectboard of Wayne, Maine

_____ _____

_____ _____

_____

STATE OF MAINE
County of Kennebec

November 12, 2019

Personally appeared the above named **Andrew Gorrill** who has been duly appointed by the Selectboard as an **Alternate** to the **Planning Board** in said Town, and took the oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

_____ Municipal Clerk

This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for filing.

Mailbox Policy
Town of Wayne, Maine
State and State-aid Highways and Local Roads

For convenience and practicality, mailbox installations have been allowed within the right-of way on Maine's state and state-aid highways and local roads; however it is important to recognize that such installations have two very important conditions:

- The mailbox must be installed in accordance with applicable standards to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the highway, and

- The mailbox is installed entirely at the owner's risk. In other words, if the mailbox incurs damage during any sort of highway operations or maintenance, the property owner is not entitled to replacement or compensation. In fact, ***if the mailbox was not installed in accordance with the applicable standards as stated above, the owner may even be held liable for injuries or damages that may have been incurred as a result.***

A. Mailbox Design

Mailbox design and installation standards are available from several sources, and mailbox owners are expected to consult this information prior to undertaking any mailbox installation or replacement. The following standards have nationwide relevance and were developed in cooperation with one another:

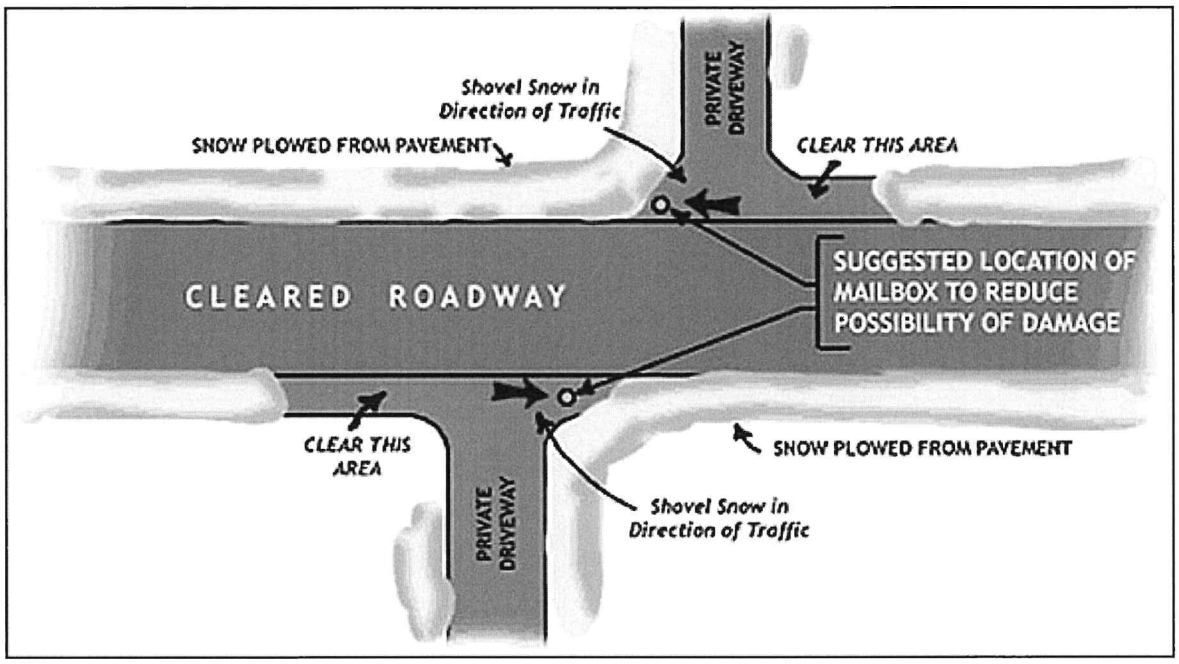
- **The United States Postal Service (USPS) Mailbox Guidelines**. The USPS defines the standards for mailbox construction, as well as the placement tolerance that must be met to accommodate postal operations. Specifics may be obtained from you local post office or online at: https://www.usps.com/manage/mailboxes.htm?

- **American Association of State Highway and Transportation Officials** (AASHTO) Roadside Design Guide. The AASHTO Roadside Design Guide, Chapter 11: *Erecting Mailboxes on Streets and Highways* deals with the safety and construction of privately owned mailboxes, mailbox supports, and mailbox turnout designs and is less focused on postal operations. This publication may be obtained online through the AASHTO Bookstore at: https://bookstore.transportation.org/Item details.aspx?id=1807

The Town of Wayne has developed this policy to promote compliance with these national standards and to help further clarify the expectations and responsibilities of Wayne mailbox owners to improve the safety of our highways. The following pages further specify the details associated with the mailbox height, location, offset, and post type to minimize the potential hazards associated with mailbox installations and to reduce the opportunities for damage to mailboxes.

B. Mailbox Installation Standards

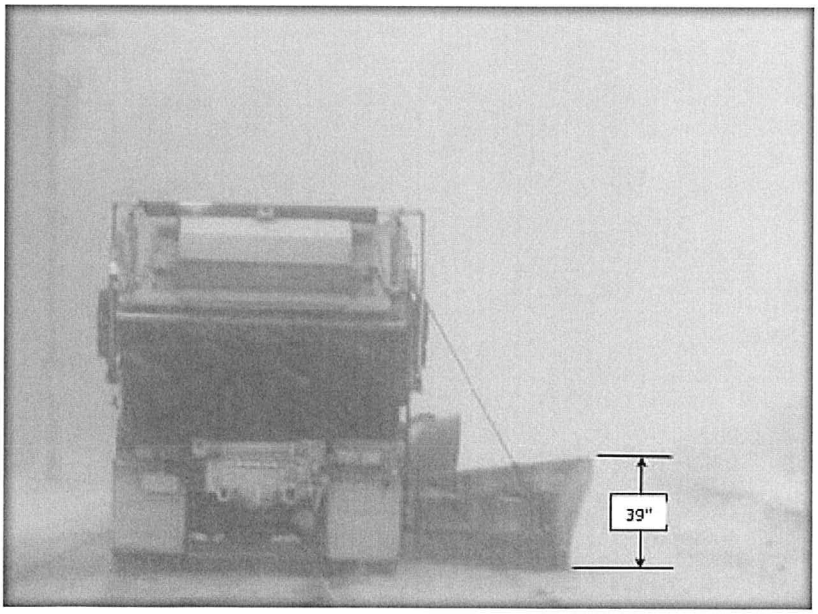
- **General Location:** Whenever possible, your mailbox should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off of the snow plow, and improves the approach for your mail carrier. The diagram below further clarifies this preferred placement.



- **Mailbox Support Design:** It is best to use an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers. The following picture shows a free-swinging suspended mailbox.

- **Offset:** Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. In other words, the face of the mailbox should be at least **one foot (1′) back from the edge of the normally plowed surface** of the highway or the face of curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to further minimize potential damage to your mailbox. The following picture shows a mailbox with a reasonable offset:

- **Height:** According to USPS standards, a mailbox must be installed with the bottom of the mailbox located between 41" and 45" high above the surface of the highway shoulder. The Town of Wayne recommends that this height be closer to the 45" measurement to minimize conflict with the height of the plow truck wing when snow is being pushed back during, or between, winter storms. The following picture further clarifies the height considerations.



- **Post Size, Type and Embedment:** Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions, however they cannot be so rugged that they present a hazard to vehicles that inadvertently leave the road. If a mailbox support is struck by a vehicle, it must easily break away. Therefore, the following types of posts are deemed acceptable:

    - **4" x 4" wooden posts** embedded **2 feet** into the ground. Larger wooden posts may be used only if the post is drilled through with an appropriate spade bit to create a shear plane that is no higher than 6" above the surface of the surrounding ground. The number and size of the drilled holes depends upon what is necessary to bring the cross-section of the larger post down to the equivalent cross-sectional area of a standard 4" x 4" post. (Maine DOT Standard Specification 606.06)

    - **1" to 2" round diameter steel or aluminum pipe or standard U-channel post embedded 2 feet into the ground.**

    - Unacceptable mailbox supports include: anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects.)

C. Mailbox Replacement

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 hit:

- The mailbox, post or other property met the "Mailbox Installation Standards" as provided in this policy. If there is a difference of opinion as to the condition of mailbox, post of the structure prior to getting hit, then the Road Commissioner will make the final decision.

- The mailbox, post or other property was not damaged prior to being hit. 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.

NOTICE: Mailboxes, attachments or support systems not consistent with this policy are considered "Deadly Fixed Objects" (aka. "DFOs") and are in violation of 23 MRSA §1401-A. As such, when these installations are recognized by The Town of Wayne, the owner will be informed of the hazard and immediate removal will be requested. If the property owner does not comply with this request, the Town of Wayne may elect to remove the installation and seek reimbursement from the property owner for all costs incurred.

Approved of by the Selectboard on November 12, 2019.

Don Welsh	Trent Emery
Amy Black	Lloyd Irland
Stan Davis	

Mailbox Installation

How to Set Up & Mount a Mailbox

Follow U.S. Postal Service® guidelines for installing and placing a new mailbox at your home. Get tips on the best materials to use to set up a curbside mailbox and how to keep it in good condition. Make sure that your mail carrier always has a clear path to your mailbox whether it's by the street or mounted on your house.

Curbside Mailboxes

Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own mailbox or buy a custom-made one, it must meet the PMG standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

To get drawings and measurements for building your own mailbox, write to US Postal Service Engineering (https://pe.usps.com/text/dmm300/608.htm#ep1256141).

Want to buy a mailbox big enough for packages? See Next Generation Mailboxes (/packagemailbox/).

Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

Approved Door Slots

Some homes and apartments have a slot in the door for receiving mail instead of a mailbox. The standards for an approved door slot are:

- The opening must be at least 1 1/2″ x 7″.
- The bottom of the slot must be at least 30″ above floor.
- Horizontal slots must have a flap hinged at the top.
- Vertical slots must be hinged on the opposite side from the door's hinges.

For greater privacy, you can also install a mail slot hood on the inside of your door to prevent someone from seeing into your home. The standards for door slot hoods are:

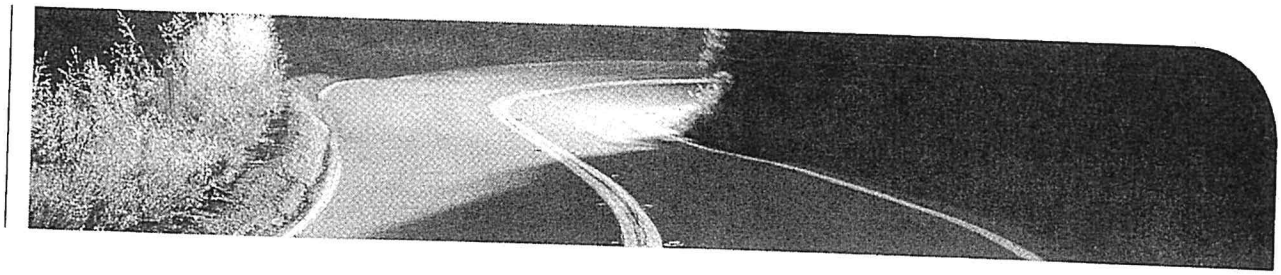
- The hood should not project more than 2 1/16″ beyond the inside of the door.
- On a horizontal slot, the hood should not extend below the bottom of the outside plate.
- On a vertical slot, the hood should not extend beyond the side of the outside plate on same side as the door's hinges.

Wall-Mounted Mailboxes

- To replace your curbside mailbox with a wall-mounted mailbox, you must get your local postmaster's permission.
- Choose from a variety of mailbox sizes and styles; mounted mailboxes are not required to have a PMG seal of approval.
- Get a wall mailbox that can hold a normal day's mail volume, including letter-sized envelopes, postcards, and catalogs.*
- Place the mailbox near the main entrance so your mail carrier can easily see it.

*Note: Wall-mounted mailboxes may only be used for items with postage. Newspapers may not be placed in the mailbox.

Maintenance



Chapter 11
Erecting Mailboxes on Streets and Highways

11.0 OVERVIEW

This chapter deals with privately owned mailboxes, mailbox supports, and mailbox turnout designs. Highway safety is the primary reason for a transportation agency to become involved in this type of design. Limited data exist for vehicle–mailbox collisions because most record systems do not specifically isolate these types of crashes. However, the *Fatality Analysis Reporting System* (FARS) *(5)* showed 294 deaths in 2008 in which an impact with a mailbox was the first harmful event. Although this number includes crashes in which the mailbox may not have been the direct cause of the fatal injuries, it is significant because it is associated with an unnecessary hazard.

A point that makes this a sensitive issue is that postal patrons may view their mailboxes as an extension of themselves and part of their domain. They may resent and even resist design directions concerning their mailboxes. An extra measure of diplomacy and public relations may be needed to effect changes in the design and location of mailbox installations. In recent years, commercially available secure (lockable) and heavy, vandal-resistant mailboxes have become popular to prevent identity theft and reduce vandalism.

11.1 MAILBOXES

The typical single mailbox installation, shown in Figure 11-1, consists of a light-weight, sheet-metal box mounted on a 100-mm–by–100-mm [4-in.–by–4-in.] wooden post or a 38-mm [$1^{1}/_{2}$-in.] diameter light-gage pipe, and it is not a serious threat to motorists. Improvements to strengthen typical post-to-box mounting details, discussed in Section 11.2.4, would further reduce its threat. Mailboxes supported by structures such as masonry columns, railroad rails and ties, tractor wheels, plow blades, and concrete-filled barrels (see Figure 11-2) sometimes turn a single mailbox installation into a roadside hazard that should be eliminated. Newer plastic, vandal-resistant steel and secure mailboxes are discussed in Section 11.2.4.

The typical grouped or multiple mailbox installation, shown in Figure 11-3, also is a serious hazard to the motorist who strikes it. This installation consists of one or more posts supporting a horizontal member, usually a timber plank, which supports a group of mailboxes. The horizontal members in these installations are poised at windshield height and have the potential to seriously injure motorists when struck. For safe alternative designs of grouped mailbox installations, see Section 11.2.4.

Injury from striking a mailbox is not the only risk associated with mailboxes. The mail carrier's maneuvers in collecting and delivering mail and the patron's activities, either as a pedestrian or motorist, in collecting and depositing mail, create opportunities for traffic conflict and human error. Reducing the number and severity of these conflicts is an important objective of this chapter.

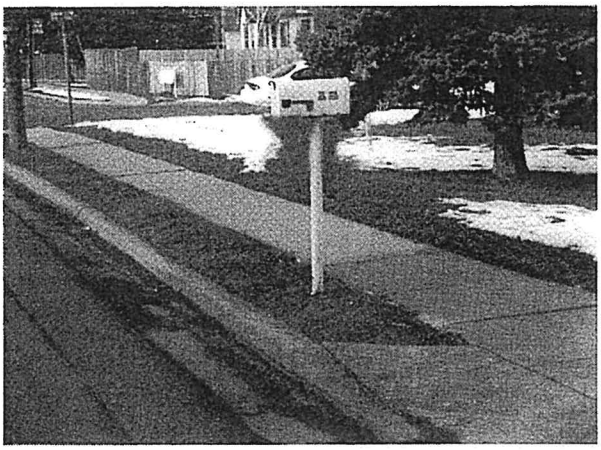


Figure 11-1. Typical Single Mailbox Installations

Figure 11-2. Examples of Hazardous Single Mailbox Installations

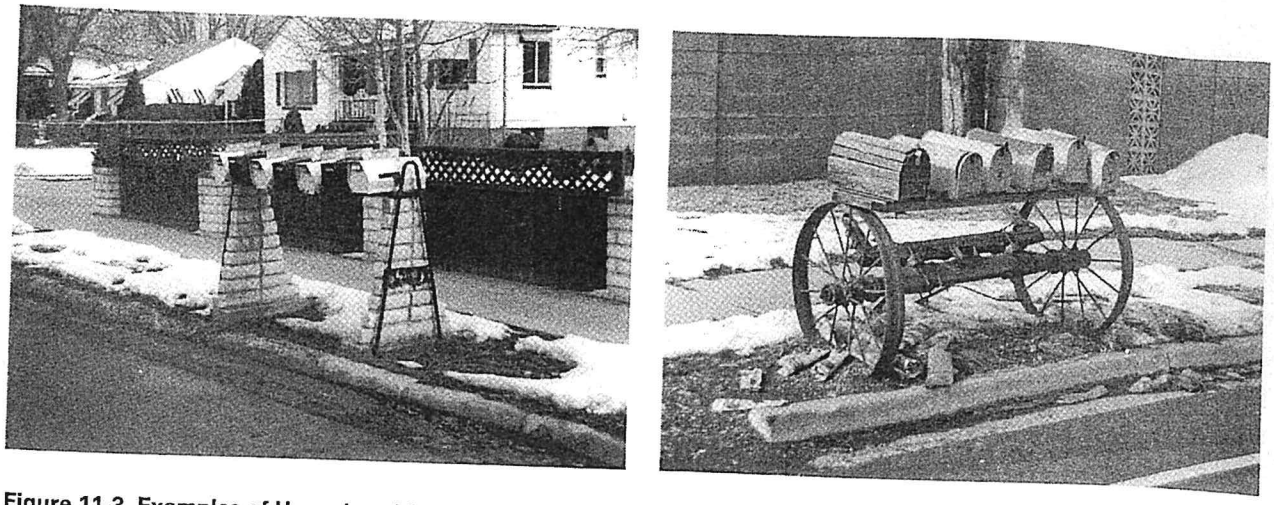


Figure 11-3. Examples of Hazardous Multiple Mailbox Installations

Only by removing mailboxes from our highways can mailbox-related traffic crashes be eliminated. Although removal is impractical, many identifiable problems can be corrected. Through cooperation among transportation agencies, the U.S. Postal Service, and postal patrons, good design practices in mailbox installation and location can be implemented when mailboxes are installed or replaced. This should incur little or no cost increase, with a typical mailbox lasting an average of about 10 years. Furthermore, when highways are rebuilt or undergo significant upgrading, there may be opportunities to incorporate relatively inexpensive mailbox improvements.

The general principles and guidelines contained in this chapter also are applicable to newspaper delivery boxes and similar devices located along public highways. These guidelines are compatible with the requirements of the U.S. Postal Service. Highway agencies and local entities are encouraged to use these guidelines in developing their own mailbox and installation policies and standards. It should be understood that these are general guidelines and that local conditions, including legal institutions and practices, population densities, topography, highway characteristics, snowfall, and prevailing vehicle characteristics, are factors to consider when developing regulations and standards.

11.2 GENERAL PRINCIPLES AND GUIDELINES

This section deals with regulations and design. Regulations are needed to establish consistency in acceptable mailbox turnouts and design.

11.2.1 Regulations

It is recommended that each highway agency adopt regulations for the design and placement of mailboxes and newspaper boxes within the right-of-way of public highways. Correlation of these regulations with those for the granting of driveway entrance permits should be considered. Mailbox and newspaper box control regulations should follow the principles and guidance contained in this chapter and includes the following:

- A reference to pertinent statutes and ordinances.
- A statement that all mailbox installations must meet the requirements of the U.S. Postal Service.
- A requirement that all mailbox and newspaper box installations conform to the current policies and standards of the highway agency regarding location, geometry, and structure of such installations.
- Information on where postal patrons can obtain copies of the current policies and standards.
- A statement on permits, if required.

- A statement on how approval of exceptions can be obtained.
- A description of the highway agency's and the postal patron's responsibilities regarding new and replacement installations.
- A description of the distribution of responsibilities and the procedures to be followed in removing unsafe or nonconforming installations.

Some local jurisdictions have reduced the number of non-conforming mailboxes by requiring the mailbox owners to obtain a waiver from their property insurance company if they want to obtain a permit to construct a massive mailbox installation on the public right-of-way.

11.2.2 Mail Stop and Mailbox Location

Mailboxes should be placed for maximum convenience to the patron and should be consistent with safety considerations for highway traffic, the carrier, and the patron. Consideration should be given to

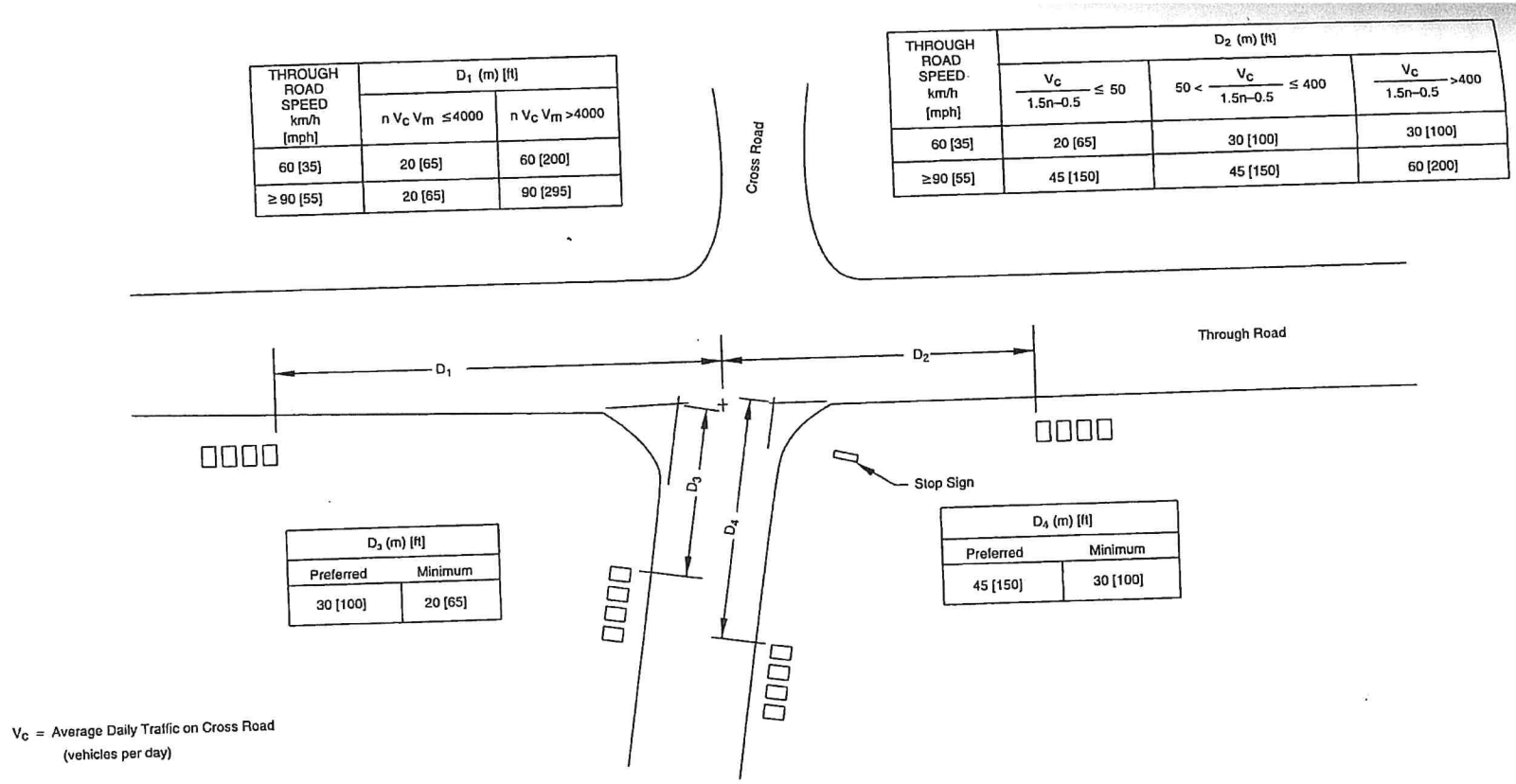
- Minimizing walking distance within the roadway for the patron,
- Available stopping sight distance in advance of the mailbox site, and
- Possible restrictions to corner sight distances at intersections and driveway entrances. Where feasible, new installations should be located on the far right side of an intersection with a road or driveway entrance.

Mailboxes should be placed only on the right-hand side of the highway in the carrier's direction of travel. An exception is one-way streets, where mailboxes may be placed on either side. It is undesirable to require pedestrian travel along the shoulder to access the mailbox; however, this may be the preferred solution when compared to alternatives such as constructing a turnout in a deep cut, placing a mailbox just beyond a sharp crest vertical curve, or constructing two or more closely spaced turnouts.

The placing of mailboxes along both high-speed and high-volume highways should be avoided if other practical locations are available. Mailboxes should not be located where access is from the lanes of an expressway or where access, stopping, or parking is otherwise prohibited by law or regulation. Where there are frontage roads, the abutting property owners may be served by boxes located along them. It is highly undesirable to locate a mailbox that would require a patron to cross the lanes of an expressway to deposit or retrieve mail. When the U.S. Postal Service deems that service is not warranted on both frontage roads or when a frontage road is only on one side, patrons not served directly should be accommodated by mailboxes at a suitable and safe location in the vicinity of the crossroad nearest the patron's property.

In addition, placing a mail stop near an intersection could have an effect on the operation of the intersection. The nature and magnitude of this effect depends on traffic speeds and volumes on each of the intersecting roadways, the number of mailboxes at the stop, type of traffic control, how the stop is located relative to the traffic control, and the distance the stop is from the intersection.

At intersections where one roadway has the right-of-way and the other is stop-controlled, a vehicle at a mail stop on the through roadway approach may restrict the view of a vehicle entering the intersection from the right. A mail stop on the far side of a through road's intersection may increase the chance of driver in the crossroad pulling into the path of a vehicle on the through road and headed for the mail stop. A mail stop in advance of a stop sign creates the potential for a vehicle at the mail stop to block the view of the stop sign. The least troublesome location for a mail stop at these intersections is adjacent to a crossroad lane leaving the intersection. Nevertheless, there is still a chance that a driver re-entering traffic from the mail stop will not see or be seen from a vehicle turning onto the crossroad. Figure 11-4 shows the suggested minimum clearance distance to the nearest mailbox for mail stops at intersections. Using the mail stop location dimensions in the figure will minimize the effect on the intersection's operation and the hazard to persons using the mail stop.



THROUGH ROAD SPEED km/h [mph]	D_1 (m) [ft]	
	$n\,V_c\,V_m \leq 4000$	$n\,V_c\,V_m > 4000$
60 [35]	20 [65]	60 [200]
≥ 90 [55]	20 [65]	90 [295]

THROUGH ROAD SPEED km/h [mph]	D_2 (m) [ft]		
	$\frac{V_c}{1.5n-0.5} \leq 50$	$50 < \frac{V_c}{1.5n-0.5} \leq 400$	$\frac{V_c}{1.5n-0.5} > 400$
60 [35]	20 [65]	30 [100]	30 [100]
≥90 [55]	45 [150]	45 [150]	60 [200]

D_3 (m) [ft]	
Preferred	Minimum
30 [100]	20 [65]

D_4 (m) [ft]	
Preferred	Minimum
45 [150]	30 [100]

Figure 11-4. Suggested Minimum Clearance Distance to Nearest Mailbox for Mail Stops at Intersections

Mailbox heights usually are set to accommodate the mail carrier. Typically, the bottom of the mailbox is located 1,040 mm to 1,140 mm [41 in. to 45 in.] above the mail stop surface. Mailboxes should be located so that a vehicle stopped at it is clear of the adjacent traveled way. The higher the traffic volume or speed, the greater the clearance should be. A reasonable exception to this principle may be on low-volume and low-speed streets and roads.

Most vehicles stopped at a mailbox should be clear of the traveled way when the mailbox is placed outside a 2.4-m [8-ft] wide usable shoulder or turnout. This location is recommended for most rural highways. Although a 2.7-m [9-ft] minimum shoulder width is acceptable, a minimum 3-m [10-ft] turnout should be provided when practical. Where conditions justify, 3.6-m [12-ft] turnouts should be provided. However, it may not be reasonable to require even a 2.4-m [8-ft] shoulder or turnout on very low-volume, low-speed roads or streets. To provide space outside of the all-weather surface to open the mailbox door, it is recommended that the roadside face of a mailbox be set 150 mm to 200 mm [6 in. to 8 in.] outside the all-weather surface of the shoulder or turnout. Table 11-1 shows suggested guidelines for the placement of mailboxes that are based on experience and design judgment. When a mailbox is installed in the vicinity of an existing guardrail, it should, wherever practical, be placed behind the guardrail.

11.2.3 Mailbox Turnout Design

Shoulder or turnout widths suitable to safely accommodate vehicles stopped at mailboxes are discussed in Section 11.2.2 and shown in Table 11-1.

Table 11-1. Suggested Guidelines for Lateral Placement of Mailboxes

Highway Type and ADT (vpd)	Width of All-Weather Surface Turnout or Available Shoulder at Mailbox[a] (m) [ft]		Distance Roadside Face of Mailbox is to be Offset Behind Edge of Turnout or Usable Shoulder (mm) [in.]	
	Preferred	Minimum	Preferred	Minimum
Rural Highway Over 10,000	> 3.6 [12]	2.4 [8]	150 to 200 [6 to 8]	0
Rural Highway 1,500 to 10,000	3.6 [12]	2.4 [8]		
Rural Highway 400 to 1,500	3.0 [10]	2.4 [8]		
Rural Road Under 400	2.4 [8]	1.8 [6][b]		150 [6][c]
Residential Street Without Curb or All-Weather Shoulder	1.8 [6]	0.0 [0.0]		
Curbed Residential Street	Not Applicable		200 to 305 [8 to 12][d]	150 [6][d]

Notes: ADT = average daily traffic
vpd = vehicles per day

a) If increased access is needed, the following may be considered in conjunction with the local postmaster:
- Provide a level clear space 760 mm by 1220 mm [30 in. by 48 in.] centered on the box for either side or forward approach.
- Provide an accessible passage to and from the mailbox and projection into a circulation route—no more than 100 mm [4 in.] if between 710 mm [28 in.] and 2,030 mm [80 in.]—so that the mailbox does not become a protruding object for pedestrians with impaired vision.

b) Provide an accessible passage to and from the mailbox. The mailbox projection into a circulation route shall not be more than 100 mm [4 in.], so that the mailbox does not become a protruding object for pedestrians with impaired vision.

c) If a turnout is provided, this may be reduced to zero.

d) Behind traffic-face of curb.

The surface over which a vehicle is maneuvered to and from a mailbox must be sufficiently stable to support passenger cars stopping regularly during all weather conditions. When shoulder surface strength or width is not sufficient for this purpose, the shoulder should be modified to provide a suitable all-weather mailbox turnout. In most instances, adequate surface stabilization can be obtained by the addition of select materials to the in-situ soils. A mailbox turnout for grouped mailboxes may require greater stabilization or possibly a

surface treatment course to accommodate multiple patron use. Special measures also may be needed where highway traffic conditions encourage hard braking or high acceleration by vehicles entering or exiting the mailbox turnout.

Edge dropoffs often are found at rural mailbox locations. The daily use by the delivery vehicles may loosen the soil at the edge of the pavement. When the soil at the edge is eroded, a drop of 100 mm [4 in.] or more may result. These edge dropoffs can make it difficult for drivers to safely return to the pavement if the vehicle strays onto the unstable soil. The use of paved turnouts is one solution. Another approach is a recent paving innovation called the Safety Edge, which shapes the edge of the traveled way into a 30 degree angle rather than a vertical drop. This new angle is optimal in allowing motorists to return their vehicle to the pavement without overcorrecting or losing control.

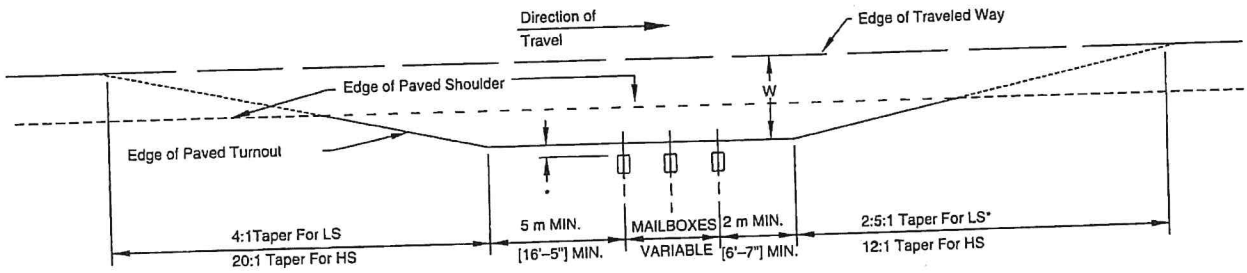
Drivers usually are required to slow their vehicles in traffic, which increases the risk of a crash. The ideal way to minimize this risk is to provide a speed-change lane. A wide surface-treated shoulder is ideal for this purpose. Unfortunately, suitable shoulders are not available at most mailbox turnout locations and it would be far too expensive to provide shoulders or turnouts that would allow a speed change outside the traveled way. Figure 11-5 presents a mailbox turnout layout considered appropriate for different traffic conditions.

The minimum space needed for maneuvering to a parallel position in and out of traffic also is shown in Figure 11-5. However, when only the minimum space is provided, the typical driver probably would slow considerably before starting into the low-speed turnout. This tendency renders such minimum space unsuitable for high-speed highways where driver expectancy does not include such slow-moving traffic.

Before entering a 2.4-m [8-ft] wide turnout with a 20:1 taper for high-speed traffic, as shown in Figure 11-5, a driver probably would not slow as much before clearing the traveled way. Although this is not an ideal exit maneuver, it probably would not create an unacceptable hazard on most rural highways for the few stops generated by a single mailbox.

Increasing the width of the turnout to 3.6 m [12 ft] and maintaining the 20:1 taper rate suggested in Figure 11-5 would induce a driver using the turnout to enter it at a fair rate of speed, but it will not be as fast as the through speed. Although this still is not ideal, it should be acceptable for most sites. The exception may be found on highways operating at high speeds and carrying more than 3,000 vehicles per day, with a high percentage of them on long trips. For these conditions, mail stops should be kept to a minimum and consideration should be given to providing shoulders or turnouts at the mail stops to facilitate greater speed-change opportunities outside the traffic stream.

The tapers shown in Figure 11-5 represent theoretical layouts. It may be more practical to square the ends of the turnout or to provide a stepped layout by strengthening and widening the shoulder to the full width of the turnout for the entire length of the taper. It also may be simpler to construct a continuous turnout-width shoulder rather than individual turnouts where mailbox turnouts are closely spaced.



LS = A Minimum Design for Roads Carrying Low-Speed Traffic and for Local and Collector Roads.
HS = For Roads Carrying High-Speed Traffic.
W = For Suggested Widths, see Table 11-1.
MAILBOXES = For Mailbox Spacing and Variable Length, see Section 11.2.4, Mailbox Support and Attachment Design.
* = For Mailbox Face Offset, see Table 11-1, 0 mm to 300 mm [0" to 12"].

Figure 11-5. Mailbox Turnout

11.2.4 Mailbox Support and Attachment Design

All exposed conventional mailboxes should be firmly attached to supports that would yield or break away safely if struck by a vehicle. The *Manual for Assessing Safety Hardware* (MASH) *(1)* from the American Association of State Highway and Transportation Officials (AASHTO) contains current performance criteria for testing mailbox supports when subjected to impact with an automobile. The criteria can be summarized as follows:

- Mailbox supports should be, with a minor qualification, no more substantial than required to resist service loads and to reasonably minimize vandalism. Nominal 100-mm–by–100-mm [4-in.–by–4-in.] or 100-mm [4-in.] diameter wood posts or 38-mm to 50-mm [$1^1/_2$-in. to 2-in.]) diameter standard steel or aluminum pipe posts are acceptable. The steel or aluminum pipes should be embedded no more than 610 mm [24 in.] into the ground. Lower strength supports, such as light-weight, flanged-channel steel posts, have provided satisfactory service in most environments. A metal post should not be fitted with an anchor plate. However, an anti-twist device that extends no more than 254 mm [10 in.] below the ground surface is acceptable. The minor qualification to the criterion of minimizing post strength is that the support must break rather than bend under impact. Also, the support should have sufficient strength for the box to be accelerated to a speed approaching that of the impacting vehicle before breaking to minimize the chance of the box penetrating the vehicle's windshield. Test results indicate that 100-mm–by–100-mm [4-in.–by–4-in.] or 100-mm [4-in.] diameter wood supports should be both the minimum and maximum post dimensions *(2)*.
- Mailbox-to-post attachments should prevent mailboxes from separating from their supports when struck by a vehicle. The lighter the mailbox, the easier it will be to meet this criterion. Conversely, given sufficient post attachment strength, the less sensitive the safety of an installation will be to the mass of the mailbox. Acceptable attachment and support details are shown in Figures 11-6 through 11-10. The exact support hardware dimensions and design may vary, such as having a two-piece platform bracket or alternative slot-and-hole locations. However, the product must result in a satisfactory attachment of the mailbox to the post and all components must fit together properly *(7)*.
- Multiple mailbox installations must meet the same criteria as single mailbox installations. This requirement precludes the use of a heavy horizontal support member, such as the one shown in Figure 11-3. Figures 11-7 through 11-10 show acceptable multiple mailbox support systems. The use of a series of such installations or of individually supported boxes is acceptable. However, vehicle rollover occurred in a high-speed crash test involving a small car impacting off-center of a row of eight closely spaced mailboxes individually supported with 3 kg/m [2 lb/ft] channel post supports *(9)*.
- Review of the crash test film from this test and results from other tests suggest that this ramping phenomenon is caused by the closely spaced mailboxes piling up. To avoid this problem, it is recommended that the mailbox supports be separated by a distance of no less than $^3/_4$ their full heights above ground. It also is preferred that multiple mailbox installations be located outside of the highway clear zone, such as on a service road or a minor intersecting road.

In addition to the general criteria for single and multiple mailbox installations, specific types of mailbox designs have been crash tested and need to have their own installation criteria:

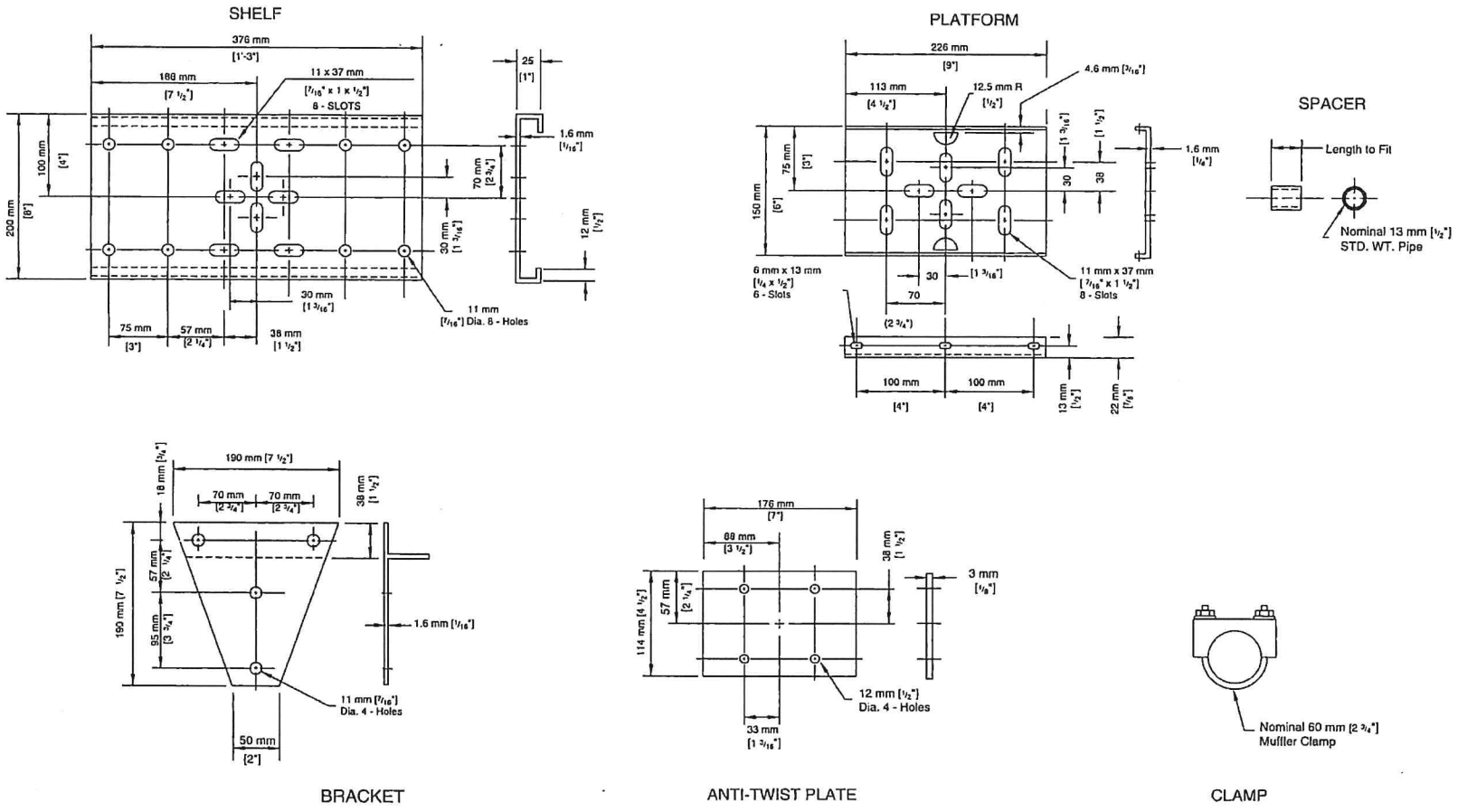
- The Neighborhood Delivery and Collection Box Unit (NDCBU) is a specialized type of multiple mailbox installation, shown in Figure 11-11. The NDCBU is a cluster of 8 to 16 locked boxes mounted on a pedestal or within a framework, the combination of which generally has a mass of between 45 kg and 90 kg [100 lb and 200 lb]. Although the NDCBU usually serves a limited number of single-family residences in urban areas, their use has been observed in rural areas. A crash test of one of these units at 100 km/h [62 mph] showed that it failed to meet safety requirements *(4)*.
- Therefore, an NDCBU should be located outside the clear zone to allow for safe recovery of errant vehicles and for safe access by postal patrons and carriers. Postmasters and designers responsible for the location of an NDCBU should be instructed to contact local government authorities, including the appropriate highway officials (e.g., state, county, township, municipal) prior to installation. This communication can lead to a safer location of the NDCBU.
- A variety of plastic mailboxes with integral supports are available (see Figure 11-12 for an example). One of the heavier plastic mailboxes (10.9 kg [24 lb]) consists of two components: an upper section contains the mailbox, while a lower section incorporates two newspaper delivery slots and a housing that covers the supporting post. The two sections are connected using four sheet metal screws. Crash tests at 100 km/h [62 mph] were conducted using three different support posts: a 100-mm–by–100-mm [4-in.–by–4-in.] wood post, a 3-kg/m [2-lb/ft] steel U-channel, and a 75-mm [3-in.] steel pipe. In all three tests, the upper section

of the mailbox separated from the lower section on impact, causing only minor damage. All three support designs met NCHRP Report 350 criteria *(2, 8)*.

- Vandal-resistant mailboxes typically are shaped like conventional rural mailboxes but are fabricated from heavy gage sheet steel or other substantial materials and have been designed and sold as deterrents to theft or vandalism. These massive boxes, more 5 kg [11 lb] in weight, meet U.S. Postal Service requirements for minimum size, material durability, ease of access, etc., and are quite resistant to deformation. However, full-scale crash testing has shown that these boxes separate from their support on impact and penetrate the passenger compartment easily *(7)*. Thus, they should not be used within the clear zone of high-speed highways. Vandal-resistant mailboxes, decorative cast-metal boxes (see Figure 11-13), and other massive proprietary or custom-made mailbox supports are only appropriate for use on very low-speed, low-volume residential streets characterized by trees between the curbs and sidewalks, frequent driveway openings, on-street parking, or other features that indicate to drivers that they are in a low-speed environment, and where the minimum horizontal clearance is not an issue.
- Secure mailboxes are unlike traditional tunnel-shaped mailboxes; they have a box-like shape and consist of two main compartments (see Figure 11-14). The top compartment has a hinged door in front of the mailbox (facing the street). This section is used by the mail carrier for incoming mail delivery and outgoing mail pickup. The lower compartment, which has a lockable door, is used for mail pickup. Because no regulations are imposed on the height, weight, or material used for secure mailboxes, significant variations exist. Their heights vary from 280 to 910 mm [11 to 36 in.], and their weights range from 6.4 to 22.7 kg [14 to 50 lb]. The materials include stainless steel, galvanized steel, and aluminum, and they range in thickness from 12 to 20 gage. Supports for secure mailboxes also vary and include square and round posts of steel and aluminum of up to 100 mm [4 in.] across. All posts are available in two mounting configurations: a ground mount in that embeds the post in the soil and a surface mount that bolts the post to a concrete foundation. A study *(10)* using full-scale crash testing, pendulum testing, and finite-element modeling showed that these secure mailboxes would pass NCHRP Report 350 evaluation criteria and did not show potential for intruding into the occupant compartment if they were securely attached to the provided support posts and if the posts were either embedded 300 to 700 mm [12 to 24 in.] in the ground or were surface-mounted to concrete.

In areas of heavy snowfall, some highway agencies have found cantilever mailbox supports advantageous. Although such designs do permit windshield contact with the box without the vehicle first contacting the support, tests of the design shown in Figures 11-15 and 11-16 did not reveal serious consequences. The operational advantage of these supports is that snow can be plowed close to the mailbox without the snow windrow pushing the support over.

The State of Minnesota has developed and tested a swing-away mailbox that is not patented and will not penetrate a vehicle windshield *(3), (6)*. This type of mailbox support is designed to swing back and out of the way when a snowplow truck goes by. Lightweight newspaper boxes may be mounted below the box on the mailbox support.



SEE ALTERNATE BRACKET DESIGN
IN FIGURES 11.8 & 11.9.

NOTE: ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE INDICATED.
ALL DIMENSIONS IN BRACKETS ARE IN U.S. CUSTOMARY UNITS.

Figure 11-6. Mailbox Support Hardware, Series A

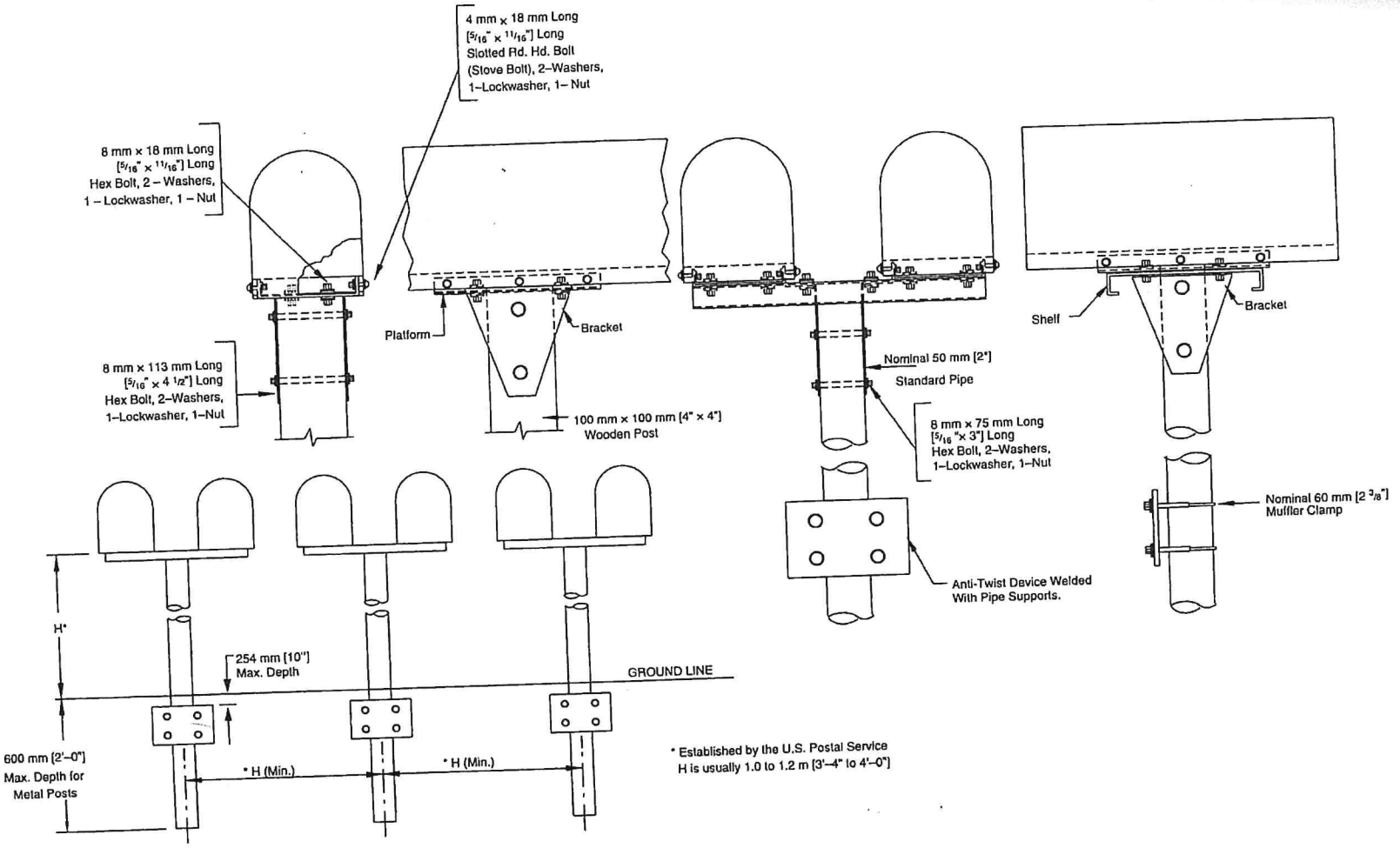
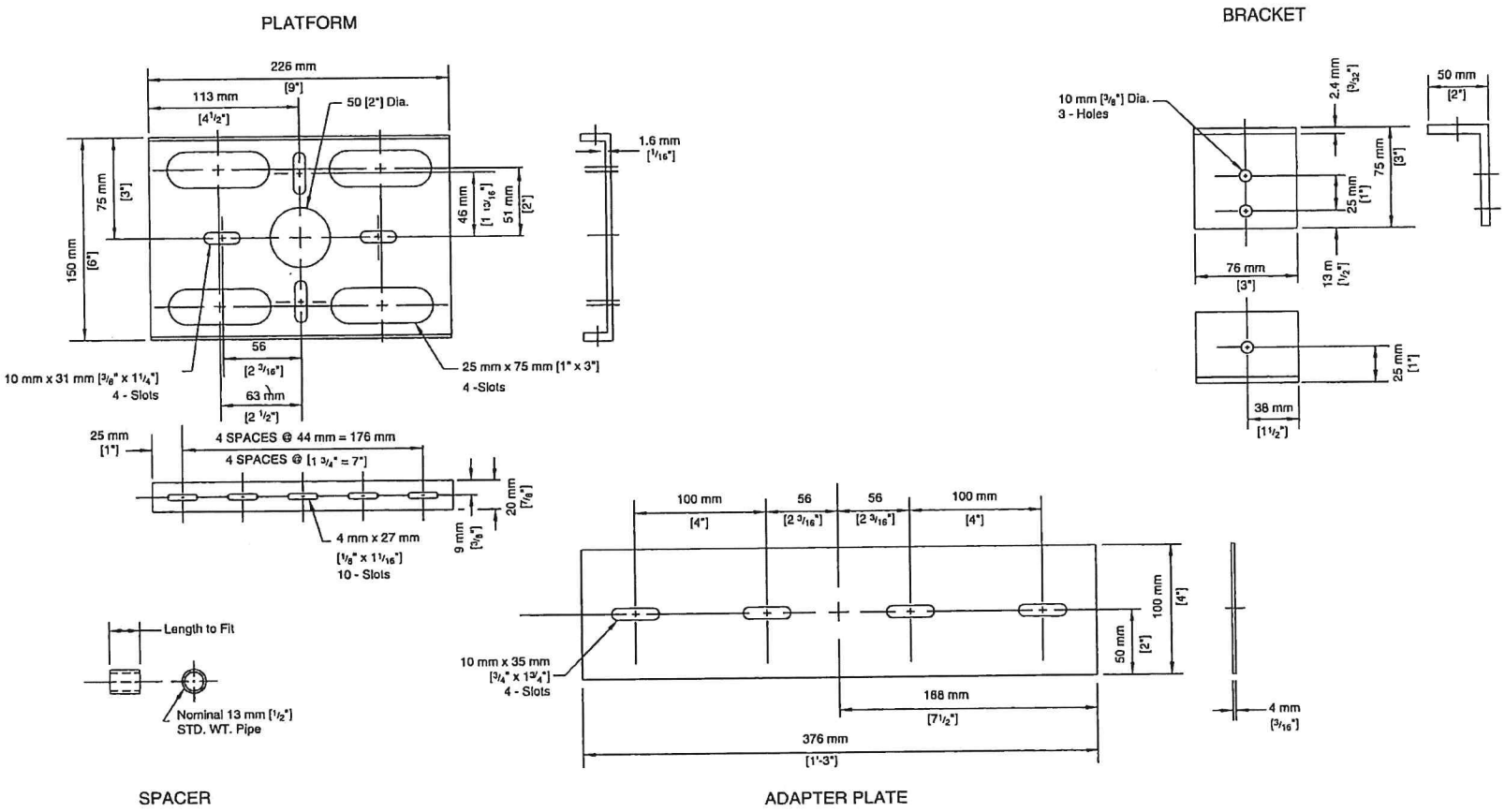


Figure 11-7. Single and Double Mailbox Assemblies, Series A



NOTE: ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE INDICATED.
ALL DIMENSIONS IN BRACKETS ARE IN U.S. CUSTOMARY UNITS.

Figure 11-8. Mailbox Support Hardware, Series B

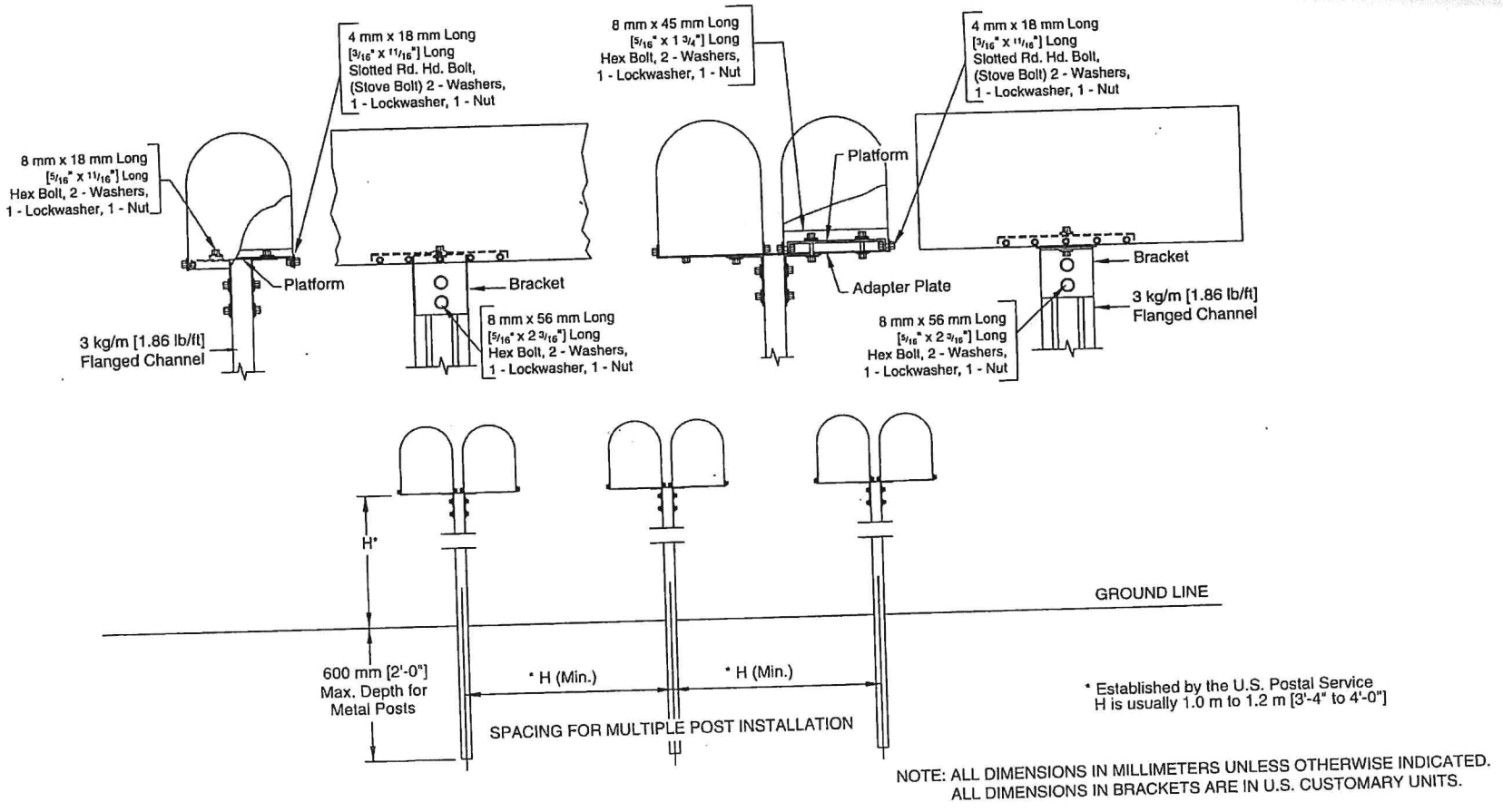


Figure 11-9. Single and Double Mailbox Assemblies, Series B

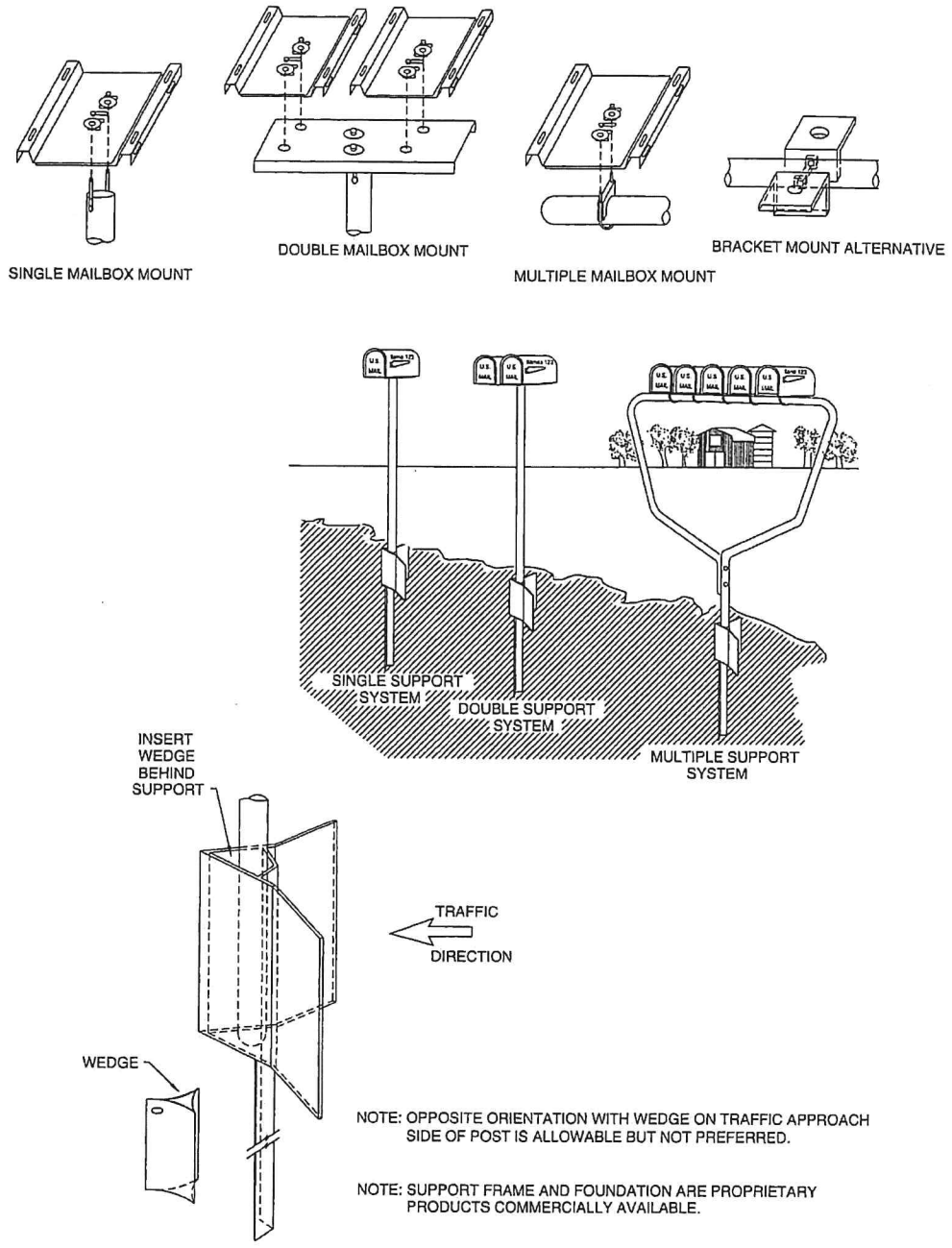


Figure 11-10. Single and Double Mailbox Assemblies, Series C

Figure 11-11. Collection Unit on Auxiliary Lane (left) and Neighborhood Delivery and Collection Box Units

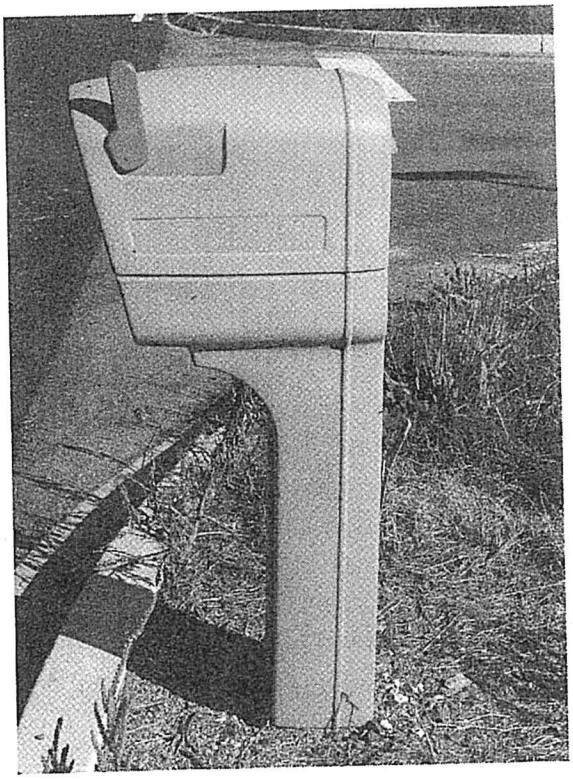


Figure 11-12. Plastic Mailbox with Integral Support

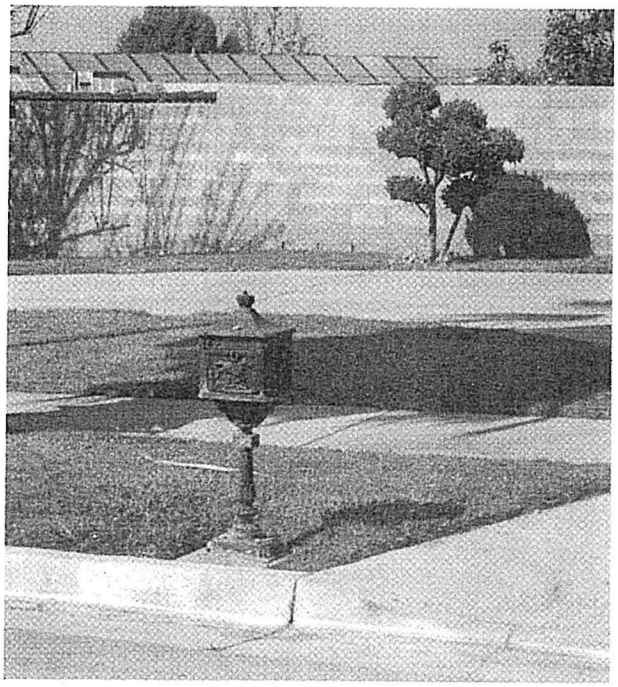


Figure 11-13. Vandal-Resistant Decorative Mailbox

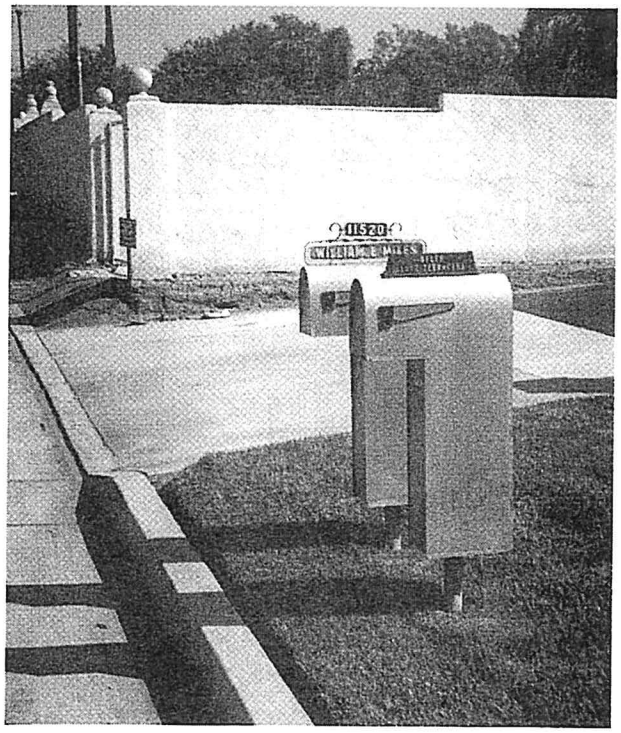


Figure 11-14. Secure Mailboxes

11.3 U.S. POSTAL SERVICE GUIDANCE AND MODEL MAILBOX REGULATION

11.3.1 U.S. Postal Service Guidance

For more details on U.S. Postal Service requirements on mailboxes, refer to their *Domestic Mail Manual* (DMM), specifically 508 Recipient Services: Customer Mail Receptacles (http://pe.usps.com/text/dmm300/508.htm#1051804), as well as USPS-STD-7B Mailboxes—Residential Mailbox Standards (http://www.usps.com/receive/mailboxstandards.htm), and Notice 209 http://uspsnotices.lettercarriernetwork.info/not209.pdf.

11.3.2 Model Mailbox Regulation

This section provides a generic model regulation for mailboxes and newspaper delivery boxes on public highway right-of-ways. The model is intended only as an example. States and municipalities can and should tailor the model to fit their own particular needs.

11.3.2.1 Scope

No mailbox or newspaper delivery box, hereinafter referred to as mailbox, will be allowed to exist on the Agency's right-of-ways if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation not conforming to the provisions of this regulation is an unauthorized encroachment under State Code Section_____.

The location and construction of mailboxes shall conform to the rules and regulations of the U. S. Postal Service as well as to standards established by the Agency. Agency standards for the location and construction of mailboxes are available from:

Highway Agency

Street Address or P.O. Box

City, State Zip Code

Telephone number

A mailbox installation that conforms to the following criteria will be considered acceptable unless, in the judgment of the Chief Engineer of the Agency, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

11.3.2.2 Location

No mailbox will be permitted where access is obtained from a freeway or where access is otherwise prohibited by law or regulation.

Mailboxes shall be located on the right-hand side of the roadway in the carrier's direction of travel route except on one-way streets, where they may be placed on the left-hand side. The bottom of the box shall be set at a height established by the U. S. Postal Service, usually between 1.0 m [39 in.] and 1.2 m [48 in.] above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a distance no less than the greater of the following:

- 2.4 m [8 ft] (where no paved shoulder exists and shoulder cross slope is 13 percent or flatter), or
- the width of the all-weather shoulder present plus 200 mm to 300 mm [8 in. to 12 in.], or
- the width of an all-weather turnout specified by the Agency plus 200 mm to 300 mm [8 in. to 12 in.].

Exceptions to these placement criteria will exist on residential streets and certain designated rural roads where the Agency deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets, the roadside face of the mailbox shall be set back from the face of the curb at a distance of between 150 mm and 300 mm [6 in. and 12 in.]. On residential streets without curbs or all-weather shoulders that carry low traffic volumes operating at low speeds, the roadside face of the mailbox shall be offset between 200 mm and 300 mm [8 in. and 12 in.] behind the edge of the pavement. On very low-volume rural roads with low operating

speeds, the Agency may find it acceptable to offset mailboxes a minimum of 2 m [6 ft] from the traveled way and under some low-volume, low-speed conditions may accept clearances as low as 800 mm [32 in.].

- Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the carrier's direction of travel.
- Where a mailbox is located at an intersecting road, it shall be located a minimum of 30 m [100 ft] beyond the center of the intersection road in the carrier's direction of travel. This distance shall be increased to 60 m [200 ft] when the average daily traffic on the intersection road exceeds 400 vehicles per day.
- When a mailbox is installed in the vicinity of an existing guardrail, it should, when practical, be placed behind the guardrail.

11.3.2.3 Structure

Design and/or location criteria for the mailbox support structure should consist of the following:

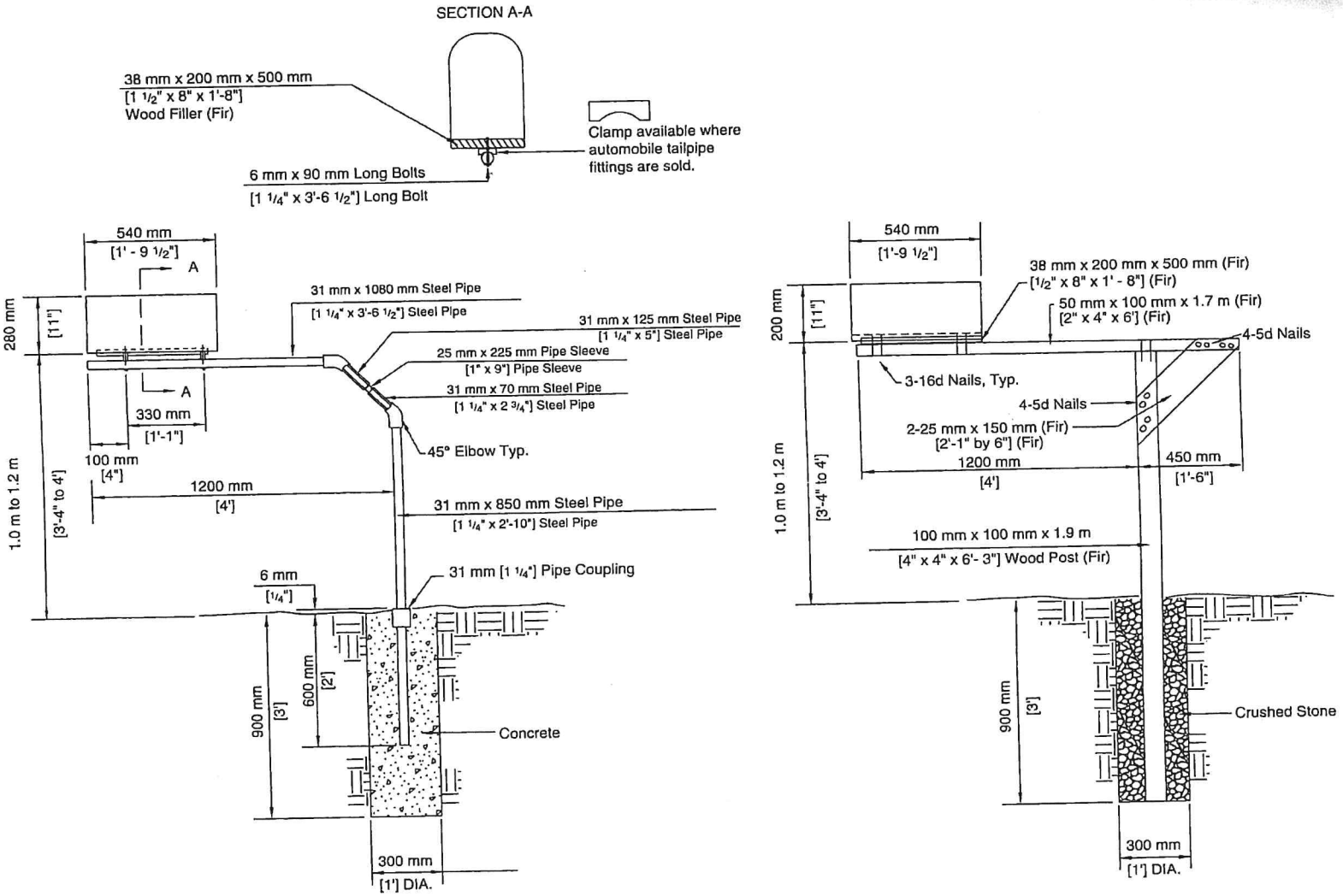
- Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U. S. Postal Service. Newspaper delivery boxes shall be of light metal or plastic construction of minimum dimensions suitable for holding a newspaper.
- No more than two mailboxes may be mounted on a support structure unless crash tests have shown the support structure and mailbox arrangement to be safe. However, light-weight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.
- Mailbox supports shall not be set in concrete unless crash tests have shown the support design to be safe.
- A single 100-mm–by–100-mm [4-in.–by–4-in.] square or 100-mm [4-in.] diameter wooden post; or metal post, Schedule 40, 50 mm [2 in.] (normal size IPS (external diameter 60 mm [$2^3/_8$ in.]) (wall thickness 4 mm [0.154 in.] or smaller), embedded no more than 600 mm [24 in.] into the ground, shall be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 254 mm [10 in.] below the ground surface.
- The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. The exact support hardware dimension and design may vary, such as having a two-piece platform bracket or alternative slot-and-hole locations. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.
- The minimum spacing between the centers of support posts shall be the height of the posts above the ground line. Mailbox support designs not described in this regulation are acceptable if approved by the Chief Engineer of the Agency.
- Where snow plowing operations cause damage to fixed mailbox installations, the swing-away designs in Figures 11-15 and 11-16 may be used.

11.3.2.4 Shoulder and Parking Area Construction

It shall be the responsibility of the postal patron to inform the Agency of any new or existing mailbox installations where shoulder construction is inadequate to permit all-weather vehicular access to the mailbox.

11.3.2.5 Removal of Nonconforming or Unsafe Mailboxes

Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the Agency. At the discretion of the Agency, based on an assessment of hazard to the public, the patron shall be granted not less than 24 hours and no more than 30 days to remove an unacceptable mailbox. After the specified period has expired, the unacceptable mailbox will be removed by the Agency at the postal patron's expense.



Note: Mailbox support shall not be set in concrete unless crash tests have shown the support design to be safe.

Figure 11-15. Cantilever Mailbox Supports

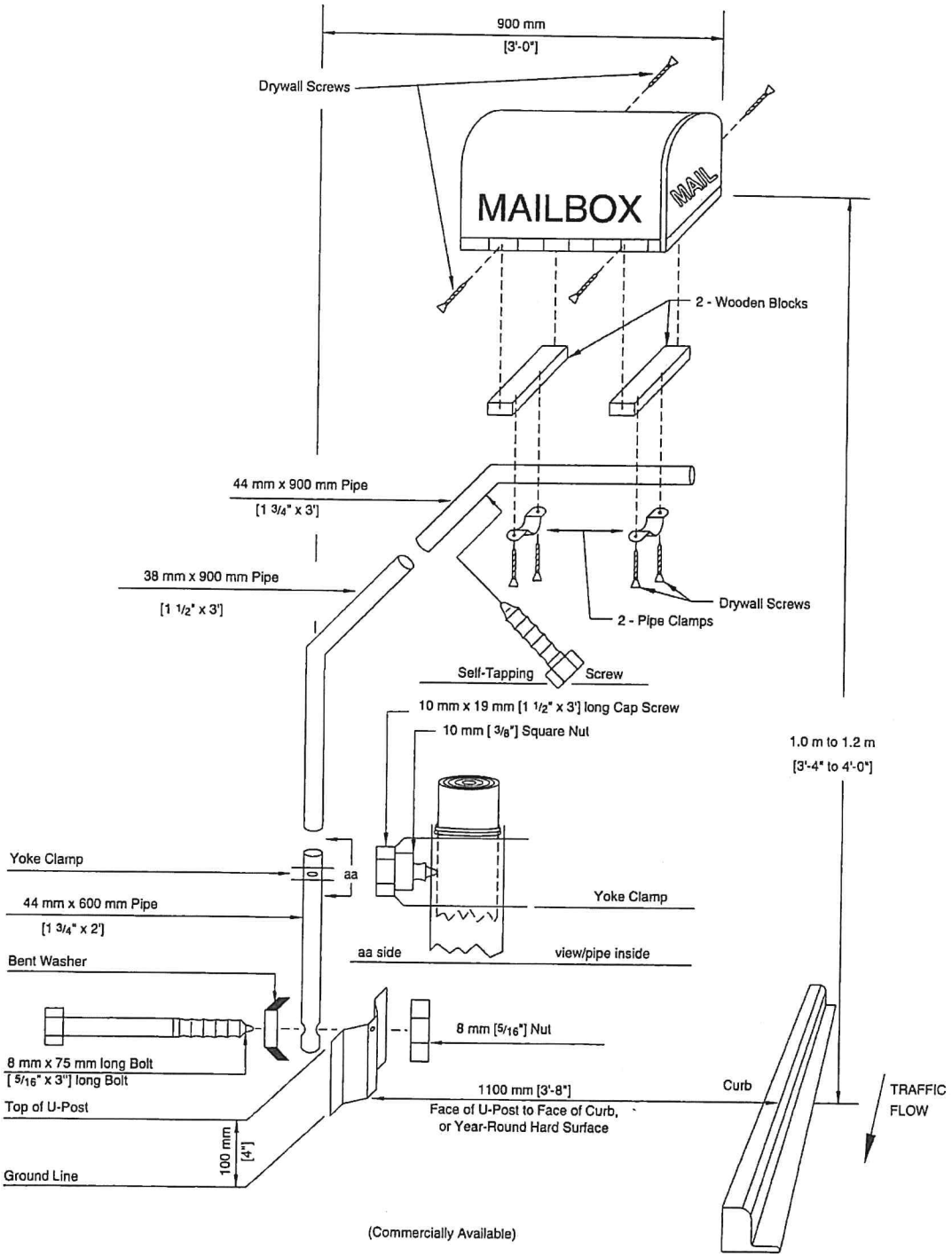


Figure 11-16. Breakaway Cantilever/Swing-Away Mailbox Support

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Town of Wayne

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http://www.waynemaine.org

Addendum to
Winter Highway Maintenance: Sanding, Salting and Snowplowing Contract

The **Town of Wayne, Maine**, by and through its Municipal Officers, the Selectboard (referred to as **"Town"**), and **"Contractor"** which is a partnership / corporation (referred to as **"Contractor"**) agree to amend the following fiscal years: **July 1st, 2019 to June 30th, 2020** of the third year; and **July 1st, 2020 to June 30th, 2021** of the fourth year; with a renewal option for **2022** winter highway maintenance: sanding, salting and snowplowing contract to allow for newly adopted town road**, Fuller Road** at 2019 Annual Town Meeting.

This addendum only amends the sections of the winter highway maintenance: sanding, salting and snowplowing contract as outlined below:

ATTACHMENT A

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

ROAD NAME:	**MILEAGE:**
Roads South of Rt.133	
Fuller Road	.4348

PAYMENT SCHEDULE

FY '19-20	$2,478.25	
FY '20-21	$2,524.51	
FY '21-22	$2,567.99	**(Renewal Option)**

In witness whereof, the parties, or their duly authorized agents, execute this agreement on the 12th day of November, 2019.

FOR THE TOWN OF WAYNE

_____
Town Manager

_____
Date

FOR THE CONTRACTOR

_____
Contractor

_____
Date

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

Guardrail RFP
Advertisement for Bids

Instruction for Bidders/ General Specifications

The Town of Wayne, ME is seeking bids for a contractor to install new or recycled galvanized guardrail with curved ends and posts at several locations on Mount Pisgah Road.

The contractor will provide all materials, labor and equipment to complete the following tasks:

Mount Pisgah Road (Tempy Bridge)
Install new or recycled galvanized guardrail with posts, one curved ends and attach to existing guardrail (100')

Must install guardrail and posts according to MDOT specifications.

The successful bidder (contractor) shall give the Town an insurance certificate indicating at a minimum the contractor's business automobile, worker's compensation, and general liability insurance coverage.

Bids due: Thursday November 21, 2019 at 1:00 PM

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

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.

Town of Wayne
Guardrail RFP
BID FORM

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

Recycled Galvanized Guardrail

Mount Pisgah Road (Tempy Bridge)
Install recycled galvanized guardrail with posts, one curved end and attach to existing guardrail (100')

Total Project Cost: $_____

New Galvanized Guardrail

Mount Pisgah Road (Tempy Bridge)
Install new galvanized guardrail with posts, one curved ends and attach to existing guardrail (100')

Total Project Cost: $_____

Date: _____

Company: _____

Mailing Address: _____

Name: _____

_____

Title: _____

Signature: _____

Tel. No.: _____

Fax No.: _____

Town of Wayne

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Computer Web & Data Server and Network RFP
Advertisement for Bids

Instruction for Bidders/ General Specifications

The Town of Wayne, ME is seeking bids for a contractor to install new Computer Web& Data Server and Network RFP at the Wayne Town Office. The contractor will provide all materials, labor and equipment to complete the following tasks:

Web & Data Server Requirements
Install a new server.

RAM:	*16GB*
CPU:	*2ghz*
Disk:	*1TB*
OS:	*Windows 2016 Professional*
Hard Drive:	*SSD*

Clean and Transfer Contents from old server to new server

Networking Requirements
Install new Wi-Fi router partitioned for 1) free Wi-Fi access with password for visitors (internet access only) and 2) secure for town office access for file sharing.

- Wi-Fi Cable Modem Router Combo
- Dual Band Smart Wi-Fi Router

Install new cables from (6) desktop computers; (1) photocopier; (1) fax/ printer to router; (1) backup printer.

- 24-Port Gigabit Switch
- 9x 100' LAN Cable

Install Windows server network virus protection and security

Backup Support
2x 2 TB External Drive w/ backupper software

Upgrade existing desktop workstations
6x Windows 7 Computers to Window 10 Computers
6x Clean and Transfer Contents of old Drive

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

The successful bidder (contractor) shall give the Town an insurance certificate indicating at a minimum the contractor's business automobile, worker's compensation, and general liability insurance coverage.

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

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.

Town of Wayne

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Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

Computer Web & Data Server and Network RFP
BID FORM

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

Web & Data Server Requirements

Purchase and Install a new server. $_____

RAM:	*16GB*
CPU:	*2ghz*
Disk:	*1TB*
OS:	*Windows 2016 Professional*
Hard Drive:	*SSD*

Clean and Transfer Contents from old server to new server $_____

Networking Requirements

Purchase and Install new Wi-Fi router partitioned for 1) free Wi-Fi access with password for visitors (internet access only) and 2) secure for town office access for file sharing.

- Wi-Fi Cable Modem Router Combo $_____
- Dual Band Smart Wi-Fi Router $_____

Install new cables from (6) desktop computers; (1) photocopier; (1) fax/ printer to router; (1) backup printer.

- 24-Port Gigabit Switch $_____
- 9x 100' LAN Cable $_____

Install Windows server network virus protection and security $_____

Backup Support

2x 2 TB External Drive w/ backupper software $_____

Upgrade existing desktop workstations

6x Windows 7 Computers to Window 10 Computers $_____
6x Clean and Transfer Contents of old Drive $_____

Town of Wayne

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

Date: _____

Mailing Address: _____

_____

Tel. No.: _____

Company: _____

Name: _____

Title: _____

Signature: _____

Fax No.: _____