

Town of Wayne Selectboard

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

Meeting Agenda

Date: Tuesday November 27, 2018

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 Chairpersons before speaking.

Pledge of Allegiance.

Conflict of Interest.

Meeting Minutes.

- **Consider approving the Selectboard meeting minutes for November 13, 2018.**

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for November 13, 2018.

Warrants.

- **Consider approving Payroll Warrant #22.**

Manager Recommendation: Move the Board to approve Payroll Warrant #22 in the amount of \$_____.

- **Consider approving Accounts Payable Warrant #23.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #23 in the amount of \$_____.

Business Agenda.

- a. Award Town-wide Culvert Replacement Bid/ Contract.**

Manager Recommendation: Award the Town-wide Culvert Replacement Bid/ Contract to:_____.

- b. Discuss Paving and Roadwork Options.**

Manager Recommendation: Take any action deemed necessary.

- c. RSU#38 Bond Referendum Warrant and Notice of Election.**

Manager Recommendation: Move the Board to countersign the RSU#38 Referendum Warrant and Notice of Election.

- d. RSU#38 Bond Referendum Warrant and Notice of Election "Return".**

Manager Recommendation: Move the Board to countersign the RSU#38 Referendum Warrant and Notice of Election "Return".

- e. Assessor's Agent Services Contract.**

Manager Recommendation: Authorize Town Manager to sign "Contract for Assessor's Agent Services from July 1, 2019 through June 30, 2022".

- f. Review Results from Selectboard Questionnaire.**

Manager Recommendation: Take any action deemed necessary.

- g. Place Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax on 2019 Annual Town Meeting Warrant.**

Manager Recommendation: Place Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax on 2019 Annual Town Meeting Warrant.

- h. Location Permit.**

Manager Recommendation: Move the Board to sign Location Permit for Central Maine Power on Walton Road.

Supplements and Abatements.

Town Manager Report.

Board Member Reports.

Public Comments.

Adjourn.

The next regularly scheduled for **Tuesday December 11, 2018 at 6:30 PM** at the Wayne Elementary School – Town Office.

**Town of Wayne, Maine
Select Board Meeting Minutes
Tuesday November 13, 2018
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: Stan Davis, Trent Emery, Lloyd Irland, and Don Welsh. Amy Black was absent.

Others Present: Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk
Audience: Kennebec County Sheriff Ken Mason, and Joanne Mason

Meeting Minutes

- a. The Board approved Selectboard meeting minutes for October 31, 2018. (Emery/Davis) (3/1)
Lloyd Irland abstained

Warrants

- b. The Board approved Payroll Warrant #20 in the amount of \$7734.20. (Irland/Davis) (4/0).
- c. The Board approved Accounts Payable Warrant #21 in the amount of \$223,351.52 (Emery/Davis) (4/0).

Business Agenda:

- d. Kennebec County Sheriff Ken Mason explained to the Board the issues with the current dispatch equipment, and the reasons for choosing Augusta Police Department's dispatch system, and increase in expense. The Board authorized the Kennebec County Sheriff and Town Manager to enter into a contract for dispatching services for Law Enforcement Rural Patrol Dispatch for FY 2019 to 2020. (Emery/Davis) (4/0)
- e. Discussion School Bond upcoming meeting at Wayne Elementary school at 6pm on December 4, 2018. The Board approved the Town Manager to send drafted letter to Gary Carr, RSU Board of Director, explaining the town's concerns about the timing of the RSU Special Election Referendum.
- f. The Board awarded the General Obligation Bond to Camden National Bank in the amount of \$246,000 with the interest rate of 3.84%. (Irland/Davis) (4/0)
- g. The Board authorized the Select Chair, Treasurer, and Town Clerk to sign any necessary paperwork regarding 2018 General Obligation Bond. (Davis/ Irland) (4/0)
- h. Discussion by Town manager on Election Impacts on Public Policy for Municipalities.
- i. Lloyd Irland provided Economic and Population Data for discussion.
- j. Discussion about Next Steps for Comprehensive Plan Implementation. Stan Davis and Lloyd Irland will have survey ready for Board members before next meeting.

- k. Discussion about Accessory Dwelling Units, as a way to assist elderly population in staying in their homes.
- l. The Board authorized Town Manager to send drafted letter to Pakulski family about Drainage Easement. (Irland/Davis) (4/0)
- m. Discussion about Adult-Use and Medical Marijuana. The Board would like to get an idea on Wayne's public opinion.
- n. Discussion about Planning Board Terms and it was a consensus of Board to draw names to fairly assign staggered terms.

Supplements and Abatements: None

Town Manager Report:

- a. Discussed Shoreland Zoning issues and idea to have someone take photographs of properties around Wayne's lakes.
- b. Ken Pratt, CEO, will soon be sending his resignation letter, to be effective 12-31-18.
- c. Allstate Asphalt getting prices for future paving jobs.
- d. Bridge Street needs work now that the State has replaced the culvert.
- e. Culvert on Leadbetter Road needs replacement.
- f. CMP wants pole permits for Walton Road.
- g. Working on Bids for spring road work.
- h. It was the consensus of the Board to close the office on Christmas Eve as a benefit for the office workers.

Board Member Reports:

- a. Trent Emery asked Town Manager to provide lists of options for paying for future paving.
- b. Lloyd Irland stated Conservation Committee would like to see a Trails Committee formed.

Public Comments: None

Motion to Adjourn at 8 PM. (Davis/Ireland) (4/0)

The next Select Board Meeting is scheduled for Tuesday, November 27, 2018 at 6:30 p.m. at the Wayne Elementary School Gymnasium.

Recorded by:
Aaron Chrostowsky, Town Manager

Select Board Members

Don Welsh

Trent Emery

Amy Black

Stan Davis

Lloyd Irland

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>

REVISED

Town-wide Culvert Replacement Advertisement for Bids

Instruction for Bidders/ General Specifications

The Town of Wayne, ME is seeking bids for a contractor to provide "Culvert Replacement" for Town-wide.

Scope of Work

- Culvert Replacement (4 culverts);

The contractor will provide all labor and equipment to complete the above tasks.

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 with bid form.

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

Important RFP Dates:

Bids Due:	Mon. November 26, 2018 at 1:00 PM.
Bids Opened:	Mon. November 26, 2018 at 1:00 PM.
Bids awarded or rejected	Tues., November 27, 2018 at 6:30 PM by Selectboard
Contract(s) signed:	Wed., November 28, 2018
Work Initiation Date:	To be negotiated
Completion Date:	June 30, 2019

The Selectboard will consider all bids. ***The Selectboard 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

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

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

<http://www.waynemaine.org>

General Specifications:

1. Current MDOT specifications shall be met for all materials and equipment involved with this work unless otherwise specified.
2. The Contractor will be responsible for providing all necessary traffic control, in accordance with MUTCD and MDOT best management practices.
3. The Contractor will also be required to meet all laws, rules and regulations of the State of Maine during the course of this project.
4. Erosion control shall be the responsibility of the Contractor – hay/ seed.
5. Culverts shall be installed to maintain positive drainage and shall match the flow line of the ditch. Culverts will be provided by the Town.
6. Culverts shall be bedded on a firm foundation of uniform density. After placing the culvert pipe, backfill material shall be placed along the bottom of the trench, thoroughly tamped against the lower portion of the pipe with special care taken not to move the bedded pipe. Culverts shall be backfilled using compacted native material placed in compacted 8" lifts. Minimum of 12" of cover with $\frac{3}{4}$ " gravel is required unless approved by the Road Commissioner.
7. All cuts in pavement including culvert replacement and rock removal shall be paved using 3" compacted, **cold mix asphalt**. Existing pavement shall be saw cut prior to paving trench.

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Town-wide: Culvert Replacement

BID FORM

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

<u>Installation</u>		<u>Unit Cost</u>	<u>Total</u>
18" Pipe	3x	Complete \$ _____	\$ _____
24" Pipe	1x	Complete \$ _____	\$ _____
36" Pipe	1x	Complete \$ _____	\$ _____
Ditching Per Linear Foot		Complete \$ _____	\$ _____

Misc. Equipment Hours

Excavator \$ _____

Dump Truck \$ _____

Date: _____

Company: _____

Mailing Address: _____

Name: _____

Title: _____

Signature: _____

Tel. No.: _____

Fax No.: _____

The Selectboard will consider all bids. ***The Selectboard reserves the right to waive formalities or reject any or all bids when such action is in the best interest of the Town.***

3/24/2015
5:19:08PM

Paved Survey History

Wayne 2014

<u>Survey Date</u>	<u>Surface</u>	<u>Drainage</u>
--------------------	----------------	-----------------

Reconstruct

Berry Road-2 [0.00mi.] From: Mailbox 231 To: Kings Highway; Priority: 8
10/05/2014 1 Reconstruct Good

Bridge Street- [0.00mi.] From: Route 133 To: Route 133; Priority: 4
10/05/2014 1 Reconstruct Poor

Cross Road- [0.00mi.] From: Route 133 To: Winthrop T.L.; Priority: 2
10/05/2014 1 Reconstruct Good

Gott Road- [0.00mi.] From: Old Winthrop Road To: Dead End; Priority: 6
10/05/2014 1 Reconstruct Good

Hathaway Road- [0.00mi.] From: North Wayne Road To: Winthrop T.L.; Priority: 6
10/05/2014 1 Reconstruct Good

Morrison Heights-1 [0.00mi.] From: Old Winthrop Road To: Doles Beach; Priority: 6
10/05/2014 1 Reconstruct Good

Mount Pisgah Road- [0.00mi.] From: Old Winthrop Road To: Winthrop T.L.; Priority: 8
10/05/2014 1 Reconstruct Poor

Walton Road-2 [0.00mi.] From: Lovejoy Pond Road To: North Wayne Road; Priority: 10
10/05/2014 1 Reconstruct Good

3/24/2015
5:19:08PM

Paved Survey History

Wayne 2014

<u>Survey Date</u>	<u>Surface</u>	<u>Drainage</u>
--------------------	----------------	-----------------

Rehabilitate

Church Street- [0.00mi.] From: Kents Hill Road To: Dead End; Priority: 4
10/05/2014 1 Rehabilitate Good

Kings Highway- [0.00mi.] From: Route 133 To: Berry Road; Priority: 8
10/05/2014 1 Rehabilitate Good

Lake Street- [0.00mi.] From: Memorial Park Lane To: Boat Ramp; Priority: 4
10/05/2014 1 Rehabilitate Good

Leadbetter Road- [0.00mi.] From: Coolidge Road To: Dead End; Priority: 6
10/05/2014 1 Rehabilitate Good

Lovejoy Pond Road- [0.00mi.] From: Walton Road To: Fayette T.L.; Priority: 6
10/05/2014 1 Rehabilitate Good

Memorial Park Lane- [0.00mi.] From: Route 133 To: Dead End; Priority: 4
10/05/2014 1 Rehabilitate Good

Morrison Heights- [0.00mi.] From: Swift Road To: Hardscrabble Road; Priority: 6
10/05/2014 1 Rehabilitate Poor

Strickland Ferry Road- [0.00mi.] From: Route 219 To: End of Pavement; Priority: 8
10/05/2014 1 Rehabilitate Good

Preventive

Hardscrabble Road- [0.00mi.] From: Morrison Heights To: End of Pavement; Priority: 6
10/05/2014 1 Preventive Poor

Kents Hill Road-1 [0.00mi.] From: North Wayne Road To: Tall Timbers Road; Priority: 8
10/05/2014 1 Preventive Good

Routine

Lincoln Point Road- [0.00mi.] From: Morrison Heights To: End of Pavement; Priority: 2
10/05/2014 1 Routine Good

Tucker Road- [0.00mi.] From: End of Pavement To: LivermoreFalls T.L.; Priority: 8
10/05/2014 1 Routine Good

3/24/2015
5:19:08PM

Paved Survey History

Wayne 2014

Survey Date Surface Drainage
No Maint

Berry Road-1 [0.00mi.] From: Pond Road To: Mailbox 231; Priority: 8
10/05/2014 1 No Maint Good

Besse Road- [0.00mi.] From: Route 133 To: End of Pavement; Priority: 2
10/05/2014 1 No Maint Good

Coolidge Road- [0.00mi.] From: Route 133 To: End of Pavement; Priority: 6
10/05/2014 1 No Maint Good

Fairbanks Road- [0.00mi.] From: Route 133 To: Old Winthrop Road; Priority: 8
10/05/2014 1 No Maint Good

Green True Road- [0.00mi.] From: Route 133 To: Dead End; Priority: 2
10/05/2014 1 No Maint Good

Innes Ridge Road- [0.00mi.] From: Kents Hill Road To: Readfield T.L.; Priority: 6
10/05/2014 1 No Maint Good

Kents Hill Road-2 [0.00mi.] From: Tall Timbers Road To: Innes Ridge Road; Priority: 8
10/05/2014 1 No Maint Good

Kents Hill Road-3 [0.00mi.] From: Innes Ridge Road To: End of Pavement; Priority: 2
10/05/2014 1 No Maint Good

Lakeshore Drive- [0.00mi.] From: Route 219 To: Leeds T.L.; Priority: 6
10/05/2014 1 No Maint Good

Lord Road- [0.00mi.] From: Route 133 To: End of Pavement; Priority: 6
10/05/2014 1 No Maint Good

Morrison Heights-2 [0.00mi.] From: Doles Beach Road To: Swift Road; Priority: 6
10/05/2014 1 No Maint Good

North Wayne Road-1 [0.00mi.] From: Kents Hill Road To: Farnham Road; Priority: 10
10/05/2014 1 No Maint Good

North Wayne Road-2 [0.00mi.] From: Farnham Road To: Winthrop T.L.; Priority: 10
10/05/2014 1 No Maint Good

Old Winthrop Road-1 [0.00mi.] From: Route 133 To: Morrison Heights; Priority: 10
10/05/2014 1 No Maint Good

Old Winthrop Road-2 [0.00mi.] From: Morrison Heights To: Fairbanks Road; Priority: 10
10/05/2014 1 No Maint Good

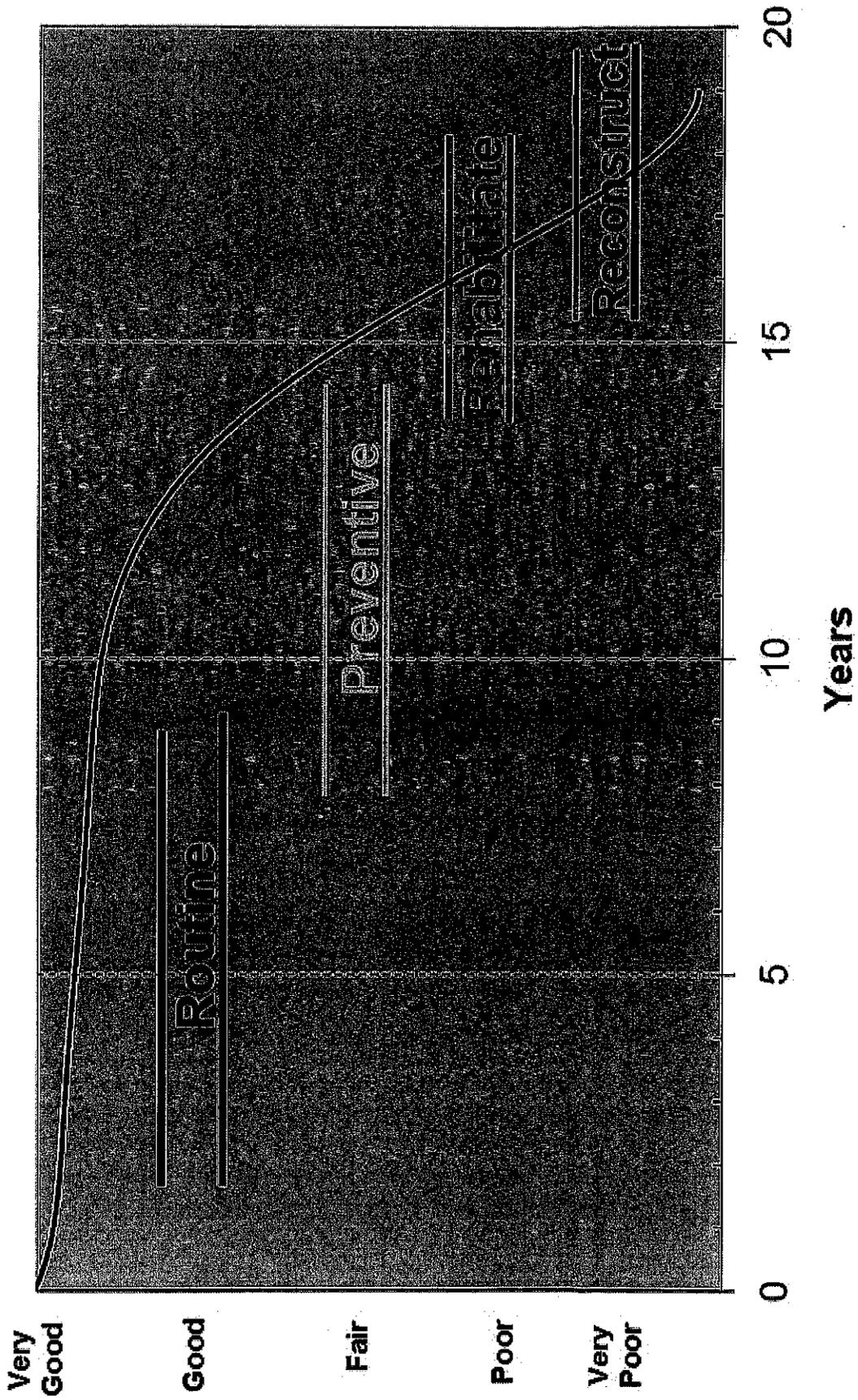
3/24/2015
5:19:08PM

Paved Survey History

Wayne 2014

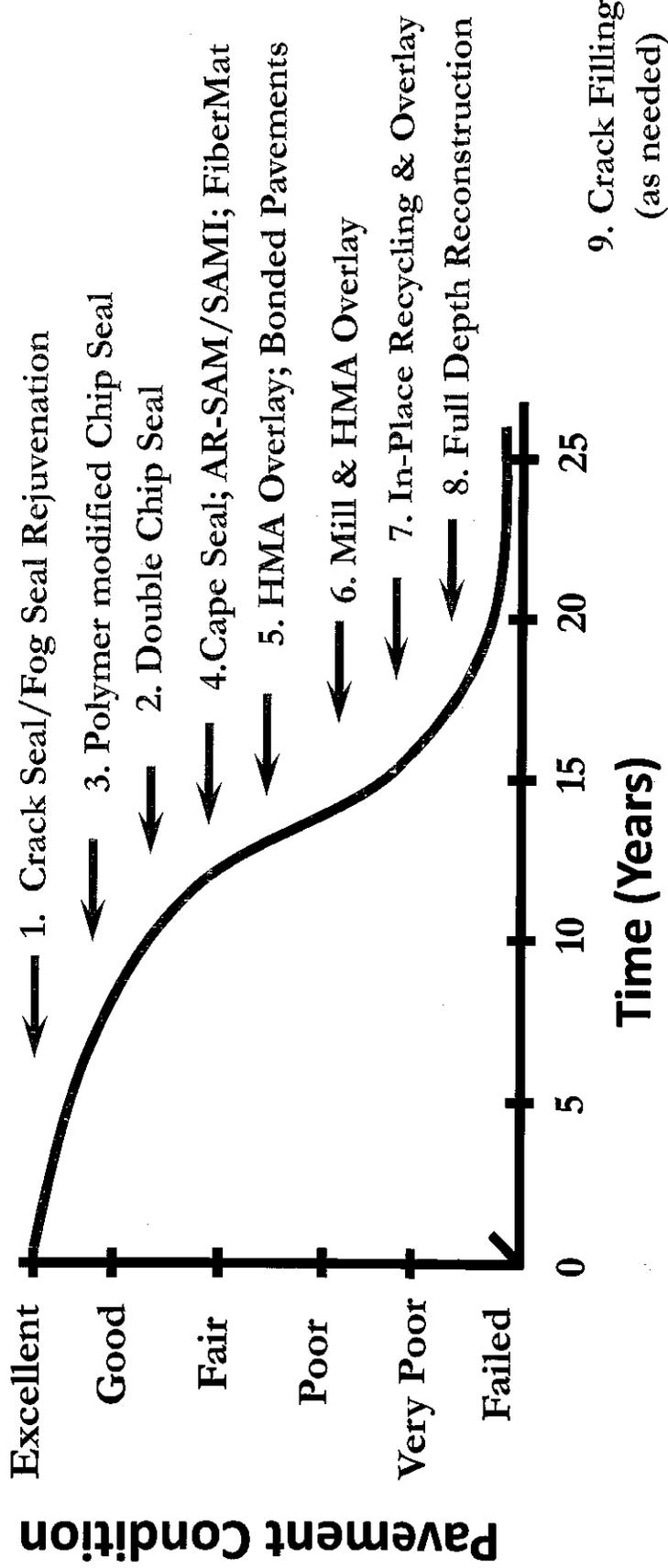
<u>Survey Date</u>	<u>Surface</u>	<u>Drainage</u>
<u>No Maint</u>		
Pond Road- [1.91mi.] From: Route 133 To: Walton Road; Priority: 10		
10/05/2014	1 No Maint	Good
Richmond Mills Road- [0.00mi.] From: Walton Road To: Fayette T.L.; Priority: 6		
10/05/2014	1 No Maint	Good
Walton Road-1 [0.00mi.] From: Pond Road To: Lovejoy Pond Road; Priority: 10		
10/05/2014	1 No Maint	Good

Road Condition Decline Curve



Asphalt Deterioration Curve

Applying the Right Treatment, to the Right Road, at the Right Time...



Wayne Town Manager

From: Shawn Bennett <sbennett@asmg.com>
Sent: Monday, November 12, 2018 12:02 PM
To: Town Manager
Subject: Budget Plan

Howdy Aaron,
Are these all of the projects we were going to look at for options / budget??
Thanks, hope all is well!

Gott Rd. Old Winthrop Rd. to End of Town Way, 2,325 X 21, 5,425 SY
Option 1, Reclaim, Fine Grade, Install 2" Hot Mix Asphalt Base and 1" Hot Mix Asphalt Surface
Option 2, Install 2" Avg. Depth Cold Mix Asphalt Shim, Latex Modified Chip Seal

Coolidge Rd. Sect 1, Rte 133 To Gravel, 750' X 21' 1,750 SY, Variable Depth Hot Mix Asphalt Shim, 1" Hot Mix Asphalt Overlay
Coolidge Rd. Sect 2, Leadbetter Intersection to End of Town Way 860' X 20' 1,911 SY, Fine Grade, Compact, Install 3" Cold Mix Asphalt, Latex Modified Chip Seal, Includes addition of 320 CY MDOT Type A Crushed Gravel

Memorial Park Ln. Rte 133 to End of Town Way, 830' X 18' 1660 SY,
Option1, Hot Mix Asphalt Shim And 1" Hot Mix Asphalt Surface
Option 2, Reclaim, Fine Grade, Install 2" Hot Mix Asphalt Base and 1" Hot Mix Asphalt Surface

Lake St, 660' X 14' 1026 SY,
Option 1, Hot Mix Asphalt Shim And 1" Hot Mix Asphalt Surface
Option 2, Reclaim, Fine Grade, Install 2" Hot Mix Asphalt Base and 1" Hot Mix Asphalt Surface

Bridge St. 350' X 18' 700 SY,
Option 1, Hot Mix Asphalt Shim And 1" Hot Mix Asphalt Surface
Option 2, Reclaim, Fine Grade, Install 2" Hot Mix Asphalt Base and 1" Hot Mix Asphalt Surface

Green True Rd. 2.5" CMA Structural Shim, Double Chip Seal Surface

Maxim Rd. 2.5" CMA Structural Shim, Double Chip Seal Surface

Ladd Center Lot
Tennis Court Road and Lot

Shawn Bennett

Sales and Marketing Representative



(207) 615-5331 Mobile

www.asmg.com

**WARRANT AND NOTICE OF ELECTION
TO CALL REGIONAL SCHOOL UNIT NO. 38 REFERENDUM
(20-A M.R.S. §§ 1501-04)**

TO: Donna Foster, a resident of Regional School Unit No. 38, composed of the Towns of Manchester, Mount Vernon, Readfield, and Wayne, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 38, namely, the Towns of Manchester, Mount Vernon, Readfield, and Wayne, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF WAYNE
REGIONAL SCHOOL UNIT NO. 38 REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Kennebec County, ss.

State of Maine

TO: Cathy Cook, Clerk of the Town of Wayne: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE TOWN OF WAYNE: You are hereby notified that a Regional School Unit No. 38 referendum election will be held at Ladd Recreation Center, 26 Gott Road in the Town of Wayne at 8:00 A.M. on Tuesday, January 8, 2019 for the purpose of determining the following articles:

Article 1A: To choose a moderator to preside at said meeting.

Article 1: Do you favor authorizing the School Board of Regional School Unit No. 38 (the "RSU") to issue bonds or notes in the name of the RSU in an amount not to exceed \$5,843,710 to fund renovations and improvements to Maranacook Area Schools, including Manchester Elementary School, Mount Vernon Elementary School, Readfield Elementary School, Wayne Elementary School, Maranacook Middle School, and Maranacook High School?

The voting on Article 1 shall be by secret ballot referendum. The polls will be opened immediately after the election of the Moderator following commencement of the meeting at 8:00 A.M. and closed at 8:00 P.M.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote, and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, November 14, 2018 at Readfield, Maine.

Adam Woodford

David R. Westbrook

Crystal Sullivan

John Frederick

Alexander W. Wright

Walter B. Thiel

Melvin F. Colby

Betty J. Merrill

A majority of the School Board of Regional School Unit No. 38

A true copy of the Warrant and Notice of Election, attest:

Donna Foster

Donna Foster
Resident of
Regional School Unit No. 38

Countersigned this _____ day of _____, 2018 at the Town of Wayne, Maine.

A majority of the municipal officers of the Town of Wayne

A true copy of the Warrant and Notice of Election, attest:

Cathy Cook, Municipal Clerk
Town of Wayne

RETURN

Kennebec County, ss.

State of Maine

TO: The School Board of Regional School Unit No. 38

November 15, 2018

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of the Town of Wayne, an attested copy of this warrant and notice of election, directing the municipal officers of said municipality to call a Regional School Unit No. 38 referendum at said time and place and for the purposes therein stated.



Donna Foster
Resident of
Regional School Unit No. 38

RETURN

Kennebec County, ss.

State of Maine

TO: The municipal officers of the Town of Wayne

I certify that I have notified the voters of the Town of Wayne of the time and place of the Regional School Unit No. 38 referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at the Town of Wayne: _____, 2018

Cathy Cook, Clerk
Town of Wayne, Maine

October 31, 2018

FEDEX OVERNIGHT DELIVERY

James Charette
Superintendent of Schools
Regional School Unit No. 38
45 Millard Harrison Drive
Readfield, ME 04355

**RE: Regional School Unit No. 38
January 8, 2019 Referendum Documents**

Dear Jay:

Enclosed please find the following materials to be used in connection with the ~~November 14, 2018~~
~~meeting of the Regional School Unit No. 38~~ ("RSU") School Board:

1. Votes to be adopted by the School Board approving the warrants and notices of election. These votes should be adopted at the Board meeting before the warrants and notices of election are signed;
2. Ten duplicate originals of the warrant and notice of election for each municipality in the RSU to be signed by the School Board. Please make sure that each Board member signs all ten warrants and notices of election on the same line; and
3. Five duplicate originals of the notice of public hearing for each municipality of the RSU. Please make sure that each Board member signs all five notices for each municipality on the same line.

The executed warrants and notices of election must be served on the municipal clerks within three days of the meeting of the School Board and at least 30 days before the date of the referendum. Before service upon the municipal clerks, you must have the warrants and notices of election signed by the School Board and you must have the resident of the RSU attest to each of the warrants and notices of election on the line provided for that purpose. At the time service is made upon the clerks, you should have the resident of the RSU execute the return on each of the warrants and notices of election (in other words, all 10 copies of the warrant for each municipality should have the return executed). One of the ten copies should then be retained for the RSU's records and nine of the copies should be served upon the municipal clerks.

X The municipal clerks will then take the nine copies to be countersigned by the Board of Selectmen. After countersignature, one copy should be kept by the municipal clerk for the municipality's records. Of the eight remaining copies, up to five may be posted; one copy must be used for making the return to the selectmen and two copies should be returned to the RSU (the copies returned to the RSU will be attached to the municipal clerk's certificate). If the municipal clerks have any questions about completing the warrants and notices of election, please call me.

The notices of public hearing enclosed for each municipality should be signed by the School Board. The notices of public hearing should also be signed by the resident of the RSU where it says "a true copy attest." The resident must then post at least one notice of public hearing in a public and conspicuous place in each municipality in the RSU. Although not legally required, we recommend that the resident post the notices of public hearing in the same locations where warrants and notices of election are posted in each municipality. The resident should complete the return at the end of the notice of public hearing for each municipality and return the completed notice of public hearing for each municipality to the Secretary of the RSU.

You will also need the following documents for your use in connection with the referendum:

A. Official Ballot: *The official ballot form for each municipality in the RSU is enclosed.*

The ballots must be uniform in size. 30-A M.R.S. § 2528(6)(F). On the ballots must appear "Official Ballot for the Town of _____," the date of election, and a facsimile of the signature of the Chairperson of the School Board. The statute no longer contains specific dimensional and folding requirements.

State law requires that a sufficient number of ballots must be furnished to the clerk in each municipality, although no number is specified. We would recommend that you review with the clerk of each municipality the number of votes cast in the last election of that type, as well as current registration and enrollment statistics to determine the number of ballots to be furnished. 21-A M.R.S. § 606(1). You should keep a record of the number of ballots which are furnished to the municipality and the printed ballots must be packaged in convenient blocks so that they can be removed separately.

The official ballots must be packed in sealed packages with marks on the outside specifying the number of each enclosed. 30-A M.R.S. § 2528(6)(J). We would recommend that you provide the ballots to the municipality in packages containing 50 ballots each. When voting machines are used, the RSU must prepare and furnish ballot labels that comply as nearly as practicable with the provisions that apply to ballots. 30-A M.R.S. § 2528(6)(K).

B. Specimen or Sample Ballots: *A form for the specimen or sample ballot for each municipal voting district in the RSU is enclosed.*

The RSU is required to provide ten or more specimen ballots (for towns) or a reasonable number of sample ballots (for cities) to each municipality at least 30 days before the referendum vote. 30-A M.R.S. § 2528(6)(H); 21-A M.R.S. § 603. For cities, we recommend providing ten or more sample ballots.

The specimen or sample ballots must be printed on paper of a distinctive color (*i.e.*, a different color from the regular ballots) and the facsimile of the signature of the Chairperson of the School Board must not be placed on the specimen or sample ballots.

The words "Specimen Ballot" (for towns) or "Sample Ballot" (for cities) should be printed conspicuously at the top of the ballots. The specimen or sample ballots must also be packed in sealed packages with marks on the outside specifying the number enclosed.

At least four days before the election in towns and at least seven days before the election in cities, each municipal clerk must post the specimen or sample ballots in one or more conspicuous, public places in each voting district. 30-A M.R.S. § 2528(7); 21-A M.R.S. § 625. On election day, at least five specimen ballots (or at least one sample ballot in cities) must be posted in the voting room outside the guardrail enclosure. 30-A M.R.S. § 2528(8)(A).

C. Absentee Ballot Applications: *A form of absentee ballot application and a form of special circumstances absentee ballot application for each municipality are enclosed.*

The RSU is required to provide a reasonable number of dated absentee ballot applications to each municipality. You should check with each of the municipal clerks to determine how many absentee ballots have been cast in past elections, and we would recommend that you provide at least twice that number. Absentee ballot applications must contain the information spelled out in 21-A M.R.S. § 752(2).

A special circumstances absentee ballot application must be used if the request for the absentee ballot was received in the municipal office after the third business day before election day. 21-A M.R.S. § 753-B(2). This application is intended to address the change in absentee voting laws passed by the legislature in 2011. This statute provides that a clerk may not issue an absentee ballot to any voter, immediate family member, or third person whose request was received in the municipal office after the third business day before election day, unless the voter signs an application stating one of the following reasons for requesting an absentee ballot on that day: (1) unexpected absence from the municipality during the entire time the polls are open on election day; (2) physical disability or an incapacity or illness that has resulted in the voter's being unable to leave home or a treatment facility; or (3) inability to travel to the polls if the voter is a resident of a coastal island ward or precinct.

D. Absentee Ballots: *Because absentee ballots are the same as the official ballots, a separate form of absentee ballots is not enclosed.*

Absentee ballots are identical to the official ballots. 21-A M.R.S. § 752(1). Absentee ballots must also be provided to the clerks of each municipality in the RSU at least 30 days before the referendum vote. Absentee ballots received by the municipal clerk after the close of the polls may not be processed or counted, and the envelopes containing the must be marked "rejected" by the municipal clerk.

Ballots
to Clerks by
12/6/18

E. Absentee Ballot Notices of Processing Times: *A form of the Notice of Absentee Ballot Processing Times is enclosed.*

The municipal clerks are required to post notices stating each specific time that absentee ballots will begin to be processed. 21-A M.R.S. § 759(7). These notices are to be posted in the same manner as the warrants and notices of election at least 7 days prior to the election date. If the municipality plans to process absentee ballots before the polls close, the clerk also must notify the chair of each political party in that municipality, in writing, that this procedure is to occur. Where applicable, the notice to the political party chairs is sufficient if mailed to the last address of each such chair known to the clerk. The clerk should post attested copies in the same manner as the warrants and notices of election. Where applicable, the clerk should mail a notice to each local political party chair a

reasonable time before the election date. The clerk also should complete the appropriate returns on the back of the notices.

F. Absentee Ballot Receipts and Inspection: *Not enclosed.*

The clerk of each municipality must immediately send to the School Board a receipt for the ballots the clerk receives. Upon receipt of a package or box containing ballots, the clerk must open it in the presence of at least one witness. The clerk must inspect the ballots to ensure that the ballots do not contain any errors and that the correct number of ballots have been received. The clerk must immediately notify the School Board if a ballot is incorrect or if an insufficient number of ballots has been received. 21-A M.R.S. § 606.

G. Test Ballots: *Not enclosed.*

If any of the municipalities in the RSU uses an electronic tabulating system, the clerks must make use and keep test ballots in accordance with 21-A M.R.S. §§ 606 and 854. The procedures to be followed are set forth in detail in the accompanying memorandum. N/A

H. Absentee Ballot Return Envelopes and Outside Envelopes: *A form of the absentee ballot return envelopes and outside envelopes is enclosed.*

The form of the absentee ballot return envelope should be provided to your printer to prepare a sufficient number of absentee ballot return envelopes. The form of outside envelopes should be supplied to the municipal clerks with mailing envelopes within which to enclose the absentee ballots and the return envelopes. The return envelopes must contain the information contained in 21-A M.R.S. § 752(3). You should provide the clerks with an equal number of absentee ballot applications, absentee ballots, return envelopes, and outside envelopes.

I. Instruction Materials: *Not enclosed.*

Sample instruction cards containing the substance of Title 21-A, §§ 671-674, 681, 682, 692 and 693 as required by 30-A M.R.S. § 2528(6)(I) can be obtained from any printer who handles municipal elections. For town elections, the clerk is required to post an instruction card at each voting compartment and at least three instruction cards and five specimen ballots in the voting room outside the guardrails. 30-A M.R.S. § 2528(8)(A). Accordingly, the number of instruction cards required for each municipality will depend on the number of voting compartments within that municipality. You should check with each clerk to see how many will be needed. The clerks may already have copies of these instruction cards. For city elections, the clerk is required to post outside the guardrail enclosure at each voting place at least one voting instruction poster, at least one set of sample ballots, one voting rights poster, one election penalty poster or notice, and, where applicable, one citizen's guide to the referendum election poster. 21-A M.R.S. § 651(2).

J. Municipal Clerk's Certificate as to Results of Voting: *A Municipal Clerk's Certificate as to Results of Voting for each municipality in the RSU is enclosed.*

Within 24 hours of the determination of the results of the vote in the municipality, the municipal clerk is required to certify and send to the School Board the total number of votes cast in the affirmative and in the negative on each article. 20-A M.R.S. § 1503(3)(A). This should be done using the Municipal Clerk's Certificate as to Results of Voting. Three copies of this certificate should be delivered to the clerk of each municipality in the RSU. These certificates should be completed by each municipal clerk in the RSU after the votes have been counted and two copies of this certificate should be returned to the RSU.

K. Municipal Clerk's Election Certificate: *A Municipal Clerk's Election Certificate for each municipality in the RSU is enclosed.*

As soon as possible after the election, please obtain a completed Municipal Clerk's Election Certificate from the clerk of each municipality in the RSU. Please make certain that a fully completed warrant and notice of election with a return of posting for the appropriate municipality is attached as Exhibit A; that a copy for the ballot used in that municipality is attached as Exhibit B; and that a copy of the Municipal Clerk's Certificate as to Results of Voting is attached as Exhibit C. The Municipal Clerk's Election Certificate for each municipality in the RSU should be returned to us after the election.

L. Votes to be adopted by the School Board; Computation and Declaration of Votes:
The School Board votes and the Computation and Declaration of Votes are enclosed.

As soon as the Municipal Clerk's Certificate as to Results of Voting from each of the municipalities has been returned, the School Board is required to meet and compute the total number of votes cast in the affirmative and in the negative and to declare whether the article has passed or failed. The School Board should adopt the three enclosed votes and complete the Computation and Declaration of Votes. This should be done on the enclosed form, marked to clearly show if each article has passed or failed. Once this form has been completed, it must be entered in the records of the RSU and a certified copy must be sent to the clerk of each municipality in the RSU. 20-A M.R.S. § 1503(3)(B-E).

M. Tally Sheets: *A form of Tally Sheet for each municipality in the RSU is enclosed.*

The form tally sheet should be reproduced and an adequate number provided to each municipal clerk. In counting the ballots, the election clerks should separate them into distinct lots of 50 ballots, except one which may have less than 50. A completed tally sheet should be wrapped around each lot of ballots. 21-A M.R.S. § 695.

James Charette
Superintendent of Schools
October 31, 2018
Page 6

N. **Certificate of Secretary:** *A Certificate of Secretary is enclosed.*

As soon as possible after the election the Secretary of the RSU should complete the enclosed Certificate of Secretary. Please make sure to attach a copy of the following Exhibits:

- Exhibit 1: Completed Municipal Clerk's Election Certificate for each municipality in the RSU, with the following Exhibits A through C:
 - Exhibit A: Copy of the complete warrant and notice of election with a return of posting for the appropriate municipality;
 - Exhibit B: Copy of the ballot used in each municipality; and
 - Exhibit C: Copy of the Municipal Clerk's Election Certificate for each municipality.
- Exhibit 2: Completed Notices of Public Hearing.
- Exhibit 3: Signed Computation and Declaration of Vote.

If you have any questions about any of this or if we can be of further assistance, please let me know.

Very truly yours,



E. William Stockmeyer

To: Selectboard
From: Aaron Chrostowsky, Town Manager
Re: Contract for Assessor's Agent Services
Date: 11/20/18

Based on the Selectboard Questionnaire you consider Assessing an urgent/ important service. It is very important to the Town Operation. Our current Assessor Agent comes from Pittsfield, Maine. They have been serving the Town well for over a decade.

Do you have any concerns about this service?

Concerned about Service: Discuss concerns consider renegotiating terms or bid out Assessing Services
Not Concerned about Service: Renew this contract

My recommendation is to renew RJD Appraisal's proposed "Contract for Assessor's Agent Services" for another 3-year contract.

Below is the Compensation Schedules for both Current and Proposed Contracts.

3-Year Contract (7/2016 – 6/2019) - Current

1. FY '16/'17	
• Assessing Services	\$14,750
• <u>Annual Quarter Review</u>	<u>\$5,800</u>
• Total	\$20,550
2. FY '17/'18	
• Assessing Services	\$15,000
• <u>Annual Quarter Review</u>	<u>\$6,000</u>
• Total	\$21,000
3. FY '18/'19	
• Assessing Services	\$15,250
• <u>Annual Quarter Review</u>	<u>\$6,200</u>
• Total	\$21,450

3-Year Contract (7/2019 – 6/2022) - Proposed

4. FY '19/'20	
• Assessing Services	\$15,500
• <u>Annual Quarter Review</u>	<u>\$6,400</u>
• Total	\$21,900
5. FY '20/'21	
• Assessing Services	\$16,000
• <u>Annual Quarter Review</u>	<u>\$6,600</u>
• Total	\$22,600
6. FY '21/'22	
• Assessing Services	\$16,500
• <u>Annual Quarter Review</u>	<u>\$6,800</u>
• Total	\$23,300

Contract for Assessor's Agent Services

July 1, 2019 through June 30, 2022

This contract for Assessor's Agent services is entered into between the Town of Wayne, Maine by its Selectmen, hereinafter referred to as the "Town" and by Robert J Duplisea Jr. CMA, vice president, representing RJD Appraisal hereinafter referred to as "RJD"

The parties agree as follows:

RJD agrees as follows:

1. Perform annual updating of valuations to include new construction, alterations, and additions to all properties as of April 1st annually.
2. Take digital photo at time of visit and attach to corresponding Trio account.
3. To set/schedule a minimum of one day per month, during regular office hours. The scheduling will be determined between RJD and the Town Manager.
4. Process all deeds, from recent transactions, and determine straight transfers or lot splits.
5. Straight transfers will be processed by confirming ownership and lot(s) being transferred, then updating record(s) in Trio. Make all data entries to complete ownership transfer. Remove any exemptions if warranted.
6. Lot splits will be processed by creating new record cards for all new lots. Make necessary valuation changes in Trio. Remove any exemptions if warranted.
7. Draft, to scale, all land splits, subdivisions, and map corrections onto the Town's tax maps.
8. Draft mapping changes on Towns tax map mylars.
9. Provide Town with one set (full size) 24"x36" and two sets of 11"x17" tax maps.
10. Use existing land and building schedules for calculating property values.
11. Monitor land transfers for the possibility of Tree Growth, Farmland, and Open Space violations and calculate necessary removal penalties.
12. Process all new Homestead, Veteran, and Blind exemptions.
13. Process all new current use applications.
14. Process all Tax Exemption applications.
15. Process all annual Business Equipment Tax Exemption (BETE) and Business Equipment Reimbursement (BETR) applications.
16. Process annual Homestead Exemption Reimbursement application in a timely manner.

17. Aid Town in calculating municipal tax levy limit, known as LD1.
18. Process annual sales ratio study and Municipal Valuation Return in a timely manner.
19. Process annual Forestry Report in a timely manner.
20. Prepare annual tax commitment in Town's computer.
21. Assist Town Manager and Board of Selectmen in determining mil rate.
22. To appear at any required hearing to defend and offer opinion regarding property assessment within the Town.
23. To perform this work as an independent contractor and not as an employee of the Town.
24. Other undesignated days will be spent at the Town Office to perform all necessary assessing functions in a timely manner.
25. Provide annual report containing expression of opinion regarding proposed changes in municipal valuation.
26. To provide Commercial General Liability Insurance which includes Employers Non- Ownership Automobile Liability with limits of \$2,000,000.00/occurrence and \$4,000,000.00/aggregate.
27. To provide Town with a certificate of insurance noting Town of Wayne as additionally insured.
28. To provide valuable papers insurance with limits of \$50,000.00.
29. To provide worker's compensation insurance to statutory limits.
30. Perform annual on-site review of 25% of the developed parcels in Wayne.
31. During these reviews the record will be reviewed and updated, if necessary, to correct any inaccuracies.
32. As part of this review, changes as the result of these reviews will be reflected in the following year's tax bill.
33. As part of this review, supply Town with a report including a list of all properties with changes and a valuation increase total.

The Town agrees as follows:

1. Provide list of new construction for annual updates.
2. Keep appointment schedule for meeting with taxpayers.
3. Provide new 911 addresses.
4. Provide tax bills, postage, and mailing of tax bills.

The Town and RJD both acknowledge the following:

1. This agreement does not call for any payment for mileage or travel expenses.
2. The specifications in this proposal are for annual duties.

Compensation for Annual Assessing Services

TY19/20 Assessing Service (functions 1 through 27) \$15,500

Assessing service will be billed in equal monthly installments of \$1,291.66

TY19/20 Annual Quarter Review (functions 28 through 31) \$6,400

Annual Quarter Review will be billed in one lump sum upon completion.

TY20/21 Assessing Service (functions 1 through 27) \$16,000

Assessing service will be billed in equal monthly installments of \$1,333.33

TY20/21 Annual Quarter Review (functions 28 through 31) \$6,600

Annual Quarter Review will be billed in one lump sum upon completion.

TY21/22 Assessing Service (functions 1 through 27) \$16,500

Assessing service will be billed in equal monthly installments of \$1,375.00

TY21/22 Annual Quarter Review (functions 28 through 31) \$6,800

Annual Quarter Review will be billed in one lump sum upon completion.

Robert J Duplisea Jr CMA
RJD Appraisal

Date

Aaron Chrostowsky
Town of Wayne

Date

To: Selectboard
From: Aaron Chrostowsky, Town Manager
Re: Selectboard Questionnaire
Date: 11/20/18

In my mind, I recommend the following next steps in the process:

Next Steps:

1. First, the Selectboard needs to develop more concrete goals from each category that was ranked the highest.
2. Hold a Public Hearing for public comment on our goals.
3. Adopt Goals with any changes from public comments.
4. Assigns departments/ officials. We should hold a joint all board meeting discuss the following:
 1. Training: Freedom of Information Act - Public Proceedings law including Executive Session/ Ex-Parte Communication.
 2. Board Expectations:
 - a. Board Directives.
 - b. Meeting Notices/ Notes.
 - c. Work Plan/ Timelines.
5. Do over, every year. It should go quicker next time. Proposed future timeline.
 - Goal setting: (July/ August)
 - Training: (September)
 - Goal work (September/ December)
 - Budget/ Town Meeting Prep. (January/ April)

priority setting for selectboard action questionnaire- Wayne selectboard 2018 Public facilities and services	Score
Higher scores represent higher priorities as ranked by the selectboard	(9 is highest possible)
Review and propose needed upgrades or changes to municipal services including assessing, conservation, planning, and development services (code enforcement).	6.8
Review and propose needed upgrades or changes to municipal support of recreation including Ladd Recreation Center, town parks, water body access and interconnected trail system.	6.2
Review and propose needed upgrades or changes to road maintenance including the use of private contractors and road plan	6.2
Review and propose needed upgrades or changes to public schools (RSU#38 and / or Wayne Elementary School).	5.8
Review and propose needed upgrades or changes to municipal emergency services including ambulance, emergency management, fire and law enforcement.	5.4
Review and propose needed upgrades or changes to municipal solid waste and recycling services including fees (pay-as-you-throw).	5.2
Review and propose needed upgrades or changes to municipal use of partnering with other communities in the region to provide public services.	4
Review and propose needed upgrades or changes to consultant support (KVCOG) including grant management, mapping services, project assistance and ordinance support.	3
Review and propose needed upgrades or changes to municipal support of Cary Memorial Library.	2.4
<p>NOTE: a low priority rating does not indicate that the issue is unimportant. Instead, it means that we do not see an urgent need for selectboard action on the issue at present</p> <p>NOTE: because each category the board rated had a different number of items in it, scores in one category should not be compared with scores in any other category of items</p>	

priority setting for selectboard action questionnaire- Wayne selectboard 2018	
Local economy	Score
Higher scores represent higher priorities as ranked by the selectboard	
Plan for broadband expansion throughout the community.	5.4
Plan for Village Center Development- including development of a Village Center Development Advisory Committee, setting new village boundaries, evaluating zoning ordinance, parking, septic, water, etc	4.8
Plan for improving energy conservation and efficiency and reducing the community's carbon footprint.	4
Plan for economic sustainability and local business, food, local wood products, home occupations, and other related issues	3
Plan to restore and find new uses for existing historic structures (NW Building, NW Schoolhouse, and Wayne Town House).	2
Plan for community support for local agriculture, including local farmers and the farmers' market.	1.8
NOTE: a low priority rating does not indicate that the issue is unimportant. Instead, it means that we do not see an urgent need for selectboard action on the issue at present	
NOTE: because each category the board rated had a different number of items in it, scores in one category should not be compared with scores in any other category of items	

priority setting questionnaire- Wayne selectboard 2018	
Natural Resources	Score
Higher scores represent higher priorities as ranked by the selectboard	
Develop an Open Space and Outdoor Recreation Plan.	9
Develop program to mitigate phosphorous and sediment runoff from private roads.	7.4
Continue to support use of State programs for use-value taxation of open space, forests, and farmlands.	6.6
Strengthen maintenance programs on Town roads and facilities.	6.4
Conduct environmental audit of Wayne Village area.	6
Maintain and update Zoning Ordinance and Map to reflect State regulatory changes and consider increased local protections as appropriate.	5.2
Address strip sprawl issue.	3.8
Explore and develop natural resources collaboration with adjacent communities.	3.6
Deer Corridor Signage for safety.	3.6
Continue and improve focus on large habitat blocks / wildlife corridors.	3.4
NOTE: a low priority rating does not indicate that the issue is unimportant. Instead, it means that we do not see an urgent need for selectboard action on the issue at present	
NOTE: because each category the board rated had a different number of items in it, scores in one category should not be compared with scores in any other category of items	

priority setting questionnaire- Wayne selectboard 2018	Score
Current and future land use	(7 is highest possible)
Higher scores represent higher priorities for board action as ranked by the selectboard	
Plan for village development, including consideration of sidewalks, wastewater disposal, parking, and public restroom	6.8
Plan for implementing the comprehensive plan's goal of conserving 15% of the remaining developable land in Wayne focusing on critical resource areas such as farmland, unbroken forest blocks, significant wildlife habitat, and significant wetlands. Work to establish a land acquisition fund to implement this goal.	5.4
Review/plan for growth management -including review of current ordinances, zoning maps, definitions of wetlands and significant wildlife habitat, changing height limits for construction, expanding R1 and R6 zones, training for boards and CEO.	5.2
Plan for inventorying and preserving farmland and encouraging best practices in farming, timber harvesting, etc.. Support the economic viability of local farming	3.8
Review and propose any needed improvements to use, right of way, construction, and access issues relating to public and private roads	3.2
Plan to protect Historic and archaeological resources in town	2
Plan for /implement regional co ordination in land use	1.6
NOTE: a low priority rating does not indicate that the issue is unimportant. Instead, it means that we do not see an urgent need for selectboard action on the issue at present	
NOTE: because each category the board rated had a different number of items in it, scores in one category should not be compared with scores in any other category of items	

To: Selectboard
From: Aaron Chrostowsky, Town Manager
Re: Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax
Date: 11/20/18

A local resident in the National Guard who regularly deploys overseas request the Town considers this Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise Tax (See attached). This Ordinance would exempt active duty military personnel from vehicle excise tax (motor vehicle, mobile home, camper trailer). In Wayne, we have around 2 active duty deployed. This wouldn't cost the Town very much. No more than \$1,000 per year. This would be a great way to ease the mind of active duty service personnel and reward them for their service. Below is the enabling legislation, 36 MRSA §1483-A. If you are interested adopting this Ordinance, we would have to put it on the ballot for June 2019 Annual Town Meeting.

Maine Revised State Annotated (MRSA)

Title 36: Taxation, Part 2: Taxation, Chapter 111: Aircraft, House Trailers and Motor Vehicles, Section 1483-A: Local option exemption for residents permanently stationed or deployed for military service outside of the State.

A municipality may by ordinance exempt from the annual excise tax imposed pursuant to section 1482 vehicles owned by a resident who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days who desires to register that resident's vehicle in this State. To apply for the exemption, the resident must present to a designated municipal official certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days. For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces. For purposes of this section, "deployed for military service" has the same meaning as in Title 26, section 814, subsection 1, paragraph A.



Sample - Ordinance Exempting Eligible Active Duty Military Personnel From Vehicle Excise Tax

Maine Townsman - February, 2012

Section 1. Authority.

This ordinance is enacted pursuant to 36 M.R.S.A. § 1483-A, which expressly authorizes such ordinances.

Section 2. Excise tax exemption; qualifications.

Vehicles owned by a resident of this municipality who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days and who desires to register that resident's vehicle(s) in this State are hereby exempted from the annual excise tax imposed pursuant to 36 M.R.S.A. § 1482.

To apply for this exemption, the resident must present to the municipal excise tax collector certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days.

For purposes of this section, "United States Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces.

For purposes of this section, "deployed for military service" has the same meaning as in 26 M.R.S.A. § 814(1)(A).

For purposes of this section, "vehicle" has the same meaning as in 36 M.R.S.A. § 1481(5) and does not include any snowmobiles as defined in 12 M.R.S.A. § 13001.

Section 3. Effective date; duration.

This ordinance shall take effect immediately upon enactment by the municipal legislative body unless otherwise provided and shall remain in effect unless and until it or 36 M.R.S.A. § 1483-A is repealed.

Return

This information is intended for general information purposes only and is not meant as legal advice. This information should not take the place of a thorough review of pertinent statutes, consultation with legal counsel, or other specific guidance on the subject.

Wayne Town Manager

From: Scott Grimshaw <grimshaws@outlook.com>
Sent: Tuesday, November 20, 2018 9:41 AM
To: townmanager@waynemaine.org
Subject: Ordinance Request

Dear Sir,

In accordance with the Maine State Title 36:Taxation, Part 2 Property Taxes Chapter 111 Aircraft, House Trailers and Motor Vehicles law. I am requesting that the town of Wayne adopt an ordinance to exempt eligible active duty military personnel from vehicle excise tax.

Respectfully,
Scott Grimshaw

To: Selectboard
From: Aaron Chrostowsky, Town Manager
Re: Location Permit
Date: 11/20/18

From time to time, we receive Location Permits from Central Maine Power. We grant these Location Permits because they are located in the Town Right-of-Way. These Location Permits are easements granted by the Town to a utility company. I regularly visit each location to evaluate if it is in good location. This Proposed Pole Location is located on the Walton near the Stevenson Solution Yard (See Map). Below is information from MMA Road Manual and enabling legislation 35-A MRSA §2501.

Location Permits

“Utilities are required to obtain a location permit from the municipal officers before placing utility lines, poles or pipes over, along or under public streets, town ways and state and state-aid highways in compact areas. A strict reading of these statutes indicates that the municipal officers have no authority to issue location permits on, over, along or under public easements, but practically, the municipalities do issue these since utilities must obtain the issuance of a location permit in order to utilize their easement rights in public easements.” MMA Road Manual, page 62

Maine Revised State Annotated (MRSA)

Title 35-A: Public Utilities, Chapter 25: Regulation of Facilities in the Public Way, Section: 2501: Applicability.

1. Applicability of chapter 25. All persons engaged in the business of the transmission of communications or electricity are subject to the duties, restrictions and liabilities prescribed in this chapter.

2. Applicability of section 2503. Except as otherwise provided, a person may not construct facilities upon and along highways and public roads without applying for and obtaining a written location permit from the applicable licensing authority under section 2503. Included within this requirement is every person operating telephones or transmitting television signals by wire; every person that owns, controls, operates or manages any pipeline within or through this State for the transportation as a common carrier for hire of oil, gas, gasoline, petroleum or any other liquids or gases; every water utility and every person making, generating, selling, distributing and supplying gas or electricity; every water utility or sewer company, district or system privately or municipally owned; every municipally owned or operated fire alarm, police alarm or street lighting circuit or system; every cooperative organized under chapter 35; the University of Maine System, for purposes described in section 2301-A; every dark fiber provider; every unlit fiber provider as defined in section 711, subsection 7, paragraph E; every telecommunications service provider as defined in section 711, subsection 7, paragraph C; every information service provider as defined in section 711, subsection 7, paragraph A; and any other person engaged in telecommunications or the transmission of heat or electricity.

Form 4503

Notification: 10300198903

Work Order: 801000210188

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC
 dated Oct 5, 2018, asking for permission, in accordance with law, to construct and
 maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
 over, under, along or across certain highways and public roads in the location described in said application,
 permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
 said facilities and appurtenances in the City / Town of WAYNE
 approximately located as follows:

1. Starting Point: Lovajoy pond Rd
2. Road (State & CMP): Walton Rd.
3. Direction: West
4. Distance: 740' feet
5. Number of Poles: 2

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk



Location Permit

Wayne, ME



CAI Technologies
Precision Mapping. Geospatial Solutions.

November 20, 2018

1 inch = 134 Feet

www.cai-tech.com



	CAI Town Line		HOOK
	ROAD		TRACT
	WATER		Water-poly
	Parcel		

Proposed Pole Location

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - General Admin	236,240.00	99,767.96	136,472.04	42.23
01 - Salaries	162,684.00	65,439.09	97,244.91	40.22
02 - Operating Expense	25,100.00	19,363.94	5,736.06	77.15
03 - Contractual	45,956.00	13,908.64	32,047.36	30.27
05 - Utilities	2,500.00	1,056.29	1,443.71	42.25
101 - Debt Service	251,806.00	286,440.36	-34,634.36	113.75
15 - Debt Service	251,806.00	286,440.36	-34,634.36	113.75
102 - Elections & Hearings	1,577.00	717.58	859.42	45.50
01 - Salaries	1,077.00	656.84	420.16	60.99
02 - Operating Expense	500.00	60.74	439.26	12.15
103 - General Assistance	1,500.00	1,867.31	-367.31	124.49
01 - Salaries	0.00	450.00	-450.00	----
10 - Social Services/Community Serv	1,500.00	1,417.31	82.69	94.49
104 - Fire Department	56,148.00	8,553.62	47,594.38	15.23
01 - Salaries	16,148.00	0.00	16,148.00	0.00
02 - Operating Expense	40,000.00	8,553.62	31,446.38	21.38
105 - Assessing	24,250.00	8,154.15	16,095.85	33.63
02 - Operating Expense	2,800.00	1,800.00	1,000.00	64.29
03 - Contractual	21,450.00	6,354.15	15,095.85	29.62
106 - Animal Control	5,130.00	945.26	4,184.74	18.43
01 - Salaries	3,230.00	0.00	3,230.00	0.00
10 - Social Services/Community Serv	1,900.00	945.26	954.74	49.75
107 - Code Enforcement	17,582.00	7,764.15	9,817.85	44.16
01 - Salaries	13,995.00	4,963.15	9,031.85	35.46
02 - Operating Expense	2,587.00	2,583.00	4.00	99.85
65 - Unclassified	1,000.00	218.00	782.00	21.80
108 - Public Safety	30,088.00	17,388.88	12,699.12	57.79
03 - Contractual	23,088.00	15,086.23	8,001.77	65.34
05 - Utilities	7,000.00	2,302.65	4,697.35	32.90
109 - Roads	301,000.00	133,577.58	167,422.42	44.38
03 - Contractual	173,150.00	56,274.20	116,875.80	32.50
05 - Utilities	600.00	138.88	461.12	23.15
25 - Roads	127,250.00	77,164.50	50,085.50	60.64
110 - Transfer Station	87,991.00	31,877.48	56,113.52	36.23
02 - Operating Expense	1,500.00	0.00	1,500.00	0.00
03 - Contractual	86,491.00	31,877.48	54,613.52	36.86
111 - Outside Agencies	27,053.00	26,177.50	875.50	96.76
10 - Social Services/Community Serv	27,053.00	26,177.50	875.50	96.76
112 - Recreation	23,261.00	13,442.00	9,819.00	57.79
01 - Salaries	2,153.00	0.00	2,153.00	0.00
02 - Operating Expense	4,300.00	0.00	4,300.00	0.00
03 - Contractual	6,958.00	3,892.00	3,066.00	55.94
10 - Social Services/Community Serv	9,850.00	9,550.00	300.00	96.95
113 - Land and Buildings	3,058.00	1,295.30	1,762.70	42.36
02 - Operating Expense	1,984.00	694.78	1,289.22	35.02
03 - Contractual	1,074.00	600.52	473.48	55.91
114 - Capital Reserves transfers	109,000.00	0.00	109,000.00	0.00
52 - Capital Reserve Funds	109,000.00	0.00	109,000.00	0.00
115 - School RSU #38	1,184,257.00	924,582.06	259,674.94	78.07
60 - Intergovernment	1,184,257.00	924,582.06	259,674.94	78.07
116 - County Tax	198,029.00	198,029.00	0.00	100.00

Expense Summary Report

Fund: 1
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
116 - County Tax CONT'D				
60 - Intergovernment	198,029.00	198,029.00	0.00	100.00
117 - Cobbossee Watershed District				
60 - Intergovernment	2,612.00	1,741.34	870.66	66.67
118 - Overlay				
60 - Intergovernment	10,695.00	0.00	10,695.00	0.00
120 - Selectboard Contingency				
65 - Unclassified	4,000.00	107.84	3,892.16	2.70
Final Totals	2,575,277.00	1,762,429.37	812,847.63	68.44

Revenue Summary Report

Fund: 1

ALL

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
100 - General Admin	396,868.00	3,226,147.15	2,829,279.15	812.90
103 - General Assistance	750.00	0.00	750.00	0.00
104 - Fire Department	75.00	0.00	75.00	0.00
105 - Assessing	85,752.00	72,745.59	13,006.41	84.83
106 - Animal Control	850.00	156.00	694.00	18.35
107 - Code Enforcement	2,355.00	663.70	1,691.30	28.18
109 - Roads	30,708.00	0.00	30,708.00	0.00
110 - Transfer Station	6,407.00	0.00	6,407.00	0.00
Final Totals	523,765.00	3,299,712.44	2,775,947.44	630.00

Town News – December 2018

Winter is here! **Winter sand** is available for residents use only (not for commercial purposes) on Fairbank Road near the Town Sand/ Salt Shed, only two buckets per storm.

Please don't forget to shop local this Christmas for all your family and friends by visiting the **Wayne Village Holiday Stroll 2018** on **Saturday December 1 (9AM to 4PM)** and **Sunday December 2 (10AM to 4PM)**. **Santa** will be visiting Town on **Sunday December 2, 2018** at **5:00 PM** at the **Johnson House** for the **Tree Lighting**.

RSU#38 Maranacook School Board will be holding a **Public Hearing** on **Tuesday December 4, 2018** at **6:00 PM** at Wayne Elementary School for the purposes of the **Special Referendum Election "Facilities Bond"** on **Tuesday January 8, 2018** from **8:00 A.M. to 8:00 P.M.** at Ladd Recreation Center. For more information, go to: <http://www.maranacook.org/bond-referendum/>

This month the **Planning Board** will be meeting on **Wednesday December 5,** at **7:00 PM** at the **Wayne Town Office**.

This month the **Selectboard** will be meeting on **December 11,** at **6:30 PM** at the **Wayne Town Office**.

The Town's **Assessor Agent** Robert Duplisea from RJD Appraisal will be available by appointment on **Monday December 17, 2018** to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

In observance of the holiday season, the Selectboard regularly scheduled meeting on **Tuesday December 25th, 2018** will be cancelled. There next regularly scheduled meeting will be **Tuesday January 9, 2019** at 6:30 PM.

Don't forget to license your dog by **Friday December 28, 2018**. **Dog tags** are the perfect Christmas gift for the discerning dog owner. Contact the Town Office for details. For busy residents on the go, who cannot make it to the Town Office to register their dog? You may go online to register your dog. Go to our website: www.waynemaine.org, click on: "Online Services", then click on: dog image with caption "Online Dog Licensing."

Due to the holidays; the following changes will be made to the **Town Office and Transfer Station** hours of operation.

- **Christmas Eve (Holiday Observance)**, Mon. Dec. 24, 2018 – Closed
- **Christmas Day (Holiday Observance)**, Tues. Dec. 25, 2018 – Closed
- **New Years' Eve (Holiday Observance)**, Mon. Dec. 31, 2018 - Closed
- **New Years' Day (Holiday Observance)**, Tues. Jan. 1, 2019 – Closed

The Selectboard and Town Office Staff hope you all have a safe and enjoyable holiday season!