

# Town of Wayne Selectboard

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

## Meeting Agenda

**Date:** Tuesday September 18, 2018

**Time:** 6:30 PM.

**Place:** Wayne Elementary School – Gymnasium

**Call Meeting to Order.**

**Pledge of Allegiance.**

**Selectboard Present / Quorum.**

**Business Agenda.**

**Meeting Minutes.**

- a. Consider approving the Selectboard meeting minutes for September 4, 2018.**

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for September 4, 2018.

**Warrants.**

- b. Consider approving Payroll Warrant #9.**

Manager Recommendation: Move the Board to approve Payroll Warrant #9 in the amount of \$ \_\_\_\_\_.

- c. Consider approving Accounts Payable Warrant #10.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #10 in the amount of \$ \_\_\_\_\_.

**Business Agenda.**

- d. Paving Update – Walton Road.**

- e. Public Hearing Regarding acceptance of a Micro-Enterprise Assistance CDBG Grant.**

Manager Recommendation: Move the Board to open the Public Hearing Regarding acceptance of a Micro-Enterprise Assistance CDBG Grant.

Manager Recommendation: Move the Board to close the Public Hearing Regarding acceptance of a Micro-Enterprise Assistance CDBG Grant.

- f. Appoint CDBG Community Advisory Committee.**

Manager Recommendation: Move the Board to appoint CDBG Community Advisory Committee.

- g. Adopt CDBG Complaint Policy.**

Manager Recommendation: Move the Board to adopt CDBG Complaint Policy.

- h. Authorize the Town Manager submit letter with “CDBG Phase II: Project Development Materials” to Kennebec Valley Council of Government for their review as required per MRSA Title 30-A, subchapter 11, 2342.**

Manager Recommendation: Move the Board to authorize the Town Manager submit letter with “CDBG Phase II: Project Development Materials” to Kennebec Valley Council of Government for their review as required per MRSA Title 30-A, subchapter 11, 2342.

**i. Adopt CDBG Code of Standards of Conduct.**

Manager Recommendation: Move the Board to adopt CDBG Code of Standards of Conduct.

**j. Adopt Fair Housing Resolution.**

Manager Recommendation: Move the Board to adopt Fair Housing Resolution.

**k. Authorize Town Manager to complete Fair Housing Self-Assessment.**

Manager Recommendation: Move the Board to authorize Town Manager to complete Fair Housing Self-Assessment.

**l. Authorize to sign ADA/ Section 504 Certification.**

Manager Recommendation: Move the Board to authorize Town Manager to sign ADA/ Section 504 Certification.

**m. Authorize Town Manager to sign and complete Section 504 Self Evaluation and Transition Plan.**

Manager Recommendation: Move the Board to authorize Town Manager to sign and complete Section 504 Self Evaluation and Transition Plan.

**n. Adopt Residential Anti displacement & Relocation Assistance Plan.**

Manager Recommendation: Move the Board to adopt Residential Anti displacement & Relocation Assistance Plan.

**o. Employment Profile.**

Manager Recommendation: Move the Board to authorize the Town Manager to complete Employment Profile.

**p. Adopt Equal Employment Opportunity Statement.**

Manager Recommendation: Move the Board to adopt Equal Employment Opportunity Statement.

**q. Executive Session: Personnel**

(Executive Session, if needed, 1 MRSA §405 (6) A Personnel

- Manager Recommendation: Move the Board to enter into Executive Session, 1 MRSA §405 (6) A Personnel.
- Manager Recommendation: Move the Board to exit into Executive Session, 1 MRSA §405 (6) A Personnel.

r. Manager Recommendation: Any motion as a result of executive session.

**Supplements and Abatements.**

**Town Manager Report.**

**Board Member Reports.**

**Public Comments.**

**Adjourn.**

The next regularly scheduled for **Tuesday October 2, 2018 at 6:30 PM** at the Wayne Elementary School - Library.

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

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday September 4, 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: Amy Black, Stan Davis, Lloyd Irland, and Don Welsh. Trent Emery was absent.

Others Present: Aaron Chrostowsky, Town Manager  
Audience: Bonnie Wilder

**Pledge of Allegiance  
Meeting Minutes**

- a. The Board approved Selectboard meeting minutes for August 21, 2018. (Black/Davis) (3/1)  
Irland abstained

**Warrants**

- b. The Board approved Payroll Warrant #9 in the amount of \$4935.67. (Black/Davis) (4/0).
- c. The Board approved Payroll Warrant #10 in the amount of \$2090.13. (Black/Davis) (4/0).
- d. The Board approved Accounts Payable Warrant #11 in the amount of \$198,377.10. (Black/Davis) (4/0).

**Business Agenda:**

**e. Public Hearing:**

The Board opened the Public Hearing to adopt the Maine Municipal Association General Assistance Appendix A-D for the period of October 1, 2018 to September 30, 2019, as revised. (Davis/Black) (4/0)

The Board closed the Public Hearing to adopt the Maine Municipal Association General Assistance Appendix A-D for the period of October 1, 2018 to September 30, 2019, as revised. (Davis/Black) (4/0)

- f. The Board adopted the Public Hearing to adopt the Maine Municipal Association General Assistance Appendix A-D for the period of October 1, 2018 to September 30, 2019, as revised. (Davis/Black) (4/0).
- g. Discussion about Pakulski family request for tax easement for property at 43 Pond Road due to culvert drainage onto their property.

- h. Discussion about creating a Broadband Committee. Town Manager to advertise to find members, with no more than five members.
- i. Discussion about Traffic Control Ordinance tabled.
- j. Discussion about a Municipal Charter tabled.

**Abatements/Supplements:**

- a. The Board approved Abatement for Map 9 Lot 92, Account 667 in the amount of \$567.77. (Black/Davis) (4/0)

**Town Manager Report:**

- a. Matt Caldwell, RJD Appraisers, will be replaced by his boss, Rob, at servicing Wayne, though he will remain with the company.
- b. Public Hearing for Block Grant for Sustain Wayne will need a committee.
- c. LiHeap accepting appointments.
- d. Joint Heating and Motor Fuel Bids.
- e. Bond Bids.
- f. Culvert Bids.
- g. Update Walton Road paving job nearly finished.

**Board Member Reports:** None

**Public Comments:**

- a. Bonnie Wilder explained her local school presentation programs, teaching schoolchildren about Constitution week..

**Motion to Adjourn at 7:55 PM. (Black/Davis) (4/0)**

The next Select Board Meeting is scheduled for Tuesday, September 18, 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>

Date: April 3, 2018

Subject: Request for Bid  
2018 Paving and Surface Treatment Bid  
Wayne, Maine

The **Town of Wayne** is seeking qualified bidders for Hot Mix Asphalt Paving and Asphalt Rubber Stress Absorbing Membrane surface treatment application. Please include with your bid complete warranty information and proposed start date. The following specifications detail the design and extent of the proposed work.

All bids must be submitted on the form supplied by the Town in sealed bid format in an enveloped clearly labeled.

**“2018 Paving and Surface Treatment Bid”**  
Attention: Aaron Chrostowsky, Town Manager  
48 Pond Rd., P.O. Box 400  
Wayne, ME 04284

**Bids due no later than Monday May 14<sup>th</sup>, 2018 at 1:00 PM.**  
**Bids opened on Monday May 14<sup>th</sup>, 2018 at 1:00 PM**  
**Bids awarded on Tuesday May 15<sup>th</sup>, 2018 at 6:30 PM by Selectboard**

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.*

**AWARD OF BIDS CONTINGENT UPON BUDGET APPROVAL AT ANNUAL TOWN MEETING.**

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

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## A. Description of Work

The Town of Wayne will be conducting paving project on Walton Road (9,350' long x 22' wide). This bid package includes several options: Option #1: Full Depth Reclamation, Fine Grade, Compact, Additional RAP or Crushed Stone Base, 2" HMA 19mm Base, 1" HMA Surface, Shoulder Installation; Option #2: Hot Mix Asphalt Full Width Shim, ARSAM, Shoulder Installation; Option #3 (No Surface): Full Depth Reclamation, Fine Grade, Compact, Additional RAP or Crushed Stone Base, 2" HMA 19mm Base; Option #4 (1/2 Road): Full Depth Reclamation, Fine Grade, Compact, Additional RAP or Crushed Stone Base, 2" HMA 19mm Base; All work shall be constructed as outlined in these specifications and as directed by the Municipal Representative. The Town of Wayne reserves the right to do any or all of the following work, as our budget will allow.

## B. Scope of Work to be performed by the contractor:

### Option #1: Full Depth Reclamation, Fine Grade, Compact, Additional RAP or Crushed Stone Base, 2" HMA 19mm Base, 1" HMA Surface, Shoulder Installation

- Reclaim "leave in place" and reshape road base. 23,344/SY
- Additional RAP or Crushed Stone Base 1,000 tons
- Hot mix asphalt, base course of 2" lift of MDOT 19.0mm / B mix. 2,568 tons
- Apply tack coat per MDOT Standard Specifications.
- Hot mix asphalt, surface course of 1" lift of MDOT 12.5mm / C mix. 1,285 tons
- Shoulder Installation 700 tons

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## **Option #2: Hot Mix Asphalt Full Width Shim, ARSAM, Shoulder Installation**

- Hot Mix Asphalt Full Width Shim 23,344/SY
- ARSAM- (Asphalt Rubber Stress Absorbing Membrane) 1,285 tons

## **Option #3: Full Depth Reclamation, Fine Grade, Compact, Additional RAP or Crushed Stone Base, 2" HMA 19mm Base, 1" HMA Surface, Shoulder Installation**

- Reclaim "leave in place" and reshape road base. 23,344/SY
- Additional RAP or Crushed Stone Base 1,000 tons
- Hot mix asphalt, base course of 2" lift of MDOT 19.0mm / B mix. 2,568 tons
- Shoulder Installation 462 tons

## **Option #4: Full Depth Reclamation, Fine Grade, Compact, Additional RAP or Crushed Stone Base, 2" HMA 19mm Base, 1" HMA Surface, Shoulder Installation**

- Reclaim "leave in place" and reshape road base. 11,672/SY
- Additional RAP or Crushed Stone Base 500 tons
- Hot mix asphalt, base course of 2" lift of MDOT 19.0mm / B mix. 1284 tons
- Apply tack coat per MDOT Standard Specifications.
- Hot mix asphalt, surface course of 1" lift of MDOT 12.5mm / C mix. 643 tons
- Shoulder Installation 350 tons

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## CONTRACT BID SPECIFICATIONS HOT MIX ASPHALT

### A. Description of Course

The work shall consist of constructing a Hot Mix Asphalt Pavement using designated mix types for the roadways, sidewalks and parking lots as proposed in SECTION 1. All work shall be constructed as outlined in this contract and as directed by the Municipal Representative.

### B. Equipment Requirements

All Hauling Equipment used on the project will meet the requirements of the most recent edition of MAINEDOT Standard Specifications, section 401.08

1. All Pavers used on the project will meet the requirements of the most recent edition of the MAINEDOT Standard Specifications, section 401.09. When appropriate, a highway class paver meeting the specification with an 8ft main screed may be used.
2. All Rollers used on the project will meet the requirements of the most recent edition of the MAINEDOT Standard, section 401.10

### C. Plant Requirements

1. Batch and Drum Plants used to produce mix for this project shall meet the requirements of the most recent edition of the MAINEDOT Standard Specifications, section 401.07
2. The automation of batching shall meet the requirements of the most recent edition of the MAINEDOT Standard Specifications, section 401.072
3. At automatic mixing plants, automatic tickets shall be printed which meet MAINEDOT Standard Specifications, section 401.073

### D. Materials

1. The Hot Mix Asphalt shall be composed of a mixture of aggregate and bituminous material. The aggregate fractions shall be sized, uniformly graded, and combined in accordance with the submitted designs.

The Contractor shall submit, for the Municipal Representative's approval, a current job mix formula (JMF). For a Superpave design, a current MAINEDOT- approved Superpave JMF shall be submitted. If an alternate design similar to the former MAINEDOT designs for B,C, or D mixes is desired, the contractor shall submit a previously MAINEDOT-approved JMF's conforming to the MAINEDOT Standard Specifications, Revisions of April 1995. The JMF's

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shall be reviewed and approved by the Municipal Representative or an independent testing agency prior to submittal. All JMF's will be required to accompany the bid form. The job mix formula shall state the source, gradation, and percentage of each fraction of the aggregate and filler, if required. It shall state the name of the refiner and the supplier of the particular bituminous material to be used and the plant location.

## **E. Construction**

1. Butt joints shall be used at any intersecting of any existing pavement at the beginning and end of the project.
2. Contractor shall place reflective delineator posts, spaced a minimum of every 100' apart, in areas where shoulder drop is 2 inches or more from the pavement surface.
3. The construction of Hot Mix Asphalt shall be carried on only when the surface on which the material is to be placed is dry, and when the atmospheric temperature is above 50 F and rising, and all paving will be completed by Oct 1<sup>st</sup>, shim must place by July 13th unless otherwise agreed upon by Road Commissioner and Contractor.
4. All existing paved surfaces to be newly paved shall be thoroughly cleaned by the contractor and dry and shall be tack coated prior to placement at a rate of .02 – 0.05gal/sy. In addition, any manholes or catch basins will be adjusted at the direction of the Municipal Representative. All paving operations shall cease when the surface to repave is wet.
5. All traffic control will be provided by the Contractor and all traffic control devices and setups shall conform to the latest edition of Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).
6. The cross-slope of the final paved surface shall be as close as possible to a uniform cross-section utilizing materials estimated above in the bid documents, except in super elevated areas. If noted in contract documents to place shim to desired grade and crossslope, a desirable cross slope would be ¼" per foot of lane width (2%).
7. Surface tolerances shall be checked according to MAINEDOT Standard Specifications, sections 401.101.
8. All mixing, spreading, finishing, and compacting and constructing joints shall meet MAINEDOT Standard Specifications, sections 401.14, 401.15, 401.16, 401.17 respectively.

## **F. Testing**

All materials and every detail of work will be subject to inspection by the Municipal Representative who may require the Contractor's quality control person to be onsite to monitor material placement and compaction. The Municipal Representative shall be allowed

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access to all parts of the work. The Municipal Representative shall also have the right to inspect and test, at the Municipality's expense, by the following methods:

## **a. Pavement Samples**

1. Core samples for density testing may be taken in accordance with AASHTO procedures every 1000 tons to achieve a minimum 92.0% density on uniform lifts designed to be greater than 1”.
2. Samples of the Hot Mix Asphalt may be taken in accordance with AASHTO procedures every 1000 tons to check for Asphalt Content, Gradation, and Theoretical Maximum Density.
3. All test results will be required to be within the allowable tolerances given in Section 400 of the most recent edition of the MAINEDOT Standard Specifications. Method D shall be used.
4. Upon demand from the Municipal Representative, the Contractor must supply a ten foot straightedge. The surface, when tested, shall be in accordance with Section 401.20 of the most recent edition of the MAINEDOT Standard Specifications.

## **b. Acceptance**

1. If the Municipal Representative requests it, the Contractor shall remove portions of the finished work as may be directed. After examination, the Contractor shall restore the removed areas of the work to the standards of the specifications. Should the exposed work prove to be acceptable, in the judgment of the Municipal Representative, the removal and replacement of the sections will be paid for as extra work. Should the work exposed prove to be unacceptable in the judgment of the Municipal Representative, the removal and replacement of the material will be at the Contractor's expense.

**ANY WORK DONE WITHOUT SUPERVISION OR INSPECTION BY AN AUTHORIZED MUNICIPAL REPRESENTATIVE MAY BE ORDERED REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE UNLESS THE MUNICIPAL REPRESENTATIVE FAILED TO INSPECT AFTER HAVING BEEN GIVEN REASONABLE NOTICE THAT WORK WAS TO BE PERFORMED.**

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## **CONTRACT BID SPECIFICATIONS ROAD SHOULDERS**

**Aggregate Shoulders** Aggregate shoulders shall be placed when surface has had sufficient cure time to be determined by the Road Commissioner.

- a. The Town requires “Crushed Stone Base” from Pike Industries, or clean ¾” Recycled Asphalt Pavement (RAP) for shoulder aggregate. “Reclaim” or “Brown Pack” will not be acceptable. The Road Commissioner must approve material used.
- b. Shoulders shall be installed to a width of 3’ and a depth equal to that of the edge of new pavement, compacted and sloped equal to the slope of the travelled way.

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## CONTRACT BID SPECIFICATIONS ASPHALT-RUBBER SURFACE TREATMENT STRESS ABSORBING MEMBRANE (SAM)

### 1.0 DEFINITIONS

The term Road Commissioner or his designee of the awarding authority.

The term Designee shall mean an employee of the awarding authority, designated by the Road Commissioner.

The term Contractor shall mean a professional company contracted by the awarding authority to perform work under this agreement.

### 2.0 DESCRIPTION

This specification covers requirements for materials, manufacture, and application of asphalt-rubber as a stress absorbing membrane (SAM). This specification shall consist of an application of a combined reacted mixture of hot paving grade asphalt and ground rubber followed immediately with a cover material. Prep work shall also be completed in this contract prior to the application of the ARSAM

### 3.0 MATERIALS

#### 3.1 Base Asphalt Binder:

The base asphalt binder shall have a PG (Performance Grade) of PG58-28. The supplier may substitute PG64-28 where needed to meet the requirements of ASTM D 6114 (type II). The intended PG must be used in the mix design and for the Asphalt-Rubber blending.

#### 3.2 Asphalt-Rubber Binder:

The physical requirements for the Asphalt-Rubber binder shall conform to ASTM D 6114 type II specifications. The minimum percentage of ground rubber shall be 15% by weight of the total Asphalt-Rubber binder.

The reclaimed vulcanized rubber shall be produced primarily from the processing of automobile and truck tires. The rubber shall be produced by the ambient temperature grinding processes only. The specific gravity of reclaimed vulcanized ground rubber shall be not less than 1.10 and not greater than 1.20. Rubber for use in Asphalt-Rubber binder shall be free of loose fabric, wire and other contaminants. Up to 4 percent (by weight of rubber) calcium carbonate or talc may be added to prevent caking or sticking of the particles together. The ground rubber shall be sufficiently dry so as to be free flowing and not produce foaming when blended with the hot PG binder.

#### 3.3 Aggregate:

The aggregate shall conform to the requirement of appropriate state or local specifications for crushed stone. Crushed gravel stone will not be permitted. Percentage of wear as determined by the Los Angeles Abrasion Test (AASHTO-T96) shall be a maximum of 35. The aggregate shall be pre-heated to a temperature between 200°F and 300°F, and be pre-coated with 0.4% to 0.8%

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(by weight of aggregate) of PG 58-28, PG 64-28 or PG 64-22 asphalt binder prior to application. Aggregate shall meet the following gradation as tested by AASHTO T27.

Sieve Size	% Passing – Nominal Size	
	3/8" (9.5 mm)	1/2" (12.5 mm)
5/8" (15.8 mm)	100%	100%
1/2" (12.5 mm)	100%	90 – 100%
3/8" (9.5 mm)	85 – 100%	15 – 65%
#4 (4.75 mm)	0 – 8%	0 – 8%
#8 (2.36 mm)	0 – 4%	0 – 4%
#200 (0.075 mm)	0 – 2%	0 – 2%

## NOTES:

- The 3/8" or 1/2" gradation requirements can be used for SAM applications. The Flakiness Index shall be less than 20% (NFP 18-561 Test).

## 4.0 ASPHALT-RUBBER MIXING AND REACTION

### 4.1 Mixing and Reaction Equipment:

The method and equipment for combining the ground rubber and PG asphalt binder shall be so designed and accessible that the Engineer can readily determine the percentage of each material being incorporated into the mixture.

Equipment utilized in the production and proportioning of Asphalt-Rubber binder shall include the following as a minimum:

- An asphalt heating tank or heat exchanger with hot oil heat transfer to heat the PG asphalt binder to the necessary temperature before blending with the ground rubber. This unit shall be equipped with a thermostatic heat control device.
- A mechanical blender shall be utilized for proper proportioning and thorough mixing of the PG asphalt binder and ground rubber. This unit shall have a Coriolis type mass flow meter capable of measuring and recording the flow rate and total quantity of asphalt binder in both gallons and weight. The quantity of ground rubber shall be determined by weight utilizing either a hopper equipped with load cells or a feeder equipped with a belt scale. The percentage of ground rubber based on total asphalt rubber binder shall be recorded.
- An asphalt rubber storage tank equipped with a heating system to maintain the proper temperature of the binder and an internal mixing unit capable of maintaining a homogeneous mixture of asphalt and ground rubber.

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## 4.2 Mixing:

The temperature of the asphalt binder shall be between 325°F and 400°F at the time of addition of the ground rubber. Ensure that there are no agglomerations of rubber particles in excess of two inches in the least dimension in the mixing chamber.

The Contractor shall document that the proportions are accurate and that the rubber has been uniformly incorporated into the mixture. Ensure that the crumb rubber and asphalt binder are thoroughly mixed. Rubber floating on the surface or agglomerations of rubber particles is evidence of insufficient mixing. Maintain the temperature of the asphalt-rubber binder immediately after mixing between 325°F and 375°F for a minimum of 45 minutes before use.

## 4.3 Testing and Certification:

The materials shall be tested and certified by an AMRL accredited laboratory meeting the requirements of ASTM D 6114 type II specifications.

The contractor shall submit with the bid a Quality Control Plan from the Asphalt Rubber supplier meeting the requirements of AASHTO R-26 format.

## 5.0 **EQUIPMENT**

### 5.1 Distributor Truck:

On projects exceeding 35 tons of liquid asphalt rubber, at least two pressure-type bituminous distributor trucks in good condition will be required. The distributor shall be equipped with an internal heating device capable of heating the material evenly up to 425°F; an internal mixing unit capable of maintaining a proper mixture of asphalt cement and granulated rubber; have adequate pump capacity to maintain a high rate of circulation in the tank and to spray the asphalt-rubber at a viscosity of 1,500 to 5,000 centipoise; have adequate pressure devices and suitable manifolds to provide constant positive cut-off to prevent dripping from the nozzles. Distributor shall be equipped with an electronically controlled computerized compensation unit for controlling application rates at various width and speed changes. The application unit shall have electronic controls and a digital read out installed and operated from the inside of the cab of the distributor. The distribution bar on the distributor shall be fully circulating. Any distributor that produces a streaked or irregular distribution of the material shall be promptly repaired or removed from the project.

Distributor equipment shall include a tachometer, pressure gauges, volume measuring devices, and a thermometer for reading temperature of tank contents. Controls for spray bar shall be located in cab of truck, for controlling width and rate of spray of product. It shall be so constructed that uniform applications may be made at the specified rate per square yard with a tolerance of plus or minus 0.05 gallon per square yard.

A "bootman" shall accompany the distributor and ride in a position so that all spray bar nozzles are in his full view and readily accessible for unplugging.

### 5.2 Hauling Equipment:

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Tank trucks utilized for the transportation of asphalt rubber shall be equipped with a heating system to maintain the proper temperature of the binder and an internal mixing/agitation unit capable of maintaining a homogeneous mixture of asphalt and ground tire rubber while in transit. Trucks for hauling cover material shall be rear discharge conveyor-fed or "live bottom" trucks and shall be equipped with a device to lock onto the hitch at the rear of the chip spreader to prevent aggregate spillage.

Sufficient hauling vehicles will be available to ensure continuous operation of the distributor and chip spreader.

### 5.3 Aggregate Spreader:

The aggregate spreader shall be hydrostatically driven and self-propelled. It must be equipped with a hydraulically controlled variable adjustable head that is capable of spreading stone in widths from 4.5 to 18 feet. The spreader shall be mounted on pneumatic tires, and shall apply the stone on the road surface in a manner that ensures that the tires do not contact the road surface until after the stone has been applied. The unit shall be equipped with an electronic radar type sensor used to measure ground speed and will automatically adjust the stone application rate depending on width of application and the speed of chip spreader. It shall have the ability to apply stone on any grade from 0 - 6%. The spreader shall be equipped with an integral hopper with a minimum capacity of 5 tons of stone which shall be filled by trucks in a manner which ensures that the truck tires never come in contact with asphalt treated road surfaces until the stone has been properly applied. To maintain constant stone application, a self-locking truck hitch will permit towing of aggregate trucks without stopping the chip spreader. It will be capable of maintaining positive engagement over irregular terrain.

### 5.4 Pneumatic-Tired Roller:

A minimum of two (2) self-propelled, multiple wheel, pneumatic-tired rollers shall be used, and at least one shall weigh a minimum of 12 tons, and shall have a total compacting width of at least 56 inches.

### 5.5 Self-Propelled Rotary Pick-up Sweepers:

A minimum of two (2) self-propelled rotary pick-up sweepers shall be used. They shall be designed, maintained, equipped, and operated so that the pavement surface can be swept clean. The rotary sweepers shall be equipped with adjustable down pressure on the sweeper heads and shall be capable of temporarily storing the picked up material from the surface of the pavement for disposal offsite.

## 6.0 CONSTRUCTION PROCEDURES

### 6.1 Preparation:

The awarding authority shall crack seal (if needed), repair potholes, other areas of pavement failure, and major depressions in the existing pavement surface. The awarding authority shall place a leveling course on planed, milled or existing surface, if required.

The contractor shall thoroughly clean the surface by sweeping immediately prior to application of the asphalt-rubber and be responsible for covering all utility irons just prior to application and uncovering after aggregate is spread.

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## 6.2 Seasonal and Weather Limitations:

The asphalt-rubber shall not be applied when weather conditions are unfavorable to obtaining a uniform spread. Construction shall proceed only when the atmospheric temperature is at least 50°F and rising. No water shall be present on the road surface. SAM's shall not be applied after September 15 as a final surface.

## 6.3 Asphalt-Rubber Application:

The asphalt-rubber mixture shall be applied at a temperature of 325°F to 400°F at a rate of 0.50 to 0.65 gallons per square yard. Exact application rate to be determined by the aggregate gradation, traffic volume and pavement condition.

Longitudinal joints shall be reasonably true to line and parallel to centerline. Where any construction joint occurs, the edges shall be broomed back and blended so there are no gaps and the elevations are the same, and free from ridges and depressions. Longitudinal joints shall be overlapped from 4 to 6 inches.

During application, adequate provision shall be made to prevent marring and discoloration of adjacent pavements, structures, vehicles, foliage or personal property.

## 6.4 Aggregate Application:

The application of aggregate shall follow as close as possible behind the application of the hot asphalt-rubber which shall not be spread further in advance of the aggregate spread than can be immediately covered. Construction equipment or other vehicles shall not drive on the uncovered asphalt-rubber. The hot-precoated aggregate shall be spread uniformly by a self-propelled spreader at a rate of spread directed by the Agency, generally between 30 to 40 pounds per square yard. Any deficient areas shall be covered with additional material.

## 6.5 Rolling:

A minimum of two (2) pneumatic-tired rollers shall be used for aggregate embedment into the hot asphalt-rubber. Rolling shall commence immediately following spread of aggregate. There shall be at least three coverages by the pneumatic-tired roller to embed the aggregate particles firmly into the asphalt-rubber. Coverage shall be as many passes as are necessary to cover the entire width being spread with a pass being one movement of a roller in either direction.

## 6.6 Sweeping:

When the maximum amount of aggregate has been embedded into the asphalt-rubber and the pavement has cooled, all loose material shall be swept or otherwise removed by the contractor. Contractor shall supply two (2) sweepers for the day of application. This will be done at a time and in a manner, which will not displace any embedded aggregate or damage the asphalt-rubber. The material removed by sweeping shall be disposed of offsite.

Pre-sweeping or post-sweeping at a later date is the responsibility of the awarding authority unless bid as a separate bid item.

# Town of Wayne

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## METHOD OF MEASUREMENT AND BASIS OF PAYMENT

Method of Measurement The Town or Municipality will measure Asphalt rubber Stress Absorbing Membrane (ARSAM) by the square yard (SY), HMA By the Ton and aggregate shoulders by the CY or Ton, to be specified in bid forms. Payment will be for the actual number of square yards/tons/cubic yards applied in accordance with the Standard Specifications, See State of Maine Standard Specification 2002, Section 109 – Measurement and Payment. Payment shall be full compensation for all **labor, materials, equipment, traffic control, including flaggers**, required to complete the work in accordance with these specifications. See Project Descriptions for project locations and lengths.

Basis of Payment The Town or Municipality will pay for the Work, in place and accepted, in accordance with the applicable sections of the Special Provisions at the contract unit price per ton / square yard applied. Upon completion of work, and acceptance by the Road Commissioner, the Contractor shall submit a payment request to the Road Commissioner. The Town retains the right to adjust the quantity as listed below +/- 15%, due to budget purposes, without negotiating a price adjustment.

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## General Specifications

- a. *If awarded this bid, this project is contingent upon Annual Town Meeting (June 13th, 2018) approval of bond and project.*
- b. **Inspection**  
Each Contractor, before submitting an offer, shall become completely familiar with the required work and shall rely on their own investigation. The Municipal Representative will be available to have the site/sites proposed for reconstruction / paving inspected. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of pre-inspection of a site.
- c. **Right to change or additional work**  
The municipality reserves the right to negotiate change orders or extra work with the Contractor.
- d. **Clean up**  
At the completion of paving, each site shall be left in a neat and clean condition, subject to approval of the Municipal Representative.
- e. **Performance bond**  
The Contractor shall submit to the Municipality a Performance Bond in the amount of 100% of the Contract within ten (10) days after receipt of notice of acceptance of the Contractor's offer or part of the offer. These bonds shall be issued by a bonding company licensed to do business in the State of Maine. Failure to provide this bond is a material breach of contract and may, in the discretion of the Municipality, result in termination of the Contract.
- f. **Insurance**  
The Contractor will maintain liability insurance that the Town as an additional insured in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000) per occurrence, for personal injury, death and property damage claims which may arise from work under this contract. The 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. The Town of Wayne is to be named as an additional insured. The failure to provide this certificate will constitute a breach of the Contract and may, in the discretion of the municipality, result in termination of the Contract. The Contractor shall furnish to the Municipality a copy of an insurance policy within one month notice to the Contractor of the acceptance of its offer.

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**g. Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Municipality, and their agents, and employees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the Municipality.

**h. Acceptance period**

The Municipality shall have up to a maximum of 30 days from date of bid opening to accept an offer.

**i. Notice of acceptance**

The Contractor will be notified in writing by the municipality of the acceptance of its offer in whole, or in part, within five (5) business days of when it has been accepted. Failure to comply with this notice requirement shall constitute a breach of the Contract. An offer cannot be accepted verbally.

**j. Rejection of offers**

The Municipality reserves the right to reject any or all proposals whenever such rejection is in their best interest. The Municipality reserves the right to reject the proposal of a Contractor who has previously failed to perform properly or to complete on time Contracts of a similar nature. The Municipality also reserves the right to reject a proposal from a Contractor if an investigation shows that the Contractor is not in a position to perform the Contract.

**k. Payment**

The Municipal Representative shall make payment in full after completion, inspection and acceptance. The Unit Price per ton or square yard will include, as required, surface preparation, mobilization, labor, hauling and placing material, rollers, shoulder re-hab work, traffic control, and final cleanup. **Any work completed after June 14, 2018 and prior to June 30, 2018, the Town will pay after July 1<sup>st</sup>, 2018.**

**l. Warranties**

The Contractor guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. This warranty shall be for a period of one year.

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**m. Asphalt Escalator**

The municipality will use the latest edition of MaineDOT Special Provision Section 108 to protect the municipality and the contractor against price fluctuations that may occur due to paving schedule delays, bad weather, other priorities, market pricing, etc.

**n. Traffic Control**

Traffic control shall be provided by the **CONTRACTOR** (including flaggers), and shall be in accordance with the latest version of the MUTCD. Payment for all labor, materials and equipment required for proper traffic control shall be considered incidental to this bid.

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## Tabulation of Bids

Submit all bids by May 14<sup>th</sup>, 1:00 PM the winning bid will be based on all items being quoted based on volume estimates below and total contract bid amount.

Below dimensions are approximate and may vary slightly, award will be based on these estimates.

### WALTON ROAD

#### Option 1

Walton Rd. 9,350' X 22"	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item \$\$Total \$\$
Full Depth Reclamation, Fine Grade, Compact	NA	23,344/SY		
Additional RAP or Cr. Stone Base		1,000/Tons		
2" HMA 19mm Base	19mm	2,568/Tons		
1" HMA 9.5mm Surface	9.5mm	1,285/Tons		
Shoulder Installation		700/Tons		
<i>*Shall include tack coat and butt joints. 3' aprons on gravel driveways</i>	<b>Project Total =</b>			

#### Option 2

Walton Rd. 9,350' X 22"	Mix type	Estimated Tons/ SY/ CY	Cost per Tons/SY/CY	Item \$\$Total \$\$
Hot Mix Asphalt Full Width Shim	9.5mm	1,285/Tons		
ARSAM- (Asphalt Rubber Stress Absorbing Membrane)		23,344/SY		
<i>*Shall include tack coat and butt joints. 3' aprons on gravel driveways</i>	<b>Project Total =</b>			

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## Option 3 (No Surface)

Walton Rd. 9,350' X 22"	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item \$\$Total \$\$
Full Depth Reclamation, Fine Grade, Compact	NA	23,344/SY		
Additional RAP or Cr. Stone Base		1,000/Tons		
2" HMA 19mm Base	19mm	2,568/Tons		
Shoulder Installation		462/Tons		
<i>*Shall include tack coat and butt joints. 3' aprons on gravel driveways</i>	<b>Project Total =</b>			

## Option 4 (1/2 Road)

Walton Rd. 4,675' X 22"	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item \$\$Total \$\$
Full Depth Reclamation, Fine Grade, Compact	NA	11,672/SY		
Additional RAP or Cr. Stone Base		500/Tons		
2" HMA 19mm Base	19mm	1,284/Tons		
1" HMA 9.5mm Surface	9.5mm	643/Tons		
Shoulder Installation		350/Tons		
<i>*Shall include tack coat and butt joints. 3' aprons on gravel driveways</i>	<b>Project Total =</b>			

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Handwork	9.5mm	NA		NA
Butt Joints (driveways)	NA	NA		NA

*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.*

*If awarded this bid, this project is contingent upon Annual Town Meeting (June 13th, 2018) approval of bond and project.*

## Town of Wayne, Maine

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Signed

**\*\*HMA Shim Work Is required to be completed no later than July 13th, 2018!\*\***

### ASPHALT PRICE ADJUSTMENT

A fluctuating price will be required for this bid to allow for price adjustments based on the Period Price of asphalt cement using the New England Average Selling Price. The price adjustment will be based on the variance in price for the asphalt cement component only from the Base Price to the Period Price. Posted "Base Price" for this bid will be \$ \_\_\_\_\_ **per ton of asphalt cement.**

"Base Price" = the price of PG binder liquid per ton that exists on the bid opening date.

"Period Price" = the price of PG binder liquid per ton on the paving date, using the New England Average Selling Price

"New England Average Selling Price" = the price Listed on the MDOT website. See link below.  
<http://www.maine.gov/mdot/comprehensive-list-projects/asphaltprices.php>

### ASPHALT-RUBBER SURFACE TREATMENT:

Current Price minus Base Price divide by 235 (Gal. Asphalt in ton) x .8 (Asphalt minus rubber content) x .60 Gal. / SY (application rate) = Adjustment per square yard.

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## REFERENCE LIST

### HOT MIX PROJECTS

Please list six similar projects that have been completed in Maine in 2016 & 2017.

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

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<http://www.waynemaine.org>

## Asphalt Rubber SAM

Please list six similar projects that have been completed in Maine in 2016 & 2017.

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

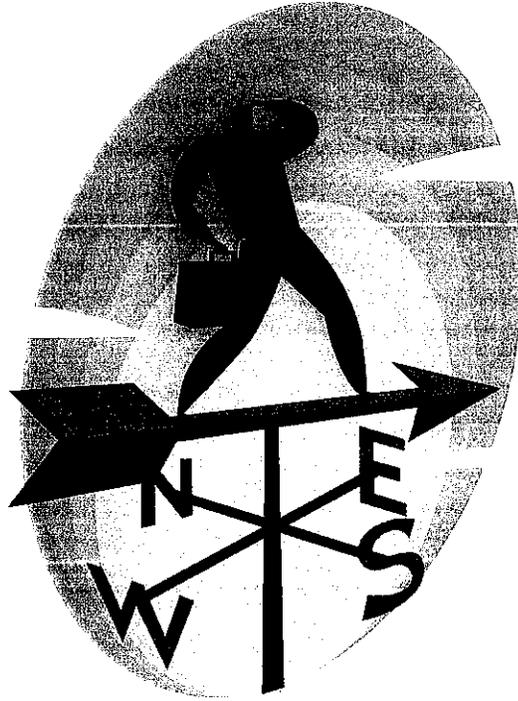
Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

Owner:  
Address:  
City,State,Zip:  
Contact:  
Phone:  
Contract Amount:  
Year Completed:

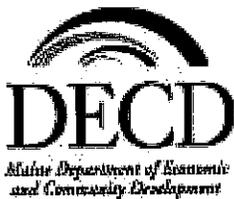


# **Project Development Phase II Workbook**

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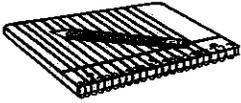
## **State of Maine**

### **Community Development Block Grant Program**



**Office of Community Development  
Department of Economic and Community Development  
111 Sewall Street, 3<sup>rd</sup> Floor  
59 State House Station  
Augusta, Maine 04333-0059  
(207) 624-7484  
TTY: 1-800-437-1220  
[www.meocd.org](http://www.meocd.org)**

Revised April 2012



# Project Development Checklist Table of Contents

STEP	Task to be completed	Workbook Page (form)	Completed Date	Submitted to OCD
1	<b>Getting Organized!</b>	3		
2	<b>Advisory Committee formed</b> Submit membership list to OCD Policy Statement #13 –Complaint Policy	4		
3	<b>Project Development Reviews and Documentation</b>	7		
	<b>Planning Board Review</b> - Submit letter from Planning Board certifying that the necessary Planning Board approval has been secured	7		
	<b>Public Hearing</b> - Submit copy of notice and signed copy of minutes	7		
	<b>Legislative Body Approval</b> - Submit copy of Town warrant/vote or Council Resolution	7		
	<b>Regional Council Review</b> - Submit cover letter showing Project Development package was sent to Regional Council	7		
	<b>Interlocal Agreement</b> - <i>(If multi-community project)</i>	8 (13)		
	<b>Standards of Conduct</b> - Submit adopted standards with seal	8 (14-16)		
	<b>Fair Housing Resolution</b> - Submit adopted resolution with seal	8 (17)		
	<b>Fair Housing Self-Assessment</b> - Submit signed checklist	8 (18-19)		
	<b>ADA/Section 504 Certification</b> <b>Section 504 Self- Evaluation &amp; Transition Plan</b> - Submit appropriate adopted declaration with seal.	9 (20)		
	<b>Residential Anti-Displacement &amp; Relocation Plan</b> Submit adopted plan with seal	9 (26-27)		
	<b>Employment Profile</b> – Submit completed form.	9 (28)		
	<b>Equal Employment Opportunity Statement</b> Submit adopted EEO Statement with seal.	9 (30)		
	<b>Environmental Review</b> – Submit ERR prior to CDBG contract.	31		
4	<b>Finalizing Cost Estimates</b> – Submit the Budget Summary	32		
5	<b>Spending CDBG Funds – Contracting/Labor Standards</b> <b>Policy Statement # 4</b>	33-38		
6	<b>Program Income Plan</b> – Submitted as part of Phase II. Contact DPM <b>Policy Statement #7</b>	39-43		
7	<b>Developing Program Guidelines</b> - Micro-Enterprise Grant/Loan, Façade Grant & Housing Rehabilitation Programs. Contact DPM	44		
8	<b>Organizing Your CDBG Files</b>	44		
9	<b>HUD Fair Housing Logos</b>	45		

# Step One: Getting Organized

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## Congratulations!

Your community was selected and invited to further develop and implement your CDBG project.

This workbook will guide you through all required steps of the Project Development Phase. Your community has **six months** (with the exception of the Economic Development Program which allows only three months) from the date of your award announcement date to complete all tasks outlined in this workbook, submit everything for approval, and execute a grant contract with the Office of Community Development (OCD).

To assist in the process, a Development Program Manager (DPM) from (OCD) has been assigned to work with your community. Your DPM will guide you through the process, review your completed submittal and follow your community through the life of your grant.

### Getting Organized

On page 2, the **Project Development Checklist** summarizes all required tasks and documents to be submitted with your Project Development package. Some of these may not apply to your particular project – program specific tasks are noted. The page numbers on the checklist refer to pages in the workbook associated with tasks and documents.

### Things to Remember

- Consultant services – If your community is hiring private consultant services paid for by CDBG funds, these must be procured through a competitive process.
- Recent CDBG Grants – If your community recently received or completed another CDBG program, some of the documents may be reused for your current project. Check with your DPM to identify the applicable documents.
- Do not expend any project funds – CDBG or otherwise – until you have completed your Project Development Phase and have an executed contract with OCD. Your community cannot be reimbursed for costs incurred prior to completing the Project Development Phase and receiving Environmental Review Clearance. You may see the phrase "You may not obligate funds prior to environmental review clearance." This means that you cannot sign a contract or an agreement for construction services, or purchases of equipment until you have completed the environmental review process, submitted the materials to OCD, and received a letter from our office providing you with an environmental review clearance date.

## Step Three: Project Development Documentation and Reviews

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Recipients of CDBG grants must complete a number of federal and state reviews, certifications and documents. **The following documents must be submitted to OCD prior to executing your grant contract.**

- ✓ **CDBG communities must satisfy the requirements of MRSA Title 30-A, section 5203**

### 1. Planning Board Review

Submit your Project Development application to your municipal planning board for review. The purpose of this review is to ensure the project's conformity to your community's comprehensive plan and applicable zoning ordinances.

**REQUIRED SUBMISSION:** A signed letter from your planning board stating that the project conforms to the comprehensive plan and local zoning ordinances.

### 2. Public Hearing

You must hold a public hearing during the Project Development process to give members of your community a chance to comment on the project. A ten-day notice prior to holding the hearing is required. (A single public hearing may be held to cover all CDBG programs.) **All public hearings must be in compliance with Section 109, Title VI, Section 504 and the respective implementing regulations at 24 CFR 6, 1 and 8 *and* Title VI implementing regulations at 24 CFR 1.4(b)(1). Non-compliant public hearings are not acceptable.**

**REMINDER:** The public hearing must be held prior to Local Legislative Body approval.

**REQUIRED SUBMISSION:** A copy of the newspaper ad or public notice announcing the hearing indicating the dates posted, hearing minutes attested as a true copy by the Town/City clerk, and the attendance list.

### 3. Approval by Local Legislative Body

Your local legislative body must approve the project by formally voting to accept CDBG Funds. **BE AWARE THAT YOUR PUBLIC HEARING MUST OCCUR PRIOR TO THE LEGISLATIVE BODY VOTE** per MRSA Title 30-A, Section 5203.

The warrant or resolution must be specific to the CDBG funds. **A "blanket" warrant accepting all state or federal funds is not acceptable.**

**REQUIRED SUBMISSION:** A certified town warrant or council resolution accepting funds. **It must name the specific CDBG Program from which funds will be received and the grant amount.** A sample warrant article and council resolution are included in the next section.

- ✓ **CDBG communities must show evidence of Regional Planning Commission review under MRSA Title 30-A, Subchapter II, 2342**

Maine State Law requires that Project Development materials (a complete Phase 2 Package) be provided to your regional planning commission or council of governments for review.

**REQUIRED SUBMISSION:** A copy of the letter you send to your regional planning commission with your Project Development materials.

- ✓ **Multi-jurisdictional CDBG projects must demonstrate that an interlocal agreement between all participating communities is in place under MRSA Title 30-A, Chapter 115, 2303 Maine State Law requires that whenever two or more municipalities enter into an agreement for joint or cooperative action to exercise powers, privileges or authority capable of being exercise by a municipality in the State, an interlocal agreement must be created.** Communities that submitted a joint application to implement CDBG programs benefiting multiple municipalities must enter into a formal interlocal agreement that designates which municipality will act as the lead community.

**REQUIRED SUBMISSION:** Copies of Interlocal Agreements adopted by the local governing body of each participating community. A sample copy is contained in the next section.

- ✓ **CDBG communities must have standards of conduct in place under the administrative regulations at 24 CFR, Part 85 – Code of Standards of Conduct (adopt and submit certified copy)**

Federal regulations mandate that recipients of CDBG funds maintain a written Code of Standards of Conduct governing the performance of their employees engaged in the award and administration of contracts. A sample Code of Standards of Conduct is in the next section.

**REQUIRED SUBMISSION:** A Code of Standards of Conduct that has been officially adopted by your local governing body during this project development phase. A sample copy is contained in the next section

- ✓ **CDBG communities must pledge to “Affirmatively Furthering Fair Housing” under 24 CFR, Part 570 (The Fair Housing Act)**

The Fair Housing Act prohibits discrimination in the sale or rental of housing based on race, color, religion, sex, national origin, familial status and disability. It requires HUD and OCD to administer the CDBG Program in a manner that affirmatively furthers fair housing. Each municipality receiving CDBG funds must certify to affirmatively further fair housing. Two tasks necessary to comply are listed below.

**REQUIRED SUBMISSION:**

**1. Fair Housing Resolution**

A Fair Housing Resolution adopted by your local governing body stating that the programs to be implemented provide for equal opportunity in housing. A sample resolution for your use is contained in the next section.

**2. Fair Housing Self-Assessment Survey**

A completed Fair Housing Self-Assessment signed by the appropriate municipal official. A sample copy is contained in the next section.

- ✓ **CDBG communities must certify that they are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act**

Your community must comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA). This includes the completion of a Self Evaluation and Transition Plan for making your programs and facilities accessible to people

with disabilities.

**REQUIRED SUBMISSION:**

**1. Section 504 Self-Evaluation and Transition Plan**

Adopted by your local governing body. Use this plan if your community has never done a formal adoption. A copy of this document is contained in the next section.

**2. ADA/504 Certification**

Completed and signed by appropriate municipal official. Use this certification if your community has already formally adopted the plan. A sample certification is contained in the next section.

✓ **Completion of an Anti-Displacement Plan**

Displacement is caused when any family, individual, business, non-profit organization or farm moves from real property or moves personal property from real property as a result of a CDBG program. The Department of Housing and Urban Development requires **ALL** recipients of CDBG funds, **REGARDLESS OF THEIR ACTIVITIES**, to certify that they will not displace people without just cause and will follow federal guidelines on compensating any individuals that may be displaced **THIS INCLUDES COMMUNITIES THAT DO NOT ANTICIPATE DISPLACING PERSONS.**

The intention of the Anti-Displacement Plan is to minimize effects on displaced persons. When displacement is unavoidable, all those displaced will receive fair and just compensation under the Federal Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) as amended.

The municipality must be sure to include appropriate information, have the local CDBG Advisory Committee review it and have it adopted by the local governing body.

**REQUIRED SUBMISSION:** An Anti-Displacement Plan adopted by your local governing body. A copy of the plan is contained in the next section.

✓ **Completion of an Employment Profile**

An Employment Profile describes the characteristics of those persons administering the grant who are funded in whole, or in part, with CDBG funds. It provides insight as to possible discriminatory patterns of employment. **THIS FORM IS TO BE COMPLETED WHENEVER CDBG FUNDS WILL BE USED TO PAY FOR ADMINISTRATION.**

**REQUIRED SUBMISSION:** An Employment Profile completed by the CDBG administrator or municipal official. A copy of the Employment Profile and directions are contained in the next section.

✓ **Completion of an Equal Employment Opportunity Policy Statement**

An Equal Employment Opportunity Policy Statement ensures that communities implementing a CDBG project pursue policies of non-discrimination in personnel practices

**REQUIRED SUBMISSION:** An Equal Employment Opportunity Policy Statement adopted by your local governing body. A sample EEO Statement is contained in the next section.

# *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>

## **Public Hearing Notice**

The Town of Wayne Selectboard will hold a Public Hearing on **Tuesday September 18, 2018**, at **6:30 PM** at the Wayne Elementary School - Gymnasium located at 48 Pond Road, Wayne, Maine to discuss the acceptance of a Micro-Enterprise Assistance CDBG Grant. The purpose of the grant is to make necessary façade improvements to the Historic Masonic Hall located on 8 Bridge Street in Wayne Village Center as part of Sustain Wayne's Masonic Hall Renovation Project. Public comments will be solicited at this Hearing and will be submitted as part of the Project Development Phase. All persons wishing to make comments or ask questions about the acceptance of these funds are invited to attend this Public Hearing. Comments may be submitted in writing to: Aaron Chrostowsky, Town Manager, Town of Wayne, P.O. Box 400, 48 Pond Road, Wayne, ME 04284-0400 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please contact Aaron Chrostowsky, Town Manager, by telephone at 685-4983 or by email at [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org), so that accommodations can be made.



**EQUAL HOUSING  
OPPORTUNITY**



## Step Two: The Community Development Advisory Committee

---

Each community receiving Community Development Block Grant (CDBG) funds must form a community development advisory committee (CDAC) to oversee and guide their project through its planning and implementation stages. The committee acts as an arm of the municipality and is formally created and appointed by the community's governing body.

### Roles for the CDAC

The CDAC performs several functions:

- **Project manager** – making sure the project is completed in a satisfactory and timely fashion
- **Selection of consultants and/or contractors** – including developing requests for proposals
- **Compliance with CDBG regulations** – ensuring that all paperwork, drawdowns, quarterly reports and other requirements are met in an accurate and timely fashion. This often includes coordinating and completing Project Development documentation.
- **Community input** – organizing opportunities for the public to be involved in the projects.
- **Public relations** – organizing and publicizing the project and its progress.
- **Handling complaints** – developing and implementing a policy for hearing and resolving complaints about the project. (See the Policy Letter #13 on Handling Complaints following this section)

### Who to appoint

Selecting members of the community to serve on the committee is very important. The community should contain representatives of the various stakeholders in your project, **ESPECIALLY** residents of your target area or individuals who may use the services you will support with CDBG funds. This will help the CDAC structure a program that truly meets the needs of the target group.

### Possible Committee Members (submit actual list with your Project Development package)

Committee Member	Affiliation
Lynette Johnson	At-Large
Lloyd Irland	Town of Wayne Selectboard
Laura Briggs	Town of Wayne Planning Board
Cindy Townsend	Sustain Wayne Board of Directors
Tammy Birtwell	Sustain Wayne Board of Directors



Department  
Of  
Economic and Community Development  
33 Stone Street  
59 Statehouse Station  
Augusta, Maine 04333

**POLICY LETTER #13**

**Subject:**     *CDBG Program Complaint Policy*

**Revised:**    02/00

During the implementation of a CDBG project, the Office of Community Development (OCD) is available to assist the community in completing the project and complying with Federal and state regulations. The CDBG Program awards funds to communities who in turn must create local guidelines to implement their programs. Communities are also responsible for local program administration.

It is the policy of the OCD that each community establish its own procedure for handling complaints about the implementation of its program. If caught early, most complaints are easily resolved and require minimal action. Because the local program administrator is most familiar with local needs, the guidelines of the community program and its implementation, every attempt should be made to resolve a complaint at the local level. Local community development staff should attempt to resolve complaints by utilizing a policy adopted by the community development program or by the municipality. OCD staff will be happy to provide guidance and advice **but will not resolve local disputes**. The role of the OCD is to ensure that the local procedure has been fairly and appropriately followed, and that it is consistent with Federal and state requirements.

At the time of a complaint, the local community development staff or CDBG administrator should share a copy of the CDBG Guidelines with the complainant. If the community does not have a set of guidelines, the individual could be provided with a copy of the project application to learn more about the project and its goals.

*Local community development staff or the CDBG administrator will use the following complaint process:*

1. Request that all complaints be submitted in writing to the **local** community development office.
2. The local CDBG program administrator should respond in writing within a specified time frame. If the response is not satisfactory, the complainant should request in writing that the complaint be forwarded to the Chief Executive Officer of the community. The CEO would then respond in writing within a specified time frame.
3. If the complainant remains unsatisfied with the local resolution, they may contact the Office of Community Development CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complaint to the OCD.

It is the policy of the OCD and the CDBG Program Manager **not to interfere with the decisions reached by a community that is in keeping with the CDBG regulations.** The OCD review will ensure that the process has been fair and consistent with program regulations (local, federal and state). However, the decision of the Program Manager whether in favor with the community, the complainant or a compromise, will be final.

# *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>

## ***CDBG Program Complaint Policy***

1. Request that all complaints be submitted in writing to the local community development office for the Town of Wayne - Town Manager's Office (local CDBG administrator).
2. The local CDBG program administrator should respond in writing within 7 business days in receipt of written complaint. If the response is not satisfactory, the complainant should request in writing that the complaint be forwarded to the Wayne Selectboard. The Wayne Selectboard should then respond in writing within 30 days.
3. If the complainant remains unsatisfied with the local resolution, they may contact the Office of Community Development CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complaint to the OCD.

### Select Board Members

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Don Welsh

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Trent Emery

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Amy Black

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Lloyd Irland

---

Stan Davis

# *Town of Wayne*

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September 17, 2018

Cary Tyson  
KVCOG  
17 Upper Main St.  
Fairfield, ME 04937

Dear Mr. Tyson:

Enclosed you will find a copy of the Phase 2 documents assembled by the Town of Wayne for the 2018 CDBG Micro-Enterprise Assistance Grant for financial assistance to Sustain Wayne to address replacing the rotting sill on the east side of the historic Masonic Hall building at located at 8 Bridge Street. The project will also include replacing some footings, roof and siding repair, repainting the building, replacing broken windows, and repairing holes where animals have entered the structure.

If you have any questions please call me at 685-4983 or [townmanager@waynemaine.org](mailto:townmanager@waynemaine.org).

Sincerely,

Aaron Chrostowsky  
Town Manager

Enc.

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## **STANDARDS OF CONDUCT**

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### **STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT**

#### **INTRODUCTION**

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

#### **PURPOSE**

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

#### **AUTHORITIES**

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

#### **PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES**

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

##### **1. Prohibition against conflicts of interest**

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

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## **2. Procurement and Contracting Requirements**

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

### **a) Circumventing competitive bidding requirements by:**

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;
- 2) failing to use established evaluation criteria in negotiations;
- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

### **b) Failing to adhere to contract award requirements by:**

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

### **c) Failing to verify contractual and programmatic compliance by contractors by:**

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

## **3. Financial Management and Recording Systems**

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
  - 1) A register of cash receipts and disbursements;
  - 2) Record of all non-cash transactions;
  - 3) General ledger to show the status of each CDBG account;
  - 4) A fixed account ledger, and
  - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

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## **4. Cost Allowance**

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.
- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

## **5. Program Monitoring**

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

**DATE ADOPTED: September 18, 2018**

## **AUTHORIZED SIGNATURES**

Select Board Members

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

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

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Lloyd Irland

\_\_\_\_\_  
Stan Davis

Municipal Seal

# Town of Wayne

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## FAIR HOUSING RESOLUTION

### STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**LET IT BE KNOWN TO ALL PERSONS** of the Town of Wayne that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Wayne to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby pass the following Resolution:

**BE IT RESOLVED** that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

**BE IT FURTHER RESOLVED** that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

**SAID PROGRAM** will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

**DATE ADOPTED: September 18, 2018**

**AUTHORIZED SIGNATURES:** Select Board Members

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

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

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
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\_\_\_\_\_  
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Municipal Seal

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## FAIR HOUSING SELF ASSESSMENT

### STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

#### COMMUNITY OF WAYNE MAINE:

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing on the basis of race, color, religion, sex, national origin, familial status or handicap?

Yes                      x No

2. If yes, give a brief description of the nature of any complaints and resolutions.

Yes                      No

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

Yes                      x No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

Problem Area	Very Serious	Serious	Moderate	Not a Problem
Color				x
Familial Status				x
Handicap				x
National Origin				x
Race				x
Religion				x
Sex				x

1. Does your community contain any subsidized housing units?

Yes                      x No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

Yes      No      **Current zoning policies, strong environmental restrictions, make costly to develop and more desirable place to live – causing real estate market pricing to increase**

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes      No      **Cost**

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes       No      **Census**

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

Yes       No      **Census**

10. Is there public transportation available in your community?

Yes       No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes       No      **Census**

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes       No

13. Has your community participated in the CDBG program prior to 1993?

Yes       No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes       No

---

**Signature of Authorized Municipal Official**

**Date**

---

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## **ADA/SECTION 504 CERTIFICATION**

### **STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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The Town of Wayne hereby certifies that it has complied with the following requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and

1. Conducted a Section 504/ADA Transition Plan and Self Evaluation of all municipal facilities;
2. Advises the public, employees and job applicants that it does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its programs and activities; and
3. Has designated the following person as the contact to coordinate efforts to comply with these requirements.

Name: Aaron Chrostowsky Title: Town Manager

\_\_\_\_\_  
(Signature of Authorized Municipal Official)

\_\_\_\_\_  
(Date)

Municipal Seal

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## SECTION 504 SELF EVALUATION AND TRANSITION PLAN STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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### TOWN OF WAYNE

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

Aaron Chrostowsky  
(name)

Town Manager  
(title)

48 Pond Road, Wayne ME 04284-0400  
(address)

207-685-4983      207-685-3836      townmanager@waynemaine.org  
(telephone)      (fax)      (e-mail)

The Section 504 Self Evaluation and Transition Plan was adopted by the following authorized individuals on behalf of the municipality:

DATE ADOPTED: September 18, 2018

AUTHORIZED SIGNATURES: Selectboard Members

Don Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

Municipal Seal

# 1. EMPLOYMENT

1. Are job announcements put into newspapers that have general circulation?

Yes  No

If No, describe how individuals are made aware of employment opportunities:

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2. Do job announcements state that the municipality is an Equal Opportunity Employer?

Yes  No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

- **We are willing to change.**

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

Yes  No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

Yes  No

If Yes, explain: \_\_\_\_\_

---

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

- **Accommodations are made on a case-by case basis.**

## 2. PROGRAM ACCESSIBILITY

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1. Are any of the following services or benefits provided to residents directly by the municipality?

Yes  No

(Please mark an "X" for all services provided by the municipality)

Transportation Services

Counseling Services

Health Services

Employment Services

Public Housing

Food Services

General

Social, Recreational, or Athletic Services

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

- **We hold meetings in ADA accessible buildings**

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

Yes  No

If Yes, list the steps to eliminate the limitations:

---

---

3. Do applications for these services, in any way discriminate against persons with disabilities?

Yes  No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

**Program**

**Qualifications**

1. Wayne Athletic League – Soccer, Baseball, Softball	N/A
2. Ladd Recreation Center – Summer/ After School Programs	N/A
3. Aging at Home	N/A
4.	
5.	
6.	
7.	

**3. FACILITIES**

**Note:** The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

<b><u>Facility</u></b>	<b><u>Programs or Operations Housed</u></b>
1. Ladd Recreation Center	Town Voting, summer/ after school programs, Aging at Home programs, recreation sport programs, community center/ shelter
2. Wayne Elementary School/ Town Office	Board meetings, general government administration
3.	
4.	
5.	
6.	
7.	

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

**COMPLIANCE COMPONENT**

**FACILITIES**

	#1	#2	#3	#4	#5	#6	#7
Accessible Route	1	1					
Outside Paths and Walks	1	1					
Parking	1	1					
Curb Ramps							
Ramps	1	1					
Entrances/interior Doors	1	1					
Elevators	3	3					
Lifts	3	3					
Toilet Rooms	1	1					
Drinking Fountains	1	1					
Warning Signals							
Assembly Areas	1	1					
Public Telephones	3	3					
Other Building Elements and Specialized Facilities							

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

\* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:

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## RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

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### Town of Wayne

*(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).*

#### I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is insuring that persons displaced as a result of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

#### II. COMPLIANCE MEASURES:

The **Town of Wayne** will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the **Town of Wayne** enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, the **Town of Wayne** will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;

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- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;
- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the **Town of Wayne** will take all possible actions within its power to minimize the displacement of persons from their homes.

### **III. ASSISTANCE TO PERSONS DISPLACED:**

The **Town of Wayne** shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency's process. In addition, City staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

### **IV. DEFINITIONS:**

**Displaced Person:** Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

### **V. AGENCY RESPONSIBILITY:**

The **Town of Wayne** Community Development Department shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. The **Town of Wayne** will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to Aaron Chrostowsky, Town Manager.

### **VI. CERTIFICATIONS:**

The **Town of Wayne** hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

# *Town of Wayne*

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<http://www.waynemaine.org>

**DATE ADOPTED: September 18, 2018**

**AUTHORIZED SIGNATURES**    Select Board Members

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

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

\_\_\_\_\_  
Amy Black

\_\_\_\_\_  
Lloyd Irland

\_\_\_\_\_  
Stan Davis

Municipal Seal

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## EMPLOYMENT PROFILE

### STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

Date: September 18, 2018

Town of Wayne  
 (Name of Town)

#### JOB CATEGORY

Employment Characteristics	Admin/ Officials	Professionals	Technicians	Para Professionals	Office/ Clerical	Other
Total Number		2				
<b>MALE:</b>						
W		1				
A						
AW						
NH						
AIW						
AIB						
AI						
B						
BW						
<b>FEMALE:</b>						
W		1				
A						
AW						
NH						
AIW						
AIB						
AI						
B						
BW						

#### Demographic Codes: Use for Recording Racial Categories

W = White  
 A = Asian  
 AW = Asian & White  
 FH = Female Head of Household  
 NH = Native Hawaiian/Other Pacific Islander  
 AIW = American Indian/Alaskan Native & White  
 AIB = American Indian/Alaskan Native & Black/African American  
 B = Black/African American  
 BW = Black/African American & White  
 AI = American Indian/Alaskan Native

## **Instructions for completing the form:**

An Employment Profile describes the characteristics of those persons administering the grant who are funded in whole, or in part, with CDBG funds. It provides insight as to possible discriminatory patterns of employment.

Neatly print or type today's date and the name of your community in the spaces provided at the top of the page.

Carefully consider all persons who are working on your community's CDBG grant that are being paid with grant funds.

**Example:** The Town Clerk is spending time performing duties pertaining to the CDBG grant that are beyond her regular duties. The Town is paying with CDBG Administrative Funds for the clerk's time. This individual is funded, in part, by CDBG dollars and must be recorded on the form.

Be sure to include those individuals whose salary or fees are paid totally with grant dollars as well as those persons whose salary or fee is only partially funded with grant monies. Each of these individuals must keep a timesheet tracking time-spent working on grant activities.

Each individual will be recorded on the Profile form by gender, ethnicity, and professional status. Use the **Demographic Codes** provided at the bottom of the Employee Profile form to ascertain the proper ethnic category.

**Example:** To record an Asian, female Town Manager who is working on the grant, one would look at the lower half of the table, labeled Female, and proceed to the top of the table for the column marked "**Admin/Officials**". Then move down the column until you reach the row marked "**A**". Place an X in this box. Repeat this process for each individual paid with CDBG funds.

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## Equal Employment Opportunity Policy Statement

### STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town of Wayne Selectboard declare their intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

**DATE ADOPTED: September 18, 2018**

**AUTHORIZED SIGNATURES:** Select Board Members

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

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

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