

# Town of Wayne Selectboard

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

## Meeting Agenda

**Date:** Tuesday, March 3, 2020

**Time:** 6:30 PM.

**Place:** Wayne Elementary School –Town Office

### Selectboard Members Present / Quorum.

#### Call Meeting to Order.

*We encourage everyone in attendance to read the Selectboard Bylaws.*

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

*All participants must be recognized by the Chairperson before speaking.*

#### Pledge of Allegiance.

#### Conflict of Interest.

#### Minutes.

**a. Consider approving the Special Town Meeting meeting minutes for February 18, 2020.**

Manager Recommendation: Move the Board to approve the Special Town Meeting meeting minutes for February 18, 2020.

**b. Consider approving the Selectboard meeting minutes for February 18, 2020.**

Manager Recommendation: Move the Board to approve the Selectboard meeting minutes for February 18, 2020.

#### Warrants.

**a. Consider approving Payroll Warrant #44.**

Manager Recommendation: Move the Board to approve Payroll Warrant #44 in the amount of \$7,493.10

**b. Consider approving Accounts Payable Warrant #45.**

Manager Recommendation: Move the Board to approve Accounts Payable Warrant #45 in the amount of \$\_\_\_\_.\_\_\_\_.\_\_\_\_.

#### New Business.

- Public Hearing for the Enactment of General Assistance Ordinance: Appendices (A-F and H).
- Presentation from Chief Dovinsky from Winthrop Ambulance Service.
- Coronavirus Preparations...
- Participate in KVCOG Textile Recovery Program
- Participate in local (Readfield) Household Hazardous Waste Day Event.
- Authorize Town Manager to Bid Out the following documents:
  - a. Roadside Mowing
  - b. Winter Sand Removal
  - c. Mowing
  - d. Road Grading Services
  - e. Contractor's Labor, Material, & Equipment Rates

#### Old Business.

- Award Joint Regional Heating Oil Bid to Fabian Oil.

#### Selectboard Goals.

- **Aging at Home**
- **Facilities Plan**
- **High-water Event.**
  - Consider ordering staff gage for Wayne Village Dam
  - Consider ordering camera for Wayne Village Dam
  - Joint Leeds-Wayne Selectboard Meeting

- **Village Advisory Committee.**
  - **Discuss Bridge Street One-way Proposal**
  - **Discuss Sidewalk Prep Options**
- **Renewable Energy Advisory Committee.**
- **Administration.**

**Supplements and Abatements.**

**Town Manager Report.**

- Independent Financial Auditor (FY18-19) in progress
- 2020 Property & Casualty Pool Renewal
- 3/5/2020 – Bid Opening CDBG WAYNE GENERAL STORE HANDICAPPED ACCESSIBLE RESTROOM WAYNE, MAINE
- 3/5/2020 - Bid Opening Computer Web & Data Server and Network RFP
- 3/5/2020 - Code Enforcement Officer Interviews

**Board Member**

**Public Comments.**

**Adjourn.**

The next regularly scheduled for **Tuesday March 17, 2020**, immediately after Special Town Meeting at the Wayne Town Office

**TOWN OF WAYNE  
SPECIAL TOWN MEETING MINUTES  
February 18, 2020**

STATE OF MAINE  
KENNEBEC, SS

To Cathy Cook, a resident in the Town of Wayne, County of Kennebec, and State of Maine:

**GREETINGS:**

In the name of the State of Maine, you are hereby required to notify and warn the voters in the Town of Wayne, in said County, qualified by law to vote in Town Affairs, to meet at the **Wayne Elementary School - Gym on Tuesday, February 18, 2020 at 6:00 PM** to elect a Moderator to preside at said special town meeting and act on Article 2.

**Article 1.** To elect a Moderator to preside at said meeting.

**A motion was made to elect Kristin Murray-James as moderator. (Don Welsh/ Steve McLaughlin) Motion passed. Voters elected Kristin Murray-James as Special Town Meeting Moderator.**

**Article 2.** Shall the Town adopt the proposed amendments to the Zoning Ordinance?

**A motion was made to adopt the proposed amendments to the Zoning Ordinance. (Steve McLaughlin/Anne Huntington) (23-0) Motion passed.**

***Selectboard***

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

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

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

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

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

**Town of Wayne, Maine  
Select Board Meeting Minutes  
Tuesday February 18, 2020  
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, Trent Emery, and Don Welsh. Stan Davis and Lloyd Irland were absent. Others Present: Aaron Chrostowsky, Town Manager and Cathy Cook, Town Clerk  
Audience: Walter McKee, Kristin Murray-James, David Stevenson, and Jeff DeGroot.

**Meeting Minutes:**

The Board approved the Special Town Meeting minutes for January 21, 2020. (Black/Emery) (3/0).

The Board approved the Selectboard meeting minutes for February 4, 2020. (Black/Emery) (3/0).

**Warrants**

- a. The Board approved Payroll Warrant #38 in the amount of \$110.82. (Black/Emery) (3/0).
- b. The Board approved Accounts Payable Warrant #39 in the amount of \$69.26. (Black/Emery) (3/0).
- c. The Board approved Payroll Warrant #40 in the amount of \$83.11. (Emery/Black) (3/0).
- d. The Board approved Payroll Warrant #41 in the amount of \$55.41. (Emery/Black) (3/0).
- e. The Board approved Payroll Warrant #42 in the amount of \$5,859.50. (Emery/Black) (3/0).
- f. The Board approved Payroll Warrant #43 in the amount of \$44,440.62. (Black/Emery) (3/0).

**New Business:**

- a. An Act to Return Funds to Maine Property Tax Payers. Everyone who has a Homestead Exemption received a check in the mail this week for \$104.
- b. The Board approved the Town Manager to participate in the Viles Foundation Grant Donation Request. (Black/Emery) (3/0).

**Old Business:**

- c. Mooring Ordinance. Walt McKee presented changes to the Mooring Ordinance. A motion was made to approve the Mooring Ordinance. (Welsh/Black) (3/0).
- d. State Boat Launch Update. The State said they will cut the brush back as requested so that vehicles can pass through without getting scratched.

**Selectboard Goals:**

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Selectboard Meeting Minutes – February 18, 2020

- e. Aging at Home Updates: The Town Manager is looking into applying for the 2020 AARP Community Challenge Grant which may be used for projects such as paving a walkway to the Footbridge from Memorial Park, and possibly a crosswalk near the Bellafonda House.
- f. Facilities Plan. Discussion about where to move the town office if the RSU decides not to renew our lease. The Town Manager asked for estimate on renovating old town office at North Wayne Building.
- g. Village Advisory Committee. MeDOT Pavement Preservation Project Update. Suggestion to make our downtown into a historical district. Memo to Laura Cyr, KVCOG Re: Various Topics such as: installing flashing yellow light signs 'Village Ahead', or speed tables, etc.
- h. Renewable Energy Advisory Committee. LED Streetlight Conversion Data.

**Supplements and Abatements:** None

**Town Manager Report:**

- a. Independent Auditor (FY18-19) in progress.
- b. Public Hearing for the Enactment of General Assistance Ordinance: Appendices (A-F and H).
- c. Cyber Security Resources. Our personal computers are being updated to Windows 10. Town Manager's computer needs replacement and suggested plan is to replace two computers every year.

**Board Member Reports:** None

**Public Comments:** None.

**Motion to Adjourn** at 8:07 PM. (Black/Emery) (3/0)

The next Select Board Meeting is scheduled for Tuesday, March 3, 2020 at 6:30 p.m. at the Wayne Elementary School Gymnasium.

Recorded by:  
Cathy Cook, Town Clerk

Select Board Members

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

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

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

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

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

[Back to Web Site](#)

## Town of Wayne, Maine

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### Selectboard

#### Notice of Public Hearing for the Enactment of General Assistance Ordinance: Appendices (A – F and H)

The **Selectboard** will hold a public hearing for the purpose of enacting the **General Assistance Ordinance: Appendices (A – F and H)** on **Tuesday, March 3, 2020, at 6:30 PM at the Wayne Town Office**. The public will be given an opportunity to be heard prior to the consideration of the above ordinance. For a copy of the **General Assistance Ordinance: Appendices (A – F and H)**, you may go to the Wayne Town Office, 48 Pond Office or the Town website at [www.waynemaine.org](http://www.waynemaine.org). If you have any questions, regarding this public hearing, please don't hesitate to contact the Town Office at (207) 685-4983.

-  [2019-2020 Maximums Memo](#)
-  [2019 GA Maximums Appendix A.pdf](#)
-  [2019 GA Maximums Appendix B](#)
-  [2019 GA Maximums Appendix C](#)
-  [2019 GA Maximums D, E, F Summary Sheet](#)
-  [2019 GA Maximums Appendix H](#)

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Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Office for Family Independence  
109 Capitol St.  
11 State House Station  
Augusta, Maine 04333-0011  
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents  
From: Sara Russell, Program Manager, General Assistance  
Date: September 6, 2019  
Subject: New GA Maximums

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Enclosed please find the following items:

- MMA's new (October 1, 2019–September 30, 2020) “**General Assistance Ordinance Appendices**” (A – F and H).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (see “*Filing of GA Ordinance and/or Appendices*” below for further information).

### Appendix A – F & Appendix H

The enclosed Appendices A – F, and Appendix H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – F and Appendix H. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

### The Adoption Process

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

### **Municipalities May Establish Their Own Maximums**

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site [www.memun.org](http://www.memun.org)).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

## 2019-2020 GA Overall Maximums

Metropolitan Areas

## Persons in Household

COUNTY	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	759	862	1,096	1,373	1,924
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	865	909	1,176	1,634	1,866
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	725	783	1,007	1,265	1,606
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	725	728	964	1,208	1,330
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,089	1,191	1,526	2,037	2,418
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	809	915	1,076	1,425	1,677

**Appendix A**  
Effective: 10/01/19-09/30/20

COUNTY	1	2	3	4	5*
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	899	961	1,190	1,525	1,692
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1,112	1,143	1,511	1,893	2,654

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	640	696	816	1,100	1,180
<b>Franklin County</b>	669	715	828	1,084	1,468
<b>Hancock County</b>	818	855	1,036	1,307	1,433
<b>Kennebec County</b>	752	777	969	1,273	1,360
<b>Knox County</b>	781	786	969	1,269	1,379
<b>Lincoln County</b>	849	869	1,038	1,326	1,541
<b>Oxford County</b>	748	752	920	1,299	1,511
<b>Piscataquis County</b>	645	700	865	1,144	1,373
<b>Somerset County</b>	699	733	942	1,228	1,316
<b>Waldo County</b>	801	855	979	1,316	1,676
<b>Washington County</b>	698	702	910	1,140	1,243

\* Please Note: Add \$75 for each additional person.

## Appendix B

Effective: 10/01/19 to 09/30/20

### 2019-2020 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2019, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 45.12	\$ 194
2	82.56	355
3	118.37	509
4	150.23	646
5	178.60	768
6	214.19	921
7	236.74	1,018
8	270.70	1,164

**Note: For each additional person add \$146 per month.**

## 2019-2020 GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

### **Non-Metropolitan FMR Areas**

<b><u>Aroostook County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	113	487	137	587
1	117	502	147	634
2	133	572	173	743
3	186	799	236	1,015
4	192	826	251	1,079
<b><u>Franklin County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	516	143	616
1	121	521	152	653
2	141	606	176	755
3	182	783	232	999
4	266	1,145	318	1,367
<b><u>Hancock County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	178	764
1	155	667	184	791
2	184	792	223	958
3	234	1,007	283	1,216
4	248	1,067	308	1,324
<b><u>Kennebec County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	601	162	698
1	140	601	166	713
2	169	725	207	891
3	226	973	275	1,182
4	231	994	291	1,251

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	147	630	169	727
1	147	630	169	727
2	169	725	207	891
3	225	969	274	1,178
4	235	1,013	295	1,270
<b><u>Lincoln County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	162	698	185	795
1	162	698	187	805
2	185	794	223	960
3	238	1,026	287	1,235
4	273	1,175	333	1,432
<b><u>Oxford County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	139	597	161	694
1	139	597	161	694
2	157	676	196	842
3	232	999	281	1,208
4	266	1,145	326	1,402
<b><u>Piscataquis County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	113	487	135	580
1	119	512	146	627
2	149	640	181	780
3	203	871	244	1,048
4	237	1,019	293	1,262
<b><u>Somerset County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	127	548	150	645
1	127	548	156	669
2	162	698	201	864
3	216	928	264	1,137
4	221	950	281	1,207

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	151	650	174	747
1	154	663	184	791
2	171	735	210	901
3	236	1,016	285	1,225
4	305	1,310	364	1,567

<b><u>Washington County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	127	547	150	644
1	127	547	150	644
2	155	666	193	832
3	195	840	244	1,049
4	204	877	264	1,134

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	141	608	164	705
1	156	670	186	798
2	198	852	237	1,018
3	249	1,073	298	1,282
4	362	1,558	422	1,815

<b><u>Cumberland Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	166	714	189	811
1	167	717	197	845
2	217	932	255	1,098
3	310	1,334	359	1,543
4	349	1,500	409	1,757

<b><u>Lewiston/Auburn MSA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	133	574	156	671
1	137	591	167	719
2	177	763	216	929
3	224	965	273	1,174
4	288	1,240	348	1,497

**Metropolitan FMR Areas**

<b><u>Penobscot Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	133	574	156	671
1	133	574	156	671
2	167	720	206	886
3	211	908	260	1,117
4	224	964	284	1,221
<b><u>Portland HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	218	938	241	1,035
1	232	999	262	1,127
2	298	1,282	337	1,448
3	404	1,737	453	1,946
4	477	2,052	537	2,309
<b><u>Sagadahoc Cty. HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	153	658	176	755
1	168	723	198	851
2	193	832	232	998
3	262	1,125	310	1,334
4	305	1,311	365	1,568
<b><u>York Cty. HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	174	748	197	845
1	179	769	209	897
2	220	946	259	1,112
3	285	1,225	333	1,434
4	308	1,326	368	1,583
<b><u>York/Kittery/S. Berwick HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	961	246	1,058
1	223	961	251	1,079
2	295	1,267	333	1,433
3	370	1,593	419	1,802
4	532	2,288	592	2,545

## 2019-2020 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2019 to September 30, 2020.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<p><b>NOTE:</b> For each additional person add \$75 per month.</p> <p><i>(The applicable figures from Appendix A, once adopted, should be inserted here.)</i></p>						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 45.12	\$ 194
2	82.56	355
3	118.37	509
4	150.23	646
5	178.60	768
6	214.19	921
7	236.74	1,018
8	270.70	1,164
<p><b>NOTE:</b> For each additional person add \$144 per month.</p>		

### APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
<p><i>(The applicable figures from Appendix C, once adopted, should be inserted here.)</i></p>				

*FOR MUNICIPAL USE ONLY*

**APPENDIX D - UTILITIES**

**ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

**APPENDIX E - HEATING FUEL**

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

**FOR MUNICIPAL USE ONLY**

## **Funeral Maximums**

### **Burial Maximums**

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

### **Cremation Maximums**

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

# Winthrop Ambulance Service

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

January 28, 2020

Mr. Aaron Chrostowsky, Town Manager  
Town of Wayne, Maine

Dear Aaron,

I would like to take this opportunity to thank you for your continued support, this marks our 42<sup>nd</sup> year together as a regional service. I feel that this is important to recognize in the current state of the economy, and with increasing pressure to share services, it shows how successful regionalization can be. As we enter the beginning of another budget cycle we have identified a major area of concern that I mentioned last year with regard to patient billing revenue, uncollectable patient billing. I have spent the last six months working with our billing service to identify the size and geographic distribution of this issue, which totals nearly \$100,000 per year.

I would like to meet with you to discuss how this issue affects your community, and the proposed financial strategy to combat this moving forward. As we are all entering, or currently working, on budget development I would hope we could meet sometime in the next few weeks. If you could reach out to me at 446-3322, we can discuss a time to meet that meets your needs and stays within your timelines.

Again, thank you for your continued support, and I look forward to meeting with you soon.

Sincerely,



John Dovinsky, Director

## Wayne Town Manager

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**From:** Chief John Dovinsky <jdovinsky@winthropmaine.org>  
**Sent:** Monday, February 24, 2020 4:45 PM  
**To:** townmanager@waynemaine.org  
**Subject:** FY '21 Assessment  
**Attachments:** Uncollectable SS - Wayne.xlsx

Aaron,

Attached is a worksheet that develops the assessments for ambulance service for the next three years for the Town of Wayne. As I said in the letter, we are currently developing a strategy for dealing with an increasing number of unpaid patient bills, and how these are distributed throughout our service area. For Wayne, the end result is an increase of \$1,213 over the usual 2.5% increase in the per capita rate. I look forward to meeting with your board and going over the numbers in more detail. Please let me know if you need further prior to the meeting on March 3rd.

Thanks for your continued support.

John

	April '18	Aug. '18	Nov. '18	Jan. '19	April '19	Aug. '19	Dec. '19	Feb. '20	Total \$	Total %
Fayette	\$ 2,706.00	\$ 2,750.00	\$ 1,711.00	\$ 687.00	\$ 550.00	\$ 250.00	\$ 2,693.00	\$ 4,389.00	\$ 15,736.00	8.00%
Mt Vernon	\$ 1,600.00	\$ 1,430.00	\$ 1,025.00	\$ 2,193.00	\$ 2,574.00	\$ 1,619.00	\$ 2,190.00	\$ 3,138.00	\$ 15,769.00	8.00%
Readfield	\$ 10,510.00	\$ 8,673.00	\$ 6,341.00	\$ 6,587.00	\$ 2,401.00	\$ 5,173.00	\$ 3,822.00	\$ 7,577.00	\$ 51,084.00	26.50%
Wayne	\$ 2,334.00	\$ 2,269.00	\$ -	\$ -	\$ 2,210.00	\$ 1,694.00	\$ 2,111.00	\$ 1,138.00	\$ 11,756.00	6.00%
Monmouth	\$ 14,221.00	\$ 12,407.00	\$ 5,033.00	\$ 4,912.00	\$ 5,289.00	\$ 4,259.00	\$ 8,150.00	\$ 11,205.00	\$ 65,476.00	33.80%
<u>Manchester</u>	<u>\$ 3,701.00</u>	<u>\$ 4,224.00</u>	<u>\$ 5,163.00</u>	<u>\$ 4,907.00</u>	<u>\$ 6,639.00</u>	<u>\$ 5,774.00</u>	<u>\$ 1,210.00</u>	<u>\$ 3,385.00</u>	<u>\$ 35,003.00</u>	<u>18.00%</u>
<b>Contract total</b>	<b>\$ 35,072.00</b>	<b>\$ 31,753.00</b>	<b>\$ 19,273.00</b>	<b>\$ 19,286.00</b>	<b>\$ 19,663.00</b>	<b>\$ 18,769.00</b>	<b>\$ 20,176.00</b>	<b>\$ 30,832.00</b>	<b>\$ 194,824.00</b>	
<b>Contract %</b>	<b>50%</b>	<b>46%</b>	<b>50%</b>	<b>46%</b>	<b>51%</b>	<b>62%</b>	<b>62%</b>	<b>64%</b>	<b>53.00%</b>	
<b>Winthrop</b>	<b>\$ 34,101.00</b>	<b>\$ 36,596.00</b>	<b>\$ 18,850.00</b>	<b>\$ 21,845.00</b>	<b>\$ 19,184.00</b>	<b>\$ 11,410.00</b>	<b>\$ 11,923.00</b>	<b>\$ 15,977.00</b>	<b>\$ 169,886.00</b>	
<b>Winthrop %</b>	<b>50%</b>	<b>54%</b>	<b>50%</b>	<b>54%</b>	<b>49%</b>	<b>38%</b>	<b>38%</b>	<b>36%</b>	<b>47.00%</b>	
							<b>Total Uncollectable</b>		<b>\$ 363,572.00</b>	

**Breakdown to 1 year average**

	<b><u>Apr-Apr</u></b>	<b><u>Jan-Jan</u></b>	<b><u>Actual/2</u></b>
<b>Fayette</b>	\$ 5,698.00	\$ 4,180.00	\$ 7,868.00
<b>Mt Vernon</b>	\$ 7,222.00	\$ 8,576.00	\$ 7,884.00
<b>Readfield</b>	\$ 24,002.00	\$ 17,983.00	\$ 25,542.00
<b>Wayne</b>	\$ 4,479.00	\$ 6,015.00	\$ 5,878.00
<b>Monmouth</b>	\$ 27,641.00	\$ 22,610.00	\$ 32,738.00
<b>Manchester</b>	\$ 20,933.00	\$ 18,530.00	\$ 17,501.00
	<u>\$ 89,975.00</u>	<u>\$ 77,894.00</u>	<u>\$ 97,411.00</u>

**Multiply x 62% Ins. Reimb. Rate**

	<b><u>Apr-Apr</u></b>	<b><u>Jan-Jan</u></b>	<b><u>Actual/2</u></b>
	<b><u>x 62%</u></b>	<b><u>x 62%</u></b>	<b><u>x 62%</u></b>
<b>Fayette</b>	\$ 3,532.00	\$ 2,591.00	\$ 4,878.00
<b>Mt Vernon</b>	\$ 4,477.00	\$ 5,317.00	\$ 4,888.00
<b>Readfield</b>	\$ 14,881.00	\$ 11,149.00	\$ 15,836.00
<b>Wayne</b>	\$ 2,776.00	\$ 3,729.00	\$ 3,644.00
<b>Monmouth</b>	\$ 17,137.00	\$ 14,018.00	\$ 20,297.00
<b>Manchester</b>	\$ 12,978.00	\$ 11,488.00	\$ 10,850.00
	<b>\$ 55,781.00</b>	<b>\$ 48,292.00</b>	<b>\$ 60,393.00</b>

**Budget Adjustment formulas**

	<u>Wayne</u>	
FY '21- 2.5% only (10.35)	\$	12,306.00
FY '21- 2.5% + 1/2 uncoll. adj.	\$	14,128.00
FY '21- 2.5% + 1/3 uncoll. adj.	\$	13,519.00
FY '22- 2.5% only (10.61)	\$	12,615.00
FY '22- 2.5% + all uncoll. adj.	\$	16,259.00
FY '22- 2.5% + 2/3 uncoll. adj.	\$	15,041.00
FY '23- 2.5% only (10.88)	\$	12,936.00
FY '23- 2.5% + all uncoll. adj.	\$	16,259.00

# Coronavirus Disease 2019 (COVID-19)

## Coronavirus Disease 2019 (COVID-19) Situation Summary

This is an emerging, rapidly evolving situation and CDC will provide updated information as it becomes available, in addition to updated guidance.

Updated February 29, 2020

### Background

CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in 60 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern" (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19.

### Source and Spread of the Virus

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have apparent community spread with the virus that causes COVID-19, meaning some people have been infected who are not sure how or where they became infected. Learn what is known about the spread of newly emerged coronaviruses.

### Situation in U.S.

- Imported cases of COVID-19 in travelers have been detected in the U.S.
- Person-to-person spread of COVID-19 was first reported among close contacts of returned travelers from Wuhan.

#### Confirmed COVID-19 Cases Global Map



[View larger image and see a list of locations](#)



COVID-19 cases  
in the U.S.

- During the week of February 23, CDC reported community spread of the virus that causes COVID-19 in California (in two places), Oregon and Washington. Community spread in Washington resulted in the first death in the United States from COVID-19, as well as the first reported case of COVID-19 in a health care worker, and the first potential outbreak in a long-term care facility.

## Illness Severity

Both MERS-CoV and SARS-CoV have been known to cause severe illness in people. The complete clinical picture with regard to COVID-19 is not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death. Learn more about the [symptoms associated with COVID-19](#).

There are ongoing investigations to learn more. This is a rapidly evolving situation and information will be updated as it becomes available.

## Risk Assessment

Outbreaks of novel virus infections among people are always of public health concern. The risk from these outbreaks depends on characteristics of the virus, including how well it spreads between people, the severity of resulting illness, and the medical or other measures available to control the impact of the virus (for example, vaccine or treatment medications). The fact that this disease has caused illness, including illness resulting in death, and sustained person-to-person spread is concerning. These factors meet two of the criteria of a pandemic. As community spread is detected in more and more countries, the world moves closer toward meeting the third criteria, worldwide spread of the new virus.

While there is still much to learn about the unfolding situations in California, Oregon and Washington, preliminary information raises the level of concern about the immediate threat for COVID-19 for certain communities in the United States. The potential public health threat posed by COVID-19 is very high, to the United States and globally.

At this time, however, most people in the United States will have little immediate risk of exposure to this virus. This virus is NOT currently spreading widely in the United States. However, it is important to note that current global circumstances suggest it is likely that this virus will cause a pandemic. This is a rapidly evolving situation and the risk assessment will be updated as needed.

Current risk assessment:

- For the general American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.
- People in communities where ongoing community spread with the virus that causes COVID-19 has been reported are at elevated though still relatively low risk of exposure.
- Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.
- Close contacts of persons with COVID-19 also are at elevated risk of exposure.
- Travelers returning from affected international locations where community spread is occurring also are at elevated risk of exposure.

CDC has developed [guidance to help in the risk assessment and management of people with potential exposures to COVID-19](#).

## What May Happen

More cases of COVID-19 are likely to be identified in the coming days, including more cases in the United States. It's also likely that person-to-person spread will continue to occur, including in communities in the United States. It's likely that at some point, widespread transmission of COVID-19 in the United States will occur.

Widespread transmission of COVID-19 would translate into large numbers of people needing medical care at the same time. Schools, childcare centers, workplaces, and other places for mass gatherings may experience more absenteeism. Public health and healthcare systems may become overloaded, with elevated rates of hospitalizations and deaths. Other critical

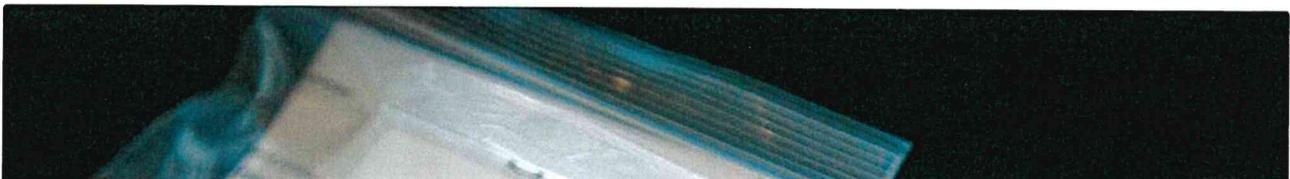
infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected. Health care providers and hospitals may be overwhelmed. At this time, there is no vaccine to protect against COVID-19 and no medications approved to treat it. [Nonpharmaceutical interventions](#) would be the most important response strategy.

## CDC Response

Global efforts at this time are focused concurrently on containing the spread and mitigating the impact of this virus. The federal government is working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to this public health threat. The public health response is multi-layered, with the goal of detecting and minimizing introductions of this virus in the United States. CDC is operationalizing all of its pandemic preparedness and response plans, working on multiple fronts to meet these goals, including specific measures to [prepare communities](#) to respond to local transmission of the virus that causes COVID-19. There is an abundance of [pandemic guidance](#) developed in anticipation of an influenza pandemic that is being repurposed and adapted for a COVID-19 pandemic.

## Highlights of CDC's Response

- CDC established a COVID-19 Incident Management System on January 7, 2020. On January 21, CDC activated its Emergency Operations Center to better provide ongoing support to the COVID-19 response.
- The U.S. government has taken unprecedented steps with respect to **travel** in response to the growing public health threat posed by this new coronavirus:
  - Effective February 2, at 5pm, the U.S. government suspended entry of foreign nationals who have been in China within the past 14 days.
    - U.S. citizens, residents, and their immediate family members who have been in Hubei province and other parts of mainland China are allowed to enter the United States, but they are subject to health monitoring and possible quarantine for up to 14 days.
  - On February 29, the U.S. government announced it was suspending entry of foreign nationals who have been in Iran within the past 14 days.
  - CDC has issued the following travel guidance related to COVID-19:
    - [China — Level 3, Avoid Nonessential Travel](#) — updated February 22;
    - [Hong Kong — Level 1, Practice Usual Precautions](#) — issued February 19;
    - [Iran — Level 3, Avoid Nonessential Travel](#) — updated February 28;
    - [Italy — Level 3, Avoid Nonessential Travel](#) — updated February 28;
    - [Japan — Level 2, Practice Enhanced Precautions](#) — updated February 22;
    - [South Korea — Level 3, Avoid Nonessential Travel](#) — updated February 24.
  - CDC also recommends that [all travelers reconsider cruise ship voyages into or within Asia](#) at this time.
- CDC is issuing clinical guidance, including:
  - On January 30, CDC published [guidance for healthcare professionals on the clinical care of COVID-19 patients](#).
  - On February 3, CDC posted [guidance for assessing the potential risk for various exposures to COVID-19 and managing those people appropriately](#).
  - On February 27, CDC updated its criteria to [guide evaluation of persons under investigation for COVID-19](#).
  - On February 28, CDC issued a Health Alert Network (HAN): [Update and Interim Guidance on Outbreak of COVID-19](#).
- CDC has deployed multidisciplinary teams to support state health departments case identification, contact tracing, clinical management, and communications.
- CDC has worked with the Department of State, supporting the safe return of Americans who have been stranded as a result of the ongoing outbreaks of COVID-19 and related travel restrictions. CDC has worked to assess the health of passengers as they return to the United States and provided continued daily monitoring of people who are quarantined.





This is a picture of CDC's laboratory test kit for severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). CDC is shipping the test kits to laboratories CDC has designated as qualified, including U.S. state and local public health laboratories, Department of Defense (DOD) laboratories and select international laboratories. The test kits are bolstering global laboratory capacity for detecting SARS-CoV-2.

[View Larger](#)

- An important part of CDC's role during a public health emergency is to develop a test for the pathogen and equip state and local public health labs with testing capacity.
  - After distribution of a CDC rRT-PCR test to diagnose COVID-19 to state and local public health labs started, performance issues were identified related to a problem in the manufacturing of one of the reagents. Laboratories were not able to verify the test performance.
  - CDC worked on two potential resolutions to this problem.
    - CDC developed a new protocol that uses two of the three components of the original CDC test kit to detect the virus that causes COVID-19 after establishing that the third component, which was the problem with the original test, can be excluded from testing without affecting accuracy. CDC is working with FDA to amend the existing Emergency Use Authorization (EUA) for the test, but in the meantime, FDA granted discretionary authority for the use of the original test kits.
      - Public health laboratories can use the original CDC test kit to test for the virus that causes COVID-19 using the new protocol.
      - Further, newly manufactured kits have been provided to the [International Reagent Resource](#) [↗](#) for distribution.
  - Combined with other reagents that CDC has procured, there are enough testing kits to test more than 75,000 people.
  - In addition, CDC has two laboratories conducting testing for the virus that causes COVID-19. CDC can test approximately 350 specimens per day.
  - Commercial labs are working to develop their own tests that hopefully will be available soon. This will allow a greater number of tests to happen close to where potential cases are.
  - CDC has grown the COVID-19 virus in cell culture, which is necessary for further studies, including for additional genetic characterization. The cell-grown virus was sent to NIH's [BEI Resources Repository](#) [↗](#) for use by the broad scientific community.

## CDC Recommends

- Everyone can do their part to help us respond to this emerging public health threat:

Everyone can do their part to help us respond to this emerging public health threat.

- It's currently flu and respiratory disease season and CDC recommends getting a flu vaccine, taking **everyday preventive actions** to help stop the spread of germs, and taking flu antivirals if prescribed.
  - If you are a healthcare provider, be on the look-out for:
    - People who recently traveled from China or another **affected area** and who have symptoms associated with COVID-19, and
    - People who have been in close contact with someone with COVID-19 or pneumonia of unknown cause. (Consult the most recent **definition for patients under investigation [PUIs]**.)
  - If you are a healthcare provider or a public health responder caring for a COVID-19 patient, please take care of yourself and follow recommended **infection control procedures**.
  - If you are a close contact of someone with COVID-19 and develop symptoms of COVID-19, call your healthcare provider and tell them about your symptoms and your exposure.
- 
- If you are a resident in a community where person-to-person spread of COVID-19 has been detected and you develop COVID-19 symptoms, call your healthcare provider and tell them about your symptoms.
  - For people who are ill with COVID-19, but are not sick enough to be hospitalized, please follow **CDC guidance on how to reduce the risk of spreading your illness to others**. People who are mildly ill with COVID-19 are able to isolate at home during their illness.
  - If you have been in China or another affected area or have been exposed to someone sick with COVID-19 in the last 14 days, you will face **some limitations on your movement and activity** for up to 14 days. Please follow instructions during this time. Your cooperation is integral to the ongoing public health response to try to slow spread of this virus.

## Other Available Resources

The following resources are available with information on COVID-19

- [U.S. Department of State China Travel Advisory](#) 
- [World Health Organization, Coronavirus](#) 

Page last reviewed: February 29, 2020

# Coronavirus Disease 2019 (COVID-19)

## Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

### CDC Industry Guidance

- [Resources for Airlines](#)
- [Resources for the Ship Industry](#)

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely,

### CDC Business Sector

Dr. Messonnier provides a situational update on COVID-19 for CDC private sector partners.

animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many US communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page at [www.cdc.gov/coronavirus/covid19](http://www.cdc.gov/coronavirus/covid19).

## Recommended strategies for employers to use now:

- **Actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
  - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

- **Separate sick employees:**
  - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
  - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - No additional disinfection beyond routine cleaning is recommended at this time.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
  - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
  - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
  - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
  - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
  - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

## Planning for a Possible COVID-19 Outbreak in the US

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.

## Planning Considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
  - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
  - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

## Important Considerations for Creating an Infectious Disease Outbreak Response Plan

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

### Employers should:

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

### Recommendations for an Infectious Disease Outbreak Response Plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).

- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per [travel guidance](#) on the CDC website.
  - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
  - Consider cancelling large work-related meetings or events.
- Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

## Resources for more information:

### CDC Guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)
- [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)
- [Health Alert Network](#)
- [Travelers' Health Website](#)
- [National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner](#)
- [Coronavirus Disease 2019 Recommendations for Ships](#)

### Other Federal Agencies and Partners

- OSHA Guidance: [https://www.osha.gov/SLTC/novel\\_coronavirus/index.html](https://www.osha.gov/SLTC/novel_coronavirus/index.html)

**KVCCOG**

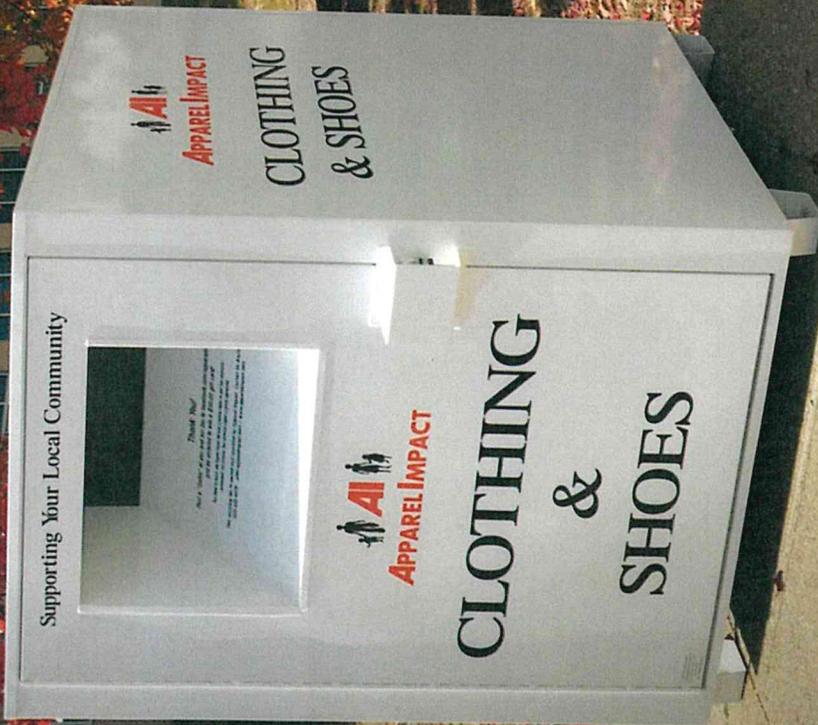
**TEXTILE  
RECOVERY  
PROGRAM**

**AI**  
APPAREL IMPACT

[WWW.APPARELIMPACT.COM](http://WWW.APPARELIMPACT.COM)



# CONTENT OUTLINE



Apparel Impact  
The Program  
Acceptable Items List

[WWW.APPARELIMPACT.COM](http://WWW.APPARELIMPACT.COM)



# WE ARE APPAREL IMPACT

- New England Based Company / Locally Owned
- U.S. Veteran Owned
- Established in 2014
- Easterseals New England Partner | AVCOG Partner
- Fastest Growing Textile Recovery Company in Northeastern U.S.
- 200+ Customers & Partners Throughout New England
- 50+ Towns/Cities Partnerships
- Recovers Over 1.5 Million Pounds of Textiles Annually & Growing
- 2018 AVCOG Environmental Award Recipient
- Awarded 40U40 by Union Leader for Supporting 3,000 Local Families Annually
- Provides Over 3,000 NH & ME Families and Children Clothing Annually



# TEXTILE RECOVERY PROGRAM

Apparel Impact is looking forward to the opportunity of providing a complete, no-cost, Textile Recovery and Collection Service to KVCOG. This program provides your community the opportunity to recover their unwanted clothing, shoes, accessories and other textiles, while reducing your solid waste stream and benefiting the ME community.

The following is a description of the program that Apparel Impact offers:

- Service: On-Site Textile Recycling Bin(s) (Multiple Sites if Approved)
- Complete Collection of Textiles • Shoes • Accessories • Other Textiles
- Weekly, Bi-Weekly, Monthly Collection (Multiple Collections Weekly as Needed)
- Recycling Bins Provided (No Cost)
- Full Service • Clean-Up • Bin Maintenance
- Annual Environmental and Community Impact Reports (Includes Tonnage)
- 24/7 Customer Service Line (603) 505-4779



# ACCEPTABLE ITEMS

Apparel Impact's mission is to reduce clothing, shoes and other textiles from local waste streams, while building a strong local business that provides community support and jobs for local people.

Below is a list of acceptable items Apparel Impact can collect:

- All Clothing (Men's, Women's, Children's, Vintage, Coats, Winter, etc.)
- All Accessories (Purses, Backpacks, Scarves, Ties, Hats, etc.)
- All Shoes (Sneakers, Dress, Heels, Flats, Sandals, etc.)
- Sheets / Blankets

All Items Must Be Dry, Contain No Mold, or Bad Odor.



Good morning,

Good news on the regional HHW collection front. I certainly think this is well within the realm of possibility for us, but ask that each town offer some feedback and preferably a vote of approval from each Select Board as this would be a significant (albeit positive) change in operations, in addition to the higher setup cost that we would carry.

We're looking at an early to mid-summer date to capture more of our seasonal residents – hosted at the Readfield Transfer Station form 10-2 on a Sunday. Gabe has put forward a few different Saturday dates but I will push for a Sunday – or we could run concurrently with regular operations in Readfield and a separate HHW collection point someplace nearby...

Thanks for your consideration and discussion!

Be well,

Eric

## Household Hazard Waste Day

### FY 2019-2020

Manager: Town(s) of Fayette, Readfield & Wayne  
Other Participants: Belgrade, Mount Vernon, Rome, Vienna?  
Location: Readfield Transfer Station  
Date: Summer, Sun. 10AM – 2PM?  
Budget: \$1,500  
Actual Cost:  
    Set-up: \$467  
    Units: \$27 unit x **31.5** units =\$850.5  
    Total: **\$1,317.50**

### FY 2018-2019

Manager: City of Augusta  
Other Participants: Augusta, Belgrade, Chelsea, Farmingdale, Fayette, Gardiner, Hallowell, Randolph, Readfield, Sidney, Wayne  
Location: Augusta DPW  
Date: Sat. May 18, 2019 from 9AM – 12 Noon  
Budget: \$1,500  
Actual Cost:  
    Set-up: \$109.09  
    Units: \$25/ unit x 35 units =\$875  
    Total: **\$984.09**

### FY 2017-2018

Manager: City of Augusta  
Other Participants: Augusta, Belgrade, Chelsea, Farmingdale, Fayette, Gardiner, Hallowell, Randolph, Readfield, Sidney, Wayne  
Location: Augusta DPW  
Date: Sat. May 19, 2018 from 9AM – 12 Noon  
Budget: \$1,500  
Actual Cost:  
    Set-up: \$250  
    Units: \$25/ unit x 28 units =\$700  
    Total: **\$950**

**FY 2016-2017**

Budget \$1,500  
Actual: **\$818**

**FY 2015-2016**

Budget \$1,000  
Actual: **\$1,744**

**FY 2014-2015**

Budget \$1,000  
Actual: **\$1,449**

**FY 2013-2014**

Budget \$1,000  
Actual: **\$576**

**FY 2012-2013**

Budget \$1,000  
Actual: **\$793**

**FY 2011-2012**

Budget \$1,000  
Actual: **\$654**

**FY 2010-2011**

Budget \$700  
Actual: **\$206**

To: Board of Selectmen  
From: Aaron Chrostowsky, Town Manager  
Re: #2 Heating Oil Contract  
Date: 3/1/2020

As you know, the Town of Wayne participates annually in the Joint Bidding of Heating and Motor Oil with the following Town's and School District:

- RSU #38
- Fayette
- Mount Vernon
- Readfield
- Wayne

The Town of Wayne has requested 1,000 gallons for the Fire Department.

**Wayne Fire Department**

#1: Village Sta., 150 Main Street, #2 Heating Fuel, Est. Annual Usage: 300 gals.

#2: North Wayne Sta., 14 Kent's Hill Road, #2 Heating Fuel, Est. Annual Usage: 700 gals.

**Total: Est. Annual Usage: 1,000 gallons**

**FY 2014-2015 Pricing – Winthrop Fuel Co.**

1,800 gallons x \$3.194 per gallon = \$5,749.20

**FY 2015-2016 Pricing – Winthrop Fuel Co.**

1,800 gallons x \$2.242 per gallon = \$4,035.60

**FY 2016-2017 Pricing – Winthrop Fuel Co.**

1,000 gallons x \$1.502 per gallon = \$1,502

**FY 2017-2018 Pricing – C.N. Brown**

1,000 gallons x \$1.789 per gallon = \$1,789

**FY 2018-2019 Pricing – Dead River**

1,000 gallons x \$2.2335 per gallon = \$2,680.20

**FY 2019-2020 Pricing – Fabian**

1,000 gallons x \$2.435 per gallon = \$2,233.50

**FY 2019-2020 Pricing – Fabian**

1,000 gallons x \$1.876 per gallon = \$1,876



<b>Androscoggin Lake</b>	<b>Wayne</b>	<b>Leeds</b>	<b>Total</b>
Land Value (Current)	\$ 26,728,700	\$ 7,547,600	\$ 34,276,300
Building Value (Current)	\$ 15,103,200	\$ 4,254,100	\$ 19,357,300
Total Value (Current)	\$ 41,831,900	\$ 11,801,700	\$ 53,633,600
Acreage	793.28	541.33	1334.61
Count	214	92	306

# Elevation Determination

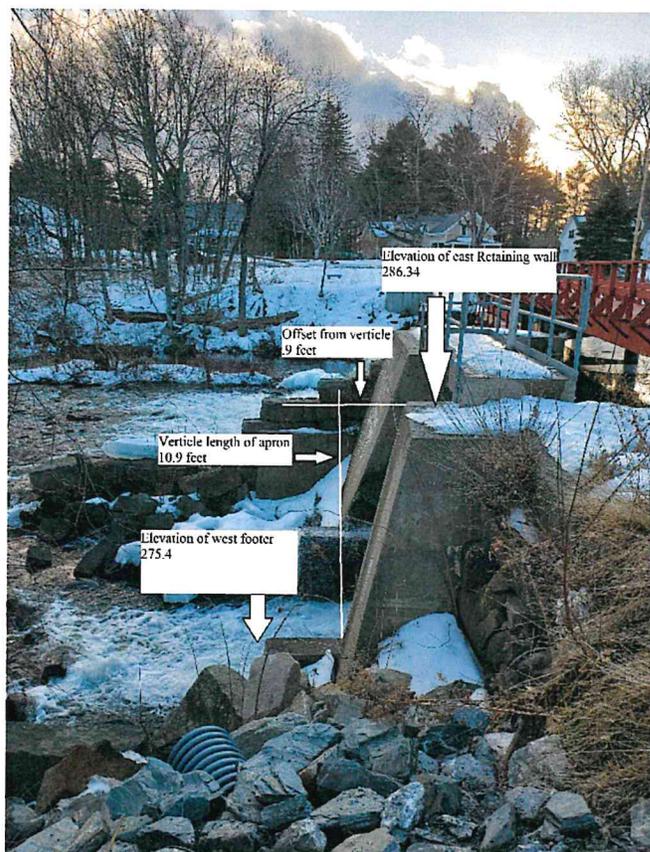
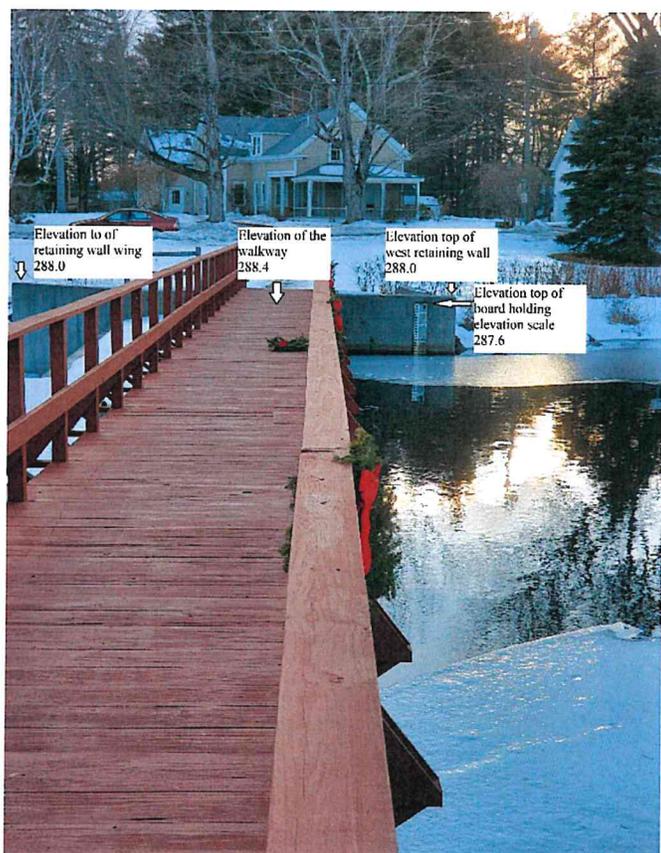
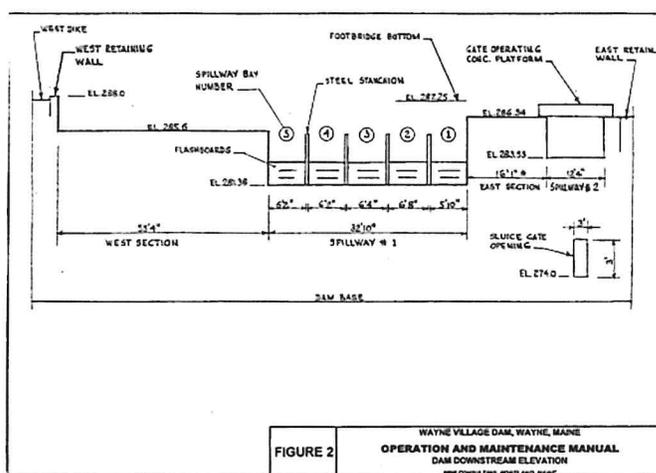
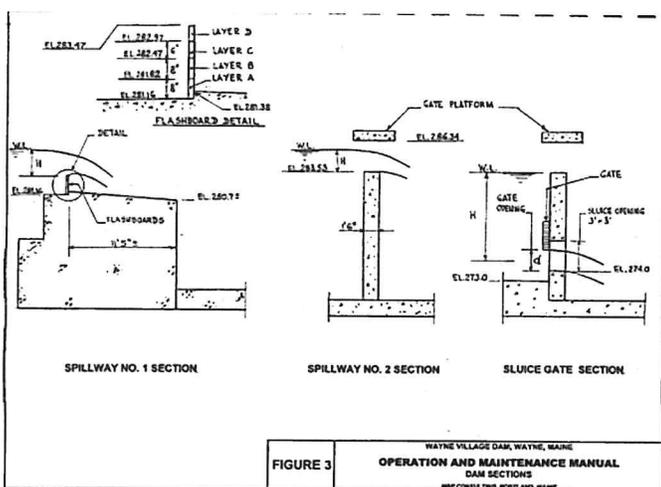
Wayne Village Dam

February 28, 2020

Transit: Tom Barden

Rod Man: Lloyd Erland

Recorder: Aaron Chrostowsky



# *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>

## **Joint Leeds-Wayne Selectboards Meeting Agenda**

**Leeds:** Jan Wiegman, Dwight Buckley, David Barker  
**Wayne:** Don Welsh, Trent Emery, Amy Black, Stan Davis, and Lloyd Irland

**Date:** Wednesday, March 4, 2020  
**Time:** 7:00 PM.  
**Place:** Leeds Town Office, 8 Community Drive, Leeds, ME 04263

### **Spring High Water Event**

- Ways to better coordinate communication to property owners along lake during high water event. Develop a communication plan...
- Ways to educate property owners of how to deal with high water event.

### **Dead River PCF**

- Proposed modifications to infrastructure – i.e. trash racks, causeway, staff gauge, and camera. Cost estimate for alternatives, design, planning (Wright-Pierce)

### **Shared regulation of lake**

- Look for ways to improve zoning along Lake Androscoggin and Dead River to protect water quality of lake.

### **Sharing of services**

- Code Enforcement Officer
- Other items?

### **Joint Purchasing**

- Heating Oil
- Other items?

### **REolink Go IP Camera**

- Rechargeable Battery
- Solar Powered
- Night Vision

### **Fixed Costs**

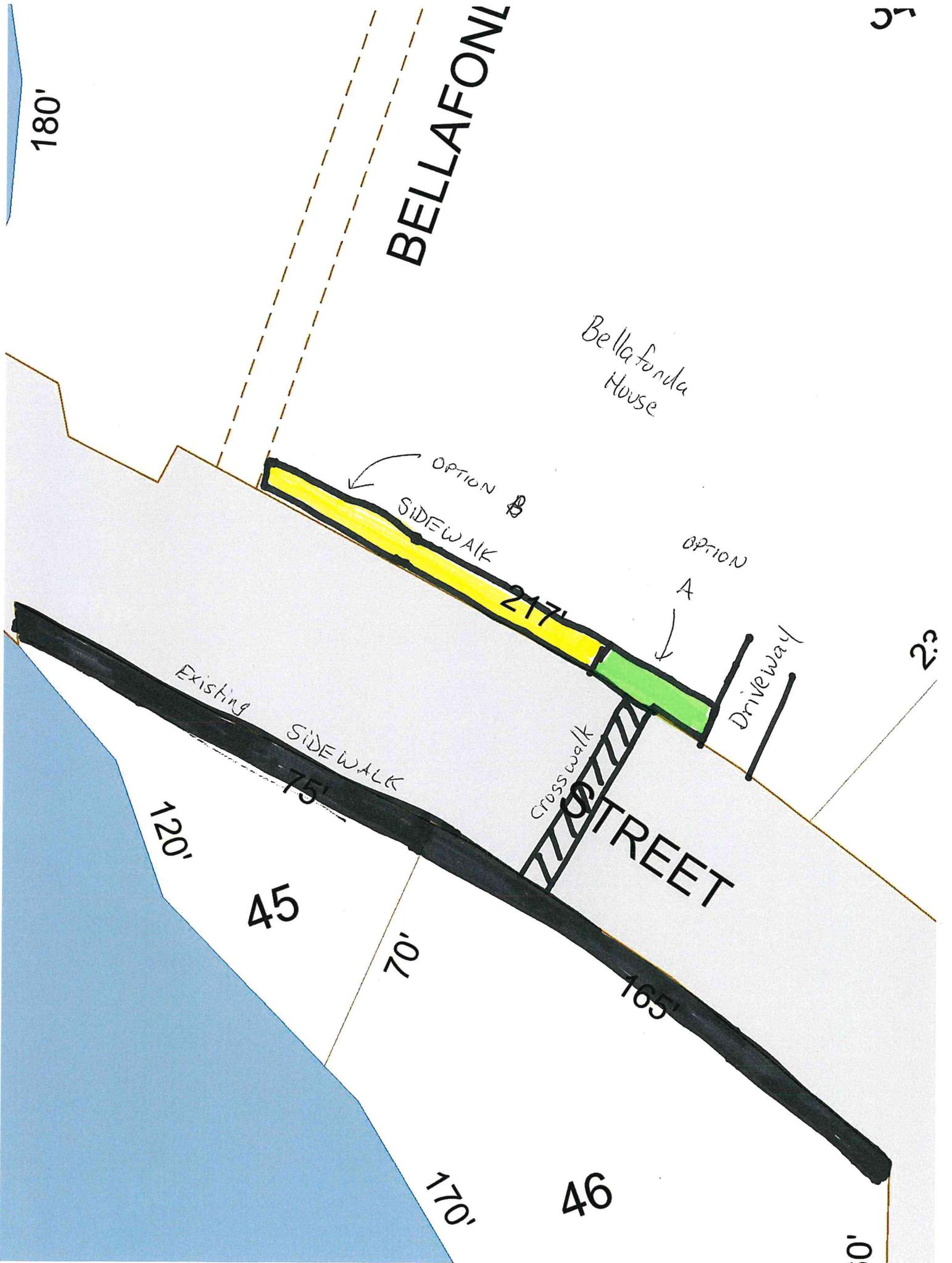
Reolink Go 4G LTE Mobile Security Camera	\$215.99
Reolink Go Rechargeable Battery	\$39.99
Reolink Solar Panel Extension Cable 4.5m	\$9.99
Reolink Solar Panel	<u>\$24.99</u>
<b>Total</b>	<b>\$290.96</b>

### **Annual Costs**

Not sure yet

Reolink-Go-IP-Camera-Specifications

	Model	Reolink Go
Video & Audio	Image Sensor	Starlight CMOS Image Sensor
	Video Resolution	1080p HD at 15 frames/sec
	Video Format	H.264
	Field of View	Fixed lens, 110° diagonal
	Night Vision	Up to 10 m (33 ft)
	Digital Zoom	6x digital zoom
	Audio	High-quality speaker and microphone
PIR Detection & Alerts	PIR Detecting Distance	Adjustable up to 10 m (33 ft)
	PIR Detecting Angle	120° horizontal
	Audio Alert	Customized voice-recordable alerts
	Other Alerts	Instant email alerts and push notifications
3G/4G Bandwidth	Frequency Bands	Europe: LTE FDD: B1/B3/B5/B7/B8/B20 WCDMA: B1/B5/B8
		the United States: LTE FDD: B2/B4/B12 WCDMA: B2/B4/B5
	Transmission Data	Australia: LTE FDD: B1/B2/B3/B4/B5/B7/B8/B28 LTE TDD: B40 WCDMA: B1/B2/B5/B8 LTE FDD: Max 10Mbps (DL), Max 5Mbps (UL) LTE TDD: Max 8.96Mbps (DL), Max 3.1Mbps (UL) HSPA+: Max 42Mbps (DL), Max 5.76Mbps (UL) UMTS: Max 384Kbps (DL), Max 384Kbps (UL)
Power	Battery	7800mAh rechargeable battery (Battery life varies based on settings, usage & temperature)
	Solar	Can be powered by Reolink Solar Panel
Storage	DC Power	Can be powered by 5V/2A power adaptor
	Local Storage	Supports up to 64GB micro SD card
	Cloud Storage	Supports Reolink Cloud
Working Environment	Operating Temperature	-10° to 55° C (14° to 131° F)
	Weather Resistance	IP65 certified weatherproof
Size & Weight	Size	Φ75 x 113 mm (Φ75 x 4.4 in)
	Weight (Battery included)	380 g (13.4 oz)
Warranty	Limited Warranty	2-year limited warranty. For support, visit <a href="https://support.reolink.com/hc/en-us/">https://support.reolink.com/hc/en-us/</a>



180'

BELLAFONDI

Bella fonda House

OPTION B

SIDEWALK

217'

OPTION A

Driveway

Existing

SIDEWALK

75'

120'

45'

70'

Crosswalk

STREET

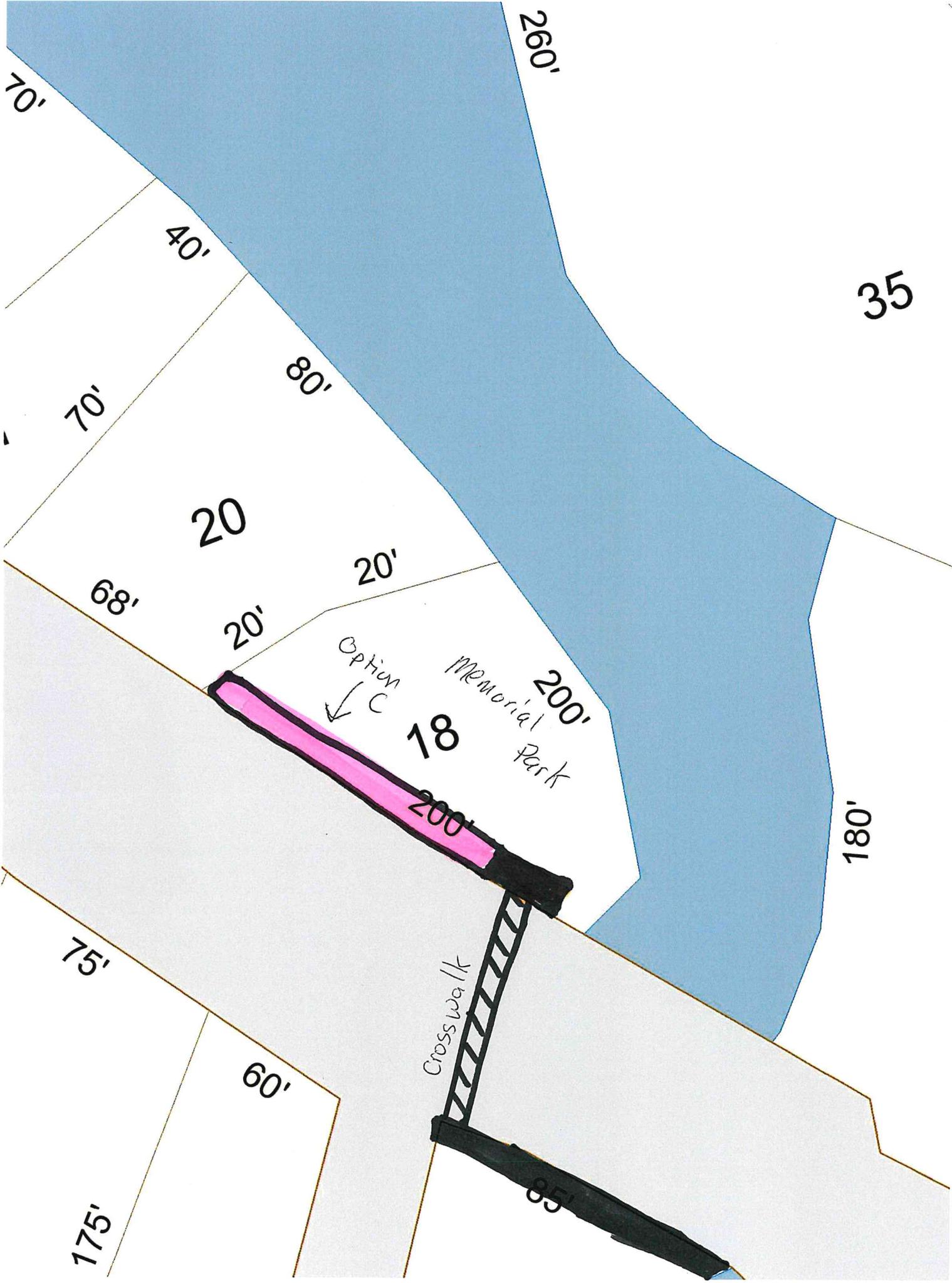
165'

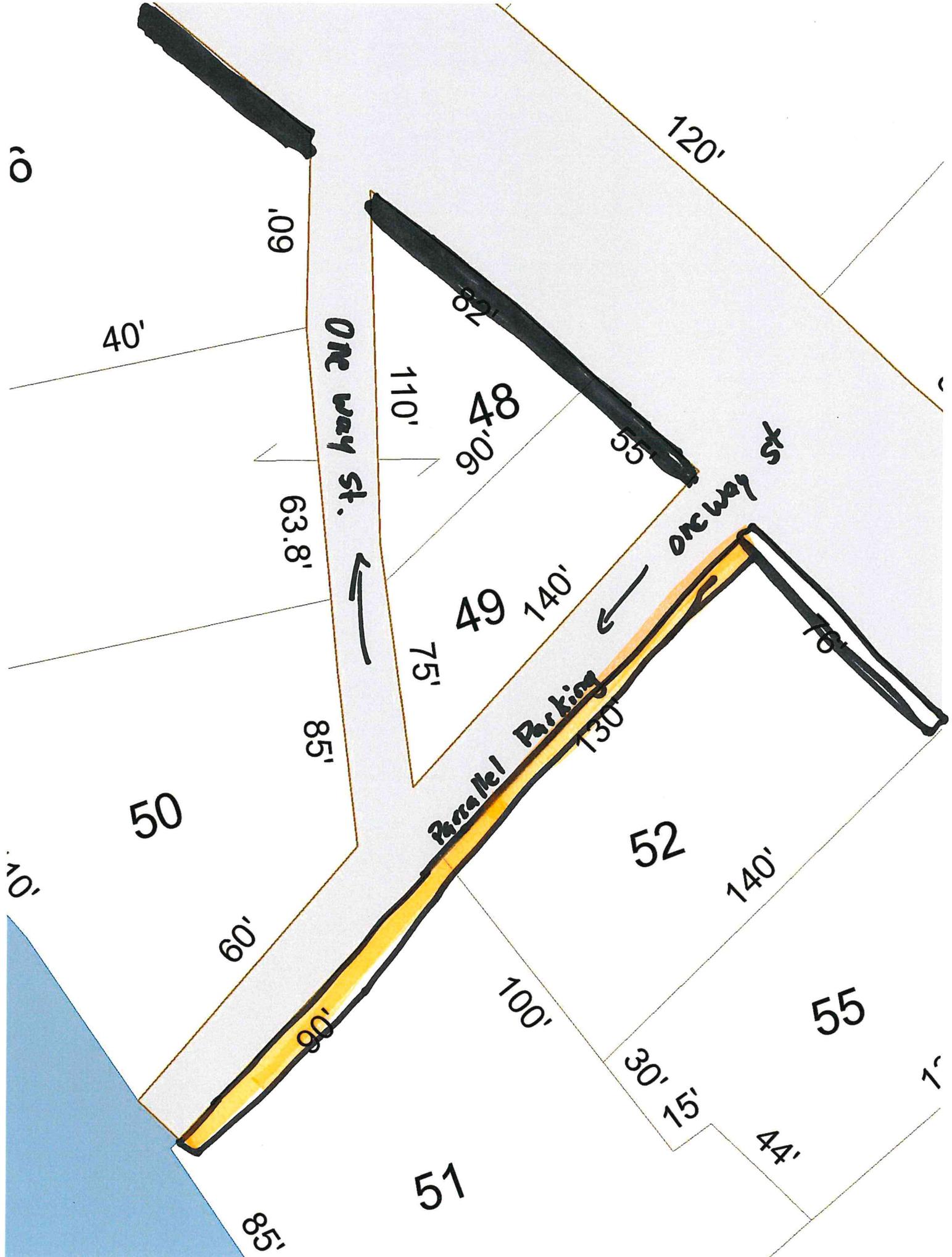
170'

46'

10'

23'







## Town News – March 2020

Winter is here! **Winter sand** is available for residents use only. This sand can be picked up at the Fairbank Road site. Please be considerate of your neighbors and only take two (2) five (5) gallon buckets per storm.

The Town of Wayne has posted all Town roads for the **mud season**. All overweight trucks will need to get permits at the Town Office to **travel Posted Roads**. During the spring thaw, please use caution while driving on Town roads, water can be on the road, new potholes can form and thick mud can be present. If you have any road issues, please don't hesitate to contact the Town Office at (207) 685-4983 or [towmanager@waynemaine.org](mailto:towmanager@waynemaine.org).

**Nominations Papers** will be available from the Town Clerk for a number of positions on Monday **March 2, 2020**. The following positions will be vacant June 30<sup>th</sup>, 2020: two Selectboard (3-Year term, Term Expires 2023); one Budget Committee (5-Year term, Term Expires 2025); one RSU#38 School Board (3-Year term, Term Expires 2023) and one Local School Committee (3-Year term, Term Expires 2023); seats are available. All nomination papers are due to the Town Clerk on **Monday April 13, 2020**.

The Selectboard is actively seeking residents interested in serving their community on several Town Boards or Committees. Through positive volunteerism and dedicated work, you can be the conduit that energizes your community. We want you to be a part of your Town. The following Boards and Committees have vacancies: **Board of Appeals, Conservation Commission**. If you are interested, please don't hesitate to contact the Town Office at (207) 685-4983 or [towmanager@waynemaine.org](mailto:towmanager@waynemaine.org).

This month the **Selectboard** will be meeting on **March 3** and **March 17** at **6:30 PM** at the Wayne Town Office.

This month the **Planning Board** will be meeting on **March 4** at **6:30 PM** at the Wayne Town Office.

A **Joint District Selectboards** and **RSU Board of Directors** will be meeting **March 11** at **6:30 PM** at the Maranacook High School Student Center to discuss the school budget.

This month the **Budget Committee** will be meeting on **March 10** and **March 24** at **6:00 PM** at the Wayne Town Office.

The Town's **Assessor Agent** Robert Duplisea from RJD Appraisal will be available by appointment on **Monday March 23, 2020** to answer any questions you might have about your assessment or tax bill. Please contact, the Town Office to schedule an appointment.

Your third and final installments of **property taxes** are **due by Wednesday April 1st, 2020 at 5:30 PM**. Interest will begin to accrue on April 2nd, 2020 at 7% per annum.

To: Selectboard  
 Budget Committee  
 From: Aaron Chrostowsky, Town Manager  
 Re: Budget Development/ Town Meeting Timeline - Updated  
 Date: 01/14/2020

<u>Date</u>	<u>Board/ Committee</u>	<u>Time</u>	<u>Activity</u>
<i>Tues. March 2, 2020</i>		4:30 PM	<i>Nomination Papers Available (100 days before ATM)</i>
Tues. March 3, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting
<b>Tues. March 10, 2020</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b>
			- <b>Town Manager Presentation</b>
			- <b>Begin Review Department Budgets</b>
Wed. March 11, 2020	Joint RSU/ Selectmen <sup>1</sup>	6:30 PM	Regular Meeting Re: Budget
Tues. March 17, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting
<b>Tues. March 24, 2020</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b>
			- <b>Review Department Budgets</b>
Tues. April 7, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting
<i>Fri. April 13, 2020</i>		4:30 PM	<i>Nomination Papers Due &amp; Referendum Questions Due (60 days before ATM)</i>
<b>Tues. April 14, 2020</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b>
			- <b>Discuss/ Approve Final Budget Recommendation</b>
Wed. April 15, 2020	RSU Board <sup>1</sup>	6:30 PM	Regular Meeting
			- Budget Approval
Tues. April 21, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting
			- Sign/ Approve Warrant for Referendum Questions
<b>Tues. April 28, 2020</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b>
			- <b>Discuss/ Approve Final Budget Recommendation (if needed)</b>
<i>Fri. May 11, 2020</i>		4:30 PM	<i>Absentee Ballots Available (30 days before ATM)</i>
Tues. May 5, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting
Wed. May 13, 2020	RSU Board <sup>4</sup>	7:00 PM	Annual School Meeting "Budget Meeting"
<b>Tues. May 19, 2020</b>	<b>Budget Committee<sup>3</sup></b>	<b>6:00 PM</b>	<b>Regular Meeting</b>
			- <b>Discuss/ Approve Final Budget Recommendation (if needed)</b>
Tues. May 19, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting
			- Sign/ Approve Warrant for Budget Articles
			- Public hearing on Referendum Questions
			Regular Meeting
Tues. June 2, 2020	Selectboard <sup>2</sup>	6:30 PM	Annual Town Meeting "Election of Officers"
Tues. June 9, 2020	Selectboard <sup>5</sup>	8AM – 8PM	Budget Validation Referendum
	RSU Board <sup>5</sup>	8AM – 8PM	Annual Town Meeting "Budget Meeting"
Wed. June 10, 2020	Selectboard <sup>5</sup>	6:00 PM	Regular Meeting
Tues. June 16, 2020	Selectboard <sup>2</sup>	6:30 PM	Regular Meeting

Notes:

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

**Town of Wayne, Maine  
SELECTBOARD  
FY 2019-2020  
Meeting Schedule**

**July 2019**

July 9, 2019  
July 23, 2019

**August 2019**

August 6, 2019  
August 20, 2019

**September 2019**

September 3, 2019  
September 17, 2019

**October 2019**

October 1, 2019  
October 15, 2019  
October 29, 2019

**November 2019**

November 12, 2019  
November 26, 2019

**December 2019**

December 10, 2019  
~~December 24, 2019<sup>1</sup>~~

**January 2020**

January 14, 2020  
~~January 21, 2020<sup>1</sup>~~

**February 2020**

February 4, 2020  
February 18, 2020

**March 2020**

March 3, 2020  
March 17, 2020

**April 2020**

April 7, 2020  
April 21, 2020

**May 2020**

May 5, 2020  
May 19, 2020

**June 2020**

June 2, 2020  
June 9, 2020<sup>2</sup>  
June 10, 2020<sup>3</sup>  
June 16, 2020

**Notes:**

1. Meeting cancelled or rescheduled
2. Annual Town Meeting – Election of Town Officers, Referendum
3. Annual Town Meeting – Budget Meeting

All regular meetings will be held at the Wayne Town Office at 48 Pond Road, Wayne, ME at 6:30 PM. Notices will be posted for all regular, special and emergency meetings at following locations around Town; 1) ~~Wayne General Store~~; 2) Wayne Post Office; 3) ~~old Town Office in North Wayne~~; 4) outside new Town Office and the Town website at <http://www.waynemaine.org/>. Please don't hesitate to contact the Town Office at (207) 685-4983, if you have any questions about the agenda or meeting date, time or location.

# *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>

## **Roadside Mowing**

### **Bid Specifications for a 3-Year Contract Term: July 1st, 2020 to June 30th, 2023 Advertisement for Bids**

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

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

**Bids due no later than Thursday March 26, 2020 at 1:00 PM.  
Bids opened on Thursday March 26, 2020 at 1:00 PM.  
Bids awarded on Tuesday March 31, 2020 at 6:30 PM by Selectboard**

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

# Town of Wayne

P.O. Box 400; 48 Pond Road

Wayne, ME 04284

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

<http://www.waynemaine.org>

This contract is between the **Town of Wayne, Maine**, by and through its Municipal Officers, the Selectboard (referred to as "Selectboard"), and "**Contractor**", which is a partnership / corporation (and referred to as "Contractor"). When the contract refers to "Contractor" it includes your employees and agents. The subject of this contract is Roadside Mowing.

## A. **SERVICES: What, When, Where.**

Contractor agrees to provide all the labor, materials, and equipment necessary to perform the roadside mowing as outlined in the attached mowing specifications from April 1, 2020 through October 30, 2023. The following roads within the community which need to be maintained are as follows:

### **Roadside Mowing**

- Berry Road
- Besse Road
- Christmas Tree Lane
- Cross Road
- Dexter Pond Road
- Fairbanks Road
- Farnham Road
- Gott Road
- Green True Road
- Hathaway Road
- Hardscrabble Road
- House Road
- Innes Ridge Road
- Kent's Hill Road
- Kings Highway Road
- Lakeshore Drive
- Lincoln Point Road
- Lord Road
- Lovejoy Pond Road
- Maxim Road
- Morrison Heights Rd
- Mt. Pisgah Road
- North Wayne Road
- Old Winthrop Road

# Town of Wayne

P.O. Box 400; 48 Pond Road

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- Pond Road
- Richmond Mills Road
- Strickland Ferry Road
- Tucker Road
- Walton Road
- Whispering Pines Circle

## B. INDEPENDENT CONTRACTOR.

Contractor and his agents and employees, during the performance of this contract shall act in an independent capacity and not as officers or employees of the Town of Wayne. Any and all workers needed to fulfill the obligations of this contract shall be employed by the Contractor and the Contractor shall be solely responsible for complying with applicable state and federal laws including, but not limited to, workman's compensation law, employment security law, and minimum wage law. As an independent contractor, Contractor is responsible for maintaining the Contractor's equipment in a safe, operable, and legal condition.

The Contractor and his agents and employees, will have no one under 16 years of age may operate power driven machinery.

## C. PERFORMANCE REQUIREMENTS.

- a.) Focus on improving visibility at intersections, guardrail and signs;
- b.) Mow roadside with Town Right-of-Way;
- c.) Focus on small trees and brush on the ground;
- d.) Avoid mowing ornamental trees, plants shrubs and flowers;
- e.) Avoid damage to mailboxes and other ornamental fixtures in Town Right-of-Way;
- f.) The contractor with comply with applicable Federal and State laws including but not limited to Maine BMV Registration and Maine DOT Flagging/ Signage requirements.
- g.) Comply with *Town of Wayne Code Ethics*.

## D. INSURANCE.

The Contractor agrees to purchase and maintain commercial general liability insurance in an amount of one million (\$1,000,000) dollars for personal injury, death or property damage claims, automobile liability, and worker's compensation liability which may arise from mowing operations under the contract. The Contractor further agrees to indemnify, assume the defense of and save harmless the Town of Wayne, its agents and employees from liability, actions, claims or damage for wrongful death, personal injuries or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties and the work performed under the contract.

# *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>

## **E. INDEMNIFICATION.**

The Contractor agrees to hold the Town of Wayne harmless from any claim of death, injury, property damage or other loss that may result from the Contractor's performance of mowing operations under the contract. In the event that such a claim is made against the Town of Wayne, the Contractor shall defend the Town of Wayne, and shall pay any amount (indemnify) for which the Town of Wayne may be held liable in a legal action for such claims.

## **F. SUPERVISION AND CONTROL.**

The Contractor, as an independent contractor, has a right and duty to supervise and control their own employees, agents and equipment. The Town of Wayne Selectboard or their designees has a right to inspect mowing operations and notify you of any problems, errors or non-performance. The Selectboard may order that work be done in a satisfactory manner to be determined by them.

## **G. BILLS AND CLAIMS.**

Contractor, as an independent contractor, is responsible for all costs and bills for labor, materials, equipment, fuel, and other items incurred in the performance of this contract. The Town of Wayne will not pay such bills.

## **I. BREACH OF CONTRACT.**

If the Contractor is in violation of any terms of the contract, or if a majority of the Selectboard vote that the work described in the contract is being performed unsatisfactorily, the Town of Wayne shall immediately give oral notice to the Contractor. Upon receipt of such notice, the Contractor shall be given reasonable time ("Reasonable Time" may vary depending on the nature of the breach, and weather conditions) to comply with the terms and conditions of the contract or rectify the unsatisfactory work. In the event that the Contractor still does not (for whatever reason) perform duties of the contract to the satisfaction of the Selectboard, or if the Contractor is not in compliance with the terms of the contract, the Town of Wayne shall have the following options:

1. Terminate the Contract: The Selectboard may terminate the contract by sending the Contractor a written notice, stating the reason for the termination. Contractor shall be paid for all work that is satisfactorily done by that time, but the remainder of the money due under the contract may be used to obtain another contractor to conduct mowing operations.
2. Substitution: The Selectboard may hire a substitute contractor to conduct specified mowing operations for any period of time considered necessary.

# Town of Wayne

P.O. Box 400; 48 Pond Road

Wayne, ME 04284

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<http://www.waynemaine.org>

3. The Selectboard shall also seek any other legal remedies available to enforce the contract.

## L. ASSIGNMENT, AMENDMENT, SEVERABILITY, AND JURISDICTION.

The Contractor's rights and duties under this contract cannot be assigned or transferred by the Contractor to another person or entity without the express written consent of the Selectboard. This contract may be amended only by written consent of the Selectboard. If any part of this contract is declared by a court to be void and unenforceable, the rest of the contract continues to be valid and effective. This contract is governed by the laws of the State of Maine.

In witness whereof, the parties, or their duly authorized agents, execute this agreement on the **31st** day of **March 2020**.

FOR THE TOWN OF WAYNE

FOR THE CONTRACTOR

\_\_\_\_\_  
Aaron Chrostowsky, Town Manager

\_\_\_\_\_  
Contractor



# 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: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

\_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

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

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

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

# Town of Wayne

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<http://www.waynemaine.org>

## Winter Sand Removal Street/ Lot "Sweeping" and Storm Drain "Vacuuming" Advertisement for Bids

### Instruction for Bidders/ General Specifications

The Town of Wayne, ME is seeking bids for a contractor for Winter Sand Removal from Street/ Lot "Sweeping" and Storm Drain "Vacuuming" on several paved town ways and lots. The contractor will provide all materials, labor and equipment to complete the following tasks for Winter Sand Removal Winter Sand Removal from Street/ Lot "Sweeping" and Storm Drain "Vacuuming" on several paved town ways and lots.

#### The following paved town ways:

Bridge Street	792 ft.
Church Street	581 ft.
Gott Road (Old Winthrop Road to Ladd Recreation Ctr.)	1,056 ft.
King's Highway (Route 133 to end of stonewalls)	528 ft.
Lake Street	475 ft.
Lovejoy Pond Road (Walton Road to "old Town Office")	528 ft.
Memorial Park Lane	792 ft.
Old Winthrop Road (Route 133 to Gott Road)	2,112 ft.
Pond Road (Route 133 to Elementary School)	1,584 ft.
Kent's Hill Road / Walton Road (Lovejoy Pond Road to Tall Timbers Road)	1,056 ft.
<b>Total (Estimate)</b>	<b>9,504 ft.</b>
	<b>1.8 miles</b>

**See notes:** Sweep only where needed with particular interest to edge of pavement, hills, curves and intersections;

#### The following paved town lots (estimated square footage):

North Wayne Building, Lovejoy Pond Road	1,452 sq. ft.
North Wayne Fire Station, Kents Hill Road	1,400 sq. ft.
Village Fire Station, Main Street	4,585 sq. ft.
Ladd Recreation Center, Gott Road	4,900 sq. ft.
<b>Total (Estimate)</b>	<b>12,337 sq. ft.</b>

#### The following town storm drains will be vacuumed:

Bridge Street	1 drains
Kent's Hill Road	2 drains
Mount Pisgah Road	3 drains
Pond Road	1 drain
Strickland Ferry Road (gravel)	1 drain
Tucker Road (gravel)	3 drains
<b>Total (Estimate)</b>	<b>11 drains</b>

The contractor with comply with applicable Federal and State laws including but not limited to Maine BMV Registration and Maine DOT Flagging/ Signage requirements. Must Comply with *Town of Wayne Code Ethics*.

# 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>

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

**Bids due no later than Thursday March 26, 2020 at 1:00 PM.**

**Bids opened on Thursday March 26, 2020 at 1:00 PM.**

**Bids awarded on Tuesday March 31, 2020 at 6:30 PM by Selectboard**

*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.*

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

## BID FORM

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

Year 1      FY 17-18 (April 2021)      Total Cost: \_\_\_\_\_

Year 2      FY 18-19 (April 2022)      Total Cost: \_\_\_\_\_

Year 3      FY 19-20 (April 2023)      Total Cost: \_\_\_\_\_

Hourly Rate for Misc. Additional Work as needed: \_\_\_\_\_

---

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

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

Mailing Address: \_\_\_\_\_

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

\_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

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

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

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

# *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>

## **Mowing, Trimming, and Lawn Care Maintenance for Town Properties Specifications**

**3-Year Contract Term: April 1st, 2021 to October 30th, 2023**

### **Advertisement for Bids**

The Town of Wayne is looking for a qualified contractor to provide **Mowing, Trimming, and Lawn Care Maintenance for Town Properties**. For complete bid specifications, go online to [www.waynemaine.org](http://www.waynemaine.org) or contact the Town Office.

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

**Bids due no later than Thursday March 26, 2020 at 1:00 PM.**

**Bids opened on Thursday March 26, 2020 at 1:00 PM.**

**Bids awarded on Tuesday March 31, 2020 at 6:30 PM by Selectboard**

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

# Town of Wayne

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

## Bid Specifications for Mowing, Trimming, and Lawn Care Maintenance for Town Properties Three-Year Contract Term: April 1, 2021 through October 30, 2023

This contract is between the **Town of Wayne, Maine**, by and through its Municipal Officers, the Selectboard (referred to as "Selectboard"), and **Contractor**, which is a partnership / corporation (and referred to as "Contractor"). When the contract refers to "Contractor" it includes your employees and agents. The subject of this contract is Mowing, Trimming, and Lawn Care for Town Properties.

### A. **SERVICES: What, When, Where.**

Contractor agrees to provide all the labor, materials, and equipment necessary to perform the mowing, trimming, and lawn care maintenance for the Town Properties as outlined in the attached mowing specifications from April 1, 2021 through October 30, 2023. The properties within the community which need to be maintained are as follows:

#### **Fire Stations**

**Wayne Village Fire Station**, Main Street  
**North Wayne Fire Station**, Kents Hill Road

#### **Historic Properties**

**North Wayne Building "old Town Office"** and area beside **North Wayne Dam**, Lovejoy Pond Road  
**North Wayne Schoolhouse**, Kents Hill Road  
**Wayne Town House**, Main Street

#### **Ladd Recreation Center**

**Ladd Recreation Center**, Gott Road

#### **Parks**

Memorial Park  
Roderick Park  
Job Fuller Park  
Mill Stream Lot

#### **Traffic Islands**

Rte. 133 intersection with Old Winthrop Road  
Rte. 133 intersection with Memorial Park Lane

# 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>

## B. INDEPENDENT CONTRACTOR.

Contractor and his agents and employees, during the performance of this contract shall act in an independent capacity and not as officers or employees of the Town of Wayne. Any and all workers needed to fulfill the obligations of this contract shall be employed by the Contractor and the Contractor shall be solely responsible for complying with applicable state and federal laws including, but not limited to, workman's compensation law, employment security law, and minimum wage law. As an independent contractor, Contractor is responsible for maintaining the Contractor's equipment in a safe, operable, and legal condition.

The Contractor and his agents and employees, will have no one under 16 years of age may operate power driven machinery.

## C. PERFORMANCE REQUIREMENTS.

### General Specifications (apply to all properties)

1. Mowing will begin on or about April 15<sup>th</sup> each year and continue until on or about October 15<sup>th</sup> each year or until mowing is no longer required.
2. All grass will be mowed at a height of three inches (3"), but in no case will the maximum height exceed four inches (4").
3. Mowing will take place during any portion of the year when the grass is above the 3 – 4 inch maximum.
4. Trimming, racking and removing (limbs brush and grass) will be completed on an as needed basis to maintain a neat and clean appearance at all times.
5. All trash discovered upon the grounds will be picked up and disposed of properly at the Readfield Transfer Station. Trash can will be emptied when full at North Wayne Building
6. All areas will be mowed / trimmed to the property lines and or pins.
7. The Contractor agrees to do a "Spring Clean-up" of all areas. Clean up includes limbing, pruning and ~~removal of any trees~~, limbs or brush damaged or fallen during the winter and raking of grass areas needed to remove excess sand, trash and other debris prior to the first mowing.

### Parks Special Specifications

1. Special attention will be given to the mowing around the fencing to allow for easy egress on both sides of the fencing and provide for a neat appearance.
2. The parks will be in optimal condition for Memorial Day.

# Town of Wayne

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Wayne, ME 04284

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## **Ladd Special Specifications**

1. Mow and trim all lawns, fields and playgrounds on the Ladd Recreation Center property.
2. The Contractor mowing schedule will not interfere with any scheduled games and/ or activities that will be held on the Ladd Recreation Center property. Contractor will receive a list of all scheduled games and/ or activities from Ladd Recreation Center Director.
3. All swale areas will be maintained by the contractor (at least annually).

## **D. INSURANCE.**

The Contractor agrees to purchase and maintain commercial general liability insurance in an amount of one million (\$1,000,000) dollars for personal injury, death or property damage claims, automobile liability, and worker's compensation liability which may arise from mowing operations under the contract. The Contractor further agrees to indemnify, assume the defense of and save harmless the Town of Wayne, its agents and employees from liability, actions, claims or damage for wrongful death, personal injuries or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties and the work performed under the contract.

## **E. INDEMNIFICATION.**

The Contractor agrees to hold the Town of Wayne harmless from any claim of death, injury, property damage or other loss that may result from the Contractor's performance of mowing operations under the contract. In the event that such a claim is made against the Town of Wayne, the Contractor shall defend the Town of Wayne, and shall pay any amount (indemnify) for which the Town of Wayne may be held liable in a legal action for such claims.

## **F. SUPERVISION AND CONTROL.**

The Contractor, as an independent contractor, has a right and duty to supervise and control their own employees, agents and equipment. The Town of Wayne Selectboard or their designees has a right to inspect mowing operations and notify you of any problems, errors or non-performance. The Selectboard may order that work be done in a satisfactory manner to be determined by them.

## **G. BILLS AND CLAIMS.**

Contractor, as an independent contractor, is responsible for all costs and bills for labor, materials, equipment, fuel, and other items incurred in the performance of this contract. The Town of Wayne will not pay such bills.

# Town of Wayne

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

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## I. BREACH OF CONTRACT.

If the Contractor is in violation of any terms of the contract, or if a majority of the Selectboard vote that the work described in the contract is being performed unsatisfactorily, the Town of Wayne shall immediately give oral notice to the Contractor. Upon receipt of such notice, the Contractor shall be given reasonable time ("Reasonable Time" may vary depending on the nature of the breach, and weather conditions) to comply with the terms and conditions of the contract or rectify the unsatisfactory work. In the event that the Contractor still does not (for whatever reason) perform duties of the contract to the satisfaction of the Selectboard, or if the Contractor is not in compliance with the terms of the contract, the Town of Wayne shall have the following options:

1. Terminate the Contract: The Selectboard may terminate the contract by sending the Contractor a written notice, stating the reason for the termination. Contractor shall be paid for all work that is satisfactorily done by that time, but the remainder of the money due under the contract may be used to obtain another contractor to conduct mowing operations.
2. Substitution: The Selectboard may hire a substitute contractor to conduct specified mowing operations for any period of time considered necessary.
3. The Selectboard shall also seek any other legal remedies available to enforce the contract.

## J. PAYMENT SCHEDULE.

The Town of Wayne will pay the contractor in seven (7) equal installments, as follows:

### Year 1 / Year 2 / Year 3 / Year 4\*

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in April of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in May of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in June of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in July of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in Aug. of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in Sept. of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ second warrant in Oct. of each contract year.

\$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ / \$\_\_\_\_ **Total Contract Amount**

\* = Renewal Option

# 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>

## K. RENEWAL.

The Town reserves the right and is the option to extend this contract for one (1) additional year, at the terms and conditions set forth herein. The Town must exercise its option by sending written notice thereof to the Contractor no later than three months prior to the expiration of this contract.

## L. ASSIGNMENT, AMENDMENT, SEVERABILITY, AND JURISDICTION.

The Contractor's rights and duties under this contract cannot be assigned or transferred by the Contractor to another person or entity without the express written consent of the Selectboard. This contract may be amended only by written consent of the Selectboard. If any part of this contract is declared by a court to be void and unenforceable, the rest of the contract continues to be valid and effective. This contract is governed by the laws of the State of Maine.

In witness whereof, the parties, or their duly authorized agents, execute this agreement on the **31st** day of **March 2020**.

FOR THE TOWN OF WAYNE

FOR THE CONTRACTOR

\_\_\_\_\_  
Aaron Chrostowsky, Town Manager

\_\_\_\_\_  
Contractor

# 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>

## BID PROPOSAL FORM

Mowing, Trimming, and Lawn Care Maintenance For Town Properties  
Three-Year Contract Term: April 1, 2021 to October 30, 2023

**BIDDER NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**BIDDER ADDRESS:** \_\_\_\_\_

Submit bid proposal form in a sealed envelope. No fax or email bids accepted. Mark outside of envelope "Mowing Bid for Town Properties". Bids due and opened at the **3/26/2020 at 1PM**

**SEND TO:** TOWN of WAYNE, P.O. Box 400; 48 Pond Road, Wayne, ME 04284

**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. The Selectboard reserves the right to accept or reject any and / or all bid proposals.**

In compliance with your Request for Bids and having carefully examined the specifications and having become acquainted and familiarized with the conditions of the specifications for the mowing contract for the Town of Wayne, I, the undersigned submit this bid proposal form provided by the Town of Wayne.  
Cost per contract year for all work specified in the specifications, terms and conditions:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4*</u>
<u>Year/ Properties</u>	<u>4/1/21</u>	<u>4/1/22</u>	<u>4/1/23</u>	<u>4/1/24</u>
	<u>-10/30/21</u>	<u>-10/30/22</u>	<u>-10/30/23</u>	<u>-10/30/24</u>
<b>Fire Stations</b>	_____	_____	_____	_____
<b>Historic Properties</b>	_____	_____	_____	_____
<b>Ladd Recreation Center</b>	_____	_____	_____	_____
<b>Parks</b>	_____	_____	_____	_____
<b>Traffic Islands</b>	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____

\* = Renewal Option

The undersigned agrees, if awarded the contract, to sign a contract and deliver the necessary Certificate of Insurance within 60 days of signing a contract.

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

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

# Town of Wayne

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

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

<http://www.waynemaine.org>

## Road Grading Services Request for Proposals

The Town of Wayne is seeking a bids from a contractor to grade town gravel . The contractor will provide all labor and equipment to complete work.

The following tasks are to take place in the **spring** and **fall** of each year:

- Culverts shall be located and marked to ensure no damage
- Efforts shall be made to “retrieve” any granular material that has migrated to the shoulders / slopes from traffic, plowing and weather
- All travel lanes on gravel roads will be graded with a cross-slope of a minimum ½”-per-foot of lane width from centerline to shoulder (i.e. a 10 ft. lane will have a crown of 5”).
- All potholes shall be undercut and not simply filled.
- No gravel or sod berm or windrow will be left in-between the road and the ditch slope.
- Cut the road edge to assure proper drainage;
- Reshape the road surface to make a proper crown to assure water run-off;
- Finish grade the entire road;
- Additional gravel added shall be done so only after base has been properly graded and shall meet the Specifications for MDOT Type A with the material passing the #200 sieve increased to 7-12%
- Compact the road (Roller)
- Coordinate with contractor applying flake calcium chloride to road (Spring only).

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 contractor will be responsible to fix or replace mailboxes, lawns, roadway traffic signs or any other property that have been damaged by Contactor while executing this contract. All damage must be corrected in a reasonable amount of time at no cost to the Town.

The Town of Wayne will only accept bids from contractors that have demonstrated capability, experience, and equipment to provide these services.

All bids must be submitted on the bid form supplied by the Town. The bid form must be completed in ink or typewriter. And, the person signing the bid form must initial changes or corrections to the bid form. Bids must be submitted to **P.O. Box 400, 48 Pond Road, Wayne, ME 04284**, by **1:00 PM** on **Thursday March 26, 2020** at which time bids will be opened at 1 PM and read aloud. Contract will be awarded on **Tuesday March 31, 2020 at 6:30 PM**. Bids must be submitted in a sealed envelope clearly labeled on the outside “**Road Grading Services.**” Bids emailed or faxed will not be accepted.

# Town of Wayne

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Wayne, ME 04284

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

<http://www.waynemaine.org>

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

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.

## Attachment A

The following roads will be graded:

- **Besse Road** (local gravel road): From End of Pavement to End of Road,  
a distance of: 1,630 feet
- **Christmas Tree Lane** (local gravel road): From Main Street to End of Road,  
a distance of: 440 feet
- **Coolidge Road** (local gravel road): From End of Pavement to End of Road,  
a distance of: 850 feet
- **Dexter Pond Road** (local gravel road): From Mount Pisgah Road to Winthrop Town Line,  
a distance of: 3,062 feet
- **Farnham Road** (local gravel road): From North Wayne Road to End of Road,  
a distance of: 650 feet
- **Hardscrabble Road** (local gravel road): From End of Pavement to Monmouth Town Line,  
a distance of: 9,877 feet
- **House Road** (local gravel road): From Old Winthrop Road to End of Road,  
a distance of: 2,112 feet
- **Lincoln Point Road** (local gravel road): From End of Pavement to End of Road,  
a distance of: 450 feet
- **Lord Road** (local gravel road): From End of Pavement to End of Road,  
a distance of: 3,131 feet
- **Maxim Road** (local gravel road): From Lord Road to Green True Road,  
a distance of: 5,000 feet
- **Strickland Ferry Road** (local gravel road): From Leeds Road to Tucker Road,  
a distance of: 6,495 feet
- **Tucker Road** (local gravel road): From Strickland Ferry Road to Livermore Falls Road,  
a distance of: 7,286 feet
- **Whispering Pines Circle** (local gravel road): From Lake Shore Road to End of Road,  
a distance of: 1,220 feet
- **White Road** (local gravel road): From North Wayne Road to End of Road,  
a distance of: 2,640 feet

# 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>

**BID PROPOSAL FORM**  
Road Grading Services  
Contract Term: July 1, 2020 to June 30, 2021  
1-Year Contract

**BIDDER NAME:** \_\_\_\_\_  
**& ADDRESS**

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

**PHONE #** \_\_\_\_\_

Submit bid proposal form in a sealed envelope. Mark outside of envelope “**Road Grading Services**”.  
Bids due and opened on Thursday March 26, 2020 at 1:00 PM.

**SEND TO:** TOWN of WAYNE, P.O. Box 400, Wayne, ME 04284

**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.**

In compliance with your Request for Bids and having carefully examined the specifications and having become acquainted and familiarized with the conditions of the specifications for the road grading services contract for the Town of Wayne, I, the undersigned submit this bid proposal form provided by the Town of Wayne.

Cost per contract year for all work specified in the specifications, terms and conditions:

**Hourly Rate (Equipment/ Labor):** \_\_\_\_\_ for additional grading services.

	<b>Projected Hours:</b>	<b>Contract Cost:</b>
Fall 2020 (October)	_____	_____
<u>Spring 2021 (June)</u>	_____	_____
<b>Totals:</b>	_____	_____

# Town of Wayne

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

Phone: (207) 685-4983 Fax: (207) 685-3836  
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## BID PROPOSAL FORM

Road Grading Services

Contract Term: July 1, 2020 to June 30, 2021  
1-Year Contract

### Personnel:

Name:

Years of Experience:

\_\_\_\_\_

### Equipment:

Year/ Make/ Model:

\_\_\_\_\_

\_\_\_\_\_

### Professional References:

Name:

Address:

Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned agrees, if awarded the contract, to sign a contract and deliver the necessary Certificate of Insurance within 60 days of signing a contract.

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

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

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

# 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>

March 2, 2020

Dear Contractor:

The Town of Wayne is planning several road maintenance and minor reconstruction projects for this spring, summer and fall.

According to the Town's purchasing policy, any project over \$15,000 in value will go out to bid. For projects valued from \$5,000 to \$14,999 the Town may seek written quotes for specific jobs or may hire equipment and labor, and buy materials according to quoted rates. If your firm would like the opportunity to be considered for contracted work for the Town this year, please fill out the attached Contractor's Equipment Rates sheets and return them to the Town Office by **March 26, 2020 at 1 PM**. Also, please add any specialized equipment or services from your firm that might not be included on the equipment rates sheets, and whether you would like to be contacted for quotes on specific projects.

If contracted on an hourly basis, the prices given from your firm will be used for the 2020 calendar year unless otherwise specified on the rates sheets and approved by the Town Manager. The Town looks for the best available value in services for any project, and will take factors such as rates, quotes, scheduling, and prior experience into consideration when selecting contractors for different tasks.

The Town requires evidence of appropriate and up-to-date insurance coverage for all potential contractors. When applicable for specific jobs, contractors also must show evidence of appropriate training and certification for employees, such as for traffic control and DOT or DEP best management practices.

As some tasks might start as soon as weather permits this spring, please submit your rates for consideration as soon as possible.

Thank you very much, and please feel free to call me with any questions. I look forward to the possibility of working together for the Town of Wayne this year.

Aaron Chrostowsky  
Town Manager

# Contractor's Labor, Material, & Equipment Rates 2020

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

SS#:/Employer ID #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Tel #: Work) \_\_\_\_\_ Home) \_\_\_\_\_ Fax) \_\_\_\_\_ Cell) \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Equipment:                      Age & Size:                      \$/Hr. incl. Operator:**

Backhoe

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Excavator(s)

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Excavator/Rubber-tired

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---

Loader(s)

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---

Bulldozer

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# Contractor's Labor, Material, & Equipment Rates 2020

***Equipment:***                      ***Age & Size:***                      ***\$/Hr. incl. Operator:***

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Skidsteer (Compact Loader)

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Grader

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Vibrator/Roller(s)

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Hand Compactor

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Dump Truck(s)

---

---

Pick-up Truck(s)

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---

Other Trucks(s)

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Sidewalk Plow/ Blower

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Snow Blower

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# Contractor's Labor, Material, & Equipment Rates 2020

Equipment:                      Age & Size:                      \$/Hr. incl. Operator:

Bucket Truck

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Pulp Truck

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Chipper

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Chainsaw

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Pole Saw

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Brush Hog

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Power Broom

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Other

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# Contractor's Labor, Material, & Equipment Rates 2020

**Contractor:**

\_\_\_\_\_  
Contractor Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Name Printed

**Insurance Information:**

**A. Liability:**      \_\_\_ Yes      \_\_\_ No

Agent & Company: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

**B. Worker's Comp:**      \_\_\_ Yes      \_\_\_ No

Agent & Company: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Prior to work on any specific contract; please also provide evidence of required certifications and relevant trainings for any employees who would be involved.

**Contacts:**      Aaron Chrostowsky - Town Manager/Road Commissioner  
48 Pond Road; PO Box 400  
Wayne, ME 04284

Tel. #: (207) 685-4983  
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