107Readfield Select Board
Regular Meeting
Agenda

May 18, 2015

Meeting starts: 6:30 PM
Location: Gile Hall
Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of May 4 & 12, 2015 - 5 minutes
2. **Warrant: #23** – 5 minutes

Communications – 30 minutes

3. Select Board communications
4. Town Manager
5. Boards, Committees, Commissions & Departments

Appointments/Reappointments: - 15 minutes

6. Reappointment -Cobbossee Watershed District- Shelly Gernstein
7. Reappointment – Trails Committee–Rob Peale
8. Reappointment – Cemetery Committee – G. Marianne Perry, Debora Doten, John Moran, and Grace Keene
9. Reappointment – Library – Janet Tarbuck, Beverly Monsulick, and Deborah Peale

Unfinished Business

10. Appointment & Procedure ad hoc comm. Draft criteria 10 minutes
11. Manager Job Description – 5 minutes
12. Manager Job Ad – 5 minutes
13. Church Road Signs – 10 minutes
14. Public Communication Policy 2nd reading– 10 minutes
15. Legal Services – 5 minutes

New Business:

16. Maranacook Dam Committee – 10 minutes
17. Job Description Collections Clerk– 15 minutes
18. Other 10 minutes

Public Communications:

19. Members of the public may address the Select Board on any topic – 15 minutes

Adjournment

1. Minutes

Readfield Select Board
Regular Meeting Minutes May 4, 2015

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis, Thomas Dunham
Others attending: Shannon Gould, William Starrett, Kristie Hutchinson (PEG TV), Teresa Shaw (Interim Town Manager), Robin Lint (Town Clerk), Christine Sammons, John Parent, Milton Wright, Grace Keene, Sandra Rourke, Pamela Osborn, Gene Carbona, Francis Zambella, Lorraine Wagner and Debora Doten.

The meeting was called to order at 6:30 pm by Sue Reay, Chair. The Pledge of Allegiance was made.

(1) Minutes:

- **Motion** by Mr. Durgin to accept the minutes of 4/16/15 as written, **second** by Mr. Dunham; **vote** 5-0 in favor.
- **Motion** by Mr. Curtis to accept the minutes of 4/21/15 as written, **second** by Mr. Dunham; **vote** 4-0-1 in favor with Mr. Durgin abstaining because he was not present at the 4/21/15 meeting.
  Mr. Dunham said that the last line in section 5A was wrong and that he asked what the speed limit was on the Church Rd.
  Motion by Mrs. Pomerleau to reopen the last vote, **second** by Mr. Dunham; **vote** 5-0 in favor.
  Motion by Mr. Curtis to accept the minutes of 4/21/15 as amended, **second** by Mrs. Pomerleau; **vote** 4-0-1 in favor with Mr. Durgin abstaining because he was not present at the 4/21/15 meeting.
- **Motion** by Mr. Curtis to accept the minutes of 4/27/15 as written, **second** by Mr. Dunham; **vote** 5-0 in favor.

(2) Warrant: The warrant was reviewed by Mr. Durgin. **Motion** by Mr. Durgin to accept warrant #22 in the amount of $330,550.22, **second** Mr. Curtis; **vote 5-0** in favor.

- The Board discussed the damage to a cemetery fence on the Plains Road and whether the snow plow contractor should be held responsible for the damage before his last check is released.
- It was the consensus of the Board that the contractor should not be held responsible because the fence is in the town's right of way and the amount of snow this year was extraordinary.
- The Interim Town Manager will let the contractor know of the damage to the fence so he will be aware of it next year.

(3) Select Board communications and goals update:

- 7. Select Board E-mails: Mrs. Reay reported that she has received a legal ruling on the board members wanting to have their Select Board e-mail accounts shut off. Legal services said there is no State law requiring towns to assign town email addresses or requiring board members to use town-provided email addresses. Legal also recommends that the board take a vote to that effect and then instruct the town manager to arrange to eliminate town email addresses for the board members who decline them.
- Mr. Durgin said that he was not at the last Select Board meeting in which the minutes of the April 7, 2015 meeting minutes were changed and approved. Mr. Durgin said if he was there he would not have voted to change the minutes.
- Mr. Curtis explained that while the board was in negotiations with the Union that the Select Board and the employees could not talk about contract negotiations. Mr. Curtis said that the board needed to appoint a Chief Negotiator to sign any tentative contracts. It was the consensus of the board that they needed more information on that before they would appoint someone.
- Mr. Dunham asked for the board's direction to finish up the informational description sheet that Ms. Pomerleau and he had been working on. The board said it looked good and that the last sentence should

read: Presently the Town of Readfield has a mil rate of 18.5%. It should also say "This information is being provided by the Readfield Select Board.

- Mr. Durgin asked that the Appointment Policy Adhoc committee directives be put on the next meeting agenda for a second reading.
- RFP's for roadwork: Mr. Dunham asked if the Road committee could work on the RFPs for the summer roadwork. Mr. Parent said the Road Committee has never done the RFPs in the past and didn't feel that it was the responsibility of the volunteers of the Road Committee to do the RFP's. It has always been the Road Commissioner/Town Manager who did the RFP's to make sure that all the legal wording was added to protect the town.

  Motion by Mr. Dunham to reopen his motion of April 21st concerning the directives to the Road Committee, seconded by Mr. Curtis. Vote 4-0-1 in favor with Mr. Durgin abstaining because he was not present at the 4/21/15 meeting.

  Motion by Mr. Dunham to amend his motion to include the Road Committee in collaboration with the Road Commissioner to work on the three directives and have the RFP's ready for the first week of June's Select Board meeting, second by Mr. Curtis. Vote 5-0 in favor.
- Mrs. Reay reported that they do not have a moderator for Candidate's night. If one is not found the Interim Town Manager offered to do it. There are moderators set up for the two public hearings on May 27th and 28th.

(11) Emporium Liquor License Public Hearing:

- **Motion** by Mr. Dunham to take agenda item #11 out of order, second by Ms. Pomerleau. Vote 5-0 in favor. Mrs. Reay opened the Public Hearing on the Emporium's Liquor License renewal at 7:30 pm. Seeing no questions from the public or the board, Mrs. Reay closed the public hearing at 7:39 pm.
- **Motion** by Mrs. Reay to approve the liquor license for the Emporium from 6-10-2015 thru 6-9-2016, second by Mr. Durgin. Vote 5-0 in favor.

(6) Municipal Resources Inc:

- Mr. Durgin gave his observation of the process. Mr. Durgin said that Mr. Jutton never asked him a question but Mr. Durgin did get to ask Mr. Jutton two questions. Mr. Durgin went on to say that Mr. Jutton seemed to be pushing his business and resume.
- Mr. Curtis said he wasn't 100% satisfied. Mr. Curtis said he had higher expectations but realized that Mr. Jutton only had 8 hours or so here in town. Mr. Curtis would have liked to see a road map of what direction the town should be going in.
- Mrs. Reay also expressed her disappointment in the process and results. Mrs. Reay will send Mr. Jutton a letter in response to the report and express the board's disappointment.
- Mr. Parent expressed his disappointment with the board in going around their own Purchasing Policy. The original proposal from MRI was for $1,000 which would have required the board to go out to bid. Mrs. Reay explained that the companies that do this kind of work are very rare so it would have been hard to find other business to bid on it. MRI was willing to do it for $999.99 which kept it under the bid requirement amount.

(8) Town Manager's Job Description:

- Added: Required to live within 30 minutes of driving time under normal weather conditions. Several other amendments were added and deleted. No vote was taken but there was a consensus of the board.

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(9) Town Manager's Job Ad:

- The Board amended the ad by adding some of the same language as in the job description. No e-mails or fax applications will be accepted. No vote was taken but there was a consensus of the board.

(10) Church Road Signs:

- Discussion on what signs would say to slow traffic in the Fairgrounds property area in the Church Road. Baseball games are now being held on the new ballfield but parking is lacking and it was reported that cars are parking on both sides of the road.
- **Motion** by Mr. Curtis to purchase and install two signs on the Church Road in the area of the trails and recreation area and should read "Recreation Area Use Caution", second by Mr. Durgin. Vote 4-1 in favor with Mr. Dunham voting in the negative.
- Mr. Durgin will talk with Mrs. Dupont of the Recreation Committee about no parking signs for the road side.

(18) Public Communication:

- Mr. Parent announced that the Readfield Citizens Unite Group is doing a roadside clean-up on May 9, 2015. Mrs. Reay said that the trash from the State owned roads could not be brought to the Transfer Station. Mrs. Reay said that the previous town manager had said that last year when some high school kids cleaned-up the sides of Route 17. The State DOT came out and picked it up. Mr. Parent said that DOT only plans on cleaning up Route 202 and asked the board to think about it and maybe bring it back up at tomorrow night's meeting.

(14) Legal RFP's:

- 6 Legal firms sent in proposals. O'Donnell, Lee, Mccown & Phillips, LLC; PretiFlaherty; Shelton Taintor & Abbott; Linnell, Choate & Webber; Eaton Peabody & Bernstein Shur. The Interim Town Manager included a spreadsheet with the breakdown for each firm and their charges.
- **Motion** by Mr. Durgin to extend the meeting to 9:30pm, second by Mr. Curtis. Vote 4-1 in favor with Ms. Pomerleau voting in the negative.
- Mr. Dunham said he would recuse himself from voting or discussing this item if the board agreed he should. Mr. Dunham said he had a personal relationship with PretiFlaherty and has hired them and used them during the charter debate.
- **Motion** by Mr. Curtis to request the useage of the firm Linnell, Choate & Webber to be the town lawyers and request they be our lawyer with no contract, second by Mr. Durgin. Vote 0-5 motion fails.
- **Motion** by Mr. Curtis to invite a representative from Linnell, Choate & Webber and PretiFlaherty to attend a Select Board meeting for the purpose of communicating their firm's ability to perform legal services for the Town of Readfield, second by Mrs. Reay. Vote 5-0 in favor.
- **Motion** by Mr. Curtis to extend the meeting to 9:45 pm, second by Mr. Dunham. Vote 3-2 in favor with Mr. Durgin and Ms. Pomerleau voting in the negative.
- It was the consensus of the board that the Interim Town Manager contact both firms to see if they could meet with the board on May 12th, one firm at 4:30 pm and the other at 5:30 pm.

(15) Library Painting RFP's:

- **Motion** by Mr. Dunham to award the painting contract to Frank D's Painting for $4,500 for the West and North side of the building, second by Mr. Curtis. Vote 5-0 in favor.

(13) Job Application:

- It was the consensus of the board to make a couple of small changes and okay the application to be used as the town's official job application.
- **Motion** by Mrs. Reay to extend the meeting for 7 more minutes, second by Mr. Dunham. Vote 3-2 in favor with Mr. Durgin and Ms. Pomerleau voting in the negative.

(17) Other: Readfield Citizens Unite:

- Mrs. Reay said she would like to see the disclaimer on the web site state that the **statements** and views expressed by the Readfield Citizens Unite and Voice of the Voter groups are not the views of the Select Board or the Town of Readfield.
- **Motion** by Mr. Curtis to add to the web site disclaimer "that the views expressed by Readfield Citizens Unite and Voice of the Voter do not reflect the views of the Select Board or the Town of Readfield, second by Ms. Pomerleau. Vote 4-1 in favor with Mr. Dunham voting in the negative.

Mrs. Reay adjourned the meeting at 9:56 pm.

Recorded by Robin Lint

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Readfield Select Board
Special Meeting Minutes May 12, 2015 – *unapproved*

Select Board members present: Sue Reay, Valarie Pomerleau, P. Greg Durgin, Thomas Dunham and Allen Curtis.

Others attending: Teresa Shaw (Interim Town Manager), Robin Lint (Town Clerk), Pamela Osborn, Robert Peale, Grace Keene, Debora Doten, John Parent, Milt Wright, Eugene Carbona, Kim Whitman, Alex Wright, Thomas Donegan, Lorraine Hall-Wagner, Marty Soule, Harry Grimmnitz, Darcy Whittemore, Henry Whittemore, William Drake, Flo Drake, Sandra Rourke, Robert Bittar and Mrs. Carbona.

Mrs. Reay called the meeting to order at 4:32 pm.

1. **Legal RFP – Discussion with two law firms**

The first law firm was **PretiFlaherty** represented by Steve Langsdorf and Kevin Haskin.

- Mr. Dunham opened the conversation by disclosing his relationship with Mr. Langsdorf.
- Mr. Durgin said that he had copies of e-mails between Mr. Langsdorf and Mr. Dunham and asked Mr. Langsdorf if he had initiated the conversation between himself and Mr. Dunham. Mr. Langsdorf said he had and that he had been watching the papers and wondered if the Town would be going back out to bid this year for legal services. Mr. Durgin also asked Mr. Langsdorf if the two had met together which the e-mails had stated might happen. Mr. Langsdorf said they did not.
- Gave a background report on himself and his firm.
- Stated that he did almost 100% labor laws, which is his specialty.
- He would answer e-mails as promptly as possible.
- Would do conference call meetings.
- They would also do and currently does detail billing.

The second law firm was Linnell, Choate & Webber represented by John (Jack) Conway and Curtis Webber.

- Gave a background report on themselves and their firm.
- Their firm has experience with labor law
- Economic development
- FOAA's
- Executive session matters
- Planning Board procedures
- Solid Waste
- Works with towns so not to run up legal cost by having phone meetings.
- Tries to return e-mails the same day or the next day.
- Does detail billing

Mrs. Reay clarified that the Chair and Vice Chair are the only Select Board members that may contact legal services and with permission from the board only.

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2. Other

Mr. Donagan, from the Recreation Board, was in attendance to discuss the issue of parking on the Church Road during ball games. Mr. Donagan said they could flatten some more of the field to make room for more cars to park. Currently there are only about 35 spaces to park. Mr. Donagan will meet with the Conservation Commission to discuss the matter with them and to get their permission to make more parking spaces. The Conservation Commission was meeting down stairs at the time and Mr. Donagan went to check with them. He reported back later in the meeting saying that the Conservation Commission gave him permission to level the field in order to make more parking space.

Mr. Curtis expressed his concern about the delay in being process of hiring a new town manager.

May 18th the board will decide the following:

- Where to advertise
- How long to advertise
- Full or part-time

On June 1st the Board will decide who will be involved.

On June 8th the Board will look at applications at an executive session workshop at 4:30 pm.

Mr. Dunham expressed his concern about the April 25th Community Advertiser article. Mr. Dunham said the information was not totally factual and if the board does nothing to respond to the lies then he felt they were condoning the article and the information in it.

- Ms. Pomerleau disagrees and said doing nothing doesn't mean they condone the information.
- Mr. Curtis said he felt the board was being pulled in two different directions and that the board should not get in the middle of it.
- Mr. Durgin expressed his desire for both groups to get together and talk.
- Mrs. Reay said that everyone needs to agree to disagree.
- Mr. Dunham insisted the board take some action.

The consensus of the board was to do nothing about the articles.

The Interim Town Manager sent all the Select Board members an e-mail concerning a resident's request to respond to the disagreement between residents after Candidate's Night. There was a lengthy discussion about what happened and what was said to whom and how people responded to each other. It was the consensus of the board after hearing from everyone involved that there was no need for the board to respond further.

Mr. Parent reported that Saturday, May 9th, 18 residents met at the Fairgrounds and worked together to clean up town roads. The group picked up 30 bags of trash, 10 bags of returnables, 6-7 tires, 1 TV, a hood of a car and some grills. A big thank you goes out to Kevin Norwood who paid for the tires at the Transfer Station.

Motion by Mr. Curtis to enter into executive session for Labor Union negotiations under Title 1 MRSA 405-6-D, second by Mr. Dunham. Vote: 5-0

Entered into executive session at 7:37 pm
Exited executive session at 8:08 pm
Adjourned at 8:09 pm

Recorded by Robin Lint

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2. Warrant

3. Select Board Communication

4. Town Manager

Town Manager

1. Just a reminder to Political Sign laws

Title 23 Chapter 21

§1917-A. Unlawful removal of political signs

1. Taking, defacing or disturbing political sign; civil violation. A person who takes, defaces or disturbs a lawfully placed sign bearing political messages relating to a general election, primary election or referendum commits a civil violation for which a forfeiture of up to $250 may be adjudged.
[1989, c. 315, (NEW) .]

2. Application. This section does not apply to:

A. A person authorized by a candidate or political committee to remove signs placed by or at the direction of that candidate or political committee; and [1989, c. 315, (NEW).]

B. The landowner, or agent of the landowner, on whose property a sign has been placed.
[1989, c. 315, (NEW).]
[1989, c. 315, (NEW) .]
SECTION HISTORY
1989, c. 315, (NEW).

2. A resident has asked to open a unpaved road for which they run water pipes as addressed in their deed. Gary Quintal, CEO came to ask if we had a highway opening application. As Road Commissioner I didn't know if I had that authority or not. Then came the fee to charge and I knew I didn't have authority over that.

I have included a state application for you to review.
I feel this resident should be able to this (since this is an unpaved road), so long as the road is fixed to our road standards.

M 15 L 14

07546

KNOW ALL MEN BY THESE PRESENTS,

That I, Davis Elliott, of Roanoke in the Commonwealth of Virginia, Executor under the Will of Mildred H. Humphrey, late of Vassalboro in the County of Kennebec and State of Maine, deceased, which Will has been duly allowed by the Probate Court, held at Augusta, in and for the County of Kennebec, by virtue of the authority veste in me by said Will, to sell at private sale and convey the real estate of the said Mildred H. Humphrey, described below, in consideration of the sum of one dollar and other valuable considerations, paid by Elwood Lake, of Portland in the County of Cumberland and State of Maine, the receipt of which sum I do hereby acknowledge, do hereby, pursuant to the authority aforesaid, give, grant, sell and convey to the said Elwood Lake, his heirs and assigns forever, the following described premises:

A certain lot or parcel of land with the buildings thereon standing situated in Readfield in the said County of Kennebec and State of Maine, bounded and described as follows, viz.

Beginning at a point on the east side of the highway at the north side of the North Bridge at the Grist Mill at Readfield Corner and at the southwest corner of the Cheese Factory lot; thence easterly and southerly along the south line of the Cheese Factory lot and south and west line of land of the late Elizabeth N. Morrill to land of the late Delia Greeley; thence westerly on said Greeley's north line to land now or formerly of Fred I. Brown; thence northerly on the east line of land of said Brown and land now or formerly of W. P. Roberts to the Factory Stream and Grist Mill Pond; thence easterly on the line of said Stream and Pond to the south end of the Grist Mill shed to the east of the highway; thence northerly on the east line of said highway to the point of beginning; containing six (6) acres, more or less.

Also conveying the spring and all rights thereto located on the property described in a deed from Mildred Humphrey to F. Boardman Fish, Jr. and Elizabeth M. Fish recorded in the Kennebec Registry of Deeds in Book 1168, Page 385 and all rights to maintain pipes from said spring to the above described property as set forth in the above referred to deed.

Excepting and reserving parcel sold to Muriel Bishop by Mildred Humphrey by deed dated May 28, 1960 and recorded in Book 1213, Page 369 at said Registry.

Meaning and intending to convey a portion of the premises described in a warrant deed from B. Francis James, et al. to Mildred Humphrey dated June 16, 1952 and record in Book 919, Page 584 at said Registry.

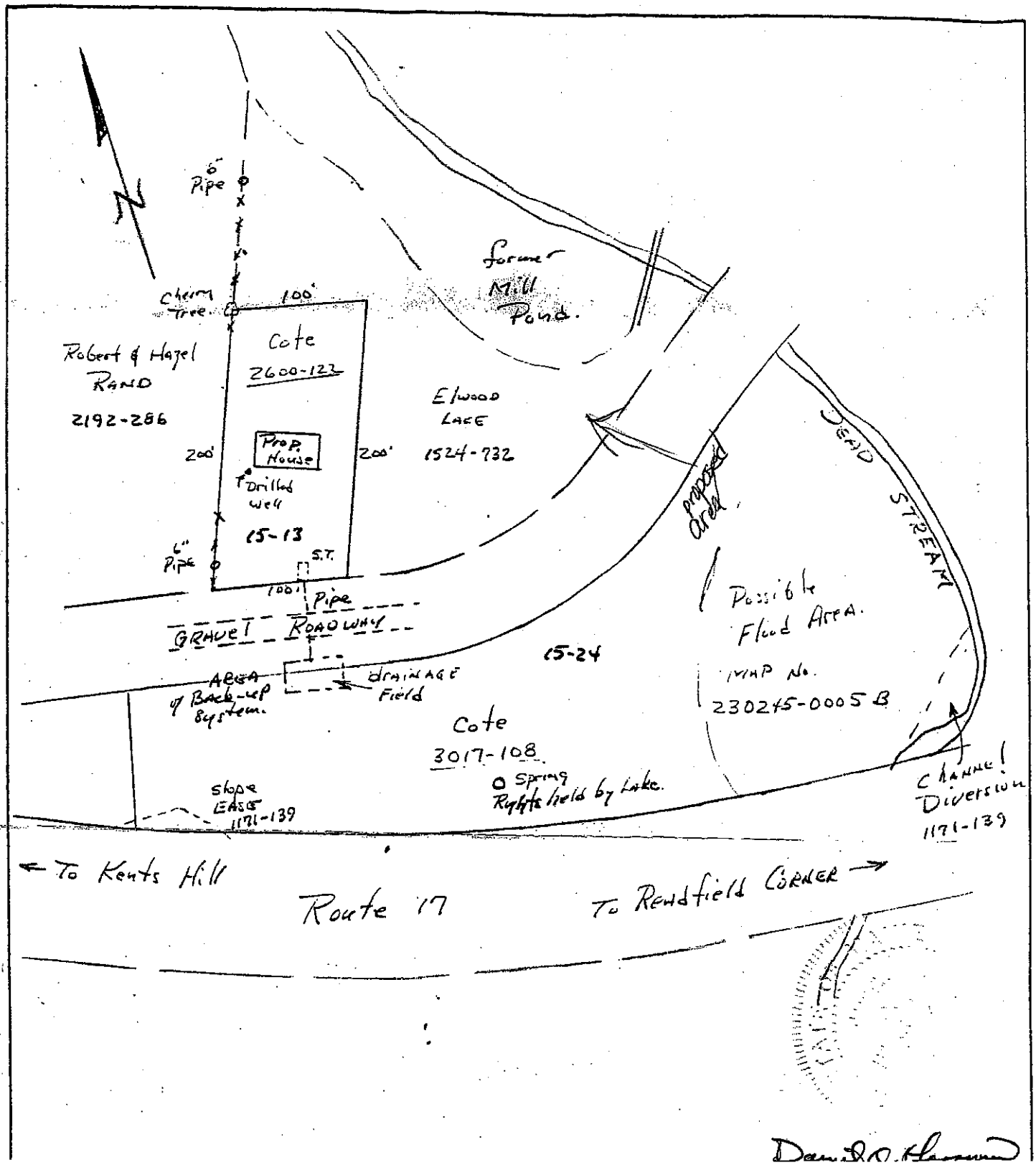
TO HAVE AND TO HOLD the same, with all the privileges and appurtenances thereto belonging to the said Elwood Lake, his heirs and assigns.

And I, Davis Elliott, in my said capacity, do covenant with the said Elwood Lake, his heirs and assigns, that in making the said sale, I have in all things observed the directions of said Will and have good right and lawful authority to convey the same in manner aforesaid.

IN WITNESS WHEREOF, I have hereunto set my hand and seal in my said capacity this NINTH day of June, in the year of our Lord one thousand nine hundred and seventy.

Signed, Sealed and Delivered
in presence of S-1593

Davis H. Elliott
Executor under Will of Mildred H.



Dan D.O. Hammond

Maine Department of Transportation

Highway Opening Application

Applicant Information: Date:

Name: Phone: Pager/Cell:

Address: Town: State: ZIP:

Primary Contact Information: *(Write "SAME" if the primary contact for on-site work will be the Applicant)*

Name: Phone: Pager/Cell:

Address: Town: State: ZIP:

Proposed Work Information: Highway Number (if known):

Town: Road Name:

Type of Work Proposed: ***Please attach a sketch plan***

Who will perform work?:

Anticipated work schedule: Starting Date: Completion Date:

If this work is for a utility, has an application for a *Utility Location Permit* been submitted? Yes No N/A

If this work is state funded, is it covered by the State Agency Addendum? Yes No N/A

Have all existing utilities in the work area been notified of the proposed work and given an opportunity to comment? Yes No

GPS Coordinates of Work Location: (Please enter coordinates in Decimal Degrees, WGS 1984)

	Latitude (ex: 44.3074199)	Longitude (ex: -69.7775613)
Starting Point:		
Ending Point:		

Impact & Fee Information:

Surface Type:	*(A) Unit Cost:*	*(B) Estimated Area*	*Impact Value (A)x(B)*
Paved Surface: Bituminous Concrete or treated surface/shoulders *(Min. fee $50, see below)*	$50.00 per Sq. Yard	*Sq. Yard(s)*	$
Concrete Surface: Portland Cement Concrete or Bituminous on concrete. *(Min. fee $75, see below)*	$75 per Sq. Yard	*Sq. Yard(s)*	$
All Other Surfaces: Plain gravel surface or shoulder or area outside roadbed. *(Min. fee $25, see below)*	$5.00 per Sq. Yard	*Sq. Yard(s)*	$
Direct Buried Cable: (Low-impact installation of cable outside of the traveled way/shoulder)	$0.20 per Lineal Foot	*Lineal Feet*	$
Other Work in addition to replacing pavement (Specify)			$
		Total Impact Value (Sum of all Impact Values)	$
Permit Fee (10% of Total Impact Value, OR, if the calculated Permit Fee is less than the highest minimum fee specified above for the surface type impacted, than the highest applicable minimum fee shall be used. (Example: if you impact a paved and a non-paved surface, the applicable minimum fee is $50).			$

Instructions for Payment:

If you are a licensed utility, a municipality or any other governmental entity AND the TOTAL IMPACT VALUE calculated above is $5,000 or less, please include payment in the amount of the Permit Fee with this application, made out to ***Treasurer, State of Maine***.

If you are NOT a licensed utility, a municipality or any other governmental entity, AND the TOTAL IMPACT VALUE calculated above is $2,500 or less, AND you will not be impacting the paved or concrete surface of the highway, please include payment in the amount of the Permit Fee with this application. If you ARE proposing to impact the paved or concrete surface of the highway, please include payment in the amount of the TOTAL IMPACT VALUE and all but 10% will be returned to you upon satisfactory completion of the work.

If the TOTAL IMPACT VALUE **exceeds $5,000** for licensed utilities, municipalities or other governmental entities, OR **$2,500** for all other applicants, a *SPECIAL OPENING PERMIT* as described in section II E of the ***Rules, Regulations and Policies*** shall also apply. In this circumstance, an escrow account will be established and there is no direct payment submitted with this application.

Do you request refund of the entire permit fee contingent on a full width overlay per Section II, A. of the Special Opening Permits?

NOTICE TO APPLICANT: the Applicant is hereby notified that, upon approval of this application, all work shall comply with the following requirements, as applicable: (1) all conditions specified in the Highway Opening Permit; (2) the Department's Highway Opening Rules, Regulations and Policies; (3) the Department's Utility Accommodation Rule (17-229 CMR 210); (4) all conditions of a Utility Location Permit issued pursuant to 17-229 CMR 210; and (5) local ordinances and federal and state laws. In the event of a conflict between any applicable requirements, the more stringent requirement shall govern unless otherwise directed by the Department. Specific attention is directed to the following requirements: (1) Work zone traffic control standards as defined by the Manual on Uniform Traffic Control Devices (MUTCD); (2) Occupational Safety & Health Administration (OSHA) trenching and excavation standards; and (3) 23 MRSA Section 3360-A, Protection of Underground Facilities (a.k.a. "The Dig Safe® Law") which requires notification to various entities at least three working days prior to making any excavation. Additional information may be found at: http://mutcd.fhwa.dot.gov , http://www.osha.gov/SLTC/trenchingexcavation/ , and www.digsafe.com respectively. **The applicant further agrees that, upon approval and issuance of a permit, the Department will be notified at least 48 hours in advance of the start of any work.** The Applicant shall be responsible for all final restoration of the affected area to the satisfaction of the Department of Transportation.

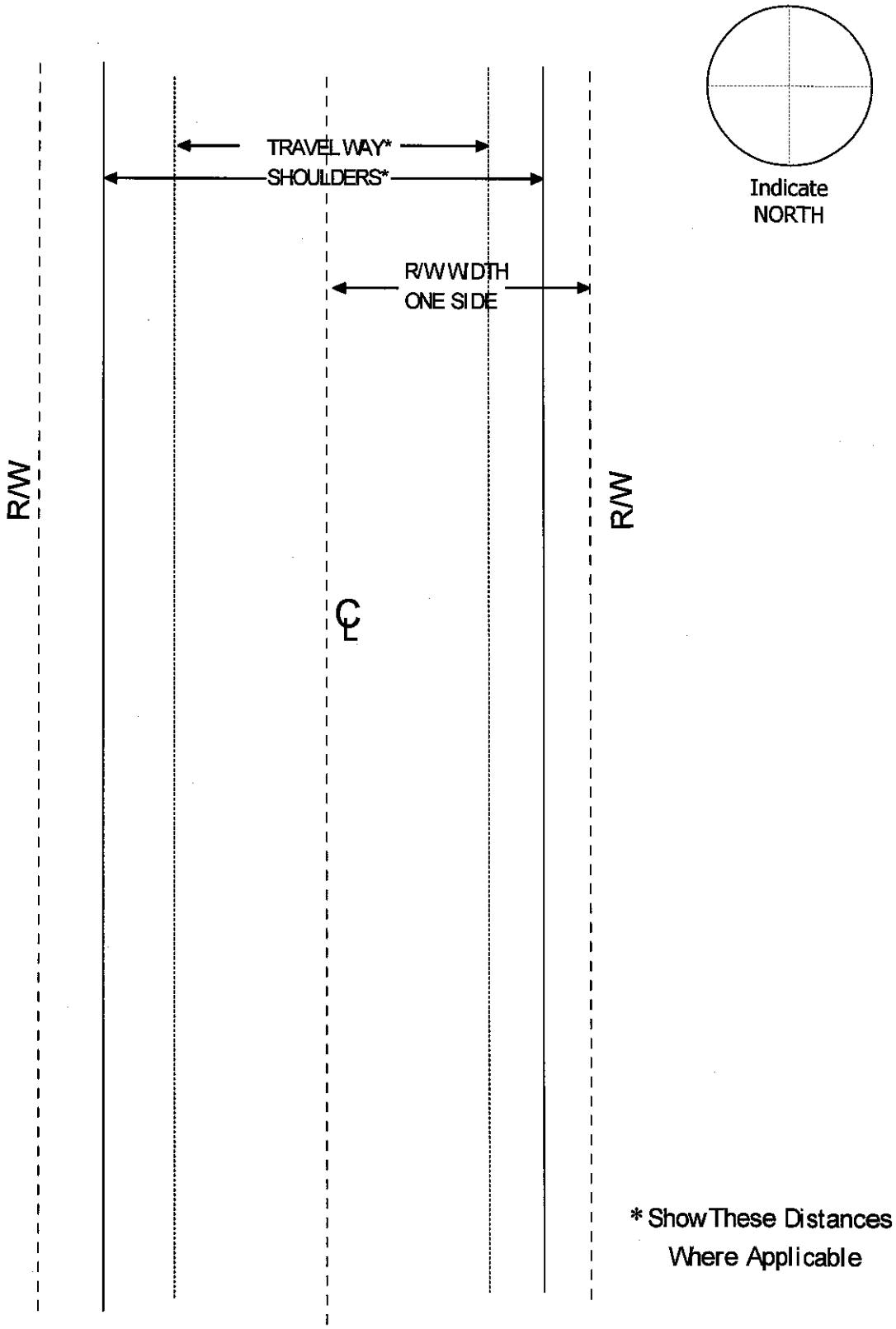
Applicant's Signature: _____ Date: _____

Version 0314

Highway Opening Application Sketch Plan

Applicant Name: _____ Town: _____

The purpose of this "Sketch Plan" is to show the location of the proposed opening in relation to the highway. This plan is not necessarily drawn to scale, however, all reference points, offset distances and lengths must be accurately indicated.



5. Boards, Committees Commissions & Departments

6-9. Reappointments

RECEIVED OFFICE USE ONLY
MAY 18 2015
DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one: ☐ **1st time appointment** ☒ **re-appointment**

Which Board, Committee or Commission are you applying for? Cobbossee Watershed District

Name: Shelly Gerstein **Phone (H):** 685-9646

Street address: **Phone (C):** 660-8523

Mailing address: P.O. Box 8, Readfield, 04355

E-Mail: shellygerstein@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

As alternate, for the last year I have participated in meetings & for the last few months I have been the voting member in Peter's absence.

Below please tell us the reason you are interested in applying for this position.

Now that I know the ropes a bit, I would like to continue serving.

If you are currently employed, what is your position?

Semi-retired, Business Manager for Luthiers Mercantile International

RECEIVED

MAY 1 2015
OFFICE

DATE RECEIVED 5pm

TOWN OF READFIELD

APPOINTMENT APPLICATION

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Please check one: ☐ **1st time appointment** ☒ **re-appointment**

Which Board, Committee or Commission are you applying for? Trails

Name: Rob Peale **Phone (H):** 685-3811 work 287-7679

Street address: 42 Moser Road **Phone (C):**

Mailing address: same

E-Mail: robnpeale@hotmail.com

Below please tell us of any experience and/or training that might be useful in this position.

extensive hiking experience in US and Canada; trail building and maintenance experience with Readfield Trails Committee and other organizations; worked as environmental specialist and hydrogeologist at Maine Dept. Environmental Protection

Below please tell us the reason you are interested in applying for this position.

I want to develop new trails and maintain existing trails in Readfield to support the health and well being of residents, promote a sense of community, and connect us to other communities.

If you are currently employed, what is your position?

senior environmental hydrogeologist

RECEIVED OFFICE USE

APR 13 2015
DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one: ☐ **1st time appointment** ☑ **re-appointment**

Which Board, Committee or Commission are you applying for? Readfield Community library - Board of Trustees -

Name: Janet Tarbuck **Phone (H):** 685-4212

Street address: 119 North Road **Phone (C):** 577-5327

Mailing address: same

E-Mail: tarbuckjan@yahoo.com

Below please tell us of any experience and/or training that might be useful in this position.

I am currently serving out a term (vacancy) on the board and would like to serve a full term - I am also a volunteer at the library - Retired from Kennebec Community College - former volunteer reader for headstart programs

Below please tell us the reason you are interested in applying for this position.

If you are currently employed, what is your position?

—

OFFICE USE

4-16-15

DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

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Please check one: ☐ **1st time appointment** ☒ **re-appointment**

Which Board, Committee or Commission are you applying for? Library Board of Trustees

Name: Beverly Monsulick **Phone (H):** 685-4353

Street address: 41 Walker Road Readfield 04355 **Phone (C):** 446-9989

Mailing address: PO Box 285 Kents Hill, ME 04349

E-Mail: BJSS1976@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

Below please tell us the reason you are interested in applying for this position.

If you are currently employed, what is your position?

Treasurer

RECEIVED OFFICE USE

APR 16 2015
DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

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Please check one: ☐ **1st time appointment** ☑ **re-appointment**

Which Board, Committee or Commission are you applying for? Library Board of Trustees

Name: Deborah Peale **Phone (H):** 685-3811

Street address: 42 Moore Road **Phone (C):**

Mailing address: same

E-Mail: deb.peale@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

Below please tell us the reason you are interested in applying for this position.

If you are currently employed, what is your position?

RECEIVED OFFICE USE _____

MAY 04 2015 DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

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Please check one: ☐ **1st time appointment** ☒ **re-appointment**

Which Board, Committee or Commission are you applying for? Cemetery Committee

Name: G. Marianne Perry **Phone (H):** 685-3531

Street address: 28 Chimney Rd. **Phone (C):** 491-9530

Mailing address: Readfield

E-Mail: jmpgmp@myfairpoint.net

Below please tell us of any experience and/or training that might be useful in this position.

Served on this com. a year now. (Feel it is a productive assemblage of individuals.) An ability to co-operate + work c people is important. Being able to actually work in the field a good attribute also.

Below please tell us the reason you are interested in applying for this position.

This group is enthusiastic about their "work" - as I am. I feel that it is important to be knowledgeable about local history + to support its preservation

If you are currently employed, what is your position?

NA

OFFICE USE
RECEIVED 2:30pm
DATE RECEIVED MAY 04 2015

TOWN OF READFIELD

APPOINTMENT APPLICATION

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The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one: ☐ **1st time appointment** ☑ **re-appointment**

Which Board, Committee or Commission are you applying for? Cemetery Committee

Name: Debora Doten **Phone (H):** 685-3536

Street address: 208 Fogg Rd **Phone (C):** 242-9261

Mailing address: 208 Fogg Rd

E-Mail: debdoten@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

~~Past~~ ~~Current~~ Current Cemetery Committee member + secretary

Below please tell us the reason you are interested in applying for this position.

I would like to follow-through with 2 projects that have been started, the Living Fence + Stone Repair

If you are currently employed, what is your position?

Not employed.

RECEIVED
OFFICE USE
MAY 05 2015
1:30pm
DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one: ☐ **1st time appointment** ☒ **re-appointment**

Which Board, Committee or Commission are you applying for? Cemetery Committee

Name: John Moran **Phone (H):** 685-0050

Street address: 8 Harmony Hills Rd Readfield Me 04355 **Phone (C):**

Mailing address: Same

E-Mail:

Below please tell us of any experience and/or training that might be useful in this position.

Served as Transfer Station agent for several months
Served as Cemetery Committee member
Served on Gile Hall renovation committee
Served as Select Board member 2 terms
Served on veteran's memorial committee
Served as School Board member 2 terms
Served as Planning Board member 2 terms

Below please tell us the reason you are interested in applying for this position.

To preserve final resting places for deceased in Readfields cemeteries

If you are currently employed, what is your position?

RECEIVED 5:45 pm
OFFICE USE
MAY 06 2015
DATE RECEIVED

TOWN OF READFIELD

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one: ☐ **1st time appointment** ☒ **re-appointment**

Which Board, Committee or Commission are you applying for? Cemetery

Name: Grace Keene **Phone (H):** 395-4724

Street address: 179 Beaver Dam Rd **Phone (C):**

Mailing address: PO Box 628, Readfield

E-Mail: g4k4@fairpoint.net

Below please tell us of any experience and/or training that might be useful in this position.

I have been on this committee since 1996 and very interested to continue to oversee the maintenance and upkeep of all our cemeteries.

Below please tell us the reason you are interested in applying for this position.

I believe the cemeteries are a very important part of our town and love volunteering to work in them.

If you are currently employed, what is your position?

Retired

10. Appointment Policy Draft Criteria

Boards and Committees Ad Hoc Committee Directives

Review current Appointment Policy

Review current Committee mission Statements

Review Committees Roles & Responsibilities

Write Draft Boards and Committee policy that may include the following:

- Application Process
- FOAA responsibilities for all committees
- General responsibilities for all committees
- Appointment/Un-appointment process
- Ethics policy
- Term Limits
- Define qualifications and expertise for each Committee
- Email communication

The goal is to clarify the roles and responsibilities of all our pointed committees.

DRAFT

10.

	#10 APPOINTMENT PROCEDURES REVIEW PROCESS
DISCUSSION	1) The Board will review and discuss the policy and possibly form a sub-committee. 2) Selectperson Pomerleau would like to advertise to find 5-7 volunteers to sit on the sub-committee 3) Members of the sub-committee should consist of the town clerk, two chairpersons from other committees, and two (2) at large volunteers and two Select Board members
MOTION	
SECOND	
PASS/FAIL	

Above is the from the January 26, 2015 meeting minutes. This states the proposed committee would be looking at the existing appointment policy. I'm confused on how this discussion above became writing other policies. I thought we were trying to improve/ update the existing policy. Not sure that the Draft directives should be in the appointment application process, some of the items look they should be in the roles & responsibilities for each committee. Obviously this is just my take on it.

11. Town Manager Job Description

Town Manager
Job Description

The Town of Readfield adopted the Town Manager form of Government at the March 18, 1967 in Article 22 and Article 23a was also adopted, stating that the Town Manager would also serve as Treasurer, Tax Collector, Road Commissioner and Overseer of the Poor (now most commonly referred to as Welfare Administrator). The Town Manager position may be full or part time. Requirement to live within 30 minutes of the Town Office under normal driving conditions.

Nature of Work

The Town Manager of Readfield is the Chief Administrative Officer of the town, under the direction of the Select Board. The Town Manager is responsible for directing all the town's business and supervises all of the town's employees with the exception of the Fire Chief. The Town Manager will also serve as the Treasurer, Tax Collector, Road Commissioner, and Welfare Administrator and Transfer Station Manager. Work performance must be in accordance with the Maine Revised Statutes, local ordinances and town policies.

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of Readfield under the direction of the Select Board in keeping with State and Federal laws, Town ordinances, and Town policies including the Roles and Responsibilities of the Readfield Town Manager.

The Manager is charged with the identification of service and policy needs of Readfield and has the responsibility for the development of the program or action directed by the Select Board to meet the identified needs of the community. The Manager shall act in such capacity as the Select Board may direct on municipal, state, federal and other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and administration of the budget once it is approved. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees,

The Manager is charged with the responsibility of advising the Select Board and general public on the current status of affairs of the Town

and is responsible for preparing an annual report of the previous year's activities.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between Readfield and other governmental agencies and between the various boards, committees and commissions that make up Readfield Town Government.

Scope of Work

This is responsible managerial, administrative and fiscal work in directing all aspects of the operation of the Town as well as the handling and accounting of Town Funds.

The Town Manager is responsible for the achievement of tangible results through people, so maintaining a high level of integrity is essential. Work involves planning, budgeting, problem solving and organizing with the authority to make decisions as well as delegate to others. The environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Manager must frequently act without precedent.

Essential Duties and Responsibilities

- Maintains the administrative organization of the Town to ensure efficiency of operation;
- Oversees the expenditure and accounting of all monies of the Town;
- Executes all laws and ordinances of the Town;
- Paeticipates in collective bargaining with town employees upon request of the select board, prepares a proposed budget and work program for all Town employees and presents the proposed budget to the Select Board;
- Appoints, with Select Board approval, all department heads and supervises their performance on a day-to-day basis;
- As personnel officer for the Town, is directly involved in the hiring, evaluating performance of duties per individual job descriptions, promoting, and disciplining of union and non-union employees;
- Plans, directs and reviews all repair, maintenance, construction and reconstruction of Town roads and bridges, contracting for services when necessary;
- Acts as Welfare Administrator, in accordance with State Laws, assuring the security and confidentiality of all records and requests for Town assistance;
- Develops the annual tax commitment figures along with the Assessor's and presents them to the Select Board for approval;

- Reviews on an ongoing basis, the collection of municipal taxes and takes appropriate steps to assure an adequate revenue stream (cash flow) for the Town;
- Oversees and directs the overall operation of the Transfer Station to assure compliance with all environmental laws and regulations, efficiency of operation, and promoting maximum recycling, and contracting for services where required;
- Maintains a sound public relations posture between the Town and its citizens, the press and other state, federal and local government agencies;
- Acts as purchasing agent for all municipal departments, and oversees the bid process on major purchases;
- Identifies the service and policy needs of Readfield and brings them to the attention of the Select Board with recommendations for action;
- Ensures Town-owned buildings stay in good repair, and equipment maintained and recommends replacement as needed;
- Works closely with the snow removal contractor to assure the safety of winter roads;
- Prepares an annual report of the previous year for presentation to the Select Board and citizens of Readfield;
- Attends meetings of the Select Board, assists in preparing the agendas, and provides supporting documents and information pertinent to agenda items;
- Carries out the directives of the Select Board within timeframe assigned;
- Prepares federal and state grant requests and administers grant programs;
- Enforces municipal and state codes in conjunction with Code Enforcement Officer;
- Recommends possible changes to personnel policy to Select Board for consideration.

Requirements of Work

- Thorough knowledge of municipal management and community problem resolution;
- Thorough understanding of a design and evaluation of administrative organization;
- Detailed, specialized and extensive knowledge of the practices and procedures of cash management, investment, budgeting and municipal accounting;

- Thorough knowledge of financial administration and the design of financial accounting and reporting system;
- Thorough knowledge of the theory and practice of public personnel administration
- Thorough knowledge of municipal government programs and decision-making processes;
- Knowledge of municipal waste management and recycling;
- Knowledge of municipal taxation including tax lien requirements;
- Knowledge of Maine municipal laws and rules;
- Knowledge of road construction and maintenance;
- Working knowledge of state and federal programs;
- Ability to communicate effective both orally and in writing;
- Ability to listen effectively to others;
- Ability to direct, supervise and to delegate work effectively;
- Ability to organize and use time effectively;
- Ability to give and accept constructive criticism;
- Ability to remain poised and even tempered;
- Ability to effectively run meetings;
- Ability to react independently without precedent in the face of a problem;
- Ability to react quickly to changing situations which may be physically taxing;
- Skill in resolving disputes while maintaining integrity.

General Disciplinary Procedures and Principles

The Town Manager is responsible to perform the Requirements of Work as indicated in the section above. Failure to complete any items set forth under the Requirements of Work, Essential Duties and Responsibilities, and or complete goals or objectives set forth by the Readfield Select Board, will enter into the "progressive discipline" process. Progressive discipline includes the following procedures:

- Informal meeting
- Verbal warning/reprimand
- Written warning/reprimand
- Suspension
- Discharge

Ref: Maine Municipal Association, Municipal Officers Manual Chapter 9 Page 182

Minimum Qualifications-Original wording

Graduation from a four year college or university program in public administration or related field, and at least ten (10) years experience as chief administrative officer in a municipal government which provided and exercised/utilized the above listed knowledge, skills and abilities; or an equivalent combination of training and experience.

PROPOSED NEW WORDING FOR ABOVE

Applicant should possess a 4 year Bachelor's degree in Public Administration or have a minimum of 10 years experience as a Town Manager or Chief Administration Officer in municipal government which provided and exercised/utilized the above listed knowledge, skills and abilities; or an equivalent combination of training and experience.

The Board seeks an applicant with strong background knowledge in Budgetary, Codes, Assessing, Roads, Tax Increment Financing, Union negotiations, General Assistance, strong Time Management, Communication and Organizational skills.

12. Town Manager Job Advertisement

TOWN OF READFIELD, MAINE

TOWN MANAGER JOB OPENING

The Town of Readfield, Me. is accepting applications for the position of Town Manager. Postion may be full or part time. Readfield is located in Kennebec County. We have a population of 2555 and have 7 full time employees with a $2,118,378.00 million municipal budget.

Readfield operates under a Selectmen/Town Manager form of government with a 5 member board. The successful candidate will be required to serve on boards, committees and have a high involvement in the community. Applicant should possess a Bachelor's degree in Public Administration or have minimum of 10 years experience as a Town Manager. Compensation and benefits depending on qualifications. For questions please call our Interim Town Manager, Teresa Shaw at 207-685-4939 or e-mail readfield.finance@roadrunner.com.

Applications close on _____ at ___PM. For an application or full job description, please visit our website at www.readfield.govoffice.com or request one to be mailed by calling the Town office at 207-685-4939.

Submit cover letter, application, resume, salary requirements and (3) three references in a sealed envelope (e-mails will not be accepted) by _____ to:

Readfield Town Manager Search
cc: Chair of Readfield Select Board
8 Old Kents Hill Road
Readfield, Me 04355

The Town of Readfield is an equal opportuntity employer.

13. Church Road Signs

14. Public Communication Policy

Readfield Select Board Policy for "Public Communications" Sessions

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

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

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

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

4. A speaker requesting to present a more formal or comprehensive discussion may request in advance to be on the agenda for that evening. To request to be on the agenda, one should contact the Town Manager by Monday noon prior to the following scheduled Select Board Meeting. The "Public Communications" segment is not an appropriate time to request an interpretation and/or decision of the Select Board. All reasonable requests will be considered, but it will be at the Select Board Chairperson's discretion whether to allow an agenda item, depending on the nature of the request and the time available at a specific meeting. Any request to be on the agenda denied by the Chairperson of the Board, may be brought forth before the entire Select Board during Public Communications time for the entire Select Board to review. If a motion is made and passes to add the item to a future agenda, the Chairperson will add it to the agenda within the next two scheduled Select Board meetings.

5. The Select Board will not accept written materials distributed at a Select Board meeting, other than petitions submitted in accordance with state law. Individuals or groups must submit written materials for the Board's attention to the Chairperson of the Select Board, no later than noon on the Monday before the next scheduled Select Board meeting. The Chairperson shall provide to the Town Manager any written materials received from the public for distribution to all Board members. Please reference Number 8 below.

6. Individuals or groups who desire a response from the Select Board are advised to contact the Town Manager and all Select Board Members to request placing an item on the Board's agenda for discussion

or submit a letter rather than relying on a "Public Communications" session. The Select Board shall note any concerns, questions, comments and communications from the public and possibly address at a following meeting. The Chairperson also could direct the individual or group to an appropriate resource for further information. The Select Board will not enter into debate with the public on a topic but may provide factual information regarding the substance of a comment or ask clarifying questions. Following the meeting, the Chairperson, on behalf of the Select Board will submit contact information (if provided) for the member of the public who asked a question or provided a comment to the appropriate resource for further information, if needed.

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

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

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

Adopted as policy by the Select Board on 11/05/2012

Amended and adopted on 02/25/2013

15. Legal Services

16. Maranacook Dam Committee

REQUEST FOR PROPOSALS
MARANACOOK LAKE DAM RENOVATION PRELIMINARY ENGINEERING STUDY

TOWNS OF READFIELD AND WINTHROP, MAINE
MARANACOOK LAKE OUTLET DAM COMMITTEE

The Towns of Readfield and Winthrop, Kennebec County, Maine, are soliciting proposals for an engineering study to evaluate structural options to increase outflow at the Maranacook Lake Outlet Dam, and to prepare preliminary designs for selected design alternatives. The study will be overseen by the Towns' Maranacook Lake Outlet Dam Committee. Proposals are due June 11th, details below.

Background

Maranacook Lake is a 1700 acre lake located in the Towns of Readfield and Winthrop, Kennebec County, Maine. **The Maranacook Lake Outlet Dam** is jointly owned by both Towns and is located adjacent to 97 Bowdoin Street, Winthrop, Maine. The Dam is a concrete structure consisting of two spillways and one gate (see Maranacook Lake Dam Hydrologic Study Report, attached, for photos and survey details). The Towns have authorized the Maranacook Lake Outlet Dam Committee as their representatives charged with making recommendations to the Towns regarding maintenance needs, <u>including structural modifications to the dam</u>. The Cobbossee Watershed District is the local water level management authority for Maranacook Lake and is represented on the Committee. In recent years the lake level has risen above full pond for unsatisfactory frequencies and durations and seasonal water levels goals are not being met.

A hydrologic study of the Maranacook Lake watershed was recently completed by Northstar Hydro, Inc. which included developing a hydrologic model of the watershed and a hydraulic model of the dam. The Maranacook Lake Outlet Dam was surveyed in 2014 as part of that study. Some additional survey work is needed on downstream control structures.

Project Summary

The goal of the study is to provide the Committee with the necessary information to select a specific structural renovation plan for the Maranacook Lake Outlet Dam that will increase outflow capacity and improve water level management capability at the dam in a manner that meets the objectives of:

- **reduced peak lake elevations from significant precipitation events,**
- **lower seasonal average lake levels, and,**
- **increased lake drawdown capacity.**

Anticipated project steps:

1. Identify potential dam alterations that are structurally feasible at this site.
2. Use Northstar Hydro's hydrologic/hydraulic model to predict lake level responses resulting from various configurations of these potential alternatives.
3. Survey the Main Street bridge and the dam at the Winthrop Commerce Center building over Mill Stream to determine any flow impacts.
4. Select two options that meet the Committee's water level management objectives.
5. Develop preliminary designs for those options.
6. Develop cost estimates for those options.

Project Timeline

- Pre-proposal site visit at Maranacook Lake Outlet Dam is **Wednesday, June 3, 2015 at 10:00 a.m.**

- Questions due Friday, June 5, 2015.

- Proposals due at Winthrop Town Office, **Thursday June 11, 2015 at 3:00 p.m.**. (see 'Submittal Requirements' section).

- Proposals opened at Winthrop Town Office, **Thursday, June 11, 2015 at 3:30 p.m.**

- Proposals, with recommendations, considered for approval, **Monday, June 22, 2015**, by **Town of Readfield** Select Board (6:30 p.m.) and **Monday, July 6, 2015**, by **Town of Winthrop** Council (7:00 p.m.).

- Contract signed within 7 days of governing bodies' approval.

- Final Engineering Study products due **Friday, November 13, 2015.**

Available Site-specific Resources/data to be used in Maranacook Lake Dam preliminary engineering study

- The ***Maranacook Dam Hydrologic Study Report***, February 2015, by Northstar Hydro, Inc. should be reviewed.

- The Maranacook Lake Dam and Watershed hydraulic and hydrologic models developed by Northstar Hydro, Inc. must be used to calculate the changes in outflow which would result from any dam renovations, and to predict the lake level response to such changes.

- Survey data for the Maranacook Lake Outlet Dam is current, provided by Main-Land Development Consultants, 2014, as part of the above-mentioned study. Data are NAVD 1988.

- The Cobbossee Watershed District has been measuring and recording Maranacook Lake surface elevation since 1975 at the lake outlet just upstream of the Maranacook Lake Outlet Dam. Selected data were used to develop and calibrate the hydrologic model.

- The Cobbossee Watershed District (CWD) collects precipitation data at the CWD office in Winthrop, located 0.25 miles from the dam. CWD precipitation data for selected storms were used to produce hydrographs for comparison to recorded water level data for developing and calibrating the model.

Scope of Services

1. The Contractor will identify dam renovation options that are feasible for this site. Dam renovation options to be considered shall include but not be limited to: installing an additional gate; enlarging the existing gate, including consideration of downstream

streambank erosion controls; lowering spillway elevation; a combination of the above; or other reasonable alternatives.

2. The Contractor, in consultation with the Committee, will evaluate dam renovation options using Northstar Hydro's hydrologic/hydraulic model to determine predicted changes in water outflow through the dam, the resultant lake levels, and duration of levels above target levels. The results of these modeled scenarios will be used to evaluate the likelihood of achieving water level goals from such potential modifications to the dam structure.

3. The Contractor will survey the Main Street bridge and the dam at the Winthrop Commerce Center building over Mill Stream downstream from the Maranacook Lake Dam. The Contractor will determine how these structures impact water flow at the Maranacook Lake Outlet Dam. At a minimum, survey should include spot elevations of low steel and top of road at Main Street and top of spillway at the Winthrop Commerce Center dam, at NAVD datum.

4. The Contractor will consult with the Maranacook Lake Outlet Dam Committee (the Committee) regarding the findings from steps 1 and 3. The contractor will consult with the Committee during the study regarding the hypothetical dam configurations being considered, selected storms and target lake levels to be modeled, the results of modeling such configurations, and selection of which alternatives warrant design and cost estimate development. In addition to telephone and e-mail communication during the study, the Contractor will meet with the Committee at least once during the study.

5. The Contractor will develop preliminary design and cost estimates for two options selected by the Committee, with guidance from the Contractor, as mentioned in #4.

Deliverables
Deliverables are **due November 13, 2015.**

1) A surveyed site plan of the Main Street bridge and adjacent dam under the Winthrop Commerce Center building over Mill Stream.

2) A written report describing:
   a) All dam reconstruction options considered, and reasons for those options selected for modeling, and those options selected for further design and cost development.
   b) The study's findings, including specific data, regarding modeled outflow and lake levels from the various dam reconstruction options selected for modeling.
   c) A summary of the benefits, limitations, and cost estimates for the two renovation options.
   d) Recommendations for the Committee regarding modifications to the dam structure.

3) A preliminary design site plan for two options for dam reconstruction.

Requirements for Potential Contractors (Proposers):

Site visit

1. All Proposers should inform themselves of the Maranacook Lake Outlet Dam. The Towns disclaim any and all responsibility for injury to Proposers, their agents or others while examining the sites or at any other time.

2. Interested Proposers are invited to meet with representatives of the Committee at the Maranacook Lake Outlet Dam adjacent to 97 Bowdoin Street, Winthrop, Maine on **Wednesday, June 3, 2015, at 10:00 a.m.** Parking is available across the street from the dam at the Norcross Point public use area on Bowdoin Street, Winthrop, Maine. Following this meeting, participants can accompany Committee representatives to a second site nearby, the Main Street bridge and adjacent dam at the Winthrop Commerce Center building.

3. Proposers may contact the Committee to discuss the possibility of meeting at the site at an alternate date.

Submittal Requirements

1. A written narrative that addresses the above-stated Scope of Services and includes:
   a. a description of the proposed technical approach, including use of the hydrologic/hydraulic model developed by Northstar Hydro;
   b. availability to consult with the Committee during the project;
   c. a description of the final products;
   d. total cost of services described in this RFP;
   e. qualifications, including relevant experience of employees that will be assigned to this project.

2. The proposal must be signed by the Proposer with its full name and address.

3. Each Proposer is required to state in its Proposal: the Proposer's name and place of business and the names of persons or parties interested as principals with it; that the Proposal is made without any connection with any other Proposer making any proposal for the same services; and that no person acting for or employed by either Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

4. **Proposals are due by 3:00 p.m., Thursday, June 11, 2015**. Proposals received after this scheduled time shall not be considered. Three copies of each proposal must be submitted in sealed envelopes marked as PROPOSAL, Maranacook Lake Dam Renovation Preliminary Engineering Study, to Town Manager, at the Winthrop Town Office, 17 Highland Avenue, Winthrop, Maine, 04364. In addition, an electronic copy in the form of data disk or flash drive, shall be submitted with the hard copies of the proposal. No faxed or emailed proposals will be accepted.

5. Proposals will be opened at 3:30 p.m., Thursday, June 11, 2015 at same location. All Proposers are welcome to attend the public opening.

Acceptance/Rejection

The Towns reserve the right to reject any or all proposals.

Other Requirements

1. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the opening of proposals.

2. The successful Proposer shall be required to sign an agreement substantially similar to the Town of Readfield's standard Services Agreement, a copy of which is attached as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town of insurance coverage and personal property tax payment as required in Exhibit 1.

3. All Services to be furnished to the Towns shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

Contact information
Questions should be submitted to:
Wendy Dennis, Chair, Maranacook Lake Outlet Dam Committee
cwd@fairpoint.net
207-377-7111

Date: May 19, 2015

EXHIBIT 1.

SERVICES AGREEMENT

MARANACOOK LAKE DAM RENOVATION PRELIMINARY ENGINEERING STUDY

THIS AGREEMENT is made this _____ day of July, 2015, by and between the Towns of Readfield and Winthrop, municipal corporations existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "TOWNS") and _____ (hereinafter "CONTRACTOR").

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals for Maranacook Lake Dam Renovation Preliminary Engineering Study issued May ___, 2015 by the Town Managers, and shall do so in accordance with the CONTRACTOR's Proposal dated _____, 2015.

The CONTRACTOR must maintain professional liability insurance for claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

The CONTRACTOR will provide to the TOWNS a Certificate of Insurance naming the TOWNS as additional insureds prior to the start of any work under this agreement. The TOWNS disclaim any and all responsibility for injury or damages to the CONTRACTOR, its agents, or others at any time during this agreement.

The CONTRACTOR must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the CONTRACTOR is in good standing related to tax payments.

The CONTRACTOR agrees to abide by the TOWNs' prohibitions against workplace violence, sexual harassment, and political activities in Readfield or Winthrop while working in Readfield or Winthrop.

The TOWNS shall remit to the CONTRACTOR the total payment of $_____ by the first warrant following satisfactory completion of all services. The total payment shall be shared by the Town of Readfield and the Town of Winthrop according to their pro-rata shares stated in the Inter-Local Agreement for Management of the Maranacook Lake Outlet Dam, amended January 13, 2014. The TOWNS reserve the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the REQUEST FOR PROPOSALS.

Witness
_____

TOWN of READFIELD
By: _____
, Town Manager

Witness
_____

TOWN of WINTHROP
By: _____
, Town Manager

Witness
_____

CONTRACTOR
By: _____

Its: _____

17. Job Description Collections Clerk

Collection Clerk
Deputy Registrar/Deputy Treasurer/Deputy Clerk/ Deputy Tax Collector

Nature of work:
This is responsible clerical and public collection work in the receipt and recording of taxes and fees levied by the Town.

Employee of this class receives and records all incoming cash payments. Work involves the handling of funds and preparation of standard forms and receipts. Collection includes excise taxes, state fees, property taxes, and various registration charges. Work is performed under the general supervision of the Town Manager, but requires the ability to work independently following established procedures and routines. Work is reviewed based on results achieved and audits.

Essential Duties and Responsibilities:

- Registers automobiles, boats, ATV's and snowmobiles.
- Issues various recreational licenses using the Moses Program when possible.
- Issues marriage licenses and certified copies of vital records in the absence of the clerk.
- Issues beach permits and received and collects fees for recreational sign-ups.
- Collects real estate and personal property taxes
- Data enters all fees collected by the Transfer Station
- Prepares weekly auto registration spreadsheet.
- Makes non-emergency G.A. appointments
- Answers telephone and answers any inquiries when possible.
- Back up support for the Finance Officer and Town Clerk when needed.
- Schedules and receives the rent for the second floor conference room.
- Responsible for the ordering and receiving of general office supplies.
- Responsible for maintaining all related files.
- Performs related work as required.

Requirements of Work:

- Knowledge of Microsoft Works, Word and Excel.
- Some knowledge of modern office procedures, practices and equipment.
- Ability to work with some independence in general work situations.
- Ability to establish and maintain working relationships with other employees.
- Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.
- Ability to take additional training and certifications.

Training and Experience Required:
Graduation from an accredited high school, supplemented by courses in bookkeeping and commercial subjects and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training.

18. Other

LIMITED
STRUCTURAL EVALUATION

Readfield Cemetery Walls
Case Cemetery, Readfield Corner Cemetery
Readfield, Maine

Prepared for:

Karen Petersen, Sexton
Town of Readfield
8 Old Kent's Hill Road
Readfield, ME 04355
readfieldfdcem@roadrunner.com

May 4, 2015

Prepared by:

Helen C. Watts, P.E.

HWE P/N 15-024

HELEN WATTS ENGINEERING, PLLC
455 Litchfield Road · Bowdoin, ME 04287 · (207) 522-9366 · hcwatts@gwi.net

INTRODUCTION

At the request of Karen Peterson, Sexton for the Town of Readfield, Maine, a structural inspection was conducted on April 20, 2015 to provide an opinion on the condition of the stone walls at the front of the Readfield Corner Cemetery on Church Road and the Case Cemetery on Main Street, in Readfield, Maine.

Karen Peterson and Grace Keene, the Chair of the Cemetery Committee were present during the inspection. The weather during this inspection was overcast with showers and cool.

The investigation was conducted by, and this report written by, Helen C. Watts, P.E. of Helen Watts Engineering PLLC. A copy of Ms. Watts' resume is included in this report.

DESCRIPTION

The Case Cemetery dates from 1789, and is affiliated with an early Baptist church but is now non-denominational. The cemetery is off Route 17. The Readfield Corner Cemetery dates from 1808, and includes three vaults. This cemetery is off Church Road. See the photos attached at the end of the report.

All photos and available documents will be made available on Dropbox as needed.

For the purposes of this report, we have considered the front of the cemeteries to be the side facing towards the road, and left and right as used in this report are as the structures is viewed from the road.

STANDARDS AND LIMITATIONS

This inspection report is limited to observations made from visual evidence. No destructive testing was done as part of this investigation. This report is not to be considered a guarantee of condition and no warranty is implied. We are not responsible for conditions that could not be seen or were not within the scope of our services at the time of the inspection.

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OBSERVATIONS AND EVALUATION

Case Cemetery

The Case Cemetery front stone wall is a flanking laid wall; the base is one large stone wide, with the stones abutting, and the stones above are laid one or more stones wide. The stones are generally granite, and most may be from the adjacent fields.

The base stone, and some of those above, are cut to make a vertical front face to the wall. The cuts appear to be made using a star drill and feather wedges, a method that was much faster than the earlier colonial wedge methods, and which was brought into common usage in the first half of the 19th century in New England.

The wall is in a left and right section with approximately 113' and 83', respectively. There are tall cut-stones on the inside of the opening to make a decorative entrance. The outside ends of the walls tie into wide dump-fieldstone walls on the left and right sides of the cemetery. Part of the right section has a cut capstone. The wall appears to have been built from right to left, with the large stones laid, then the infill stones and capstone were placed. The better stones and more careful placement of the stones are on the right side.

The wall acts as a low retaining wall, with soil placed up to the capstone for most of the length for the right retaining wall. The left retaining wall has a sloping back side with smaller stones, but has not been backfilled with soil except at the base of the wall.

At some point, some mortar was added to the face of the wall in a repair attempt. I generally recommend that use of mortar be limited in the face of dry-laid stone acting as a retaining wall, as the mortar can hold water from passing through the wall, increasing hydrostatic pressure on the back side of the wall. In the winter, it can also cause movement of the stones through freeze-thaw action. The mortar used here is limited and not likely to cause water retention.

Some work was done recently to cut down vegetation that had been allowed to grow on the back side of the stone wall. I recommend that any vegetation be kept to trimmed grass, as the roots of larger plants can displace stones. Where some of the vegetation included poison ivy, I recommend adding limestone to the soils to make them less acidic, and keeping the grass mowed. Burning and Roundup® are not recommended.

The area where cars park in front of this wall has another dump-fieldstone wall adjacent to the side of Route 17. The grade of the area between the walls indicates that the road

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which is now Route 17 traveled between the two stone walls at the time the cemetery was built, and the grade from the front of the dressed stone wall is rounded and slopes down to the flat area nearer Route 17 where the road was cut into the sloping grade to make it flat.

The slope of the land and the limited mortar help to minimize freeze-thaw conditions that could damage the wall.

There has been limited shifting of the stones over time, with little movement of the major base stones, and some movement probably due to frost or ice in some of the upper stones. A stone mason experienced with stone wall or stone foundation repair can adjust the stones back into the wall. I recommend that the wall be inspected every 5 years, and work planned every 10 years to keep the stones in good placement. This may be work taken on by volunteers, with some training and assistance by the experienced mason to minimize costs.

Readfield Corner Cemetery

The Readfield Corner Cemetery front stone wall is a flanking laid wall; the base is one large stone wide, with the large stones abutting, and the stones above are laid one or more stones wide. The stones are generally granite, and most may be from the adjacent fields.

The base stone, and some of those above, are cut to make a vertical front face to the wall. The cuts appear to be made using a star drill and feather wedges, a method that was much faster than the earlier colonial wedge methods, and which was brought into common usage in the first half of the 19th century in New England.

The stone wall is in four sections with approximate lengths of 154', a driving entrance, 68', a stone stair, 74', a driving entrance, a vault and 100'. At the left end, the wall becomes a cast iron fence, and at the right end the wall meets up with the dump-fieldstone wall at the right side of the cemetery.

There are tall cut-stones on the inside of the opening to make decorative entrances. The walls were built with the large stones laid, then the infill stones and capstone were placed.

The wall acts as a low retaining wall, with soil placed up to the capstone for most of the length for the right retaining wall. The left retaining wall has a sloping back side with smaller stones, but has not been backfilled with soil except at the base of the wall.

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There are large trees planted regularly approximately 6-8' from the back side of the wall. These are in generally good condition, though not viewed in leaf.

At some point, some mortar was added to the face of the wall in a repair attempt. I generally recommend that use of mortar be limited in the face of dry-laid stone acting as a retaining wall, as the mortar can hold water from passing through the wall, increasing hydrostatic pressure on the back side of the wall. In the winter, it can also cause movement of the stones through freeze-thaw action. The mortar used here is limited and not likely to cause water retention.

These walls show signs of movement due to frost heaving. Parts of the wall are moved toward the front at the base, parts are moved with the top of the wall going to the front. At one point, I reached into a gap in the stones and reached the length of my arm into the wall. Some chinking (smaller, infill) stones have been pushed out to land in the grassed swale in front of the wall.

To make this wall hold its configuration, the drainage at the base of the wall needs to insure that there is no water that can freeze and thaw at the base, which will heave both the large base stones as well as the smaller infill stones, moving them up and down and possibly out towards the front of the wall.

Possible cures for the water would have to be worked out with the owner of the road, because the swale appears to have been made primarily for drainage when the road was built up. The wall would not be in as good a condition if the base of the wall had been subject to the freeze-thaw conditions since it was built, in my opinion, but a possibly 20-year-old swale could have caused the movement in the wall visible now.

One possible drainage method would be to add a perforated drain to cut off the water from near the front of the wall. The drain would need to slope to the right, and drain to open air on the property adjacent to the right side of the cemetery.

Once the drainage is addressed, the walls need to be rebuilt, especially at the right where the swale is lower, if the walls are to be kept with the front face straight. The walls should be evaluated by a stone mason experienced with stone wall or stone foundation repair to determine cost-effective repairs and phasing of the work. There is no point in repairing the wall to a straight condition without dealing with the freeze-thaw condition which is causing the stones to move.

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The vaults are generally in good condition on the outside, being durably built with dressed stone. The vaults were not inspected inside. Some of the vaults have limited soil cover over the tops. I recommend treating the tops of the vaults like 'green roofs', roofs planted with vegetation. The top of the stone roof should be uncovered and a 45-mil EPDM (rubber roofing) membrane be placed, then a drainage layer, then a minimum of 6" of lightweight topsoil and 'desert' condition plants such as sedum. The surface of the soil should slope to drain any stormwater off the top of the vault. The roofing membrane can be sealed to the back side of the stone at the top front of the vault to minimize water entering the vault at this point. One site with information on green roofs is http://stormwater.pca.state.mn.us/index.php/Green_roofs_combined.

The soils around the vaults should be graded to keep water from collecting near the entrances to the vault as well.

Some sources for contractors that could assist you with this work may be found by calling Gagne and Son (http://www.gagneandson.com/) or Somerset Stone and Stove (http://centralmainestoneworks.com/); both provide materials for masons. These contractors can provide you with a better estimate of the cost of the needed repairs to the walls.

In my opinion, the repairs needed for the Readfield Corner Cemetery front walls will exceed $100,000, possibly even with a significant volunteer effort.

CONCLUSION

We have reviewed the condition of the stone walls for the Case and Readfield Corner Cemeteries. While the Case Cemetery front wall is generally well-drained and in need of minor repairs, the Readfield Corner Cemetery wall appears to be moving due to freeze-thaw conditions due to the lack of adequate drainage at the base of the wall, particularly towards the right side. Repairs other than casual replacement of smaller stones fallen into the swale are not recommended until the drainage is addressed.

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Thank you for asking Helen Watts Engineering PLLC to provide an opinion on this building. We hope that you will call us if you have further questions concerning this report. In addition, should you need any further assistance in the future, we would be glad to be of service to you.

Yours truly,

5/4/15

Helen C. Watts, P.E.
Principal

STATE OF MAINE
HELEN C. WATTS
No. 5261
LICENSED
PROFESSIONAL ENGINEER

Attached:
Photos
Resume

HCW\ *c:\users\ralph\documents\hwe\readfield cemetery walls\readfield cemetery walls rep.docx*

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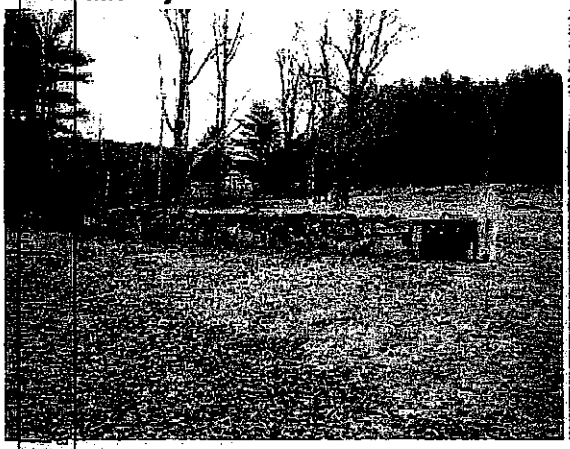
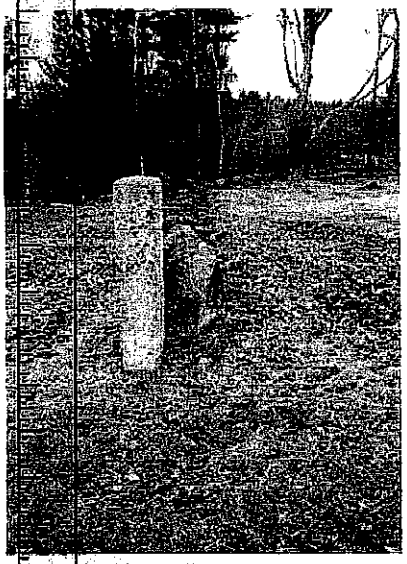
Readfield Corner and Case Cemeteries, Readfield, Me Photos taken by Helen C. Watts, PE 04/20/15

Case Cemetery



Left Wall

Right Wall



Back of Left Wall

Back of Right Wall

Detail, More Infill Stones, Left Wall

Right Corner of Right Wall, Some Lost Infill Stones

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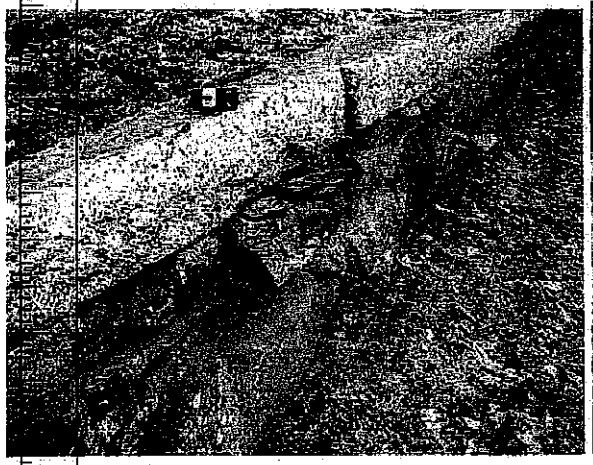
Readfield Corner and Case Cemeteries, Readfield, Me Photos taken by Helen C. Watts, PE 04/20/15

Readfield Corner Cemetery

Left Wall Sections

Right Wall Sections, Vault



Infill Stones Pushed Out ~4-6"

Hole, 33" to Face of Wall

Mortar and Small Infill Stones

Movement of Capstone , Swale Beside Road

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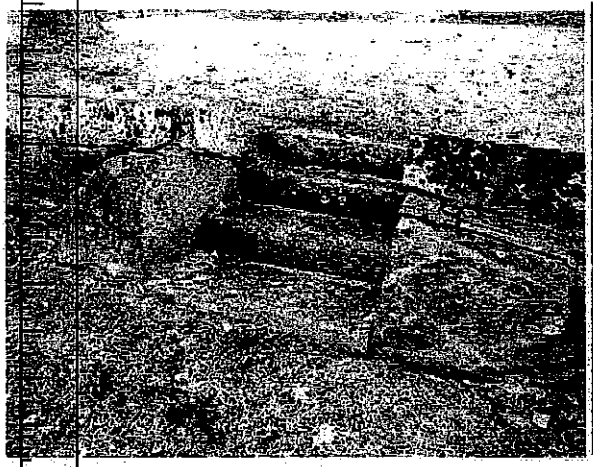
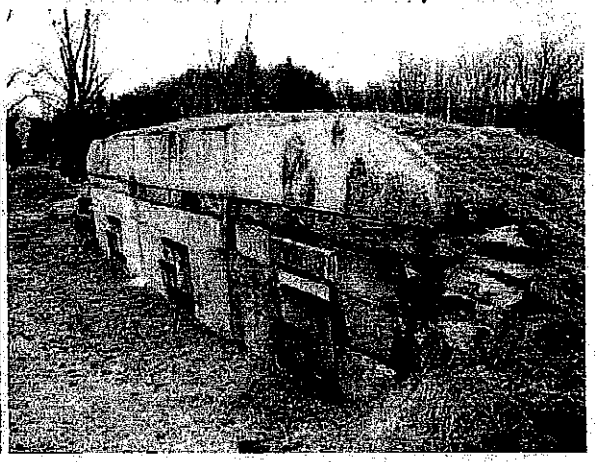
Readfield Corner and Case Cemeteries, Readfield, Me Photos taken by Helen C. Watts, PE 04/20/15



Detail, Stair

Erosion of Soil, Front Left Corner, Front Vault

Left Vault, Mortar Repair



Right Vault, Note Added Marble Nameplate

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HELEN C. WATTS, P.E., SECB
Principal, Helen Watts Engineering PLLC

Professional Engineer, Civil Engineering: Maine, #5261, Massachusetts, #47515, New Hampshire, #12984, New Jersey #GE48975, Maryland #44487. SECB and NCEES Certified. State of Maine Certified Woman-Business Enterprise (WBE) and Local Project Administration (LPA), State of New Hampshire WBE. Also: OSHA 30-Hour Construction Certificate, ECATTS Certificate, MaineDEP Erosion Control Certificate, Red Cross First Aid/CPR/AED.

CAREER SUMMARY

Hands-on, on site, experience, developing and completing effective, on-time, and on-budget projects, including construction, design, repairs, litigation and planning.

ACCOMPLISHMENTS

Engineer of record, new construction of various new commercial and residential properties 2007 - , including:

- Additions providing new industrial spaces, 8000 SF, Portland, 5000 SF, Topsham
- Design, construction inspection, permitting assistance, new residence + cottage and new sea wall under the new Sand Dune regulations, 3200 SF, Biddeford
- Design, construction inspection, new restaurant, 3000 SF, Limington

Facility engineer at Bath Iron Works, 10 years+, projects include:

- Managed BIW $2M Medical Building from conceptual design to move-in, including teaming, union and non-union subcontract labor, and value analysis, and providing ADA access and IT connectivity for adjacent buildings on a tight site, opening on schedule and at budget.
- Developed and defended a DEP/Army Corps permit application for a 200-Ton Transporter Roadway crossing saltwater wetlands against three intervenors, designed and built the roadway.

Performed various construction quality/structural evaluations, commercial and residential facilities. Working with masonry and concrete repair, façades, parking garages, bridges, determining urgent repairs and planning and completing maintenance contracting. Façade inspections with rope access.
Published: *The Pretty Good House, A Graphic Handbook*, 2013.

Experience:

2007 – Structural engineering consultant, Helen Watts Engineering PLLC, Principal
2000-2007: Project structural engineer, Criterium-Mooney Engineers
1996-2000: Structural engineering, technical writing, various clients. Secret clearance with DOD, 1999.
1986-1996: Bath Iron Works Corporation, Bath, ME, Facility Engineer for 9000 employee shipbuilder. Project and structural engineering, from concept to close-out, including permitting, funding requests, estimated and actual costs, and schedule performance. Projects included marine structures, heavy industrial buildings and fixtures, office and medical areas, rentals, subcontracting and vendors, accommodating disabilities, parking lots, industrial ventilation.
1980-1982: Cianbro Corporation, Pittsfield, ME, Construction engineer: $25M Recycled Fiber Facility and Waste Treatment Plant, Scott Paper, Winslow Mill. $185M design/build Paper Machine #3, Madison Paper Industries, Madison, ME. Also responsible for construction of wastewater treatment facility, joint with MPI and the Town of Madison, including landfill construction and basin aerators.

B.S. Civil Engineering, University of New Hampshire, 5th Year Certificate, Pulp and Paper, University of Maine. Taught structural engineering section, Mechanical Engineering PE Review Course, USM. Member, Midcoast Commerce Connection. Board/Treasurer, Structural Engineers Association of Maine.Member, ASCE, TFEC, SWE.

19. Public Communication