

**Readfield Select Board
Regular Meeting
Agenda**

June 1, 2015

Meeting starts: 6:30 PM

Location: Gile Hall

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of May 18, 21 & 27, 2015 - 5 minutes
2. **Warrant: #24** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments: - 5 minutes

6. Reappointment -

Unfinished Business

7. Public Communication Policy final reading– 10 minutes
8. Collections Clerk Job Descriptions– 15 minutes

New Business:

9. Kents Hill School Liquor License 5 minutes
10. Road Work RFPs – 30 minutes
 - i. Road Maintenance
 - ii. Road Paving
 - iii. Crack seal
 - iv. Road Shoulders
 - v. Box Culvert
11. New Member Start Date- 5 minutes
12. Other - 10 minutes

Public Communications:

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

Adjournment

1. Minutes

**Readfield Select Board
Regular Meeting Minutes May 18, 2015**

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, and Thomas Dunham

Excused Select Board members: Allen Curtis

Others attending: Shannon Gould, William Starrett (PEG TV), Teresa Shaw (Interim Town Manager), Robin Lint (Town Clerk), Christine Sammons, John Parent, Milton Wright, Grace Keene, Sandra Rourke, Veronica Carbona, Francis Zambella, Alex Wright, Cathy Wright, Carolyn Armstrong, Robert Bittar, Kim Whitman, Dana Poulin, Larry Poulin, Laurence Perkins, Marion Dunham, Robert Peale, Deb Peale, and Karen Peterson.

The meeting was called to order at 6:33 pm by Mrs. Reay, followed by the Pledge of Allegiance.

(1) Minutes:

- **Motion** by Mr. Durgin to approve the minutes of May 4, 2015 as corrected, second by Mr. Dunham. Vote 4-0 in favor.
- **Motion** by Ms. Pomerleau to approve the minutes of May 12, 2015 as amended, second by Mr. Durgin. Vote 4-0 in favor.

(2) Warrant: The warrant was reviewed by Mr. Durgin.

- **Motion** by Mr. Durgin to approve Warrant #23 in the amount of \$45,413.05 which includes payroll, second Ms. Pomerleau. Vote 5-0 in favor.

(16) Maranacook Dam Committee: Taken out of order.

- Mr. Laurence Perkins was in attendance from the Maranacook Dam Committee and was in attendance to get the board's approval on the RFP for the Maranacook Lake Dam Renovation Preliminary Engineering Study.
- **Motion** by Mr. Dunham to approve the RFP for the Maranacook Lake Dam Renovation Preliminary Engineering Study as amended, second by Mrs. Reay. Vote 4-0 in favor.

(3) Select Board communications and goals update:

- Orientation for new Select Board members will be held on June 11, 2015 at 6:00 pm.
- Select Board members received complaints from abutters of the Mill Stream Trail area. The abutters were upset that they were not notified in advance of the work being done that weekend on the trail. Several board members did go and check the trail out and reported how nice it looked.
- Mrs. Reay reported that she had posted the Notice of Public Hearing being held by the Select Board on May 27th and 28th. The return was signed by the Select Board.

(4) Town Manager:

- The Interim Town Manager reported that 105 people attended the RSU#38 on floor budget vote and 70 of them were Readfield residents.
- The packet included a copy of Title 23 Chapter 21 §1917-A Unlawful removal of political signs which included taking, defacing or disturbing political signs. It had been reported to the Town Office that some political signs had been defaced or disturbed in some way.
- Mrs. Shaw (Interim Town Manager and Interim Road Commissioner) asked the board for some guidance on a request from Mr. Bittar. Mr. Bittar has requested permission to open, the Mill Stream Road for the purpose of drilling a well on the other side and running his water line under the road. The following conditions were set by the Select Board: Return the road to original condition, sleeve the pipe, bury at least five feet down, compact the gravel in 12 inch layers, the day it is open is the day it is back filled and Mr. Bittar will be responsible for any settling of the road for one year.

Motion by Mr. Dunham to create a highway opening permit form and charge \$25.00 for the permit with the Road Commissioner assisting the Code Enforcement Officer to create and issue a permit with the guidelines set forth, second by Ms. Pomerleau. Vote 4-0 in favor.

(5) Boards, Committees, Commissions & Departments:

- No reports

(6-9) Appointments/Reappointments:

- **Motion** by Mrs. Reay to reappoint Shelly Gerstein to the Cobbossee Watershed District, Rob Peale to the Trails Committee, G. Marianne Perry, Debora Doten, John Moran and Grace Keene all to the Cemetery Committee, Janet Tarbuck, Beverly Monsulick and Deborah Peale to the Library Board of Trustees and all for a term July 1, 2015 through June 30, 2018, second by Mr. Dunham. Vote 4-0 in favor.

(10) Appointment & Procedure Ad hoc Committee-Draft criteria:

- Review the current Appointment Policy.
- No chair recommendations, per MMA.
- FOAA responsibly as a committee member.
- Address resignations.
- Ethics should be a separate policy and Mr. Durgin volunteered to work on that policy.
- MMA has advised to have term limits established.

(11) Manager Job description:

- Mrs. Reay made some changes to the last draft of the job description. Removed "Requirement to live within 30 minutes of the Town Office under normal driving conditions." Replaced by "Living in Readfield is preferred but negotiable." Also under Minimum Qualifications, take out the work *strong*.

(12) Town Manager's Job Ad:

- The ad was adjusted to match the wording in the job description. There were other small corrections that Mr. Durgin will give to Mrs. Shaw for correction.
- The applications will be opened by the Select Board on June 8th at 4:30 pm.

(13) Public Communication Policy 2nd Reading:

- Mrs. Reay made changes to the policy incorporating the submissions of other board members.

(14) Legal Services:

- **Motion** by Mr. Dunham to hire Steve Lanqdorf of PretiFlaherty for the town's legal counsel and to notify the current legal counsel and the other firms who applied, second by Ms. Pomerleau. Vote 3-1 in favor with Mr. Durgin voting against because of the cost and being a large company.
- The Interim Town Manager will send a thank you card to Lee Bragg's office along with notification to him and the others whom submitted an RFP of the board's decision.

(17) Job Description for the Collections Clerk:

- Ms. Pomerleau assured the board that the Union said that since the collection clerk was not fired and left the job on her own that the board could change the job description for this position.

- The Interim Town Manager handed out to the board a report taken off the town's system that shows the amount of money transactions during certain times of the year. The report showed that the front desk handles a lot more transactions during the time between Memorial and Labor Day and that overall the work at the front desk is the same amount as four years ago.
- **Motion** by Mr. Durgin to advertise for a long term collection clerk using the current job description in place and further direct the Town Manager to connect with employment agencies in the area to proceed to fill the collection clerk position, second by Mr. Dunham. Vote 2-2 with Mrs. Reay and Ms. Pomerleau voting in the negative. Motion fails.
- **Motion** by Mr. Durgin to have the Town Manager start calling temp agencies tomorrow to fill the collection clerk's position at the hours the current collection clerk is working, second by Mr. Dunham. Vote 3-1 in favor with Mrs. Reay voting in the negative.

(18) Other: Cemetery Walls

- The Sexton, Karen Peterson, reported that the Cemetery Committee hasn't met since they have received the Limited Structural Evaluation report from Helen Watts Engineering on the walls at the Readfield Corner and Case Cemeteries.
- The projects needed are too expensive and some more Capital Improvement funds may need to be saved before going forward.

(19) Members of the Public:

- Mrs. Carbona spoke on the attacks her family has endured in the recent weeks and asked the board to do something about it.
- **Motion** by Mr. Durgin to extend the meeting till 9:10 pm, second by Ms. Pomerleau. Vote 4-0 in favor.
- Mrs. Peterson thanked the residents who volunteered their time to work in the Readfield Corner Cemetery in her absence. Mrs. Peterson worked the Transfer Station that day.

Mrs. Reay adjourned the meeting at 9:12 pm.

Recorded by Robin Lint

Special Select Board Meeting

Minutes for May 21, 2015

Attending: Sue Reay, Valarie Pomerleau, Allen Curtis, Tom Dunham and Greg Durgin.
Others in attendance: Robin Lint (Town Clerk)

Mrs. Reay opened the meeting at 4:34 pm.

The Select Board reviewed the Town Managers job description, job application and job ad. The Select Board also discussed where and for how long to advertise the Town Manager position.

Motion by Mrs. Reay to approve the amended Town Manager job description, Town Manager job ad and Town Manager job application as amended and immediately publish on the Town's web site, PEG-TV station, MMA, MTCMA and Maine Job Bank until the application deadline and in the KJ for two consecutive weeks and in the Bangor, Portland, Lewiston Sun Journal for two Sundays, with the due date of applications to be June 12, 2015 by 3:00 pm, second by Mr. Dunham. Vote 5-0 in favor.

Mr. Curtis reported that he and Ms. Pomerleau had met with the Union and their next meeting will be held on June 4th. The Select Board needs to hold another executive session before June 4th to discuss labor negotiations. The Board will hold an executive session for Union negotiations on June 2nd at 4:30 pm. The Board will open that meeting in open session with a discussion of what questions will be used in the screening of the Town Manager finalist. The Board will also discuss what the Town Manager Search Committee will look like. A date of June 15th was set for the Board to meet at 5:30 pm to open the Town Manager job applications.

Seeing no further business before the board Mrs. Reay adjourned the meeting at 5:46 pm.

Minutes recorded by Robin Lint, Town Clerk.

Special Select Board Meeting

Minutes for May 27, 2015

Attending: Sue Reay, Valarie Pomerleau, Allen Curtis, Tom Dunham and Greg Durgin.
Others in attendance: Robin Lint (Town Clerk)

Mrs. Reay opened the meeting at 5:34 pm.

The Select Board reviewed the Town Managers job advertisement.

Motion by Mr. Durgin to reopen the motion by Mrs. Reay of May 21, 2015
Seconded by Ms. Pomerleau Vote 5-0 in favor

Discussed changes needed.

Motion by Mr. Durgin to amend the original and use the new smaller Town Manager job advertisement in the Bangor Daily News, Portland Press Herald, Sun Journal, run for two Sundays and to run for two full weeks in the Kennebec Journal. Changing the due date to June 19th on all documents and to be opened in executive session on June 22 @4:30PM
Seconded Mr. Curtis Vote 5-0 in favor

Mrs. Reay adjourned the meeting at 5:45 pm.

Minutes recorded by Sue Reay, Select Board Chair

2. Warrant

3. Select Board

4. Town Manager

Town Manager

Pricing for Advertising - Town Manager.

Sun Journal –\$478.80 (2 Sundays in Lewiston Sun Journal)

Kennebec Journal /Portland Press Herald – \$775.68 (14 days in KJ and 2 Sundays in Portland Press Herald)

Bangor Daily News - \$722.00 (two week-ends and 30 days online)

5. Boards, Committees

6. Appointments Reappointments

7. Public Communications Policy

Readfield Select Board Policy for all "Public Communications"

The Select Board encourages citizens of the Town of Readfield to attend Board meetings, workshops, etc. conducted at the Town Office that 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 by 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" section 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" during any agenda item of the meetings.

1. Citizens may be allowed to comment on each agenda item before the board, with comments pertaining only to the item being discussed before final action is taken. Comments will be limited to three minutes. No comments will be received after the board vote or decision.
2. There will be one -15 minute "Public Communication" segment at each regularly scheduled Select Board Meeting allowing three (3) minutes per speaker. 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. The public communication segment of the agenda is intended for brief, usually informal, discussions, allowing speakers to have short notes to read from. If you wish to read from a computer, prepared lengthy notes, or documents, you need to provide them in advance for consideration on the agenda.
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 next 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 or pictures 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 only answer at the meeting if factual information is known, if not, then possibly address at the following meeting, as long as an answer or the documentation asked for currently exists. 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. At the next regular scheduled board meeting, the chairperson, on behalf of the select board will provide either a written or verbal response to the questions asked at the prior meeting resident or group. The reply will include any pertinent resource information.

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 the speakers time 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

Amended and adopted on 6/01/2015

8. 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.

9. Kents Hill Liquor License



Bureau of Alcoholic Beverages
Division of Liquor Licensing & Enforcement
164 State House Station
Augusta, ME 04330-0164
Tel: (207) 624-7220 Fax: (207) 387-3424

**APPLICATION FOR LICENSE FOR
INCORPORATED CIVIC ORGANIZATION**
\$50.00 Fee / \$10.00 Filing Fee
Check Payable: Treasurer State of Maine

1. (a) Full Name of Applicant: Kents Hill School
(Corporate Name)
- (b) Corporate Address: 1614 Main Street Kents Hill ME 04349
Street Address City/Town State Zip Code
- (c) Authorized Corporate Office: Chief Financial Officer, Barry Gates
- (d) Address: PO Box 257 Kents Hill ME 04349
Street Address Town/City State Zip Code
- (c) Telephone Number: 207-685-4914 Fax: 207-685-9529

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. (a) Title and Purpose of Event: Kents Hill School Alumni Reunion 2015
- (b) Date of Event: Saturday June 20, 2015 Time - From: 4:30 AM/PM To: 11:59 AM/PM
- (c) ☒ Inside ☒ Outside Event (If Outside, attach diagram of area)
- (d) Location of Event: Masterman Union (dining Hall) under a tent adjacent to building
- (e) Number of Persons Attending: 75-100
- (f) Name and Address of Sponsor: Kents Hill School
Address: 1614 Main Street Town/City: Kents Hill State: ME
- (g) Name and Address of Caterer: N/A
Address: _____ Town/City: _____ State: _____
- (If other than licensee): _____
- (If food is to be served): _____
- (h) Type of building to be occupied: _____

(i) Area to be licensed: _____

Dated at: _____ on _____, 20____
Town/City, State Month/Day

NOTE:

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer/Country Commissioners and filed with the Division.

Kents Hill School
NAME OF CORPORATION

BY: Barry Gates CFO
CORPORATE OFFICER'S SIGNATURE - TITLE

Barry Gates - CFO
PRINTED NAME & TITLE

STATE OF MAINE

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

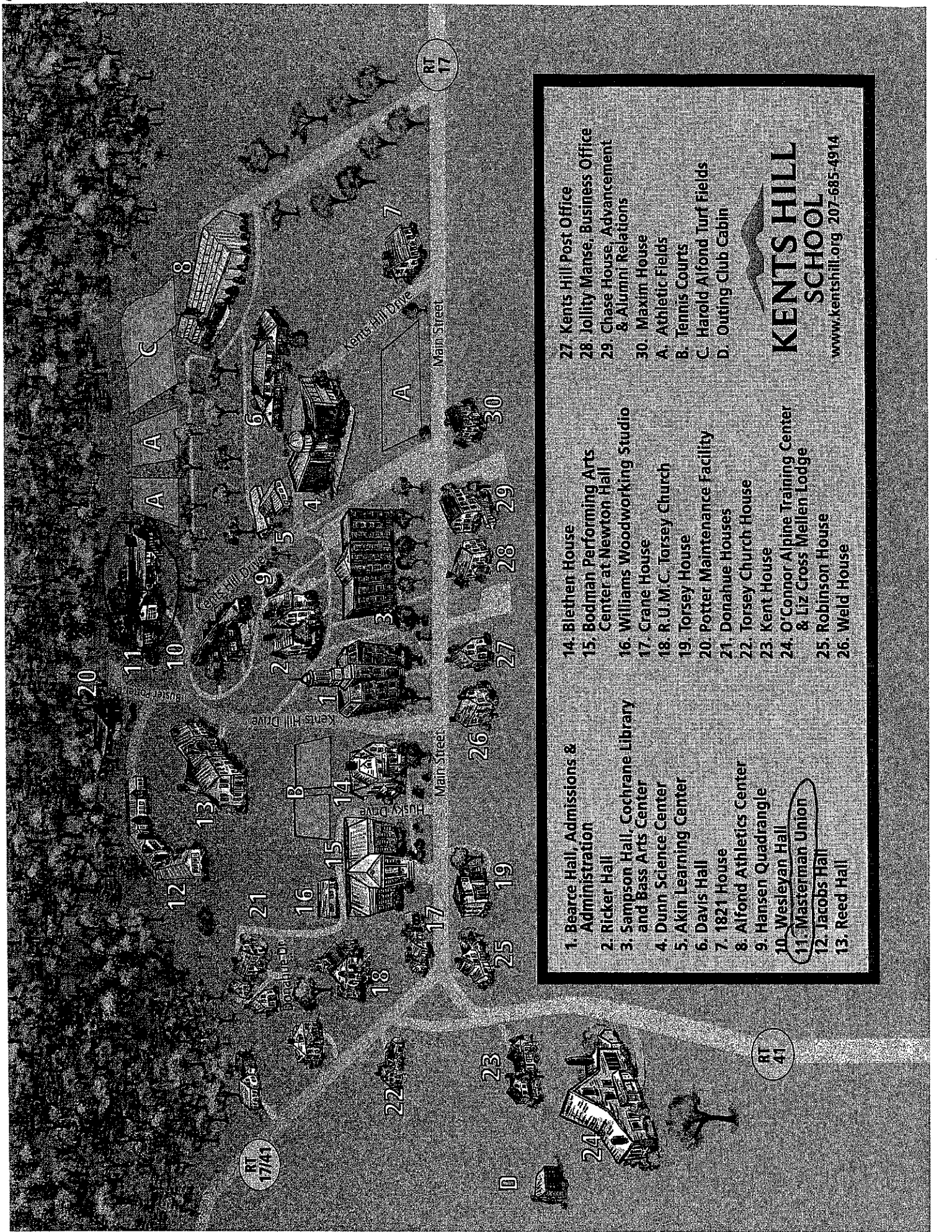
The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

Signature	Print

**72 Hours in Advance of Said Event or Gathering
REQUESTED**

Note: If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact.



- 27. Kents Hill Post Office
- 28. Jollity Manse, Business Office
- 29. Chase House, Advancement & Alumni Relations
- 30. Maxim House
- A. Athletic Fields
- B. Tennis Courts
- C. Harold Alfond Turf Fields
- D. Outing Club Cabin

KENTS HILL SCHOOL

www.kentshill.org 207-685-4914

- 14. Blethen House
- 15. Bodman Performing Arts Center at Newton Hall
- 16. Williams Woodworking Studio
- 17. Crane House
- 18. R.U.M.C. Torsey Church
- 19. Torsey House
- 20. Potter Maintenance Facility
- 21. Donahue Houses
- 22. Torsey Church House
- 23. Kent House
- 24. O'Connor Alpine Training Center & Liz Gross Meilen Lodge
- 25. Robinson House
- 26. Weld House

- 1. Bearce Hall, Admissions & Administration
- 2. Ricker Hall
- 3. Sampson Hall, Cochrane Library and Bass Arts Center
- 4. Dunn Science Center
- 5. Akin Learning Center
- 6. Davis Hall
- 7. 1821 House
- 8. Alfond Athletics Center
- 9. Hansen Quadrangle
- 10. Wesleyan Hall
- 11. Masterman Union
- 12. Jacobs Hall
- 13. Reed Hall

RT 41

RT 17

RT 17/41

Masterman
Union

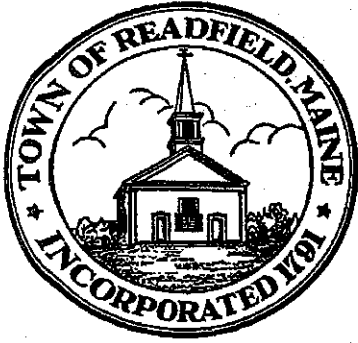
Tent

entrance

Dining Hall

Kents Hill School
location of event -
under tent ~~adjacent~~
adjacent
to Masterman Union
in application for
liquor license

10. Road Work RFP's Drafts



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield.finance@roadrunner.com

REQUEST FOR QUOTES

ROAD MAINTENANCE SERVICES

I. INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed quotes for Road Maintenance Services. All quotes are to be submitted in sealed envelopes marked "ROAD MAINTENANCE SERVICES" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Thursday, _____, 2015**. Any Quote received after this scheduled opening time shall not be considered. No faxed or emailed quotes will be accepted.

The Road Committee will review all quotes at 4:00 PM on Thursday, _____, 2015. The Select Board will review all quotes and consider any Road Committee recommendations for contract award(s) at a meeting starting at 6:30 PM, Monday, _____, 2015. Selected contractor(s) will be expected to sign contract(s) on Tuesday, _____, 2015.

The quotes must be signed by the Contractor with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Quotes should be directed toward the Town Manager. All questions by prospective contractors pertaining to this Request for Quotes must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the Quotes. Any questions which, in the opinion of the Town Manager, requires interpretation, will be addressed by a written interpretation in the form of a numbered Addendum, sent by registered mail to each person or firm who has taken out a Request for Quote not later than three (3) days prior to the scheduled opening of the Quotes. Addenda issued later than three (3) days prior to the scheduled opening of the Quotes may be by telephone. Contractors shall acknowledge receipt of all Addenda in the space provided thereof in the Quote Form, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

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

The successful Contractor shall be required to sign a Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Contractor shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage as set forth in Exhibit 1. Each Contractor must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Contractor of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Quotes. The Town disclaims any and all responsibility for injury to Contractors, their agents or others while examining the work site or at any other time. Contractors are responsible for all of their costs in preparing and submitting quotes hereunder. No Quotes may be withdrawn within a period of thirty (30) days after the opening. Contractors must submit six copies of the quotes.

Each 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 personal property tax payments.

Each Contractor must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the "Services") with different services by road.
- 2) GENERAL – The Quote must include all equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the equipment and/or providing the personnel that forms the basis for its quote. The Town will provide all materials separately. All Services to be furnished to the Town 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.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

Date: _____, 2015

By: _____
Teresa Shaw, Town Manager

Important Dates:

Quotes Due: 1:00 PM, Thursday, _____, 2015
Quotes accepted or rejected at Select Board meeting starting: 6:30 PM, Monday, _____, 2015
Contract(s) signed: Tuesday, _____, 2015.
Completion Date, Weather permitting: September 30, 2015.

SCOPE OF SERVICES

The Town of Readfield seeks the following Road Maintenance Services on the respective roads:

Nickerson Hill Road – Ditching on the both sides, approximately 1,235' as marked from Route 17 to P Ridge Road. Curlex erosion control matting shall be installed, and/or mulch hay, plus conservation grass mix applied to all disturbed soil areas by the end of each work day. The Town will provide all erosion control materials and grass mix separately. Shoulders will be reshaped, preserving existing shoulder material as much as possible while allowing suitable drainage from the road surface to the ditch. A transit should be used to insure appropriate downhill slopes of the ditch between culverts. All culverts should be cleared as much as possible of any debris or buildup of soil, gravel and vegetation. See attached road standards for ditches which should be followed as much as practicable. Remove five rocks the road, refill the area with compacted gravel and pave with 3" of 19mm binder tack coat all edges.

Old Kents Hill Road – Remove marked rock from the road, refill the area with compacted gravel and pave with compacted gravel and pave with 3" of 19mm binder tack coat all edges.

Luce Road - Ditching on the south side only from the Route #17, approximately 200'. Both sides of the road between grade stakes, down to the ledge, approximately 300'. South side of the road across from 46 Luce Road approximately 100'. Curlex erosion control matting shall be installed, and/or mulch hay, plus conservation grass mix applied to all disturbed soil areas by the end of each work day. The Town will provide all erosion control materials and grass mix separately. Shoulders will be reshaped, preserving existing shoulder material as much as possible while allowing suitable drainage from the road surface to the ditch. A transit should be used to insure appropriate downhill slopes of the ditch. All culverts should be cleared as much as possible of any debris or buildup of soil, gravel and vegetation. The road standards for ditches should be followed as much as practicable.

McKenney Road – Ditching both sides, approximately 1,056' from Plains Road to End of Road. Some areas will require less or more ditching, as appropriate and possible, given the existence of ledge at many locations. Curlex erosion control matting shall be installed, and/or mulch hay, plus conservation grass mix applied to all disturbed soil areas by the end of each work day. The Town will provide all erosion control materials and grass mix separately. Shoulders will be reshaped, preserving existing shoulder material as much as possible while allowing suitable drainage from the road surface to the ditch. A transit should be used to insure appropriate downhill slopes of the ditch between culverts. All culverts should be cleared as much as possible of any debris or buildup of soil, gravel and vegetation. The road standards for ditches should be followed as much as practicable.

Contractors shall be responsible for the following services on each road:

- Install erosion control measures where needed upon starting each road project.
- Remove high shoulders and shape for appropriate drainage.
- Clean ditches to appropriate depth and shape, given local site conditions. All ditching to include seed, mulch, and mat (Curlex) where needed, with Town-provided materials.
- Clean out ends of all culverts.
- Replace culverts as indicated on specific roads, including rip-rap if needed, with Town-provided materials.
- Control traffic appropriately (including signage and flaggers) during construction contract.

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or his designee as needed. The Town will be responsible for updating all Dig Safe road project tickets with the selected contractor(s) name(s). All mail boxes and private signs will be the responsibility of property owners to replace or reset.

Weather permitting; all work shall be completed by September 30, 2015, unless agreed to in writing by both parties of this agreement.

All contractors are encouraged to review conditions on each road.

Readfield Road Maintenance Quote Form:

Contractor's name: _____

Address of business: _____

Names of principals: _____

Contractors may provide quotes for maintenance services on any single road, or any combination of roads, or on all roads. Contractors may also provide a lump sum quote for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Base quote for maintenance services on each road:

- Nickerson Hill Road: _____

Old Kents Hill Road: _____

- Luce Road: _____

- McKenney Road: _____

The Town will furnish all needed plastic culverts and erosion control materials. The contractor will be responsible for picking up these materials at the Transfer Station and installing them.

Addenda receipt acknowledgement: _____

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: _____

The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

EXHIBIT 1.

SERVICES AGREEMENT

ROAD MAINTENANCE SERVICES

THIS AGREEMENT is made this _____ day of _____, 2015 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and _____ (hereinafter "CONTRACTOR").

The CONTRACTOR shall furnish all of the services and perform all of the work as described in the Request for Quotes for Road Maintenance Services issued _____, 2015 by the Town Manager, and shall do so in accordance with the Contractor's Quote dated _____, 2015.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage 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 TOWN a Certificate of Insurance naming the TOWN as an additional insured prior to the start of any work under this agreement. The TOWN disclaims 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 Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

The TOWN shall remit to the CONTRACTOR fifty percent (50%) of the total payment of \$_____ by the first warrant following satisfactory completion of half of all services. The remaining balance of fifty percent will be due by the first warrant following satisfactory completion of all services. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the SCOPE OF SERVICES.

Witness

Town

By: _____

Teresa Shaw, Town Manager

Witness

CONTRACTOR

By: _____

Its: _____



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield.finance@roadrunner.com

REQUEST FOR PROPOSALS (RFP)

2015 PAVING PROJECTS:

The Town of Readfield seeks proposals from qualified firms to complete several summer paving projects:

Surface Pave Only: Wings Mills Road and Old Kents Hill Road Road

Shim & Overlay: Nickerson Hill Road

All proposals are to be submitted in sealed envelopes marked "PAVING DOCUMENTS – DO NOT OPEN" addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 until **3:00 P.M. on Wednesday _____, 2015** at which time they will be publicly opened. Proposal forms and specifications may be obtained at the Town Manager's office. The Town of Readfield reserves the right to accept any or reject any or all proposals. Proposers may be present at the proposal opening if so desired.

STANDARD INSTRUCTIONS TO PROPOSERS

1. The attached proposal is to be signed by the proposer, with full knowledge of and agreement with, the general specifications, conditions and requirements of this RFP. The conditions set forth in this RFP are to be considered minimum proposal specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight must be noted on an attachment labeled **"Variances"**. Failure to document such variances or deviations may, at the Town of Readfield's sole discretion, disqualify the proposal from consideration.
2. Proposals shall be submitted in sealed envelopes addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 and shall be clearly marked **"PAVING DOCUMENTS – DO NOT OPEN"**.
3. Faxed, emailed, or incomplete proposals; or proposals received later than the time and date specified in the RFP will not be considered. Withdrawals of proposals, received later than the time and date set for the proposal opening, will not be considered.
4. The proposer shall insert in the attached proposal form the price per stated unit and extend a total price for each item. **IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.**
5. In accordance with the provisions of 36 M.R.S.A. sec. 1760 et. Seq., the Town of Readfield is exempt from the payment of State sales and use tax and such tax or taxes shall not be included in the proposal prices.
6. The Town of Readfield specifically reserves the right to accept any or reject any and all proposals, wholly or in part; to waive technical defects or procedures; and to make awards deemed to be in the best interest of the Town.

SPECIFICATIONS FOR CONTRACT

1. Sealed proposals for completing the projects for the 2014 fiscal year will be received at the Town Office until **3:00 p.m. Wednesday, _____, 2015 at which time they will be publicly opened.**
2. Firms are requested to submit signed, written proposals giving fixed firm bids on the attached proposal form. It is the intent of the Town of Readfield to award a binding contract to the selected firm. A final contract award will be considered by the Readfield Select Board at a regular meeting on _____, 2015.
3. The Town of Readfield reserves the right to increase or decrease stated quantities on the same or additional roads at the same unit prices as the Town sees fit. Actual work contracted will depend on available funding.
4. Any subcontractor involved in the project must be identified at the time of proposing. Contractors and any subcontractor engaged in the above work must agree to provide proof of liability insurance in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000.00) that names the Town of Readfield as an additional insured. Proof of additional insurance is required, but not limited to, workers compensation and liability insurance for vehicle and equipment. Certificates of insurance must be on file with the Town prior to the commencement of any work. Contractors must be in good financial standing with the Town or their respective towns and must provide proof that all personal property taxes owed to respective municipalities have been paid or have a signed payment agreement with the respective town prior to bidding. Contractors further will follow Town policy on political activity, harassment, and workplace violence while providing services in Readfield.
5. The proposer will be responsible for providing all necessary flaggers, signs, barricades and other safety devices necessary to control & direct traffic during reclamation and paving operations, according to the MUTCD manual and DOT best management practices. In addition, for wearing surface projects the proposer will be responsible for the cleaning and sweeping of the street prior to applying a tack coat and wearing course. The proposer also will provide three 10-ton rollers on the job site. All joints shall be tack coated.
6. Ground butt joints will be required at all paved driveways. Non-paved driveways will require a minimum of a one (1) foot paved apron. The proposer will also be required to meet all laws, rules and regulations of the State of Maine including "Dig Safe" notification and requirements during the course of this project.
7. Tack coat shall be applied to meet MDOT specifications prior to paving on existing pavement.
8. Work completion date will be negotiated with the successful proposer, but in no case will the completion date be after September 30, 2015 unless mutually agreed upon by both parties.
9. Proposers are required to attach to their proposal an outline of their qualifications, including a list of equipment that will be used to fulfill the terms of this contract and a listing of municipal or governmental entities that they may have contracted with in recent years.

Questions regarding this RFP should be referred, in writing, to:

Teresa Shaw
Readfield Town Office
8 Old Kents Hill Road
Readfield, ME 04355

Proposed Paving Projects in the Town of Readfield:

Wings Mills Road (from North Road to Town Line)

ESTIMATED TONNAGE= 395 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3220' x 20'.

Old Kents Hill Road (from Old Stage Road to Route 17)

ESTIMATED TONNAGE= 295 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 2200' x 22'.

Nickerson Hill Road

ESTIMATED TONNAGE= 370 tons of full-width variable-depth SHIM and 735 tons of 1"± OVERLAY of Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 2,200' x 20'.

Please quote all projects with Hot Mix Asphalt (HMA).

PAVING PROPOSAL FORM

Name of Company: _____

9.5 mm Wearing Surface 1" Compacted

HMA: (Estimated tons) X _____ Cost per Ton = Total \$ _____

9.5 mm Shim at variable depth Compacted

HMA: (Estimated tons) X _____ Cost per Ton = Total \$ _____

Tack Coat

(Estimated gallons) X _____ Cost Per Gallon Applied = Total \$ _____

Signature: _____ Date: _____



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield@roadrunner.com

REQUEST FOR QUOTES

ROAD CRACK SEALING SERVICES

I. INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed quotes for Road Crack Sealing Services. All quotes are to be submitted in sealed envelopes marked "ROAD CRACK SEALING SERVICES" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Thursday, _____, 2015**. Any Quote received after this scheduled opening time shall not be considered. No faxed or emailed quotes will be accepted.

The Road Committee will review all quotes at 4:00 PM on Thursday, _____, 2015. The Select Board will review all quotes and consider any Road Committee recommendations for contract award(s) at a meeting starting at 6:30 PM, Monday, _____, 2015. The selected contractor will be expected to sign a contract on Tuesday, _____, 2015.

The quote must be signed by the Contractor with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Quotes should be directed toward the Town Manager.

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

The successful Contractor shall be required to sign a Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Contractor shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage as set forth in Exhibit 1. Each Contractor must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Contractor of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Quotes. The Town disclaims any and all responsibility for injury to Contractors, their

agents or others while examining the work site or at any other time. Contractors are responsible for all of their costs in preparing and submitting quotes hereunder. No Quotes may be withdrawn within a period of thirty (30) days after the opening.

Each 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 personal property tax payments.

Each Contractor must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the "Services") with different services by road.
- 2) GENERAL – The Quote must include all equipment, materials and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the equipment and/or providing the personnel that forms the basis for its quote. All Services to be furnished to the Town 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.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

By: _____
Teresa Shaw, Town Manager

Important Dates:

Quotes Due: 1:00 PM, Thursday, _____, 2015
Quotes accepted or rejected at Select Board meeting starting: 6:30 PM, Monday, _____, 2015
Contract signed: Tuesday, _____, 2015.
Completion Date, Weather permitting: September 30, 2015.

SCOPE OF SERVICES

Contractors shall be responsible for the following services on designated Readfield roads:

- Review designated cracks in Town roads, as directed by the Town Manager/Road Commissioner or his designee
- Clean all cracks to be sealed/filled
- Install a hot rubberized sealant in designated cracks
- Control traffic appropriately (including signage and flaggers) during crack sealing contract.

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or his designee as needed.

Weather permitting, all work shall be completed by September 30, 2015, unless agreed to in writing by both parties of this agreement.

All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rate per gallon of installed sealant and the actual amount of gallons of installed sealant. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee. The final amount of installed sealant also will depend on the available Town funds for this work.

Readfield Road Crack Sealing Quote Form:

Contractor's name: _____

Address of business: _____

Names of principals: _____

Base quote for road crack sealing/filling: \$ _____ per gallon installed (including all equipment, materials, and labor/personnel).

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: _____

The Town reserves the right to waive any informalities in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

EXHIBIT 1.

SERVICES AGREEMENT

ROAD CRACK SEALING SERVICES

THIS AGREEMENT is made this _____ day of _____, 2015 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and _____ (hereinafter "CONTRACTOR").

The CONTRACTOR shall seal/fill cracks on selected Town roads, as needed and directed by the Road Commissioner and/or his designee. All work shall be done according to MDOT specifications and DEP standard best practices. The CONTRACTOR shall furnish the necessary services, materials and equipment according to its quote of _____, 2015. This will include cleaning all cracks, installing approved sealant, and use of appropriate signage and traffic control. All work shall be completed by September 30, 2015, unless agreed to in writing by both parties.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage 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 TOWN a Certificate of Insurance naming the TOWN as an additional insured prior to the start of any work under this agreement. The TOWN disclaims 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 Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

The TOWN shall remit to the CONTRACTOR the total payment based on the quoted rate of \$ _____ per gallon and actual gallons of sealant applied on specified roads by the first warrant following completion of all services. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the SCOPE OF SERVICES.

Witness Town

By: _____

Teresa Shaw, Town Manager

Witness _____ CONTRACTOR _____

By: _____



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield@roadrunner.com

REQUEST FOR PROPOSALS

ROAD SHOULDER INSTALLATION SERVICES

- I. INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed Proposals for Road Shoulder Installation Services. All Proposals are to be submitted in sealed envelopes marked "ROAD SHOULDER INSTALLATION SERVICES" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **3:00 P.M. on Wednesday, _____, 2015** when they will be opened publicly. Any Proposal received after this scheduled opening time shall not be considered.

The Town Manager/Road Commissioner will review all proposals at that time. The Select Board will review all proposals and consider any recommendations for contract award(s) at a meeting starting at 6:30 PM, Monday, _____, 2015. Winning contractor(s) will be expected to sign contract(s) on Tuesday, _____, 2015.

The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager.

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 the 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.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage as set forth in Exhibit 1.

Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals.

The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. 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 bids.

Each Proposer 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 Proposer is in good standing related to tax payments.

Each Proposer must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the “Services”).
- 2) GENERAL – The Proposal must include all equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town 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.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so.

Date: _____, 2015

By: _____
Teresa Shaw, Town Manager

Bids Due: 3:00 PM, Wednesday, _____, 2015

Bids awarded or rejected at Select Board meeting starting: 6:30 PM, Monday, _____, 2015

Contract(s) signed: Tuesday, _____, 2015.

Completion Date-Weather permitting: September 30, 2015

SCOPE OF SERVICES

The Town of Readfield seeks road shoulder installation services on both sides of recently rebuilt roads: Chase Road, Mooer Road, and Old Kents Hill Road.

Contractors shall be responsible for measurements of roads. Listed below are approximate lengths and bidders may bid on any or all roads, but bids must have separate prices for each road:

Chase Road	6,970 feet
Mooer Road	1,214 feet
Old Kents Hill Road	4,770 feet

Contractor shall be responsible for installing shoulder material on each road, following the Town's standards for road shoulders (2' width) as much as practicable in each case, and as directed by the Town Manager/Road Commissioner or his designee. Contractor shall use a shoulder widener with operator, plus additional equipment and personnel to compact the shoulders and sweep the road. The Town will provide shoulder gravel through a separate vendor. The Contractor will truck the gravel from the Town's sand & salt shed area for installation on road shoulders.

All work shall be done according to MDOT specifications, DEP Best Management Practices, including appropriate signage, and according to further directions by the Road Commissioner or his designee as needed. The Town will be responsible for updating all Dig Safe road project tickets with the winning contractor(s) name(s). All mail boxes and private signs will be the responsibility of property owners to replace or reset.

Weather permitting, all work shall be completed by September 30, 2015, unless agreed to in writing by both parties of this agreement.

All proposers are encouraged to review conditions on each road.

Readfield Road Shoulder Installation Proposal Form:

Proposer's name: _____

Address of business: _____

Names of principals: _____

Proposers may provide bids for shoulder installation services on any single road, or any combination of roads, or on all four roads as long as separate prices are provided for each road and not a lump sum for all roads or any combination of roads. The Select Board could consider separate contracts for each road project.

Alternatively, Proposers also may provide an inclusive hourly rate bid for shoulder installation services and a rate for trucking, in addition to lump sum bid amounts for each road.

Base bid for road shoulder installation services on each road:

- Chase Road: _____
- Mooer Road: _____
- Old Kents Hill Road: _____

Alternate hourly rate for shoulder installation services: _____ and trucking hourly rate: _____

The Town will furnish all needed shoulder gravel through a separate vendor. The contractor will be responsible for trucking gravel from the sand & salt shed area

This 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 the 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.

Signed and dated: _____

EXHIBIT 1.

SERVICES AGREEMENT

ROAD RECONSTRUCTION SERVICES

THIS AGREEMENT is made this _____ day of July, 2015 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") 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 Road Shoulder Installation Services issued _____, 2015 by the Town Manager, and shall do so in accordance with the Contractor's Proposal dated _____, 2015.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage 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 TOWN a Certificate of Insurance naming the TOWN as an additional insured prior to the start of any work under this agreement. The TOWN disclaims 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 Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

The TOWN shall remit to the CONTRACTOR the total payment of \$_____ by the first warrant following satisfactory completion of all services. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the SCOPE OF SERVICES.

Witness

Town

By: _____

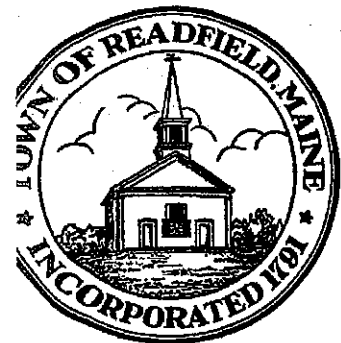
Teresa Shaw, Town Manager

Witness

CONTRACTOR

By: _____

Its: _____



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield.finance@roadrunner.com

REQUEST FOR PROPOSALS

Cement Box Culvert headwall and wing walls Repairs

- I. INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed Proposals for Road Reconstruction Services. There will be a mandatory pre-bid meeting for all Proposers at 9:00 AM Tuesday, _____, 2015 at the Readfield Town Office. All Proposals are to be submitted in sealed envelopes marked "Cement Box Culvert headwall and wing walls Repairs" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Monday, _____, 2015**. Any Proposal received after this scheduled opening time shall not be considered.

The Road Committee will review all proposals at 4:00 PM on Monday, _____, 2015. The Select Board will review all proposals and consider any Road Committee recommendations for contract award(s) at a meeting starting at 6:30 PM, Monday, _____, 2015. Winning contractor(s) will be expected to sign contract(s) on Tuesday, _____, 2015.

The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager. All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the Proposals. Any questions which, in the opinion of the Town Manager, requires interpretation, will be addressed by a written interpretation in the form of a numbered Addendum, sent by registered mail to each person or firm who has taken out a Request for Proposal not later than three (3) days prior to the scheduled opening of the Proposals. Addenda issued later than three (3) days prior to the scheduled opening of the Proposals may be by telephone. Proposers shall acknowledge receipt of all Addenda in the space provided thereof in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

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 the 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.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1.

Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage (and for professional service contracts, professional liability insurance coverage) as set forth in Exhibit 1. Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. 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 bids. Proposers must submit six copies of the proposals.

Each Proposer 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 Proposer is in good standing related to tax payments.

Each Proposer must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the “Services”).
- 2) GENERAL – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town 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.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so.

Date: _____, 2015

By: _____
Teresa Shaw, Interim Town Manager

Important RFP Dates:

Mandatory Pre-Bid Meeting: 9:00 AM, Tuesday, _____, 2015

Bids Due: 1:00 PM, Monday, _____, 2015

Bids awarded or rejected: Select Board meeting starts 6:00 PM, Monday, _____, 2015

Contract(s) signed: Tuesday, _____, 2015.

Completion Date-Weather permitting: _____, 2015

SCOPE OF SERVICES

The Town of Readfield seeks repairs on Cement Box Culvert headwall and wing walls on Old Kent Hill Road. Contractors shall be responsible for measurements.

Contractors shall be responsible for the following services:

- Closing road
- Call Dig Safe for project.
- Install erosion control measures where needed per Dept Environmental Protection, best management practices
- Remove sand and debris from areas needing repair upstream and downstream.
- Remove all deteriorated concrete to good sound concrete. Use phenolphthalein test to ensure concrete has proper ph.
- Remove all deteriorated rebar and replace at roughly the same spacing as currently exists.
- Apply Duralprep bonding agent per manufacturer's directions, to concrete getting resurfaced
- Assemble concrete forms and coat with Harris Green form release per manufacturers direction
- Place concrete and vibrate for good consolidation
- Leave forms in place a minimum of 7 days
- After forms are stripped, protect concrete from dirt and contamination by best means until concrete has cured for 28 days
- Apply Certi-vex Penseal 244 100% penetrating sealer per manufacturer's directions

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or designee as needed.

Weather permitting; all work shall be completed by _____, 2015, unless agreed to in writing by both parties of this agreement.

All proposers are encouraged to review conditions on each road. There will be a mandatory pre-bid meeting at the Town Office at **9:00 AM on Tuesday, _____, 2015.**

11. New Member Start Date

12. Other

13. Public

FYI

RECEIVED _____

May 5, 2015

MAY 07 2015

On behalf of the Torsey Pond Association, I would like to thank the Town Officers and Residents of Readfield for their 2014 funding and continued support of the Torsey Pond Milfoil Program. Your financial support allowed us to provide Courtesy Boat Inspection (CBI) coverage at the public launch every weekend from Memorial Day through Labor Day and full coverage during the busy July 4th vacation week. The CBI program is the first line of defense against invasives entering Torsey. Additionally, we were able to fund a plant survey on the Pond looking for invasive aquatic plant species. The good news is, no invasive species were found. This survey serves as our second line of defense as early identification of an infestation allows for containment and eradication.

The threat to Torsey is very real. Known infestations are now present in **Cobbossee Stream, Purgatory Stream, Pleasant Pond, Messalonskee, Salmon Lake and Great Pond and its tributaries--** **-AND NOW Annabessacook Lake has a confirmed infestation of variable leaf milfoil.** These infestations, in close proximity to Torsey, comprise a **significant percentage** of the total known infestations in the **entire State of Maine.**

Given its relatively small size, shallow depth, vegetation and the fact that it is within close proximity of these infestations, it is felt that Torsey Pond is particularly vulnerable to devastation from invasive aquatic species of plants should they enter the Pond. Your support is critical to help prevent that from happening.

Thanks, again.

Sincerely,



Andy Zuorski, Vice President
Torsey Pond Association