

**Readfield Select Board  
Regular Meeting Agenda**

**July 11, 2016**

**Meeting starts: 6:30 PM**

**Location: Readfield Town Office - Giles Hall**

**Pledge of Allegiance**

**Regular Meeting - 20 minutes**

- 17-001 - To have the Select Board elect a Chair by ballot.
- 17-002 - To have the Select Board elect a Vice Chair by ballot
- 17-003 - Minutes: Select Board meeting minutes of June 27, 2016 - 5 minutes
- 17-004 - Warrants: #57 (FY16), #1, & #2 (FY17) - 5 minutes

**Communications - 40 minutes**

- Select Board communications - 15 minutes
- Town Manager - 5 minutes
- Boards, Committees, Commissions & Departments - 5 minutes
- Age-Friendly Community Committee minutes of June 15, 2016
- Cobbossee Watershed District minutes of March 08, 2016
- Road Committee minutes of May 19, 2016 and June 23, 2016
- Trails Committee minutes of May 24, 2016
- Public Communication - Members of the public may address the Select Board on any topic – 15 minutes

**Appointments & Re-appointments - 25 minutes**

- 17-005 - To have the Select Board appoint three Board members to serve on the Board of Assessors
- 17-006 - To have the Select Board appoint a timekeeper
- 17-007 - To have the Select Board appoint a note taker
- 17-008 - To have the Select Board appoint BCC liaisons
- 17-009 - To have the Select Board appoint one Board member to serve as a representative to KVCOG.

**Unfinished Business - 20 minutes**

- 16-164 - Consider revised winter road maintenance bid and contract documents - 20 minutes

**New Business - 45 minutes**

- 17-010 - Consider the award of paving work for fiscal year 2017 - 10 minutes
- 17-011 - Consideration of new commercial hauler permit applications- 5 minutes
- 17-012 - Review and approve annual financial policies - 10 minutes
- 17-013 - Discussion of Select Board Orientation - 5 minutes
- 17-014 - Discussion of Select Board Retreat - 5 minutes
- 17-015 - Discussion of Summer Residents Meeting - 5 minutes
- 17-016 - Other - 5 minutes

**Future Agenda Items**

As identified in Appendix A

Other

**Adjournment**



# **REGULAR MEETING**

- **MINUTES**
- **WARRANTS**



**Readfield Select Board**  
**Regular Meeting Minutes – June 27, 2016 – Unapproved**

**Select Board Members Present:** Valarie Pomerleau, Thomas Dunham, Christine Sammons, Bruce Bourgoine, and Allen Curtis

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Milton Wright, Mandy Poulin, Sandra Rourke, Grace Keene, Kathryn Mills Woodsum, John Parent

Ms. Pomerleau called the meeting to order at 6:32 pm followed by The Pledge of Allegiance.

**Regular Meeting**

- **16-187 – Minutes: Select Board meeting minutes of June 13, 2016**
  - **Motion** made by Mrs. Sammons to approve the minutes of the May 31, 2016 meeting as written, **second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-188 – Warrant: #54 & #55**
  - **Motion** made by Mr. Bourgoine to approve Warrant #54 & #55 in the amount of \$55,827.59, **second** by Mrs. Sammons. **Discussion:** Mr. Dyer to look into the Employee IPP expense. **Vote** 5-0 in favor.

**Communications**

- **Select Board Communications**
  - The Selectboard members thanked those who have served and briefly shared their thanks and best wishes to one another.
  - Mrs. Sammons spoke regarding the Readfield Friendly Business List. She has already started working with Robin. If anyone wants to be added, please contact us so we can add you.
  - Mr. Dunham asked how to approach welcoming the new incoming Selectboard members to the board. Also asked if we should be re-electing the Sexton, Fire Chief, etc. before July 1, 2016. Mr. Dyer to look into this and see if they need to be re-elected.
- **Town Manager**
  - Mr. Dyer went over his Town Manager report dated for June 27, 2016. Said a thank you to the Selectboard and for the time they have served together.
- **Boards, Committees, Commissions & Departments**
  - Age Friendly Committee minutes of May 25, 2016 – *Thank you for submitting your minutes.*
- **Public Communications** - *Members of the public may address the Select Board on any topic*
  - Kathryn Mills Woodsum spoke and said she looked up in her old records and the Fire Chief does need to be re-appointed prior to July 1, 2016.



**Readfield Select Board**  
**Regular Meeting Minutes – June 27, 2016 – *Unapproved***

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**Appointments & Re-Appointments:**

- **16-180 – Appoint Mandy Poulin to the Recreation Board**
  - Mr. Curtis thanked the Recreation Board for all their hard work that they did this past baseball/softball season.
  - **Motion** made by Mrs. Sammons to appoint Mandy Poulin to the Recreation Board for a three year term, **Second** by Mr. Curtis. **Vote 5-0** in favor.
  
- **16-189 – Re-Appoint Eric Dyer as Town Manager, Tax Collector, Road Commissioner, Treasurer, Transfer Station Manager & Welfare Administrator**
  - **Motion** made by Mr. Bourgoine to re-appoint Eric Dyer as Town Manager, Tax Collector, Road Commissioner, Treasurer, Transfer Station Manager & Welfare Administrator for the term of July 1, 2016 thru June 30, 2017, current with the fiscal year, **Second** by Mrs. Sammons. **Vote 5-0** in favor.
  
- **16-195 – Re-Appoint Lee Mank as Fire Chief**
  - **Motion** made by Mr. Dunham to re-appoint Lee Mank as Town of Readfield Fire Chief for the term of July 1, 2016 thru June 30, 2017, current with the fiscal year, **Second** by Mr. Curtis. **Vote 5-0** in favor.
  
- **16-190 – Accept the resignation of Karen Dube from the Heritage Days Committee**
  - **Motion** made by Mrs. Sammons to accept the resignation of Karen Dube from the Heritage Days Committee, **Second** by Ms. Pomerleau. **Vote 5-0** in favor.
  
- **16-191 – Accept the resignation of Kathryn Woodsum from the Budget Committee and SWRC**
  - **Motion** made by Mrs. Sammons to accept the resignation of Kathryn Woodsum from the Budget Committee and thank her for her service, **Second** by Mr. Bourgoine. **Discussion:** Mr. Dunham spoke regarding the resignation and the term dates. **Vote 4-1**, opposed Mr. Dunham.
  - **Motion** made by Mr. Bourgoine to accept the resignation of Kathryn Woodsum from the SWRC and thank her for her service, **Second** by Mr. Curtis. **Vote 4-1**, opposed Mr. Dunham.
  
- **16-192 – Accept the resignation of John Parent from the Budget Committee and Road Committee.**
  - **Motion** made by Mr. Bourgoine to accept the resignation of John Parent from the Budget Committee and thank him for his service, **Second** by Mr. Sammons. **Vote 5-0** in favor.
  - **Motion** made by Mr. Bourgoine to accept the resignation of John Parent from the Road Committee and thank him for his service, **Second** by Mr. Sammons. **Vote 5-0** in favor.
  
- **16-196 – Motion** made by Ms. Pomerleau to advertise the above openings of committees through all avenues, **Second** by Mr. Sammons. **Vote 5-0** in favor.



**Readfield Select Board**  
**Regular Meeting Minutes – June 27, 2016 – *Unapproved***

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**Unfinished Business:**

- **16-093 – Consider an administrative consent agreement with the owner of 321 & 323 Main Street**
  - Mr. Dyer gave a brief overview regarding the Administrative Consent Agreement as presented in the packet. Property owner has been working with the town and following the Consent Agreement.
  - **Motion** made by Mr. Curtis to move into a Administrative Consent Agreement with the property owner of 321 & 323 Main Street in Readfield, ME. **Second** by Ms. Pomerleau. **Discussion:** Mr. Dunham asked what the \$400.00 fee was in the consent agreement. Mr. Dyer explained the fees and why they are being assessed. Mr. Curtis expressed his concern that all property owners are not being treated the same when it comes to violations. Mr. Dyer said if anyone sees any violations that they feel need to be addressed then to please file a formal complaint. **Vote** 4-1, opposed by Mr. Dunham.

**New Business:**

- **16-193 – Voting for the MMA Legislative Policy Committee**
  - **Motion** made by Mr. Dunham for Christine Sammons to be on the MMA Legislative Policy Committee, **Second** by Ms. Pomerleau. **Vote** 5-0 in favor.
  - **Motion** made by Mr. Curtis to have Peter Neilson as second to the MMA Legislative Policy Committee, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-194 – Other**
  - Mr. Bourgoine volunteered to do the next warrant review. Mrs. Sammons volunteered to do the next four warrants. It was agreed for Mrs. Sammons to review the next four warrants.
  - Monday, July 11, 2016 is the next scheduled meeting. Mr. Dunham to run as active chair and set roles of the Selectboard.
  - Ms. Pomerleau said thank you to all and that it has been fun and interesting.

**Motion** made by Mr. Bourgoine to adjourn the meeting at 7:40 pm, **second** by Mr. Dunham. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary*



# **COMMUNICATIONS**

- **SELECT BOARD**
- **TOWN MANAGER**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**



Minutes  
June 15, 2016

Present: Romaine Turyn, John Moran, Ann Mitchell, Marianne Perry

The meeting was called to order at 4:00.

Town Manager, Eric Dyer dropped in briefly to say hello and to announce he had decided to go out for Request for Qualifications to attract potential planning organization to help with the project. All agreed with this process.

Minutes of the last meeting were approved without changes.

Announcements were shared.

Bruce Bourgoine would not be able to attend today but remains very interested. John reported that the Guys and Gals are not interested in having anyone attend our meetings as they believe John already does that.

Marianne reported on several meetings of the Senior Café she attended. They are losing a key member who might have been interested in serving. They do not meet over the summer.

Romaine reported she had a conversation with the owner of the Balsam House, an assisted living facility in Readfield. They are about to build a Memory Care facility. They agreed to attend a future meeting to share their vision. All agreed that this would be a good idea.

The majority of the meeting focused on completing a community assets chart, provided by AARP. The purpose of the exercise is to identify community assets in eight areas. Three physical – outdoor spaces and buildings, transportation and housing  
Five social – social participation, respect and social inclusion, civic participation and employment, communication and information, and community support and health services.

The chart was completed. It will form the basis of invitations to an open meeting inviting all potential stakeholders to discuss what they perceive needs to be and ways to address them.

The meeting adjourned after deciding to meet on July 6<sup>th</sup> after the Request for Qualifications was due at the Town Office on July 1, 2016.



ROBERT C. CLUNIE, JR.  
Chairperson

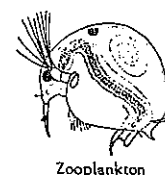
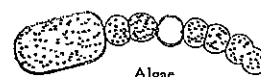
WILLIAM J. MONAGLE  
Executive Director

## COBBOSSEE WATERSHED DISTRICT

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234

*Maine's first regional lake management district*



### MINUTES

The Cobbossee Watershed District Board of Trustees held its four-hundred and twenty-third meeting on March 8, 2016 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Jane Andrews – Wayne Trustee  
Daniel Bailey – Litchfield Trustee  
Douglas Ludewig – Monmouth Trustee, Clerk  
Ginger Jordan-Hillier – Monmouth Trustee (alt.)  
Sandra Small-Hughes – Winthrop Trustee  
Steve Musica – Richmond Trustee  
Heinz Walbaum – Winthrop Trustee, Vice Chairperson  
Daniel Wells – Winthrop Utilities District Trustee, Treasurer  
Alexander Wright – Manchester (Proxy)  
William Monagle – Executive Director  
Wendy Dennis – Limnologist  
Ryan Burton – Water Resources Technician

Vice-Chairman Walbaum called the meeting to order at 7:06 PM.

Mr. Monagle presented the minutes from the October meeting. Trustee Ludewig **moved** to accept the October minutes as presented; Trustee Andrews **seconded**; the motion **passed** with 5 abstentions. Mr. Monagle presented the minutes from the November meeting. Trustee Jordan-Hillier **moved** to accept the November minutes as presented; Trustee Ludewig **seconded**; the motion **passed** with 4 abstentions.

Mr. Monagle presented the December Financial Report. Trustee Wells **moved** to accept the December Financial Report as presented; Trustee Ludewig **seconded**; the motion **passed** unanimously. Mr. Monagle presented the January Financial Report. Trustee Wells **moved** to accept the January Financial Report as presented; Trustee Small-Hughes **seconded**; the motion **passed** unanimously. Mr. Monagle presented the February Financial Report. Trustee Small-Hughes **moved** to accept the February Financial Report as presented; Trustee Wells **seconded**; the motion **passed** unanimously. Mr. Monagle said that he has begun working on a draft budget for fiscal year 2017, and that at the moment he envisions the budget to include a five percent increase in municipal assessments. He said that staff payroll is on a bi-weekly basis and that there will be 27 pay periods in fiscal year 2017 as opposed to the more common 26 pay periods. He said that he and Ms. Dennis met with the Winthrop Town Council on March 7<sup>th</sup> to report on the anticipated budget figures as well as other updates.



Mr. Monagle said the Cobbossee Lake Watershed Protection Project, which is funded under the Maine DEP's non-point source pollution (NPS) grant program (Clean Water Act §319), has been encumbered and is ready for start-up. He said the Friends of the Cobbossee Watershed (FOCW) will be partnering with the CWD on the project. He said the project will focus on addressing a number of documented NPS sites in the watershed as well as promoting public education and outreach. The total project cost, he said, is \$163,526, of which \$93,430 will be provided by the NPS grant with the remainder provided by local sources of match, including the CWD, the FOCW, and project participants. Mr. Monagle reported that the Wilson Pond NPS Watershed Restoration Project, Phase II (CWA §319) has been extended until December 1, 2016 and that there is still much work to do on this project.

Ms. Dennis reported that the Cochnewagon Lake Watershed-Based Plan Project (CWA §319) had been completed in January. She said that she has recently received notification from the Maine DEP that the Watershed-Based Plan has been formally accepted and that we (CWD) are now eligible to apply for further funding to begin implementing the plan. She said that the restoration of Cochnewagon Lake will involve a two-pronged approach. She said that the first activity would include a Cochnewagon Lake Watershed Restoration Project, Phase II (CWA §319), for which she will be preparing a grant application this coming spring. That project, she said, would continue work similar to that performed during the Phase I effort which focused on improvements to shorefront properties and road-related problems in the watershed. Next, she said, will hopefully be a nutrient inactivation project, or alum treatment, designed to reduce the internal release of phosphorus from the lake's bottom sediments similar to the alum treatment that was performed in 1986. She said that although funding for the alum treatment has not been guaranteed, she has had positive discussions with the USEPA's Region I Director of the NPS (i.e., CWA §319) Program. The anticipated cost for the treatment, she said, is about \$350,000, of which, half would come from local sources and half from a successful grant application. She said that she has met with the Monmouth Board of Selectmen to explain the project and gauge the town's willingness to raise \$175,000 over a three year period, or approximately \$58,000 per year, to cover the local portion and that the Selectmen recognized the value of the lake to the community and that they seemed receptive. She said that a Cochnewagon Lake Committee has recently been formed to help implement the components of the Watershed-Based Plan. And she also reported that at the meeting with the Winthrop Town Council on March 7<sup>th</sup>, she provided the council with an overview of the water quality of several Winthrop lakes and ponds as well as a report on the status of plans to eradicate the invasive milfoil from Annabessacook Lake.

Mr. Burton reported that there has not been much activity recently with regard to lake water levels management. He said that most district lakes are within 6 to 8 inches of where they were the previous month. He said it gets tricky this time of year when planning for spring runoff, particularly with the lack of snow cover. He said he suspects there is still frost in the ground, so we need to be prepared for anything. He said that, at the moment, most lakes have adequate storage for any reasonable spring runoff. Ms. Dennis, referring to a graph comparing Maranacook Lake level and precipitation for 2015, said that for most of the year the lake was above full-pond level and that it is obvious that the Maranacook Lake dam project is needed to provide better control of the lake's water level, particularly after significant rain events. She said that both the Towns of Readfield and Winthrop recognize the current configuration as a problem.



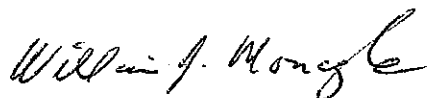
Following two studies, the hydrologic study and the engineering study, she said that the Maranacook Lake Outlet Dam Committee has reviewed the options available for flow management. She said the committee recommends what is referred to as Alternative A, which involves the removal of the existing gate and installing a wider and deeper gate in the middle of the dam which would make use of an inflatable bladder. She said that before any changes, there will be a pre-construction engineering plan that needs to be prepared as well as obtaining the necessary permits. She said the committee is asking the two towns to support funding the pre-construction engineering study as well as the cost of construction, which is expected to be about \$160,000. She said that last evening, the Winthrop Town Council voted unanimously to support the pre-construction study and that the Town of Readfield's proposed budget for FY 2017 includes their share of the study costs. She added that the Town of Readfield's Budget Committee has included their share of the construction costs, which is \$85,000, in equal shares to be spread over the next two fiscal budget cycles.

Mr. Monagle said that the grant application he submitted to the Onion Foundation in late November has been approved. He reminded the board that the grant is for \$14,900 to support a combination of the purchase of a canoe, summer intern support, an increase in Ms. Dennis's hours for 2016, and a more robust monitoring program for Wilson Pond for 2016.

Mr. Monagle reported that he has reviewed, or is in the process of reviewing, several land-use development proposals under planning board review in district towns for compliance with stormwater and phosphorus export concerns. They include the Woodbury Pond Estates subdivision (Litchfield), Beach Road Park improvements (Monmouth), United Fitness (Winthrop), and Dollar General (Manchester).

The meeting adjourned at 8:59 P.M.

Respectfully submitted,



William J. Monagle, CLM  
Executive Director  
Secretary to the Board



ROBERT C. CLUNIE, JR.  
Chairperson

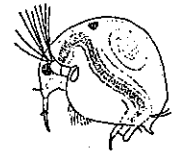
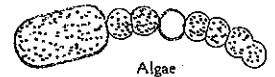
WILLIAM J. MONAGLE  
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# COBBOSSEE WATERSHED DISTRICT

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## FINANCIAL REPORT FOR APRIL 2016

(17% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
<b>DIRECT COSTS</b>					
Personnel	160,600.00	12,235.70	138,105.15	22,494.85	14%
Monitoring expenses	8,500.00	39.94	8,002.05	497.95	6%
Conference expenses	200.00	0.00	90.00	110.00	55%
Pro. Development	500.00	0.00	220.00	280.00	56%
Education/Information	250.00	0.00	48.30	201.70	81%
Bookkeeping	1,200.00	91.41	1,474.97	-274.97	-23%
Contractual					
Wilson 319	3,550.00	0.00	3,750.00	-200.00	-6%
NPS Direct					
Wilson 319	21,375.00	0.00	0.00	21,375.00	100%
Gage Operation	3,600.00	105.51	3,397.04	202.96	6%
Trustees expenses	650.00	0.00	600.00	50.00	8%
<b>TOTAL</b>	<b>200,425.00</b>	<b>12,472.56</b>	<b>155,687.51</b>	<b>44,737.49</b>	<b>22%</b>
<b>OVERHEAD COSTS</b>					
Health benefits	20,300.00	1,720.61	17,292.79	3,007.21	15%
Unemployment comp.	350.00	22.08	304.63	45.37	13%
Social Security	12,286.00	936.02	10,577.31	1,708.69	14%
---Benefits subtot.	32,936.00	2,678.71	28,174.73	4,761.27	14%
Office supplies	1,200.00	298.91	956.14	243.86	20%
Photocopy/printing	500.00	0.00	320.75	179.25	36%
Telephone	1,700.00	136.35	1,414.28	285.72	17%
Postage	300.00	0.00	147.00	153.00	51%
GIS License	400.00	0.00	400.00	0.00	0%
Library	700.00	45.95	738.80	-38.80	-6%
Petty Cash	100.00	0.00	50.00	50.00	50%
---Off. Oper. subtot.	4,900.00	481.21	4,026.97	873.03	18%
Office rent	13,500.00	1,076.00	10,760.00	2,740.00	20%
Truck operations	1,750.00	57.72	2,136.56	-386.56	-22%
Accounting/legal	250.00	0.00	731.40	-481.40	-193%
Insurance	6,000.00	844.00	5,658.00	342.00	6%
<b>TOTAL</b>	<b>59,336.00</b>	<b>5,137.64</b>	<b>51,487.66</b>	<b>7,848.34</b>	<b>13%</b>
Capital expense	1,000.00	0.00	435.00	565.00	57%
<b>TOTAL OPERATING COST</b>					
<b>AS BUDGETED</b>	<b>260,761.00</b>	<b>17,610.20</b>	<b>207,610.17</b>	<b>53,150.83</b>	<b>20%</b>
UNBUDGETED EXPENSES		0.00	900.00		
(See Notes*)					
<b>TOTAL EXPENSES</b>		<b>17,610.20</b>	<b>208,510.17</b>		



April 2016, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
<b>INCOME</b>					
Municipal assessment	210,546.00	0.00	197,119.67	13,426.33	6%
Water District cont.	8,716.00	0.00	8,716.00	0.00	0%
Federal/State Grants					
Wilson 319	32,600.00	0.00	9,543.00	23,057.00	71%
Contracts/fees	2,700.00	0.00	157.50	2,542.50	94%
Contributions/misc.	600.00	0.00	2,141.39	-1,541.39	-257%
Forward from Reserve	5,599.00	0.00	0.00	5,599.00	100%
<b>TOTAL REVENUES AS BUDGETED</b>	<b>260,761.00</b>	<b>0.00</b>	<b>217,677.56</b>	<b>43,083.44</b>	<b>17%</b>

UNBUDGETED REVENUES 0.00 25,700.00  
(See Notes\*)

**TOTAL REVENUES 0.00 243,377.56**

#### CASH BALANCES

Checking Account	04/29/2016	77,117.59
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	04/29/2016	16,766.73
- Annabessacook Lake (DEP)	04/29/2016	6,208.64
- Woodbury Pond (DEP)	04/29/2016	622.83
- General Fund (CWD)	04/29/2016	10,864.63
<b>TOTAL</b>		<b>111,580.42</b>

#### NOTES:

**December** - Paid \$362.97 for Direct Costs associated with the Cochnewagon Lake WSBP (319) Project (Fy 2015).

**January** - Received a \$14,900 grant from the Onion Foundation to support special activities and purchases in FY 2016/2017.

**February** - Received \$10,800 from DEP as final and complete payment for Cochnewagon Lake WSBP (319) Project (Fy 2015).

**March** - Paid \$900 for a used canoe supported by grant from the Onion Foundation.



ROBERT C. CLUNIE, JR.  
Chairperson

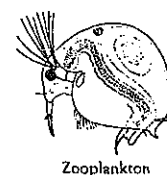
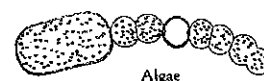
WILLIAM J. MONAGLE  
Executive Director

# COBBOSSEE WATERSHED DISTRICT

P.O. Box 418, Winthrop, Maine 04364

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## FINANCIAL REPORT FOR MAY 2016

(8% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
<b>DIRECT COSTS</b>					
Personnel	160,600.00	13,275.10	151,380.25	9,219.75	6%
Monitoring expenses	8,500.00	293.88	8,295.93	204.07	2%
Conference expenses	200.00	0.00	90.00	110.00	55%
Pro. Development	500.00	0.00	220.00	280.00	56%
Education/Information	250.00	116.52	164.82	85.18	34%
Bookkeeping	1,200.00	86.52	1,561.49	-361.49	-30%
Contractual					
Wilson 319	3,550.00	0.00	3,750.00	-200.00	-6%
NPS Direct					
Wilson 319	21,375.00	0.00	0.00	21,375.00	100%
Gage Operation	3,600.00	105.54	3,502.58	97.42	3%
Trustees expenses	650.00	0.00	600.00	50.00	8%
<b>TOTAL</b>	<b>200,425.00</b>	<b>13,877.56</b>	<b>169,565.07</b>	<b>30,859.93</b>	<b>15%</b>
<b>OVERHEAD COSTS</b>					
Health benefits	20,300.00	1,720.61	19,013.40	1,286.60	6%
Unemployment comp.	350.00	3.41	308.04	41.96	12%
Social Security	12,286.00	1,015.53	11,592.84	693.16	6%
---Benefits subtot.	32,936.00	2,739.55	30,914.28	2,021.72	6%
Office supplies	1,200.00	49.99	1,006.13	193.87	16%
Photocopy/printing	500.00	0.00	320.75	179.25	36%
Telephone	1,700.00	138.93	1,553.21	146.79	9%
Postage	300.00	47.00	194.00	106.00	35%
GIS License	400.00	0.00	400.00	0.00	0%
Library	700.00	45.95	784.75	-84.75	-12%
Petty Cash	100.00	0.00	50.00	50.00	50%
---Off. Oper. subtot.	4,900.00	281.87	3,827.63	1,072.37	22%
Office rent	13,500.00	1,076.00	11,836.00	1,664.00	12%
Truck operations	1,750.00	64.55	2,201.11	-451.11	-26%
Accounting/legal	250.00	0.00	731.40	-481.40	-193%
Insurance	6,000.00	0.00	5,658.00	342.00	6%
<b>TOTAL</b>	<b>59,336.00</b>	<b>4,161.97</b>	<b>55,649.63</b>	<b>3,686.37</b>	<b>6%</b>
Capital expense	1,000.00	0.00	435.00	565.00	57%
<b>TOTAL OPERATING COST</b>					
<b>AS BUDGETED</b>	<b>260,761.00</b>	<b>18,039.53</b>	<b>225,649.70</b>	<b>35,111.30</b>	<b>13%</b>
UNBUDGETED EXPENSES		0.00	900.00		
(See Notes*)					
<b>TOTAL EXPENSES</b>		<b>18,039.53</b>	<b>226,549.70</b>		



May 2016, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
<b>INCOME</b>					
Municipal assessment	210,546.00	13,426.34	210,546.01	-0.01	0%
Water District cont.	8,716.00	0.00	8,716.00	0.00	0%
Federal/State Grants					
Wilson 319	32,600.00	0.00	9,543.00	23,057.00	71%
Contracts/fees	2,700.00	192.50	350.00	2,350.00	87%
Contributions/misc.	600.00	0.00	2,141.39	-1,541.39	-257%
Forward from Reserve	5,599.00	0.00	0.00	5,599.00	100%
<b>TOTAL REVENUES AS BUDGETED</b>	<b>260,761.00</b>	<b>13,618.84</b>	<b>231,296.40</b>	<b>29,464.60</b>	<b>11%</b>

UNBUDGETED REVENUES (See Notes*)	3,600.00	29,300.00
<b>TOTAL REVENUES</b>	<b>17,218.84</b>	<b>260,596.40</b>

**CASH BALANCES**

Checking Account	05/31/2016	76,227.88
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	05/31/2016	16,767.46
- Annabessacook Lake (DEP)	05/31/2016	6,208.91
- Woodbury Pond (DEP)	05/31/2016	622.86
- General Fund (CWD)	05/31/2016	<u>10,865.11</u>
<b>TOTAL</b>		<b>110,692.22</b>

**NOTES:**

December - Paid \$362.97 for Direct Costs associated with the Cochnewagon Lake WSBP (319) Project (Fy 2015).

January - Received a \$14,900 grant from the Onion Foundation to support special activities and purchases in FY 2016/2017.

February - Received \$10,800 from DEP as final and complete payment for Cochnewagon Lake WSBP (319) Project (Fy 2015).

March - Paid \$900 for a used canoe supported by grant from the Onion Foundation.

May - Received \$3,600 from Manchester to support water levels program.



### **Readfield Road Committee 5/19/16 6pm**

Town Mgr. Eric Dyer, Chair Larry Perkins, Lenny Reay, John Parent, Roland Cote, Doug Riley, Dave Linton, guest -Tom Dunham – Select board member.

1) Reviewed RFP for 2016 paving projects, 6 pages. Lenny suggests that town notify Dig Safe, not the contractor. Paragraph 6 on Page 3. Eric will check with successful bidder to be sure Dig Safe is notified by either the contractor or Town (Bruce Chandler).

2) Reviewed draft RFP for snowplowing contract. Eric questions if Lenny should provide guidance if he is also going to bid on the contract. Several members expressed desire to hear Lenny's comments because of his experience. Lenny said he will not bid on the snow removal contract.

Several members think the RFP "micro manages" the contract and requires a lot of overhead costs. Eric requests this information so he can have better control over the contractor when he gets complaints about poor road conditions. Committee consensus is to remove much of the language for detailed reporting. Bids will require detailed list of equipment and staff available to the contractor to do the work. Town will buy the sand and salt from KVCOG. Contract should note that contractor may not use the salt/sand for any application other than public town roads.

Lenny suggests that the lead plow driver be provided with a fire department radio for direct communication with Fire Chief Lee Mank so special response may be coordinated during an emergency.

Consensus was that the new snow plow contract should be 4 years + 1, instead of 3 years + 1. It allows contractors to better allocate fixed costs over a longer period which should result in better pricing.

Meeting adjourned at 7:30 pm

Notes by Doug Riley

Approved 6/23/2016



### **Readfield Road Committee 6/23/16 6 PM**

Chair Larry Perkins, Lenny Reay, John Parent, Roland Cote, Doug Riley, Town Manager Eric Dyer, Select Board Member Tom Dunham.

1. Approved minutes of 5/19/16.
2. John Parent was elected select board member and will resign Road Committee on 6/30/16.
3. Eric notes that 4 contractors attended the Pre Bid conference for road paving this summer, today. We expect to receive four bids for this work.
4. Committee reviewed in detail Draft 2 for snow plow contract.  
Eric will create wording for bid: "If Town furnishes the salt/sand" and "if contractor furnishes the salt/sand".
5. Paving bids open on 7/1/16 @ 3 PM. Road Committee will meet @ 6 PM on 7/6 to review paving bids and to review final plowing RFP.

Meeting adjourned at 8 PM.

Notes taken by Doug Riley.



May 24, 2016 Trails Committee Meeting

Present: Nancy Buker, Hank Laidlaw, Ann Keilty, Becky Walsh, Greg Durgin, Will Harris, Jeanne Harris, Bob Harris, Romaine Turyn, Chris Sammons (Select Board), Rob Peale, Ken Clark, Karen Peterson

**Church Road Issues:** Nancy Buker introduced two Church Road residents who have difficulties walking safely along the road. They have routinely observed two issues relating to motor vehicle traffic and pedestrian safety. One is the knoll near the Fairgrounds entrance that impedes visibility of oncoming traffic. The other issue is drivers who ignore the posted speed limits and speed excessively.

There was much discussion on various solutions: Publish reminders in the Messenger and Town website, ask to be on the Select Board agenda and formally bring the issue to the Select Board's attention, and pay the Kennebec Sheriff's Office for a speed detail. There was consensus on the idea that this was a safety concern the whole community needs to be involved in mitigating.

**Secretary's Report:** Motion to accept the corrected Minutes of the April 2016 meeting made by Ken Clark, seconded by Ann Keilty. Approved.

**Treasurer's Report:** Bluestone has been ordered and the sign for the Mill Stream Pathway. The remaining balance in the Trails account is \$1,007.61.

There was discussion on how best to document the pro bono professional services given to the Trails Committee. An example is the recent Trails logo design created by Dana and Amy Therrien.

**Strategic Plan Report:** Hank Laidlaw and Ken Clark distributed copies of their sub-committee's work. It was noted that Lydia Adelson was also a member of the sub-committee.

The strategic plan incorporates the Trails Committee 2007 Mission Statement, its purpose, and its original Select Board authorization.

Suggestions:

- Have a Public Relations professional promote the Trails. Perhaps Dana Therrien may be interested? Greg Durgin volunteered to contact him.
- Reach out to other people in the community before putting a trail in, even after obtaining landowner's permission. This can help to build the Trail's image.
- Maintain a calendar of events.
- Instead of competing with the KLT as a private-not-for-profit trails system, try to overlap with their efforts. This could be applied to relationship with the Snowmobile Club, too.
- Strategic planning emphasis should emphasize six month planning goals.
- Perhaps add a Church Road sidewalk in as a long range goal.

More discussion and recommendations will be available for the June 2016 meeting. Once all changes and editing is complete, the Strategic Plan will be voted on by the Trails Committee.

**Readfield Water District Property:** Ed Dodge, of the Readfield Water District, wants to be put on the June 2016 Trails Committee agenda to talk about putting the District's 35 acres into some trails.

**Mill Stream Park Benefit Dinner:** Ann Keilty and Jeannie Harris reported the Dinner was hugely popular. 98 people went and close to \$2,500 was raised.

**Work Days Reports:** On April 28, 2016 almost 20 Kents Hill students and staff moved bluestone and helped with trenching work. On May 17, 2016, volunteers repaired and built up low spots on the North Trail and Cemetery Connector Trail, repaired a culvert on the McDougald Trail, and built up the triangle area behind the ball field's backstop.

**Healthy Communities Report:** Romaine Turyn met with Eric Dyer, Town Manager, to talk about coordinating with other appropriate Town Committees. The difficulties in using the Assessment tool were brought up.

Meeting adjourned at 8:32 PM.

Respectfully submitted,  
Karen Peterson, Secretary



**APPOINTMENTS**  
**REAPPOINTMENTS &**  
**RESIGNATIONS**



# **UNFINISHED BUSINESS**



**TOWN OF READFIELD, MAINE**  
**Bidding & Contracting Requirements for Snow & Ice Control Contract**  
Contract Term: October 1, 2016 through May 1, 2020

**BIDDING INSTRUCTIONS**

1. Complete the bid forms with pen and ink or typed.
2. The following are to be completed and returned with the bid:
  - a. The completed and signed Bid for Snow and Ice Control Contract
  - b. Three (3) copies of the completed and signed Snow and Ice Control Contract
  - c. Bid Bond Guaranty letter for the Four years of the contract
3. For security and other reasons, all Bid Packages which are mailed must be sent to:  
Town Manager, Town of Readfield,  
8 Old Kents Hill Road, Readfield, ME 04355,  
and shall be provided in double (one envelope inside the other) envelopes.

The ***Inner Envelope*** shall have the following information provided on it:

Bid Enclosed - Do Not Open  
Project: Snow & Ice Control Contract  
Town: Readfield  
Date of Bid Opening: 3:00 p.m. August 11, 2016, Gile Hall  
Name of Contractor with mailing address and telephone number

In Addition to the usual address information, the ***Outer Envelope*** should have written or typed on it:

Double Envelope: Bid Enclosed  
Project: Snow & Ice Control Contract  
Town: Readfield  
Date of Bid Opening: 3:00 p.m. August 11, 2016, Gile Hall  
Name of Contractor:

Hand-carried Bids may be in one envelope, and should be marked with the following information:

Bid Enclosed: Do Not Open  
Project: Snow & Ice Control Contract  
Town: Readfield  
Date of Bid Opening: 3:00 p.m. August 11, 2016, Gile Hall  
Name of Contractor:



## IMPORTANT NOTES TO BIDDERS

1. Regardless of the method of delivery, the contractor shall bear total responsibility for assuring that bid documents are received by the specified deadline.
2. Bids received after the specified deadline will be considered "Non-responsive" and will not be opened or read.
3. Bids which are not sealed, or are deemed incomplete or non-responsive will be rejected.
4. The Town reserves the right to reject any and all bids or portions thereof.
5. The Town will consider awarding a contract to the lowest priced, responsive and responsible bid.
6. Use the enclosed form for any requests of information prior to Bid opening.



**Town of Readfield, Maine Contract for Services**

**REQUEST FOR INFORMATION**

Date \_\_\_\_\_ Time \_\_\_\_\_

**Information Requested: Contract or Services being considered:**

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**Request by:** \_\_\_\_\_ **Phone:** ( \_\_\_\_ ) \_\_\_\_\_

**Bid Date:** \_\_\_\_\_ **Fax:** ( \_\_\_\_ ) \_\_\_\_\_

**Complete top portion of form and transmit to the Town Office via fax at (207) 685-3420 or email to [readfield.tmgr@roadrunner.com](mailto:readfield.tmgr@roadrunner.com)**

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**RFI No:**                      **RFI received:**

**Response:** \_\_\_\_\_

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**Response By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\* End Bidding & Contracting Requirements for Snow & Ice Control Contract \*\*\***



**TOWN OF READFIELD, MAINE**  
**Bid for Snow & Ice Control Contract**  
Contract Term: October 1, 2016 through May 1, 2020

TO: Town of Readfield  
ATTN.:  
Town Manager 8 Old  
Kents Hill Road  
Readfield, ME 04355

**BIDDER INFORMATION:**

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

**Bidder:**

_____	
<b>Bidder Name</b>	<b>Bidder Contact Person</b>
_____	
<b>Bidder Street Address or P.O. Box</b>	<b>Bidder Telephone Number</b>
_____	
<b>Bidder City, State, ZIP</b>	<b>Bidder Tax I.D. # (Employer # or Soc. Sec. #)</b>
_____	
<b>Bidder Primary Radio Frequency</b>	<b>and/or Bidder Field Cell Number</b>

The Bidder is organized under the laws of the State of \_\_\_\_\_ Maine \_\_\_\_\_ Other  
[check one]  
(State if Other: \_\_\_\_\_) as the following type of business organization:  
( ) individual ( ) corporation ( ) partnership ( ) limited liability company ( ) joint venture  
( ) other: \_\_\_\_\_

Corporate Experience in Snow & Ice Control: *(please provide as attachment)*

Personnel Experience in Snow & Ice Control: *(please provide as attachment)*



**BID FOR SNOW & ICE CONTROL CONTRACT FOR TOWN OF READFIELD  
ROADS:**

The Bidder hereby offers to remove the snow, control ice, and perform all other work indicated in the Snow & Ice Control Contract (hereinafter "Contract") for the entire term of the Contract and in compliance with all the terms, conditions, and representations of the same on the entire lengths of all Town-owned and state-aid roads in the Town of Readfield. The Town reserves the right to accept or reject any of the following bid Items:

**ITEM 1:**

The Bidder offers to provide all labor, equipment, and materials (exclusive of winter salt and sand), for the initial year of the contract, for the Base Lump Sum price of:

\_\_\_\_\_ \$ \_\_\_\_\_  
(lump sum price in words) (lump sum price in numerals)

This price is the total price for the entire specified road lengths for the first year of the Contract.

**ITEM 2:**

The Bidder offers to provide up to 4,000 yards of mixed winter salt and sand, for the initial year of the contract, for the Base Lump Sum price of:

\_\_\_\_\_ \$ \_\_\_\_\_  
(lump sum price in words) (lump sum price in numerals)

**ITEM 3:**

The Bidder offers to provide additional mixed winter salt and sand, for the initial year of the contract, for the per-yard unit price of:

\_\_\_\_\_ \$ \_\_\_\_\_  
(unit price in words) (unit price in numerals)

**ITEM 4:**

The Bidder offers to provide straight dry rock salt, for the initial year of the contract, for the per-ton unit price of:

\_\_\_\_\_ \$ \_\_\_\_\_  
(unit price in words) (unit price in numerals)

**ITEM 5:**

The Bidder offers to provide all labor and equipment to perform the work identified in Section 1, subsections A through D, and labor for subsection E, of this contract for the following hourly prices:

Section 1, subsection A:	\$ _____	Per Hour
Section 1, subsection B:	\$ _____	Per Hour
Section 1, subsection C:	\$ _____	Per Hour
Section 1, subsection D:	\$ _____	Per Hour
Section 1, subsection E:	\$ _____	Per Hour



The bidder acknowledges and accepts that all future contract payments will be adjusted according to the Consumer Price Index as detailed in Section 4 of this contract, unless otherwise negotiated under Section 18(e).

The Bidder further offers and agrees that the equipment described in APPENDIX A - MANDATORY EQUIPMENT will be available for this work, plus any additional equipment that may be necessary to perform this contract in an efficient and workmanlike manner. Mandatory equipment includes trucks, plows, some plows equipped with wings, and sanding equipment. A list of mandatory equipment is included in the contract.

The Bidder further offers and agrees that the equipment described in APPENDIX B - ADDITIONAL EQUIPMENT will be available for this work, plus any additional equipment that may be necessary to perform this contract in an efficient and workmanlike manner.

**Sand and Salt Storage:**

The sand and salt used in the course of performing the work required by this Contract will be stored at the Town's shed. This location is a site that is presently approved by the Maine D.E.P. This location does not have indoor storage for all sand and salt materials that could be required in any single season. Additional material will be purchased and placed in the shed as needed during the Contract. Applicable sand and salt required for the performance of this contract will be the sole responsibility of the Contractor to provide if Items 2,3, or 4 of the Bid for Snow & Ice Control Contract are accepted, otherwise it will be the responsibility of the Town. Winter salt and sand may not be used outside of the specified contract areas in the Town of Readfield. Any material remaining at the end of each season will be the property of the Town and may be applied toward the contracted materials amounts in the following year.

By signing below, the Bidder (1) represents that the Bidder has examined the " Snow & Ice Control Contract", all documents referenced in said Contract, and the specified roads referenced above such that the Bidder has sufficient knowledge to properly price the work, (2) represents that the Bidder has given the Town notice of any errors or ambiguities related to the documents or the work that have been discovered by the Bidder, and (3) agrees to all provisions, governing requirements and procedures applicable before execution of the Contract.

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**Authorized Signature of Bidder**

**Date**

---

**Name & Title of Person Signing - Printed or Typed**

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**Federal Identification Number or Social Security Number**

**\*\*\* End Bid for Snow & Ice Control Contract \*\*\***



**TOWN OF READFIELD, MAINE**  
**SNOW & ICE CONTROL CONTRACT**  
**Contract Term: October 1, 2016 through May 1, 2020**

The Municipal Officers for the Town of Readfield herein referred to as "Town", as authorized by the Town Meeting, enter into this contract with \_\_\_\_\_ of \_\_\_\_\_ Maine, hereinafter referred to as the "Contractor" for the snow & ice control for the roads and other non-road areas hereinafter described and designated under the following terms:

In consideration of the mutual covenants herein, the parties agree as follows:

**1. Contract Services:**

The Contractor agrees to remove the snow (whether accumulating from snowfall or drifting), control ice, and perform all other work indicated in this Contract in compliance with all the terms, conditions, and representations of the same on the entire lengths of all municipally-owned and state-aid roads according to the following list and priorities as stated:

<b>ROAD NAME</b>	<b>MILEAGE</b>
Old Kents Hill Road	1.3
Giles Road	0.2
Mill Stream Road	0.25
Thundercastle Road	1.2
Sturtevant Hill Road	2.55
Russell Street	0.38
Huntoon Road ( no turn around )	0.21
Nickerson Hill Road	1.15
Morrill Road	0.2
Harmony Hills Road	0.325
P Ridge Road ( Includes 0.10 of Old County Road)	1.15
Lane Road	0.7
North Wayne Road	0.75
Church Road	2.15
Fogg Road	1.2
Walker Road	0.7
Sadie Dunn Road	0.4
Chase Road	1.05
Mooer Road	0.2
North Road	2.1
Sand/Salt Shed access road	0.25
Wings Mills Road	0.6
South Road	1.7
Tallwood Drive	0.6
Beaver Dam Road	1.0



Memorial Drive	0.25
Stanley Road ( RTE 135 South )	1.1
Adell Road	0.25
Luce Road	1.7
Plains Road	3.35
McKenney Road	0.2
Gay Road	0.5
Rat Mill Hill	0.3
Gordon Road ( RTE 135 North )	2.7
Scribner Hill Road	0.8
Belz Road	0.2
Lakeview Drive	0.3
Hunts Lane	0.13
Balsam Drive	0.39
 TOTAL MILES	 34.49

**TURN-AROUNDS:** School bus (S)/Plow trucks (P)

Entrance to Torsey Pond Road (S)  
 Chase Road by end of Town Road (S&P)  
 North Wayne Road (S&P)  
 Sturtevant Hill - Winthrop Town Line (S&P)  
 Wings Mills Road (P)  
 Church Road - Mount Vernon Line (S&P)  
 Tallwood Drive (S&P)  
 Mill Stream Road (P)  
 McKenney Road (P)  
 Luce Road (S)  
 Gay Road (S)  
 Gile Road (P) (to be constructed in 2016)

In the event the Town's Maintenance Worker is unable to perform the following tasks due to absence or equipment breakdown, the Town will pay the Contractor a separate hourly fee for equipment and personnel to remove the snow (whether accumulating from snowfall or drifting), control ice, and perform all other work indicated in this Contract in compliance with all the terms, conditions and representations of the same on the Town properties listed below:

- A. Town Office parking lot and walkway (to be completed prior to scheduled office opening each work day, and maintained during storms while office remains open).
- B. Library driveway and parking lot (to be completed prior to Library open hours, and maintained during storms while Library remains open).



- C. Fire Station access and parking spaces (to be maintained throughout storms).
- D. Conservation area parking lots: Fairgrounds, Torsey Nature Preserve, Fogg Farm (to be completed within day after storm).
- E. Sidewalk along Main Street (to be completed within day after storm) using Town Equipment.

The Road Commissioner will provide specific guidance on the dimensions of these areas as needed.

## **2. Term of Contract.**

The term of the contract is for three (4) years, covering the Winter Season from October 1 to May 1 of each year (hereinafter "Winter Season"), beginning on October 1, 2016 and ending on May 1, 2020. The Town may choose to extend this Contract for an additional year according to the provided bid under all of the terms of this Contract. The Town must notify the Contractor in writing by March 1, 2020 if the Town would prefer to extend the Contract for the fifth additional Winter Season.

## **3. Bonds and Insurance.**

The Contractor shall provide either an Irrevocable Letter of Credit or a Performance Bond (at the Town's discretion, and bids should reflect the possibly different cost of both options) and insurance certificates conforming to this Contract by October 1 of each contract year. Each Winter Season's initial payment will be contingent upon the Town having this information on file. A Bid Guaranty letter is required, covering the full four years of the contract. The Letter of Credit or a Performance Bond will be necessary and such bonds shall set reasonable standards to ensure the best interest of the Town.

## **4. Price and Payment.**

The Town agrees to pay the Contractor in the year **2016-2017** according to the Items identified and accepted by the Select Board in the Bid for Snow and Ice Control Contract. .

Costs for the subsequent years of the contract including the optional fifth year shall be adjusted according to the Consumer Price Index (CPI) for the 12 month period preceding the November payment of each year of the contract, from October through September. CPI data representing inflation shall be reported for the Northeast Region from the US Bureau of Labor Statistics. The inflation rate will be reported as a percentage and carried to three decimal places.

Each Winter Season's total payment shall be made in eight installments as specified below:



- Twenty percent (20%) by the first regular Town Warrant in November.
- Seventy percent (70%) in six (6) equal installments payable by the second Warrant in November and the first Warrants in December, January, February, March and April.
- Ten percent (10%) by the first Warrant in May, after all required work is completed and the Road Commissioner has determined that all provisions of the contract have been satisfied.

#### **5. Contract.**

This Contract may be amended, modified, or supplemented in writing only with permission of the Select Board.

#### **6. Town's Representative.**

The Town's representative shall be the Road Commissioner and his/her designee, as approved by the Select Board. For this contract, the Road Commissioner is the Town Manager, who may be contacted at the Town Office at 685-4939 during normal working hours, or by cell phone at 242-5437. Additionally, the Town Manager will carry a radio with the same frequency as the Contractor to use when needed.

#### **7. Work Standards.**

(a) The Contractor shall commence plowing and material application operations no later than when snow on the pavement has reached a depth of one inch if the snow is wet and two inches if dry, or within 30 minutes of a snow or icing event or within 30 minutes of a call from the Road Commissioner. Operations will continue until the roads are cleared of snow to the outside shoulders. Sanding will continue as long as roads are slippery. During severe storms or drifting, plows will be operated so as to maintain two-way traffic. Immediately after the extreme conditions have subsided snow will be removed to the outside of the shoulders of the highways. Contractor's equipment must be located to respond appropriately within 30 minute notice. Contractor must have supervisory personnel and radio equipped vehicles situated so that messages of urgency can reach the plowing or sanding vehicles to allow an appropriate response within 30 minutes. The Contractor shall also provide his/her cell phone number, radio frequency and other contact information to the Road Commissioner. If the Contractor fails to respond to any storm event or Road Commissioner's call within 30 minutes, there will be a penalty of \$500 assessed to the next monthly contract payment subject to the reasonable discretion of the Road Commissioner.

(b) The Contractor shall use appropriate methods and practices of plowing and material application to ensure continuity of operations with adjacent plow routes that may be addressed by neighboring municipal forces, state forces, or other contractors. Such methods shall also assure that the speed of the plows is low enough to assure efficient plowing and material use and that appropriate care is taken to minimize the potential for damage to personal property adjacent to the road (such as mailboxes, lawns, curbs).



(c) The Contractor shall pay particular attention to the commuter hours that exist Monday through Friday during the morning hours from 6:00 a.m. through 8:00 a.m. and during the evening hours from 5:00 p.m. through 7:00 p.m. These hours will require a higher level of service in the form of shorter plowing cycle times and additional material usage. Conversely, between the hours of 10:00 p.m. and 6:00 a.m., longer cycle times and less material usage is normal; however, the Contractor shall maintain a presence on the route to assure that conditions remain acceptable during all hours as needed.

(d) At such times as the Road Commissioner shall direct, the Contractor will remove compacted snow and ice from the road, insofar as possible, so that 3 1/2 feet of pavement will be exposed on each side of the centerline. If the Road Commissioner deems necessary, the Contractor may be required to remove all compacted snow and ice on the paved portion of any road.

(e) The Contractor shall schedule work such that as soon as possible following the end of a storm at least 3 1/2 feet of pavement (or more) will be exposed on each side of the centerline. During the day following the end of each storm, the Contractor shall also assure that snow will be removed to the outside of the shoulders of the highways and all snow banks are pushed back to sufficiently allow snow storage for subsequent storms.

(f) The Contractor shall have knowledge of using anti-icing strategies to control snow and ice and shall utilize those strategies if required by the Road Commissioner.

(g) If the Town of Readfield is declared to be in a natural disaster, by the Governor of the State of Maine or the President of the United States during the duration of this agreement, and the Town of Readfield qualifies for and receives federal or state reimbursement, and the contractor is required to complete additional work or supply additional materials, then the additional work or materials will be considered extra work or materials under this agreement and will be reimbursed to the contractor at a negotiated rate. Under no circumstances will the reimbursement exceed the reimbursement paid to the Town of Readfield. Payments to the Contractor for any additional work or materials required under a declaration of natural disaster will be made only after reimbursement payments have been received by the Town of Readfield from the State of Maine or the United States Government.

#### **8. Equipment Requirements.**

The Contractor must furnish the equipment listed in its "Bid for Snow & Ice Control Contract", plus such additional equipment that may be necessary to perform this contract in an efficient and effective manner, as determined by the Road Commissioner. The equipment must be set up in accordance with the Sand & Salt Requirements specified below. At the start of each season and as required throughout, the Town shall have the full authority to accept or reject any and all equipment that is used to perform the Work. Provisions for the timely replacement of out-of-service equipment must be provided at contract signing.



At any time the Contractor is required to plow or sand, a minimum of three (3) large trucks and one truck at least equivalent to a one ton shall be on the roads performing the Contractor's duties, unless Contractor and the Road Commissioner agrees the storm requires fewer vehicles. The Contractor must have available for use at all times the necessary equipment to perform required duties. Below is a listing of mandatory minimum equipment:

- A. Three (3) trucks of at least 24,000 GVW equipped with a snowplow, wing and sander. The sanders will have a capacity of at least 6 cubic yards.
- B. One 1-ton to 1.5 ton truck with snowplow and sander.
- C. One four wheel drive pickup truck equipped with a snowplow.
- D. Enough trained and certified personnel to properly and safely operate the equipment.
- E. Suitable backup equipment in case any of the front-line equipment is out of service.

Contractor shall use appropriate equipment on specific roads, such as one-ton trucks on shorter, dead-end and gravel roads when such roads are not fully frozen, as directed by the Road Commissioner.

All equipment must be maintained by Contractor and be in good operating condition, and is subject to periodic inspection by the Road Commissioner. The Contractor shall provide a complete list and status of all the equipment to be used in this contract prior to October 1, 2016. All equipment must be ready for inspection by October 15th of each contracted year and the equipment must be within a distance so that the Contractor can be plowing within 30 minutes of the start of any snow or icing event or from the time of the Road Commissioner's call. Failure of the equipment to pass the Road Commissioner's approval will constitute breach of this contractual agreement and could be grounds for termination of the contract. Equipment in operation during a snow event is required to perform work solely on the roads and other areas identified in this contract and may not be used for other purposes or locations during a snow event, without prior approval by the Road Commissioner.

#### **9. Sand & Salt Requirements.**

(a) The responsible party will provide sufficient winter sand and salt for operations required by this agreement according to the standards listed below. The Town estimates that the following quantities of solid materials will be required to address a typical winter season: for every mile of 2 lane road use 1) a minimum of 80 cubic yards of sand mixed with 5.3 tons of salt (a 15:1 ratio as measured by volume), plus 5 tons of straight salt for DE-ICING. However, the responsible party will provide enough sand and salt regardless of the number or severity of snow and ice events in each year of the contract.

(b) Maximum gradation of winter sand shall be 3/8 inch, with no more than 5% passing a 200 mm screen. Sand will comply with MDOT standards, and will be



screened to that size prior to use on the road. Certified testing of sand will be at the expense of the responsible party and must be done prior to the first storm. Additional testing or documentation may be requested whenever more sand is added to the shed.

(c) The responsible party must mix 133 pounds of dry salt with each cubic yard of sand before the sand is stockpiled to achieve a 15:1 mix ratio. The Road Commissioner may require periodic calibration and testing of Contractor's salt and sand spreading equipment to ensure efficient and consistent application.

(d) Plow trucks must be equipped with tailgate, hopper, or equivalent sanders. The Contractor agrees to comply with the directions of the Road Commissioner concerning the application of pure salt. The use of pure salt in an anti-icing strategy, if requested, will be in accordance with application rates specified by Maine DOT. The Town owns a liquid calcium storage tank, located at the Sand and Salt Shed that the Contractor may be requested to use by the Road Commissioner.

(e) The Contractor agrees to pay particular attention to the treatment of railroad crossings, hills, curves and intersections, and to apply extra materials to such locations when necessary and as requested by the Road Commissioner, such as at the following intersections:

- Beaver Dam Road and Memorial Drive
- Sturtevant Hill Road and Route 17
- South Road and Route 17
- Harmony Hills Road and Route 17
- North end of Old Kents Hill Road and Route 17.
- Nickerson Hill and Route 17

Plow blades shall be raised as needed at railroad crossings to prevent damage to the track rails.

(f) The sand/salt stockpile that will be used in the course of fulfilling this Contract will be located at the Town's Sand and Salt Shed. The sand/salt stockpiles will be in compliance with all local, state, and federal rules, regulations, and statutes. Specific attention is directed to the Maine DEP's rules for the siting and operation of sand/salt stockpiles: (<http://www.state.me.us/dep/blwq/docstand/sandsalt/index.htm>). The Contractor agrees to indemnify the Town for any liability, claims, demands, causes of action or damages incurred as a result of the loading and use of sand and salt.

(g) The responsible party will have a minimum of 2500 yards of sand and salt mixed and stockpiled by October 15 of each year that this contract is in effect.

(h) Through the course of each Winter Season, the Contractor will make available



approximately 200 yards of mixed sand and salt to Readfield residents who will pick up this material at a site at the Transfer Station.

(i) The Contractor will safeguard any Town-owned property, and use same in a responsible manner at all times, and will return same in reasonable condition at the end of the contract.

(j) Upon request by the Contractor, the responsible party will provide written proof of correct ratios purchased and delivered for all sand and salt used for this contract prior to the start of each Winter Season, and as needed for additional material throughout each Winter Season.

(k) The Contractor shall be responsible for loading their own trucks using their own equipment. The Contractor shall not obstruct access to the salt sand pile by Town Maintenance personnel and equipment

#### **10. Subcontracting.**

The Contractor may not subcontract or otherwise transfer any interest in this Contract without prior written approval by the Town. Any work performed by a Subcontractor before approval is at the Contractor's sole risk and the Contractor agrees to hold the Town harmless for all actions of all subcontractors. All subcontracts of the Contractor, and all lower tier subcontracts, must contain or reference all applicable provisions of the Contract. The Contractor must promptly pay all legitimate subcontractor and supplier claims. The Contractor agrees that the Town may retain and deduct monies otherwise due the Contractor in an amount necessary to satisfy such claims.

#### **11. Property Damage.**

The Contractor shall be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect, or misconduct of the Contractor including but not limited to guard rail, guard rail posts, signs, sign post or guard posts,. The preceding sentence includes damage to vehicles. Contractor agrees to reimburse the Town for the replacement of guardrail, guardrail posts, signs, sign post or guard posts damaged by the Contractor if resulting from the Contractor's negligence as determined by the Road Commissioner. The Town may repair or replace the damaged property without liability to the Town with its own forces or with Contracted forces and all costs will be deducted from amounts otherwise due the Contractor. The Contractor will correct or pay for all damages resulting from this contract before release of the final monthly payment of each contract year.

#### **12. Insurance, Registration, Inspection, and Personal Property Taxes.**

The Contractor shall provide signed, valid and enforceable certificate(s) of insurance complying with this Section at the time of Contract signing. All insurance must be procured from insurance companies licensed or approved to do business in the State of Maine by the State of Maine, Department of Business Regulation, Bureau of Insurance. The Contractor must pay all premiums and take all other actions necessary



to keep said insurance in effect for the duration of the Contract obligations.

(a) Workers' Compensation Insurance. The Contractor shall carry Workers' Compensation Insurance or shall qualify as a self-insurer with the State of Maine Workers' Compensation Board, all in accordance with the requirements of the laws of the State of Maine.

(b) Automobile. The Contractor shall carry Automobile Liability Insurance for personal injury, death, and property damage claims which may arise from snow removal or sanding operations under this Contract, covering the operation of all motor vehicles including any which are rented, leased, borrowed or otherwise used in connection with the project in an amount not less than \$1,000,000.00 per occurrence. The Town of Readfield and its officers and employees shall be named as additional insured on such policies.

(c) Commercial General Liability. With respect to all operations performed by the Contractor and any subcontractors, the Contractor and any subcontractors shall carry commercial general liability or other coverage affording equal or greater protection as determined by the Department, in an amount not less than \$1,000,000.00 per occurrence and \$1,000,000.00 in the aggregate.

This insurance section and the purchase of insurance by the Contractor shall not be interpreted as a waiver of any immunity provided by law including that provided by the Maine Tort Claims Act, 14 M.R.S.A. §8101, et. seq.

(d) Registration and Inspection. The Contractor shall provide valid certificate(s) of registration and State Inspection of all road vehicles used to fulfill the terms of this contract within 30 days of the Contract signing or no later than October 15<sup>th</sup> of each contract year.

(e) Personal Property. The Contractor shall provide evidence that all equipment used for this contract has been properly listed as Personal Property with the appropriate municipality and that all the Contractor's Personal Property tax payments are current with the municipality during each contract year.

### **13. Compliance with Laws.**

The Contractor agrees the contract will be governed by, and Contractor will comply with, all applicable federal and state laws and regulations, especially those relating to safety, health, sanitation and drug testing. Contractor will be responsible for compliance and will hold the Town harmless in cases of violations and/or corrective actions being imposed by regulatory agencies. Contractor agrees to provide certification of a drug testing policy and a list of employee names working under this contract to the Road Commissioner prior to October 15<sup>th</sup> of each year.

### **14. Performance and Payment Bonds, Irrevocable Letter of Credit**

Performance and payment bonds are required. Bonds must be in the amount of 80% of



the contract price and must be procured from a company that is (1) organized and operating in the United States licensed or approved to do business in the State of Maine by the State of Maine Department of Business Regulation, Bureau of Insurance and (2) listed on the latest Federal Department of The Treasury listing for "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies". The bonds must be payable to the "Treasurer - Town of Readfield" and must be on the Town's forms (or exact copies thereof) or must be on forms acceptable to the Town or must not contain any significant variations from said forms as determined in the sole discretion of the Town. By issuing, executing, or becoming potentially obligated under a bond, the surety agrees to be bound by all of the terms of the Contract documents, including those related to the Town's self-help remedy provided in Contract. As an alternative to a performance bond, the Contractor may provide an Irrevocable Letter of Credit for the Town to consider. The decision to use either a bond or letter of credit will be at the Select Board's discretion.

#### **15. Indemnification.**

The Contractor hereby indemnifies, defends and holds harmless the Town and its officers, directors, employees, agents and consultants from and against all claims, actions, torts, costs, losses, and damages for bodily injury (including sickness, disease or death) and/or tangible property damage arising out of or resulting from the performance of the Work by the Contractor, and its subcontractors, suppliers, any individuals or entities directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Damages covered by the preceding sentence include, but are not limited to: all dispute resolution costs including court costs, attorneys' fees, and the fees of engineers, arbitrators, and other professionals related to dispute defense and preparation.

#### **16. Termination.**

(a) Notwithstanding any other provision of this Contract, the Contractor and/or the Surety shall be in default and the Select Board, in its sole discretion may terminate this Contract, if the Contractor and/or the Surety: (i) fails to provide equipment that meets the Road Commissioner's approval by October 15<sup>th</sup> of each Contract year; (ii) fails to begin the work as required by the Contract; (iii) fails to perform the work with sufficient trained and certified workers and equipment or materials to meet the terms of the Contract; (iv) discontinues the prosecution of the work; (v) fails to resume work which has been discontinued within a reasonable time after notice to do so; (vi) subcontracts any of the work without the approval of the Town; (vii) becomes insolvent, files for bankruptcy, allows any final judgment to stand against him unsatisfied for a period of ten days, or makes an assignment for the benefit of creditors without authorization by the Town; (viii) fails to perform the Work in substantial conformity with any material provision of the Contract as determined by the Town; or (ix) fails to perform the Work in a satisfactory manner as determined solely by the Town.



The Town may remedy such noncompliance with Town or contracted forces and terminate the Contract and/or deduct the cost thereof from payments otherwise due the Contractor.

Notice of termination, and the reasons for such, shall be provided in writing by the Select Board, by regular mail to the Contractor's address as stated in this contract. In emergency situations, notice may be provided verbally by the Road Commissioner upon consultation with the Select Board, with written notice mailed or delivered as soon thereafter as practicable.

At its sole option, the Town, in the event that circumstances allow, may provide the Contractor with an opportunity to cure any of the above deficiencies without waiving its right to terminate.

(b) The Town may terminate this Contract for convenience for any reason that is in the best interest of the Town. Such reason may include non-appropriation of funds by the Town Meeting vote. Terminations caused without the fault of and for reasons beyond the control of the Contractor shall be considered terminations for convenience. The Town will notify the Contractor of such terminations by sending a Notice of Termination for Convenience.

In case of a termination for convenience, all work completed as of the date of termination will be paid by prorating by date all remaining amounts payable under this Contract. Contractor agrees it will have no claim for any other amounts including consequential damages, lost profits, or lost opportunity costs.

#### **17. Financial Responsibility.**

The Contractor will be responsible for additional Town expenses incurred in providing replacement snow and ice control in the event contract is terminated for any reason other than convenience; such costs to be deducted from any remaining payments due to Contractor prior to termination of contract.

#### **18. General Provisions.**

(a) Incorporation by Reference: the "Bidding & Contracting Requirements for Contract For Snow & Ice Control", all addenda signed by the Town, and the Contractor's "Bid For Snow & Ice Control Contract" are hereby incorporated herein by reference and made a part of this Contract.

(b) Nondiscrimination. The Contractor agrees to comply with the nondiscrimination and affirmative action provisions at 5 M.R.S.A. § 784 (2), which are hereby incorporated by reference.

(c) Funding. This Contract, including any extensions thereof, is made subject to available budgetary appropriations and shall not create any obligation on behalf of the Town in excess of such appropriations.



(d) Invalidation or unenforceability of one provision or the contract shall not affect the remainder of the contract.

(e) Amendments to this contract may only be made by written agreement of both parties and must be attached to this contract, dated and signed by all parties.

(f) Record Keeping. The Contractor will keep records of all damage reported to the Contractor and provide these records upon request of the Road Commissioner.

### **19. Certifications.**

By signing below, the Contractor hereby certifies that to the best of the Contractor's knowledge and belief:

1. All of the statements, representations, covenants, and certifications required or set forth in the Contract are still complete and accurate as of the date of this contract.
2. The Contractor knows of no legal, contractual, or financial impediment that prevents Contractor from entering into this Contract.
3. The person signing below is legally authorized by the Contractor to sign and to legally bind the Contractor to the terms of the Contract.

The Contractor, for itself, its successors and assigns, hereby executes two duplicate originals of this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.



**CONTRACTOR**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legally Authorized  
Representative

\_\_\_\_\_  
Name and Title Printed

**TOWN OF READFIELD**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Select Board Chair

\_\_\_\_\_  
Select Board Vice-Chair

\_\_\_\_\_  
Select Board member

\_\_\_\_\_  
Select Board member

\_\_\_\_\_  
Select Board member

\_\_\_\_\_  
Witness to all signatures



### **APPENDIX A - MANDATORY EQUIPMENT**

How Many	
Make	
Year	
Size (Tons)	
Serial #	
Plow Type (V or blade)	
Plow Width & Height	
Plow Wing Length (if applicable)	
Sander Capacity	
Adjustable Spreader Feed Rate? (Y/N)	
Min / Max Feed Rates (if known)	
Application Tech. (ground sensors, etc.)	
Equipment Notes	

How Many	
Make	
Year	
Size (Tons)	
Serial #	
Plow Type (V or blade)	
Plow Width & Height	
Plow Wing Length (if applicable)	
Sander Capacity	
Adjustable Spreader Feed Rate? (Y/N)	
Min / Max Feed Rates (if known)	
Application Tech. (ground sensors, etc.)	
Equipment Notes	

How Many	
Make	
Year	
Size (Tons)	
Serial #	
Plow Type (V or blade)	
Plow Width & Height	
Plow Wing Length (if applicable)	
Sander Capacity	
Adjustable Spreader Feed Rate? (Y/N)	
Min / Max Feed Rates (if known)	
Application Tech. (ground sensors, etc.)	
Equipment Notes	

Please use additional sheets as necessary



### **APPENDIX B - ADDITIONAL EQUIPMENT**

How Many	
Make	
Year	
Size (Tons)	
Serial #	
Plow Type (V or blade)	
Plow Width & Height	
Plow Wing Length (if applicable)	
Sander Capacity	
Adjustable Spreader Feed Rate? (Y/N)	
Min / Max Feed Rates (if known)	
Application Tech. (ground sensors, etc.)	
Equipment Notes	

How Many	
Make	
Year	
Size (Tons)	
Serial #	
Plow Type (V or blade)	
Plow Width & Height	
Plow Wing Length (if applicable)	
Sander Capacity	
Adjustable Spreader Feed Rate? (Y/N)	
Min / Max Feed Rates (if known)	
Application Tech. (ground sensors, etc.)	
Equipment Notes	

How Many	
Make	
Year	
Size (Tons)	
Serial #	
Plow Type (V or blade)	
Plow Width & Height	
Plow Wing Length (if applicable)	
Sander Capacity	
Adjustable Spreader Feed Rate? (Y/N)	
Min / Max Feed Rates (if known)	
Application Tech. (ground sensors, etc.)	
Equipment Notes	

Please use additional sheets as necessary

**\*\*\* End Snow & Ice Control Contract \*\*\***



**APPENDIX C - SAMPLE COMPARATIVE MATRIX**

<b>Contractor</b>	<b>Cost</b>	<b>Corporate Experience</b>	<b>Personnel Experience</b>	<b>Equipment List</b>	<b>Previous Experience with Readfield</b>
A					
B					
C					
D					
E					



# **NEW BUSINESS**



**Town of Readfield**  
**Fiscal Year 2017 Paving Bid Tabulation**  
**July 1, 2016 at 3:04pm at the Readfield Town Office**

Readfield Board of Selectmen  
 July 11, 2016  
 Item # 17-010

Contractor Name	Bard Paving	Lane Construction	Pike Industries	T.W. Paving Inc.	Wellman Paving
Attended Mandatory Pre Bid	N	Y	Y	Y	Y
Responsive Bid	N	Y	Y	Y	Y
Overlay Tonnage Estimate	N/A	2260	2264	2263	2069
Overlay Cost Per Ton Installed	N/A	\$ 75.00	\$ 68.00	\$ 86.88	\$ 65.52
Estimated Total Overlay Cost	N/A	\$ 169,500.00	\$ 153,952.00	\$ 196,609.44	\$ 135,560.88
Shim Tonnage Estimate	N/A	441	441	441	370
Shim Cost Per Ton Installed	N/A	\$ 75.00	\$ 68.00	\$ 86.88	\$ 65.52
Estimated Total Shim Cost	N/A	\$ 33,075.00	\$ 29,988.00	\$ 38,314.08	\$ 24,242.40
Tack Gallon Estimate	N/A	1100	1005	1000	752
Tack Cost Per Gallon Installed	N/A	\$ 6.25	\$ 4.50	\$ 7.95	\$ 4.00
Estimated Total Tack Cost	N/A	\$ 6,875.00	\$ 4,522.50	\$ 7,950.00	\$ 3,008.00
TOTAL ESTIMATED COST	N/A	\$ 209,450.00	\$ 188,462.50	\$ 242,873.52	\$ 162,811.28

Apparent Low Bid



## PAVING PROPOSAL FORM

### PROPOSED PAVING PROJECTS FOR THE TOWN OF READFIELD

**Adell Road (from Rt. 17 to Rt. 17)**

**ESTIMATED TONNAGE**= 134 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,320' x 16'.

**Lakeview Drive (from Winthrop Rd. to End)**

**ESTIMATED TONNAGE**= 193 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,900' x 16'.

**Thundercastle Drive (from Old Kents Hill Rd. to Torsey Shores)**

**ESTIMATED TONNAGE**= 421 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 3,168' x 21'.

**Harmony Hills Road (from Rt. 17 to End)**

**ESTIMATED TONNAGE**= 221 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,743' x 20'.

**Memorial Drive (from Beaver Dam Rd. to Winthrop Town Line)**

**ESTIMATED TONNAGE**= 154 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,215' x 20'.

**Russell Street (from Sturtevant Hill Rd. to End)**

**ESTIMATED TONNAGE**= 258 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 1,848' x 22'.

**P Ridge Road (from Nickerson Hill Rd. to Rt. 17)**

**ESTIMATED TONNAGE**= 441 tons of full-width variable-depth SHIM and 882 tons of 1"± Compacted 9.5 mm WEAR SURFACE with tack coat, on approximately 6,336' x 22'.

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

### PAVING PROPOSAL

Name of Company: The Lane Construction Corporation

**9.5 mm Wearing Surface 1" Compacted**

HMA: (Estimated tons) X 2260 Cost per Ton = \$75.00 Total \$ 169,500.00

**9.5 mm Shim at variable depth Compacted**

HMA: (Estimated tons) X 441 Cost per Ton = \$75.00 Total \$ 33,075.00

**Tack Coat**

(Estimated gallons) X 1100 Cost Per Gallon Applied = \$6.25 Total \$ 6875.00

Signature: [Signature] Date: 6/29/16



## PAVING PROPOSAL FORM

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

### PAVING PROPOSAL

Name of Company: PIKE INDUSTRIES INC

**9.5 mm Wearing Surface 1" Compacted**

HMA: (Estimated tons) X 2264 Cost per Ton = \$68/ton Total \$ 153,952.00

**9.5 mm Shim at variable depth Compacted**

HMA: (Estimated tons) X 441 Cost per Ton = \$68/ton Total \$ 29,988.00

**Tack Coat**

(Estimated gallons) X 605 Cost Per Gallon Applied = Total \$ 4532.50

Signature: B C Date: 7/1/16

\$188,462.50



## PAVING PROPOSAL FORM

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

### PAVING PROPOSAL

Name of Company: T. W. PAVING, INC.

**9.5 mm Wearing Surface 1" Compacted**

HMA: (Estimated tons) X 2263 Cost per Ton = 86.88 Total \$ 196,609.44

**9.5 mm Shim at variable depth Compacted**

HMA: (Estimated tons) X 441 Cost per Ton = 86.88 Total \$ 38,314.08

**Tack Coat**

(Estimated gallons) X 1000 Cost Per Gallon Applied = 7.95 Total \$ 7950.00

Signature: Paul R. Stearns Date: 7-1-16



## PAVING PROPOSAL FORM

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

### PAVING PROPOSAL

Name of Company: Wellman Paving Inc

**9.5 mm Wearing Surface 1" Compacted**

HMA: (Estimated tons) X 65.52 Cost per Ton =  
2,069

Total \$ 135,560.88

**9.5 mm Shim at variable depth Compacted**

HMA: (Estimated tons) X 65.52 Cost per Ton =  
370

Total \$ 24,242.40

**Tack Coat**

(Estimated gallons) X 4.00 Cost Per Gallon Applied =  
752

Total \$ 3008.00

Signature: Elizabeth Presten Date: 7/1/16



## Town of Readfield:

(1) Adell Road:  $1320 \times 16 = 21,120 \text{ SF} = 2350 \text{ sy}$  4-drives

(A) 130<sup>TON</sup> @ 1" 9.5mm

(B) 47 gallons Tack

8th Street says  
1900x16

(2) LAKEVIEW Drive:  $1500 \times 16 = 24,000 \text{ SF} = 2670 \text{ sy}$  DEAD END

(A) 150<sup>T</sup> @ 1" 9.5mm

(B) 55 gallons Tack

(C) 8 drives

8th Street says  
3,168x21

(3) Thundercastle Drive:  $3405 \times 21 = 71,505 \text{ SF} = 7950 \text{ sy}$

(A) 440<sup>TON</sup> @ 1" 9.5mm

(B) 160 gallons Tack

(C) 7-Drives

(4) Harmony Hills Road:  $1743 \times 20 = 34,860 \text{ SF} = 3875 \text{ sy}$  - Dead End

(A) 221<sup>TON</sup> @ 1" 9.5mm

(B) 80 gallons Tack

(C) 8-drives + Turn around

(5) Memorial Drive:  $1215 \times 20 = 24,300 \text{ SF} = 2700 \text{ sy}$

(A) 154<sup>TON</sup> @ 1" 9.5mm

(B) 55 gallons Tack

(C) 4 drives

cul-de-sac

(6) Russell STREET:  $1848 \times 22 = 40,656 \text{ SF} = 4520 \text{ sy} + 100 \text{ sy} = 4620 \text{ sy}$

(A) 260<sup>TON</sup> @ 1" 9.5mm

(B) 93 gallons Tack

(C) 10 drives

(D) Cul-de-Sac

8th Street says  
6,336x22

(7) P-Ridge Road:  $5510 \times 22 = 121,220 \text{ SF} = 13,470 \text{ sy}$

SHIM. (A) 380<sup>TON</sup> @  $\frac{1}{2}$ " 9.5mm

Overlay (B) 754<sup>TON</sup> @ 1" 9.5mm

(C) 270 gallons Tack

(D) 18 drives

TOTALS

\* 760 gallons Tack \* Contractor, Sweeps - Butt Joints - Driveway Joints - Tack  
\* 2489 9.5mm \* Rubber Tire Roller - not on SHIM Piece

\* 1-Foot out All drives



**Readfield & Wayne Transfer Station  
Commercial Haulers Annual Permit Application 20**

Company Name: J & A Disposal  
Owner/Representative: Jeremy Richards Tel. # 491-5024  
Mailing Address: 659 East Jay Rd. Jay ME 0425  
Street Address, if different: \_\_\_\_\_

RECEIVED MAY 23 2016  
Readfield Board of Selectmen  
July 11, 2016  
Item # 17-011

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on 5/23/16 date, and collected by K. Parks.
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, 5/23/16.
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 5/23/16.
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on 5/23/16.

(TO BE FILLED OUT BY APPLICANT)  
Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	2005	Chevrolet	Silverado	3500 # 5A2368
1.2	2012	Ford	F350	# 753191
1.3				

2-A.) As of January 1, 2016 we will service # 89 year round customers, # 26 Summer customers, and # 0 commercial customers.



**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**

Names & estimated volume of waste from commercial customers:

	NAME	ESTIMATED VOLUME (cu/yds.) week
1		
2		
3		
4		

N/A

2-B.) As of July 1, 2016 we will service # 89 year round customers, # 26 Summer customers and # 0 commercial customers.

Names & estimated volume of waste from commercial customers:

Changes since January 1, 2015 Yes \_\_\_ No \_\_\_ (If yes use the section below)

	NAME	ESTIMATED VOLUME (cu/yds.) week
Additions:		

1		
2		
3		

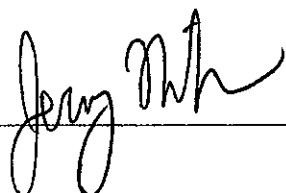
Subtractions:

1		
2		
3		

3.) A list of other municipalities where you are permitted to haul main stream waste:

1 Jay Transfer Station 2 Wilton Transfer station  
3 Waste Management landfill

Application was completed by:

 Date 5-19-16



**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**  
**RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial JR

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I **will provide written notification** to the Readfield Town Manager that this customer is not following the Ordinance.

Initial JR

3.) I pick up MSW on Monday 5 (day) and Recyclables on Mondays (day). Initial JR

4.) I pick up the following: ☒ Demo; ☒ Tires; ☒ Mattresses/Furniture; ☐ Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial JR

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): ☒ , and for ☒ MSW.

Initial JR

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

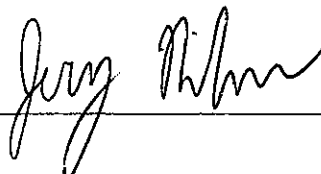
Initial JR

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial JR

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. **I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.**

Hauler's Signature: \_\_\_\_\_



Date: 5-19-16



**Readfield & Wayne Transfer Station  
Commercial Haulers Annual Permit Application 2016**

Company Name: Team Truck Rubbish Removal  
Owner/Representative: Team Truck Tel. # 622-9570  
Mailing Address: 814 Prescott Rd. Manchester, Me.  
Street Address, if different: \_\_\_\_\_

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2016. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on 7/1/16 date, and collected by K. Parks.
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, 7/1/16.
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 7/1/16.
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on In Process.

(TO BE FILLED OUT BY APPLICANT)

Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

MAKE	Model	YEAR	PLATE #
------	-------	------	---------

1.1 J.M.C. Torz TK3640 2006 776-256

1.2 \_\_\_\_\_

1.3 \_\_\_\_\_

2-A.) As of January 1, 2016 we will service # \_\_\_\_\_ year round customers, # \_\_\_\_\_ Summer customers, and # \_\_\_\_\_ commercial customers.



**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**

Names & estimated volume of waste from commercial customers:

NAME	ESTIMATED VOLUME (cu/yds.) week
1 <u>Town of Fayette</u>	<u>?</u>
2 <u>Fayette Baptist</u>	<u>?</u>
3 _____	_____
4 _____	_____

2-B.) As of July 1, 2016 we will service # 80 year round customers, # 10 Summer customers and # 2 commercial customers.

Names & estimated volume of waste from commercial customers:

Changes since January 1, 2015 Yes \_\_\_ No \_\_\_ (If yes use the section below)

NAME	ESTIMATED VOLUME (cu/yds.) week
Additions:	

1 _____	_____
2 _____	_____
3 _____	_____

Subtractions:

1 _____	_____
2 _____	_____
3 _____	_____

3.) A list of other municipalities where you are permitted to haul main stream waste:

1 <u>Manchester</u>	2 <u>Belgrade</u>
3 <u>West Vernon</u>	4 _____

Application was completed by: Sean Trach Date 7-1-016



**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**  
**RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial F.T.

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I **will provide written notification** to the Readfield Town Manager that this customer is not following the Ordinance.

Initial F.T.

3.) I pick up MSW on 1-3 Wednes (day) and Recyclables on 4 or 5 Wednes (day). Initial F.T.

4.) I pick up the following: ☐ Demo; ☐ Tires; ☐ Mattresses/Furniture; ☐ Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial F.T.

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): ☐, and for ☐ MSW.

Initial F.T.

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial F.T.

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial F.T.

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. **I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.**

Hauler's Signature: Aaron Trach Date: 7-1-016



**TOWN OF READFIELD****POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR STATE FEES**

**Purpose:** This policy allows designated Select Board members, acting on behalf of the full Select Board, to review, approve, and sign municipal Treasurer's disbursement warrants for payment of state fees only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any Treasurer's warrant, including warrants for payment of state fees.

**Delegation of authority:** Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to Treasurer's disbursement warrants for payment of state fees only to the current Select Board members. The Select Board members in office at the time of execution of this policy are: Bruce Bourgoine, Allen Curtis, Thomas Dunham, Valarie Pomerleau, and Christine Sammons

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants.

**Effective date:** This policy becomes effective on the date indicated below.

**Copies:** The Town Manager will furnish copies of this policy to the Town Clerk and to the Treasurer.

**Lapse:** This policy lapses one year after its effective date, if not sooner amended or cancelled.

**Renewal:** This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

**Reminder:** The Treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

**Original:** The Town Clerk will maintain the original of this policy on file.

**Dated:** \_\_\_\_\_, 2016

**SELECT BOARD:**

---

Bruce Bourgoine

---

Thomas Dunham

---

John Parent

---

Christine Sammons

---

Kathryn Mills Woodsum



## TOWN OF READFIELD

### POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEES WAGES AND BENEFITS

**Purpose:** This policy allows any two designated Select Board members, acting on behalf of the full Select Board, to review, approve, and sign municipal Treasurer's disbursement warrants for payment of employees' wages and benefits only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any Treasurer's warrant, including warrants for payment of employees' wages and benefits.

**Delegation of authority:** Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to Treasurer's disbursement warrants for payment of employees wages and benefits only to the current Select Board members. The Select Board members in office at the time of execution of this policy are: Bruce Bourgoine, Thomas Dunham, John Parent, Christine Sammons and Kathryn Mills Woodsum.

Any two of the Select Board members named above, acting alone, may review, approve, and sign such warrants.

**Effective date:** This policy becomes effective on the date indicated below.

**Copies:** The Town Manager will furnish copies of this policy to the Town Clerk and to the Treasurer.

**Lapse:** This policy lapses one year after its effective date, if not sooner amended or cancelled.

**Renewal:** This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

**Reminder:** The Treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

**Original:** The Town Clerk will maintain the original of this policy on file.

**Dated:** \_\_\_\_\_, 2016

#### SELECT BOARD:

\_\_\_\_\_  
Bruce Bourgoine

\_\_\_\_\_  
Thomas Dunham

\_\_\_\_\_  
John Parent

\_\_\_\_\_  
Christine Sammons

\_\_\_\_\_  
Kathryn Mills Woodsum



**TOWN OF READFIELD**  
**ORDER OF MUNICIPAL OFFICERS**  
**PURSUANT TO 36 M.R.S.A. §906**

We, the Municipal Officers of the Town of Readfield, upon request of the Tax Collector/Treasurer of said Town/City, hereby authorize and direct said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

**Municipal Officers**

Dated: \_\_\_\_\_, 2016

\_\_\_\_\_  
Bruce Bourgoine

\_\_\_\_\_  
Thomas Dunham

\_\_\_\_\_  
John Parent

\_\_\_\_\_  
Christine Sammons

\_\_\_\_\_  
Kathryn Mills Woodsum

**ACKNOWLEDGEMENT**

I, the Tax Collector and/or Treasurer of said Town of Readfield, hereby acknowledge making the aforesaid request and receipt of a copy of the above Order.

Tax Collector/Treasurer

\_\_\_\_\_  
Eric Dyer \_\_\_\_\_, 2016



**FYI**



# 2016

July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
31							29	30	31				

# 2017

September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

# 2017

November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

# 2017

# 2017

January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28				
29	30	31											

# 2017

March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

# 2017

May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

Legal State Holidays  
 Select Board Mtgs  
 Voting Days  
 Jacki In



# **FUTURE AGENDA ITEMS**



## **Appendix A**

### **Future Agenda Items - Proposed DRAFT**

#### **Upcoming Workshops:**

Appeal / hearing process workshop  
Select Board planning workshop / Retreat

#### **July 25<sup>th</sup>**

Code Enforcement Issues - 20 minutes  
Review of Town Office Hours - 10 minutes  
Readfield Enterprise Fund Committee reformation - 10 minutes

#### **Future Meetings:**

Revision to SWRC Interlocal Agreement  
Potential Parks / Town Property Committee  
Safety and access issues on Church Road  
EOP Review  
Record Retention Policy  
Consider the framework for a Technology Plan - 20 minutes  
Personal Property Taxes  
Heritage Days & Committee Structure  
Truck Bid



# FYI for Future Agenda

## **Budget Committee Openings**

1 for a two year term-2018

2 for a three year term-2019

### **Applications received by Date:**

04-19-2016 Allen J. Curtis

05-27-2016 Peter Davis-reappointment

06-01-2016 Andrews Tolman

06-06-2016 Dana Therrien-reappointment

06-15-2016 Martin Hanish

06-29-2016 Valarie Pomerleau

## **Cemetery Committee Openings**

1 member for a one year term-2017

### **Applications received by Date:**

05-25-2016 Karen Peterson-reappointment  
(previous member before being sexton)

## **Road Committee Openings**

1 member for a three year term-2019

### **Applications received by Date:**

06-10-2016 William Scott-reappointment

## **Conservation Commission Openings**

1 alt. member for a three year term-2019

1 member for a one year term-2017

2 members for a three year term-2019

### **Applications received by Date:**

06-17-2016 Martin Hanish-reappointment

06-09-2016 Bruce Hunter-reappointment