

**Readfield Select Board  
Meeting Agenda  
September 18, 2017, Readfield Town Office**

Select Board Meeting starts: 6:30 PM  
Meeting ends (unless extended): 9:00 PM

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

- 18-027 - Minutes: Select Board meeting minutes of August 21, 2017 and September 11, 2017.
- 18-028 - Warrants: #9-12.

**Appointments, Reappointments, and Resignations - 15 minutes**

- 18-029 - Consider the appointment of Tom Dunham to the Budget Committee
- 18-030 - Consider the appointment of Allen Curtis to the Budget Committee
- 18-031 - Consider the appointment of Ellen Schneider to the Budget Committee
- 18-032 - Consider the appointment of Tom Dunham to the Road Committee
- 18-033 - Consider the reappointment of William Buck to the Maranacook Lake Dam Committee
- 18-034 - Consider the reappointment of Valarie Pomerleau to the Heritage Days Committee
- 18-035 - Consider the appointment of Hannah Flannery to the Heritage Days Committee

**Communications - 35 minutes**

- Select Board communications. - 10 minutes
- Town Staff reports - 10 minutes
- Boards, Committees, Commissions & Departments - 5 minutes
  - Cemetery Committee minutes of May 17, 2017 and June 28, 2017
  - Rec Board Minutes of June 19, 2017 and July 12, 2017
  - Trails Committee minutes of July 25, 2017
- Public Communication - Members of the public may address the Select Board. - 10 minutes

**Old Business - 10 minutes**

- 18-022 - Select Board goals and Retreat report - 10 minutes

**New Business - 75 minutes**

- 18-036 - Signing a Proclamation for Constitution Week (may be taken out of order) - 5 minutes
- 18-037 - Review bids for Fiscal Year 2018 Road Work and consider selecting a proposal - 15 minutes
- 18-038 - Consider participation in the Fedcap Work Experience Program - 10 minutes
- 18-039 - **Hold a Public Hearing** and consider adoption of Appendices A through D of the General Assistance Ordinance - 10 minutes
- 18-040 - Conduct a first reading of a Record Retention and Destruction Policy - 10 minutes
- 18-041 - Conduct a first reading of a Readfield Messenger Policy - 10 minutes
- 18-042 - Discuss the Annual Chairs Meeting and Volunteer Open House - 10 minutes
- 18-043 - Consider a meeting with our County Commissioners, County Sheriff, and State Delegation - 5 minutes

**Future Agenda Items - 5 minutes**

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – August 21, 2017 – Unapproved**

**Select Board Members Present:** Bruce Bourgoine, John Parent, Dennis Price, Christine Sammons, and Kathryn Woodsum

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Grace Keene, Sandra Rourke

**Regular Meeting**

Mr. Bourgoine called the meeting to order at 6:30 pm followed by The Pledge of Allegiance.

- **18-014 – Minutes: Select Board meeting minutes of July 24, 2017**
  - **Motion** made by Mrs. Sammons to approve the Select Board meeting minutes of July 24, 2017 as presented, **Second** by Mr. Price. **Vote** 4-0 in favor, Mrs. Woodsum was not in attendance yet.
- **17-015 – Warrants #5-8**
  - Mr. Bourgoine reviewed Warrants #5 & #6. Mrs. Woodsum reviewed Warrants #7 & #8.
  - **Motion** made by Mr. Bourgoine to approve Warrants #5&6 in the amount of \$496,281.04, **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.
  - **Motion** made by Mrs. Woodsum to approve Warrants #7&8 in the amount of \$71,718.80, **Second** by Mr. Parent. **Vote** 5-0 in favor.

**Appointments, Reappointments and Resignations**

- **18-016 – Appoint Mike LaBerge to the Road Committee**
  - **Motion** made by Mrs. Sammons to appoint Michael LaBerge to the Road Committee for a term starting 2017 and ending 2020. **Second** by Mr. Parent. **Vote** 4-0 in favor, Mrs. Woodsum was not in attendance yet.
- **18-017 – Appointment Tom Dunham to the Road Committee**
  - **Motion** made by Mr. Bourgoine to table until the next meeting. **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **18-018 – Appoint Tom Dunham to the Solid Waste and Recycling Committee**
  - **Motion** made by Mrs. Woodsum to appoint Tom Dunham to the Solid Waste and Recycling Committee for a term starting tonight and ending June 30, 2020. **Second** by Mr. Bourgoine. **Discussion:** Tom has been on the committee for 3 years. **Vote** 5-0 in favor.
- **18-019 – Appoint Tom Dunham to the Budget Committee**
  - **Motion** made by Mr. Bourgoine to table until the next meeting. **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **18-020 – Appoint Martin Hanish to serve on the KVCOG General Assembly**
  - **Motion** made by Mr. Bourgoine to reappoint Martin Hanish to serve on the KVCOG General Assembly for one year, **Second** by Mr. Parent. **Vote** 5-0 in favor.

**Readfield Select Board**  
**Regular Meeting Minutes – August 21, 2017 – *Unapproved***

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- **18-021 – Appoint a member of the Select Board to serve on the KVCOG General Assembly**
  - **Motion** made by Mr. Parent to appoint Mr. Bourgoine to represent the Board on the KVCOG General Assembly, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

**Communications**

- **Select Board Communications**
  - Mrs. Woodsum would like to thank several people for the Select Board retreat, Grace Keene for being a member of the public, Bruce Bourgoine for a great job as facilitator, Robin and a few other folks for the set up and Judy Parent for a delicious lunch.
  - Mr. Parent said thank you as well for a great Select Board retreat.
  - Mr. Bourgoine thanked everyone who participated in Heritage Days along with the public and the Heritage Days Committee.
  - Mrs. Sammons thanked the Town of Readfield and mentioned that the Friends of the Library made over \$500 during Heritage Days.
  - Mrs. Sammons is looking into a fall walk as a family orientated event. Anyone with input please contact her.
- **Town Staff Reports**
  - Mr. Dyer went over the Town Staff Reports: Gary Quintal, CEO report dated July 31, 2017; Town Manager report dated August 21, 2017; Treasurer's Report for July 2017.
  - Discussion regarding the entrance to the Fairgrounds. The Town Manager will get together with the Parks Commission on Mrs. Woodsums idea to beautify the entrance to the ball field.
- **Boards, Committees, Commissions & Departments**
  - Trails Committee minutes of May 23, 2017  
*Thank you for submitting your minutes*
- **Public Communications - Members of the public may address the Select Board on any topic**
  - None

**Old Business:**

- **17-158 – Authorize the signature of a revised quitclaim deed for tax acquired property**
  - Mr. Dyer went over the information presented in the packet on a quitclaim deed.
  - **Motion** made by Mrs. Woodsum to have Eric Dyer, the Town Manager sign the Corrective and Confirmatory Municipal Quitclaim Deed as presented in packet, **Second** by Mr. Price. **Vote** 5-0 in favor.

**New Business:**

- At 6:00 pm tonight the Board of Assessors met. John Parent was elected Chair and Dennis Price was elected as Secretary. The Mil Rate for FY 2017/2018 was set at 19.26.

**Readfield Select Board**  
**Regular Meeting Minutes – August 21, 2017 – *Unapproved***

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- **18-022 – Report from and discussion of the August 18, 2017 Select Board retreat**
  - Mr. Bourgoine is in the process of completing a report that will be available to the public once completed. The Select Board came up with 9 goals and will be written in detail in the report.
  - The Cemetery Committee would like the Select Board to have a tour of the town's cemeteries. Proposed date is Saturday, October 28 at 9:00 AM and meeting at the Town Office.
- **18-023 – Invitation to the Rosmarin and Saunders Family Forest Property Dedication**
  - Sunday, September 17, 2017 from 1:30-2:30 pm. Notice will be on the website, messenger and calendar.
  - Eric Dyer to find out where the location of the event will be.
- **18-024 – Signing of an Order of the Municipal Officers regarding the application of tax payments**
  - **Motion** made by Mrs. Woodsum that we approve the Order of Municipal Officers Pursuant to 36 M.R.S.A. 906, **Second** by Mr. Parent. **Discussion:** Slightly different that from the past regarding any outstanding balance on taxes. **Vote** 5-0 in favor.
- **18-025 – Review of current and proposed Ordinances and Policies**
  - Review of the current list of town ordinances and policies presented in the Select Board packet.
  - Mrs. Woodsum would be happy to continue to work on the ordinances that she was working on last year.
  - Ordinances to improve and consolidate or write: Fire Department, Parking, Traffic, Streets, Sidewalks and Public Places, Dog Control, Local Food Ordinance, Property Tax Relief and Special Amusement.
  - Town Manager to send Mrs. Woodsum and Mrs. Sammons information on the grant application for the Church Road Sidewalk. Together they will write a small piece about the Church Road Sidewalk.
  - Select Board to revise the Roles & Responsibilities of the Select Board Policy.
  - Staff to formalize the informal guidelines of the Readfield Messenger Policy and write the new Record Retention Policy.
- **18-026 – Setting of the September Select Board meeting agenda**
  - Next regular Select Board meeting is scheduled for September 18, 2017. Hold an Executive Session for a Poverty Abatement meeting on September 11, 2017.
  - Suggested to have one business meeting and one workshop meeting a month.
  - Suggested to consolidate Budget Meetings to cut down on the number of meetings that are held.

**Future Agenda Items:**

- Heritage Days: Special Banner created with no dates and see about it being a yearly venue.
- Mr. Price suggested having a local student or community member come in and lead the Pledge of Allegiance. He will work on a program and bring back to the Select Board.
- Remove ball field mowing as this has been handled by the Town Manager.
- Plastic Bag Recycling: The Transfer Station is now recycling these bags again.

**Motion** made by Mrs. Woodsum to adjourn the meeting at 8:08 pm, **Second** by Mr. Parent. **Vote** 5-0 in favor.

***Minutes submitted by Kristin Parks, Board Secretary***

**Readfield Select Board**  
**Special Meeting Minutes – September 11, 2017 – *Unapproved***

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Meeting was called to order with the Pledge of Allegiance at 5:32 PM

**Motion** was made by Bruce to go into executive session to discuss confidential records, specifically poverty abatement applications, pursuant to 1 MRSA, Section 405, subsection 6(F). He said we would be taking a vote at the end of executive session. Invited the Town Manager and the resident who had submitted the application. **Seconded** by Dennis. **Passed** 3-0 in favor. John and Kathryn hadn't arrived yet.

Came out of Executive Session at 6:33 PM

**Motion** was made by Kathryn to deny a poverty request for \$1942.25. **Seconded** by John. **Passed** 5-0 in favor.

**Motion** was made by Kathryn to approve poverty abatement for \$999.86. **Seconded** by John. **Passed** 5-0 in favor.

**Motion** made by Kathryn to adjourn at 6:43 PM. **Seconded** by Dennis. **Passed** 5-0 in favor.

*Minutes recorded by Christine Sammons and drafted by Kristin Parks.*

DRAFT

**September 18, 2017 Warrant Summary**

<b>Warrant #:</b>	<b>Journal #:</b>	<b>Warrant Type:</b>	<b>SB Review:</b>	<b>Signatures Required:</b>	<b>Approval:</b>
9		Regular Warrant	K. Woodsum	Three	Signed (off-meeting)
	9A	State Fees	K. Woodsum	One	Signed (off-meeting)
	9B	State Fees	K. Woodsum	One	Signed (off-meeting)
10		Payroll	K. Woodsum	One	Signed (off-meeting)
11		Regular Warrant	K. Woodsum	Three	
	11A	State Fees	J. Parent	One	Signed (off-meeting)
	11B	State Fees	K. Woodsum	One	Signed (off-meeting)
12		Payroll	K. Woodsum	One	

# Treasurer's Warrant

Warrant #9, 9A, B & 10

\$388,187.69

Date: 9/07/2017

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee EMPLOYEES	Account Payroll	Amount \$16,569.73	Check #'s 64913-64930 164933-164943
VARIOUS VENDORS	Accounts Payable	\$371,617.96	64891-64912
	Total	\$388,187.69	



Bruce Bourgoine, Chair



Christine Sammons, Vice Chair



John Parent



Dennis Price



Kathryn Woodsum



**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee	
P	999	467.01	09/07/17	9	00031 Central Maine Power Co	Transfer 470.11660127
P	64891	1,961.86	08/24/17	9	00086 SECRETARY OF STATE (MOTOR VEH)	
P	64892	3,378.70	08/31/17	9	00086 SECRETARY OF STATE (MOTOR VEH)	
R	64893	255.00	09/07/17	9	00643 A.A.A. PORTABLE TOILETS	
R	64894	1,021.96	09/07/17	9	00431 A-COPI Imaging Systems	
R 64931	64895	80.99 89.99	09/07/17	9	00022 Audette's Hardware	
R	64896	146.00	09/07/17	9	00609 FSP Promotions LLC	
R	64897	10.70	09/07/17	9	00489 Glen Hawes	
R	64898	12,426.12	09/07/17	9	00123 Harris Computers, Inc	
R	64899	19.00	09/07/17	9	00083 Kennebec Cnty Registry Of Deeds	
R	64900	232.00	09/07/17	9	00555 MAINE TOWN&CITY MNGMNT ASSN	
R	64901	85.08	09/07/17	9	00111 MaineToday Media	
R	64902	153.90	09/07/17	9	00858 PETTY CASH	
R	64903	293,966.33	09/07/17	9	00069 Regional School Unit#38	
R	64904	25.00	09/07/17	9	00010 Robin L Lint	
R	64905	374.96	09/07/17	9	00462 STAPLES CREDIT PLAN	
R	64906	161.41	09/07/17	9	00313 Toshiba Financial Services	
R	64907	63.00	09/07/17	9	00100 TREAS., STATE OF MAINE (DOGS)	
R	64908	1,851.13	09/07/17	9	00098 TREAS., STATE OF MAINE (IFW)	
R	64909	54,579.20	09/07/17	9	00664 US BANK CORPORATE TRUST BOSTON	
R	64910	61.97	09/07/17	9	00765 W.B. Mason Co., Inc	
R 64932	64911	155.57 158.74	09/07/17	9	00273 WINTHROP AUTO SUPPLY	
R	64912	128.90	09/07/17	9	00836 WORLD OF FLAGS, USA	
<b>Total</b>		<b>371,617.96</b>				

**Count**

Checks	23
Voids	0

# Treasurer's Warrant

**Warrant # 9A**

**\$1,961.86**

**Date: 08/25/2017**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

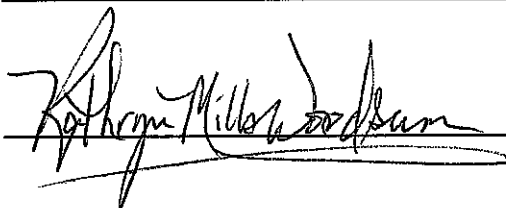
Payee	Account	Amount	Check numbers
Treas., State of Maine	Accounts Payable	\$1,961.86	64891
	Total	\$ 1,961.86	

\_\_\_\_\_  
Bruce Bourgoine, Chair

\_\_\_\_\_  
Christine Sammons, Vice Chair

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

\_\_\_\_\_  
Dennis Price

  
Kathryn Woodsum

# Treasurer's Warrant

**Warrant # 9B**

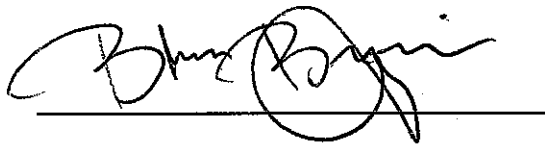
**\$3,378.70**

**Date: 08/31/2017**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check numbers
Treas., State of Maine	Accounts Payable	\$3,378.70	64892
	Total	\$ 3,378.70	




Bruce Bourgoine, Chair



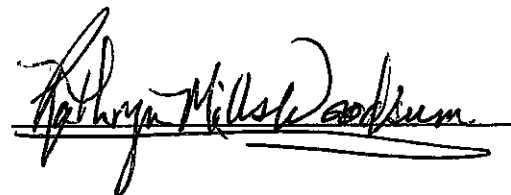
Christine Sammons, Vice Chair



John Parent



Dennis Price



Kathryn Woodsum

# Treasurer's Warrant

11A  
Warrant # ~~10A~~

\$2,719.43

Date: 09/08/2017

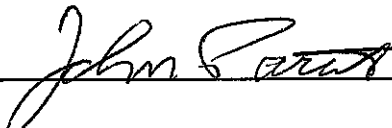
To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check numbers
Treas., State of Maine	Accounts Payable	\$2,719.43	64933
	Total	\$ 2,719.43	

\_\_\_\_\_  
Bruce Bourgoine, Chair

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Christine Sammons, Vice Chair

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

\_\_\_\_\_  
Dennis Price

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

# Treasurer's Warrant

**Warrant # 11B**

**\$2,352.37**

**Date: 09/14/2017**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check numbers
Treas., State of Maine	Accounts Payable	\$2,352.37	64934
	Total	\$ 2,352.37	

\_\_\_\_\_  
Bruce Bourgoine, Chair

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Christine Sammons, Vice Chair

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

\_\_\_\_\_  
Dennis Price

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

# **COMMUNICATIONS**

- **SELECT BOARD**
- **STAFF REPORTS**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

**Cemetery Committee Meeting Minutes**  
**May 17, 2017**

**Present:** Grace Keene, Marianne Perry, Brenda Lake, Andy Tolman, Deb Doten, Pam Osborn, Sandra Rourke, Karen Peterson

**Absent:** John Moran

**Staff Present:** Eric Dyer, Anna Carll

**Minutes of 4/19/2017:** Only comments were that Grace Keene's and Anna Carll's names were misspelled.

Motion made and approved to accept the Minutes as Corrected.

**Readfield Corner Cemetery Memorial Garden Sub-Committee Report:** More soil, mulch and landscaping materials are needed before planting can begin. The importance of nutritious soil was emphasized. The sub-committee went to Lowe's and got some basic prices. Plants considered so far include low-growing evergreens, such as junipers, plus perennial grasses and various other perennials. The overall presentation would be circular in pattern. Perhaps concrete edging could be added to set the garden off from the rest of the property.

**East Readfield Berms:** It was mentioned they need weeding and mulch. Possible vendors for mulch were discussed.

**Cemetery Mowing:** Two members brought forward concerns about the length of grass at all cemeteries. This is of particular concern as Memorial Day is fast approaching and there is a burial scheduled this coming weekend at East Readfield. Town staff stated that the rainy, muddy spring made it difficult to access the cemeteries for mowing and road repair. Additionally, other Town activities that needed to be finished have been prioritized. It was stated that Memorial Day weekend is the one weekend a year that all cemeteries have high visitation from patrons that care for their families' plots. It is an expectation that mowing is completed prior to Memorial Day weekend which traditionally begins on that Friday.

**Memorial Day Preparations:** Flags have been purchased and they will be *placed by* May 26, 2017. Grace Keene will take care of planting the various Trust Fund flowers.

**Governor Hunton Trust Fund:** This Trust Fund has been transferred from the State of Maine to the Town of Readfield. The fund has almost \$4,000 and its intent is for perpetual care of that Lot only.

**Dudley Plains Cemetery Fence:** The fence has sustained significant damage over the past few years from snowplowing, tree limbs falling on it, etc. The first set of graves is within the Town's right of way so it's important that the Plow Contractors are made aware of that. The Town Manager asked the Committee to let him know where "whips" would need to be placed to alert plow drivers. Motion made and approved to remove the fence and discuss other options.

**MOCA Stone Cleaning/Repair Workshop:** The Sexton reported that she submitted to and has received a grant from the Maine Old Cemetery Association (MOCA) for a Leaning and Cleaning Workshop to be held in the Readfield Corner Cemetery. The class will be on June 17, 2017 from 9:00 AM until 3:30 PM. Cost is \$20, some of which will pay for materials. Up to 20 people can attend.

**Cemetery Rules Revision:** Copies of the October 19, 2015 Rules were distributed. There was discussion on whether to change certain sections to an Ordinance instead of an Article. Either way requires Town Meeting approval to ratify. Rules can be written as policy which means that the Committee can develop Rules requiring a Select Board vote to change. The change from cemetery rules to an ordinance from an article would be consistent with all other advisory committees. Andy Tolman will research language that ties Ordinances to Rules.

Next Meeting will be on June 28, 2017 at 1 pm. The focus will be on Rules and Ordinances. Please bring the current Rules to the meeting.

Meeting Adjourned at 2:45 PM.



***Cemetery Committee Meeting Minutes***  
***June 28, 2017***

**Present:** Grace Keene, Marianne Perry, Brenda Lake, Andy Tolman, Deb Doten, Pam Osborn, John Moran, Karen Peterson

**Absent:** Sandra Rouke

**Staff Present:** Anna Carll

There was a review of the May 17<sup>th</sup> Meeting Minutes. Changes will be made and forwarded to the committee. The minutes will be approved at the August Meeting.

The berms have been weeded at the East Readfield Cemetery. Thank you to all who helped.

A considerable amount of time was given to the draft Cemetery Rules and a draft ordinance developed by Andy Tolman. Recommended changes will be incorporated and sent to Committee members for review at the August Meeting. Thanks to Andy! This work is off to a great start.

**Sexton Report:**

The Stone Leaning and Cleaning Workshop done in collaboration with the Maine Old Cemetery Association had 14 people in attendance. Twenty stones at the Readfield Corner Cemetery were cleaned and/or leveled.

There is exciting news from Larry Perkins. The United Methodist Church Council has dedicated \$5000 to the East Readfield Cemetery from the Fifield Trust. The money will be used to fix 34 stones, trim three trees and create a planting in the edge of Route 17. Many thanks for this generous donation!

**Next Meeting:** August 16, 2017 at 9:00 a.m in the Town Office

Rec Meeting 6/19/17

At meeting- Tom Donegan, Hannah Flannery, Sean Keegan(guest), Mandy Poulin, Dana Poulin (guest)

Discussion on Summer Fun Day- Decided against holding a summer fun day, as everyone is too busy.

There will be Heritage Days August 11&12th with open beach the whole weekend. Rec is helping sponsoring games and pick up ball game on Saturday. Need fun stuff to use-Carrie Knight had suggested things to Heritage Days committee, face painting and balloon toss.

Field Dedication Ceremony-date? planning questions have been asked from Town Office

Decided against having a ball game at dedication ceremony

Keene's only here a few weekends. Eric, town manager will figure date out and get sign.

(update: have received an invite to Volunteer Appreciation and field dedication on July 22nd)

Baseball/ Softball update

Minor softball (Readfield and Wayne combined) has no porta potty at Wayne field, parents complained. Games were moved. Check about softball field by High school for next year. Softball commissioner next year?

Make sure we get registration money if we put up the cost for the teams. Softball is financially all set. Funds available for softball to do a tournament if they want to do. (about \$100 set aside each year)

Baseball Shed:

Who's building the shed? Dave Linton has wood all ready to go. Shed built big enough for gear and other REC supplies

Need shed blueprint, Mark's brother works at Hammond? or get print/shed plan off the internet

Can we use the baseball field outfield for soccer, littlest kids group (1st graders). Goal are the pop up Pugg goals so no big weight on the field. Just would measure and paint lines to have for the duration of the season.

Discuss with Conservation committee (Tom is okay with this) if we have soccer we would need to commit to mowing field all year. Mandi Linton mows right now for baseball season. Mark sometimes?

Tom's suggestion is to move soccer away from Maranacook to save money because all towns are supposed to help with Porta Potty cost there. Readfield ends up paying whole amount each time. (addendum-bill from last year has been shared with all towns-Wayne Manchester and Mt Vernon to help with cost 8/17HF)

Baseball Batting Cage? Tom will talk to CE officer to see what we need to do. Third base side is best option as to where to put on field to not have to move it later on if more fields are developed there.

looking forward-Shirts for basketball need new logo. Talk with Aaron about what it can say and if it is necessary to change it completely. Need 4-5-6 basketball commissioner as we can check with Aaron McClure but believe he is wanting out of the duty.

Hannah as chair has to approve shirt orders. Need to find new company and then good accounting to have signed invoices and name who picks up. Design for soccer and basketball-have "Maranacook Area League" for them still?

Look at gym scheduling in the fall for Kents Hill Basketball

paid \$808 for gym rental at Kent's Hill @ \$55/hour

Look at other towns to help with basketball-Manchester? Had all sign ups in Readfield last year as it had been split before.

Next meeting July 12th 6 pm @beach

Beach minimum wage went up, need to make more money with Beach passes. 200 sold would be great, usually sell about 160. Thought is to have advertising for beach passes and renting of the space for parties. Community advertiser and also a sign @ Manchester Town Office. Beach Rental cost? Hannah will try to work with Tom possibly getting an ad out there.

## Notes from REC committee meeting on July 12, 2017

### Attendees:

Hannah Flannery, Carrie Knight, Amanda and Mark Hreben, Mandy Poulin, Adam Woodford, Jeremy Greenman and Tom Donegan.

Approved the meeting minutes from the June meeting. Carrie will forward to the town office.

One correction was made; Mark Hreben is not in possession of the batting cage net and we will look for it at the Middle School.

The ball field dedication ceremony is scheduled for July 22<sup>nd</sup>. Adam Woodford and Tom Donegan will plan to be there. If others are available they will attend as well.

The proposed ball field shed was discussed. Dave Linton has donated the materials. We need to schedule a date, in late august for the materials to be delivered and a work day.

Decision was made to reseed the ball field, especially if used during the upcoming soccer season.

Heritage Days – We will facilitate a grown up vs. kid softball game from 10-12 at the ball field, and provide necessary equipment. Carrie will also do a sign up genius for Heritage Days volunteers. We will offer face painting and water balloons and help supervise the bounce house.

Soccer – Hannah is setting up meetings to get a jump on the season. We discussed using DR Designs again...Jeremy may have another contact a well for uniforms/t shirts.

Beach – currently in the red, not making enough money. Many fewer passes were sold this year. Discussed advertising the beach in the local readers and promoting it as a party venue.

Cal Ripken issues were discussed again...may be best to cut our losses and just move forward.

Tom will call AAA portable toilets to have them removed from the ball field and RES.

Carrie will contact Cherie Wurth about sand delivery for RES softball field.



## Readfield Trails Committee Minutes

July 25, 2017

Present: Nancy Buker, Ken Clark, Greg Durgin, Jeanne Harris, Bob Harris, Rob Peale, Holly Rahmlow, Becky Walsh, Town Manager Eric Dyer

Visitors: Gary and Ann Keilty, Romaine Turyn

The meeting was called to order at 6:34 p.m.

Greg started the meeting with Town Manager Eric Dyer, who said the neighbors adjacent to the Union Meeting House have concerns about the proximity of the trail to their home. They are upset because their dogs bark when people go by and wake the wife who works nights.

They seem to be unwilling to consider any alternative other than moving the trail, eliminating the trail or putting up a fence, none of which they want to pay for.

Eric said he told them he would talk to us and the Union Meeting House Committee, which is unwilling to pay for any of the fixes.

The discussion seemed to conclude that about the only thing we might do is to limit the hours, but that was not popular with everyone. Eric is going to offer them a chance to attend our meeting to further discuss the issue, but until then no further action will be taken.

Nancy moved that the minutes be approved with the addition of the corrected amount \$1,029.98. Ken seconded. All approved.

Jeanne reported that the balance in the bank is \$2,709.14. Greg moved that we accept the treasurer's report. Bob seconded. All approved.

Rob moved that we nominate Greg as chair; Bob seconded. Nancy moved we close nominations. All approved.

Ken was nominated for vice chair. All approved.

Holly was nominated for secretary. All approved.

Jeanne was nominated as treasurer. All approved.

Ken noted that the sign by the library is down. He said he propped it up on a rock. It was decided that we should order a sign. Greg said he would ask Gary about ordering signs.

Rob discussed his presentation to the Selectboard about building the Esker Trail. The board gave a green light to the current planned location of the trail, assuming signed trail access agreements are obtained.

The trail will start from the bus garage and head up the access road to the woods. Rob has looked at alternatives for using the access road, but there really isn't a viable one, due to wetlands and such.

Rob has talked with many of the people and gotten verbal agreements, but he still hasn't talked to one potential abutter who is concerned about people disturbing the wildlife.

There was some discussion about proceeding with written agreements. Rob is going to be gone much of August and September, so he and Ken will get done what they can before he leaves. The trail will also cross Transfer Station land.

Greg discussed Trails' presence at Heritage Days. Trails will have a table with brochures.

There will also be a bicycle ride on the trails with three prizes (gift certificates for Tubby's). It is a Poker ride, not a race.

Romaine said that there will also be an art walk on the community trail by the library.

Greg said projects for KHS and MCS students need to be planned, as the day is usually the third week of school. He noted that we probably won't have the Esker Trail approved in time for that work day.

Rob asked about presenting maps of the trails and information to the two local lake associations. Holly mentioned that she does the newsletter for the Torsey Pond Association and that although the 2017 meeting is over that she could mention that option to the TPA board for next year. It was agreed to put it on the agenda for next spring.

Gary and Ann were honored for their efforts on Trails, with several members mentioning how influential Ann and Gary were in getting them on Trails and how fun it was to work on them. Romaine, who is also leaving Trails, was honored as well.

Meeting adjourned at 8:15.

Minutes prepared and submitted by Holly Rahmlow

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



## TOWN OF READFIELD

### APPOINTMENT APPLICATION

OFFICE USE	
RECEIVED	DATE RECEIVED
AUG 02 2017	
By _____	

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

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

#### Which Board, Committee or Commission

are you applying for?

Budget Committee

Term:

2020

Do you have previous experience on this board or committee?

☐

Yes

☒

No

Name: THOMAS A. DANHAM

Phone (H): 685-4524

Street address: 1710 MAIN ST.

Phone (C): 485-2033

Mailing address: PO Box 252 Kents Hill, ME 04349

E-Mail: readfieldrovers@myfairpoint.net

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

3 yrs select board & current budget  
knowledge.

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

want to stay involved in town

If you are currently employed, what is your position?

self-employed

## APPLICATION FOR APPOINTMENT FOR:

Name: Tom Dunham

Position: Budget committee

Term: 2020

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

### Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Tom Dunham

Date: 8/2/2017

## CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment



Yes



No

Was this position advertised?



Yes



No

If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required.



Yes



No

Confirmed meeting date: \_\_\_\_\_, 20\_\_\_\_

## SELECT BOARD APPROVAL

To Thomas Dunham of Readfield, in the County of Kennebec and State of Maine: There being a position on the Budget Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

         thru 6-30-2020. Given under our hand this          day of          20    .

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

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

\_\_\_\_\_  
Dennis Price

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

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

## CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?



Yes



No

If yes, what date:

Is an Oath appropriate:



Yes

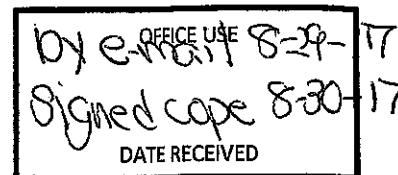


No

If yes, what date

## TOWN OF READFIELD

### APPOINTMENT APPLICATION



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#### Which Board, Committee or Commission

are you applying for?

BUDGET COMMITTEE

Term:

3 YEARS

Do you have previous experience on this board or committee? ☒ Yes ☐ No

Name: Allen J. Curtis

Phone (H): 207-685-3257

Street address: 7 Thunder Castle Road

Phone (C): 207-649-3211

Mailing address: PO BOX 398 7 THUNDER CASTLE ROAD, READFIELD MAINE 04355

E-Mail: allencurtis60@gmail.com

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

Masters Degree in Business Administration. Own and operate an LLC with revenue of over 100K my business has been in place for 13 years, I have managed all operations including budgeting for those years.

I am the CEO of E-Rate New England a S Corporation I have 3 years experience as a Select Board member here in Readfield. We bring several Million in revenue to the 43 School Districts I manage.

My experience is in Technology and Networking. I had to maintain all accounting and budgeting processes for the corporation, my success is indicated thorough our longevity.

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

After spending 3 years on the Board OF Selectpersons, I have an strong understanding the current budgeting process.

I believe my Educational, Corporation and Town Management experience can benefit the town in its Financial Management.

I am requesting an interview by the Select Board prior to the appointment decision. I wish to offer my services to the town as a resident of this town I believe in volunteering to support the town in the decisions the town makes.

#### If you are currently employed, what is your position?

I have retired from MSAD#49 as Directory of Technology 8 Years ago. I was a member of the Administration Team, which managed the District. I reported to the Superintendent of schools. I managed the people in the Technology Department and the technology infrastructure for 7 buildings. After retirement I started a Company that supports School Districts, I started with 1 District and now support 43 districts. I incorporated 7 years ago. I manage all operations of the S Corporation. So Even though I am retired I am working to keep my Corporation strong and growing.

**Name:** Allen J Curtis **Position:** Budget Committee **Term:** 3 Years

**Check one!**



Name: Allen Curtis

**Date:** 08/28/2017

**This is a Consecutive Re-Appointment** ☐ Yes ☐ No

Was this position advertised? ☐ Yes ☐ No If no, please explain: \_\_\_\_\_

**Confirmation from Applicant of attendance at Select Board Meeting if required.** ☐ Yes ☐ No

**Confirmed meeting date:** \_\_\_\_\_, 20\_\_

To [REDACTED] of Readfield, in the County of Kennebec and State of Maine: There being a position on the [REDACTED] we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

                     thru                     . Given under our hand this        day of            20   .

## Kathryn Mills Woodsum

Chair has been notified of appointment?	Yes	No
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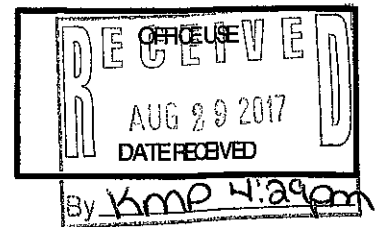
**If yes, what date:**

**Is an Oath appropriate:** ☐ Yes ☐ No

**If yes, what date**

# TOWN OF READFIELD

## APPOINTMENT APPLICATION



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Which Board, Committee or Commission

are you applying for?

Budget Committee

Term:

2020

Do you have previous experience on this board or committee?

☐

Yes

☒

No

Name: Ellen Jane Schneider

Phone (H): 207/685-448

Street address: 122 P Ridge Road

Phone (C): 507/949-5967

Mailing address: Same

E-Mail: ellenjane.schneider1@gmail.com

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

Please see attached

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

Please see attached

If you are currently employed, what is your position?

Deputy Director, National Academy for State Health Policy

## APPLICATION FOR APPOINTMENT FOR

Name: Ellen Jane SchnitzerPosition: Budget CommitteeTerm: 2020

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one:



I approve the use of my e-mail and phone number on the Town's public file and publication



I DO NOT approve the use of my e-mail and phone number in any of the Town's public file or publication

Name: Ellen Jane SchnitzerDate: 08.28.2017

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment

☐ Yes☒ No

Was this position advertised?

Yes ☐ No

If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required.

☐ Yes☐ No

Confirmed meeting date: \_\_\_\_\_, 20\_\_\_\_

### SELECT BOARD APPROVAL

To Ellen Jane Schnitzer of Readfield, in the County of Kennebec and State of Maine: There being a position on the Budget Com. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

                     thru 6-30-2020. Given under our hand this            day of            20\_\_\_\_.

Bruce BourgoineJohn ParentDennis PriceChristine SammonsKathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

☐ Yes☐ NoIf yes, what date:                     

Is an Oath appropriate:

☐ Yes☐ NoIf yes, what date:

## **ELLEN JANE SCHNEITER**

### ***Background/Experience***

While my academic background is in the area of health care financing, I have extensive experience in developing, implementing and managing budgets for both very large and small organizations, in both the public and private sectors. Perhaps most germane to the Town's interest is my experience as State Budget Officer for the State of Maine, as well as an appointment as the Commissioner for Finance for the State, under Governor Baldacci. In these roles, I was responsible for the development of biennial budgets in excess of \$5.5 billion, consisting of multiple revenue streams – state general funds and special revenues, federal funds and grant funding. My job included amassing information from departments of state government to support budget requests, parsing through requests and developing budget recommendations based on that information and in light of the revenue forecasts for the budget period. I was responsible for closing the budget with the Governor and served as the Administration's primary budget liaison with the Legislature's Appropriations Committee, as well as with the Transportation Committee.

I also served as the Vice President for Finance for the University of Maine at Augusta, where I was responsible for annual budgets in excess of \$33 million, which included state and federal funds, grant funding, tuition and ancillary services revenue. As the University's "CFO" I was responsible for developing an annual budget for submission to the University of Maine System Office. This process built on work done in conjunction with Provost and his staff, as well as with the staff of the non-academic departments of the University. As is the case with budget development at the state level, the process involved balancing needs of academic departments, students and support functions against enrollment projections which would ultimately govern our available revenue. During my tenure at the University, we operated under a tuition freeze. This meant that we had to develop and manage a budget that reflected the rising cost of doing business, constrained by a limited revenue stream.

I am currently the Deputy Director for the National Academy for State Health Policy, a non-profit organization with offices in Portland, Maine and Washington, DC. At NASHP, I am responsible for an annual budget of approximately \$13 million, primarily comprised of federal funds, but with a substantial amount of private grant funding. In this position, I am responsible for projecting funding levels for the coming year, as well as projecting future costs, and proposing a budget for the Board's consideration that balances those two important constraints. When arriving at NASHP 2.5 years ago, the organization was in a deficit position; within one year, we were able to turn around the bottom line and are now operating in the black, while improving the quality of services we provide to states.

Several of my other positions have involved directing organizations or large projects, which, necessarily, includes development and management of related budgets. As much of this work has involved the use of public monies, the bulk of my experience is directly related to the work of the Town's Budget Committee and it's need to develop and present budget proposals for consideration by the Select Board and the people of Readfield that support the needs and priorities of the Town in a manner that is publicly accountable.

I have attached a copy of my resume for your review.

***Statement of Interest***

As a nine-year resident of Readfield, I have been looking for an opportunity to give back to the Town by volunteering my services. Now that the pace of my professional life has slowed just a bit, I have the time and energy to do so. The challenge has been to find a way to contribute that complements my skills and experience, so that my contribution can be helpful. As my career path demonstrates, I have a commitment to public service. Over the past several years, though, I have been working in the private sector, albeit on issues that impact public policy. I believe that the work of the Budget Committee presents a unique match for my background and interests and, simultaneously is an opportunity to provide a public service.



**ELLEN JANE SCHNEITER**

[eschneiter@nashp.org](mailto:eschneiter@nashp.org)

207/874-6524

**Experience**

March 2015 -  
Present

**National Academy for State Health Policy, Portland, ME**  
*Deputy Director*

Member of senior management team for private, non-profit organization focused on helping states achieve excellence in health policy and practice. Responsible for oversight of all operational aspects of the business, including fiscal management, investments, contracting, human resources management, IT and the management of a \$13 million budget comprising both federal and private funding streams. Also participate in developing policy direction for the organization and in hands-on policy work. Work with all relevant stakeholders including the Board of Directors, staff, consultants, contractors, vendors and advisors.

July 2013 -  
March 2015

**Maine Health Management Coalition, Topsham, ME**  
*State Innovation Model Project Director*

Member of Senior Staff of purchaser-led, multi-stakeholder coalition working collaboratively to improve the value of health care provided in Maine. Specifically responsible for the leadership, oversight and administration of a multi-year, multi-million dollar contract with the State of Maine for the implementation of certain aspects of the Maine State Implementation Model (SIM) initiative. Provide strategic leadership for the work that represents the organization's core objectives, including measuring and publicly reporting on quality of care, value based insurance design, payment reform and consumer education/engagement. Responsible for building and maintaining internal capacity to carry out project requirements; this effort has included tripling staff size, relocating business, developing and implementing internal accounts and controls procedures, effective grant management and sound fiscal management of the organization's largest contract. Implementation of effective management oversight, budgeting, planning and accounting has taken the organization from a deficit position to a substantial surplus position in an 18-month period.

May 2011 -  
June 2013

**University of Maine at Augusta, Augusta, ME**  
*Vice President for Finance & Administration*

One of two members of the University President's Senior Staff and responsible for planning, leading, organizing and directing the fiscal and administrative operations of both the Augusta and Bangor campuses of the university, as well as nine University College Centers. Assist in leading institutional long, medium and short range planning and ensure the institution employs sound management practices in all of its activities. Responsible for budgets in excess of \$37 million, including state and federal funds, as well as tuition revenue. Oversee the Office of Finance and Budget, Information Technology, Administrative Services, Student Financial Services, the UMA Bookstore and other auxiliary operations. Serve on a variety of campus committees, as well as University of Maine System-level committees, including the Employee Health Plan Task Force and the Distance Learning Steering Committee.

July 2010 -  
January 2011

**Department of Administrative & Financial Services, Augusta, ME**  
*Commissioner*

Cabinet-level appointment in the Administration of Governor John E. Baldacci. Serve as the Governor's principal fiscal advisor, coordinating the financial planning and programming activities of all departments and agencies of state government. Responsible for development of all budget proposals for Governor's consideration and represent the Administration before the Legislature in all matters related to finance and the budget, which currently exceeds \$15 billion, all funds, per biennium. Oversee a wide range of activities important to state government including Maine Revenue Services, the Office of the State Controller, the Bureau of Budget, the Bureau of Alcoholic Beverages and Lottery Operations, the Bureau of General Services – including Purchasing Services, the Bureau of Human Resources, the Division of Financial and Personnel Services and the Office of Information Technology; the Department currently has more than 1,400 employees. *Ex officio* member of a number of boards, commissions and committees. Work with all relevant stakeholders including the Governor, Cabinet officials, legislative leadership and other legislators, the press, Maine's Congressional delegation and government officials at the federal and local levels, as well as those in other states.

December 2006 -  
June 2010

**Department of Administrative & Financial Services, Augusta, ME**  
***State Budget Officer***

Member of the Executive's budget team, responsible for the development of the Governor's budget recommendations as well as working with the Legislature to formulate final budget legislation. The Budget Officer is also responsible for implementation of enacted budgets and ensuring agency compliance with those budgets. *Ex officio* member of the State's Revenue Forecasting Committee, which establishes the revenue projections that form the parameters for State spending. Served as an integral member of the fiscal team responsible for maintenance/improvement of the State's bond rating. This position requires a blend of skills including fiscal management, a broad understanding of the operation of State agencies and their respective policy areas, knowledge of all relevant statutes and facility in the political mechanics of the budgeting process. Work with a spectrum of stakeholders, ranging from the Governor, Cabinet officials, fiscal managers within agencies, legislators, private citizens, the press, as well as rating agencies and government officials both at the federal level and in other states.

May 2006 -  
December 2006

**Department of Administrative & Financial Services, Augusta, ME**  
***Associate Commissioner***

Served as a member of the management team of the agency within Maine State government responsible for State fiscal and general operations. Responsible for the oversight of the consolidation of financial services across State government into a single organizational unit operating out of the Department of Administrative and Financial Services and the general supervision of bond-funded governmental facilities projects. Left this position at the request of the Commissioner, to assume the post of State Budget Officer.

January 2003 -  
May 2006

**Governor's Office of Health Policy & Finance, Augusta, ME**  
***Deputy Director***

Deputy of new, cabinet-level Office that serves as the focal point for health policy in Maine, working to assure coherent, collaborative cross-agency state health policies, including Medicaid. Responsible for development and implementation of the Governor's plan to achieve universal access. Work involved research, technical policy development, interaction with Legislature, state officials, lobbyists, constituents, grantors, press and policymakers from other states.

August 2002-  
January 2003

**Health Dialog, Portland, ME**  
**Senior Manager**

Responsible for the operational management of a private, for-profit consulting service, focusing on health care quality improvement. Primary focus involved project management, coordinating the work of teams of specialized staff to assure the timely delivery of high quality services tailored to meet the needs of clients. Served as liaison between project staff and clients. Provided policy expertise on several major projects including the re-design of a preferred provider network for a major insurer in the Midwest and the development and production of an atlas of geographic variations in the use of prescription drugs for a broad region of the U.S. Left to join newly elected state Administration.

March 2001-  
August 2002

**Maine Medical Assessment Foundation, Manchester, ME**  
**Associate Director**

and

June 1996 -  
March 2000

Managed overall operations of a private, non-profit research and health care quality improvement organization, including programmatic, fiscal and administrative matters. Oversight and management of research activities supported by multiple funding streams including federal, state and private grant and contract monies; work included development activities including grant writing and fundraising. Responsible for assuring compliance with all relevant funding reporting requirements as well as the protection of confidentiality of research subjects and the scientific integrity of the Foundation's work. Directly responsible for personnel matters for a range of professional and non-professional staff. Developed and implemented strategic plan for the organization, in collaboration with the Executive Director and the Board of Directors.

March 2000 -  
March 2001

**Acting Executive Director**

Assumed responsibility for total management of Foundation during the recruitment of new Executive Director. With the Board of Directors, engaged in a year-long process of organizational re-evaluation, including reconsideration and refinement of mission, vision and core values. Working with Board members and consultants, developed strategic plan for the Foundation that reflects the refined mission and vision. Did not seek position of Executive Director, which was reserved for a clinician.

1994 - 1996

**Maine Health Care Reform Commission, Augusta, ME**  
**Executive Director**

Lead management position in an agency of the State's legislative branch charged with the development of alternative models for health system reform in Maine. Coordinated and facilitated work of over 100 advisory committee members, formulating policy options for Commissioners' consideration; drafted policy, reports and proposed legislation. Management responsibility for actuarial, econometric and policy consultants, as well as Commission employees and consultants. Developed grant proposals and managed all aspects of grant awards. Served as liaison with advisory committees, public, press, legislators and oversight Committee staff, Governor's Office and other State agencies.

1992 - 1994

**Edmund S. Muskie Institute of Public Affairs**  
**University of Southern Maine, Portland, ME**  
**Research Associate**

Member of health policy research staff directing large state/national projects. Responsible for project design, grant writing and procurement, training and supervision of project staff, management of work plans and budgets, as well as preparation of

project reports. Led project work in policy and financial analysis, data collection and analysis, and document and report writing.

1989 – 1992

**Maine Health Care Finance Commission, Augusta, ME**  
***Director, Policy Development and Evaluation***

Director of a division within the State agency charged with the development, evaluation and refinement of the conceptual and technical underpinnings of Maine's hospital payment regulatory system. Formulated policy options for the Commission's consideration designed to reflect legislative intent, comply with relevant statutes and complement the Commission's expressed policy goals. Worked with industry and payer representatives as well as concerned consumers to develop policies and procedures. Served as advisor to the General Counsel and Commissioners on pending legal matters.

1987 – 1989

**Department of Human Services, Augusta, ME**  
***Director, Special Projects, Office of the Commissioner***

Led development, implementation, administration and evaluation of public, non-Medicaid health insurance programs sponsored by the State. Primary decision maker in the planning, programming, budgeting and evaluation of the MaineCare demonstration project and the Maine Health Program, each designed to improve access to services for underserved populations. Established program operations, goals and objectives while ensuring conformity with relevant statutes, regulations and Departmental mandates. Fiscal responsibility for budgets in excess of \$12 million annually. Worked extensively with advisory committees, Legislature, grantors, the public, Governor's Office and other State agencies to ensure the coordinated and effective operations of programs.

1984 – 1987

**Maine Health Care Finance Commission, Augusta, ME**  
***Policy Analyst***

Staff member in the Division of Policy Development and Evaluation of independent executive agency charged with the administration of Maine's hospital rate setting system. Researched, developed and implemented policy recommendations designed to effectively regulate the revenues of acute care institutions. Developed position papers, drafted regulations, participated in the rulemaking process, prepared data and statistical analyses.

1982 – 1984

**Department of Human Services, Augusta, ME**  
***Planner***

Staff member of the Division of Cost Containment within the State's Medicaid agency. Designed and implemented policies and programs targeted at controlling the rate of increase in the cost of Maine's medical assistance programs, while striving to assure adequate access to quality services for program beneficiaries.

**Education**

1982

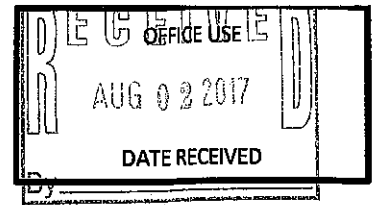
**Master of Health Services Administration**  
University of Michigan School of Public Health  
Ann Arbor, MI

1979

**Bachelor of Science, Biology**  
Michigan State University  
East Lansing, MI

# TOWN OF READFIELD

## APPOINTMENT APPLICATION



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### Which Board, Committee or Commission

are you applying for?

Road Committee

Term:

2020

Do you have previous experience on this board or committee?

☐

Yes

☒

No

Name: Thomas A. Dunham

Phone (H): 685-4524

Street address: 1710 Main St.

Phone (C): 485-2033

Mailing address: PO Box 252 Kents Hill, ME 04349

E-Mail: readfieldrovers@mybopoint.net

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

knowledge of readfield roads &  
road budget.

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

want to stay involved in town  
affairs.

If you are currently employed, what is your position?

self employed

## APPLICATION FOR APPOINTMENT FOR:

Name: Tom Dunham Position: Road Committee Term: 2020

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Tom Dunham

Date: 8/2/2017

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment



Yes



No

Was this position advertised?



Yes



No

If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required.



Yes



No

Confirmed meeting date: \_\_\_\_\_, 20\_\_\_\_

### SELECT BOARD APPROVAL

To Thomas A. Dunham of Readfield, in the County of Kennebec and State of Maine: There being a position on the Road Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

         thru 6-30-2020. Given under our hand this          day of          20    .

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?



Yes



No

If yes, what date:

Is an Oath appropriate:



Yes

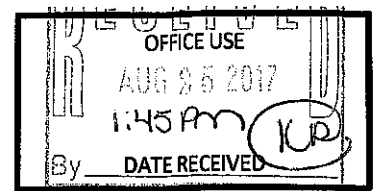


No

If yes, what date

# TOWN OF READFIELD

## APPOINTMENT APPLICATION



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### Which Board, Committee or Commission

are you applying for?

WALANACOOK LAKE OUTLET DAM COMMITTEE

Term:

2019

Do you have previous experience on this board or committee?



Yes



No

Name: William A Buck

Phone (H): 377-6436

Street address: 97 Nobis Pt Rd

Phone (C): 240-0410

Mailing address: PO Box 369 READFIELD

E-Mail: billbarbhuck@yahoo.com

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

REAPPOINTMENT

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

If you are currently employed, what is your position?

## APPLICATION FOR APPOINTMENT FOR:

Name:

William A Buck

Position:

Readfield Representative  
on the Dam Committee

Term:

2019

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name:

William A Buck Will-A Buck

Date:

8/25/17

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment



Yes



No

Was this position advertised?



Yes



No

If no, please explain:

Confirmation from Applicant of attendance at Select Board Meeting if required.



Yes



No

Confirmed meeting date:

N/A

, 20

### SELECT BOARD APPROVAL

To

William Buck

of Readfield, in the County of Kennebec and State of Maine: There

being a position on the

Mari Dam Com.

we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

thru

6/30/2019

. Given under our hand this

day of

20

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?



Yes



No

If yes, what date:

Is an Oath appropriate:



Yes



No

If yes, what date



# TOWN OF READFIELD

## APPOINTMENT APPLICATION

OFFICE USE

DATE RECEIVED

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

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

**Which Board, Committee or Commission**

**are you applying for?**

Heritage Days Committee

**Term:**

8/31/2019

**Do you have previous experience on this board or committee?**

☒ Yes

☐ No

**Name:** \_\_\_\_\_ Valarie J. Pomerleau \_\_\_\_\_ **Phone (H):** \_\_\_\_\_

**Street address:** \_\_\_\_\_ 863 Main St. \_\_\_\_\_ **Phone (C):** \_\_\_\_\_ 458-2124 \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ 863 Main St., Readfield, ME 04355 \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ vpomerleau@readfieldmaine.org \_\_\_\_\_

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

Served on the Heritage Days Committee for the 2017 year

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

**If you are currently employed, what is your position?**

**Membership Database Specialist**

## APPLICATION FOR APPOINTMENT FOR:

Name: **Valarie J. Pomerleau**

Position: **Heritage Days Committee**

Term: **8/31/2019**

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Valarie J. Pomerleau

Date: 8/23/17

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment



Yes



No

Was this position advertised?



Yes



No

If no, please explain: Term is just expiring

Confirmation from Applicant of attendance at Select Board Meeting if required.



Yes



No

Confirmed meeting date: N/A, 20  

### SELECT BOARD APPROVAL

To **Valarie J. Pomerleau** of Readfield, in the County of Kennebec and State of Maine: There being a position on the **Heritage Days Committee** we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

                     thru **8/31/2019**. Given under our hand this            day of            20  .

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?



Yes



No

If yes, what date:

Is an Oath appropriate:



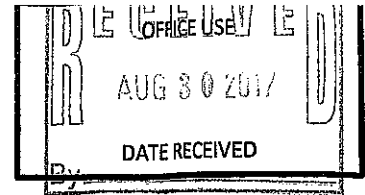
Yes



No

If yes, what date

## TOWN OF READFIELD



### APPOINTMENT APPLICATION

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

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

**Which Board, Committee or Commission**

**are you applying for?**

Heritage Days Committee

**Term:**

8/31/2019

**Do you have previous experience on this board or committee?**

☐

Yes

☐

No

**Name:** Hannah Flannery

**Phone (H):** 685-7385

**Street address:** 43 Fogg Rd.

**Phone (C):** 446-7865

**Mailing address:** 43 Fogg Rd., Readfield, ME 04355

**E-Mail:** hhinckley@roadrunner.com

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

Worked with the Heritage Days Committee for the 2017 year

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

Worked with Committee on behalf of Rec. for  
the 2017 Heritage Days Event.

If you are currently employed, what is your position?

## APPLICATION FOR APPOINTMENT FOR:

Name: Hannah Flannery Position: Heritage Days Committee Term: 8/31/2019

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

☒

I approve the use of my e-mail and phone numbers on the Town's public sites and publications.

☐

I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Hannah Flannery

Date: 8/30/2017

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment

☐ Yes☐ No

*Kind of was on behalf of Rec.*

Was this position advertised?

☐ Yes☒ No

If no, please explain: New appt. for upcoming 2 years.

Confirmation from Applicant of attendance at Select Board Meeting if required.

☐ Yes☒ No

Confirmed meeting date: N/A, 20   *ON a current com.*

### SELECT BOARD APPROVAL

To Hannah Flannery of Readfield, in the County of Kennebec and State of Maine: There being a position on the Heritage Days Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

           thru 8/31/2019. Given under our hand this            day of            20  .

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

☐ Yes☐ No

If yes, what date:           

Is an Oath appropriate:

☐ Yes☐ No

If yes, what date:

# **UNFINISHED BUSINESS**

## **Readfield, Maine Select Board Goals 2017/2018 Report**

### Summary Overview

The Readfield Select Board convened with all members present in open workshop session at its Annual Retreat on August 18, 2017 to collaboratively develop goals to focus on during the 2017/2018 fiscal year. Some goals are a continuation of prior year work and some objectives are of a multi-year nature. The nine goals in summary form are:

- Review, revise, draft governance documents as needed
  - Business support and welcoming
  - Renewable energy and energy conservation
  - Town buildings planning
  - Activities for kids and adults
  - Church Street sidewalk
  - Targeted property tax assistance
  - Cannabis considerations
  - Transfer Station operational refinement
- 

### Retreat Report

The Board discussed thoughts on desired outcomes, invited public and the Town Manager's input, and received training regarding the new monthly Treasurer's Report prior to a review of the 2016/2017 year goals. We noted progress, challenges, or completion regarding that group of aims and discussed retention of several that were either appropriate to remain as or already understood to be multi-year in nature. These included:

- Governance document efforts
- Business relations
- Renewable energy, conservation
- Town buildings planning
- Activities for kids and adults
- Church Street sidewalk

The Board had a wide ranging discussion on a number of topics and added the following items to its list of goals:

- Targeted Property Tax assistance
- Address cannabis legalization
- Transfer Station operational refinement

The board discussed the goals in detail including specifics, intentions, and priorities within each goal along with timeline expectations and which of its members and other resources would focus more specifically on particular aims. The detailed list with that information follows on page two. We concluded with a discussion of expectations moving forward.

## Goal Details

1 Review, revise, or draft selected governance documents in 2017/2018 as needed, including but not restricted to those below. Some of these items will involve various Board members and staff as needed throughout the forthcoming year; there are some initial notations of individuals made regarding a couple of items. We will define and refine the priority documents as the year proceeds; this is expected to be a part of a longer multi-year effort to include items beyond those listed.

- Local Foods
- Low Income Property Tax Relief (in conjunction with goal 7)
- Traffic, parking, snow removal (Eric)
- Personal Property Tax
- Select Board policies, bylaws to be unified into a single set of bylaws (Bruce - 2017)

2 Continue with our efforts to be supportive and welcoming to local business including the development of a local online business directory. (Chris with assistance from staff – 2018)

Reinvigorating the resource of our Readfield Enterprise Fund and a possible open house or outreach meeting with town businesses are additional efforts to be considered under this goal.

3 Investigate renewable energy options and energy conservation steps that the town may want to consider. This may include energy audits, site visits to other municipalities, and low cost immediate implementation of energy conservation measures. (John and Bruce – 2020)

4 Determine the status of town buildings and recommend appropriate facilities planning to serve the community's needs and expectations. (Kathryn and John – 2018)

5 Plan and hold activities for kids and adults in town. (Chris with volunteers – 2018)

6 Develop and engage in a public process of appropriate steps with the goal of building the proposed Church Street sidewalk to serve the town. (2020)

7 Develop a targeted property tax assistance program with understandable and accessible purpose and parameters. The plan would be codified by ordinance either in November 2017 to affect the current tax year or June 2018 to affect the next tax year. Monies, after town expenses, from a recent property are considered by the Board to be start-up funding. (Bruce and Dennis)

8 Engage in steps to address cannabis considerations to address municipal factors as defined by new state law so that our town is appropriately ready in this area. A public forum and other public input will be part of the process. (Dennis, Eric, and the Planning Board as needed - 2018)

9 Provide guidance for Transfer Station refinement of operations and managing change at the facility. (Dennis and Kathryn – 2018)

# **NEW BUSINESS**





Readfield Select Board  
September 18, 2017  
Item # 18-036

## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

### Constitution Week Proclamation

WHEREAS: September 17, 2017 marks the two-hundred thirtieth Anniversary of the drafting of the Constitution of the United States of America; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, WE, the Members of the Readfield Select Board and Readfield Town Manager do hereby proclaim the week of September 17 through 23 as:

#### CONSTITUTION WEEK

And ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 "by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained."

IN WITNESS WHEREOF: we have hereunto set our hands and caused the Seal of the Town to be affixed this 18th day of September of the year of our Lord two thousand seventeen.

Signed:

SEAL Attest:

\_\_\_\_\_  
Bruce Bourgoine, Chair

\_\_\_\_\_  
Christine Sammons, Vice Chair

\_\_\_\_\_  
Dennis Price

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

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

\_\_\_\_\_  
Eric Dyer, Town Manager



NOTES:

1 - Wellman is informal due to a number of errors and omissions in their proposal. They include missing lists of subcontractors and work experience, a decimal error on CaCl<sub>2</sub> and lump sum VS. unit cost for loam.

2 - Quantities and Extended Prices are estimates only. Only Unit prices were provided in the proposals. With the exception of loam, which was excluded from the final analysis, no material costs were included in the proposals.

3 - Extended gravel material prices include the proposed hauling price for each contractor plus the cost of Type A gravel from PIKE at \$8.35 per ton.

4 - The estimated cost of the CaCl is included in this analysis to offer a complete project cost. CaCl will be purchased by the Town and provided to the contractor. Proposals did not include material prices for CaCl.

**Nathan O. Northrup Forest Products &  
Earthwork**

**TOWN OF READFIELD**

**2017 ROAD WORK PROPOSAL DOCUMENTS**

Prepared by

**NATHAN O. NORTHRUP FOREST PRODUCTS & EARTHWORK**

**8.31.2017**

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## **NATHAN O. NORTHRUP FOREST PRODUCTS & EARTHWORK**

### **TOWN OF READFIELD 2017 ROAD WORK PROPOSAL**

#### **COMPANY HISTORY & EXPERIENCE**

We, NATHAN O. NORTHRUP FOREST PRODUCTS & EARTHWORK, are a small-Maine owned service contractor located in Jefferson Maine, have been in business since 1998, incorporated in 2009, and have 20+ years of experience in excavation, roadwork, earthwork, forestry, & trucking services. We have extensive experience in work performed in live traffic areas in accordance with guidelines in the Manual on Uniform Traffic Control Devices (MUTCD), MDOT guidelines and projects, municipal projects, and Federal, State, and local regulations. We have performed work in many roadwork, earthwork, and forestry projects that involved work in or around bodies of waters and wetlands, regulated by MDEP Federal, State and local laws, regulations and permits concerning environmental protection and pollution control. In addition, we have extensive experience of work performed in and around underground utilities, underground gas lines, and overhead high voltage lines with previous roadwork, earthwork, excavation, trucking, & forestry projects, governed by Federal, State, and local regulations and permits as well as OSHA to ensure safety and protection.

#### **PROJECTS & REFERENCES**

The following list of projects and references demonstrates our experience relevant to the scope of the work as outlined in the RFP for the Town of Readfield Road Work.

- **MDOT**

**Current project 2017**

Matthew Whitcomb / Jamie Andrews

(207) 441-3028 / (207) 446-1768 Region 2

We are currently working on route 215 in Jefferson, to complete the MDOT WIN 023862.00 DITCHING JEFFERSON bid. This work includes ditching approximately 19,200 LF, inclusive of Erosion Control blanket, seeding and mulching, replacing culverts, tree & brush trimming and removal, and ledge removal. We are responsible for Traffic Control setup, tear down, and compliance, as well as SEWPCP methods & compliance.

**Multiple projects 2014-2016**

Mark Sawyer

(207) 441-2548 MDOT Region 2

Conducted heavy ditch work and cross culvert excavation on Rt. 173 in Lincolnville, ME, while in lane closures with traffic in neighboring lane.

Kevin Wing

(207) 485-8764 MDOT Region 2

Conducted many weeks of ditching, shoulder work, culvert excavation, and backfilled in and around Clinton, Fairfield, Albion, as well as emergency culvert repair in Searsport, ME, while in shoulder/lane closure with traffic in neighboring lane.

Terry Fitzgerald

(207) 557-5385 MDOT Region 2

Conducted mowing & mulching with excavator roadside on Rt. 202 from Manchester to Lewiston, ME, while in shoulder closure with traffic in neighboring lane.

Anthony Dow

(207) 215-8496 MDOT Region 5

Conducted mowing & mulching with excavator on Interstate I-95 roadside, on slopes behind guardrails, at overpasses, and at exits from Medway to Houlton, ME, while in lane closures with traffic in neighboring lane.

Greg Gay

(207) 592-1766 MDOT Railroad Division

Conducted excavator services, excavated & replaced railway road bed after installing new train tracks. Also, conducted mowing & mulching with excavator roadside from Rt. 32 in South China along Rt. 3 to the DOT camp in North Searsmont, ME, while in shoulder closure with traffic in neighboring lane.

- **ASPLUNDH**

**Multiple projects 2015-2017**

Tom Kostenbader

(207) 557-8473 Region Manager

Conducted mowing & mulching with excavator on gas line ROW's and distribution lines, while in traffic enclosures. Scope of work in these projects required a high level of knowledge and safety working around underground gas lines, overhead high voltage lines, and natural resources, as well as the protection of them per MDEP, Federal, State, and local regulations and permits as well as OSHA to ensure safety and protection.

- **COUTTS BROS.**

**Multiple projects 2015-2017**

Scott Coutts

(207) 215-8403 Co-owner

Conducted clearing of ROW at Hayward substation, and crane mat trucking and installation. Scope of work in these projects required a high level of knowledge and safety working around overhead high voltage lines, traffic encloses, and natural resources, as well as the protection of them per MDEP, Federal, State, and local regulations and permits as well as OSHA to ensure safety and protection.

- **REENERGY - STRATTON**

**Vegetation Maintenance 2012-2017**

Mark Thibodeau

(207) 246-2253 Stratton Plant Manager

Conducted mowing & mulching with excavator on company owned transmission line in Stratton, ME. Scope of work required a high level of knowledge and safety working overhead high voltage transmission lines and natural resources, as well as the protection of them per MDEP, Federal, State, and local regulations and permits as well as OSHA to ensure safety and protection.

- **TOWN OF JEFFERSON**

**Multiple projects 2003-2016**

Lynne Barnikow

(207) 549-7401 Town Clerk

Conducted and lead multiple projects for town 6-year term of Road Commissioner role from 2003-2009. Scope of work for projects included design, tear down, and rebuild of new bridge of Old County Road bridge, complete rebuild of North Mountain Road, ditching, grading, excavation, road maintenance, and vegetation maintenance of town roads, removed and replaced driveway and cross culverts, re-paving after grinding of pavement, and all other municipal road duties, including traffic control planning, scheduling, project supervision, and regulation permit and law alignment. Conducted mowing & mulching with excavator roadside as well as trucking for winter sand from 2013-2016.

The above list demonstrates only a few examples of projects and references of our qualifications & experience in the scope of the work required and outlined by the Town of Readfield ROAD WORK PROPOSAL documents. We have extensive job experience in many other commercial & residential excavation and earthwork projects including the company owned and operated Mining Pit GPID #576, that require high standards and commitment of safety & regulations by MDEP, OSHA, MUTCD, as well as Federal, State, and local regulations.

## ROAD WORK PROPOSAL FORM as amended 8/23/17

### Luce Road (from Rt. 17 to Plains Road)

- Approximately 100' West of Pole #21, replace the existing metal culvert with a new 18" x 50' HDPE culvert.
- Shape, grade, and compact the existing surface material for the full length of the road as specified.
- Beginning at Pole #28 and extending approximately 400' north until you reach the paved apron of the railroad tracks, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Beginning approximately 100' North / Northeast of Pole #5 and extending approximately 400' toward Plains Road, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Add 3" of surface gravel to the full length of the road to a width of 22'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.
- Alternate routing of through traffic is permissible on this road, with the exception of local traffic.

Lump sum cost for culvert replacement \$ 6,000.00

Per ton cost for gravel delivery from Augusta \$ 8.00 /ton

Per ton cost for gravel delivery from Sidney \$ 12.00 /ton

Lump sum cost for all gravel shaping, grading, and compaction \$ 25,000.00

Per square yard cost for installed dust control (liquid) \$ \_\_\_\_\_ (flake) \$ 0.35 sq. yd.

### Gay Road (from Plains Road to End)

- Install a 15" x 30" HDPE culvert across the driveway at mailbox #30.
- Shape, grade, and compact the existing surface material as specified.
- Add 3" of surface gravel to the full length of the road to a width of 20'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.

Lump sum cost for culvert installation \$ 2,500.00

Per ton cost for gravel delivery from Augusta \$ 8.00 /ton

Per ton cost for gravel delivery from Sidney \$ 12.00 /ton

Lump sum cost for all gravel shaping, grading, and compaction \$ 6,000.00

Per square yard cost for installed dust control (liquid) \$ \_\_\_\_\_ (flake) \$ 0.35 /sq. yd.

### Recycle Road (from paved apron on North Road to start of pavement, including the wye)

- Deepen existing ditch lines and establish ditching on both sides of the road where it does not exist. Expect to perform ditching on both sides of the road for the full length of the road.
- Incorporate the existing surface gravel into the gravel base layer, to a depth of 6". Shape, grade, and compact the material as specified.
- Add 6-inches of surface gravel to the full length of the road to a width of 22'.
- Shape, grade and compact the material as specified.



- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Prior to finish grading and compacting the second lift apply dust control liquid as specified.
- Loam and seed as required.
- Work can only occur on Sundays, Mondays, and Thursdays.

Lump sum cost for all ditching \$ 10,500.00

Per ton cost for gravel delivery from Augusta \$ 8.00/ton

Per ton cost for gravel delivery from Sidney \$ 12.00/ton

Lump sum cost for all gravel shaping, grading, and compaction \$ 9,000.00

Per square yard cost for installed dust control (liquid) \$ \_\_\_\_\_ (flake) \$ 0.35/Sq.Yd.

Per square yard cost for installed loam and seed \$ 4.25/Sq.Yd.

#### Sturtevant Hill Road

- At box number 273, remove and reset the existing 30' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon resetting. The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to reset culvert. \$ 5,800.00

#### Lane Road

- At box number 76, replace the existing culvert with a 30' x 15" HDPE driveway culvert. The elevation of the culvert will need to be dropped and surface material will need to be added to increase the cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ 4,250.00

#### Gravel Alternates

- Alternates for gravel provided by the proposer will be accepted, provided that the materials meet the specification and test results are either included with the proposal or submitted prior to the start of work.

Per ton cost for delivered base gravel (provided by proposer) \$ \_\_\_\_\_

Per ton cost for delivered surface gravel (provided by proposer) \$ \_\_\_\_\_

Name of Company: NATHAN O. NORTHRUP FOREST PRODUCTS & EARTHWORK

Signature: Nathan O. Northrup President

Date: 8-31-2017

### **PROPOSED EQUIPMENT LIST**

Our equipment available for this project includes, a bull dozer, 6-wheel articulated road grader, 2 excavators with dig & wrist buckets and brush mulcher heads and a hydraulic hammer, 3 dump trucks body/trailers, a 10-ton compactor roller, 2 front end loaders, company pick-ups, traffic control signs, cones, plate compactors, hay chopper, farm tractor with york rake and calcium spreader attachments, and many other standard excavation & earthwork general labor tools.

### **POTENTIAL SUBCONTRACTOR LIST**

Our company is staffed and equipped with everything needed to successfully complete the work as required and outlined by the Town of Readfield ROAD WORK PROPOSAL documents. The only potential subcontractors projected at this time would be the flagging company to provide flaggers for our traffic control. The companies we could subcontract our flaggers from would be from the following list:

- Maine Staffing Group/Project Flagging, Inc
- Northeast Safety
- Ace Detective & Security
- AtWork Personnel

Subcontractors will be chosen prior to job commencement & should the potential subcontractor list need to change the town would be notified in proper timeframe with proper agreement and any necessary paperwork.

### **ROADWORK PROPOSAL ITEMS**

#### **TRAFFIC CONTROL:**

All traffic control measures will be implemented and maintained in accordance with the Town of Readfield's requests as outlined in the 2017 Road Work Proposal Documents, and with OSHA standards, the MUTCD, and all other Federal, State and local laws, regulations and permits concerning traffic safety control during the course of this project.

If field conditions change or need changes made to the traffic control plan and measures, we are prepared to add or revise any and all measures as necessary during the course of the work in order to prioritize safety, provide protection, ensure the efficient flow of traffic through the work zone, and prevent damage as a result of construction operations under this project.

#### **Detours:**

At this time, the only detour we foresee being necessary during road work would be the Luce Road, with the exception of local traffic.

#### **Flaggers:**

At this time, we only foresee needing flaggers on Sturtevant Hill Road, Luce Road, and Lane Road, all other roads would have the appropriate traffic control device and signage.

#### **LEDGE:**

Should ledge be found and deemed by the town assigned project lead as needed to be removed to successfully complete the components of the proposed road work items outlined in the 2017 Road Work Proposal Documents, Time and Material (T&M) rates would apply. An Excavator w/hydraulic

hammer head & w/operator would be \$250.00/hour and a Dump Truck w/operator \$95/hour. Other needs for the ledge removal such as hand labor, brush cutting/removal, stump removal, and/or flaggers would be based on our current T&M and agreed on with by the town assigned project lead prior to work.

**BRUSH CLEARING:**

In this proposal, we highly recommend roadside brush cutting/mulching in order to increase safety as well as protect the integrity of the Town of Readfield's investment of the road work as outlined in the 2017 Road Work Proposal Documents. Clearing back the roadside brush improves the integrity of the roads by allowing in the sunlight and increasing the open-air flow which encourages winter melt and dries out roads sooner. Within the road work as outlined we feel Gay and Luce Roads are priorities for brush cutting/removal work and have included price quotes as part of this proposal in our variance section.

**VARIANCES FOR PROPOSAL**

**GAY ROAD:**

Roadside brush cutting/mulching on one side of Gay Road (the non-utility pole side). This work would be done using an excavator with mulching head attachment that would clear small trees/brush up to 4" in diameter and limbs up to 15' high. The quote for this work as described would be \$3,000.00.

**LUCE ROAD:**

Roadside brush cutting/mulching on one side of Luce Road (the non-utility pole side). This work would be done using an excavator with mulching head attachment that would clear small trees up to 4" in diameter and limbs up to 15' high. The quote for this work as described would be \$8,840.00.

# **Cushing Construction, LLC**



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [Readfield.tmgr@roadrunner.com](mailto:Readfield.tmgr@roadrunner.com)

### REQUEST FOR PROPOSALS (RFP)

#### ROAD WORK SUMMARY:

The Town of Readfield seeks proposals to complete several road projects between the fall of 2017 and the spring of 2018:

Culvert repair, replacement, and installation: Excavate and replace one failing metal culvert on Luce Road with a new 50' 18" HDPE culvert, install one 15" x 30' HDPE driveway culvert on Gay Road, excavate and reset one 15" x 30' HDPE driveway culvert on Lane Road, excavate and reset one 15" x 30' HDPE driveway culvert on Sturtevant Hill Road. Perform some associated ditching.

Gravel road work: Work to be performed on Luce Road, Gay Road, and Recycle Road. Shape and grade existing material to specification and compact. Place new base and surface gravel, grade to spec, apply dust control, and compact. Clean and shape shoulder as necessary. Perform some associated ditching.

**All proposals are to be submitted in sealed envelopes marked "ROAD WORK DOCUMENTS – DO NOT OPEN" addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 until 3:00 P.M. on Friday, September 1, 2017 at which time they will be publicly opened. Proposal forms and specifications may be obtained at the Town Manager's office. The Town of Readfield reserves the right to accept any or reject any or all proposals.**

## **STANDARD INSTRUCTIONS TO PROPOSERS**

1. The attached proposal is to be signed by the proposer, with full knowledge of and agreement with, the general specifications, conditions and requirements of this RFP. The conditions set forth in this RFP are to be considered minimum proposal specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight must be noted on an attachment labeled **"Variances"**. Failure to document such variances or deviations may, at the Town of Readfield's sole discretion, disqualify the proposal from consideration.
2. **Proposals shall be submitted in sealed envelopes addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 and shall be clearly marked "ROAD WORK DOCUMENTS – DO NOT OPEN"**. Sealed proposals for completing the projects for the 2018 fiscal year will be received at the **Town Office until 3:00 P.M. on Friday, September 1, 2017** at which time they will be publicly opened. Proposals received later than the time and date specified in the RFP will not be considered. Withdrawals of proposals, received later than the time and date set for the proposal opening, will not be considered.
3. The Town of Readfield reserves the right to negotiate increase or decrease in the scope and quantities of work performed.
4. Any potential subcontractors must be identified in the proposal. Contractors and any subcontractor engaged in the above work must agree to provide proof of liability insurance in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000.00) that names the Town of Readfield as an additional insured. Proof of additional insurance is required, but not limited to, workers compensation and liability insurance for vehicle and equipment. Certificates of insurance must be on file with the Town prior to the commencement of any work. Proposers will follow Town policy on political activity, harassment, and workplace violence while providing services in Readfield.
5. **A pre-bid meeting will be held on Wednesday, August 23<sup>rd</sup> at 9:00am** beginning at the Readfield Town Office and proceeding to each proposed worksite.
6. In accordance with the provisions of 36 M.R.S.A. sec. 1760 et. Seq., the Town of Readfield is exempt from the payment of State sales and use tax and such tax or taxes shall not be included in the proposal prices.
7. Work schedule and completion date will be negotiated with the successful proposer, but in no case will the completion date be after June 30, 2018 unless mutually agreed upon by both parties.
8. Proposers are required to attach to their proposal an outline of their qualifications, including a list of equipment that will be used to fulfill the terms of this contract, a listing of proposed subcontractors, and a listing of municipal or governmental entities that they may have contracted with in recent years.
9. It is the intent of the Town of Readfield to award a binding contract to the selected proposer. The Town of Readfield specifically reserves the right to accept any or reject any and all proposals, wholly or in part; to waive technical defects or procedural requirements; and to make awards deemed to be in the best interest of the Town.
10. Questions regarding this RFP should be referred to **Eric Dyer, Road Commissioner at 207-685-4939 or [readfield.tmgr@roadrunner.com](mailto:readfield.tmgr@roadrunner.com)**.

## **ROAD WORK SPECIFICATIONS as amended 8/23/17**

1. Current MDOT specifications shall be met for all materials and equipment involved with this work unless otherwise specified.
2. The proposer will be responsible for providing all necessary flaggers, signs, barricades and other safety devices necessary to control & direct traffic, according to the MUTCD manual and MDOT best management practices. A traffic management plan is encouraged with each proposal.
3. The proposer will also be required to meet all laws, rules and regulations of the State of Maine during the course of this project. "Dig Safe" notification and requirements shall be the responsibility of the proposer unless delegated to the Town in writing by mutual agreement.
4. Erosion control shall be the responsibility of the proposer.
5. Culverts shall be corrugated smooth bore HDPE. Culverts shall be installed to maintain positive drainage and shall match the flow line of the ditch. Couplers shall be used to connect all culvert sections. Culverts shall be set using compacted native material and a minimum of 12" of cover is required unless approved by the Road Commissioner.
6. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material, delivery to the job site, spreading, grading, and compaction shall be the responsibility of the proposer unless otherwise negotiated.** Gravel provided by the proposer shall be tested at the expense of the proposer and shall meet the following gradations.

<u>Base</u>		<u>Surface</u>	
3" sieve	95-100%	1 1/2" sieve	95-100%
200 sieve	< 9%	1/2" sieve	30-65%
		200 sieve	7-12%
7. Grading shall be performed prior to and following the application of new material. All visible potholes and ruts shall be undercut. Gravel shall be graded to a 4% cross slope, or roughly 1/2" per foot from the centerline to the start of the road shoulder, prior to compaction. The road shoulder shall be graded to a cross slope in excess of 8%, or roughly 1" per foot from the road edge. Shoulder width shall be approximately 2' unless otherwise specified. Proper moisture content shall be maintained to maximize workability and minimize material loss. Use of a water truck is encouraged.
8. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
9. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.
10. Smooth transitions are required at all driveways impacted by road work. Driveway connections shall not allow drainage onto the road and the cross slope of the road must be maintained.
11. **The Town of Readfield shall purchase CaCl dust control materials unless otherwise negotiated. Pick-up of dust control materials from the Readfield Transfer Station, delivery to the job site, and installation shall be the responsibility of the proposer unless otherwise negotiated.** Dust control shall be achieved by application of either 35% liquid CaCl solution, applied at a rate of .5 gallons per square yard, or flake CaCl applied at a rate of 1.5 pounds per square yard. Dust control shall be applied prior to finish grading and compaction of new material with proper moisture content.
12. Road gravel shall be compacted with a 10 ton vibratory roller. If gravel thickness exceeds six inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.

## ROAD WORK PROPOSAL FORM as amended 8/23/17

### Luce Road (from Rt. 17 to Plains Road)

- Approximately 100' West of Pole #21, replace the existing metal culvert with a new 18" x 50' HDPE culvert.
- Shape, grade, and compact the existing surface material for the full length of the road as specified.
- Beginning at Pole #28 and extending approximately 400' north until you reach the paved apron of the railroad tracks, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Beginning approximately 100' North / Northeast of Pole #5 and extending approximately 400' toward Plains Road, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Add 3" of surface gravel to the full length of the road to a width of 22'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.
- Alternate routing of through traffic is permissible on this road, with the exception of local traffic.

Lump sum cost for culvert replacement

\$ 4000<sup>00</sup>

Per ton cost for gravel delivery from Augusta

\$ 6<sup>00</sup>

Per ton cost for gravel delivery from Sidney

\$ 6.25

Lump sum cost for all gravel shaping, grading, and compaction

\$ 24,684.40

Per square yard cost for installed dust control (liquid) \$ .15

(flake) \$ .15

### Gay Road (from Plains Road to End)

- Install a 15" x 30' HDPE culvert across the driveway at mailbox #30.
- Shape, grade, and compact the existing surface material as specified.
- Add 3" of surface gravel to the full length of the road to a width of 20'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.

Lump sum cost for culvert installation

\$ 3200<sup>00</sup>

Per ton cost for gravel delivery from Augusta

\$ 6<sup>00</sup>

Per ton cost for gravel delivery from Sidney

\$ 6.25

Lump sum cost for all gravel shaping, grading, and compaction

\$ 5625.70

Per square yard cost for installed dust control (liquid) \$ .15

(flake) \$ .15

### Recycle Road (from paved apron on North Road to start of pavement, including the wye)

- Deepen existing ditch lines and establish ditching on both sides of the road where it does not exist. Expect to perform ditching on both sides of the road for the full length of the road.
- Incorporate the existing surface gravel into the gravel base layer, to a depth of 6". Shape, grade, and compact the material as specified.
- Add 6-inches of surface gravel to the full length of the road to a width of 22'.
- Shape, grade and compact the material as specified.



- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Prior to finish grading and compacting the second lift apply dust control liquid as specified.
- Loam and seed as required.
- Work can only occur on Sundays, Mondays, and Thursdays.

Lump sum cost for all ditching \$ 5784.60

Per ton cost for gravel delivery from Augusta > loads to be at least 16 tons \$ 6.00

Per ton cost for gravel delivery from Sidney \$ 6.25

Lump sum cost for all gravel shaping, grading, and compaction \$ 3696.60

Per square yard cost for installed dust control (liquid) \$ .15 (flake) \$ .15

Per square yard cost for installed loam and seed \$ 20.25

#### Sturtevant Hill Road

- At box number 273, remove and reset the existing 30' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon resetting. The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to reset culvert. \$ 4000.00

#### Lane Road

- At box number 76, replace the existing culvert with a 30' x 15" HDPE driveway culvert. The elevation of the culvert will need to be dropped and surface material will need to be added to increase the cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ 3200.00

#### Gravel Alternates

- Alternates for gravel provided by the proposer will be accepted, provided that the materials meet the specification and test results are either included with the proposal or submitted prior to the start of work.

Per ton cost for delivered base gravel (provided by proposer) \$ X

Per ton cost for delivered surface gravel (provided by proposer) \$ X

Name of Company:

Cushing Construction LLC

Signature:

[Signature]

Date:

9/1/2017

### Gravel Estimates

**These are estimates only and each proposer is responsible for performing their own calculations:**

<u>Road</u>	<u>Length (mi.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Surface Gravel (c.y.)</u>	<u>Base Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
Gay Road	0.57	20	6,688	557	0	780
Luce Road	1.9	22	24,523	2044	400	3,421
Recycle Road	0.17	22	2,194	366	0	512

## **SERVICES AGREEMENT**

### **ROAD WORK SERVICES**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and \_\_\_\_\_ (hereinafter "CONTRACTOR").

The CONTRACTOR shall perform road work on selected Town roads, as needed and directed by the Town Manager/Road Commissioner or his/her designee. All equipment and materials involved with the completion of the specified work shall meet current MAINEDOT specifications and DEP standard best practices.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Road Work Specification and Road Work Proposal Form, and shall do so in accordance with the Contractor's Proposal dated \_\_\_\_\_, 2017.

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

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

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

The CONTRACTOR will provide the OWNER with a current and complete W-9 form prior to the start of any work under this agreement.

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

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

All materials and work may be subject to inspection by the OWNER. The Town Manager or designee shall be allowed access to all parts of the work and shall also have the right to inspect and test, at the OWNER's expense, by any methods adequate to ensure an acceptable quality of work. It is strongly recommended that the CONTRACTOR, before submitting a bid, become completely familiar with the job site and the required work. The OWNER may be available to participate in

pre-bid inspections at designated times and locations, and occasionally by request. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of a formal pre-bid inspection.

The price(s) quoted in the Road Work Proposal Form shall include preparation, mobilization, installation, final cleanup, and all labor and materials required to complete the work as specified in the Road Work Specification and Road Work Proposal Form. The price shall be firm for the term of this AGREEMENT.

The OWNER reserves the right to submit Change Orders in writing to the CONTRACTOR. In that event, the OWNER will negotiate with the CONTRACTOR to determine any new terms or costs. At the completion of work, each site shall be left in a neat and clean condition, subject to approval of the Town Manager or a Designee.

The OWNER shall remit to the CONTRACTOR payment in three equal installments. The first installment shall be due within two weeks of signing the contract, the second within two weeks of significant project completion, and the third within two weeks of final project completion. The OWNER reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the Road Work Specification.

Every effort shall be made to resolve conflicts between the OWNER and CONTRACTOR through direct negotiations between the parties. If resolution cannot be reached within a reasonable timeframe then the matter will be referred to third party arbitration by mutual agreement of the OWNER and CONTRACTOR.

The OWNER shall have the right to terminate this contract for cause with a minimum notice to the CONTRACTOR of Five (5) business days. Failure to comply with any requirement of this contract shall be cause for termination.

Witness

\_\_\_\_\_

TOWN

By: \_\_\_\_\_  
Eric Dyer, Town Manager

Witness

\_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_  
Its: \_\_\_\_\_

- Current equipment to be used -

JD 450J Bulldozer

830 Dresser Grader

312 Cat Excavator

Ford L8000 wheeler

PB wheeler

PB tri-axle

Ten ton vibrator - to be rented ~~by contractor~~  
~~by contractor~~

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### Qualifications

Previous Road work for town of Readfield  
Previous Road work for Town of Wayne  
Certified Erosion Control

# **Wellman Paving**

## ROAD WORK PROPOSAL FORM as amended 8/23/17

### Luce Road (from Rt. 17 to Plains Road)

- Approximately 100' West of Pole #21, replace the existing metal culvert with a new 18" x 50' HDPE culvert.
- Shape, grade, and compact the existing surface material for the full length of the road as specified.
- Beginning at Pole #28 and extending approximately 400' north until you reach the paved apron of the railroad tracks, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Beginning approximately 100' North / Northeast of Pole #5 and extending approximately 400' toward Plains Road, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Add 3" of surface gravel to the full length of the road to a width of 22'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.
- Alternate routing of through traffic is permissible on this road, with the exception of local traffic.

Lump sum cost for culvert replacement \$ 3,000.00

Per ton cost for gravel delivery from Augusta \$ 6.50

Per ton cost for gravel delivery from Sidney \$ 9.00

Lump sum cost for all gravel shaping, grading, and compaction \$ 13,400.00

Per square yard cost for installed dust control (liquid) \$ No bid (flake) \$ .015

### Gay Road (from Plains Road to End)

- Install a 15" x 30' HDPE culvert across the driveway at mailbox #30.
- Shape, grade, and compact the existing surface material as specified.
- Add 3" of surface gravel to the full length of the road to a width of 20'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.

Lump sum cost for culvert installation \$ 2,100.00

Per ton cost for gravel delivery from Augusta \$ 6.50

Per ton cost for gravel delivery from Sidney \$ 9.00

Lump sum cost for all gravel shaping, grading, and compaction \$ 6,600.00

Per square yard cost for installed dust control (liquid) \$ No bid (flake) \$ .015

### Recycle Road (from paved apron on North Road to start of pavement, including the wye)

- Deepen existing ditch lines and establish ditching on both sides of the road where it does not exist. Expect to perform ditching on both sides of the road for the full length of the road.
- Incorporate the existing surface gravel into the gravel base layer, to a depth of 6". Shape, grade, and compact the material as specified.
- Add 6-inches of surface gravel to the full length of the road to a width of 22'.
- Shape, grade and compact the material as specified.

- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Prior to finish grading and compacting the second lift apply dust control liquid as specified.
- Loam and seed as required.
- Work can only occur on Sundays, Mondays, and Thursdays.

Lump sum cost for all ditching \$ 9,900.<sup>00</sup>

Per ton cost for gravel delivery from Augusta \$ 6.50

Per ton cost for gravel delivery from Sidney \$ 9.00

Lump sum cost for all gravel shaping, grading, and compaction \$ 4,500.<sup>00</sup>

Per square yard cost for installed dust control (liquid) \$ No bid (flake) \$ 1.015

Per square yard cost for installed loam and seed \$ 9,000.<sup>00</sup>

#### Sturtevant Hill Road

- At box number 273, remove and reset the existing 30' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon resetting. The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to reset culvert. \$ 2,400.<sup>00</sup>

#### Lane Road

- At box number 76, replace the existing culvert with a 30' x 15" HDPE driveway culvert. The elevation of the culvert will need to be dropped and surface material will need to be added to increase the cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ 2832.<sup>00</sup>

#### Gravel Alternates

- Alternates for gravel provided by the proposer will be accepted, provided that the materials meet the specification and test results are either included with the proposal or submitted prior to the start of work.

Per ton cost for delivered base gravel (provided by proposer) \$ No bid

Per ton cost for delivered surface gravel (provided by proposer) \$ No bid

Name of Company: Wellman Paving Inc.

Signature: Jane Curly

Date: 9/1/17





89 Goshen Road  
Winterport, ME 04429  
223-8820 phone  
223-5123 fax  
Libbie@wellmanpaving.net

*★ Received after  
proposal deadline  
E.D.*

September 12, 2017

To: Town of Readfield  
Eric Dyer, Road Commissioner

Re: Readfield Road Work

Per your request Wellman Paving is happy to provide you with an outline of our qualifications to complete your roadwork project. Please feel free to contact any of the entities referenced below that we have contracted with within recent years or myself if you have any additional questions.

At this time there are no subcontractors that we have enlisted for said project. All work will be performed by Wellman Paving.

Wellman Paving has provided services too many towns across the state with similar requirements. Naming only a few would include the towns of; Newburgh, Glenburn, Winterport and Newport. We have also held multiple contracts with the Maine DOT of similar work requirements.

Equipment for this project would include but not necessarily limited to; (2) road graders (Volvo, John Deere), Cat D5, CAT 311 Excavator, Hyundai 80 Excavator, DD90 Dirt Roller, Water Truck, one ton truck with a sander option for spreading calcium as needed, flowboys, triaxles, and wheelers. Additional equipment is available upon necessity. All equipment is owned by Wellman Paving, Inc.

Please feel free to contact me if you have any further questions or concerns. We look forward to the possibility of working with you again.

Respectfully,

Elizabeth Preston  
Vice President  
Wellman Paving, Inc.

# **C. H. Stevenson, Inc.**

## ROAD WORK PROPOSAL FORM as amended 8/23/17

### Luce Road (from Rt. 17 to Plains Road)

- Approximately 100' West of Pole #21, replace the existing metal culvert with a new 18" x 50' HDPE culvert.
- Shape, grade, and compact the existing surface material for the full length of the road as specified.
- Beginning at Pole #28 and extending approximately 400' north until you reach the paved apron of the railroad tracks, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Beginning approximately 100' North / Northeast of Pole #5 and extending approximately 400' toward Plains Road, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Add 3" of surface gravel to the full length of the road to a width of 22'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.
- Alternate routing of through traffic is permissible on this road, with the exception of local traffic.

Lump sum cost for culvert replacement \$ 3550.00

Per ton cost for gravel delivery from Augusta \$ 5.75

Per ton cost for gravel delivery from Sidney \$ 6.50

Lump sum cost for all gravel shaping, grading, and compaction \$ 28,500.00

Per square yard cost for installed dust control (liquid) \$ NO BID (flake) \$ 0.15

### Gay Road (from Plains Road to End)

- Install a 15" x 30' HDPE culvert across the driveway at mailbox #30.
- Shape, grade, and compact the existing surface material as specified.
- Add 3" of surface gravel to the full length of the road to a width of 20'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.

Lump sum cost for culvert installation \$ 2250.00

Per ton cost for gravel delivery from Augusta \$ 5.75

Per ton cost for gravel delivery from Sidney \$ 6.50

Lump sum cost for all gravel shaping, grading, and compaction \$ 7500.00

Per square yard cost for installed dust control (liquid) \$ NO BID (flake) \$ 0.20

### Recycle Road (from paved apron on North Road to start of pavement, including the wye)

- Deepen existing ditch lines and establish ditching on both sides of the road where it does not exist. Expect to perform ditching on both sides of the road for the full length of the road.
- Incorporate the existing surface gravel into the gravel base layer, to a depth of 6". Shape, grade, and compact the material as specified.
- Add 6-inches of surface gravel to the full length of the road to a width of 22'.
- Shape, grade and compact the material as specified.

- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Prior to finish grading and compacting the second lift apply dust control liquid as specified.
- Loam and seed as required.
- Work can only occur on Sundays, Mondays, and Thursdays.

Lump sum cost for all ditching \$ 8500.00

Per ton cost for gravel delivery from Augusta \$ 5.75

Per ton cost for gravel delivery from Sidney \$ 6.50

Lump sum cost for all gravel shaping, grading, and compaction \$ 4500.00

Per square yard cost for installed dust control (liquid) \$ NO BID (flake) \$ 0.40

Per square yard cost for installed loam and seed \$ 5.10

#### Sturtevant Hill Road

- At box number 273, remove and reset the existing 30' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon resetting. The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to reset culvert. \$ 2450.00

#### Lane Road

- At box number 76, replace the existing culvert with a 30' x 15" HDPE driveway culvert. The elevation of the culvert will need to be dropped and surface material will need to be added to increase the cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ 2000.00

#### Gravel Alternates

- Alternates for gravel provided by the proposer will be accepted, provided that the materials meet the specification and test results are either included with the proposal or submitted prior to the start of work.

Per ton cost for delivered base gravel (provided by proposer) \$ SEE VARIANCE

Per ton cost for delivered surface gravel (provided by proposer) \$ SEE VARIANCE  
(ATTACHED)

Name of Company: C. H. STEVENSON, INC.

Signature: 

Date: 9/1/17

**C.H. STEVENSON  
INC.  
SITE & UTILITY CONTRACTOR**

**VARIANCES**

**Gravel Alternates**

Per cubic yard cost for delivered base gravel (provided by proposer)      \$16.00/CY\*

Per cubic yard cost for delivered surface gravel (provided by proposer)      \$18.50/CY\*

\*Approximate conversion rate = 1.5 TON/CY

# **C.H. STEVENSON INC.**

## **SITE & UTILITY CONTRACTOR**

### **EXPERIENCE STATEMENT**

#### **QUALIFICATIONS**

C.H. Stevenson, Inc. is a site/utility contractor providing services to the surrounding communities since 1973. Our project foremen have over 50 years combined experience in the road grading and drainage projects in Maine.

#### **RECENT EXPERIENCE WITH MUNICIPALITIES**

- 1.) City of Augusta
- 2.) Town of Readfield
- 3.) Town of Winthrop
- 4.) Town of Wayne

#### **EQUIPMENT**

John Deere 160D Excavator  
Hitachi ZX75 Excavator  
John Deere 700K Dozer w/Machine Control  
Dump Trucks (Triaxle)  
Utility Tractor w/Spreader Attachment  
Plate Compactor  
Road Grader  
Smooth Drum Roller



# Report of Gradation

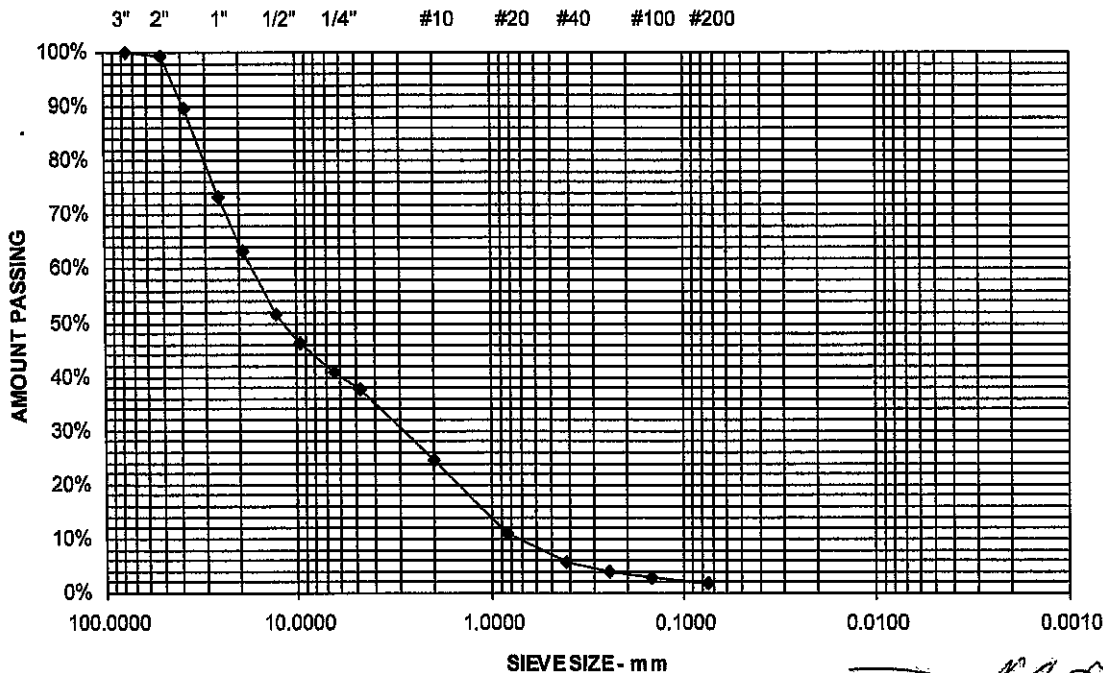
ASTM C-117 & C-136

Project Name WAYNE ME - 2017 SOURCE TESTING - CONSTRUCTION  
MATERIALS TESTING SERVICES  
Client C. H. STEVENSON, INC.  
Material Type AGGREGATE BASE  
Material Source MORSE PIT

Project Number 17-0084  
Lab ID 10324A  
Date Received 4/14/2017  
Date Completed 4/17/2017  
Tested By FRANK CLARK

MDOT 703.06A TYPE A - NOV 2014

STANDARD DESIGNATION (mm/μm)	SIEVE SIZE	AMOUNT PASSING (%)	SPECIFICATIONS (%)
150 mm	6"	100	
125 mm	5"	100	
100 mm	4"	100	
75 mm	3"	100	
50 mm	2"	99	100
38.1 mm	1-1/2"	90	
25.0 mm	1"	73	
19.0 mm	3/4"	63	
12.5 mm	1/2"	51	45 - 70
9.5 mm	3/8"	46	
6.3 mm	1/4"	41	30 - 55
4.75 mm	No. 4	38	
2.00 mm	No. 10	25	
850 μm	No. 20	11	
425 μm	No. 40	6	0 - 20
250 μm	No. 60	4	
150 μm	No. 100	3	
75 μm	No. 200	1.8	0.0 - 6.0



Comments

*Frank Clark*



# Report of Gradation

ASTM C-117 & C-136

Project Name WAYNE ME - 2016 SOURCE TESTING

Project Number 16-0200

Client C. H. STEVENSON, INC.

Lab ID 9656A

Material Type SUBBASE GRAVEL

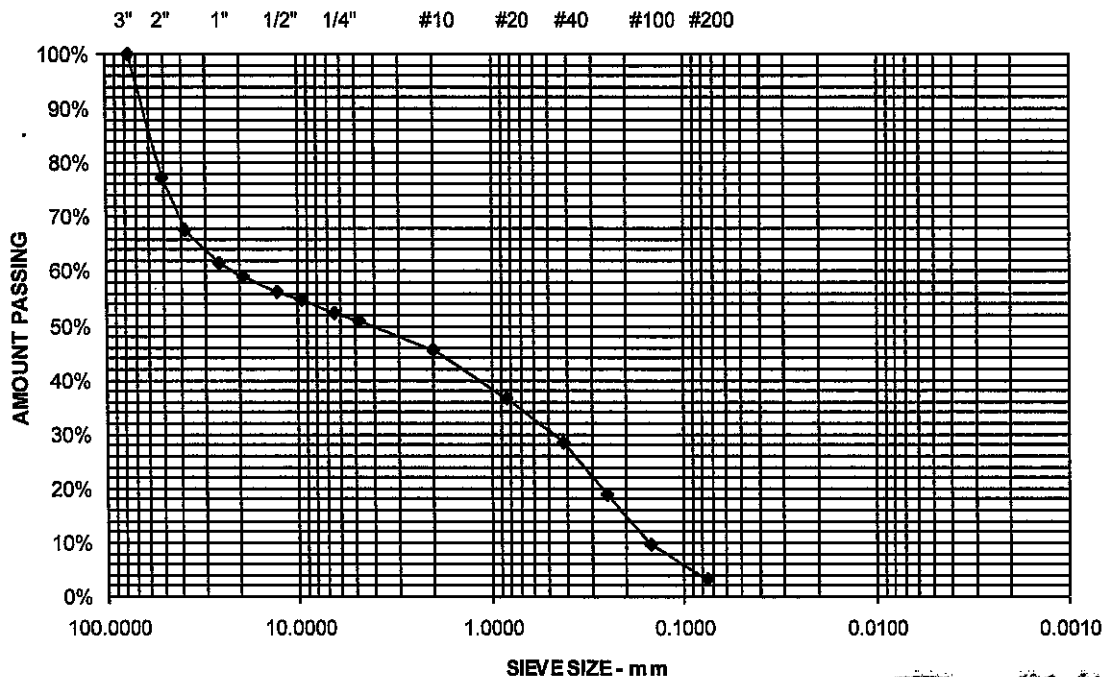
Date Received 3/24/2016

Material Source MORRIS'S PIT

Date Completed 3/25/2016

Tested By BRANDON CHAPUT

<u>STANDARD</u> <u>DESIGNATION (mm/um)</u>	<u>SIEVE SIZE</u>	<u>AMOUNT PASSING (%)</u>	<u>SPECIFICATIONS (%)</u>
150 mm	6"	100	
125 mm	5"	100	
100 mm	4"	100	
75 mm	3"	100	
50 mm	2"	77	
38.1 mm	1-1/2"	68	
25.0 mm	1"	62	
19.0 mm	3/4"	59	
12.5 mm	1/2"	56	
9.5 mm	3/8"	55	
6.3 mm	1/4"	52	
4.75 mm	No. 4	51	
2.00 mm	No. 10	45	
850 um	No. 20	37	
425 um	No. 40	29	
250 um	No. 60	19	
150 um	No. 100	10	
75 um	No. 200	3.2	



Comments



# **Steven A. McGee Construction, LLC**



## **TOWN OF READFIELD**

**8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355**

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

**Email: [Readfield.tmgr@roadrunner.com](mailto:Readfield.tmgr@roadrunner.com)**

### **REQUEST FOR PROPOSALS (RFP)**

#### **ROAD WORK SUMMARY:**

The Town of Readfield seeks proposals to complete several road projects between the fall of 2017 and the spring of 2018:

Culvert repair, replacement, and installation: Excavate and replace one failing metal culvert on Luce Road with a new 50' 18" HDPE culvert, install one 15" x 30' HDPE driveway culvert on Gay Road, excavate and reset one 15" x 30' HDPE driveway culvert on Lane Road, excavate and reset one 15" x 30' HDPE driveway culvert on Sturtevant Hill Road. Perform some associated ditching.

Gravel road work: Work to be performed on Luce Road, Gay Road, and Recycle Road. Shape and grade existing material to specification and compact. Place new base and surface gravel, grade to spec, apply dust control, and compact. Clean and shape shoulder as necessary. Perform some associated ditching.

**All proposals are to be submitted in sealed envelopes marked "ROAD WORK DOCUMENTS – DO NOT OPEN" addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 until 3:00 P.M. on Friday, September 1, 2017 at which time they will be publicly opened. Proposal forms and specifications may be obtained at the Town Manager's office. The Town of Readfield reserves the right to accept any or reject any or all proposals.**

## **STANDARD INSTRUCTIONS TO PROPOSERS**

1. The attached proposal is to be signed by the proposer, with full knowledge of and agreement with, the general specifications, conditions and requirements of this RFP. The conditions set forth in this RFP are to be considered minimum proposal specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight must be noted on an attachment labeled **"Variances"**. Failure to document such variances or deviations may, at the Town of Readfield's sole discretion, disqualify the proposal from consideration.
2. **Proposals shall be submitted in sealed envelopes addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 and shall be clearly marked "ROAD WORK DOCUMENTS – DO NOT OPEN"**. Sealed proposals for completing the projects for the 2018 fiscal year will be received at the **Town Office until 3:00 P.M. on Friday, September 1, 2017** at which time they will be publicly opened. Proposals received later than the time and date specified in the RFP will not be considered. Withdrawals of proposals, received later than the time and date set for the proposal opening, will not be considered.
3. The Town of Readfield reserves the right to negotiate increase or decrease in the scope and quantities of work performed.
4. Any potential subcontractors must be identified in the proposal. Contractors and any subcontractor engaged in the above work must agree to provide proof of liability insurance in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000.00) that names the Town of Readfield as an additional insured. Proof of additional insurance is required, but not limited to, workers compensation and liability insurance for vehicle and equipment. Certificates of insurance must be on file with the Town prior to the commencement of any work. Proposers will follow Town policy on political activity, harassment, and workplace violence while providing services in Readfield.
5. **A pre-bid meeting will be held on Wednesday, August 23<sup>rd</sup> at 9:00am** beginning at the Readfield Town Office and proceeding to each proposed worksite.
6. In accordance with the provisions of 36 M.R.S.A. sec. 1760 et. Seq., the Town of Readfield is exempt from the payment of State sales and use tax and such tax or taxes shall not be included in the proposal prices.
7. Work schedule and completion date will be negotiated with the successful proposer, but in no case will the completion date be after June 30, 2018 unless mutually agreed upon by both parties.
8. Proposers are required to attach to their proposal an outline of their qualifications, including a list of equipment that will be used to fulfill the terms of this contract, a listing of proposed subcontractors, and a listing of municipal or governmental entities that they may have contracted with in recent years.
9. It is the intent of the Town of Readfield to award a binding contract to the selected proposer. The Town of Readfield specifically reserves the right to accept any or reject any and all proposals, wholly or in part; to waive technical defects or procedural requirements; and to make awards deemed to be in the best interest of the Town.
10. Questions regarding this RFP should be referred to **Eric Dyer, Road Commissioner at 207-685-4939 or [readfield.tmgr@roadrunner.com](mailto:readfield.tmgr@roadrunner.com)**.

## **ROAD WORK SPECIFICATIONS as amended 8/23/17**

1. Current MDOT specifications shall be met for all materials and equipment involved with this work unless otherwise specified.
2. The proposer will be responsible for providing all necessary flaggers, signs, barricades and other safety devices necessary to control & direct traffic, according to the MUTCD manual and MDOT best management practices. A traffic management plan is encouraged with each proposal.
3. The proposer will also be required to meet all laws, rules and regulations of the State of Maine during the course of this project. "Dig Safe" notification and requirements shall be the responsibility of the proposer unless delegated to the Town in writing by mutual agreement.
4. Erosion control shall be the responsibility of the proposer.
5. Culverts shall be corrugated smooth bore HDPE. Culverts shall be installed to maintain positive drainage and shall match the flow line of the ditch. Couplers shall be used to connect all culvert sections. Culverts shall be set using compacted native material and a minimum of 12" of cover is required unless approved by the Road Commissioner.
6. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material, delivery to the job site, spreading, grading, and compaction shall be the responsibility of the proposer unless otherwise negotiated.** Gravel provided by the proposer shall be tested at the expense of the proposer and shall meet the following gradations.

<u>Base</u>		<u>Surface</u>	
3" sieve	95-100%	1 1/2" sieve	95-100%
200 sieve	< 9%	1/2" sieve	30-65%
		200 sieve	7-12%
7. Grading shall be performed prior to and following the application of new material. All visible potholes and ruts shall be undercut. Gravel shall be graded to a 4% cross slope, or roughly 1/2" per foot from the centerline to the start of the road shoulder, prior to compaction. The road shoulder shall be graded to a cross slope in excess of 8%, or roughly 1" per foot from the road edge. Shoulder width shall be approximately 2' unless otherwise specified. Proper moisture content shall be maintained to maximize workability and minimize material loss. Use of a water truck is encouraged.
8. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
9. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.
10. Smooth transitions are required at all driveways impacted by road work. Driveway connections shall not allow drainage onto the road and the cross slope of the road must be maintained.
11. **The Town of Readfield shall purchase CaCl dust control materials unless otherwise negotiated. Pick-up of dust control materials from the Readfield Transfer Station, delivery to the job site, and installation shall be the responsibility of the proposer unless otherwise negotiated.** Dust control shall be achieved by application of either 35% liquid CaCl solution, applied at a rate of .5 gallons per square yard, or flake CaCl applied at a rate of 1.5 pounds per square yard. Dust control shall be applied prior to finish grading and compaction of new material with proper moisture content.
12. Road gravel shall be compacted with a 10 ton vibratory roller. If gravel thickness exceeds six inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.

## ROAD WORK PROPOSAL FORM as amended 8/23/17

### Luce Road (from Rt. 17 to Plains Road)

- Approximately 100' West of Pole #21, replace the existing metal culvert with a new 18" x 50' HDPE culvert.
- Shape, grade, and compact the existing surface material for the full length of the road as specified.
- Beginning at Pole #28 and extending approximately 400' north until you reach the paved apron of the railroad tracks, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Beginning approximately 100' North / Northeast of Pole #5 and extending approximately 400' toward Plains Road, add approximately 200 cubic yards of base gravel. Grade and compact the material as specified, tapering the material to fill the low area to a combined maximum depth of 12".
- Add 3" of surface gravel to the full length of the road to a width of 22'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.
- Alternate routing of through traffic is permissible on this road, with the exception of local traffic.

Lump sum cost for culvert replacement \$ 9,635.<sup>00</sup>

Per ton cost for gravel delivery from Augusta \$ 4.<sup>85</sup>

Per ton cost for gravel delivery from Sidney \$ 6.<sup>00</sup>

Lump sum cost for all gravel shaping, grading, and compaction \$ 34,700.<sup>00</sup>

Per square yard cost for installed dust control (liquid) \$ no bid (flake) \$ .35

### Gay Road (from Plains Road to End)

- Install a 15" x 30' HDPE culvert across the driveway at mailbox #30.
- Shape, grade, and compact the existing surface material as specified.
- Add 3" of surface gravel to the full length of the road to a width of 20'.
- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Grade, apply dust control, and compact the material as specified.

Lump sum cost for culvert installation \$ 3,200.<sup>00</sup>

Per ton cost for gravel delivery from Augusta \$ 4.<sup>85</sup>

Per ton cost for gravel delivery from Sidney \$ 6.<sup>00</sup>

Lump sum cost for all gravel shaping, grading, and compaction \$ 8,900.<sup>00</sup>

Per square yard cost for installed dust control (liquid) \$ no bid (flake) \$ .35

### Recycle Road (from paved apron on North Road to start of pavement, including the wye)

- Deepen existing ditch lines and establish ditching on both sides of the road where it does not exist. Expect to perform ditching on both sides of the road for the full length of the road.
- Incorporate the existing surface gravel into the gravel base layer, to a depth of 6". Shape, grade, and compact the material as specified.
- Add 6-inches of surface gravel to the full length of the road to a width of 22'.
- Shape, grade and compact the material as specified.

- Pull in and re-shape the existing shoulder as specified. Shoulders shall be approximately 2' wide.
- Prior to finish grading and compacting the second lift apply dust control liquid as specified.
- Loam and seed as required.
- Work can only occur on Sundays, Mondays, and Thursdays.

Lump sum cost for all ditching \$ 9,220.00

Per ton cost for gravel delivery from Augusta \$ 4.85

Per ton cost for gravel delivery from Sidney \$ 6.00

Lump sum cost for all gravel shaping, grading, and compaction \$ 5,200.00

Per square yard cost for installed dust control (liquid) \$ 00 B.Y. (flake) \$ .35

Per square yard cost for installed loam and seed \$ 8.50

#### Sturtevant Hill Road

- At box number 273, remove and reset the existing 30' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon resetting. The elevation of the culvert will need to be dropped and surface material will need to be added to increase cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to reset culvert. \$ 4,975.00

#### Lane Road

- At box number 76, replace the existing culvert with a 30' x 15" HDPE driveway culvert. The elevation of the culvert will need to be dropped and surface material will need to be added to increase the cover. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. Work must be coordinated with the property owner.

Lump sum cost to replace culvert. \$ 3,575.00

#### Gravel Alternates

- Alternates for gravel provided by the proposer will be accepted, provided that the materials meet the specification and test results are either included with the proposal or submitted prior to the start of work.

Per ton cost for delivered base gravel (provided by proposer) \$ 9.65

Per ton cost for delivered surface gravel (provided by proposer) \$ 9.65

Name of Company: Steven A. McGee Construction LLC

Signature: Seth McGee

Date: 8-31-2017

### Gravel Estimates

**These are estimates only and each proposer is responsible for performing their own calculations:**

<u>Road</u>	<u>Length (mi.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Surface Gravel (c.y.)</u>	<u>Base Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
Gay Road	0.57	20	6,688	557	0	780
Luce Road	1.9	22	24,523	2044	400	3,421
Recycle Road	0.17	22	2,194	366	0	512

## SERVICES AGREEMENT

### ROAD WORK SERVICES

THIS AGREEMENT is made this 1<sup>st</sup> day of September, 2017 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and Steven A. McBee Construction LLC (hereinafter "CONTRACTOR").

The CONTRACTOR shall perform road work on selected Town roads, as needed and directed by the Town Manager/Road Commissioner or his/her designee. All equipment and materials involved with the completion of the specified work shall meet current MAINEDOT specifications and DEP standard best practices.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Road Work Specification and Road Work Proposal Form, and shall do so in accordance with the Contractor's Proposal dated 8-31, 2017.

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

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

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

The CONTRACTOR will provide the OWNER with a current and complete W-9 form prior to the start of any work under this agreement.

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

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

All materials and work may be subject to inspection by the OWNER. The Town Manager or designee shall be allowed access to all parts of the work and shall also have the right to inspect and test, at the OWNER's expense, by any methods adequate to ensure an acceptable quality of work. It is strongly recommended that the CONTRACTOR, before submitting a bid, become completely familiar with the job site and the required work. The OWNER may be available to participate in



pre-bid inspections at designated times and locations, and occasionally by request. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of a formal pre-bid inspection.

The price(s) quoted in the Road Work Proposal Form shall include preparation, mobilization, installation, final cleanup, and all labor and materials required to complete the work as specified in the Road Work Specification and Road Work Proposal Form. The price shall be firm for the term of this AGREEMENT.

The OWNER reserves the right to submit Change Orders in writing to the CONTRACTOR. In that event, the OWNER will negotiate with the CONTRACTOR to determine any new terms or costs. At the completion of work, each site shall be left in a neat and clean condition, subject to approval of the Town Manager or a Designee.

The OWNER shall remit to the CONTRACTOR payment in three equal installments. The first installment shall be due within two weeks of signing the contract, the second within two weeks of significant project completion, and the third within two weeks of final project completion. The OWNER reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the Road Work Specification.

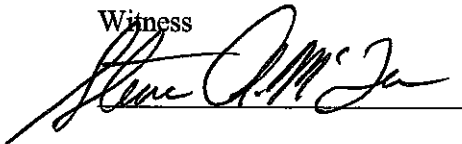
Every effort shall be made to resolve conflicts between the OWNER and CONTRACTOR through direct negotiations between the parties. If resolution cannot be reached within a reasonable timeframe then the matter will be referred to third party arbitration by mutual agreement of the OWNER and CONTRACTOR.

The OWNER shall have the right to terminate this contract for cause with a minimum notice to the CONTRACTOR of Five (5) business days. Failure to comply with any requirement of this contract shall be cause for termination.

Witness

\_\_\_\_\_


Witness



TOWN

By: \_\_\_\_\_  
Eric Dyer, Town Manager

CONTRACTOR

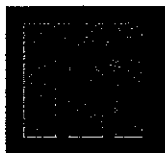
By:   
Its: R.O.A. owner

# **Pike Industries**

# PIKE INDUSTRIES, INC.

Please Return contract to our area office:

Pike Industries, Inc.  
95 Warren Ave Westbrook, ME 04092  
Phone (207)-441-2851  
Fax: (207)-591-5223  
Attention: Jim Hanley



Established 1872

## Office Use Only

Contract #  
Customer # 63600  
Account Terms: N30

Customer PO:

9/5/2017

## Aggregate Quote/Contract

Customer Information		Project Information	
Submitted To:	Town of Readfield, ME	Project Name:	Town of Readfield - 2017 Gravel Road Projects
Contact Name:	Eric Dyer	Project Address:	Readfield, ME
Address:	Town Office 8 Old Kents Hill Road Readfield, ME 04355		
Contact Phone:	(207)-685-1818	Tax Exempt	Yes
Contact Fax:		Note: If purchase is exempt, please provide certificate	
Email:	readfield.tmgr@roadrunner.com	Bid Date:	9/18/2017
		Project Completion Date:	6/30/2018

Location	Product Code	Material	Estimated Units	U/M	\$/Unit	Delivery Rate/Unit
S&G - Augusta, ME	7332	Crushed Gravel, Type A	4,900	TON	\$8.35	\$4.45

**Terms and Conditions:**

- Quote is valid until 10/4/2017 unless signed by both parties.
- Pike reserves the right to adjust pricing based on total amounts awarded
- All products are subject to availability.
- Verification and in place calculations are the responsibility of the purchaser.
- A finance charge of 1% per month will be charged on all accounts over 30 days. Any legal fees incurred to collect overdue balances will be the sole responsibility of the customer.
- Delivery is subject to availability and/or restrictions. The customer is responsible for any required traffic control and identification of any hazards (overhead, such as wires and trees or underground, such as septic tanks, etc.). Drivers have the right to request a safer area in which to unload. Wait time in excess of 15 minutes may result in additional billing of the truck at an hourly rate. In volatile petroleum markets, we reserve the right to impose a fuel escalation when prices change more than 10% from the time of contract to the point of sale. This adjustment will be evaluated and adjusted monthly if necessary based on the state specifications and postings.

### Acceptance of Contract

The foregoing terms, Specifications and conditions are satisfactory, and the same are hereby accepted and agreed to pending credit approval.

Customer: Town of Readfield, ME

Pike Industries, Inc.

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

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

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

Name: Jim Hanley

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

Title: Commercial Sales Estimator

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

Date: 9/5/2017

# ABOUT FEDCAP

The Power of Possible

**FEDCAP** is a nationally recognized non-profit dedicated to providing innovative and sustainable solutions for people with barriers. Every day, through quality and tested interventions and through systems-based capacity building, we are making a difference. We believe in the Power of Possible—that by working in partnership with business, government, academia and other community providers, we have the power to forever change the lives of those we serve.

We are a robust family of brands, including **Wildcat, The Way to Work, ReServe**, Boston-based **Community Work Services, Easter Seals New York**, and the New Hampshire-based **Granite Pathways**—providing us with a deep bench of expertise and experience in designing and delivering proven strategies and solutions that work.

*Fedcap's innovation and growth is driven by an experienced, entrepreneurial executive team:*



**CHRISTINE MCMAHON**  
President and CEO



**JOE GIANNETTO**  
Chief Operating Officer



**LORRIE LUTZ**  
Chief Strategy Officer



**KAREN WEGMANN**  
Chief Financial Officer



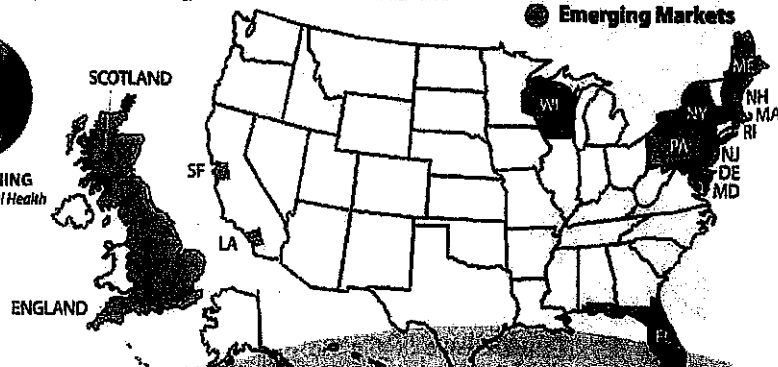
**GRANT COLLINS**  
Sr. VP, Workforce Development



**CRAIG STENNING**  
Sr. VP, Occupational Health



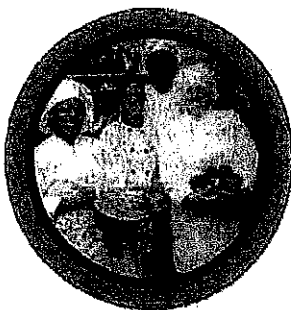
**SERENA POWELL**  
Sr. VP, New England Region



Our work is structured within **FOUR PRACTICE AREAS** and delivered within a regional model. The practice areas — **Education, Workforce Development, Economic Development and Occupational Health** — are overseen by a Senior Vice President with national experience and a deep store of knowledge in the area of focus. The work within each Region is integrated through the efforts of a Senior Vice President with significant regional knowledge and a broad range of operational expertise.



Each of our practice areas is informed by the work of the Community Impact Institute (CII)—our learning laboratory and discovery arm. Through research, surveys, focus groups, literature reviews, and convenings with government, business and community leaders, the CII helps drive the innovation and design of new services and supports and develops the value propositions that serve as the foundation for those initiatives.



## EDUCATION

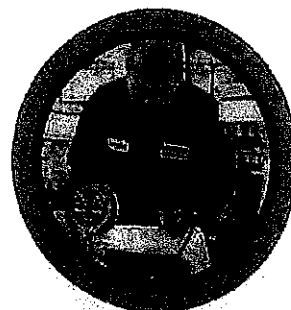
Education and training provide the foundation for employment; with education a job becomes a sustainable career path. Fedcap works with children, youths, and adults with an array of barriers, using our innovative web-based tools to help them advance academically, complete high school, go to college and graduate, and/or train for careers in high growth sectors such as health care, culinary arts, hospitality, security or other trades taught in our nationally recognized Career Design School.



## WORKFORCE DEVELOPMENT

Fedcap has designed a comprehensive solution to the development of a skilled workforce — a win-win for businesses and those we serve. Through evaluation, work readiness training, rapid job placement and post placement supports, we alter the course of people's lives. We work in close partnership with business to create customized, employer-based training designed to develop the skills and characteristics that employers require.

Through our ReServe Program we assist individuals 55+ in leveraging their unique skills and experience in the areas of community capacity building, health care, education and poverty fighting.



## ECONOMIC DEVELOPMENT

Fedcap takes a unique and innovative approach to promoting individual self-sufficiency. We operate commercially viable businesses — Manufacturing, Total Facilities Management, Home Health, Catering, Document Management and Insynergy Staffing Solutions — that incorporate for-profit business concepts of supply and demand. Today these businesses employ 1500 people spanning the Northeast, Southeast and Mid-Atlantic and generate over \$90 million in revenue.



## OCCUPATIONAL HEALTH

For employers, maintaining a healthy workforce increases productivity and earnings and maximizes human potential. Healthy workers have far lower rates of absenteeism and incur significantly lower medical costs. Work is a critical component of treatment—in fact— we believe that work completes treatment. Our clinicians are focused on helping those we serve maintain physical and mental health, obtain a job and sustain living wage employment. When people enter recovery, our peer driven system of services and supports ensures long term well-being.

**FEDCAP**

The Power of Possible

RESERVE

easterseals

WW  
ONE STEP TO EMPLOY

Wildcat  
WORKFORCE SOLUTIONS

Community  
Work Services  
On the way to work

GRANITE  
PATHWAYS

State of Maine

# Department of Health and Human Services

Maine People Living Safe, Healthy and Productive Lives

Home → News → Press Release Details

+ A | - A | Fri 15 Sept 2017

## News Archives

### Press Release

April 12, 2017

### Maine's Welfare-To-Work Program Already Showing Success and Improvement for Maine

**AUGUSTA** - Since opening its doors in February, Fedcap Rehabilitation Services has proven to be an asset to the state's welfare-to-work program, known as Additional Support for People in Retraining and Employment (ASPIRE) program. At each of the 16 statewide Opportunity Centers, Fedcap staff provides case management services and develops individualized training and employment plans for ASPIRE recipients and TANF applicants.

The program works to break down the barriers to economic well-being, break the cycle of poverty and provide pathways to independence and success. Participants receive educational training and worksite experience to help them become "employer ready" job seekers. Individuals will also receive vocational and independent medical assessments to determine functional capacity for employment.

"I am so proud of the work being done through our contract with Fedcap. The personal stories shared by participants who have struggled with self-confidence and employment barriers who are successfully advancing on the employment path proves what this administration has been saying for so long—the best way out of poverty is a job. The self-confidence that comes with a paycheck cannot be understated," said Commissioner Mary Mayhew. "The program's ability to build a curriculum and plan based on an individual's skills set and strengths will provide them with the best opportunity to be successful and self-sufficient."

#### To Date:

- Fedcap has received referrals of 2,311 existing ASPIRE Participants and over 300 new TANF applicants
- Over 1,200 support service requests have been issued through coordination with Fedcap case management staff, the participant and the Department
- Fedcap Academy will "go live" on May 1st statewide, providing access to thousands of online training modules, each developed to provide specific work skills

- Over 246 agreements have been executed with employers and non-profit work sites statewide

**EMPLOYMENT:**

- 99% of Participants working with Fedcap are engaged in the Power of Possible job readiness training
- 60% of Fedcap intakes have resulted in a determination of "ready for employment"

**Fedcap promotes work readiness through their five principles of self-sufficiency:**

1. **Urgency:** The time to become self-sufficient is now. Even entry-level jobs are stepping stones to self-sufficiency.
2. **Ownership:** Take ownership of own plans and set goals with timelines.
3. **Learn by Doing:** Doing replaces waiting for others. Do not wait for the "right" job opportunity or for all the barriers to be removed.
4. **Life Long Learning:** Learning is not a destination, but a journey. It's not a product but a process. Most important quality to offer an employer is the ability and willingness to learn.
5. **Motivation:** Establish a positive climate, coaching, and celebrating each success helps people grow in their self-esteem, confidence and the motivation to live lives of independence.

"Under this administration—we refuse to view someone through the lens of their current circumstance. Instead, we look at a person's potential and help them achieve it. This goes beyond employment—it is about promoting an individual's self-confidence, self-esteem and human dignity," said Commissioner Mayhew. "All individuals can thrive when their lives have purpose and they are productively engaged every day. This will support greater self-sufficient individuals, stronger families, more vibrant communities, and a more successful state."

**Credits**

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>

**FEDCAP REHABILITATION SERVICES, INC**  
**BREAKING THE CYCLE**  
**WORK EXPERIENCE PROGRAM (WEP/CS)/COMMUNITY SERVICE (CS)**  
**MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding ("MOU") is by and among Fedcap Rehabilitation Services, Inc. ("Fedcap" or the "Parent Organization") and \_\_\_\_\_ "the WEP/CS Site"). It is agreed that:

1. Fedcap will recruit participants for its Work Experience Program (WEP/CS).
2. Fedcap will place participants in Office Services, Maintenance and/or Human Community Services at \_\_\_\_\_.
3. Fedcap will administer the WEP/CS program in accordance with guidelines set forward by Fedcap BTC Procedures.
4. The maintenance of the WEP/CS program at \_\_\_\_\_ will be subject to Fedcap review.
5. All participants in the Work Experience Program administrated by Fedcap to perform work under this Agreement are neither an employee of the State of Maine nor under Contract to the State of Maine. \_\_\_\_\_ alone is responsible for their work, direction and personal conduct while under this MOU.
6. Nothing in this Agreement shall impose any liability or duty on the State of Maine for the acts, omission, liabilities or obligations of the \_\_\_\_\_ or any person, firm, agency, association, corporation or organization engaged by \_\_\_\_\_ as experts, specialist, trainee, employee, servant or agent. Fedcap represents by means of a Certificate of Insurance, which is attached hereto and made a part hereof, that workers' compensation coverage is in effect for WEP/CS participants in accordance with the provisions of the State of Maine's Worker's Compensation Law. In the event Fedcap fails to secure worker's compensation coverage, Fedcap and \_\_\_\_\_ shall hold harmless and indemnify the State of Maine, Department of Health and Human Services for any and all costs the State of Maine Bureau of Human Services may incur under the Worker's Compensation Law or any other law rule or regulations.
7. Confidentiality. All information obtained, developed or filed by \_\_\_\_\_ in connection with cash assistance recipients or their relative or in connection with other recipients of services, including data contained in official Department files or records, shall be held confidential by \_\_\_\_\_ pursuant to the provisions of the Health and Human Services Law of the State of Maine, the Federal Social Security Act, the Health Insurance Portability and Accountability Act ("HIPAA"), and any applicable regulations promulgated thereunder and shall not be disclosed by \_\_\_\_\_ to any person, organization, agency of other entity except as authorized or required by law. Any information obtained or received about Maine Cash Assistance recipients by \_\_\_\_\_ shall remain confidential and may not be redisclosed by \_\_\_\_\_.

All of the reports, information or data, furnished to or prepared, assembled or used by Fedcap under the Agreement are to be held confidential, and the \_\_\_\_\_ agrees that the same shall not be made available to any individual or organization without the prior written approval of the Department.

The provisions of this provision 7 shall remain in full force and effect following termination, or cessation of, the services required by this MOU.



IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates appearing below their respective signatures.

**FEDCAP REHABILITATION SERVICES, INC.**

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: Executive Director – Breaking the Cycle

DATE: \_\_\_\_\_

Name of WEP/CS Site: \_\_\_\_\_

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/12/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>NFP P&amp;C Services, Inc</b> <b>45 Executive Drive</b> <b>Plainview, NY 11803</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 516 327-2700</b> <b>FAX (A/C, No): 516-327-2800</b> <b>E-MAIL ADDRESS:</b> <table border="1"> <tr> <th data-bbox="812 420 1396 451">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1396 420 1536 451">NAIC #</th> </tr> <tr> <td data-bbox="812 451 1396 483"><b>INSURER A : Berkshire Hathaway Specialty In</b></td> <td data-bbox="1396 451 1536 483"><b>22276</b></td> </tr> <tr> <td data-bbox="812 483 1396 514"><b>INSURER B : Technology Insurance Company, I</b></td> <td data-bbox="1396 483 1536 514"><b>42376</b></td> </tr> <tr> <td data-bbox="812 514 1396 546"><b>INSURER C :</b></td> <td data-bbox="1396 514 1536 546"></td> </tr> <tr> <td data-bbox="812 546 1396 577"><b>INSURER D :</b></td> <td data-bbox="1396 546 1536 577"></td> </tr> <tr> <td data-bbox="812 577 1396 609"><b>INSURER E :</b></td> <td data-bbox="1396 577 1536 609"></td> </tr> <tr> <td data-bbox="812 609 1396 636"><b>INSURER F :</b></td> <td data-bbox="1396 609 1536 636"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A : Berkshire Hathaway Specialty In</b>	<b>22276</b>	<b>INSURER B : Technology Insurance Company, I</b>	<b>42376</b>	<b>INSURER C :</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
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<b>INSURER F :</b>															
<b>INSURED</b> <b>Fedcap Rehabilitation Services Inc.</b> <b>Attn: Karen Wegmann</b> <b>633 Third Avenue - 6th floor</b> <b>New York, NY 10017</b>															

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		47SPK25564201	09/30/2016	09/30/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		47RWS14808202	09/30/2016	09/30/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000		47SUM14808302	09/30/2016	09/30/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	TWC3600651	12/11/2016	12/11/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	<b>Physical Damage</b>		47RWS14808202	09/30/2016	09/30/2017	Comp/Coll: \$1,000 Ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Maine

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Stewart B. Welles*

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Department of Health  
and Human Services

Maine People Living  
Safe, Healthy and Productive Lives

Paul R. LePage, Governor     Ricker Hamilton, Acting Commissioner

Readfield Select Board  
September 18, 2017  
Item # 18-039

Department of Health and Human Services  
Commissioner's Office  
221 State Street  
11 State House Station  
Augusta, Maine 04333-0011  
Tel.: (207) 287-3707; Fax: (207) 287-3005  
TTY Users: Dial 711 (Maine Relay)

TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Ian Miller, General Assistance Program Manager

RE: 2017 – 2018 General Assistance Ordinance Maximums

DATE: 8-21-2017

Enclosed please find the following items:

- MMA's new (October 1, 2017–September 30, 2018) **“General Assistance Ordinance Appendix”** (A - D).
- **“GA Maximums Summary Sheet”** which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (see *“Filing of GA Ordinance and/or Appendices”* below for further information).

**Appendix A - D**

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

**The Adoption Process**

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

At the hearing, the municipal officers should:

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

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

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

# GENERAL ASSISTANCE ORDINANCE

## APPENDICES A-D

### 2017-2018

The Municipality of Readfield adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2017—September 30, 2018. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 18 (day) of September (month) 2017 (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

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(Print Name)

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(Print Name)

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(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**OVERALL MAXIMUMS****Persons in Household**

	1	2	3	4	5
722	746	928	1216	1,297	

Household of 6 = 1,372

\* Add \$75 for each additional person

**FOOD MAXIMUMS**

Persons	Weekly	Monthly
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.41	1,153

Add \$144 per month for each + person

**HEATING FUEL**

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

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

**Housing Maximums**

BEDROOM	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	131	564	154	662
1	131	564	158	679
2	168	724	198	851
3	219	943	262	1,126
4	226	971	278	1,194

**PERSONAL CARE & HOUSEHOLD SUPPLIES**

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

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

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

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

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

**ELECTRIC**

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

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

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

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

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

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

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

**1-800-442-6003**

Revised 10-1-17

## 2017-2018 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	714	788	994	1,242	1,506
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	605	682	847	1,095	1,269
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	641	726	915	1,169	1,397
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,002	1,131	1,431	1,931	2,097
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	982	1,025	1,333	1,714	2,173
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	761	807	1,072	1,561	1,780

**Appendix A**  
Effective: 10/01/17-09/30/18

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	781	863	999	1,318	1,600
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	745	872	1,079	1,457	1,477

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

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5
<b>Aroostook County</b>	618	642	760	965	1,049
<b>Franklin County</b>	646	671	793	985	1,400
<b>Hancock County</b>	693	787	992	1,249	1,367
<b>Kennebec County</b>	722	746	928	1,216	1,297
<b>Knox County</b>	754	755	928	1,186	1,315
<b>Lincoln County</b>	783	834	987	1,234	1,470
<b>Oxford County</b>	630	646	771	1,110	1,343
<b>Piscataquis County</b>	595	672	828	1,090	1,125
<b>Somerset County</b>	675	704	835	1,133	1,146
<b>Waldo County</b>	680	751	887	1,206	1,281
<b>Washington County</b>	630	645	763	985	1,173

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



## **2017-2018 Food Maximums**

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2017, those amounts are:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.14	1,153

**Note: For each additional person add \$144 per month.**

## 2017-2018 GA Housing Maximums (Heated & Unheated Rents)

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

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

<b>Aroostook County</b>				
Bedrooms	<b>Unheated</b>		<b>Heated</b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	111	476	130	559
1	111	476	134	578
2	130	558	159	684
3	167	718	204	878
4	177	762	221	949
<b>Franklin County</b>				
Bedrooms	<b>Unheated</b>		<b>Heated</b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	117	503	137	587
1	117	503	141	607
2	137	591	167	717
3	173	743	209	898
4	258	1,108	302	1,300
<b>Hancock County</b>				
Bedrooms	<b>Unheated</b>		<b>Heated</b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	124	535	147	633
1	139	599	167	720
2	183	788	213	915
3	227	976	270	1,159
4	242	1,041	294	1,264
<b>Kennebec County</b>				
Bedrooms	<b>Unheated</b>		<b>Heated</b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	131	564	154	662
1	131	564	158	679
2	168	724	198	851
3	219	943	262	1,126
4	226	971	278	1,194

# Appendix C

Effective: 10/01/17-09/30/18

## Non-Metropolitan FMR Areas

<b>Knox County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	139	596	161	694
1	139	596	161	694
2	168	724	198	851
3	212	913	255	1,096
4	230	989	282	1,212
<b>Lincoln County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	625	168	723
1	150	646	178	767
2	182	783	212	910
3	223	961	266	1,144
4	266	1,144	318	1,367
<b>Oxford County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	110	472	133	570
1	110	472	135	579
2	132	567	161	694
3	195	837	237	1,020
4	237	1,017	288	1,240
<b>Piscataquis County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	106	457	126	540
1	118	508	143	613
2	147	630	177	759
3	198	853	235	1,011
4	198	853	240	1,034
<b>Somerset County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	517	143	615
1	121	519	148	637
2	147	631	176	758
3	202	869	243	1,043
4	202	869	243	1,043

**Non-Metropolitan FMR Areas**

<b>Waldo County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	121	522	144	620
1	131	563	159	684
2	159	683	188	810
3	217	933	260	1,116
4	222	955	274	1,178

<b>Washington County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	110	472	133	570
1	110	472	134	578
2	130	559	160	686
3	166	712	208	895
4	208	847	249	1,070

**Metropolitan FMR Areas**

<b>Bangor HMA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	556	152	654
1	140	600	168	721
2	184	790	213	917
3	225	969	268	1,152
4	275	1,180	326	1,403

<b>Penobscot Cty. HMA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	104	447	127	545
1	115	494	143	615
2	149	643	179	770
3	191	822	234	1,005
4	219	943	271	1,166

<b>Lewiston/Auburn MSA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	112	483	135	581
1	125	538	153	659
2	165	711	195	838
3	208	896	251	1,079
4	249	1,071	301	1,294



**Metropolitan FMR Areas**

<b>Portland HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	196	844	219	942
1	219	943	247	1,064
2	285	1,227	315	1,354
3	386	1,658	428	1,841
4	412	1,771	464	1,994
<b>York/Kittery/S. Berwick HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	824	214	922
1	195	837	223	958
2	263	1,129	292	1,256
3	335	1,441	378	1,624
4	430	1,847	481	2,070
<b>Cumberland Cty. HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	603	163	701
1	144	619	172	740
2	202	868	231	995
3	299	1,288	342	1,471
4	338	1,454	390	1,677
<b>Sagadahoc Cty. HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	623	168	721
1	157	675	185	796
2	185	795	214	922
3	243	1,045	286	1,228
4	296	1,274	348	1,497
<b>York Cty. HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	159	685
1	159	684	187	805
2	203	875	233	1,002
3	275	1,184	318	1,367
4	269	1,156	320	1,374

## 2017-2018 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2017 to September 30, 2018.**

### APPENDIX A - OVERALL MAXIMUMS

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

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.14	1,153
NOTE: For each additional person add \$144 per month.		

### APPENDIX C - HOUSING MAXIMUMS

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

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## APPENDIX D - UTILITIES

### ELECTRIC

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

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

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

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

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

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

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

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

## APPENDIX E - HEATING FUEL

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

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

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

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

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

### **SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

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

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

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# Record Retention & Destruction Policy



Town of Readfield, Maine

August, 2017

## **SECTIONS:**

Section 1.0 Purpose

Section 2.0 Policy

Section 3.0 Administration

Section 4.0 Electronic Documents

Section 5.0 Suspension of Record Disposal in Event of Litigation or Claims

## **Section 1.0 Purpose**

The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by the Town of Readfield or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees, boards, committees and commissions of the Town of Readfield in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

## **Section 2.0 Policy**

This Policy represents the Town of Readfield's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

## **Section 3.0 Administration**

The Secretary of State, Maine State Archives provide the "Rules for Disposition of Local Government Records" as the Retention Schedule that is approved by the State of Maine in the initial maintenance, retention and disposal of physical records for the Town of Readfield and the retention and disposal of electronic documents (*see Section 5.0*). The Town Clerk is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Town of Readfield; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

## **Section 4.0 Electronic Mail**

4.01 Electronic Mail: Not all email needs to be retained, depending on the subject matter.

4.02 All e-mail—from internal or external sources—that are determined to be insignificant by the recipients may be deleted by the recipient after 90 days.

4.03 The recipient will archive e-mails for six months after they have deleted it, after which time the e-mail will be permanently deleted.

4.04 Staff will not store or transfer the Town of Readfield-related e-mail on non-work-related computers except as necessary or appropriate for the Town of Readfield purposes.

4.05 Staff and Select Board members will take care not to send confidential/proprietary Town of Readfield information to outside sources.

4.06 Any e-mail communication between, sent to, or received by, a Select Board member should be copied to the Town Clerk which will be stored for FOAA requests with the exception of e-mails deemed confidential.

4.07 Staff and Select Board members leaving office shall not delete, erase or modify their Town of Readfield e-mails or e-mail accounts.

**Section 5.0 Suspension of Record Disposal In Event of Litigation or Claims**

In the event the Town of Readfield is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Town of Readfield or the commencement of any litigation against or concerning the Town of Readfield such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Date approved by the Select Board: \_\_\_\_\_, 2017

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

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

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

\_\_\_\_\_  
Dennis Price

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

# Messenger Policy



Town of Readfield, Maine

August, 2017

## **SECTIONS:**

Section 1.0 Name of Publication

Section 2.0 Purpose

Section 3.0 General Guidelines

Section 4.0 Articles

Section 5.0 Advertisement

Section 6.0 Authorizations

### **Section 1.0 Name of Publication:**

The name of the publication is known as The Readfield Messenger.

### **Section 2.0 Purpose:**

2.1 The purpose of the publication is to inform Readfield's public of the affairs of town's boards, committees and commissions.

2.2 The town's budget and financial information

2.3 The town's voting and Town Meeting information

2.4 Any town events

2.5 A place for public service information

### **Section 3.0 General Guidelines:**

3.1 Town boards, committees and commissions will limit their monthly articles to one page unless prior authorization is given for additional space.

3.2 Nonprofits, such in churches, organizations and community service organizations will be limited to a quarter page unless prior authorization is given for additional space.

3.3 All content should meet the Rules of Conduct for Public Meetings as approved and amended by the Readfield Select Board

3.4 All content is subject to review and approval of the Town Clerk, and Town Manager as appropriate.

3.5 No public editorials are allowed.

### **Section 4.0 Articles**

4.1 Articles Should be relevant to municipal government or civic activities in the Town of Readfield or surrounding area.

4.2 Articles should be submitted by municipal officers and officials, duly authorized members of appointed boards and committees, or duly authorized representatives of local non-profit organizations.

4.3 No editorials or letters to the editor.

4.4 Articles should not contain political messaging (with the exception of candidate profiles, as detailed below).

4.5 Pictures submissions need to be submitted as a jpeg and the submitter is responsible for acquiring the authority to use someone's likeness or picture.

4.2 Articles and/or ads need to be submitted as pdfs or a word document.

4.3 Submissions, if sent by e-mail, should be sent an attachment.

### **Section 5.0 Advertisement**

5.1 Paid advertising is permitted and encouraged as it offsets the cost of printing and distributing the Messenger.

5.2 Advertising for non-profit organizations, governmental organizations, public service agency or other agency, may be provided free of charge.

5.3 No political ads are allowed with the exception of local, state or federal candidate's ads of which there will be no charge if the ad falls under the following guidelines:

- a.) Candidate must be a local, state or federal candidate representing the Readfield community.
- b.) Local candidates may only submit profiles after they have turned in their nomination papers to the Town Clerk.
- c.) Local candidate profiles must be submitted by the candidate.
- d.) Local candidate profiles should be kept to a few paragraphs.
- e.) Candidate profiles will be requested by the Town Clerk in advance of an election and profiles must be submitted by the stated deadline.

5.4 Ads prices will be set by the Select Board under their miscellaneous fees authorization.

5.2 Ad prices will be set by business card size or by page size.

5.3 All ads will be paid for in advance of the publication of the ad.

### **Section 6.0 Authorizations**

6.01 The Town Clerk is responsible for determining any charges for ads or articles as stated in Section 5.0 Ads.

6.02 The Town Clerk is responsible for the production of the publication each month unless otherwise directed by the Town Manager.

6.03 The Town Manager is responsible for the supervision and information produced in the publication.

# Annual Meeting of Select Board and Board/Committee/Commission Chairs

**Policy:** There will be a collective annual gathering of the Select Board and the Chairs of Town Boards, Committees and Commissions convened with the following objectives:

- 1) to meet legal requirements pertaining to training and education of municipal officers;
- 2) to review administrative structure of Town government with particular attention to the responsibilities, duties and interactions of committees, Town administration and the Select Board; and,
- 3) to present and discuss the action plans and goals for the committees, Town administration and Select Board.

Attendance is required by all Board/Committee/Commission Chairs. Exception: Chair attendance may be substituted with the applicable Vice-Chair or other appropriate member representative.

**Frequency:** Annual

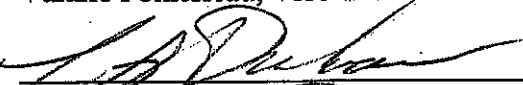
**When:** To take place as a Special Select Board Meeting, ideally after completion of committee appointments, election of chairs, completion of action plans and forecast budgets, typically during the month of January.

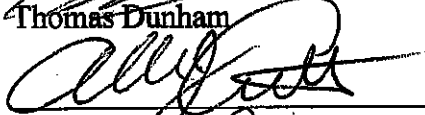
**Initially approved by the Select Board on October 14, 2008**

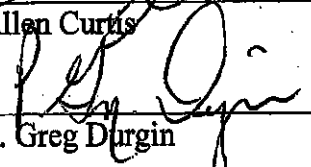
**Revised and approved by the Select Board on January 26, 2015**

  
Sue Reay, Chair

  
Valarie Pomerleau, Vice Chair

  
Thomas Dunham

  
Allen Curtis

  
P. Greg Durgin

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**District 1**  
**Patsy G. Crockett**

**Augusta, Chelsea, China, Manchester,  
Sidney, Vassalboro, Windsor**



**District 2**  
**Nancy G. Rines**

**Farmingdale, Fayette, Gardiner,  
Hallowell, Litchfield, Monmouth,  
Mount Vernon, Pittston, Randolph,  
Readfield, Vienna, Wayne,  
West Gardiner, Winthrop**



**District 3**  
**George M. Jabar, II**

**Albion, Belgrade, Benton, Clinton,  
Oakland, Rome, Waterville, Winslow,  
Unity Township**

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[Home](#)[Law Enforcement](#)[Corrections](#)[Employment](#)[Department Links](#)[Directions](#)**Kennebec County Sheriff's Message**

The Kennebec County Sheriff's Office has proudly served the citizens of Kennebec County since 1799. Throughout those 200+ years, the Sheriff's Office has changed with the times to accommodate the needs of the citizens we serve. The Sheriff's Office's law enforcement component responds to calls for service and our correctional facility houses and cares for the needs of up to 150 inmates.

Community policing is a necessity for 21st century policing. Immersing ourselves in the community improves trust and fosters communication, which helps us in law enforcement curb violence and drug use which is currently plaguing our great state. The Kennebec County Sheriff's Office will continue to work shoulder to shoulder with all law enforcement agencies, collaborating for the good of all and continuing to make a positive impact on our community.



Our agency shall continue to move forward and upwards as a leader in both the law enforcement and correctional fields. We will innovate and improve our alternative sentencing programs, which saves lives, prevents crime and helps reduce the population in our correctional facility.

A new era has begun at the Kennebec County Sheriff's Office. Its focus will be on developing and implementing new ideas for the future and working towards a cohesive, positive environment at the Sheriff's Office and in the community.

We will perform our duties with compassion, professionalism, respect and attention to detail to ensure success of the Kennebec County Sheriff's Office's mission to provide a safe, and healthy community. I look forward to leading all of my fellow employees at the Sheriff's Office by example to accomplish these goals to protect and serve the people of Kennebec County.

**Ken Mason, Sheriff**

**Mission Statement**

The Kennebec County Sheriff's Office employees will concentrate on developing and maintaining an attitude of an inclusive and cohesive positive work environment.

We will bolster trust and improve relationships with the community by encouraging participation in specialized training, community outreach programs and by recognizing the importance of accountability within our own agency.

We will respectfully partner with all law enforcement entities and local programs which assist us in completing our goal of a safe and healthy community. We will work tirelessly to end the crises of opiate addiction with forward thinking programs and ideas.

We will be diligent in our duties fighting crime and maintaining order in our correctional facility by protecting the community while respectfully managing the community's investment in our office.

We will perform our duties with compassion, professionalism, respect and attention to detail to ensure success of the Kennebec County Sheriff's Office and our community.

**For Emergencies  
Dial 9-1-1****Kennebec County  
Sheriff's Office**

125 State Street  
Augusta, Maine 04330

Phone: (207) 623-3614  
Fax: (207) 623-6387

**Kennebec County  
Correctional Facility**

115 State Street  
Augusta, Maine 04330

Phone: (207) 623-2270  
Fax: (207) 623-8787

**Tips Hotline:**

[tipshotline@kennebecso.com](mailto:tipshotline@kennebecso.com)

(If you would like to remain anonymous,  
please state so in the email.)

**Regional Communications Center  
Augusta, Maine:**

Phone: (207) 624-7076

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MAINE STATE

# District 14 Sen. Shenna Bellows

## 128th Senators

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- District 02  
Sen. Michael Carpenter
- District 03  
Sen. Rod Whittemore
- District 04 Sen. Paul Davis
- District 05 Sen. James Dill
- District 06 Sen. Joyce Maker
- District 07  
Sen. Brian Langley
- District 08  
Sen. Kimberley Rosen
- District 09  
Sen. Geoffrey Gratwick
- District 10  
Sen. Andre Cushing III
- District 11  
Pres. Michael Thibodeau
- District 12  
Sen. David Miramant
- District 13 Sen. Dana Dow
- District 14  
Sen. Shenna Bellows
- District 15 Sen. Roger Katz
- District 16 Sen. Scott Cyrway
- District 17  
Sen. Thomas Saviello
- District 18 Sen. Lisa Keim
- District 19  
Sen. James Hamper
- District 20 Sen. Eric Brakey



Representing Senate District 14: CL  
Hallowell, Manchester, Monmouth  
West Gardiner, and Winthrop.

Address: 33 Kerns Hill Road, Man

Phone: 207-776-5404

State House Office Phone: Senate I  
1515

Email: [shenna.bellows@legislature.maine.gov](mailto:shenna.bellows@legislature.maine.gov)

Legislative Website: [www.mainesenate.org](http://www.mainesenate.org)

Term Limited: 2024

Maine Government

Executive • Judicial • Agency Rules

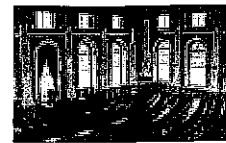
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## Craig V. Hickman

(D-Winthrop)



House Home Page

**Address:** 192 Annabessacook Road, Winthrop, ME 04364

**Home Telephone:** (207) 377-3276

**E-Mail:** [Craig.Hickman@legislature.maine.gov](mailto:Craig.Hickman@legislature.maine.gov)

**Legislative Web Site:** <http://legislature.maine.gov/housedems/hickman/index.html>  
*(Additional information, news, etc., from the House Democratic Office)*

**Personal Web Site:** <http://hickmaninthehouse.blogspot.com>  
*(This link is outside the Maine Legislature web site)*

**State House Message Phone:** (800) 423-2900

**TTY:** Please use Maine Relay 711

**Representing:** District 81 - Monmouth (part), Readfield and Winthrop

**Committees:** Veterans and Legal Affairs; Joint Select Committee on Marijuana Legalization Implementation

**Party Affiliation:** Democrat

**Legal Residence:** Winthrop

**Seat in House Chamber:** 77

**Occupation:** Organic Farmer, Small Business Owner

**Family:** Jop Blom (Spouse)

**Legislative Service:** House: 126th, 127th, 128th

**Bills, Joint Orders and Joint Resolutions Sponsored:** [Sponsor List](#)

**Bills, Joint Orders and Joint Resolutions Sponsored or Cosponsored:** [Sponsor/Cosponsor List](#)

**All Legislative Items Sponsored or Cosponsored :** [Sponsor/Cosponsor List](#)

**FYI**

**Finally,** a way to dispose of old,  
unusable pesticides safely, easily  
and for free



## **Maine's Obsolete Pesticide Collection Program**

**Maine Board of Pesticides Control**

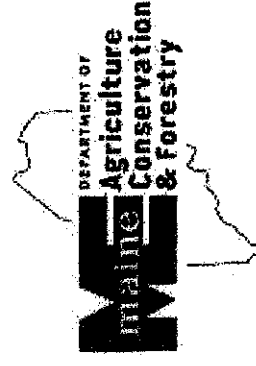
**Maine Department of Environmental Protection**

## **October 2017 Collection:**

- Registration is required; no drop-ins accepted
- Register by September 30<sup>th</sup>
- Sites in Presque Isle, Bangor, Augusta, and Portland

**For more information and  
to register:**  
**[www.thinkfirstspraylast.org](http://www.thinkfirstspraylast.org)**

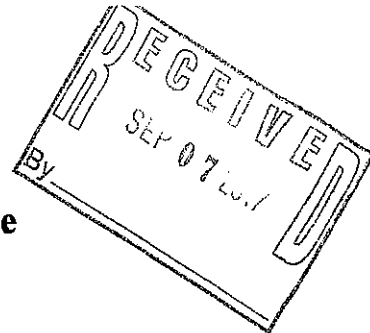
**207-287-2731**



## For Immediate Release - Joint Press Release

September 1, 2017

Contact: Cam Lay 207-287-2731, [pesticides@maine.gov](mailto:pesticides@maine.gov)



### **Mainers Urged to Sign Up for Free Disposal of Unusable Pesticides**

AUGUSTA—This October, the Maine Department of Agriculture, Conservation and Forestry's (DACF) Board of Pesticides Control (BPC) will team up with the Maine Department of Environmental Protection (DEP) to help Mainers dispose of unusable and waste pesticides. The Obsolete Pesticides Collection Program, jointly sponsored by the BPC and DEP, and funded through pesticide product registration fees, has kept more than 99 tons of pesticides out of the waste stream since its start in 1982.

This free annual program is open to homeowners, family-owned farms and greenhouses. Collections will occur at four sites: Presque Isle, Bangor, Augusta, and Portland. **Participants must pre-register by September 29, 2017. Drop-ins are not permitted.** The collected chemicals will be taken to out-of-state disposal facilities licensed by the federal Environmental Protection Agency where they are incinerated or reprocessed.

Pesticides may become unusable due to age, freezing or evaporation, or because their legal registration changes. It is important to remember that the term "pesticides" includes not only insecticides, but also herbicides, fungicides and rodenticides. Past participants in the program have reported finding obsolete pesticides in barns of inherited properties, garages of newly purchased homes and other unexpected places.

Governor Paul R. LePage is urging Mainers to take advantage of this opportunity to protect the environment and save money through this once a year collection event that highlights cooperation between government agencies. "This is an opportunity for Mainers to dispose of unusable pesticides properly and at no expense," said Governor LePage. "Through consolidated collections at four central locations and the use of in-house resources and expertise, disposal costs are reduced to about \$2 per pound. That is a great value for Maine taxpayers lowers costs and helps protect the environment."

DACF Commissioner Walt Whitcomb is encouraging Mainers to seize this free opportunity for pesticide disposal. "This program provides essential protection of the public, wildlife, and environment. Pesticides thrown in the trash or poured down the drain contaminate drinking water and cause environmental damage," said Commissioner Whitcomb. "I urge people storing these products to contact the BPC and register as soon as possible for the October program."

"Providing Maine residents with a free and easy solution to properly dispose of pesticides gives everyone an opportunity to make a positive impact on our environment and public health," said Paul Mercer, DEP Commissioner.

To register, get details, and learn important information about the temporary storage and transportation of obsolete pesticides, go to the BPC Web site at [thinkfirstspraylast.org](http://thinkfirstspraylast.org), or call 207-287-2731.