

**Readfield Select Board  
Meeting Agenda  
March 4, 2019, Readfield Town Office**

Regular Meeting starts at 6:30pm  
Meeting ends (unless extended) at 8:00pm

**Pledge of Allegiance**

**Regular Meeting Items - 5 min.**

19-081 - Minutes: Select Board meeting minutes of February 19, 2019.

19-082 - Warrants: #36-37(FY19).

**Communications - 25 min.**

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Library Board minutes of January 2, 2019

Public Communication - Members of the public may address the Select Board. - 10 min.

**Appointments, Reappointments, and Resignations - 5 min.**

19-083 - Consider the appointment of Deb Nichols as Registrar

19-084 - Consider the reappointment of Jeanne Harris to the Heritage Days Committee

19-085 - Consider the reappointment of Robert Harris to the Heritage Days Committee

**Old Business - 25 min.**

19-068 - Consider a third draft of the Fiscal Year 2019-2020 (FY20) budget - 25 min.

**New Business - 25 min.**

19-086 - Consider award of a multi-year street and lot sweeping contract - 5 min.

19-087 - Consider comment on pending State legislation - 10 min.

19-088 - Review and discussion of the Purchasing Policy - 10 min

**Future Agenda Items - 5 min.**

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – February 21, 2019 – Unapproved**

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**Select Board Members Present:** Dennis Price, Christine Sammons and Kathryn Woodsum

**Excused Absence:** Bruce Bourgoine and John Parent

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

Mrs. Sammons called the Select Board meeting to order at 6:32 pm.

- **19-074 – Minutes: Select Board meeting minutes of February 4, 2019**
  - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of February 4, 2019 as presented, **second** by Mr. Price. **Vote** 3-0 in favor.
- **19-075 – Warrants #34-35 (FY19)**
  - Mr. Price reviewed Warrants #34-35 (FY19)
  - **Motion** made by Mr. Price to approve Warrants #34-35 (FY19) in the amount of \$55,148.09, **second** by Mrs. Woodsum. **Vote** 3-0 in favor.

**Communications**

- **Select Board Communications**
  - Mr. Price asked for people to please help out with Heritage Days. Contact Mr. Price by email, check out the Facebook page or stop by the Town Office. Looking for people to organize, plan and marketing strategies along with people the day of Heritage Days to help out.
  - Mrs. Woodsum spoke that we just had the Annual Chairs meeting prior to this meeting with the various committees and wanted to say thank you to everyone for coming. A reminder that Robin Lint is retiring and her last day is March 1<sup>st</sup> which from 12:00-3:30 pm there will be a hello, goodbye, thank you gathering at the Town Office.
- **Staff Reports**
  - Mr. Dyer went over the Treasures Report for January 2019
- **Boards, Committees, Commissions & Departments**
  - Conservation Commission minutes of 6/12, 10/9, 11/13 and 12/18/2018
  - Solid Waste & Recycling Committee minutes of October 17, 2018
  - Cobbossee Watershed District minutes of December 11, 2018
  - Thank you for submitting your minutes*
- **Public Communications – Members of the public may address the Select Board on any topic**
  - None

**Appointments, Reappointments and Resignations**

- **19-076 – Consider the resignation of Emily Roderick from the Planning Board**
  - **Motion** made by Mrs. Woodsum to accept the resignation of Emily Roderick from the Planning Board due to her schedule being very busy, **second** by Mr. Price. **Vote** 3-0 in favor.

**Readfield Select Board**  
**Regular Meeting Minutes – February 21, 2019 – *Unapproved***

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**New Business:**

- **19-077 – Consider requesting a traffic and speed study on North Road**
  - Mr. Dyer went over a letter to Dave Allen, of Maine DOT requesting a traffic and speed study on the North Road, mainly at the beginning of the road near the Transfer Station entrance.
  - **Motion** made by Mr. Price to authorize the Town Manager to send the letter written on the behalf of the Select Board in requesting a traffic and speed study on the North Road from the beginning of Route 17 to the transfer station/bus garage entrance area. **Second** by Mrs. Woodsum. **Vote** 3-0 in favor.
- **19-078 – Consider pending real estate foreclosures**
  - Mr. Dyer gave a brief introduction on the real estate foreclosure process. As of today we are down to about a half dozen properties which a few will be taken care of tomorrow. Cliff Buuck has been filling in for the CEO and has done some of the pre-foreclosure inspections and completed the forms which have been supplied to the Select Board.
  - No action currently needed from the Select Board at this time.
- **19-079 – Consider a process for Select Board vote or comment on pending State legislation**
  - Mr. Woodsum feels it's a great idea; thank you to Mr. Parent for suggesting it and Mr. Bourgoine for moving forward with it. Mrs. Sammons and Mr. Price agree as well.
  - Mr. Dyer will bring items to the Select Board at an upcoming meeting.
- **19-080 – Consider a revised proposal for police dispatching services**
  - Mr. Dyer gave a brief introduction on the police dispatching services and the options and services that are being proposed. A better option to stay with MRCC until issues can be resolved. All comes down to a software issue and which one is better. Suggested by Mr. Dyer to work with the proposal that Gardiner has come forward with and work together as a group and not break off into multiple smaller groups and the competing software issues. Feels this is the best option.
  - Discussion amongst the Select Board and what they feel would be a better option for the town and saving money.
  - **Motion** made by Mrs. Woodsum that the Town of Readfield supports staying with the MRCC for the next 3 years until the Emergency Communication Board can decide how the issue can be resolved. **Second** by Mr. Price. **Vote** 3-0 in favor.

**Future Agenda Items:**

- Monday, February 25<sup>th</sup> at 6:00 pm will be the Fire Station tour and then around 6:30 pm will be the Library tour to talk about challenges and concerns. Possibly walk up to the Post Office regarding the visibilities and safety concerns afterwards.
- Next regular Select Board meeting is scheduled for March 4, at 6:30 pm.

**Motion** made by Mr. Price to adjourn the meeting at 7:25 pm, **second** by Mrs. Woodsum. **Vote** 3-0 in favor.

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

**RESERVED**

# **COMMUNICATIONS**

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

READFIELD COMMUNITY LIBRARY BOARD MEETING  
JANUARY 2, 2019

The meeting was called to order at 6:39 by Chair, Deb Peale.

Present were: Deb Peale, Brenda Lake, Sonya Clark, Pam Mitchell, Jan Tarbuck, Betty Peterson, and Maureen Kinder, Librarian.

Those excused: Jen Henderson, Donna Witherill, and Pat Clark.

**Secretary's Report:** The minutes of the December 2018 minutes were approved

**Treasurer's Report:** The Treasurer's Report was approved.

**Librarian's Report:**

General Updates:

- MSLN bandwidth upgrade & wireless router: The router has been purchased. A motion was made and approved to confirm the email vote by members to purchase the router.
- Printer: A replacement printer has been purchased.
- Flagpole: We are in need of a new flagpole. Sonya is going to check into this.

Programs and Events:

- Cribbage Program: We continue to host this program.
- Children's Hour Story-time: This program is held Thursday mornings at Readfield Elementary School except for the first Thursday of the month when it is held at the library.
- Leather Pouch Workshop: Successful program with attendees of 8 adults, 2 teens and 1 child.
- Hanukkah Celebration: First annual celebration was very successful with 10 adults and 4 children.
- Origami Light Boxes: Only 3 adults attended this program.

January Events:

- Cribbage Club
- Story-time with Pat Clark
- Burns Night: This event will celebrate Poet Robert Burns with Scottish traditions. This will be held on Saturday, January 26 at 6:00 at the town hall. A pot luck supper will be held.
- Book Club will be held on Wednesday, January 30. This month's selection is "Educated: a Memoir" by Tara Westover.

February Events:

- Cribbage Club
- Story-time
- Book Club – "The Alice Network" by Kate Quinn. To be held, February 17.
- Other recommendation: We are looking into a Valentine event.

Librarian's Report was approved.

**Old Business:**

- Book Sale update: We continued the discussion on the book sale options. We approved suspending donations until a suitable alternate space is found.
- Library building update:  
King Grant: We have received a \$25,000.00 grant from the Stephen and Tabitha King Foundation. Many thanks were extended to Sonya Clark for pursuing this grant. We discussed our priorities in regards to the renovations and repairs. We continue to look for skilled volunteer help and are utilizing our non-skilled volunteer help in cleaning.  
Our vision statement was approved by all.
- Robert Burns night was discussed. The Board will help with this event. One item discussed was having a piper. A motion was made and approved to spend up to \$50.00 for a piper.

**New Business:**

- Library hours: A discussion was held to change our hours. This was tabled.

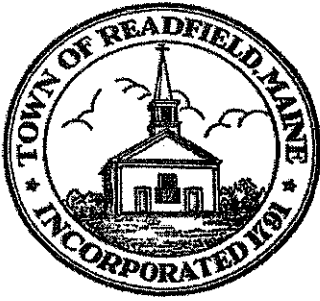
Next meeting will be held on Wednesday, February 5 at 6:30 pm at the Library.

Respectfully submitted,

Betty Peterson



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



## TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355  
TEL. (207) 685-4939 • FAX (207) 685-3420

### Office of Registrar Certificate of Appointment

(Municipal Officers are required to appoint a registrar by January 1<sup>st</sup> of each odd numbered year)

To: **Deborah Nichols**

Pursuant to 21-A M.R.S.A. ss101.2 I, the undersigned Board of Selectmen of the municipality of Readfield, do hereby appoint you as **Registrar**.

Your term of office is to expire on **January 1, 2021**.

Given under our hands on this \_\_\_\_/\_\_\_\_, 2019.

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

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

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

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

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

#### Oath of Office Municipality of Readfield, Maine

\_\_\_\_/\_\_\_\_, 2019

I, **Deborah Nichols**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Deborah Nichols**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Registrar** of Readfield according to the Constitution and the law of the State.

\_\_\_\_\_  
**Deborah Nichols**

State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2019

Personally appeared before me the above-named **Deborah Nichols**, who has been duly appointed as the Readfield **Registrar** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, \_\_\_\_\_  
\_\_\_\_\_, Deputy Clerk

**TOWN OF READFIELD**  
**APPOINTMENT APPLICATION**

RECEIVED	OFFICE USE
	FEB 27 2019 DATE RECEIVED
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?**

Heritage Days Committee

**Term:**

1

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



**Yes**



**No**

**Name:** Joanne Harris

**Phone (H):** (207) 377-2299

**Street address:** 53 Cove Rd - Readfield

**Phone (C):** (207) 458-5019

**Mailing address:** Same

**E-Mail:** jcharris51@yahoo.com

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

I have served on both the Heritage Days  
Committee and the Readfield Festival Days

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

I enjoy helping make Readfield a family  
friendly community.

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

## APPLICATION FOR APPOINTMENT FOR:

Name: Jeanne Harris Position: Heritage Days Comm. Term: 1

"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: Jeanne C Harris Date: 2/27/19

### 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\_\_\_\_

*not needed for reappointments*

### SELECT BOARD APPROVAL

To Jeanne Harris of Readfield, in the County of Kennebec and State of Maine: There being a position on the Heritage Days Comm. 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:

March 2019 thru Aug 2019. Given under our hand this 4 day of March 2019.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

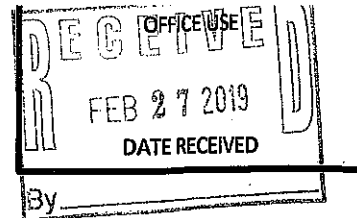
### CLERK'S USE AFTER THE APPOINTMENT

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 COMM.

Term:

1

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

Name: ROBERT C. HARRIS

Phone (H): 377-2299

Street address: 53 COVE Rd.

Phone (C):

Mailing address: SAME

E-Mail:

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

~~I~~ I SERVED ON READFIELD  
HERITAGE DAYS + READFIELD FESTIVAL DAYS

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

IT WAS VERY ENJOYABLE, AND WE  
ALL HAD A GOOD TIME.

If you are currently employed, what is your position?

## APPLICATION FOR APPOINTMENT FOR:

Name: Robert HARRIS Position: Heritage Days Term: 1

"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: [Signature]

Date: 2-27-19

## 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\_\_\_\_

*not needed for reappoint.*

## SELECT BOARD APPROVAL

To Robert Harris of Readfield, in the County of Kennebec and State of Maine: There being a position on the Heritage Days 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:

March 2019 thru Aug. 2019. Given under our hand this 4 day of March 2019.

\_\_\_\_\_  
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: \_\_\_\_\_

# **OLD BUSINESS**

# **FY 2020 BUDGET - DRAFT 3**

Last Updated February 27, 2019



FY 2020 Expenses

DEPARTMENT	DEPARTMENT SUMMARY - EXPENSE						
	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 YTD -> Dec.	2020 BUDGET	2019-2020 %
95 - General Assistance	\$ 859	\$ 288	\$ 1,880	\$ 4,500	\$ 682	\$ 4,500	0.0%
90 - Unclassified	\$ 21,636	\$ 49,125	\$ 25,237	\$ 130,413	\$ 23,390	\$ 90,380	-30.7%
85 - Debt Service	\$ 284,051	\$ 346,250	\$ 328,475	\$ 327,956	\$ 320,228	\$ 227,804	-30.5%
81 - County Tax	\$ 256,103	\$ 261,281	\$ 259,977	\$ 270,000	\$ 266,594	\$ 275,000	1.9%
80 - Regional Organizations	\$ 44,951	\$ 45,692	\$ 33,660	\$ 48,000	\$ 26,768	\$ 47,352	-1.4%
75 - Education	\$ 3,325,546	\$ 3,442,351	\$ 3,527,596	\$ 3,564,799	\$ 1,778,480	\$ 3,564,799	0.0%
70 - Solid Waste	\$ 246,281	\$ 262,936	\$ 295,574	\$ 303,686	\$ 144,083	\$ 300,700	-1.0%
65 - Capital Improvements	\$ 31,199	\$ 29,205	\$ 1,507	\$ 451,614	\$ 111,515	\$ 906,150	100.6%
60 - Roads & Drainage	\$ 523,875	\$ 551,613	\$ 285,215	\$ 407,930	\$ 233,184	\$ 370,578	-9.2%
50 - Cemeteries	\$ 31,532	\$ 30,916	\$ 4,735	\$ 15,700	\$ 1,141	\$ 17,000	8.3%
40 - Protection	\$ 166,564	\$ 131,832	\$ 158,545	\$ 132,725	\$ 66,757	\$ 128,200	-3.4%
30 - Recreation, Parks, & Activities	\$ 26,544	\$ 16,387	\$ 24,200	\$ 38,708	\$ 18,460	\$ 37,413	-3.3%
25 - Community Services	\$ 58,354	\$ 64,155	\$ 56,058	\$ 55,961	\$ 36,398	\$ 65,037	16.2%
20 - Town Buildings	\$ 33,598	\$ 27,659	\$ -	\$ -	\$ -	\$ -	-
15 - Boards & Commissions	\$ 3,285	\$ 3,014	\$ 846	\$ 42,112	\$ 30,256	\$ 7,850	-81.4%
12 - Maintenance	\$ -	\$ -	\$ 116,673	\$ 127,415	\$ 47,026	\$ 135,175	6.1%
10 - Administration	\$ 417,229	\$ 442,218	\$ 418,048	\$ 481,206	\$ 251,638	\$ 485,750	0.9%
<b>TOTAL</b>	<b>\$ 5,471,606</b>	<b>\$ 5,704,922</b>	<b>\$ 5,538,227</b>	<b>\$ 6,402,725</b>	<b>\$ 3,356,700</b>	<b>\$ 6,663,688</b>	<b>4.1%</b>

FY 2020 Revenues

DEPARTMENT SUMMARY - REVENUE									
DEPARTMENT	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 YTD => Dec.	2020 BUDGET	2019-2020 \$	2019-2020 %	
10- ADMINISTRATION	\$ 5,572,162	\$ 5,795,882	\$ 5,919,390	\$ 5,879,635	\$ 5,270,932	\$ 5,848,480	\$ (31,155)	-0.5%	
12 - MAINTENANCE	\$ -	\$ -	\$ 212	\$ -	\$ 118	\$ -	\$ -	-	
15 - BOARDS & COMMISSIONS	\$ 3,275	\$ 4,059	\$ 38	\$ 30,517	\$ -	\$ -	\$ (30,517)	-100.0%	
20 - TOWN BUILDINGS O&M	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
25 COMMUNITY SERVICES	\$ 33,427	\$ 42,433	\$ 36,502	\$ 34,925	\$ 51,734	\$ 31,771	\$ (3,154)	-9.0%	
30 RECREATION, PARKS, & ACTIVITIES	\$ 19,949	\$ 17,773	\$ 20,368	\$ 27,370	\$ 8,381	\$ 21,122	\$ (6,248)	-22.8%	
40 PROTECTION	\$ 19,379	\$ 16,147	\$ 17,511	\$ 2,600	\$ 2,743	\$ 3,350	\$ 750	28.8%	
50 CEMETERIES	\$ 79	\$ 231	\$ 21	\$ -	\$ 300	\$ -	\$ -	-	
60 Roads & Drainage	\$ 44,660	\$ 44,256	\$ 35,924	\$ 35,000	\$ 35,612	\$ 35,000	\$ -	0.0%	
65 CAPITAL IMPROVEMENTS	\$ 19,000	\$ 7	\$ 18,579	\$ 186,022	\$ 164,674	\$ 511,846	\$ 325,824	175.2%	
70 SOLID WASTE	\$ 141,065	\$ 184,641	\$ 194,962	\$ 193,829	\$ 108,916	\$ 193,525	\$ (304)	-0.2%	
90 UNCLASSIFIED	\$ 19,120	\$ 39,580	\$ 1,766	\$ 11,377	\$ 15,112	\$ 16,344	\$ 4,967	43.7%	
95 GENERAL ASSISTANCE	\$ 269	\$ -	\$ 1,316	\$ 2,250	\$ -	\$ 2,250	\$ -	0.0%	
<b>TOTAL</b>	<b>\$ 5,872,410</b>	<b>\$ 6,145,009</b>	<b>\$ 6,246,589</b>	<b>\$ 6,403,525</b>	<b>\$ 5,658,522</b>	<b>\$ 6,663,688</b>	<b>\$ 260,163</b>	<b>4.1%</b>	

**Pre Commitment - ESTIMATE**  
**Town of Readfield**  
**FY 2020 MUNICIPAL TAX RATE CALCULATION FORM**

1. Local Taxable Real Estate Valuation.....	\$235,740,954	
2. Local Taxable Personal Property Valuation.....	\$1,721,195	
3. Total Taxable Valuation (Line 1 plus line 2).....		\$237,462,149
4. a) Total of Homestead Exemption Valuation.....	\$15,007,900	
4. b) Homestead exemption reimbursement value.....	\$9,379,938	
5. a) Total of BETE Exempt Property.....	\$1,429,651	
5. b) BETE exemption reimbursement value.....	\$714,826	
6. Valuation Base (Line 3 plus lines 4b and 5b).....		\$247,556,912

**APPROPRIATIONS****DRAFT**

7. County Tax.....	\$275,000
8. Municipal Appropriation.....	\$2,803,889
9. TIF Financing Plan Amounts.....	\$0
10. School/Educational Appropriations.....	\$3,564,799

(Adjusted to Municipal Fiscal Year)

11. Total Appropriations (Add lines 7 through 10).....	\$6,643,688
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**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing.....	\$158,500
13. Other Revenues: (Revenues not accounted for in	\$1,692,906

Municipal Appropriation which are to be used to reduce the  
 commitment such as Tree Growth and Veterans reimbursement,  
 trust fund income, etc.)

14. Total Deductions (Line 12 plus line 13).....	\$1,851,406
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15. Net to be raised by local property tax rate (Line 11 minus line 14)	\$4,792,282
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16. $\frac{\$4,792,282.00}{\text{(Amount from line 15)}} \times 1.05 =$	\$5,031,896.10	Maximum Allowable Tax
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17. $\frac{\$4,792,282.00}{\text{(Amount from line 15)}} \div \frac{\$247,556,912}{\text{(Amount from line 5)}} =$	0.01936	Minimum Tax Rate
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18. $\frac{\$5,031,896.10}{\text{(Amount from line 16)}} \div \frac{\$247,556,912}{\text{(Amount from line 6)}} =$	0.02033	Maximum Tax Rate
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19. $\frac{\$237,462,149}{\text{(Amount from line 3)}} \times$	<b>19.43909366</b> (MIL RATE)	<b>\$4,616,048.96</b>	<b><u>MIL RATE</u></b> <b><u>TO BE DETERMINED</u></b>
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20. $\frac{\$4,792,282.00}{\text{(Amount from line 15)}} \times 0.05 =$	\$239,614.10	Maximum Overlay
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21. $\frac{\$9,379,938}{\text{(Amount from line 4b)}} \times \frac{0.01944}{\text{(Selected Rate)}} =$	\$182,337.48	Homestead Reimbursement (Enter on line 8, Assessment Warrant)
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22. $\frac{\$714,826}{\text{(Amount from line 5b)}} \times \frac{0.01944}{\text{(Selected Rate)}} =$	\$13,895.56	BETE Reimbursement (Enter on line 9, Assessment Warrant)
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23. $\frac{\$4,812,282.00}{\text{(Line 19 plus line 21 \& 22)}} - \frac{\$4,792,282.00}{\text{(Amount from line 15)}} =$		Overlay (Enter on line 5, Assessment Warrant)
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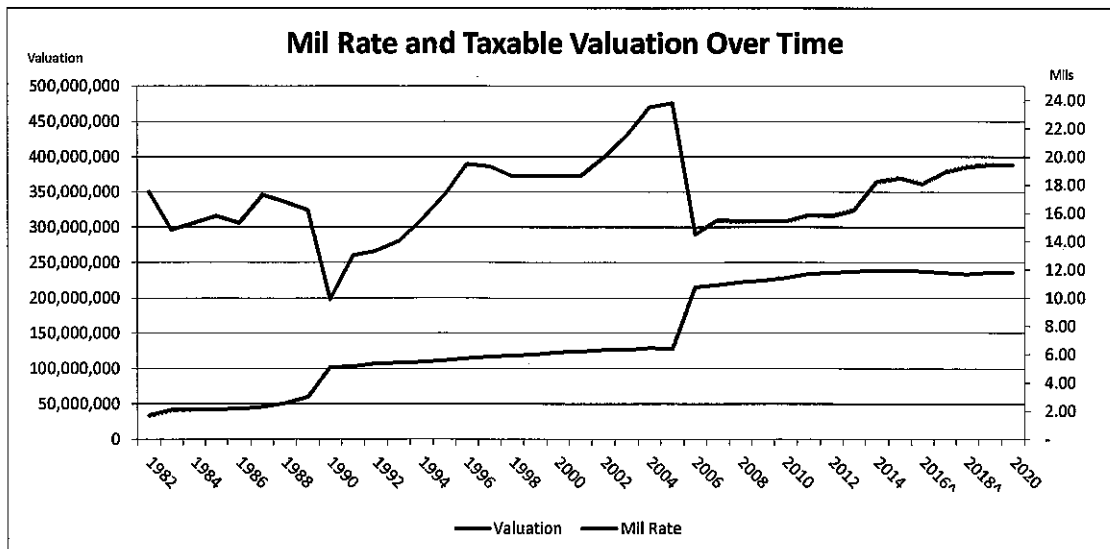
(If Line 22 exceeds Line 20 select a lower tax rate.)

Taxable Valuation and Mil Rate Over Time								
Fiscal Year	Mil Rate		Taxable Valuation		CPI	General Tax Information		
FY	Mil Rate	% Change *	Valuation	% Change *	CPI % Change	Interest	Commit. Date	Notes
1981 1982	17.50		33,525,000		8.9%			
1982 1983	14.80	-18.2%	41,411,207	19.0%	3.8%			Revaluation
1983 1984	15.30	3.3%	41,847,108	1.0%	3.8%			
1984 1985	15.80	3.2%	42,237,514	0.9%	3.9%			
1985 1986	15.30	-3.3%	42,801,844	1.3%	3.8%			
1986 1987	17.30	11.6%	45,425,772	5.8%	1.1%	13.50%		
1987 1988	16.80	-3.0%	50,623,696	10.3%	4.4%	11%		
1988 1989	16.20	-3.7%	59,762,345	15.3%	4.4%	11%		
1989 1990	9.90	-63.6%	101,779,380	41.3%	4.6%	12%		Revaluation
1990 1991	13.00	23.8%	103,218,225	1.4%	6.1%	12%		
1991 1992	13.30	2.3%	107,159,315	3.7%	3.1%	12%		
1992 1993	14.00	5.0%	108,440,600	1.2%	2.9%	12%		
1993 1994	15.50	9.7%	109,711,840	1.2%	2.7%	10%	9/20/1993	
1994 1995	17.30	10.4%	111,963,640	2.0%	2.7%	10%	9/6/1994	
1995 1996	19.50	11.3%	114,804,040	2.5%	2.5%	10.75%	9/7/1995	
1996 1997	19.30	-1.0%	116,831,218	1.7%	3.3%	10.75%	9/3/1996	
1997 1998	18.60	-3.8%	118,260,542	1.2%	1.7%	10.50%	9/8/1997	
1998 1999	18.60	0.0%	119,793,570	1.3%	1.6%	10.75%	9/8/1998	
1999 2000	18.60	0.0%	123,049,000	2.6%	2.7%	10%	9/7/1999	
2000 2001	18.60	0.0%	123,652,330	0.5%	3.4%	10.75%	9/18/2000	
2001 2002	19.90	6.5%	126,062,740	1.9%	1.6%	11.50%	8/20/2001	
2002 2003	21.50	7.4%	126,102,370	0.0%	2.4%	8.75%	8/21/2002	
2003 2004	23.50	8.5%	128,931,635	2.2%	1.9%	7%	8/19/2003	
2004 2005	23.80	1.3%	127,886,052	-0.8%	3.3%	6.50%	9/15/2004	
2005 2006	14.50	-64.1%	215,140,662	40.6%	3.4%	7%	9/8/2005	Revaluation
2006 2007	15.50	6.5%	218,471,667	1.5%	2.5%	7%	8/24/2006	
2007 2008	15.40	-0.6%	222,832,062	2.0%	4.1%	10%	7/23/2007	
2008 2009	15.40	0.0%	225,088,075	1.0%	0.1%	8%	7/17/2008	
2009 2010	15.40	0.0%	228,590,495	1.5%	2.7%	6%	8/11/2009	
2010 2011	15.85	2.8%	234,687,157	2.6%	1.5%	4%	8/19/2010	
2011 2012	15.80	-0.3%	235,984,354	0.5%	3.0%	4%	9/30/2011	
2012 2013	16.20	2.5%	237,595,654	0.7%	1.7%	4%	7/17/2012	
2013 2014	18.20	11.0%	238,389,551	0.3%	1.5%	4%	7/30/2013	
2014 2015	18.50	1.6%	238,928,998	0.2%	0.8%	4%	7/28/2014	
2015 2016^	18.08	-2.3%	237,490,554	-0.6%	0.7%	4%	9/2/2015	
2016 2017^	18.93	4.5%	235,540,554	-0.8%	2.1%	7%	8/2/2016	
2017 2018^	19.29	1.9%	233,406,854	-0.9%	2.1%	7%	8/25/2017	
2018 2019	19.44	0.8%	235,740,954	1.0%	1.9%	8%		
2019 2020	19.44	0.0%	235,740,954	1.0%	2.0%			

**AVERAGE** 17.18 3.4% 1.9% 2.8% 8.6%

\* Excludes Revaluation Years

^ Decrease in valuation in these years is the result of changes to the State Homestead Exemption Formula



Committed and Unassigned Fund Balances and Use of Funds by Fiscal Year

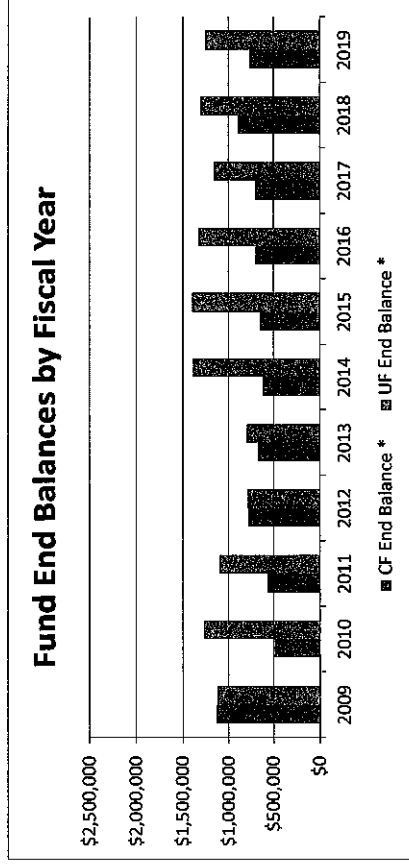
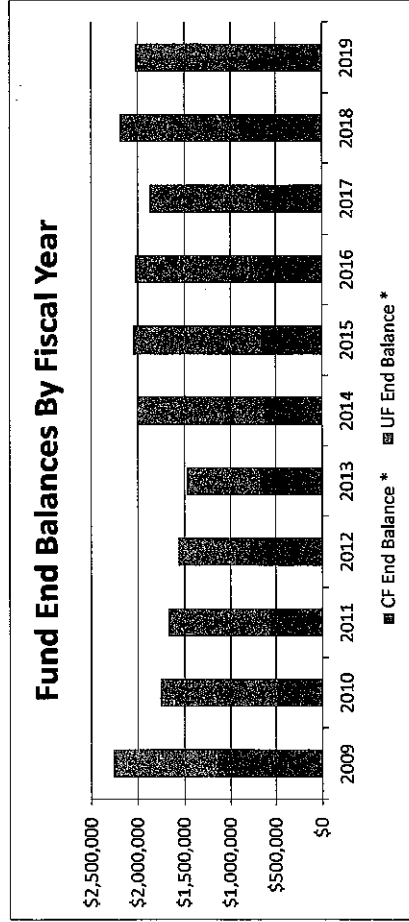
Fiscal Year	Committed Fund Balances				Unassigned Fund Balances				UF End Balance *	Combined Fund Balance
	Initial Balance	Use of Funds	New Funds	CF End Balance *	Initial Balance	Use of Funds	New Funds	UF End Balance *		
2008	\$ 1,144,584	\$ 1,162,880	\$ 509,667	\$ 1,144,584	\$ 1,134,437	\$ -	\$ 142,238	\$ 1,134,437	\$ 2,279,021	
2009	\$ 491,371	\$ 491,371	\$ 572,447	\$ 491,371	\$ 1,276,675	\$ 285,322	\$ 120,103	\$ 1,276,675	\$ 1,768,046	
2010	\$ 572,447	\$ 76,694	\$ 287,821	\$ 572,447	\$ 1,111,456	\$ 260,000	\$ (62,763)	\$ 1,111,456	\$ 1,683,903	
2011	\$ 783,574	\$ 395,057	\$ 286,506	\$ 783,574	\$ 788,693	\$ 250,000	\$ 262,477	\$ 788,693	\$ 1,572,267	
2012	\$ 675,023	\$ 134,437	\$ 82,033	\$ 675,023	\$ 801,170	\$ -	\$ 593,078	\$ 801,170	\$ 1,476,193	
2013	\$ 622,619	\$ 160,844	\$ 195,182	\$ 622,619	\$ 1,394,248	\$ 113,421	\$ 121,785	\$ 1,394,248	\$ 2,016,867	
2014	\$ 656,957	\$ 74,865	\$ 117,867	\$ 656,957	\$ 1,402,612	\$ 300,183	\$ 233,373	\$ 1,402,612	\$ 2,059,569	
2015	\$ 699,959	\$ 227,020	\$ 233,843	\$ 699,959	\$ 1,335,802	\$ 230,000	\$ 65,702	\$ 1,335,802	\$ 2,035,761	
2016	\$ 706,782	\$ 184,818	\$ 100,000	\$ 706,782	\$ 1,171,504	\$ 217,731	\$ 75,000	\$ 1,171,504	\$ 1,878,286	
2017	\$ 894,804	\$ 227,303	\$ 75,000	\$ 894,804	\$ 1,314,672	\$ 128,000	\$ 50,000	\$ 1,314,672	\$ 2,029,173	
2018	\$ 767,501	\$ 106,560	\$ 75,000	\$ 767,501	\$ 1,261,672	\$ 150,988	\$ 50,000	\$ 1,261,672	\$ 1,886,625	
2019										
2020										

Last Fiscal Year  
Current Fiscal Year  
Next Fiscal Year

AVERAGE \$ 706,654 \$ 356,593 \$ 293,075 \$ 643,136 \$ 1,129,899 \$ 172,704 \$ 201,470 \$ 1,158,665 \$ 1,801,801

UF Minimum Allowable Balance \$ 1,112,836  
Budgeted UF Ending Balance \$ 1,150,684  
Deficit / Surplus \$ 37,848.10

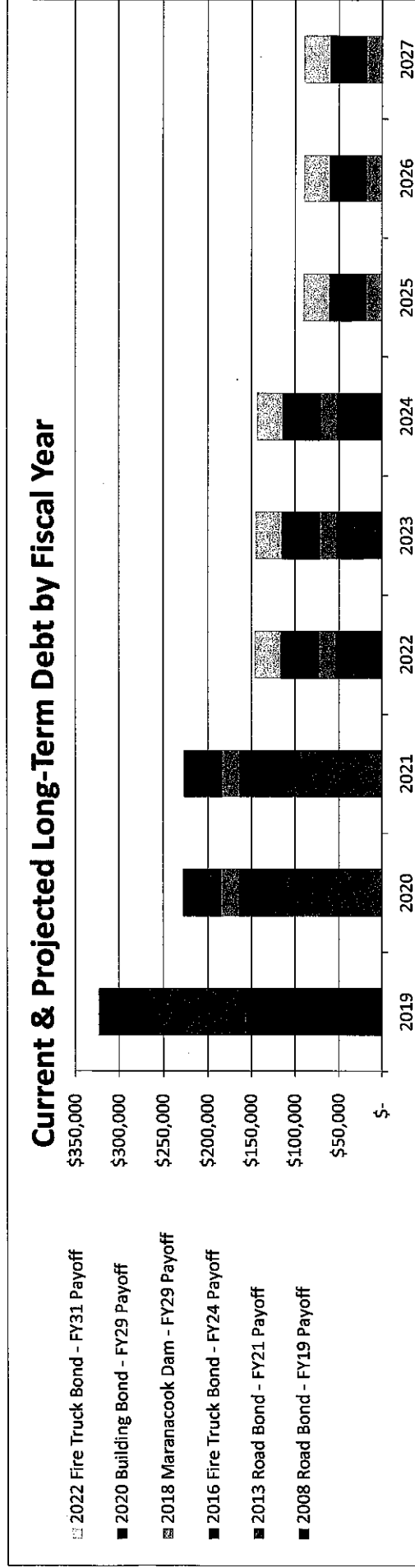
Audited End Balances were used through FY16  
Draft Audit  
Estimated Values



Please note the difference in scale between the two graphs above

Long-Term Debt by Fiscal Year										
BONDS:	2019	2020	2021	2022	2023	2024	2025	2026	2027	
2008 Road Bond - FY19 Payoff	\$ 156,165									
2013 Road Bond - FY21 Payoff	\$ 109,117	\$ 109,117	\$ 109,117							
2016 Fire Truck Bond - FY24 Payoff	\$ 56,238	\$ 55,583	\$ 54,884	\$ 54,132	\$ 53,324	\$ 52,453				
2018 Maranacook Dam - FY29 Payoff	\$ 2,075	\$ 19,973	\$ 19,614	\$ 19,242	\$ 18,857	\$ 18,459	\$ 18,046	\$ 17,617	\$ 17,172	
2020 Building Bond - FY29 Payoff		\$ 43,130	\$ 43,130	\$ 43,130	\$ 43,130	\$ 43,130	\$ 43,130	\$ 43,130	\$ 43,130	
2022 Fire Truck Bond - FY31 Payoff				\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	

**TOTAL** \$ 323,595 \$ 227,803 \$ 226,745 \$ 146,504 \$ 145,311 \$ 144,042 \$ 91,176 \$ 90,747 \$ 90,302

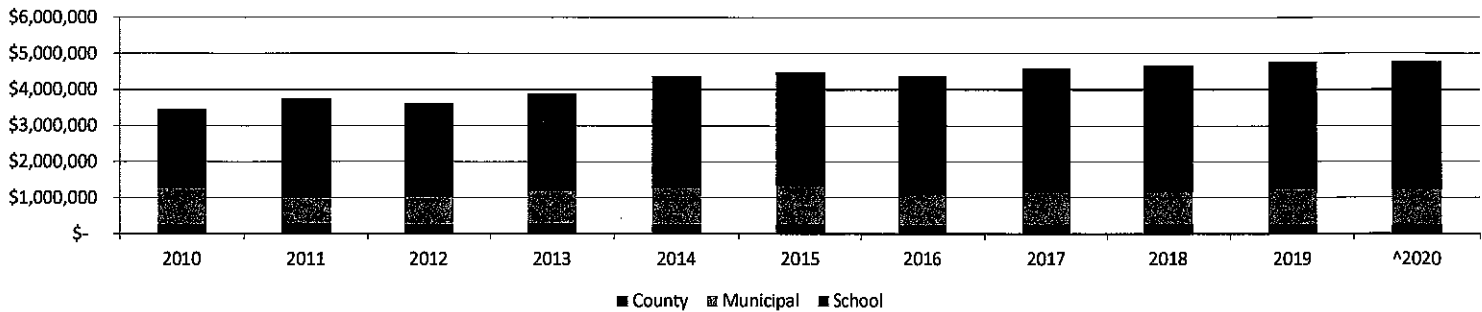


## Municipal, School, and County Components of Net Property Taxes Over Time

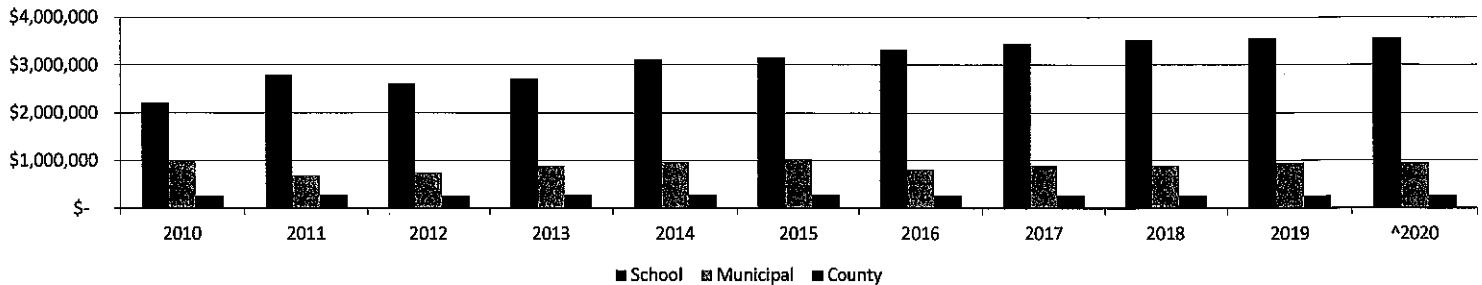
Municipal, School, and County Components of Net Property Taxes Over Time												
Fiscal Year	Base Numbers			School Taxes			County Taxes			Municipal Taxes		
FY	Mil Rate	Net Property Tax Raised	School	%	Mils	County	%	Mils	Municipal	%	Mils	
2009 2010	15.40	\$ 3,475,047	\$ 2,200,058	63.3%	9.75	\$ 258,197	7.4%	1.14	\$ 1,016,792	29.3%	4.51	
2010 2011	15.85	\$ 3,769,981	\$ 2,788,184	74.0%	11.72	\$ 289,515	7.7%	1.22	\$ 692,282	18.4%	2.91	
2011 2012	15.80	\$ 3,623,419	\$ 2,609,446	72.0%	11.38	\$ 262,678	7.2%	1.15	\$ 751,295	20.7%	3.28	
2012 2013	16.20	\$ 3,886,229	\$ 2,715,243	69.9%	11.32	\$ 286,596	7.4%	1.19	\$ 884,390	22.8%	3.69	
2013 2014	18.20	\$ 4,370,522	\$ 3,112,703	71.2%	12.96	\$ 276,805	6.3%	1.15	\$ 981,014	22.4%	4.09	
2014 2015	18.50	\$ 4,480,695	\$ 3,163,541	70.6%	13.06	\$ 282,293	6.3%	1.17	\$ 1,034,861	23.1%	4.27	
2015 2016	18.08	\$ 4,390,618	\$ 3,324,451	75.7%	13.69	\$ 256,103	5.8%	1.05	\$ 810,064	18.4%	3.34	
2016 2017	18.93	\$ 4,597,839	\$ 3,442,351	74.9%	14.17	\$ 261,281	5.7%	1.08	\$ 894,207	19.4%	3.68	
2017 2018	19.29	\$ 4,682,269	\$ 3,527,596	75.3%	14.53	\$ 259,977	5.6%	1.07	\$ 894,696	19.1%	3.69	
2018 2019	19.44	\$ 4,792,282	\$ 3,564,799	74.4%	14.46	\$ 270,000	5.6%	1.10	\$ 957,483	20.0%	3.88	
2019 ^2020	19.44	\$ 4,792,282	\$ 3,564,799	74.4%	14.46	\$ 275,000	5.74%	1.12	\$ 952,483	19.88%	3.86	
AVERAGE			\$ 4,260,108	\$ 3,092,106	72.3%	12.86	\$ 270,768	6.4%	1.13	\$ 897,233	21.2%	3.74

^ numbers are estimates

## Municipal, School, and County Components of Net Taxes



## Municipal, School, and County Components of Net Taxes



**What's it gonna cost me if I'm a resident ?**

HOME VALUE

\$ 200,000

YEAR	TAX RATE	HOMESTEAD	TAX	ANNUAL DIFFERENCE?
2020	19.44	\$ 20,000	\$ 3,499	\$ (0.16)
2019	19.44	\$ 20,000	\$ 3,499	\$ 27
2018	19.29	\$ 20,000	\$ 3,472	\$ (29.85)
2017	18.93	\$ 15,000	\$ 3,502	\$ 66.85
2016	18.08	\$ 10,000	\$ 3,435	\$ (79.80)
2015	18.5	\$ 10,000	\$ 3,515	\$ 57.00
2014	18.2	\$ 10,000	\$ 3,458	

**What's it cost me if I'm not?**

HOME VALUE

\$ 200,000

YEAR	TAX RATE	HOMESTEAD	TAX	ANNUAL DIFFERENCE?
2020	19.44	\$ -	\$ 3,888	\$ (0.18)
2019	19.44	\$ -	\$ 3,888	\$ 30.00
2018	19.29	\$ -	\$ 3,858	\$ 72.00
2017	18.93	\$ -	\$ 3,786	\$ 170.00
2016	18.08	\$ -	\$ 3,616	\$ (84.00)
2015	18.50	\$ -	\$ 3,700	\$ 60.00
2014	18.20	\$ -	\$ 3,640	

**What's the value of the Homestead Exemption**

YEAR	TAX RATE	HOMESTEAD	VALUE
2020	\$ 19.44	\$ 20,000	\$ 388.78
2019	\$ 19.44	\$ 20,000	\$ 388.80
2018	\$ 19.29	\$ 20,000	\$ 385.80
2017	\$ 18.93	\$ 15,000	\$ 283.95
2016	\$ 18.08	\$ 10,000	\$ 180.80
2015	\$ 18.50	\$ 10,000	\$ 185.00
2014	\$ 18.20	\$ 10,000	\$ 182.00

**What's the Value of a Mil?**

YEAR	AMT TO RAISE	VALUE OF 1 MIL	TAX IMPACT OF \$100,000
2020	\$ 4,616,049	\$ 237,462.15	0.42 Mils



# **NEW BUSINESS**

**RESERVED**

## **Purchasing Policy for the Town of Readfield**

*Adopted 04-08-04, amended 02-11-13, 11-04-13, 12-15-2014, and 12-14-2015*

**Purpose** - The Town of Readfield spends a considerable portion of its annual budget purchasing goods and services for the administration of Town business. It is important that these purchases be made in a businesslike manner, assuring accountability for the expenditure of Town funds. The Select Board directs the Town Manager and/or designees to use the policy described below to guide them in making purchases on the Town's behalf. It is the intent of this policy to set out the rules and guidelines for the purchase of goods and services.

**Policy** – The Board shall make bid and quote openings and contract awards during regular Select Board meetings or direct the Town Manager to set and publicize a public opening. It is recommended that a Select Board member attend this type of public opening.

### **A. Bidding for Goods and Services Non-Roadwork:**

It is the intention of the Board that purchases made for or on behalf of the Town be as economical as possible while still meeting the required standards. To that end the Town implements the following rules:

1. For all non-road related purchases over \$10,000, the Town will request bids through written Requests for Proposals (RFP's). At a minimum the RFP will clearly describe the work to be done, or the purpose of the goods to be purchased, the time frame for delivery, and any specifications required. A closing date will be established beyond which no other bids will be reviewed, and review criteria established for selecting the winning bid. No emailed or faxed bids will be accepted.
2. Exceptions to using the written bidding process may only be made following a majority vote of the Board. In an emergency, this may be done by telephone/e-mail with a confirming vote at the next Board meeting.
3. Purchases of less than \$5,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.
4. For all purchases made which cost between \$5,000 and \$10,000 sealed written quotes shall be solicited from at least three vendors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. Quotes shall be opened publicly and the vendors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.

5. If multiple vendors are not available for a particular item or service, or if there is an emergency need, the purchase may be made on a sole source basis with Board approval. These purchases must also be indicated to the Board at their regular meetings.

**B. Roadwork-Related Purchases:**

1. In January of each year the Town Manager shall send out to all area contractors a request for quotes on labor, equipment and material rates for the upcoming year. All contractors submitting quotes will be held to the prices submitted in their quotes for all work performed for the Town during that year.
2. For emergency repair roadwork the Town Manager will use contractors from the list of those submitting quotes seeking to get the best quality work for the lowest cost. All work let out under this section will be reported to the Board during their regular meetings.
3. For all major road construction/reconstruction projects the Town Manager shall use the written RFP process to select the contractor to perform the work. Alternatively, with Board approval, the Town Manager and/or designee may act as General Contractor on behalf of the Town, using quoted prices for contracted services and equipment to perform major road construction/reconstruction projects.
4. For all road maintenance work over \$5,000 the Town Manager shall solicit sealed written quotes from at least 3 contractors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. Quotes shall be opened publicly and the contractors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.
5. Road maintenance work of less than \$5,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.

**C. Past due Taxes:**

It shall be the policy of the Town of Readfield to accept contract bids for work authorized by the Town from individuals, partnerships, businesses etc. without regard for any past due taxes owed to the Town of Readfield by the bidder.

Regular bid procedures and awarding of contracts will be followed in all cases.

Any vehicles used for Town work must have a current registration (if required legally) and valid inspection sticker.

However, before any contract is awarded and signed by the Town, bidders must be in good financial standing with the Town and provide proof that all past due / overdue personal property taxes have been paid or have a signed payment agreement with the Town prior to award. If the Town awards a contract to a business that has past due /overdue personal property taxes owed to the Town, any payments(s) made for work done under the pending contract will be deducted from what the business owes the Town.

Individuals (sole proprietors), partnerships, and businesses not registered in Readfield but doing contract work with Readfield must be in good financial standing with their respective towns and must provide proof that all personal property taxes owed to their respective municipalities have been paid or have a signed payment agreement with the respective town prior to any contract award.

Select Board Approved: December 14, 2015

Val Pomerleau, Chair

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Tom Dunham, Vice Chair

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Bruce Bourgoine

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Allen Curtis

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Chris Sammons

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Attested as a true copy:

Robin Lint, Town Clerk

Date:



## **TOWN OF READFIELD – Town Manager**

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

**Office (207) 685-4939 • Cell (207) 242-5437**

**Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)**

### **REQUEST FOR PROPOSALS**

### **ROAD SWEEPING SERVICES**

**INTRODUCTION** - The Town of Readfield, Maine (hereinafter, the "Town") is seeking proposals for Road Sweeping Services for an initial term of up to three years. All proposals are to be submitted in sealed envelopes marked "ROAD SWEEPING SERVICES" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Friday, February 22, 2019**. Any proposal received after this scheduled opening time shall not be considered. No faxed or emailed quotes will be accepted.

The Road Commissioner will open and review all proposals with available members of the Road Committee at 1:00 p.m. on Friday, February 22, 2019. The Select Board may review proposals and consider any Road Commissioner and Road Committee recommendations for contract award(s) at a meeting starting at 6:30 p.m., Monday, March 4, 2019.

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

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

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage (and for professional service contracts, professional liability insurance coverage) as set forth in Exhibit 1. Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the

consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the date of opening.

Each Proposer must be current in personal property tax payments to the respective municipality where the firm is located. Each Proposer must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

**SCOPE OF SERVICES** – The Scope of Services is attached.

**GENERAL** – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

**ACCEPTANCE/REJECTION** – The Town reserves the right to waive any informalities in proposals, and to accept or reject any or all proposals or portions thereof should it be deemed in the best interest of the Town to do so.

## SCOPE OF SERVICES

### **ROAD SWEEPING SERVICES**

The Contractor agrees to sweep and remove sand and debris from the paved surface of the following roads if so directed by the Road Commissioner or their designee.

<b>Road Name</b>	<b>Length</b>
Adell Rd	0.25
Balsam Dr	0.36
Beaver Dam Rd	0.96
Chase Rd	1.05
Church Rd	2.14
Fogg Rd	1.18
Giles Rd	0.23
Harmony Hills Rd	0.33
Lakeview Dr	0.33
Lane Rd	0.67
Memorial Dr	0.22
Mooer Rd	0.22
Morrill Rd	0.25
N Wayne Rd	0.75
Nickerson Hill Rd	1.14
Old Kents Hill Rd	1.32
P Ridge Rd	1.1
Plains Rd	1.8
Plains Rd	1.38
Russell St	0.35
Sadie Dunn Rd	0.14
Scribner Hill Rd	0.79
South Rd	1.66
Sturtevant Hill Rd	3.8
Tallwood Dr	0.87
Thundercastle Rd	0.65
Wings Mills Rd	0.61
<b>Additional Work</b>	
Focus on areas of turning and stopping traffic	
Parking lots and other paved surfaces as directed	

Generally, roads having winter sand deposits in the traveled way or obstructing the visibility of painted lines will require sweeping. Minimizing the risk posed by road sand and debris to public safety is a priority. Not all roads or road sections are expected to require sweeping.

Sand and debris should be collected, not simply pushed off the roadway, whenever possible. Material collected in the sweeping process shall be deposited at the Town of Readfield Transfer Station unless otherwise agreed to in writing. Travel and deposit time shall be billable at the rate established for the sweeper and operator.

Hand work may be necessary to produce a clean and safe surface. Hand work includes broom sweeping and sweeping using any motorized hand-held device.

The creation and dispersion of dust must be minimized.



# PROPOSAL FORM

## **SWEEPING SERVICES**

### PROPOSAL

Proposer's name: Albert E. Barry DBA E. C. Barry & Son

Address of business: 315 Northern Ave., Farmingdale, Me. 04344

Names of principals: Albert E. Barry - Owner

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the SWEEPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

#### 2019 Rates:

\$ 140.00 per hour for street sweeper and operator.

\$ 40.00 per hour for hand work.

#### 2020 Rates:

\$ 145.00 per hour for street sweeper and operator.

\$ 40.00 per hour for hand work.

#### 2021 Rates:

\$ 150.00 per hour for street sweeper and operator.

\$ 40.00 per hour for hand work.

Equipment used for the SWEEPING SERVICES shall include the following:

M9B Mobil High Dump Sweeper with a 4 Yd. Hopper (Mechanical Sweeper)

M9 Mobil Belley Dump Sweeper 4 Yd. Hopper (Mechanical Sweeper)

Johnston Vacuum Sweeper Model 605 Series 6 Yd. Dump Body w/6 Yd.

Dump Body and Factory Mounted Catch Basin Cleaner on Board

Johnston 3000 - 3 Wheel Sweeper High Dump w/5 Yd. Hopper.

Note: All sweepers have dual gutter brooms and qualified operator

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

Signed and dated: Albert E. Barry

Feb. 21, 2019

**SERVICES AGREEMENT**

**ROAD SWEEPING SERVICES**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019 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 E.C. Barry & (hereinafter "CONTRACTOR").

The term of this AGREEMENT shall extend for a three year period from April 1, 2019 through March 30, 2022. The term may be extended for up to two additional years by written agreement between the CONTRACTOR and OWNER.

The CONTRACTOR shall perform sweeping on selected Town roads and paved areas, as needed and directed by the Town Manager/Road Commissioner or his/her designee.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals and Scope of Services entitled: ROAD SWEEPING SERVICES issued \_\_\_\_\_, 2019 by the Town Manager, and shall do so in accordance with the Contractor's Proposal dated \_\_\_\_\_, 2019.

The CONTRACTOR shall complete sweeping no later than April 30 of each year of the contract period, unless otherwise agreed to in writing by the OWNER.

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

The CONTRACTOR agrees to abide by the 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 shall, if applicable, submit confirmation of Maine Department of Labor Predetermination of Independent Contractor Status prior to the start of work.

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(s) and the required work. The OWNER may be available to participate in pre-bid inspections at designated times and locations, or 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 bid price(s) quoted in the Proposal Form shall include preparation, mobilization, installation, final cleanup, and all labor and materials required to complete the work as specified in the SCOPE OF SERVICES. The bid price shall be firm for the term of this AGREEMENT.

The CONTRACTOR shall exclusively use the equipment referenced in the PROPOSAL unless agreed to in writing by the OWNER.

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 the total payment of \$\_\_\_\_\_ per hour for sweeping services involving a street sweeping machine and operator and, and \$\_\_\_\_\_ per hour for sweeping services involving hand work; by the first warrant following completion of all services. The total cost of this agreement will not exceed \$\_\_\_\_\_ without written approval from the OWNER. 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 SCOPE OF SERVICES.

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: \_\_\_\_\_

**PROPOSAL FORM**

**SWEEPING SERVICES**

**PROPOSAL**

Proposer's name: Ellis Construction

Address of business: 684 Northern Avenue Farmingdale, ME 04344

Names of principals: Angie + Chris Ellis

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the SWEEPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

2019 Rates:

\$ 125.00 per hour for street sweeper and operator.

\$ 0.00 per hour for hand work.

2020 Rates:

\$ 125.00 per hour for street sweeper and operator.

\$ 0.00 per hour for hand work.

2021 Rates:

\$ 125.00 per hour for street sweeper and operator.

\$ 0.00 per hour for hand work.

Equipment used for the SWEEPING SERVICES shall include the following:

The Primary Sweeper will be the 2009 ELGIN Pelican but  
we have 2 other sweepers we can use.  
We will also use a dump truck at no cost to the town so  
that the machine can stay sweeping.

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

Signed and dated: Angie Ellis

2-20-19

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

### Potential Future Meeting / Workshop Items:

19-056 - Hold a second reading for the Traffic and Parking Ordinance - 10 min.

Update of fees and fee schedule - short-term

County Officials and State Delegation Meetings - long-term

Appeals process and appeals matrix review - long-term

Contingency Policy discussion - long-term

Personal Property Taxes - long-term

Student engineering work at the Giles Rd. Bridge - long-term

### Ongoing Goals:

- Review, revise, draft governance documents as needed
- Finalize a solar energy plan for town facilities
- Town buildings planning focused on the Library and Fire Station
- Cannabis considerations
- Consider annualizing Heritage Days
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance