

Readfield Select Board
Meeting Agenda
May 11, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:20 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-111 - Minutes: Select Board meeting minutes of April 27, 2020.

20-112 - Warrants: #47-48.

Communications - 30 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

Boards, Committees, Commissions & Departments - 5 min.

- Solid Waste and Recycling Committee minutes of January 15 and March 19, 2020
- Cemetery Committee minutes of February 19, 2020

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

Old Business - 15 min.

20-102 - Discuss the local COVID-19 response - 15 min.

New Business - 55 min.

20-113 - Consider award of spring ditching, culvert, and road repair work - 15 min.

20-114 - Fire Station & Library building project update - 10 min.

20-115 - Consider a letter from the Wayne Select Board regarding the Transfer Station - 10 min.

20-116 - Discuss the Spirit of America Awards and Volunteer Appreciation event planning - 15 min.

20-117 - Sign the Return for the Secret Ballot Warrant Public Hearing on Thursday, May 28, 2019 - 5 min

Other Business, Upcoming Meetings, and Future Agenda Items - 5 min.

Adjournment

**** Important Public Participation Information ****

The coronavirus emergency is requiring us to change how to hold public meetings to be considerate of everyone's health. We have been given guidance and authority to hold modified meetings remotely. Our goal is to hold our meetings with the widest possible scope of public input and broadest transparency possible.

- The meeting will be remote only, with no participants physically in attendance.
- The meeting will be broadcast, as usual, on cable channel 1301.
- The public may participate via teleconference by calling (646) 876 9923 and entering Meeting ID: 323 050 056, or web conference at <https://maine.zoom.us/j/323050056>.
- Written comments may be made in advance of the meeting using an online form on the Town website at <https://www.readfieldmaine.org/select-board/webforms/public-meeting-and-hearing-comment-form>.

REGULAR MEETING

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

**Readfield Select Board
Regular Meeting Minutes – Monday, April 27, 2020 – Unapproved**

Select Board Members Present: Bruce Bourgoine, Ralph Eno, Dennis Price, Christine Sammons and Kathryn Woodsum

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

Notes: All votes by Select Board are done by roll call. No motions need to be done on warrants.

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm.

- **20-108 – Minutes: Select Board meeting minutes of April 13, 2020**
 - Motion made by Mrs. Woodsum to approve the Select Board meeting minutes of April 13, 2020 as amended and distributed today, second by Mrs. Sammons. Vote 4-0 in favor. Mr. Eno not logged on yet (connection problems).
- **20-109 – Warrants: #45-46**
 - Mrs. Sammons reviewed Warrants #45-46. Total of Warrants \$34,902.40
 - Brief discussion on Attorney Fees: Bittar case, Warrant fees and bond council and purchasing of equipment for those to work from home.

Communications

- **Select Board Communications**
 - Mr. Price said there will be a Heritage Days this year to celebrate the Town of Readfield and 200th birthday of Maine. More information to come.
 - Mrs. Woodsum reported that the SW&R Committee met this past week and things are going very well at the Transfer Station through all that is going on. All 3 towns are very pleased with it all.
- **Public Communications - Members of the public may address the Select Board on any topic**
 - None

Old Business:

- **20-097 – Conduct a final reading of the Marijuana Establishments Ordinance**
 - Review of changes: Page 3 added additional language about not holding more than three (3) licenses and Page 4 has small changes to storage details.
 - **Motion** made by Mrs. Woodsum to accept as a third reading of the Town of Readfield Marijuana Establishment Ordinance, **second** by Mrs. Sammons. **Discussion:** Recognizing and clarifying the legal review/changes. **Vote** 5-0 in favor.
- **20-095 – Consider the final draft FY21 Budget and Warrant**
 - Correction to Article #36 with the removal of the 25% component with intentions of just going with the \$200,000 language.
 - Notice of change for voting date and place: Will now be on **Tuesday, July 14, 2020 from 8:00 am to 8:00 pm at the Readfield Elementary School located at 84 South Road, Readfield.** Reason for change is that State Primary was moved to this day approved by the Governor. At the school so social distancing can still be practiced.
 - **Motion** made by Mrs. Woodsum to accept the Notice of Postponement of Secret Ballot Election and Referendum and accept the Annual Town meeting Warrant/Secret Ballot as presented in

Readfield Select Board
Regular Meeting Minutes – Monday, April 27, 2020 – *Unapproved*

tonight's packet, **second** by Mrs. Sammons. **Discussion:** The RSU38 vote will be held on July 14th as well. They have not voted on their budget yet but by a look at the numbers it has a decline. **Vote** 5-0 in favor.

New Business:

- **20-110 – Discuss the process and options for communicating budget, warrant and secret ballot information in the current environment**
 - Absentee Balloting: Review of the Absentee Ballot Process and changes due to COVID-19.
 - A town mailer, around 6-8 pages, will be mailed to all residents with information on Absentee ballot process, changes to election date/location, review of warrant, etc.
 - Other materials like YouTube videos, information on website/Facebook and electronic notifications to inform residents of updates and changes.
 - Tentative schedule to have mailer go out beginning/middle of May; Public Hearing meeting by the end of May and have Ballots ready by beginning of June. Hoping to have the RSU ballot at the same time so only one mailing for ballot requests.

Other Business, Upcoming Meetings & Future Agenda Items:

- **Candidates' night:** Only Dennis Price is running for Select Board, no one took out papers for the RSU School Board openings. To be held via Zoom at 6:00 pm before the Public Hearing Meeting. Date TBD.

Motion made by Mr. Price to adjourn the meeting at 7:21 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

RESERVED

COMMUNICATIONS

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

Solid Waste and Recycling Committee (SWRC) Minutes
Wednesday, January 15, 2020
5:32 to 7 pm at Readfield Town Office

Attending: Lacy Badeau, Kellie Hess, Bob Weimont, Kim King, Amy Black, Eric Dyer, Kathryn Mills Woodsum.

- a. Roll call and determination of quorum
- b. Review of minutes from October 16, 2019. Motion Bob, second Amy. Approved
- c. Oral and written communications.
 - a. Readfield Transfer Station Manager report
 - i. General operations: In general things are going well.
 1. The Saturday after Christmas the station closed at 2pm due to overflow. We were closed Wednesday for Christmas, snowed on Friday and lots of folks came on Saturday. The following weekend we had similar issues but managed to move things around and stay open. Plans for next year are in place to have enough capacity and extra staff on hand.
 2. Veolia lamp recycling is no longer taking our e-waste. Now we have boxes on site to fill with light tubes and send via UPS and receive new boxes back. This is no cost to the town as it is consumer funded when purchasing bulbs.
 3. Apparel Impact bin is being used and doing well. We should move it over by the e-waste container so it is more visible and used more. 1.6 tons have been collected since we started. Used for biomass in an incinerator after being sorted for any useable items. Good clothing should be donated to Goodwill of a clothes closet.
 4. Swap Shop attendant has finished working for us. Was not a good fit for the operation. Staff is now taking care of the shop. It needs improvement to offer more now than it does now. Maybe actually move the shop to the other part of the building.
 5. Clean Harbors has taken accumulated special wastes away so we don't have unapproved items on the lot.
 6. Household Hazardous Waste day is less desirable now that it is in Augusta. Maybe KVCOG could assist us in coordinating having the collection here in Readfield and invite other towns to come here. Maybe hold on a Sunday. Look to do for this May 2020. Have Eric, Aaron and Mark plan for this financially and see how it would work out.
 7. Paint Care is working well. Being emptied often here.
 - ii. Recent changes: Attendant Booth
 1. The booth has electric, heat, lights inside and out. Roll-out was the overflow weekend after Christmas. They will open it again soon. They need to train the public how to use the lanes correctly. Safety walking around the driveways, environmental, correct drop-off of items. Maybe have an extra person there the first weekend or two, either staff or volunteer, to assist with the rollout.
 - iii. Quarterly financial review: October– December 2019
 1. Eric explained how data is recorded, categorized and reported, and how to read the financial report.

2. Revenues are at 85% for the year. Increased diligence in collecting fees for items brought to the station is the reason. This will reduce what everyone pays overall. We could still do better by having covers of some sort over our bins; a canopy or a roof. Windsor site-visit revealed some great ideas for ways to improve our station. We have just one compactor truck using the station and if we had no compactor trucks we could have a much smaller cover/canopy. (The trucks would have to go directly to dump in Norrigewok, and payment would have to be arranged.). Could be covered with tarps as other stations do. Look at a grant from Maine DEP for facility improvement. Would prevent leachate.
 3. Expenses are on track for the quarter and are lower for the year than projected. Net billing to Fayette and Wayne is reduced monthly when revenue is up and/or expenses are down.
- b. Other, if any.
 - i. We are now advertising for an Assistant Transfer Manager. The former employee is going to arbitration over his dismissal, but we are moving forward with hiring for the position. Current employees are doing a great job with improving operations.
 - d. Members of the public may address the SWRC on issues pertinent to the agenda. (5 min.)
 - e. Unfinished business. (20 min.)
 - a. Revise the Solid Waste Ordinance. Need to have revisions done prior to March 1st.
 - i. Include the partner towns, reference the charter, the operations manual, and the fee schedule.
 - b. Vacancies: There is a position open on this committee for Readfield, Fayette and Wayne.
 - f. New business. (30 min.)
 - a. Discuss purchasing a new backhoe.
 - i. The backhoe is broken to the point of not being worth the repairs compared with purchasing a new, smaller machine. Materials attached for review.
 - ii. If building canopies for the bins, add a canopy for the backhoe. This would provide weather coverage for long term protection of the investment.
 - iii. Overall response is good from this committee. Hope to decide this week on the item to purchase and have it by the end of January.
 - b. Discuss possibility of school field trips to the Transfer Station.
 - i. Mark will contact Fayette School and Aaron will contact Wayne School and Kathryn will find someone to contact Readfield and Kents Hill Schools. Aaron will contact ecoMaine to develop implement for this year. Contact Kellie for organizational assistance. Maranacook has a 'Green Team' of students working on recycling.
 - c. Discuss the FY21 Capital and Operating Budget.
 - i. Handouts passed out. We recognized that expenses and revenues have changed this fiscal year so that has been planned in to the FY21 budget. Key differences are: **wages** may increase over the anticipated 2% due to the State minimum wage increase trickle-down; **building maintenance**: grounds needs more jersey barriers, delineation pylons and plastic chains; buildings needs attention due to change in personnel and recognized needs, especially

concrete near bins, fencing changed from metal to wooden for easier and cheaper repairs; need the facility to look clean and professional. Net result is slightly higher for Fayette and Wayne and slightly lower for Readfield due to the State valuation formula we all agreed to use. Maintenance level needs to be the same going forward for 2 or 3 years, then could be scaled back as projects are completed. There were no objections to the budget as presented.

- ii. Capital needs. The table we are using may need to be updated. We need a new MSW compactor this year. How to handle long term for the listed needs. Could bond but should be for at least \$50,000 to make the legal and financial costs worthwhile. Would bonding debt be overlapping? No, Readfield owns the asset and the debt. Capital is over \$5000 and 3-year life span. Need to be careful not to capitalize maintenance needs. Plan ahead for FY22 to bond multiple items from the table. Pay for MSW compactor out of reserves.
- iii. Expenses.
- iv. Revenues.
- d. Discuss doing more with composting, especially food materials.
 - i. Aaron can ask ecoMaine how they can help us expand this for this year.
- g. Set next agenda. (5 min.)
 - a. Future scheduled meetings:
 - i. Wednesday April 15, 2020 at Fayette School Library
 - 1. Report out on composting and school visit arrangements from Aaron and Liza Bitterman from ecoMaine.
 - 2.
 - ii. Wednesday July 15, 2020 at Wayne Town Office
 - 1.
 - 2.
- h. Adjournment.

Attachments: Minutes from October 2019 meeting
Solid Waste Ordinance

Respectfully submitted by Kathryn Mills Woodsum
Approved on 4-22-20

Solid Waste and Recycling Committee (SWRC) Minutes

Wednesday, March 19, 2020

5 to 5:32 pm held via Conference call due to Covid-19 State of Emergency

Present: Kathryn Woodsum, Eric Dyer, Mark Robinson, Amy Black, Jon Beekman, Jim O'Reagen, Gabe KVCog,

1. Connection to conference call

- a. For Participants
- b. Conference Call Number: (425) 436-6385
- c. Access code: 500783 followed by pound or hash (#).
- d.
- e. For the Host
- f. Host: Kathryn, as Chair of the SWRC, (or Eric as backup)
- g. Conference Call Number: (425) 436-6385
- h. Access code: 500783 followed by pound or hash (#)
- i. Host PIN: 7228 followed by pound or hash (#)

2. Roll call and determination of quorum. All present as listed above. We have a quorum.

3. New business

- a. Discussion concerning purchase of MSW compactor
 - i. Review highlights from attached memo
 1. Shutdown, Corrective Action, The Problem
 - a. 18 years old, 2 failures in last month each causing a shutdown, significant damage from backhoe use over many years, packer trucks overfill the hopper which brings about the need for the backhoe. Supports have been added below the hopper as a temporary fix. Were going to replace on 7-1-20 but the need is now.
 2. Replacement options
 - a. Can do same model or a heavier duty one. With increased use Eric recommends the heavier duty one. Includes the hopper and all the equipment underneath.
 - ii. Discuss funding options for recommendations to each town Select Board
 1. Purchase with reserve and a special assessment,
 2. lease, and pay off lease in FY21, or
 3. lease over time and use budgeted capital from FY21 for other projects
 - a. Eric recommends a lease over 5 years so we don't deplete all of our capital (\$20K now, \$20 from FY21)
 - b. \$40K cost, \$3,042 in interest to lease; we own the equipment outright; 5 years at 2.49% tax exempt rate; \$8,620 annual
 - c. New quote: \$39K for new with \$1K sale including haul-off of old equipment
 - d. Delivery 6 to 8 weeks from signed purchase agreement
 - e. **Motion by Jon B: Accept Eric's recommendation for 5-year lease on heavy model compactor. Vote: Amy: Yes, Jon: Yes, Kathryn: Yes**

b. Discussion concerning holding a Hazardous Waste Collection event at the Readfield Transfer Station this year

- i. Hear the details of event including what towns to invite
 1. Mid-summer on a weekend, Saturday would work for EPI and could work concurrently with our regular hours
 2. Brett Rogers view the station layout and is confident both events can be on a Saturday. \$1400 setup fee, split with however many towns join in. Mt. Vernon, Vienna, Belgrade, Winthrop could join. If the 3 towns only, use our normal formula for cost sharing.
- ii. Decide to hold event or not
- iii. If holding an event, consider and recommend
 1. Date
 2. Sharing of setup fee equally by towns participating
 3. Towns pays per unit cost of items collected from residents of their town; then towns allocate from their budget or assesses fee to individuals who brought materials and collect them
 - a. Each community receives registration forms about 3 weeks prior. Run as an opt-in program. Color coordinated for each town. Each town is billed by the forms collected. Invoiced to each town. Fayette, Wayne, Readfield all bill as part of the budget.
 - b. Amy Black: Motion to hold the event for our 3 towns on Saturday July 25th, billing to share the set-up fee per our cost-sharing formula with each town paying for the waste brought in by their residents; Amy: Yes, Jon: Yes, Kathryn: Yes**

4. Set next agenda.

a. Future scheduled meetings:

- i. Wednesday April 15, 2020 at Fayette School Library; may again be a conference call meeting
 1. *Report out on composting and school visit arrangements from Aaron and Liza Bitterman from ecoMaine. Should be put on hold to next year due to Covid-19 State of Emergency and school closures*
 2. Update on compactor purchase
 3. Update on Hazardous Materials Collection Event
 - 4.
- ii. Wednesday July 15, 2020 at Wayne Town Office
 - 1.
 - 2.

5. Adjournment.

Attachments: Memo of March 10, 2020 from Transfer Station Manager
Collection Event Info 20205

Respectfully submitted by Kathryn Mills Woodsum
Approved on 4-22-20

Cemetery Committee Meeting Minutes

February 19th, 2020

Present: Andy Tolman, Grace Keene, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez, Deb Doten

Meeting Minutes for January 15th, 2020: Motion made to accept minutes with proposed changes and seconded, discussion pursuant and amended minutes were approved unanimously.

Sexton's Report by Ben Rodriguez

Ben discussed the downed tree at the Whittier Cemetery. He has obtained agreement from Karen McPhedran to have the tree taken down. The cost will be \$1600 that can be afforded out of the Whittier perpetual care trust. Taylor Stevenson is almost completed with tree work at Case Cemetery. He noted that one of the other trees marked for removal has a raccoon living in it. The tree will be watched until the raccoon leaves before removal occurs. Ben will also ask Greg Goucher to provide price for Whittier work.

Ben also mentioned Anna is reviewing training options for repairing cemetery stones (up-righting, repair breaks with proper materials, re-setting on pins). There is a vendor who can provide one-on-one training or small group training. The expense is \$700 per day (10 to 12 hours/day). The course is 4 or 5 days. This would absorb the current stonework budget. Other options besides this training include:

1. MOCA training
2. Collette's training (working side-by-side)
3. Sell equipment not currently in use

Discussion followed: Committee views that training will be important and that the repairs are within the charter of the committee and the sexton's job description. Committee will review use of 2019 budget funds that remain for stone repair work. Ben to use 2019 budget for Case repairs, Collette's will continue stone repair there. Other cemetery stone repair work will come from new 2020 budget.

Old Business

Software project activity has slowed for the season, however, Andy from Pontem (software vendor) agrees the Greenland NH municipality matches most closely with Readfield for activity as measured by number of interments. Ben will forward Andy's comments to committee.

New Business

Bicentennial activities were discussed. Marianne performed her review of best fit trees for the planting at Case this spring. Discussion included agreement that Sugar Maples were a best fit for the climate and the style of Maine cemeteries. Marianne will price from Longfellow's and Struck's.

Ben will look into the removal of the ruined picket fence at Case.

Motion made to close meeting (M/S/V). Adjourned 2:40 pm.

Next scheduled full committee meeting is scheduled for March 18th, 2020

[Committee at the suggestion of the Town of Readfield due to Covid-19 has canceled our March meeting. April's meeting will be conducted via Zoom Video Conferencing.]

Respectfully submitted,
Warren Norris
Cemetery Committee

OLD BUSINESS



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

Date: Sunday, March 15, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response

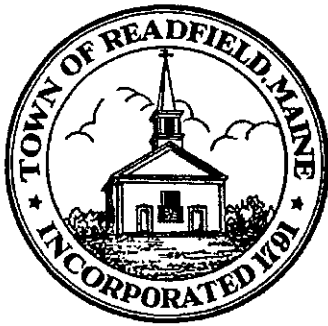
General:

- **We have a plan in place, but it will change out of necessity.**
- We will look for direction from State and Federal health agencies, and other municipalities, as to when we would move to a different approach.
- We have developed a [resource page](#) on the town website and have shared this on our Facebook page. It will be regularly reviewed and updated. (Page Attached)
- Being a public health issue the town has limited available resources but will assist with the organizational / operational support of other agencies to the fullest extent possible.
- If the need arises, we will utilize the [Emergency Operations Plan](#) and work with KCEMA and other agencies to provide information and services. **Municipal Officials and Staff are requested to review the EOP.**

Staffing, Closures, and Meetings:

- **The Readfield Public Library is closed until further notice.**
- Staff are expected to come to work unless they are sick or a family member is sick, then they will be requested to work from home. Staff will be paid as long as they are working, and will use sick time if they or a family member are sick. If sick time is exhausted we will look at options to ensure staff are paid.
- Staff are requested to limit in-person meetings and avoid close contact.
- **Residents are requested to avoid conducting business in-person at the Town Office.** Please call or email, or utilize [online services](#). If we have a need to close the Town Office to the public we will redirect residents to our [online services](#) – nearly everything we do in the office can be done online.
- Maintenance staff will continue to work, mostly on open-air projects.
- **The Transfer station will continue to operate as an essential service**, with modifications to the cash handling and personal space buffers.
 - **All vehicles must stop at the attendant booth**, will receive instructions, and only three vehicles at a time will be permitted in the unloading area. If residents have fee items they will be told the fee and the booth attendant will offer to issue a receipt by mail.
 - Fees will be deposited in a cash box attached to the attendant booth.

- Staff will not handle waste brought in by residents unless delivery to a special waste area is required.
- We will be utilizing staff time generally to assist with the distribution of information related to the issue and meeting interim needs as a priority.
- **Small group (board, committee, commission) meetings will continue with the use of technology (email, phone, videoconference) whenever possible, and are to be postponed if not.**
 - The Town has Zoom and Skype accounts for group meetings
 - The Town will set up a teleconference account
- In-person meetings will be limited to critical needs (Select Board, Emergency Response).
- **Gile Hall is not open to private groups or individuals for rentals until further notice.**



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

Date: March 27, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 1

The Coronavirus situation is changing daily and will continue to do so. We are working to keep municipal services operating as fully as possible. To do so we need diligence on the part of municipal staff and volunteers, and cooperation and patience from the public. To date the response has been exceptional and on all counts and is truly appreciated. We are all taking responsibility for ensuring that our community remains safe and healthy. Much of what is presented below is already being implemented. Even so, additional measures and changes may be put in place as necessary or prudent.

Community Needs and Volunteering:

If you have a need or know someone with an unmet need during this crisis please reach out to us and we will work to ensure that community needs are met. We are actively organizing errand assistance for those at risk of exposure or self-quarantined, to pick up groceries, food bank orders, pharmacy, and other needs.

- Those needing assistance, or aware of a need, should contact the Town Office at (207) 685-4939 or Sign Up Online to Request Assistance!
- Volunteers may contact the Town Office at (207) 685-4939 or Sign Up Online to Volunteer!

Public Meetings and Communication:

- Phone and email are still the best way to reach municipal staff and appointed and elected officials. Call the Town Office or visit the website for this information.
- Use of the municipal website is expanding to support the flow of information. It is located at www.readfieldmaine.org. Sign up for E-Alerts to get important news and updates.
- Wherever possible we are continuing to hold public meetings and hearings using available technology. We are primarily utilizing Zoom and teleconference services.
- Public access to meetings is currently limited to remote participation only (phone or web).
- Each Board or Committee should determine if and how they want to engage each other and the public while complying with open meeting laws and the recent changes to allow for “remote participation” of elected or appointed individuals and members of the public.
- During the past week we have held successful remote meetings with many participants.
- Participants in these meetings, and those interested in attending, listening, or watching should look for web conference and teleconference links and instructions on their meeting notices and agendas. This information is required to be public so the public can be engaged.
- We now have an online comment form that can be used along with traditional phone and email to reach out on any matter of public interest. <https://www.readfieldmaine.org/select-board/webforms/public-meeting-and-hearing-comment-form>.
- Meetings that were previously recorded and/or broadcast will continue to be.

Municipal Staffing / Social Distancing:

- Aggressive daily cleaning of surfaces and devices will continue.
- Staff are expected to stay home if they are sick, practice recommended hygiene regularly while at the office, and touch-up (clean) their workstations as they see fit.
- We will have no more than three employees in the Town office at any time.
- Employees who share offices will not be physically in them at the same time
 - CEO and Assessor
 - Maintenance Employees
 - Front Counter (only one desk in operation at a time, use of printer is ok)
- Meetings and discussions must take place a minimum of six feet apart and “closed door” meetings should happen in the conference room or second floor.
- The following work location schedule is being put in place for administrative employees:

Work Schedule (Home and Office)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Assessor	Home	Home	Home	Home	Office
CEO	Office	Home	Home	Home	Home
Collections Clerk	Office	Home	Office	N/A	Office
Finance Officer	Home	Home	Home	Office	Home
Librarian	TBD / Library	TBD / Library	TBD / Library	TBD / Library	TBD / Library
Town Clerk	Office	Office	Office	Home	Home
Town Manager	Home	Office	Office	Office	Office

- The Librarian will be the sole person (staff or volunteer) to access or utilize the Library building while it is closed to the public, and will work from the Library building, or the Town Office as necessary to support priority administrative functions.
- Maintenance staff are expected to work outside of the office as much as possible and perform any administrative work before other staff arrive (7:30-8:30am).
- Public access to the Town Office is limited to appointments only. The doors to the building will be locked, and staff will let people into the building for their appointments.

Transfer Station:

- If residents or someone in their household is sick or under quarantine they are requested to stay home and bring their waste at a later date.
- Residents should avoid coming during peak demand times (Tuesday mornings and Saturdays).
- There are now Senior Hours for residents over the age of 65 on Thursdays from 10-2.
- Only three vehicles are allowed in the unloading area at a time.
- Everyone must stop at the attendant booth to get instructions and pay for any fee items.
- Residents are encouraged to pay with exact cash or write a check (so they don't have to make change out of the cash box).
- Used tissues, wipes, paper towels, latex or rubber gloves, or other protective / used cleaning supplies are not allowed in the recycling. Please put them in the trash!
- Attendants will not be handling bagged waste or assisting with unloading.
- It's hard, but meet-and-greets should be avoided to help traffic move quickly.

Fire and Rescue:

- A tremendous amount of planning and preparation is happening in this area.
- Open burning is prohibited for the time being.



Readfield MAINE

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[Home](#) > Senior Hours at the Transfer Station

Senior Hours at the Transfer Station

Thursdays from 10:00am to 2:00pm for residents 65 and older



Special Hours For Seniors

The Readfield Transfer Station has added extra hours for seniors who are at higher risk of complications from the Coronavirus. Residents over the age of 65 are welcome to visit the facility during these special hours on Thursdays from 10:00am to 2:00pm. The Transfer Station remains open to all residents during our regular hours. Please help spread the word to your friends and neighbors. Thank you!

Source URL: <https://www.readfieldmaine.org/home/news/senior-hours-transfer-station>



Readfield MAINE

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Home > Traffic flow and cash handling at the Transfer Station have been modified to ensure the safety of residents and staff. Here are some tips for a safe and successful visit:

Traffic flow and cash handling at the Transfer Station have been modified to ensure the safety of residents and staff. Here are some tips for a safe and successful visit:

Traffic flow and cash handling at the Transfer Station have been modified to ensure the safety of residents and staff. Here are some tips for a safe and successful visit:

- If you or someone in your household is sick or under quarantine stay home.
- Avoid coming during peak demand times (Tuesday mornings and Saturdays).
- Be patient as there are only three vehicles allowed in the unloading area at a time.
- Stop at the attendant booth. You will get instructions, and pay for any fee items there.
- Pay with exact cash or write a check (so you don't have to make change out of the cash box).
- Do not put used tissues, wipes, paper towels, latex or rubber gloves, or other protective / cleaning supplies in the recycling.
- Avoid meet-and-greets to help traffic move along for those in line behind you.

We truly appreciate your understanding and cooperation. As a community working together we can ensure that this and other essential services continue to be provided with minimal disruption!

Source URL: <https://www.readfieldmaine.org/home/urgent-alerts/traffic-flow-and-cash-handling-transfer-station-have-been-modified-ensure-safety>



Readfield MAINE

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[Home](#) > 2020 Readfield Beach Permits..... Available now!

2020 Readfield Beach Permits..... Available now!



Summer is approaching fast and the Town of Readfield & Readfield Recreation Committee is pleased to announce that the beach will soon be opening. With the current situation of COVID-19 there will be rules on the number of people at the beach at one given time along with practicing social distancing.

Please note when you read over the [2020 Application](#) you will notice a change in the fees. We also recommend reading over the [Rules of the Readfield Beach](#) so you are familiar.

Those interested in rentals, that information is available as well by [clicking here](#).

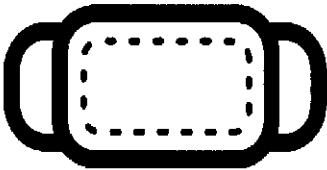
More information can be found on the Readfield Beach along with the application form and rules by [clicking here](#). If you have any questions feel free to call the Readfield Town Office at 207-685-4939 or [email](#).

Thank you and have a safe and happy summer!

Source URL: <https://www.readfieldmaine.org/home/news/2020-readfield-beach-permits-available-now>

WHICH TYPE OF MASK DO I NEED?



HOMEMADE MASK or CLOTH FACE COVERING	SURGICAL MASK	N95 RESPIRATOR
		
<p>WHO SHOULD WEAR: General public</p>	<p>WHO SHOULD WEAR: Patients Healthcare Workers</p>	<p>WHO SHOULD WEAR: Healthcare Workers</p>
<p>WHEN TO WEAR: When social distancing is difficult (e.g. grocery store, pharmacies)</p> <p>It should fit snugly, but comfortably, against the side of the face; use ties or ear loops to secure it in place; include multiple layers of fabric; and allow for breathing without restriction.</p>	<p>WHEN TO WEAR: Patients: When seeking healthcare for fever or respiratory symptoms.</p> <p>Healthcare workers: When within 6 feet of a suspect or confirmed COVID-19 person, or as defined in facility policy/protocol.</p>	<p>WHEN TO WEAR: When performing aerosol generating procedures.</p> <p>When collecting nasal or oral lab specimens, if available.</p> <p>When within 6 feet of a suspect or confirmed COVID-19 person, if available.</p>
<p>USE LIMITATIONS: Wash cloth face covering after each use (hot water wash, hot cycle in dryer).</p> <p>DO NOT use on children under 2 years of age or on someone who cannot remove the cloth face covering by themselves.</p>	<p>USE LIMITATIONS: Discard after each patient encounter, unless supply shortage warrants limited extended use or reuse as defined in facility policy/protocol. DO NOT decontaminate.</p>	<p>USE LIMITATIONS: Discard after each patient encounter, unless supply shortage warrants limited extended use or reuse as defined in facility policy/protocol.</p>



Office of
The Governor

No. 49 FY 19/20
DATE April 29, 2020

AN ORDER TO STAY SAFER AT HOME

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and a renewed state of emergency on April 14, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, between March 18th and April 3rd I issued Executive Orders 14, 19, 28 and 34 FY 19/20 that, for the reasons and upon the authorities stated therein, imposed until April 30th certain emergency rules and limitations necessary to respond to COVID-19; and

WHEREAS, it is necessary to extend the effective dates of those Orders to continue to protect public health while, at the same time, implementing the *Together We Are Maine: Restarting Maine's Economy Plan (hereinafter Restarting Plan)*, as the deliberative process to identify how certain restrictions on businesses and activities can be safely and incrementally eased over time;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the authorities cited in the Proclamations and Orders referenced above, do hereby Order as follows:

I. PURPOSE

The purposes of this Order are to continue to prioritize protection of public health and safety by keeping certain existing public safety measures for business and personal activities in effect through May 31, 2020 and to implement the *Restarting Plan* to assess how certain restrictions may, consistent with expert public health guidance, be safely eased to permit more economic and personal activity.

II. CONTINUED PRIORITY OF PUBLIC HEALTH

Protection of public health and our health care delivery system shall remain the first priority. The Commissioner of the Department of Health and Human Services (DHHS) and the Director of the Maine Center for Disease Control and Prevention (CDC) shall continue to advise on COVID-19 trends and metrics to guide the timing, pace and scope of any easing of current restrictions. Maine CDC currently tracks, subject to change, three primary metrics:

- A. a downward trajectory of reported influenza-like illnesses and COVID-like syndromic cases;
- B. a downward trajectory of documented cases and newly hospitalized patients; and
- C. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the State to engage in a robust testing program.

III. EXISTING EXECUTIVE ORDERS EXTENDED

To continue to protect public health, the effective dates of Executive Orders 14, 19, 28 and 34 FY 19/20 are hereby extended through May 31, 2020 unless sooner amended. All other provisions of such Orders remain in effect and subject to interpretive guidance. Such guidance includes, but is not limited to, the implementation of the *Restarting Plan*, incorporated into this Order by this reference.

IV. STAGES OF THE RESTARTING PLAN

Starting May 1, 2020, and consistent with Maine CDC/DHHS tracking metrics and recommendations, the Commissioner of the Department of Economic and Community Development (DECD) shall implement the *Restarting Plan* and identify businesses and activities where current restrictions may be adjusted to safely allow for more economic and personal activity. Businesses and activities so identified may receive a conditional approval consistent with the *Restarting Plan*. Any such approval is subject to change depending upon the demonstrated efficacy of the conditions imposed or the changing or general needs of public health. Any such approval is also subject to suspension or revocation depending upon actual and consistent compliance with such conditions. DHHS shall issue guidance for DECD and others on the process for health services identified in the *Restarting Plan*.

V. CLOTH FACE COVERINGS

Consistent with guidance from the United States Centers for Disease Control and Prevention individuals must wear cloth face coverings in public settings where other physical distancing measures are difficult to maintain.

- A. **Definitions.** For purposes of this section, the following terms have the following meanings.

1. "Public settings" mean:
 - a. indoor spaces that are accessible to the public such as grocery stores, retail stores, pharmacies and health care facilities;
 - b. outdoor spaces such as playgrounds, busy parking lots, and other areas such as lines for take-out service where the public typically gathers in a smaller area; and
 - c. public transportation such as a taxi, Uber, Lyft, ride-sharing or similar service; ferry, bus, or train; and any semi-enclosed transit stop or waiting area.

Employers in settings that are not typically accessible to the public may determine the persons who should wear a cloth face covering at their workplace and shall permit any employee who wants to wear a covering to do so.


2. "Individual" means any person in such settings irrespective of whether the person is an employee, customer, vendor, invitee or other.
3. "Cloth Face Covering" is a protection that covers the nose and mouth; fits snugly but comfortably against the side of the face; is secured with ties or ear loops; has multiple layers of fabric; allows for breathing without restriction; and is able to be laundered and machine dried without damage or change to its shape.

B. Exceptions. Cloth face coverings are not required for children under age 2, a child in a child care setting, or for anyone who has trouble breathing or related medical conditions, or who is otherwise unable to remove the mask without assistance. A person who cannot wear a cloth face covering because of a medical condition is not required to produce medical documentation of the condition, provided that an employer may require such documentation from an employee in accordance with state and federal law.

C. Other. Cloth face coverings are not a replacement for adhering to social distancing protocols. As recommended by current CDC guidance, surgical masks and N-95 respirators are critical supplies that will remain be reserved for health care workers, medical first responders, and other workers as recommended by Federal guidance.

VI. EFFECTIVE DATE

This Order takes effect on April 29, 2020, with section V taking effect on May 1, 2020.



Janet T. Mills
Governor



TOGETHER, WE ARE
MAINE

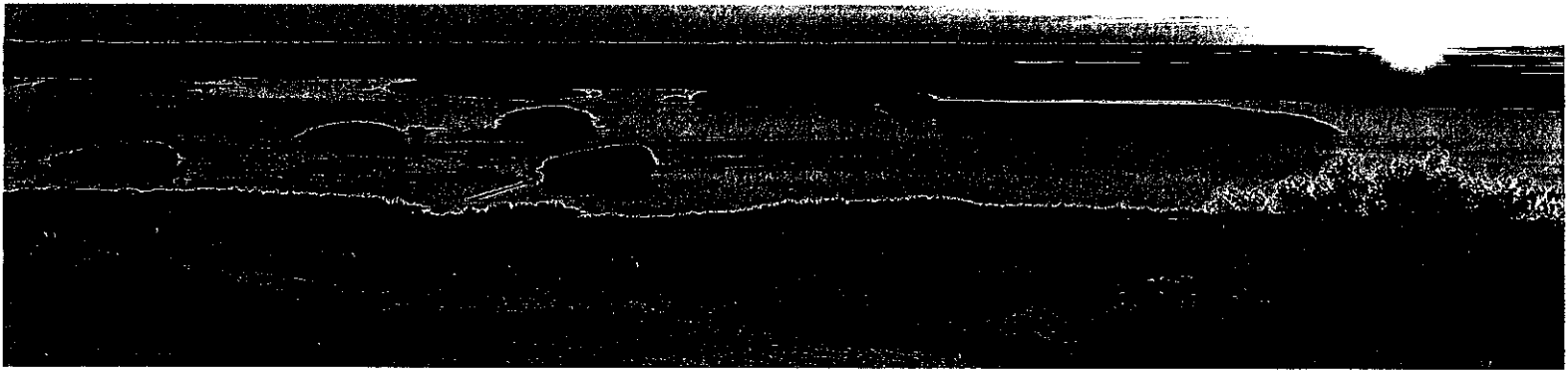


RESTARTING MAINE'S ECONOMY

GOVERNOR JANET MILLS | MAY 2020



RESTARTING MAINE'S ECONOMY



A MESSAGE FROM GOVERNOR JANET MILLS

Time and again, Maine people have risen to the challenges put in front of us. We have survived blizzards, ice storms, depressions, booms and busts. We've suffered loss — as a state and as families. We have conquered them because we are a strong, resilient people — borne of the western foothills; the northern potato fields; the bold, rocky coasts; and the tall, pine forests. We have been lifted up by the courage, conviction and resilience that comes from loving a place and its people. Let us continue to prepare, take every precaution, remain both careful and compassionate. We will get through this.



STATE OF MAINE

Covid-19 Response
Office of the Governor



RESTARTING MAINE'S ECONOMY

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RESTARTING MAINE'S ECONOMY

INTRODUCTION

After months of tireless efforts and decisive action by people across Maine, our state appears to be flattening the curve against COVID-19. However, we should not expect life to return to normal. Instead, we have to embrace a new normal – a different way of doing business, shopping, traveling and recreating that keeps us all safe. To that end, the Mills Administration has prepared a plan to gradually and safely restart Maine's economy.

The plan establishes four gradual stages of reopening, the first of which begins on May 1st. Designed with input from public health and industry experts, this staged approach will allow Maine businesses to safely open when the time is right, and stay open by following reasonable, practical guidelines to ensure the safety of employees and customers.

Public health is the foremost factor guiding this process. As the Administration gradually eases restrictions on some businesses and activities, it also implements protective protocols, along with broader additional health and safety measures, to protect Maine people.



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RESTARTING MAINE'S ECONOMY

The guiding principles for this approach include:

1 PROTECTING PUBLIC HEALTH

The State will continue to use epidemiological data, such as case trends and hospitalization rates, to inform decisions about the appropriate time to lift restrictions.

2 MAINTAINING HEALTH CARE READINESS

Maine must be able to respond to any surge of COVID-19. To that end, the State will continue to work closely with hospitals and health systems to assess system capacity, including available hospital beds, ICU beds and ventilators, and to procure and distribute personal protective equipment to hospitals, nursing facilities, emergency services, and other frontline responders.

3 BUILDING RELIABLE AND ACCESSIBLE TESTING

Testing for all symptomatic people and sentinel disease surveillance are key foundations for opening the economy. While the widespread availability of rapid testing remains a challenge, the State is actively seeking to expand testing to make it more accessible to Maine people.

4 PRIORITIZING PUBLIC-PRIVATE COLLABORATION

Opening Maine's economy depends on close collaboration among businesses, employees, government, and the public to develop, implement, oversee, and accept guidelines and safe practices. A new Economic Recovery task force will be appointed to ensure this occurs.



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RESTARTING MAINE'S ECONOMY

A STAGED APPROACH

Under the Governor's plan, the stages are based on calendar months, to allow for time to assess the effectiveness of the health and safety precautions put into place and give businesses a predictable timeframe to plan for opening.

The earliest stages are focused on resuming business operations and activities which can be conducted in a safe manner, meaning they have a low risk for potential transmission of the virus.

In addition, new public health guidance will also go into effect. Maine people will be newly required to wear cloth face coverings in public settings where physical distancing measures are difficult to maintain.

Employers must also ensure workers wear such cloth face coverings when appropriate, and long-term care facilities will be subject to emergency rules to keep residents and staff safe.

While progression through the stages is planned month-by-month, decisions will be determined by public health metrics. Progress may also change based on virus trends, testing or treatment breakthroughs, or identification of new, safe ways of doing business.



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HEALTH METRICS

Throughout the opening process, Maine CDC epidemiological data, such as case trends and hospitalization rates, as well as health care readiness and capacity, will inform Governor Mills' decisions on proceeding through the stages and lifting restrictions.

The Maine CDC will be tracking three primary metrics in its evaluation of whether or not to progress through the stages:

1. a downward trajectory of influenza-like illnesses and COVID-like syndromic cases;
2. a downward trajectory of documented cases and newly hospitalized patients; and
3. the capacity of Maine's hospital systems to treat all patients without crisis care and the ability of the state to engage in a robust testing program.

The Administration will also continue to evaluate standards outlined in the Governor's vision statement, such as testing capacity and contact tracing, to inform decisions about proceeding.

If the COVID-19 situation worsens in Maine for any reason, the state will move quickly to either halt progress or return to an earlier stage.





RESTARTING MAINE'S ECONOMY

ESTABLISHING SAFETY PRECAUTIONS

In order to reopen, various sectors of Maine's economy will be required to work with the Department of Economic and Community Development to implement practical, reasonable, evidence-informed safety protocols and modifications that protect the health and safety of employees and customers.

These accommodations may be as simple as closing break rooms, providing flexible working hours, employee training, and installing plexiglass shields, or as complex as adjusting a business' sales process and reducing occupancy to ensure employee and customer safety.

This collaboration between DECD and the private sector will result in what will be known as a COVID-19 Prevention Checklists, which will be distributed ahead of staged openings to allow businesses to prepare.

These checklists will identify best practices for the business specific to its operations as well as general best practices related to physical distancing, hygiene, personal protection, and maintenance of clean workplaces, among others.

The checklists, which will differ sector to sector, will undergo a rigorous review process including from government officials, health experts, and industry representatives.

Businesses that commit to complying with the requirements on the checklist will be provided a badge to post at their business, on their website, in their advertising, or on social media. Their names will also be posted on the DECD website and they will be allowed to open. Health providers in Maine will follow U.S. CDC and professional association guidelines.



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RESTARTING MAINE'S ECONOMY

RESTARTING MAINE'S ECONOMY

The Governor's plan builds on current Executive Orders, which allow for the operation of grocery stores, pharmacies, financial institutions, home repair services, and car repair services, among others, and then plans for the safe reopening of those businesses not currently operating.

The stages do not use essential v. non-essential designations, like those used to limit business operations and activities in the immediate response to COVID-19. All businesses in Maine are essential, and the focus is now on ensuring the safety of their employees and customers.

The stages are advanced as a framework for planning. Innovations or expanded testing and other capacity could accelerate this pace, as could a determination that certain parts of Maine, such as rural areas, may be able ease restrictions safely.

The Mills Administration does not currently anticipate that it will be safe to accept cruise or commercial passenger ships with more than 50 people this summer. The Administration will review this assessment in September 2020. This excludes passenger ferries working between Maine ports.

Additionally, the Administration is currently working with stakeholders to develop plans for a safe return to school in the fall.



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RESTARTING MAINE'S ECONOMY

The upcoming four stages as contemplated by the Governor's plan include:

STAGE 1, MAY

Stage 1 contemplates a continued prohibition on gatherings of more than 10 people as well as the continued quarantine of all people entering Maine for a period of 14 days. All businesses that have been open may remain open. At-risk people should stay home when possible.

In addition:

- If employees are able to work from home, they should continue to do so. This includes State of Maine employees.
- Professional services, such as legal services, should continue to be done remotely.
- Construction firms should deploy additional Personal Protective Equipment and other safety measures on job sites.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

ENTERTAINMENT

- Drive-in theaters

HEALTH CARE

- Health care from Maine licensed providers, with a recommendation that they prioritize care for patients with time-sensitive conditions; assure the safety of patients, staff, and communities; manage the use of essential resources such as personal protective equipment and testing supplies; and pace reopening services to the level of community COVID-19 activity, maintaining capacity in our hospitals for potential outbreaks.



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RESTARTING MAINE'S ECONOMY

OUTDOOR RECREATION:

- Golf Courses and Disc Golf Courses, with restrictions
- Guided outdoor activities (Hunting, Fishing)
- Guided boating (5 or fewer customers)
- Marinas
- Some 30 State Parks and Historic sites, but coastal sites will remain closed.
- State owned public lands trails

PERSONAL SERVICES:

- Barber Shops and Hair Salons
- Dog Grooming

RELIGIOUS

- Limited drive-in, stay-in-your-vehicle church services

RETAIL/COMMERCIAL

- Auto Dealership Sales
- Car Washes



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RESTARTING MAINE'S ECONOMY

STAGE 2, JUNE

Stage 2 contemplates a continued prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

HOSPITALITY

- Restaurants
- Lodging (Open to Maine residents)

OUTDOOR RECREATION

- Campgrounds/RV parks (Open to Maine residents)
- Day camps for Maine children
- Coastal State Parks, with some services

PERSONAL SERVICES

- Fitness and Exercise Gyms
- Nail Technicians

RETAIL

- All retail businesses



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RESTARTING MAINE'S ECONOMY

STAGE 3, JULY-AUGUST

Stage 3 maintains the prohibition on gatherings of more than 50 people and the 14-day quarantine on people entering Maine. All businesses that have been open may remain open. At-risk people should stay home when possible. Employees in legal and professional fields may return to offices, including State employees, as needed.

OPENINGS PERMITTED PER CHECKLIST STANDARDS

HOSPITALITY

- Bars
- Lodging, such as hotels, campgrounds, summer camps, or RV parks for Maine residents and visitors. The Administration is developing guidelines (e.g. potential testing requirements) to assist them in safely reopening, and reservations should not be taken until those guidelines are issued.

OUTDOOR RECREATION

- Charter boats, excursions – fewer than 50 people
- State Park Campgrounds
- Summer Camps

PERSONAL SERVICES

- Spas
- Tattoo and Piercing Parlors
- Massage Facilities
- Cosmetologists and Estheticians
- Electrolysis Services
- Laser Hair Removal Services, and Similar Personal Care and Treatment Facilities and Services



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RESTARTING MAINE'S ECONOMY

STAGE 4, TBD

All businesses are open and operating with appropriate safety modifications.



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NEW BUSINESS

Proposed Item	Contractors									
	LP Poirier & Son	Cushing	St. Laurent & Son	Wellman Paving	J Pratt Construction	CCC Construction	Manter Construction	Y	N	Y
Attended Pre Bid	Y	Y	Y	Y	N	N	N			
Old Kents Hill Road										
House #119	\$ 2,850.00	\$ 4,000.00	\$ 3,071.00	\$ 2,400.00	\$ 1,478.00	\$ 2,900.00	\$ 3,725.00			
House #52	\$ 2,850.00	\$ 3,400.00	\$ 3,118.00	\$ 2,950.00	\$ 1,177.00	\$ 2,900.00	\$ 3,275.00			
In front of Town Office	\$ 5,200.00	\$ 4,800.00	\$ 4,266.00	\$ 5,000.00	\$ 4,543.00	\$ 6,500.00	\$ 7,800.00			
Russell Street										
House #6	\$ 2,950.00	\$ 4,000.00	\$ 3,117.00	\$ 2,400.00	\$ 1,418.00	\$ 2,900.00	\$ 4,200.00			
House #12	\$ 5,750.00	\$ 4,000.00	\$ 3,117.00	\$ 3,000.00	\$ 1,594.00	\$ 2,900.00	\$ 4,200.00			
P Ridge Road										
House #135	\$ 2,850.00	\$ 3,600.00	\$ 2,532.00	\$ 2,400.00	\$ 1,418.00	\$ 2,900.00	\$ 4,200.00			
Lane Road										
Lane/N. Wayne Road	\$ 5,350.00	\$ 8,300.00	\$ 4,426.00	\$ 7,000.00	\$ 7,717.00	\$ 12,500.00	\$ 12,450.00			
Sadie Dunn Road										
House #57	\$ 2,750.00	\$ 3,400.00	\$ 1,728.00	\$ 2,950.00	\$ 1,246.00	\$ 2,900.00	\$ 3,750.00			
Broadview Heights										
Church Road intersection	\$ 4,380.00	\$ 800.00	\$ 797.00	\$ 2,000.00	\$ 924.00	\$ 2,200.00	\$ 3,950.00			
Plains Road										
House #127	\$ 2,780.00	\$ 3,000.00	\$ 1,650.00	\$ 2,650.00	\$ 981.00	\$ 2,900.00	\$ 3,600.00			
House #124	\$ 7,250.00	\$ 4,000.00	\$ 3,272.00	\$ 3,687.50	\$ 1,594.00	\$ 3,250.00	\$ 4,750.00			
House #553	\$ 2,950.00	\$ 3,800.00	\$ 2,532.00	\$ 2,400.00	\$ 1,487.00	\$ 2,900.00	\$ 3,600.00			
Luce Road										
House #369	\$ 2,750.00	\$ 3,200.00	\$ 1,650.00	\$ 2,400.00	\$ 1,177.00	\$ 3,200.00	\$ 3,600.00			
Cross Culvert	\$ 4,200.00	\$ 4,800.00	\$ 3,500.00	\$ 10,000.00	\$ 2,651.00	\$ 6,500.00	\$ 9,750.00			
Ratt Mill Hill Road										
Ditching	\$ 16,500.00	\$ 8,510.00	\$ 9,200.00	\$ 9,425.00	\$ 9,528.00	\$ 12,500.00	\$ 37,500.00			
Gravel Road Work										
Lump sum cost to install	N/A	\$ 7,277.00	\$ 20,685.00	N/A	N/A	N/A	N/A			
Estimated Tonnage Total	N/A	705.00		475.00	1,680.00	1,785.00	750.00			
Cost per ton installed	\$ 68.00	\$ 10.32	N/A	\$ 12.75	\$ 15.01	\$ 16.65	\$ 22.00			
In house calculations of 750										
Tons Type A cost	\$ 7,687.50	\$ 7,687.50	\$ 7,687.50	\$ 7,687.50	\$ 7,687.50	\$ 7,687.50	\$ 7,687.50			
house calculations	\$ 51,000.00	\$ 7,740.00		\$ 9,562.50	\$ 11,257.50	\$ 12,487.50	\$ 16,500.00			
Lump Sum using house										
calculations including	\$ 130,045.50	\$ 79,037.50		\$ 77,912.50	\$ 57,878.00	\$ 90,025.00	\$ 134,537.50			
material										
Town Forest										
Contractor cost	\$ 15,250.00	\$ 5,132.00	\$ 9,930.00	\$ 7,800.00	\$ 11,569.00	\$ 15,500.00	\$ 5,950.00			
Estimated 406 Tons of Type D	\$ 3,187.10	\$ 3,187.10	\$ 3,187.10	\$ 3,187.10	\$ 3,187.10	\$ 3,187.10	\$ 3,187.10			
material cost	\$ 18,437.10	\$ 8,319.10	\$ 13,117.10	\$ 10,987.10	\$ 14,756.10	\$ 18,687.10	\$ 9,137.00			
lump sum cost										

NOTES:
 #1- Manter Construction confirmed bid price on Ditching cost, and cost per ton to install gravel on Rat Mill Hill Road.
 #2 J Pratt Construction was not at Pre Bid meeting, called Anna twice regarding questions on the bid, he visited each proposed bid items except the Town Forest.
 #3 St. Laurent & son, confirmed bid price on Rat Mill Hill Road, on written proposal he grouped both cost together. A emailed clarification was sent.
 #4 Estimated Total Tonnage was figured in house, via email, or phone call to bidders.
 #5 Total tonnage amounts came in as a wide range, I based final price of my calculations of 750 tons Type A Material. I placed a survey stake at town line with ribbon prior to Pre Bid.

Eric Dyer

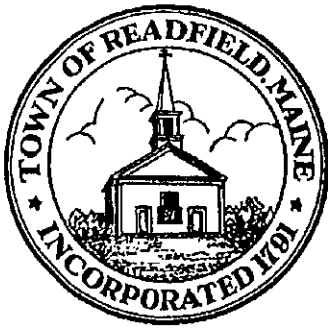
From: Jerry A. Bley <jbley@gwi.net>
Sent: Wednesday, May 6, 2020 10:34 PM
To: Eric Dyer; Anna Carll
Cc: Andy Walsh; Brent West; Bruce Hunter; gleimbach01@gmail.com.; Greg Durgin; Hanish, Martin B.; Robert & Joan Mohlar; STEPHANIE DONALDSON; Tim or Luvia Sniffen
Subject: Town Forest Road and Trail Project

Eric and Anna:

Readfield Conservation Commission met on-line this evening and unanimously recommended that the Road Committee and Select Board accept the low bid for the Town Forest road and trail project submitted by Cushing Construction. RCC will adjust its expenditures on other budget items to ensure that there are sufficient funds available in FY 20-21 to cover the cost of the contract and gravel.

Please let me know if you have any questions.

Jerry A. Bley
Creative Conservation, LLC
27 Giles Road
Readfield, ME 04355
(207) 685-3872
jbley@gwi.net
www.creativeconservation.org



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

REQUEST FOR PROPOSALS (RFP)

ROAD WORK SUMMARY:

The Town of Readfield seeks proposals to complete several road repair and maintenance projects.

Culvert repair, replacement, and installation: Excavate and replace failing metal culverts on Old Kents Hill Road, P Ridge Road, Luce Road, Sadie Dunn Road with new HDPE culverts. Excavate, reset, or replace HDPE culverts on Russell Street, and Plains Rd.

Ditching and Re-grading: Broadview Heights and Lane Road, Rat Mill Hill Road.

Gravel road work: Work to be performed on Rat Mill Hill Road. Shape and grade existing material to specification and compact. Place new surface gravel, grade to spec, apply dust control, and compact. Clean and shape ditch and shoulder as necessary.

Work to be performed at Readfield Town Forest Belz Road. Placement of Geo-textile fabric, and base material, at specific locations on Access Road, and Center Lane Trail, to eliminate wet areas, for upcoming harvesting. Use of Geo-tech fabric 500X is to be placed under material.

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, May 1st, 2020 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.

ROAD WORK SPECIFICATIONS

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.
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, ~~adding material shall match surface material specifications~~, and a minimum of 12" of cover is required unless approved by the Road Commissioner. A minimum of 6" riprap shall be placed at all inlet and outlet culverts, fabric is not required under riprap.
6. 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.
7. Native material and or Gravel used over and around culverts shall be compacted with a plate compactor. If gravel thickness exceeds four inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.
8. Paved driveway entrances will have a minimum of 2" and maximum of 3" ~~be resurfaced with 12.5mm HMA matching to existing asphalt thickness.~~
9. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material from Pike Industries in Augusta, 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%
		1/2" sieve	30-65%
200 sieve	<9%	200 sieve	7-12%
10. 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 5% cross slope, 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.
11. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
12. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20' x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20' x 12' HDPE culvert, 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.

\$ 2,900.00

- At house number 52 (same side of road as Town Office), remove existing 20' x 15' metal driveway culvert. Replace with 20' x 15' HDPE Culvert, ~~and the material~~, 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.

\$ 2,900.00

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement.

\$ 6,500.00

Russell Street

- ~~• At house number 5, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- At house number 6, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.

\$ 2,900.00

- ~~• At house number 7, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- ~~• At house number 11, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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.~~

- At house number 1243, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250'x152" HDPE Culvert. The elevation of the culvert will ~~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.

\$ 3,250.00

- At house number 553, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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~~ replace culvert.

\$ _____

\$ 2,900.00

Luce Road

- At house number 369, remove the existing 20'x15" metal driveway culvert. Replace with 20'x12" HDPE driveway culvert. 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.

\$ 3,200.00

- Near train tracks 320" x 320" metal cross culvert needs to be removed, and replaced with 40' x 20" 24" x 30" HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

Lump sum cost to replace culvert.

\$ 6,500.00

Rat Mill Hill Road

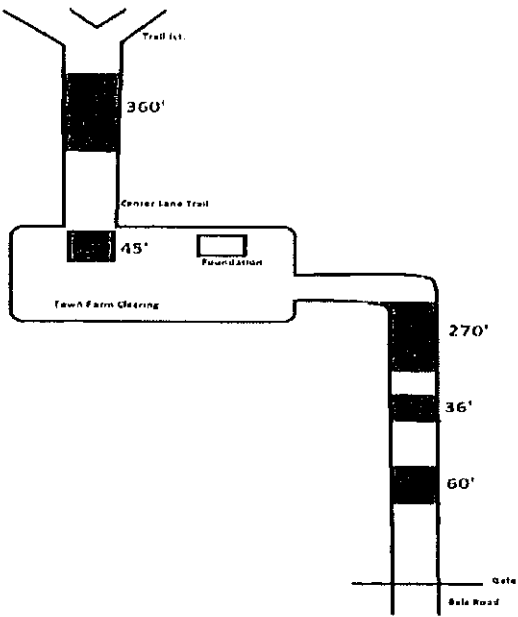
- Ditching along right side of road if accessing from Plains Road approximately 2,100ft-1,650ft, Total road width after ditching should be 22'. This width includes an 18' travel way and a 2' shoulder on each side. Road stakes or other markers will be places to show purposed work. At house number 5, ditching will starting after second driveway. At house number 19, reset 15" x 20' HDPE driveway culvert, the elevation of culvert will need to be dropped to ensure correct inflow and outflow, and any necessary material added to cover the culvert. At house number 37, inflow and outflow ditches will need minor amendment to ensure correct flow fallowing this work. Ditching will continue Thru Town line, to house number 79, where inflow to driveway culvert will be amended. past house number 79, to town line.

• Lump Sum cost of ditching and culvert reset.

\$ _____

\$ 12,500.00

- Shape, grade, under cut potholes, and compact the existing surface material as specified.
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining ~~ft~~ length of the road to a width of 18'.
- 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.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.



Contractors Signature and Authorization

Name of Company: CCC Construction, LLC

Name of Authorized Representative: Peter Callahan - Manager

Signature: *Peter Callahan*

Date: 4/30/2020

SERVICES AGREEMENT

ROAD WORK SERVICES

THIS AGREEMENT is made this _____ day of _____, 2020 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 _____, 2020.

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

CCC Construction, LLC

638 Riverside Drive, Augusta, Me. 04330, Tel: (207) 441-6087

References

Leslie Jones – Public Works Director, City of Augusta – 207-626-2436

Jon Stonier – Director of Grounds, Augusta Schools – 207-6153

Steve Stratton – Road Commissioner, Town of Farmingdale – 207-213-5354

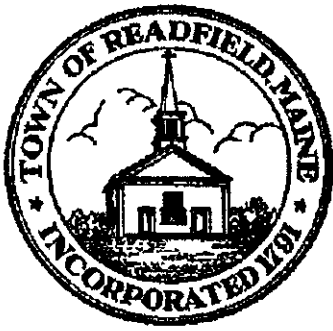
Randy Butler – Engineer, Dirigo Engineering – 207-453-2401 x209

Equipment used for Project

- E55 Excavator - 135 Excavator
- 770 Skidsteer - 5 TON Roller
- 1,000 lb Compactor
- 2 Sterling Tri-axle Dump trucks
- 1 Chevy 1 TON Dump truck

Sub-Contractors

- Western Maine Excavation - for Road Grading
- B+S Paving - for Paving



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

REQUEST FOR PROPOSALS (RFP)

ROAD WORK SUMMARY:

The Town of Readfield seeks proposals to complete several road repair and maintenance projects.

Culvert repair, replacement, and installation: Excavate and replace failing metal culverts on Old Kents Hill Road, P Ridge Road, Luce Road, Sadie Dunn Road with new HDPE culverts. Excavate, reset, or replace HDPE culverts on Russell Street, and Plains Rd.

Ditching and Re-grading: Broadview Heights and Lane Road, Rat Mill Hill Road.

Gravel road work: Work to be performed on Rat Mill Hill Road. Shape and grade existing material to specification and compact. Place new surface gravel, grade to spec, apply dust control, and compact. Clean and shape ditch and shoulder as necessary.

Work to be performed at Readfield Town Forest Belz Road. Placement of Geo-textile fabric, and base material, at specific locations on Access Road, and Center Lane Trail, to eliminate wet areas, for upcoming harvesting. Use of Geo-tech fabric 500X is to be placed under material.

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, May 1st, 2020 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.

ROAD WORK SPECIFICATIONS

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.
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, adding material shall match surface material specifications, and a minimum of 12" of cover is required unless approved by the Road Commissioner. A minimum of 6" riprap shall be placed at all inlet and outlet culverts, fabric is not required under riprap.
6. 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.
7. Native material and or Gravel used over and around culverts shall be compacted with a plate compactor. If gravel thickness exceeds four inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.
8. Paved driveway entrances will have a minimum of 2" and maximum of 3" be resurfaced with 12.5mm HMA matching to existing asphalt thickness.
9. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material from Pike Industries in Augusta, 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%
		1/2" sieve	30-65%
200 sieve	<9%	200 sieve	7-12%
10. 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 5% cross slope, 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.
11. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
12. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20'x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12' HDPE culvert, 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.

\$ 4000⁰⁰

- At house number 52 (same side of road as Town Office), remove existing 20'x15' metal driveway culvert. Replace with 20'x15' HDPE Culvert, ~~and the material,~~ 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.

\$ 3400⁰⁰

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement.

\$ 4800⁰⁵

Russell Street

- ~~• At house number 5, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- At house number 6, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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.

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\$ 4000⁰⁰

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~~Lump sum cost to replace culvert.~~

~~\$ _____~~

- ~~• At house number 11, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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.~~

- At house number 1243, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250'x152" HDPE Culvert. The elevation of the culvert will ~~may~~ 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.

\$ 4000⁰⁰

- At house number 553, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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~~ replace culvert.

\$ _____

\$ 3800⁰⁰

Luce Road

- At house number 369, remove the existing 20'x15" metal driveway culvert. Replace with 20'x12" HDPE driveway culvert. 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.

\$ 3200⁰⁰

- Near train tracks ~~320'x320'~~ metal cross culvert needs to be removed, and replaced with 40'x20'x20"x30" HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

- Lump sum cost to replace culvert.

\$ 4800⁰⁰

Rat Mill Hill Road

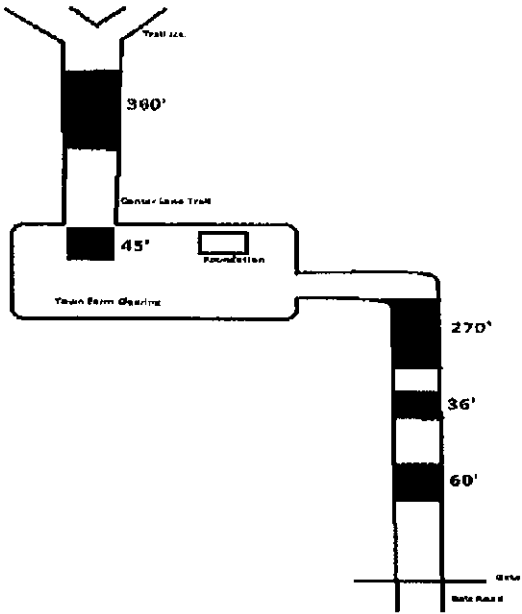
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- Lump Sum cost of ditching and culvert reset.

\$ _____

\$ 8510⁰⁰

- Shape, grade, under cut potholes, and compact the existing surface material as specified.
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining full length of the road to a width of 18'.
- 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.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.



Contractors Signature and Authorization

Name of Company: Cushing Construction LLC

Name of Authorized Representative: Christine Cushing-Chicoine

Signature: [Handwritten Signature]

Date: 4-30-2020

SERVICES AGREEMENT

ROAD WORK SERVICES

THIS AGREEMENT is made this _____ day of _____, 2020 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").

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Cushing Construction LLC
P.O. Box 171
Readfield, ME 04355
207-685-7328-T
207-685-4742-F

4-30-2020

RE: Qualifications and Equipment, Sub Contractors

Qualifications- Cushing Construction LLC has done ditching for the Towns of Readfield and Wayne in the past 10 years. We install multiple culverts annually for local residents and we also have extensive history topping, backfilling, and ditching over the last 20 years.

Our Equipment for this job would be as follows

2006 Caterpillar Excavator 312CL
2006 Volvo Excavator 140B
BoMag Roller
2015 Mack Tri-Axle
1995 PeterBuilt 375 Wheeler
1986 Ford 9000 Wheeler
Hatz 1000lb plate compactor
2016 Chevy 1-Ton
2013 GMC 1-Ton

Pike Industries to Complete Paving portion on Lane Road



JOHNCUS-01

DCARDONA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/9/2019

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER The Kyes Agency, Inc. 171 Main Street Farmington, ME 04938	CONTACT NAME: Doreen Cardona
	PHONE (A/C, No, Ext): (207) 778-9862 229 FAX (A/C, No): (207) 778-5970
	E-MAIL ADDRESS: dcardona@kyesinsurance.com
	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED John Cushing PO Box 171 Readfield, ME 04355	INSURER A: Citizens 31534
	INSURER B: Allmerica Financial Benefit Ins. Co. 41840
	INSURER C: Hanover Insurance Company 22292
	INSURER D:
	INSURER E:
	INSURER F:

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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	ZBPD633357 01	7/24/2019	7/24/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 16,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AWPD629115	7/24/2019	7/24/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Equipment Floater		IHPD633379	7/24/2019	7/24/2020	Scheduled Equipment 485,410

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured - By Contract, Agreement or Permit
See form(s) 401-0152, 421-2916, and 421-2918.

CERTIFICATE HOLDER

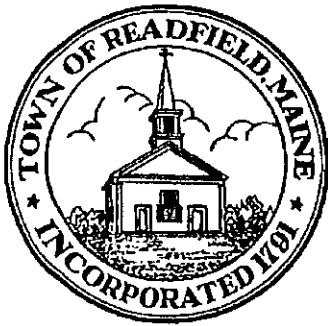
CANCELLATION

Town of Readfield 8 Old Kents Hill Rd Readfield, ME 04355	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

ACORD 25 (2016/03)

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TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

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Ditching and Re-grading: Broadview Heights and Lane Road, Rat Mill Hill Road.

Gravel road work: Work to be performed on Rat Mill Hill Road. Shape and grade existing material to specification and compact. Place new surface gravel, grade to spec, apply dust control, and compact. Clean and shape ditch and shoulder as necessary.

Work to be performed at Readfield Town Forest Belz Road. Placement of Geo-textile fabric, and base material, at specific locations on Access Road, and Center Lane Trail, to eliminate wet areas, for upcoming harvesting. Use of Geo-tech fabric 500X is to be placed under material.

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, May 1st, 2020 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.

ROAD WORK SPECIFICATIONS

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.
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, adding material shall match surface material specifications, and a minimum of 12" of cover is required unless approved by the Road Commissioner. A minimum of 6" riprap shall be placed at all inlet and outlet culverts, fabric is not required under riprap.
6. 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.
7. Native material and or Gravel used over and around culverts shall be compacted with a plate compactor. If gravel thickness exceeds four inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.
8. Paved driveway entrances will have a minimum of 2" and maximum of 3" be resturfaced with 12.5mm HMA matching to existing asphalt thickness.
9. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material from Pike Industries in Augusta, 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%
		1/2" sieve	30-65%
200 sieve	<9%	200 sieve	7-12%
10. 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 5% cross slope, 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 consent shall be maintained to maximize workability and minimize material loss. Use of a water truck is encouraged.
11. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
12. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20' x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20' x 12' HDPE culvert, 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. \$ 1718.00

- At house number 52 (same side of road as Town Office), remove existing 20' x 15' metal driveway culvert. Replace with 20' x 15' HDPE Culvert, and the material, 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. \$ 1177.00

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement. \$ 4543.00

Russell Street

- ~~• At house number 5, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert. \$ _____~~

- At house number 6, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert. \$ 1718.00

- ~~• At house number 7, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert. \$ _____~~

- ~~• At house number 11, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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.~~

- At house number 1243, remove existing 250"x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250"x152" HDPE Culvert. The elevation of the culvert ~~will~~ may 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. \$ 1594.00

- At house number 553, remove existing 20"x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20"x12" HDPE Culvert. 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~~ replace culvert. \$ 1487.00
 \$ _____

Luce Road

- At house number 369, remove the existing 20"x15" metal driveway culvert. Replace with 20"x12" HDPE driveway culvert. 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. \$ 1177.00

- Near train tracks ~~320"x320"~~ metal cross culvert needs to be removed, and replaced with 40"x20"x20"x30" HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

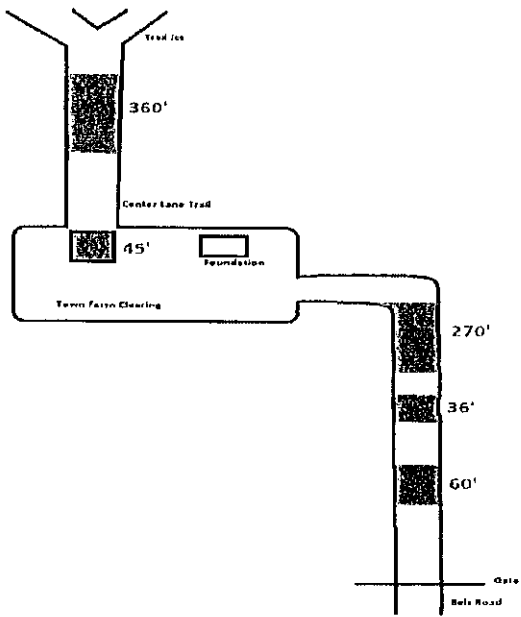
Lump sum cost to replace culvert. \$ 2651.00

Rat Mill Hill Road

- ~~Ditching along right side of road if accessing from Plains Road approximately 2,100ft-1,650ft, Total road width after ditching should be 22'. This width includes an 18' travel way and a 2' shoulder on each side. Road stakes or other markers will be places to show purposed work. At house number 5, ditching will starting after second driveway. At house number 19, reset 15"x20' HDPE driveway culvert, the elevation of culvert will need to be dropped to ensure correct inflow and outflow, and any necessary material added to cover the culvert. At house number 37, inflow and outflow ditches will need minor amendment to ensure correct flow following this work. Ditching will continue Thru Town line, to house number 79, where inflow to driveway culvert will be amended, past-house number 79, to town line.~~

• Lump Sum cost of ditching and culvert reset. \$ 9528.00
 \$ _____

- Shape, grade, under cut potholes, and compact the existing surface material as specified.
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining ~~##~~ length of the road to a width of 18'.
- 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.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.



Contractors Signature and Authorization

Name of Company: J Pratt Construction Inc

Name of Authorized Representative: Josh Pratt

Signature: [Handwritten Signature]

Date: 5/1/2020

SERVICES AGREEMENT

ROAD WORK SERVICES

THIS AGREEMENT is made this _____ day of _____, 2020 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 _____, 2020.

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

J Pratt Construction, Inc.
Fixed Asset Listing
April 30, 2020

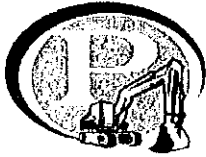
	Item	Purchase Date
	2000 Homemade Trailer	11/01/2018
	2000 Ingersoll Rand Air Comp	08/07/2014
	2001 GMC C-Series Gr Dump Truck	03/25/2014
	2002 Custom 20 Tn Flat Bed Trlr	07/18/2014
	2004 Caterpillar Skid Steer	03/19/2014
	2004 Downeaster Dump Trailer	01/01/2012
	2005 Haulmark Job Trailer	01/01/2012
	2005 Kubota Tractor	06/30/2013
	2008 Toyota Tundra	11/04/2009
	2012 Cat 420 Backhoe/Loader	04/20/2012
	2015 Felling FT50 Trailer	07/30/2015
	2015 Peterbilt Dump Truck	03/11/2015
	2015 Sure Trac Dump Trailer	03/20/2018
	2016 Sure Trac Trailer	09/19/2016
	2016 Toyota Tundra (Tyler)	04/16/2016
	2016 Tundra (Mark)	02/29/2016
	2017 Case 321F Compact Loader	06/14/2018
	2017 Cat 420F Backhoe	07/18/2017
	2017 Volvo EC60 Mini Ex	05/17/2017
	2018 Tundra (Mike)	03/27/2018
	2019 Bale Chopper Blower	08/01/2019
	2019 Case CX145D Excavator	05/21/2019
	2019 Case CX245D Excavator	09/17/2019
	2019 Case TR270 Skidsteer	06/28/2019
	2019 F350 w/Hoist (1 Ton)	10/10/2019
	2019 Ford F350 (Josh)	11/29/2018
	2019 Ford F350 XL (Shawn)	12/23/2019
	2019 Multiquip Trench Roller	12/12/2019
	2019 Yamaha 4 wheeler	08/03/2019
	2020 Dodge Ram	03/06/2020
	2020 JD 450X Crawler Dozer	10/18/2019
	2020 Peterbilt Dump Truck	05/08/2019

★ QUALIFICATIONS PROVIDED IF AWARDED.

★ NO SUB CONTRACTORS

Contract Amount	Prime or Sub	Project Type/Location	Month/Year Completed	Name, Address, Contact Person	Description of Work
\$ 1,007,000	Prime	Naples			
\$ 1,368,000	Prime	New Auburn		Eric Cousins, City of Auburn	New Auburn Village Center Redevelopment, Phase 1
\$ 3,347,000	Prime	Main St, Bridgton Streetscapes		Colin Dinsmore, HEB Engineers for the Town of Bridgton	Streetscape improvements and sidewalks
\$ 143,500	Prime	Howe Hill	8/19	Kim Sparks, Town of Greenwood	Culvert/Stream work
\$ 112,174	Prime	Yarmouth Trails	8/19	Erik Donahue, Town of Yarmouth	Recreation Trail
\$ 486,000	Prime	Blueberry Lane, Falmouth	6/19	Jay Reynolds, Town of Falmouth	Sidewalk and Various Improvements
\$ 1,416,247	Prime	Main St Phase 2 Improvements, Biddeford	8/19	Tom Milligan, City of Biddeford	Sidewalk and Various Improvements
\$ 1,394,000	Prime	Lincoln St, Biddeford Improvements	8/19	Tom Milligan, City of Biddeford	Sidewalk and Various Improvements
\$ 350,000	Prime	Kennedy Park, Lewiston Improvements	4/19	Justin Early, City of Lewiston	Sidewalks and other park Improvements
\$ 1,572,600	Prime	Bartlett St, Lewiston Sidewalks	10/18	Justin Early, City of Lewiston	Catch Basins and Sidewalks

\$	75,935	Prime	South St Sidewalk, Freeport	5/17	Adam Bliss, Town of Freeport 865-4743	New Sidewalk
\$	578,788	Prime	Sabattus St Improvements, Lewiston	2/17	City of Lewiston, Ryan Barnes 513-3003	Signal Modifications and ADA upgrades
\$	1,956,270	Prime	Lisbon St Improvements, Lewiston	12/16	City of Lewiston, Ryan Barnes 513-3003	Signal modification, mill and fill and sidewalk improvements
\$	68,290	Prime	Brick Sidewalk Rehabilitation, Saco	11/16	Town of Saco, Chris Gallant, 284-6641	Brick Sidewalk Rehabilitation
\$	69,900	Prime	Flashing Beacon, Gray	9/16	MDOT, Charlie Guy, 557-9078	Flashing Beacon and ADA upgrade
\$	240,229	Prime	Bayside Trail, Portland	6/16	City of Portland, Michael Farmer, 874-8845	Streetscape improvements and construction of 10' wide walking path
\$	190,902	Prime	Rte 1 Median Island, Falmouth	6/16	Town of Falmouth, Jay Reynolds, 781-3919	Median improvements on Rte 1
\$	252,442	Prime	Park St Improvements, Lewiston	4/16	City of Lewiston, Ryan Barnes 513-3003	Mill & fill Park St, replacing sidewalks with concrete sidewalks
\$	343,265	Prime	Amphitheather, Lewiston	11/15	Justin Early, City of Lewiston 513-3003	Site improvements, construction of amphitheater & river access area
\$	156,445	Prime	Park St Improvements, Livermore Falls	11/15	Livermore Falls, Bill Nichols, 897-2081	Sidewalk, new storm drain system and driveway apron reconstruction
\$	94,050	Prime	Upper Marginal Way, Gray	11/15	Town of Gray, William Haskell, Gorrill Palmer 772-2515	Build road extending Upper Marginal Way to Rte 100
\$	61,200	Prime	Lane Rd Culvert, Mechanic Falls	11/15	Town of Mechanic Falls, John Hawley, 345-2871	Remove culverts and install concrete box culvert with wing walls



L. POIRIER
& SON INC., EXCAVATION

1331 Sabattus St. Lewiston, ME 04240
Phone: 207.782.3617 • Fax: 207.777.3911
Email: info@lppoirier.com
Website: www.lppoirier.com

Readfield Road Work

5-1-2020

Qualifications

1. City of Lewiston – Walnut Street Rehabilitation Project (sidewalk and street rehabilitation)
2. City of Auburn – Coe Road (800 feet city approved street)
3. Town of Monmouth – Academy Road Safe Routes to School Project (drainage and sidewalk installation)

Additional projects by request

List of Equipment

1. KXO 57 Kubota Excavator
2. 160 Volvo Excavator
3. 3 Tri-axles
4. Multiple compactors
5. Motor grader
6. 10 Ton roller

Additional equipment by request

Subcontractors to be used during this project

1. No Subcontractors will be used during this project

Towns/Municipalities contracted with in the past

1. City of Lewiston
2. City of Auburn
3. Town of Monmouth

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20'x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12' HDPE culvert, 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.

\$ 2,850.⁰⁰

- At house number 52 (same side of road as Town Office), remove existing 20'x15' metal driveway culvert. Replace with 20'x15' HDPE Culvert, and the material, 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.

\$ 2,850.⁰⁰

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement.

\$ 5,200.⁰⁰

Russell Street

- ~~• At house number 5, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- At house number 6, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.

\$ 2,950.⁰⁰

- ~~• At house number 7, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- ~~• At house number 11, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert. \$ _____

- At house number 12, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert. \$ 5,750⁰⁰

- ~~• At house number 15, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert. \$ _____~~

P Ridge Road

- At house number 135, remove existing 20' x 15" metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12" HDPE culvert, 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. \$ 2,450⁰⁰

Lane Road

- At the intersection of Lane Road, and North Wayne Road, Left ditch needs re-ditching, re-grading of 8%, and paving a 300 ft. shoulder apron. Of witch 260ft has 3ft shoulder, 40ft with 5ft shoulder (+980sf) cutting of existing shoulder pavement will need to be done, to ensure a flush straight edge

Lump sum cost to grade and pave. \$ 5,350⁰⁰

Sadie Dunn Road

- At house number 57, remove existing 20'x22" metal driveway culvert, replace with 20'x15" HDPE culvert, surface material will need to be added to keep driveway level, and 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. \$ 2,750⁰⁰

Broadview Heights

- At the intersection of Church Road, shoulders need to be graded, and the inflow and outflow ditches need amendment to correct flow no riprap will be needed at this location.

Lump sum cost of ditching. \$ 4,380⁰⁰

Plains Road

- At house number 127, remove and reset the existing 20' x 15" HDPE driveway culvert. 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. \$ 2,780⁰⁰

- At house number 1243, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250'x15" HDPE Culvert. The elevation of the culvert will ~~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.

\$ 7,250⁰⁰

- At house number 553, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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~~ replace culvert.

\$ _____

\$ 2,950⁰⁰

Luce Road

- At house number 369, remove the existing 20'x15" metal driveway culvert. Replace with 20'x12" HDPE driveway culvert. 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.

\$ 2,750⁰⁰

- Near train tracks ~~320" x 320"~~ metal cross culvert needs to be removed, and replaced with 40'x20"20"x30' HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

- Lump sum cost to replace culvert.

\$ 4,200⁰⁰

Rat Mill Hill Road

- Ditching along right side of road if accessing from Plains Road approximately 2,100ft-1,650ft, Total road width after ditching should be 22'. This width includes an 18' travel way and a 2' shoulder on each side. Road stakes or other markers will be places to show purposed work. At house number 5, ditching will starting after second driveway. At house number 19, reset 15"x20' HDPE driveway culvert, the elevation of culvert will need to be dropped to ensure correct inflow and outflow, and any necessary material added to cover the culvert. At house number 37, inflow and outflow ditches will need minor amendment to ensure correct flow following this work. Ditching will continue Thru Town line, to house number 79, where inflow to driveway culvert will be amended, past-house number-79, to town-line.

- Lump Sum cost of ditching and culvert reset.

\$ _____

\$ 16,500⁰⁰

- Shape, grade, under cut potholes, and compact the existing surface material as specified.
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining full length of the road to a width of 18'.
- 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.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.

Per ton cost for installed surface gravel

\$ 68⁰⁰

Town Forest (Belz Road)

The Readfield Town Forest is located at the end of Belz Road; the Access Road is closed to regular traffic, but open to foot traffic. This project is to fix areas on the Access Road, and Center Trail, for upcoming harvesting projects. Work areas are marked with blue and pink ribbon to indicate start and finish points. Geo-tech fabric of 500X is to be used, and 12" of material is to be placed at proposed work areas.

Base Material

3' sieve 95-100%
200 sieve <9%

• **Access Road and Town Farm Clearing:**

Length: 411' (sections of 60', 36' 270', and 45')

Placement of 500X geo-tech fabric

<u>Road</u>	<u>Length (ft.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Base Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
<u>Access Road</u>	<u>411</u>	<u>12</u>	<u>548</u>	<u>183</u>	<u>256</u>

• **Center Lane Trail:**

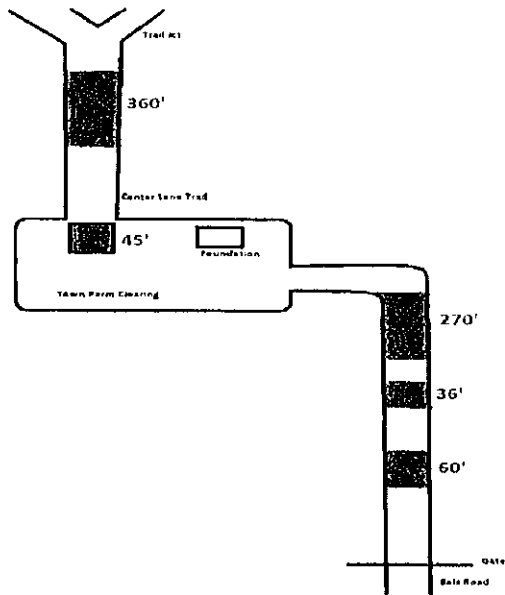
Length: 360ft

Placement of 500X geo-tech fabric (12' wide fabric can be folded-over or cut)

<u>Road</u>	<u>Length (ft.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Surface Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
<u>Center Lane Trail</u>	<u>360</u>	<u>8</u>	<u>320</u>	<u>107</u>	<u>150</u>

• **Lump sum cost.**

\$ 15,250⁰⁰



Contractors Signature and Authorization

Name of Company: L. P. Poirier + Son Inc.

Name of Authorized Representative: Raymond N Poirier

Signature: Raymond N Poirier

Date: 5/1/2020



LPP01-1

OP ID: LC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/05/2019

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Blodeau Insurance Agency, Inc 541 Lisbon Street Lewiston, ME 04240 Michael Blodeau 207-784-4029	CONTACT Michael Blodeau PHONE (A/C, No, Ext): 207-784-4029 FAX (A/C, No): 207-784-2360 E-MAIL ADDRESS: mike@blodeauins.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED J. P. Poirier & Son, Inc. Raymond N Poirier 1331 Sabattus Street Lewiston, ME 04240	INSURER A: Firemen's Insurance Company of NAIC # 21784	
	INSURER B: Acadia Insurance Company NAIC # 31326	
	INSURER C: MEMIC - Maine Employers Mutual NAIC # 11030	
	INSURER D:	
	INSURER E:	

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	ADD. INSD	SUBR. WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPA0321998-20	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAA0321999-20	12/01/2019	12/01/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUA0391490-19	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1810088172	12/01/2019	12/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 600,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER Certificate Available Upon Request	CERTIFI	CANCELLATION 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

Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

May 1, 2020

Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

Phone: (207) 685-4939
Email: manager@readfieldmaine.org

Attn: Town Manager

RE: Road Repair And Maintenance Projects

Manter Construction of Maine Inc. is pleased to provide you with pricing for the above referenced project.

Please see attached items for qualifications for bidding purposes:

RFP Form
List of Subcontractors
List of Government & Municipal Entities
List of Equipment
Evidence of Insurance
Annual Meeting

Should you have any questions or need any additional information, please do not hesitate to contact our office.

Sincerely,

Edward D. Manter President



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

REQUEST FOR PROPOSALS (RFP)

ROAD WORK SUMMARY:

The Town of Readfield seeks proposals to complete several road repair and maintenance projects.

Culvert repair, replacement, and installation: Excavate and replace failing metal culverts on Old Kents Hill Road, P Ridge Road, Luce Road, Sadie Dunn Road with new HDPE culverts. Excavate reset, or replace HDPE culverts on Russell Street, and Plains Rd.

Ditching and Re-grading: Broadview Heights and Lane Road, Rat Mill Hill Road.

Gravel road work: Work to be performed on Rat Mill Hill Road. Shape and grade existing material to specification and compact. Place new surface gravel, grade to spec, apply dust control, and compact. Clean and shape ditch and shoulder as necessary.

Work to be performed at Readfield Town Forest Belz Road. Placement of Geo-textile fabric, and base material, at specific locations on Access Road, and Center Lane Trail, to eliminate wet areas, for upcoming harvesting. Use of Geo-tech fabric 500X is to be placed under material.

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, May 1st, 2020** 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 2020 fiscal year will be received at the **Town Office until 3:00 P.M. on Friday, May 1st, 2020** 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, April 22nd 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, 2020 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 Manager@readfieldmaine.org ,Or Anna Carll, Maintenance at 207-622-6404 Maintenauce1@readfieldmaine.org**

ROAD WORK SPECIFICATIONS

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.
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, adding material shall match surface material specifications, and a minimum of 12" of cover is required unless approved by the Road Commissioner. A minimum of 6" riprap shall be placed at all inlet and outlet culverts. fabric is not required under riprap.
6. 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.
7. Native material and or Gravel used over and around culverts shall be compacted with a plate compactor. If gravel thickness exceeds four inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.
8. Paved driveway entrances will have a minimum of 2" and maximum of 3" be resurfaced with 12.5mm HMA matching to existing asphalt thickness.
9. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material from Pike Industries in Augusta, 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 ½" sieve	95-100%
		½" sieve	30-65%
200 sieve	<9%	200 sieve	7-12%
10. 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 5% cross slope, roughly ½" 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 consent shall be maintained to maximize workability and minimize material loss. Use of a water truck is encouraged.
11. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
12. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.

13. **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.
-Excluding the Town Forest Access and Center Trail Roads.

14. 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.
- Excluding the Town Forest Access and Center Trail Roads.

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20'x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12' HDPE culvert, 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.

\$ 3725.00

- At house number 52 (same side of road as Town Office), remove existing 20'x15' metal driveway culvert. Replace with 20'x15' HDPE Culvert, and the material, 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.

\$ 3275.00

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement.

\$ 7800.00

Russell Street

- ~~• At house number 5, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- At house number 6, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.

\$ 4200.00

- ~~• At house number 7, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.~~

~~\$ _____~~

- ~~• At house number 11, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert. \$~~

- At house number 12, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert. \$ 4200.00

- ~~At house number 15, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert. \$~~

P Ridge Road

- At house number 135, remove existing 20' x 15" metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12" HDPE culvert, 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. \$ 4200.00

Lane Road

- At the intersection of Lane Road, and North Wayne Road, Left ditch needs re-ditching, re-grading of 8%, and paving a 300 ft. shoulder apron. Of witch 260ft has 3ft shoulder, 40ft with 5ft shoulder (±980sf) cutting of existing shoulder pavement will need to be done, to ensure a flush straight edge

Lump sum cost to grade and pave. \$ 12450.00

Sadie Dunn Road

- At house number 57, remove existing 20'x22" metal driveway culvert, replace with 20'x15" HDPE culvert, surface material will need to be added to keep driveway level, and 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. \$ 3750.00

Broadview Heights

- At the intersection of Church Road, shoulders need to be graded, and the inflow and outflow ditches need amendment to correct flow no riprap will be needed at this location.

Lump sum cost of ditching. \$ 3950.00

Plains Road

- At house number 127, remove and reset the existing 20' x 15" HDPE driveway culvert. 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. \$ 3600.00

Per ton cost for installed surface gravel

\$ 22.00 per ton

Town Forest (Belz Road)

The Readfield Town Forest is located at the end of Belz Road; the Access Road is closed to regular traffic, but open to foot traffic. This project is to fix areas on the Access Road, and Center Trail, for upcoming harvesting projects. Work areas are marked with blue and pink ribbon to indicate start and finish points. Geo-tech fabric of 500X is to be used, and 12" of material is to be placed at proposed work areas.

Base Material

3' sieve 95-100%
200 sieve <9%

• **Access Road and Town Farm Clearing:**

Length: 411' (sections of 60', 36' 270', and 45')
Placement of 500X geo-tech fabric

Road	Length (ft.)	Roadway Width (ft.)	Square Yards.	Base Gravel (c.y.)	Total Tonnage (@ 1.4 tons/yd)
Access Road	411	12	548	183	256

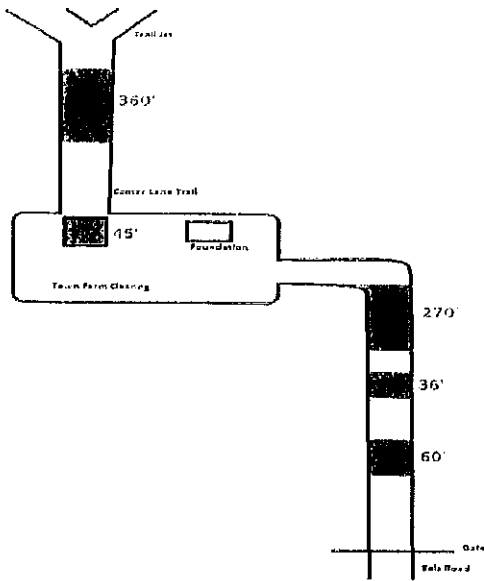
• **Center Lane Trail:**

Length: 360ft
Placement of 500X geo-tech fabric (12' wide fabric can be folded-over or cut)

Road	Length (ft.)	Roadway Width (ft.)	Square Yards.	Surface Gravel (c.y.)	Total Tonnage (@ 1.4 tons/yd)
Center Lane Trail	360	8	320	107	150

• **Lump sum cost.**

\$ 5950.00



Manter Construction of Maine, Inc Total Bid
 is \$116,300.00 plus \$22.00 per ton for installed
 surface gravel on Rat Mill Hill Road per page
 7+8 of this bid package.

Contractors Signature and Authorization

Name of Company: Manter Construction of Maine, Inc.

Name of Authorized Representative: Edward Manter (Ed or Eddie)

Signature: *Ed Manter*

Date: 5/1/20

SERVICES AGREEMENT

ROAD WORK SERVICES

THIS AGREEMENT is made this _____ day of _____, 2020 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 _____, 2020.

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 and receipt of a request for payment, 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: _____

Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

May 1, 2020

Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

Phone: (207) 685-4939
Email: manager@readfieldmaine.org

Attn: Town Manager

RE: Road Repair And Maintenance Projects

Manter Construction of Maine Inc. is pleased to provide you with pricing for the above referenced project.

List of Subcontractors To Be Used On This Project:

At this time Manter Construction of Maine, Inc. will not be using any subcontractors on this project. Should this change Manter Construction of Maine, Inc. will notify the Town of Readfield at that time.

Should you have any questions or need any additional information, please do not hesitate to contact our office.

Sincerely,

Edward D. Manter President

Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

May 1, 2020

Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

Phone: (207) 685-4939
Email: manager@readfieldmaine.org

Attn: Town Manager

RE: Road Repair And Maintenance Projects

Manter Construction of Maine Inc. is pleased to provide you with pricing for the above referenced project.

Please see below list of municipal & government entities Manter Construction of Maine, Inc. has done projects with:

Town of Sidney
Town of Skowhegan
Maine Department of Inland Fisheries
Town of Norridgewock
Maine DOT
Town of Chelsea
Town of Fairfield
Town of Winslow

Should you have any questions or need any additional information, please do not hesitate to contact our office.

Sincerely,

Edward D. Manter President

Tel: (207) 547-3500



www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

Fax: (207) 547-3998

EQUIPMENT

BULLDOZER
JD450J/JD550J

EXCAVATORS
PC220LC-7
EC240LC
JD135C
JD75D
JD50G
JD35G

FARM TRACTOR
JD3720 (MEDIUM)

LABORER
LABORER

LOADERS
JD644G/JD644G2
JD624J
JD544E
JD444H
JD344H
JD304H
246C (SKIDSTEER)
580SL (LOADER/BACKHOE)

TRUCKS
#1, #2, #3, #4, #5, #6 (PICK UP)
#10, #11 (5 YD. DUMP)
#16, #17 (10 YD. DUMP)
#24 (12 YD. DUMP)
#35, #36 (14-16 YD. DUMP)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/30/2020

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).

PRODUCER Erickson Bonding & Insurance Associates, Inc. 114 State St Augusta ME 04330		CONTACT NAME: Tracey Thibault PHONE (A/C, No, Ext): (207) 620-7108 FAX (A/C, No): (207) 620-7109 E-MAIL ADDRESS: TThibault@gosline-murchie.com	
INSURED Manter Construction of Maine Iris Lane, LLC 92 Iris Lane Sidney ME 04330		INSURER(S) AFFORDING COVERAGE INSURER A: Frankenmuth Insurance INSURER B: Maine Employers Mutual Insurance Compar INSURER C: Century Select Insurance Co INSURER D: INSURER E: INSURER F:	
		NAIC # 13986 11149	

COVERAGES

CERTIFICATE NUMBER: 20-21

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		6652528	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000/100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CCP881656 - Plowing	01/03/2020	01/03/2021	\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	6652527	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6652528	1/1/2020	1/1/2021	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	1810113918	7/31/2019	7/31/2020	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Leased or Rented Equipment from others			6652528	1/1/2020	1/1/2021	\$100,000

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

Certificate holder is hereby named as an additional insured as their interest may appear per policy forms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

Town of Readfield 8 Old Kents Hill Road Readfield, ME 04355	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 Tracey Thibault/TLT 
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Tel: (207) 547-3500

Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

Jan. 2, 2020

Annual Meeting

The annual meeting was held for the Manter Construction of Maine Inc. on 1/2/20. Items to be addressed were 1) Election of officers and 2) Authorizing officers to sign for Company.

Item 1 Officers of Company

Positions:	Edward D. Manter	Pres. / Treasurer
	Edward W. Manter	Vice Pres.
	Ann M. Manter	Sec.

Voted on and Passed

Item #2 Signature Authorization

It was proposed to allow that all documents under one million dollars (\$ 1,000,000.00), will require only one officer's signature. Any contract exceeding this will require two (2) signatures

Voted on and Passed

Original copy on file in the company office.

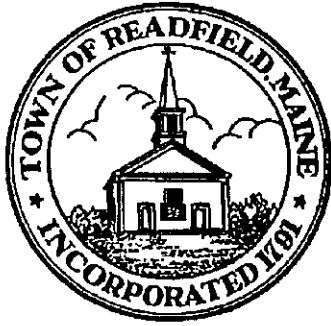
Edward D. Manter

President

Manter annual

Road Work
2020

Contractor	Address	Phone #	E-Mail
Cushman Const	32 Rully Road	782-242-8075	✓
Wellman Paving	Winterport Me	657-6395	dave@wellmanpaving.net
L. P. Poirier & Son Inc	1331 Sabbath St	782-3617	info@lpoirier.com
MANTER CONSTRUCTION OF ME, SIDNEY		597-3500	info@MANTERCONSTRUCTION.COM
ST. LAURENT & SON	20 Highland Springs Rd Lewiston ME	784-7944	gary@stlaurentandson.com
D+D EX INC	52 D+D Lane	890-9936	admin@54220@earthlink.com



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

REQUEST FOR PROPOSALS (RFP)

ROAD WORK SUMMARY:

The Town of Readfield seeks proposals to complete several road repair and maintenance projects.

Culvert repair, replacement, and installation: Excavate and replace failing metal culverts on Old Kents Hill Road, P Ridge Road, Luce Road, Sadie Dunn Road with new HDPE culverts. Excavate, reset, or replace HDPE culverts on Russell Street, and Plains Rd.

Ditching and Re-grading: Broadview Heights and Lane Road, Rat Mill Hill Road.

Gravel road work: Work to be performed on Rat Mill Hill Road. Shape and grade existing material to specification and compact. Place new surface gravel, grade to spec, apply dust control, and compact. Clean and shape ditch and shoulder as necessary.

Work to be performed at Readfield Town Forest Belz Road. Placement of Geo-textile fabric, and base material, at specific locations on Access Road, and Center Lane Trail, to eliminate wet areas, for upcoming harvesting. Use of Geo-tech fabric 500X is to be placed under material.

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, May 1st, 2020 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 2020 fiscal year will be received at the Town Office until 3:00 P.M. on Friday, May 1st, 2020 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, April 22nd 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, 2020 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 Manager@readfieldmaine.org ,Or Anna Carll, Maintenance at 207-622-6404 Maintenance1@readfieldmaine.org

ROAD WORK SPECIFICATIONS

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.
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, adding material shall match surface material specifications, and a minimum of 12" of cover is required unless approved by the Road Commissioner. A minimum of 6" riprap shall be placed at all inlet and outlet culverts, fabric is not required under riprap.
6. 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.
7. Native material and or Gravel used over and around culverts shall be compacted with a plate compactor. If gravel thickness exceeds four inches, material shall be applied in lifts of six inches or less and each lift shall be compacted.
8. Paved driveway entrances will have a minimum of 2" and maximum of 3" be resurfaced with 12.5mm HMA matching to existing asphalt thickness.
9. **Gravel shall be purchased by the Town of Readfield unless otherwise negotiated. Pick-up of material from Pike Industries in Augusta, 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 ½" sieve 95-100%
	½" sieve 30-65%
200 sieve <9%	200 sieve 7-12%
10. 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 5% cross slope, roughly ½" 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 consent shall be maintained to maximize workability and minimize material loss. Use of a water truck is encouraged.
11. Road crown shall be uniform from the shoulder to the centerline, and not parabolic.
12. Windrows or secondary ditches shall not be left in the road or on the road shoulder. The road shoulder shall be cleared of vegetation.

13. **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.**
-Excluding the Town Forest Access and Center Trail Roads.

14. 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.
- Excluding the Town Forest Access and Center Trail Roads.

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20'x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12' HDPE culvert, 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.

\$ 3,071.00

- At house number 52 (same side of road as Town Office), remove existing 20'x15' metal driveway culvert. Replace with 20'x15' HDPE Culvert, ~~and the material,~~ 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.

\$ 3,118.00

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement.

\$ 4,266.00

Russell Street

- ~~• At house number 5, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert.~~

~~\$ _____~~

- At house number 6, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert.

\$ 3117.00

- ~~• At house number 7, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert.~~

~~\$ _____~~

- ~~• At house number 11, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert.

\$ _____

- At house number 12, remove existing 25'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert.

\$ 3,117.00

- ~~• At house number 15, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. . 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 replace culvert.

\$ _____

P Ridge Road

- At house number 135, remove existing 20' x 15" metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12" HDPE culvert, 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.

\$ 2,532.00

Lane Road

- At the intersection of Lane Road, and North Wayne Road, Left ditch needs re-ditching, re-grading of 8%, and paving a 300 ft. shoulder apron. Of witch 260ft has 3ft shoulder, 40ft with 5ft shoulder (± 980 sf) cutting of existing shoulder pavement will need to be done, to ensure a flush straight edge

Lump sum cost to grade and pave.

\$ 4,426.00

Sadie Dunn Road

- At house number 57, remove existing 20'x22" metal driveway culvert, replace with 20'x15" HDPE culvert, surface material will need to be added to keep driveway level, and 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.

\$ 1,728.00

Broadview Heights

- At the intersection of Church Road, shoulders need to be graded, and the inflow and outflow ditches need amendment to correct flow no riprap will be needed at this location.

Lump sum cost of ditching.

\$ 797.00

Plains Road

- At house number 127, remove and reset the existing 20' x 15" HDPE driveway culvert. 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.

\$ 1,650.00

- At house number 124, remove existing 25 250"x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250"x15" HDPE Culvert. The elevation of the culvert will may 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.

\$ 3,272.00

- At house number 553, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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-replace culvert.
\$ _____

\$ 2,532.00

Luce Road

- At house number 369, remove the existing 20'x15" metal driveway culvert. Replace with 20'x12" HDPE driveway culvert. 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.

\$ 1,650.00

- Near train tracks 320'x320' metal cross culvert needs to be removed, and replaced with 40'x20'20'x30' HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

Lump sum cost to replace culvert.

\$ 3,500.00

Rat Mill Hill Road

- Ditching along right side of road if accessing from Plains Road approximately 2,100ft-1,650ft, Total road width after ditching should be 22'. This width includes an 18' travel way and a 2' shoulder on each side. Road stakes or other markers will be places to show purposed work. At house number 5, ditching will starting after second driveway. At house number 19, reset 15"x20' HDPE driveway culvert, the elevation of culvert will need to be dropped to ensure correct inflow and outflow, and any necessary material added to cover the culvert. At house number 37, inflow and outflow ditches will need minor amendment to ensure correct flow following this work. Ditching will continue Thru Town line, to house number 79, where inflow to driveway culvert will be amended. past house number 79, to town line.

• Lump Sum cost of ditching and culvert reset.
\$ _____

\$ 29,885.00

- Shape, grade, under cut potholes, and compact the existing surface material as specified.
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining full length of the road to a width of 18'.
- 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.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.

Per ton cost for installed surface gravel

\$ _____

Town Forest (Belz Road)

The Readfield Town Forest is located at the end of Belz Road; the Access Road is closed to regular traffic, but open to foot traffic. This project is to fix areas on the Access Road, and Center Trail, for upcoming harvesting projects. Work areas are marked with blue and pink ribbon to indicate start and finish points. Geo-tech fabric of 500X is to be used, and 12" of material is to be placed at proposed work areas.

Base Material

3' sieve 95-100%

200 sieve <9%

• **Access Road and Town Farm Clearing:**

Length: 411' (sections of 60', 36' 270', and 45')

Placement of 500X geo-tech fabric

<u>Road</u>	<u>Length (ft.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Base Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
<u>Access Road</u>	<u>411</u>	<u>12</u>	<u>548</u>	<u>183</u>	<u>256</u>

• **Center Lane Trail:**

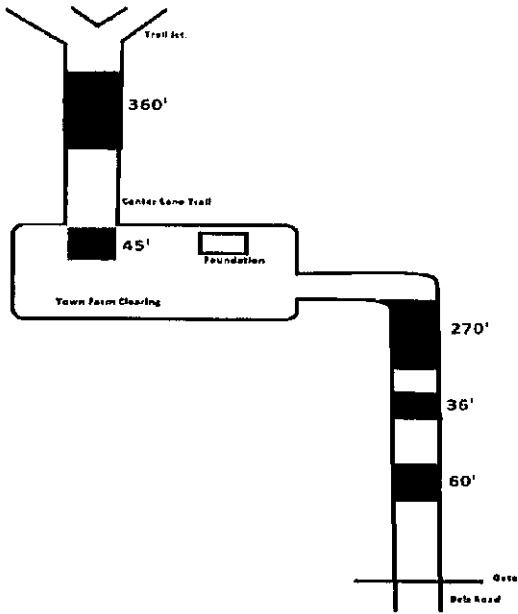
Length: 360ft

Placement of 500X geo-tech fabric (12' wide fabric can be folded-over or cut)

<u>Road</u>	<u>Length (ft.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Surface Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
<u>Center Lane Trail</u>	<u>360</u>	<u>8</u>	<u>320</u>	<u>107</u>	<u>150</u>

• **Lump sum cost.**

\$ 9,930.⁰⁰



Contractors Signature and Authorization

Name of Company: ST. LAURENT + SON INC

Name of Authorized Representative: Gary St. Laurent

Signature: *Gary St. Laurent*

Date: 5-1-20

SERVICES AGREEMENT

ROAD WORK SERVICES

THIS AGREEMENT is made this _____ day of _____, 2020 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 _____, 2020.

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 and receipt of a request for payment, 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: _____

Wellman PAVING INC.

Addenda (1) 13 pages received
received

Additional Information (Bid opening)
received

David Roundy May 1 2020 8am
DR

Equipment - Excavator - skid steer, large grader, 10 ton vib roller, dump trucks paving equipment.

Projects: Readfield school district rebuild of parking lots and paving 2019

DR Roundy

10 dave@wellmanpaving.net

Road Work/Road Work RFP 2020

cell 639-6395

ROAD WORK PROPOSAL FORM

Old Kents Hill Road

- At house number 119, remove existing 20' x 15' metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20' x 12' HDPE culvert, 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.

Twenty four hundred dollars \$ 2400.00

- At house number 52 (same side of road as Town Office), remove existing 20' x 15' metal driveway culvert. Replace with 20' x 15' HDPE Culvert, and the material, 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.

Tw. thousand nine hund. and 6.75 dollars. \$ 2950.00

- In front of Town Office suspected 18" failed cross culvert needs to be replaced and tied into existing underground drainage system.

Lump sum cost for replacement.

Five thousand dollars \$ 5000.00

Russell Street

- ~~• At house number 5, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.~~

~~\$ X~~

- At house number 6, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.

Two thousand four hundred dollars \$ 2400.00

- ~~• At house number 7, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.~~

~~\$ X~~

- ~~• At house number 11, remove existing 20' x 15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20' x 12" HDPE Culvert. 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 replace culvert.

— house 11 \$ 0 X

- At house number 12, remove existing 25'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.

Three thousand dollars \$ 3000.00

- ~~At house number 15, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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 replace culvert.

\$ X

P Ridge Road

- At house number 135, remove existing 20' x 15" metal driveway culvert. Remove the existing asphalt and replace with new material upon resetting. Replace with 20'x12" HDPE culvert, 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.

Two thousand four hundred dollars \$ 2400.00

Lane Road

- At the intersection of Lane Road, and North Wayne Road, Left ditch needs re-ditching, re-grading of 8%, and paving a 300 ft. shoulder apron. Of witch 260ft has 3ft shoulder, 40ft with 5ft shoulder (±980sf) cutting of existing shoulder pavement will need to be done, to ensure a flush straight edge

Lump sum cost to grade and pave.

Seven thousand dollars \$ 7000.00

Sadie Dunn Road

- At house number 57, remove existing 20'x22" metal driveway culvert, replace with 20'x15" HDPE culvert, surface material will need to be added to keep driveway level, and 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.

Two thousand nine hundred and fifty dollars \$ 2950.00

Broadview Heights

- At the intersection of Church Road, shoulders need to be graded, and the inflow and outflow ditches need amendment to correct flow no riprap will be needed at this location.

Lump sum cost of ditching.

Two thousand dollars \$ 2000.00

Plains Road

- At house number 127, remove and reset the existing 20' x 15" HDPE driveway culvert. 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.

\$ 2650.00

Two thousand six hundred and fifty dollars

- At house number 1243, remove existing 250'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 250'x152" HDPE Culvert. The elevation of the culvert will ~~may~~ 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. *Three thousand six hundred and eighty seven dollars and fifty cents* \$ 3687.50

- At house number 553, remove existing 20'x15" HDPE driveway culvert. Remove the existing asphalt and replace with new material upon replacement of 20'x12" HDPE Culvert. 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~~ replace culvert. \$ 2400.00
twenty four hundred dollars

Luce Road

- At house number 369, remove the existing 20'x15" metal driveway culvert. Replace with 20'x12" HDPE driveway culvert. 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. *twenty four hundred dollars* \$ 2400.00

- Near train tracks 320"x320" metal cross culvert needs to be removed, and replaced with 40'x20"20"x30" HDPE culvert. The inflow and outflow ditches will need minor amendment in order to ensure correct flow following this work. This Section of road can be closed to traffic for full replacement, with proper signage.

Lump sum cost to replace culvert. \$ 10,000.00
ten thousand dollars

Rat Mill Hill Road

- Ditching along right side of road if accessing from Plains Road approximately 2,100ft-1,650ft, Total road width after ditching should be 22'. This width includes an 18' travel way and a 2' shoulder on each side. Road stakes or other markers will be places to show purposed work. At house number 5, ditching will starting after second driveway. At house number 19, reset 15"x20" HDPE driveway culvert, the elevation of culvert will need to be dropped to ensure correct inflow and outflow, and any necessary material added to cover the culvert. At house number 37, inflow and outflow ditches will need minor amendment to ensure correct flow following this work. Ditching will continue Thru Town line, to house number 79, where inflow to driveway culvert will be amended, past house number 79, to town line.

Lump Sum cost of ditching and culvert reset. *nine thousand four hundred and twenty five* → \$ 9425.00
includes seed/mulch

- Shape, grade, under cut potholes, and compact the existing surface material as specified. *ditching*
- Add 63" of surface gravel to the first 600ft of road, and 3" to the remaining full length of the road to a width of 18'. *culvert reset*
- 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.
- Estimated area and volume provided below, Contractor is responsible for their own calculation and the per-ton cost shall be the basis for payment.

Per ton cost for installed surface gravel *twelve dollars and seventy five cents 12.75*

475 yds +/-

Town Forest (Belz Road)

The Readfield Town Forest is located at the end of Belz Road; the Access Road is closed to regular traffic, but open to foot traffic. This project is to fix areas on the Access Road, and Center Trail, for upcoming harvesting projects. Work areas are marked with blue and pink ribbon to indicate start and finish points. Geo-tech fabric of 500X is to be used, and 12" of material is to be placed at proposed work areas.

Base Material

3' sieve 95-100%
200 sieve <9%

• **Access Road and Town Farm Clearing:**

Length: 411' (sections of 60', 36' 270', and 45')
Placement of 500X geo-tech fabric

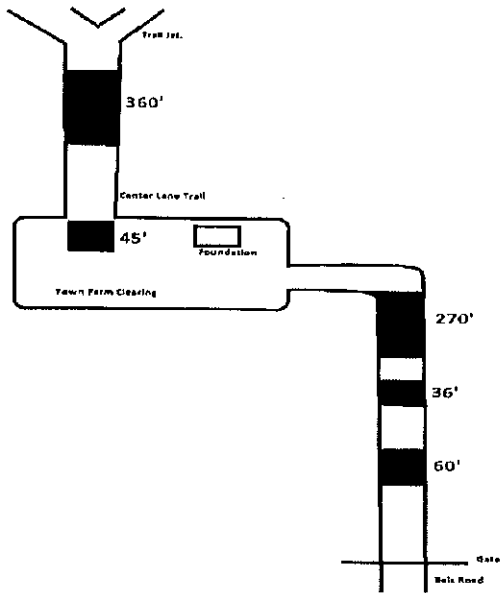
<u>Road</u>	<u>Length (ft.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Base Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
<u>Access Road</u>	<u>411</u>	<u>12</u>	<u>548</u>	<u>183</u>	<u>256</u>

• **Center Lane Trail:**

Length: 360ft
Placement of 500X geo-tech fabric (12' wide fabric can be folded-over or cut)

<u>Road</u>	<u>Length (ft.)</u>	<u>Roadway Width (ft.)</u>	<u>Square Yards.</u>	<u>Surface Gravel (c.y.)</u>	<u>Total Tonnage (@ 1.4 tons/yd)</u>
<u>Center Lane Trail</u>	<u>360</u>	<u>8</u>	<u>320</u>	<u>107</u>	<u>150</u>

• Lump sum cost. *Seven thousand eight hundred dollars 7800.00*



Contractors Signature and Authorization

Name of Company: Wellman Paving Inc.

Name of Authorized Representative: David Roundy

Signature: *DR*

Date: Apr 1 2020

Application and Certificate for Payment

To Owner: Town of Readfield
 8 Old Kents Hill Road
 Readfield, ME 04355
From S. J. Wood Construction Co., Inc.
 P.O. Box 272
 Winthrop, Maine 04364
Project: Readfield Public Library Roof Replacement
App. #: 1
Period To: 5-May-20
Project #: 0
Contract #: 28-Feb-20
Contractor Dirigo Architectural Engineering LLC
 7 Cobblestone Drive, Suite 2
 Turner, ME 04282
Distribution To: Owner Architect Contractor

CONTRACTOR'S APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM..... **\$105,682.00**
2. Net Change by Change Orders..... \$6,230.00
3. CONTRACT SUM TO DATE (Line 1+2)..... **\$111,912.00**
4. TOTAL COMPLETED AND STORED TO DATE..... **\$8,648.14**
5. RETAINGE
 - a. % of Completed Work..... \$432.41
(Columns D+E on Continuation Sheet)
 - b. % of Stored Material..... \$0.00
Total Retainage (Line 5a+5b or Total in Column J of Continuation Sheet)..... \$432.41
6. TOTAL EARNED LESS RETAINAGE
(Line 4 less Line 5 Total)..... **\$8,215.73**
7. LESS PREVIOUS PAYMENTS..... **\$0.00**
8. CURRENT PAYMENT DUE..... **\$8,215.73**
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)..... \$103,696.27

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment had been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: S. J. WOOD CONSTRUCTION COMPANY, INC.

By: Stefan / hand Date: 6-May-20
President

Subscription and sworn to before me this 6th day of May, 2020

By: Laurie B. Haefele 8-Dec-20
Laurie Belliveau Haefele, Notary Public
Kennebec County
State of Maine
My Commission Expires

ARCHITECT AND OWNER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the date comprising this application, the Architect Certifies to the Owner that, to the best of the Architects knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT/ENGINEER:

By: _____ Date: _____

OWNER:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes Approved in previous Month by Owner	\$0.00	\$0.00
Total approved this Month	\$6,230.00	\$0.00
Totals	\$6,230.00	\$0.00
NET CHANGES by Change Order	\$6,230.00	

S. J. Wood Construction Co., Inc.

P.O. Box 272 - 70 Route 133

Winthrop, ME 04364

Tel: (207) 377-8543 Fax: (207) 377-6209

Application No: 1

Application Date: 5-May-20

Period To: 5-May-20

Architect's Project No: 0

Application and Certification of Payment - Continuation Sheet

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS APPLICATION	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMPLETE (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS APPLICATION						
1	GENERAL CONDITIONS	\$23,519.00	\$0.00	\$2,402.14	\$2,402.14	\$0.00	\$2,402.14	10%	\$21,116.86	\$120.11
2	DEMOLITION	\$7,718.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,718.00	\$0.00
4	UNIT MASONRY	\$2,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,175.00	\$0.00
5	ROUGH CARPENTRY	\$43,190.00	\$0.00	\$6,246.00	\$6,246.00	\$0.00	\$6,246.00	14%	\$36,944.00	\$312.30
6	INSULATION	\$3,413.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,413.00	\$0.00
7	ROOFING	\$20,202.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$20,202.00	\$0.00
8	SIDING & TRIM	\$4,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,109.00	\$0.00
9	PAINTING	\$1,356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,356.00	\$0.00
10	CHANGE ORDER 1	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$950.00	\$0.00
11	CHANGE ORDER 2	\$5,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,280.00	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
16		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
17		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
18		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
19		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
20		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
21		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
22		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
23		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
24		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
25		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
26		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
27		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
28		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
		\$111,912.00	\$0.00	\$8,648.14	\$8,648.14	\$0.00	\$8,648.14	8%	\$103,263.86	\$432.41

Application and Certificate for Payment

To Owner: Town of Readfield
 8 Old Kents Hill Road
 Readfield, ME 04355
From S. J. Wood Construction Co., Inc.
 PO Box 272
 Winthrop, Maine 04364
Project: Readfield Fire Station Expansion
App. #: 1
Period To: 5-May-20
Project #: 0
Contract #: 28-Feb-20
Distribution To: Owner Architect Contractor
Architect: Dirigo Architectural Engineering LLC
 7 Cobblestone Drive, Suite 2
 Turner, ME 04282

CONTRACTOR'S APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment had been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM..... **\$647,266.00**
- 2. Net Change by Change Orders..... \$9,204.00
- 3. CONTRACT SUM TO DATE (Line 1+2)..... **\$656,470.00**
- 4. TOTAL COMPLETED AND STORED TO DATE..... **\$89,386.00**

- 5. RETAINAGE
 - a. % of Completed Work..... \$4,469.30
(Columns D+E on Continuation Sheet)
 - b. % of Stored Material..... \$0.00
Total Retainage (Line 5a+5b or Total in Column J of Continuation Sheet)..... \$4,469.30

6. TOTAL EARNED LESS RETAINAGE
(Line 4 less Line 5 Total)..... **\$84,916.70**

7. LESS PREVIOUS PAYMENTS..... **\$0.00**

8. CURRENT PAYMENT DUE..... **\$84,916.70**

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)..... \$571,553.30

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes Approved in previous Month by Owner	\$0.00	\$0.00
Total approved this Month	\$10,140.00	(\$936.00)
Totals	\$10,140.00	(\$936.00)

NET CHANGES by Change Order	\$9,204.00
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CONTRACTOR: S. J. WOOD CONSTRUCTION COMPANY, INC.

By: Stephen J. Wood President Date: 6-May-20

Subscription and sworn to before me this 6th day of May, 2020

By: Laurie B. Haefele My Commission Expires 8-Dec-20
 Laurie Belliveau Haefele, Notary Public
 Kennebec County
 State of Maine

ARCHITECT AND OWNER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the date comprising this application, the Architect Certifies to the Owner that, to the best of the Architects knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT/ENGINEER:

By: _____ Date: _____

OWNER:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

S. J. Wood Construction Co., Inc.

P.O. Box 272 - 70 Route 133

Winthrop, ME 04364

Tel: (207) 377-8543 Fax: (207) 377-6209

Application No: 1

Application Date: 5-May-20

Period To: 5-May-20

Architect's Project No: 0

Application and Certification of Payment - Continuation Sheet

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS APPLICATION	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMPLETE (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	APPLICATION						
1	GENERAL CONDITIONS	\$39,527.00	\$0.00	\$14,383.00	\$0.00	\$0.00	\$14,383.00	36%	\$25,144.00	\$719.15
2	DEMOLITION	\$6,667.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,667.00	\$0.00
3	SITE WORK	\$126,306.00	\$0.00	\$53,900.00	\$0.00	\$0.00	\$53,900.00	43%	\$72,406.00	\$2,695.00
4	CONCRETE	\$71,014.00	\$0.00	\$9,071.00	\$0.00	\$0.00	\$9,071.00	13%	\$61,943.00	\$453.55
5	ROUGH CARPENTRY	\$74,878.00	\$0.00	\$12,032.00	\$0.00	\$0.00	\$12,032.00	16%	\$62,846.00	\$601.60
6	FINISH CARPENTRY	\$8,407.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,407.00	\$0.00
7	INSULATION	\$9,854.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,854.00	\$0.00
8	ROOFING	\$46,190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$46,190.00	\$0.00
9	SIDING & TRIM	\$16,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$16,654.00	\$0.00
10	DOORS, FRAMES & HARDWARE	\$29,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$29,850.00	\$0.00
11	WINDOWS	\$7,456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,456.00	\$0.00
12	GYPSUM	\$26,397.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$26,397.00	\$0.00
13	FLOORING	\$6,901.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,901.00	\$0.00
14	ACOUSTICAL CEILINGS	\$5,198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,198.00	\$0.00
15	PAINTING	\$4,351.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,351.00	\$0.00
16	SPECIALTIES	\$3,241.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,241.00	\$0.00
17	MANUFACTURED CASEWORK	\$21,949.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$21,949.00	\$0.00
18	MECHANICAL	\$84,637.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$84,637.00	\$0.00
19	ELECTRICAL	\$49,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$49,074.00	\$0.00
20	ALTERNATE 1	\$2,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,140.00	\$0.00
21	ALTERNATE 3	\$958.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$958.00	\$0.00
22	ALTERNATE 5	\$7,390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,390.00	\$0.00
23	VARIANCE 1	(\$1,773.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	(\$1,773.00)	\$0.00
24	CHANGE ORDER 1	\$7,446.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,446.00	\$0.00
25	CHANGE ORDER 2	(\$936.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	(\$936.00)	\$0.00
26	CHANGE ORDER 3	\$2,694.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,694.00	\$0.00
27		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
28		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
		\$656,470.00	\$0.00	\$89,386.00	\$0.00	\$0.00	\$89,386.00	14%	\$567,084.00	\$4,469.30

May 11, 2020

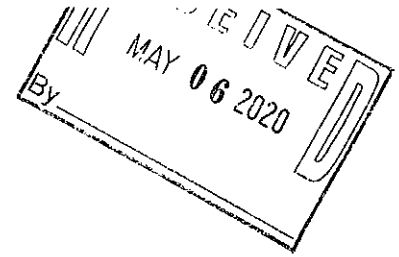
Item # 20-115

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284

Phone: (207) 685-4983 Fax: (207) 685-3836

<http://www.waynemaine.org>



April 29, 2020

Bruce Bourgoine, Selectboard Chair
Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355

Dear Bruce:

We are concerned that the staff at the Readfield Transfer Station are not wearing face coverings consistently while working with the public. This policy was discussed at a recent Solid Waste Committee meeting by our Town Manager Aaron Chrostowsky and at that time the Solid Waste Committee decided not to require town staff at the Transfer Station to wear face coverings. This decision disappointed us because we believe that wearing face coverings in public settings helps slow the spread of COVID-19, and thus saves lives.

At our last Selectboard meeting, we voted unanimously that all Town employees will be required to wear face coverings while dealing with the public. We made this decision for two reasons: It is becoming clearer all the time that many people who carry the virus (and thus could infect others) have no symptoms, and that when people who have the virus wear face coverings, they are significantly less likely to spread the virus to others. Face coverings are not used primarily to protect the person who wears them, but to stop them from spreading this virus to others. Therefore we see requiring staff to wear face coverings while serving the public as our responsibility to our citizens.

We understand that the Transfer Station staff are not Wayne town employees; however, we are a partner in the management and oversight of the transfer station. We hope that you consider changing your policy, particularly in light of the Governor's new directive that requires individuals to wear cloth face coverings in public settings where physical distancing measures are challenging to maintain.

Further, we believe that at a time like this, setting examples matters. Public employees can be such examples.

We believe that the Transfer Station is an essential service that remains open to the public, and one in which it is difficult to maintain physical distancing measures. For this reason, we believe Transfer Station staff should wear face coverings when the Transfer Station is open.

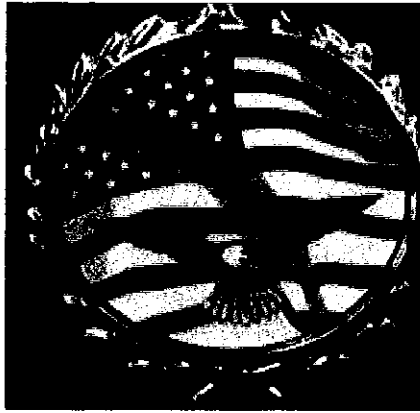
If you have any questions, please don't hesitate to contact me at (207) 685-4117 or dtwelsh277@gmail.com.

Sincerely,

Donald Welsh, Selectboard Chair

Cc: Jon Beekman, Fayette Selectboard Chair

Spirit of America Awards



2020

The Spirit of America Foundation Tribute is presented in the name of Maine Municipalities to local individuals, organizations and projects for outstanding community service. The Town will be accepting one page nominations through **May 29th**.

Nominations will be submitted to the Select Board and recipients recognized at the Volunteer Appreciation Event this summer. Please send nominations to clerk@readfieldmaine.org or by mail to Readfield Town Office, 8 Old Kents Hill Rd, Readfield, ME 04355. You can also submit nominations in the drop box located on the right side of the Town Office building.

"Service to others is the rent you pay for your room here on Earth."

Muhammad Ali

Article 46: Shall the Town vote to allow **Adult Use Marijuana Products Manufacturing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 47: Shall the Town vote to allow **Adult Use Marijuana Testing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 48: Shall the Town vote to allow **Adult Use Marijuana Retail Stores** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 49: Shall an ordinance entitled **Town of Readfield Marijuana Establishments Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 50: Should the Town continue to use the **Secret Ballot** process for the 2021 Annual Town Meeting?

RETURN

Readfield, Maine

Pursuant to 30-A M.R.S.A. § 2528(5), we have this day, being at least seven days before the hearing, notified the inhabitants of said Readfield of a public hearing, to be held at the time and place, and for the purposes stated above, by posting a copy of said notice at the following public and conspicuous places in said Readfield -- Readfield Post Office, Kents Hill Post Office and Readfield Town Office.

Dated: 5/7/20

Posted by: Ann Cec Printed Name: Anna Caril

Attest: Deborah Nichols Date: 5/7/2020
Deborah Nichols, Town Clerk

_____	_____
Bruce Bourgoine, Chair	Date
_____	_____
Ralph Eno	Date
_____	_____
Dennis Price	Date
_____	_____
Christine Sammons, Vice Chair	Date
_____	_____
Kathryn Mills Woodsum	Date

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Short-term:

- Fee and fee schedule update

Long-term:

- County Officials and State Delegation Meetings
- Appeals process and appeals matrix review
- Contingency Policy
- Personal Property Taxes
- Giles Rd. Bridge

Ongoing Goals:

- Review, revise, draft governance documents as needed
- Explore broadband possibilities and renegotiate our cable agreement
- Finalize a solar energy agreement and installation for town facilities
- Oversee completion of the Library and Fire Station buildings improvements
- Determine our municipal approach to cannabis rules
- Investigate additional Church Road sidewalk possibilities
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance
- Investigate tax relief programs