

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, April 5, 2022
Regular Business Meeting
7:00 PM
Wescustogo Hall & North Yarmouth Community Center**

Select Board Members

Brian Sites, Chairperson

James Moulton, Vice-Chairperson

David Reed, Board Member

Paul Hodgetts, Board Member

I. Call to Order

- Pledge of Allegiance

The format and structure for Select Board meetings are authorized and governed by our Town Charter and the Select Board Bylaws with overarching guidance from Maine Statutes. Select Board members are not collectively or individually allowed to speak about personnel matters and may only address personnel matters in an executive session per State Statute Title 1 § 401-410.

II. Appointments

III. Special Presentations

- Greeley Track & Field State Champions Recognition & Proclamation
- Audit Presentation

IV. Announcements

V. Consent Agenda

Items under "Consent Agenda" are routine items that require Board action but typically do not contain much discussion. The consent agenda does not call for any discussion, but any Select Board member may request a particular item to be removed by a vote of the Select Board to be discussed further under "Old Business".

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants
- March 29, 2022 Business Meeting Minutes
- March 30, 2022 Select Board Budget Meeting

VI. Public Comment - Non-Agenda Items

Comments regarding non-agenda issues, concerns, commendations, or matters of general public information are welcome. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so respectfully and constructively. Topics relating to personnel matters cannot be acknowledged.

Each individual must be recognized by the Chair and will have up to three (3) minutes to speak. The Chair may recognize members of the public at their discretion and will prioritize individuals who have not spoken more than once.

VII. Management Reports & Communications

- Town Manager's Report – Verbal Report

VIII. Old Business

- Call for Public Hearing – Select Board Bylaws
- EDSC Committee Charges

IX. New Business

- Candidates Night
- Award Bid for Civil Engineering Services

X. Any Other Business

XI. Adjournment

REMINDERS TO THE ATTENDING PUBLIC: Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first. **Workshops:** The public is welcome to attend workshops and listen to the discussion that takes place. The purpose of holding a workshop is to provide the Select Board with the opportunity to focus on specific town matters to later present at a regular business meeting. Therefore, public participation is limited to only regular business meetings of the Select Board.

Town of North Yarmouth Select Board Business

III. Special Presentations

April 5, 2022

Special Presentation(s) and Presenter(s):

- Greely Track & Field State Champions Recognition & Proclamation
- Audit Presentation – Ron H.R. Smith, CPA, CFE.

Town of North Yarmouth Select Board Business

V. *Consent Agenda*

April 5, 2022

Town Manager Recommendation(s) & Suggested Motion(s):

- *Move to approve the consent agenda, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, March 29, 2022
Wescustogo Hall & North Yarmouth Community Center**

DRAFT

Call to Order (9:40) – Brian Sites, James Moulton, David Reed, and Paul Hodgetts were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:05 PM.

Special Presentation (11:06):

Prince Memorial Library – The Prince Memorial Library gave a presentation to the Select Board. The presentation can be found on the Town’s website, www.northyarmouth.org. Selectperson Moulton inquired how the cost share from Cumberland and North Yarmouth was assessed between the two (2) Towns. Thomas Bennett, Library Director, responded that the Town’s share of the cost for all operations does not include capital improvement costs (construction costs). Selectperson Reed inquired on this topic further. Mr. Bennett responded that the Town of North Yarmouth did not pay for the expansion of the library, however, residents from both Towns did donate towards the costs when the Prince Memorial Library was expanding in 1994. Judy Potter, Walnut Hill Road, inquired about how the expansion would affect the garden space at the library. Mr. Bennett responded that the expansion would not affect the gardens.

Announcements (39:01) – Chairperson Sites announced that there was no historical moment for this meeting. The Town Manager announced that the Select Board and Town Manager want to recognize the Greely High School Girls Track and Field Team.

Consent Agenda (40:16) – Selectperson Moulton moved to approve the consent agenda, as presented. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Public Comment - Non-Agenda Items (41:48):

Ginny Van Dyke, Delwin Drive, thanked Selectperson Reed for his presence at the Living Well in North Yarmouth Committee meetings.

Judy Potter, Walnut Hill Road, inquired about the AP Warrants not being in the meeting packets. Ms. Potter discussed the average income of residents in the Town. Ms. Potter also inquired if the Senior Assistance Program could be adjusted to allow more applicants to be eligible for the program. Steve Palmer, Mountfort Road, made comments regarding the average and median income of the residents in Town.

Anne Graham, Farms Edge Road, commented on an incident at the March 15, 2022 Special Election Referendum. Ms. Graham suggested that the Board adopt a code of ethics for each elected official and nominee.

Management Reports & Communications (49:01):

Town Manager’s Report: The Town Manager reminded the Select Board that the Town Office will be closed on March 31, 2022 for staff to attend training. The Town Manager also recognized Debbie Grover, Assistant Town Manager, for an award she received from Eco Maine.

Department Head Reports: The Department Head Reports can be found on the Town’s website, www.northyarmouth.org.

Expense and Revenue Reports: The expense and revenue reports for the month of February can be found on the Town’s website, www.northyarmouth.org,

Old Business:

Economic Development & Sustainability Committee Charge (51:06): Chairperson Sites read two (2) letters sent from the Co-Chairs of the Economic Development & Sustainability Committee (EDSC). The Committee Co-Chairs requested that the Select Board provide them a charge to review the Comprehensive Plan and provide recommendations to the Select Board. Selectperson Reed responded that he felt the scope presented was too broad. Chairperson Sites inquired how the committee developed their report to the Board regarding the definition

of “rural character”. Kit Maloney, EDSC Co-Chair, responded that the committee discussed the topic and accomplished informal surveys. Ms. Maloney emphasized that the committee’s intent was not to rewrite the Comprehensive Plan. Selectperson Reed inquired how their review of the plan would tie in with economic development. Ms. Maloney responded that the document was a constant discussion at the committee meetings. Selectperson Moulton added that he felt that he wanted a new Board to be elected before proceeding any further. Chairperson Sites responded that he felt the Board should move forward with charging EDSC to review the Comprehensive Plan. Selectperson Reed offered an alternative solution. Selectperson Hodgetts responded that he agreed to move forward with the requested charge. Chairperson Sites further discussed the Board’s previous charge to EDSC to further investigate what “rural” means in North Yarmouth’s terms. Ms. Maloney agreed with Chairperson Site’s comment. Selectperson Reed stated that the Board should pursue hiring an Economic Development Consultant. Selectperson Hodgetts asked if EDSC would have the capacity to reach out to commercial businesses. Ms. Maloney responded with comments supporting a contracted Economic Development Consultant, Mr. Robinson disagreed with this approach.

Public Recognition: Mr. Robinson stated that he believed the committee should explore the infrastructure first, then work with a consultant. Rich Parenteau, a committee member, commented on the committee’s difficulty with defining the term “rural”, emphasizing that the topic is subjective. Jason Fetigan, Greely Road, provided his opinions of what rural character means to him. Steve Palmer, Mountfort Road, provided comment on the Town’s previous actions to support professional help. Mike Mallory, Walnut Hill Road, commented on the process for defining “rural character”. Paul Whitmarsh, Wild Turkey Lane, commented on the Town’s recent changes in policy.

Selectperson Moulton moved to accept the Economic Development and Sustainability’s requested charge of seeking input from the Select Board, Planning Board, fellow volunteer committees, and from a wide variety of North Yarmouth residents through multiple avenues of input including but not limited to multiple workshops and public forums; including the “rural” character charge previously voted on by the Select Board. Selectperson Reed seconded the motion. Discussion: Selectperson Moulton and Selectperson Reed discussed the current direction of the Economic Development & Sustainability Committee. Chairperson Sites made comments clarifying what the Board’s intentions are in defining policy by giving the stated charges to the Economic Development & Sustainability Committee. The Select Board agreed to define the expectations for deliverables at the next meeting. Selectperson Moulton withdrew his motion. Selectperson Reed withdrew his second. The item was tabled to the next meeting.

Select Board Boards & Committees Liaison (1:33:41):

- Budget Committee → Chairperson Sites
- Board of Assessment Review → Chairperson Sites
- Economic Development & Sustainability Committee → Selectperson Reed
- North Yarmouth School Fund Committee → Selectperson Moulton
- Parks and Recreation Committee → Selectperson Moulton
- Planning Board → Selectperson Hodgetts
- Wescustogo Hall Committee → Selectperson Hodgetts
- Zoning Board of Appeals → Selectperson Hodgetts
- Recreation Advisory Board → Selectperson Moulton
- Flag Committee → Selectperson Reed
- Living Well in North Yarmouth Committee → Selectperson Reed
- Recycling Advisory Committee → Chairperson Sites

Selectperson Moulton moved to appoint the Select Board members, as follows. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Select Board Bylaws (1:40:41): Selectperson Reed presented the changes to the Select Board. The requested changes are as follows:

- Selectperson Reed requested that Section 2(G) be amended by striking the language, “Roll call votes shall be recorded by listing the members present and how they voted.”
- Selectperson Reed commented that the Section 3(I) should be amended to list “Announcements & Future Agenda Items” and replace “Any Other Business” with the new item.
- Selectperson Reed requested that the language, “the public has the right to comment on ‘New Business Items’” be added to Section 4(A).

- Chairperson Sites recommended that Section 4(A) include the language, “the public has the right to comment on ‘New Business’ and ‘Old Business’ items”. Chairperson Sites commented that the public should speak about a particular agenda item rather than just “New Business”. The Town Manager recommended a distinction on the agenda. Selectperson Hodgetts suggested that the item be tabled. By consensus, the Board tabled the discussion on Section 4(A) of the Select Board Bylaws.

Selectperson Reed continued with his presentation of recommended changes to the Bylaws. Chairperson Sites inquired about “Section 10 – Decorum & Order”. Selectperson Hodgetts shared his concern with how the public may present themselves when speaking, specifically the language “debating”.

Public Recognition: Chairperson Sites allowed public comment. Anne Graham, Farms Edge Road, commented on her approval of the bylaws presented. Judy Potter, Walnut Hill Road, asked if the Board would be calling a public hearing. Steve Palmer, stated that the Board should codify the public’s participation in a discussion item. Paul Whitmarsh addressed the issue of the video cutting out at a recent Planning Board Meeting. Mike Mallory inquired about why the Board is not adopting “Roberts Rules of Order”.

The Board decided to move the item to a future meeting.

New Business:

Application of Payments to Unpaid Taxes (2:07:22):

Chairperson Sites moved to order the application of payments to unpaid taxes as requested by the Treasurer and Tax Collector per M.R.S. Title 36, § 906. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No – 1 Abstention.** (Selectperson Reed)

Solicit Bids for Public Safety Facility Study (2:08:29):

Chairperson Sites moved to authorize the Town Manager and Fire Chief to solicit bids for the Public Safety Facility Study. Selectperson Reed seconded the motion. Discussion: Selectperson Moulton inquired if the funds were being taken from the Tax Increment Financing District Plan Funds. Chief Payson explained the purpose of the study. Selectperson Moulton inquired if the item is considered a TIF expenditure and if there was a prorated share for funding the study. Selectperson Hodgetts inquired if the study was looking into a new Fire Rescue Station. Chief Payson stated that the study was requested to decide how to move forward. Selectperson Reed inquired if the study would be covered by the TIF if it was legal to move forward. The Town Manager recommended the Board to move forward with approval but would inquire about the Select Board’s concerns. **Vote: 4 Yes – 0 No.**

Public Recognition: Chairperson Sites recognized the public. Bill Young, Sweetser Road, discussed the definitions of how to utilize the Tax Increment Financing Plan. Mr. Young made comments about his disagreements with the current use of the Tax Increment Financing Plan. Amy Haile, North Road, shared comments supporting the study. Rich Parenteau, Pine Ridge Road, commented that the Town needs to develop a plan on how to spend the funds. Board members, Moulton and Sites, emphasized that the Board was seeking to just solicit bids.

Committee Policy (2:22:21): The Board agreed to table the agenda item.

Acceptance of 2021 Stream Crossing Public Infrastructure Projects Grant (2:23:04): The Town Manager presented the agenda item. Selectperson Reed moved to accept the 2021 Stream Crossing Public Infrastructure Improvements Project Grant in the amount of \$125,000 and authorize the Town Manager to negotiate and sign all the necessary documents including a written contract with the Department. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton clarified if the project was already planned for. The Town Manager answered in the affirmative. **Vote: 4 Yes – 0 No.**

Public Recognition: Chairperson Sites recognized Mr. Whitmarsh. Mr. Whitmarsh inquired about the Town’s liability for signing the documents if funding was not approved. The Town Manager responded that she did not see any concerns with the Board moving forward.

Joint Town Solar Committee (2:26:59): Chairperson Sites presented the item. Chairperson Sites moved that the Select Board approve being part of the joint Solar Committee and appoint residents Chris Byers and Fortunat

Mueller. Discussion: The Executive Assistant to the Town Manager asked for clarification on the term and if the proposed committee would be an entity created by the Town. Chairperson Sites referenced his memo which included the term and who would be responsible for the group. **Vote: 4 Yes – 0 No.**

Any Other Business (2:32:24) – Selectperson Moulton reported on the status of Sharp’s Field. Selectperson Hodgetts shared his concerns with meetings occurring at the same time. Selectperson Hodgetts reported on information (PSA) coming from Maine DEP. Selectperson Reed inquired if the Chairperson Sites had a timeline for discussing zoning and the Comprehensive Plan. Chairperson Sites responded that the Board has given that charge for the Economic Development & Sustainability Committee.

Adjournment (2:38:16) – Selectperson Reed moved to adjourn at 9:33 PM. Discussion: none. **Vote: 4 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

David Reed

Paul Hodgetts

**Town of North Yarmouth
Select Board
Meeting Minutes of Wednesday, March 30, 2022
Wescustogo Hall & North Yarmouth Community Center**

DRAFT

Call to Order – Brian Sites, James Moulton, David Reed, and Paul Hodgetts. Chairperson Sites called the joint workshop at 5:30 PM.

Note: The Select Board called a workshop to discuss the final budget presented by the Town Manager. The Board then entered a meeting to decide the final amounts that will be published on the draft warrant to be presented at their April 19, 2022, Select Board Business Meeting.

To watch the discussion prior to the Select Board's budget decisions, visit the Town's website.

Select Board Budget Decisions

Revenues – The Town Manager presented the revenues for FY2023.

Municipal Administration Department (39:14) – Chairperson Sites moved to place on the warrant the Town Manager's recommended Municipal Administration Department budget in the amount of \$635,886.00. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Note: The Budget Committee also recommends this appropriation.

Community Services Department (1:09:39) – The Town Manager reported a reduction of \$11,245.00 to the Tax Increment Financing District Plan for signage upgrades. Selectperson Reed moved to place the Budget Committee's recommended Community Services Department budget in the amount of \$219,337.00 on the warrant. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Moulton clarified with the Town Manager that the Budget Committee can't list a higher expense on the warrant. The Town Manager explained that the Budget Committee can only offer a reduction. Selectperson Moulton shared his concerns with the \$100 appropriation for Maine Public Radio. **Vote: 3 Yes – 1 No. (Selectperson Moulton).**

Note: The Budget Committee reduced the Town Manager's proposed budget by \$250.00 under the line item for Social Services. Their final budget recommendation was \$219,337.00.

Community Center Department (1:14:06) – Selectperson Reed moved to place on the warrant the Town Manager's recommended Community Center budget in the amount of \$121,806.00. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts shared his concerns with the Facility Programmer position. Selectperson Hodgetts also inquired about the expense for the Golf Tournament. The Community Center Director responded that there would be a profit after the expenses. Selectperson Reed asked for an explanation of the revenues proposed by the Town Manager and the Community Center Director. The Director explained her proposed fee increases and fee schedule recommendations she provided to the Town Manager for Select Board consideration at a future meeting. The Director also explained her reasons for increasing the rental rates for various spaces of the facility and the special event rates on the fee schedule. The fee schedule is expected to be brought to the Board for consideration that will reflect the Director's recommended rates for FY23. Chairperson Sites asked if there was an impact study for having the additional position. The Town Manager responded in the negative. Selectperson Reed stated that he was in favor of the position. Selectperson Moulton moved the question. **Vote: 3 Yes – 1 No. (Selectperson Hodgetts)**

Note: The Budget Committee recommended the Town Manager's budget for the Community Center Department.

Public Safety Department (1:54:28) – Selectperson Reed moved to accept the Town Manager's recommendation for the Public Safety Department budget in the amount of \$494,746.00. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Note: The Budget Committee recommended the Town Manager's budget for the Public Safety Department.

Public Works Department (1:34:46) – Selectperson Reed moved to place on the warrant the Budget Committee's recommended Public Works Department budget in the amount of \$653,784.00. Selectperson Moulton seconded the motion. Discussion: Chairperson Sites stated that he felt the brown-tailed moth expense was important to leave in the budget. Selectperson Reed responded that the spraying would not be effective enough and suggested a study be done. **Vote: 4 Yes – 0 No.**

Note: The Budget Committee recommended an amount of \$658,784.00, a reduction of \$20,750.00 which was recommended by the Town Manager for town-wide spraying to repel brown-tailed moths.

Buildings & Grounds (1:43:51) – Selectperson Reed moved to place on the warrant, as amended by the Town Manager and Budget Committee, the Buildings and Grounds budget in the amount of \$146,651.00. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts inquired if the Veteran's Memorial Corp water bill was still being funded. The Town Manager answered in the affirmative. **Vote: 4 Yes – 0 No.**

Note: The Budget Committee recommended the Town Manager's budget, with the mentioned amendments.

Solid Waste & Recycling (1:45:25) – Selectperson Reed moved to place on the warrant the Town managers recommend Solid Waste & Recycling budget in the amount of \$245,806.00. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Hodgetts inquired if Clean Up Day was included in the budget. Chairperson Sites responded in the affirmative. **Vote: 4 Yes – 0 No.**

Fixed Expenses (1:56:39) – Selectperson Hodgetts moved to place on the warrant the Town Manager's recommended budget for Fixed Expenses in the amount of \$1,401,234.00. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Note: The Budget Committee recommended the Town Manager's budget for Fixed Expenses.

Capital Improvement Plan (1:59:21) – Selectperson Reed moved to place on the warrant the Town Manager's recommended budget in the amount of \$197,289.00. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed inquired if the American Rescue Plan funds would reduce the needed appropriation into capital reserves. The Town Manager responded in the affirmative. **Vote: 4 Yes – 0 No.**

Note: The Budget Committee recommended the Town Manager's budget for the Capital Improvement Plan.

Tax Increment Financing – The Town Manager stated that the line items have already been approved by the Select Board.

American Rescue Plan Funding – The item was tabled to a future meeting.

Adjournment (2:13:11) – Chairperson Sites adjourned the meeting at 7:48 PM.

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

David Reed

Paul Hodgetts

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00402 AFLAC						
0340	42422	04	INV#870378			
AFLAC			G 10-402-00		48.48	0.00
			GENERAL / AFLAC			
			Vendor Total-		48.48	
00517 AMAZON CAPITAL SERVICES, INC						
0340	42423	04	INV#1LM6-YCP3-9M6C	SAFETY TAPE		
SAFETY TAPE STAIRS			E 145-01-5516-00		91.93	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			Invoice Total-		91.93	
0340	42423	04	INV#1XC7-4NC3-J6QM			
ADMIN SUPPLY			E 110-01-5224-00		122.65	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		122.65	
0340	42423	04	INV#1WK6-16TW-KMXV	FLAGS		
ADMIN SUPPLY			E 110-01-5224-00		127.23	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		127.23	
			Vendor Total-		341.81	
01428 BARNES, DIANE						
0340	42424	04	3RD QTR EXPENSE			
1 QTR EXPENSE			E 110-01-5130-00		124.57	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Vendor Total-		124.57	
01432 BASTON DIESEL REPAIR						
0340	42425	04	INV#8	BRUSH 57		
INV#8			E 130-01-5524-00		240.00	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			Vendor Total-		240.00	
00168 BASTON, CLARK M						
0340	42426	04	3RD QTR EXPENSE	CELLPHONE		
CELLPHONE			E 140-01-5130-00		135.00	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Vendor Total-		135.00	
00680 BERGERON PROTECTIVE CLOTHING						
0340	42427	04	INV#230814	FRD		
INV#230814			E 130-01-5534-00		403.41	0.00
			PUBL SAFETY / FIRE RESCUE - PPE / PPE			
			Vendor Total-		403.41	
00009 BERNSTEIN, SHUR, SAWYER & NELSON						
0340	42428	04	INV#4008242	BASTON FOREST P		
LEGAL			E 220-23-5920-00		2,558.50	0.00
			CAPITAL RESV / FUTURE LAND - CAPTL RESV / CAPTL RESV			
			Vendor Total-		2,558.50	
00327 CENTRAL EQUIPMENT COMPANY						
0340	42429	04	INV#IVC120528	PWD		
INV#IVC120528			E 140-01-5542-00		249.77	0.00
			PUBLIC WORKS / OPERATIONS - EQPT RENTAL / EQPT RENTAL			
			Vendor Total-		249.77	
00025 CENTRAL MAINE POWER COMPANY						
0340	42430	04	3501-1848-294	68 MEMORIAL HWY		
MUNICIPAL FACILITY			E 145-02-5414-00		155.66	0.00

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
Invoice Total-					155.66	
0340	42430	04	3501-0507-990	40 PARSONAGE RD		
MUNICIPAL FACILITY			E 145-02-5414-00		595.47	0.00
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
Invoice Total-					595.47	
0340	42430	04	3501-6178-291	RT9 & NORTH RD		
STREET LIGHTS			E 130-02-5332-00		19.41	0.00
PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS						
Invoice Total-					19.41	
0340	42430	04	3501-0498-802	130 WALNUT HILL		
MUNICIPAL FACILITY			E 145-02-5414-00		317.13	0.00
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
Invoice Total-					317.13	
0340	42430	04	3001-0697-644	120 MEMORIAL HW		
MUNICIPAL FACILITY			E 145-02-5414-00		1,551.68	0.00
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
Invoice Total-					1,551.68	
0340	42430	04	3501-7054-863	MEMORIAL HWY 2		
MUNICIPAL FACILITY			E 145-02-5414-00		590.74	0.00
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
Invoice Total-					590.74	
0340	42430	04	3501-6653-624	VETERANS PARK		
VETERANS PARK			E 120-05-5608-00		19.99	0.00
COMM SVCS / SOC SERVC - NYVMC / NYVMC						
Invoice Total-					19.99	
Vendor Total-					3,250.08	
01425 CHARTER COMMUNICATIONS						
0340	42431	04	INV#661201202031722	40 PARSONAGE RD		
INV#661201202031722			E 145-02-5412-00		99.99	0.00
BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET						
Invoice Total-					99.99	
0340	42431	04	INV#7191755501031422	463 WALNUT HILL		
INV#7191755501031422			E 145-02-5412-00		119.99	0.00
BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET						
Invoice Total-					119.99	
Vendor Total-					219.98	
00376 CHASE HOME FINANCE LLC						
0340	42432	04	REFUND OVERPAYMENT	GIFTOS, CHARLES		
REFUND OVERPAYMENT			G 10-224-00		1,265.62	0.00
GENERAL / OVERPAYMENTS						
Vendor Total-					1,265.62	
00026 COASTAL ACE HARDWARE INC						
0340	42433	04	INV#196161	WHCC		
INV#196161			E 145-01-5516-00		44.97	0.00
BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY						
Invoice Total-					44.97	
0340	42433	04	INV#196696	PARKS-MEETING H		
INV#196696			E 120-03-5635-00		5.98	0.00
COMM SVCS / PKS/REC - PARK MAINT / PARK MAINT						
Invoice Total-					5.98	
0340	42433	04	INV#196700	FRD		
INV#196700			E 130-01-5522-00		7.00	0.00

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT						
Invoice Total-					7.00	
0340	42433	04	INV#196675	FRD		
INV#196675	E 130-01-5522-00				50.97	0.00
PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT						
Invoice Total-					50.97	
0340	42433	04	INV#196742	PWD ENTRY		
INV#196742	E 140-01-5534-00				148.20	0.00
PUBLIC WORKS / OPERATIONS - PPE / PPE						
Invoice Total-					148.20	
0340	42433	04	INV#196889	WHCC		
INV#196889	E 145-01-5516-00				23.98	0.00
BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY						
Invoice Total-					23.98	
Vendor Total-					281.10	
01405 COCHRAN CUSTOM BUILDERS, INC						
0340	42434	04	INV#1	PWD REPAIRS		
INV#1	E 145-03-5522-00				3,175.40	0.00
BLDGS/GRNDS / FACLTY MAINT - EQPT MAINT / EQPT MAINT						
Vendor Total-					3,175.40	
01216 CONSOLIDATED COMMUNICATIONS						
0340	42435	04	ACCT#110534781699			
MUNICIPAL FACILITIES	E 145-02-5410-00				478.98	0.00
BLDGS/GRNDS / UTILITIES - PHONE / PHONE						
Vendor Total-					478.98	
00080 COOK'S ACE HARDWARE						
0340	42436	04	INV#226141	WHCC		
INV#226141	E 145-01-5516-00				54.97	0.00
BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY						
Vendor Total-					54.97	
01361 COPP, KODY						
0340	42437	04	3RD QTR EXPENSE	CELLPHONE		
CELLPHONE	E 140-01-5130-00				45.00	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
Vendor Total-					45.00	
01259 COX, TRACEY						
0340	42438	04	3RD QTR EXPENSE	CELLPHONE		
3RD QTR EXPENSE	E 120-01-5130-00				45.00	0.00
COMM SVCS / CEO/PLAN - ALLOWANCES / ALLOWANCES						
Vendor Total-					45.00	
00925 CRAFTCO, INC						
0340	42439	04	INV#9402652004	COLD PATCH		
INV#9402652004	E 140-01-5556-00				240.00	0.00
PUBLIC WORKS / OPERATIONS - COLD PATCH / COLD PATCH						
Vendor Total-					240.00	
00091 CUMBERLAND COUNTY REGISTRY OF DEEDS						
0340	42440	04	LIEN RELEASE M7/L80			
LIEN RELEASE M7/L80	E 110-01-5212-00				19.00	0.00
MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS						
Invoice Total-					19.00	
0340	42440	04	LIEN RELEASE M13/L49			
LIEN RELEASE M13/L49	E 110-01-5212-00				19.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS						
Invoice Total-					19.00	
Vendor Total-					38.00	
01149 CUSO HOME LENDING						
0340	42441	04	REFUND OVERPAYMENT	FLAHERTY, DANIE		
REFUND OVERPAYMENT	G 10-224-00				1,422.51	0.00
			GENERAL / OVERPAYMENTS			
Vendor Total-					1,422.51	
00564 DENNIS K. BURKE INC						
0340	42442	04	INV#1343058	GAS		
GAS/DIESEL	E 130-01-5526-00				292.25	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
Invoice Total-					292.25	
0340	42442	04	INV#1342113	DIESEL		
GAS/DIESEL	E 130-01-5526-00				251.95	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
Invoice Total-					251.95	
0340	42442	04	INV#1340655	DIESEL		
GAS/DIESEL	E 130-01-5526-00				1,002.85	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
Invoice Total-					1,002.85	
Vendor Total-					1,547.05	
01435 DUDEK, NATHANIEL						
0340	42443	04	NY SCHOLARSHIP			
SCHOLARSHIP	E 300-03-5030-03				250.00	0.00
			COMM FUNDS / SCHOOL FUND - FUND 30 COMM / SCHOOL FUND			
Vendor Total-					250.00	
01124 EASY RENT ALL						
0340	42444	04	INV#266386	PWD PPE		
INV#266386	E 140-01-5534-00				365.40	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
Vendor Total-					365.40	
00615 GOODWIN, CHERYL						
0340	42445	04	3RD QTR EXPENSE	CELLPHONE		
3RD QTR EXPENSE	E 110-01-5222-00				45.00	0.00
			MUN ADMN / OPERATIONS - SPCL EVENTS / SPCL EVENTS			
Vendor Total-					45.00	
01040 GREENWOOD EMERGENCY VEHICLES, INC						
0340	42446	04	INV#99356	FRD BRUSH 57		
INV#99356	E 130-01-5524-00				270.47	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
Vendor Total-					270.47	
00033 GROVER, DEBORAH ALLEN						
0340	42447	04	MARCH EXPENSES			
MILEAGE	E 110-01-5130-00				101.78	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
CELLPHONE	E 110-01-5130-00				45.00	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
ELECTIONS	E 110-01-5150-00				124.07	0.00
			MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
Vendor Total-					270.85	
01434 GUAY, KAITLYN						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0340	42448	04	NY SCHOLARSHIP			
SCHOLARSHIP			E 300-03-5030-03		250.00	0.00
			COMM FUNDS / SCHOOL FUND - FUND 30 COMM / SCHOOL FUND			
			Vendor Total-		250.00	
01433 HATCH, PAYTON JOYCELYN						
0340	42449	04	NY SCHOLARSHIP			
SCHOLARSHIP			E 300-03-5030-03		250.00	0.00
			COMM FUNDS / SCHOOL FUND - FUND 30 COMM / SCHOOL FUND			
			Vendor Total-		250.00	
01181 HUTCHINS, NICHOLAS D.						
0340	42450	04	3RD QTR EXPENSE	CELLPHONE		
3RD QTR EXPENSE			E 140-01-5130-00		45.00	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Vendor Total-		45.00	
00203 ION NETWORKING						
0340	42451	04	INV#36376			
INV#36376			E 110-02-5322-00		156.25	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			Vendor Total-		156.25	
00899 JOHN MONAHAN						
0340	42452	04	INV#605739	TIME CLOCK		
INV#605739			E 140-01-5534-00		82.95	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
			Vendor Total-		82.95	
01350 KENT NUTRITION GROUP INC.						
0340	42453	04	INV#539-2756	FRD		
INV#539-2756			E 130-01-5140-00		33.92	0.00
			PUBL SAFETY / FIRE RESCUE - TRAINING / TRAINING			
			Vendor Total-		33.92	
01366 KIMBALL MIDWEST						
0340	42454	04	INV#9737853	PWD		
INV#9737853			E 140-01-5544-00		54.30	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Vendor Total-		54.30	
00812 LAWSON PRODUCTS, INC						
0340	42455	04	INV#9309355880	PWD		
INV#9309355880			E 140-01-5524-00		87.72	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Vendor Total-		87.72	
01289 LOTSTEIN, RACHEL						
0340	42456	04	REFUND RENTAL FEE	WHCC		
REFUND RENTAL FEE			R 100-4345		50.00	0.00
			REVENUES - WH&CC FEES			
			Vendor Total-		50.00	
00070 MAINE MUNICIPAL ASSOCIATION						
0340	42457	04	INV#29188	WORKER'S COMPEN		*** SEPARATE ***
WORKERS COMPENSATION			E 160-02-5750-00		8,249.10	0.00
			FIXED EXPENS / EE BENEFITS - WORKMAN COMP / WORKMAN COMP			
			Invoice Total-		8,249.10	
0340	42458	04	FOAA WEBINAR	PLAN BD		
FOAA WEBINAR			E 120-01-5610-00		70.00	0.00
			COMM SVCS / CEO/PLAN - PLANNING BRD / PLANNING BRD			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FOAA WEBINAR			E 120-01-5140-00		35.00	0.00
			COMM SVCS / CEO/PLAN - TRAINING / TRAINING			
FOAA WEBINAR			E 110-01-5140-00		35.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
			Invoice Total-		140.00	
			Vendor Total-		8,389.10	
00434 MAINETODAY MEDIA						
0340	42459	04	INV#1575827	PRC-DREDGE NOTI		
INV#1575827			E 120-03-5640-00		153.30	0.00
			COMM SVCS / PKS/REC - PARK&REC COM / PARK&REC COM			
			Invoice Total-		153.30	
0340	42459	04	INV#1609871	PLAN BD NOTICE		
INV#1609871			E 120-01-5610-00		126.00	0.00
			COMM SVCS / CEO/PLAN - PLANNING BRD / PLANNING BRD			
			Invoice Total-		126.00	
0340	42459	04	4/12 PUBLIC HEARING			
4/12 PUBLIC HEARING			E 110-01-5214-00		81.36	0.00
			MUN ADMN / OPERATIONS - ADVERTISING / ADVERTISING			
			Invoice Total-		81.36	
			Vendor Total-		360.66	
00320 MATHESON TRI-GAS INC						
0340	42460	04	INV#0025312023	FRD		
INV#0025312023			E 130-01-5532-00		44.18	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			Vendor Total-		44.18	
01436 MONUMNET TITLE COMPANY						
0340	42461	04	INV#022-005	BASTON PARCEL		
INV#022-005			E 220-23-5920-00		129.00	0.00
			CAPITAL RESV / FUTURE LAND - CAPTL RESV / CAPTL RESV			
			Vendor Total-		129.00	
00077 MSAD #51						
0340	42462	04	APRIL 2022			
APRIL 2022			E 160-04-5830-00		685,865.85	0.00
			FIXED EXPENS / EDUCATION - EDUCATION / EDUCATION			
			Vendor Total-		685,865.85	
00048 NAPA AUTO PARTS						
0340	42464	04	INV#3784-840981			
INV#3784-840981			E 140-01-5544-00		55.48	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		55.48	
0340	42464	04	INV#3784-842003			
INV#3784-842003			E 140-01-5534-00		41.96	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
			Invoice Total-		41.96	
0340	42464	04	INV#3784-842690			
INV#3784-842690			E 140-01-5522-00		60.72	0.00
			PUBLIC WORKS / OPERATIONS - EQPT MAINT / EQPT MAINT			
			Invoice Total-		60.72	
0340	42464	04	INV#3784-842732			
INV#3784-842732			E 140-01-5544-00		158.25	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		158.25	
0340	42464	04	INV#3784-842734			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INV#3784-842734			E 140-01-5544-00		18.99	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		18.99	
0340	42464	04	INV#3784-843892			
INV#3784-843892			E 140-01-5544-00		116.59	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		116.59	
0340	42464	04	IINV#3784-843935			
IINV#3784-843935			E 140-01-5524-00		40.09	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Invoice Total-		40.09	
0340	42464	04	INV#3784-845941			
INV#3784-845941			E 130-01-5524-00		244.22	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			Invoice Total-		244.22	
0340	42464	04	CREDIT MEMO		3784-840880	
Credit Memo			G 10-120-00		-366.38	0.00
			GENERAL / CREDIT MEMO			
			Invoice Total-		-366.38	
0340	42464	04	CREDIT MEMO		3784-840983	
Credit Memo			G 10-120-00		-171.28	0.00
			GENERAL / CREDIT MEMO			
			Invoice Total-		-171.28	
			Vendor Total-		198.64	
01429 NORTH STAR PLANNING, LLC						
0340	42465	04	FEB SERVICE			
PLANNER SERVICE			E 120-01-5610-00		1,461.25	0.00
			COMM SVCS / CEO/PLAN - PLANNING BRD / PLANNING BRD			
			Vendor Total-		1,461.25	
00929 NORTHEAST EMERGENCY APPARATUS LLC						
0340	42466	04	INV#107555	FRD		
INV#107555			E 130-01-5524-00		259.00	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			Vendor Total-		259.00	
01223 NORWAY SAVINGS BANK						
0340	42467	04	BATSON, R&M WHC RI- L46B			
CEMETERY LOT SALES			G 30-150-05		250.00	0.00
			COMMITTEES / A/R - CEMPCF			
			Vendor Total-		250.00	
01224 NORWAY SAVINGS BANK						
0340	42468	04	BATSON, R&M WHC RI L46B	PERPETUAL CARE		
BATSON, R&M WHC RI L46B			G 30-180-05		150.00	0.00
			COMMITTEES / DF G/F-CEMPC			
			Vendor Total-		150.00	
00518 PALMER SPRING CO						
0340	42469	04	INV#383991-1	PWD TK 7-21		
INV#383991-1			E 140-01-5524-00		878.35	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Vendor Total-		878.35	
00069 PAYSON, GREGORY						
0340	42470	04	3RD QTR EXPENSE	CELLPHONE		
CELLPHONE			E 130-01-5130-00		135.00	0.00
			PUBL SAFETY / FIRE RESCUE - ALLOWANCES / ALLOWANCES			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					135.00	
00084 PERMA LINE CORP						
0340	42471	04	INV#191617			
STREET SIGNS			E 140-01-5552-00		85.60	0.00
			PUBLIC WORKS / OPERATIONS - SIGNS / SIGNS			
Vendor Total-					85.60	
01397 PIERCE, SETH						
0340	42472	04	3RD QTR EXPENSE			
CELLPHONE			E 140-01-5130-00		45.00	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
Vendor Total-					45.00	
00085 PITNEY BOWES INC						
0340	333333	04	POSTAGE MACHINE			
RENTAL CHARGES			E 110-01-5226-00		500.00	0.00
			MUN ADMN / OPERATIONS - OFFICE EQUIP / OFFICE EQUIP			
Vendor Total-					500.00	
00379 PRC INDUSTRIAL SUPPLY						
0340	42473	04	INV#1373395-01			
INV#1373395-01			E 140-01-5524-00		168.48	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
Vendor Total-					168.48	
01415 RHR SMITH & COMPANY						
0340	42474	04	INV#2022-2216			
INV#2022-2216			E 110-02-5310-00		1,750.00	0.00
			MUN ADMN / CONTR/PROF - AUDITOR / AUDITOR			
Vendor Total-					1,750.00	
00014 SECRETARY OF STATE, MAINE						
0340	42475	04	3/21 - 3/28 COLLECTIONS			
3/21 - 3/28 COLLECTIONS			G 10-220-01		7,523.98	0.00
			GENERAL / BMV STATE			
Vendor Total-					7,523.98	
01437 SHERWIN-WILLIAMS						
0340	42476	04	INV#642-2			
INV#642-2			E 145-01-5516-00		93.73	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
Vendor Total-					93.73	
00604 STRATTARD ELECTRIC						
0340	42477	04	INV# EMERGENCY LIGHTS			
INV# EMERGENCY LIGHTS			E 140-01-5534-00		140.00	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
Invoice Total-					140.00	
0340	42477	04	INV# EMERGENCY LIGHTS			
INV# EMERGENCY LIGHTS			E 145-03-5522-00		375.00	0.00
			BLDGS/GRNDS / FACLTy MAINT - EQPT MAINT / EQPT MAINT			
Invoice Total-					375.00	
Vendor Total-					515.00	
01298 STRATUS VIDEO, LLC						
0340	42478	04	INV#SIN378499			
INV#SIN378499			E 120-04-5647-00		50.00	0.00
			COMM SVCS / GENL ASST - INTERPRETERS / INTERPRETERS			
Vendor Total-					50.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
01258 THIBEAULT, NICHOLAS						
0340	42479	04	3RD QTR EXPENSE	CELLPHONE		
CELLPHONE			E 140-01-5130-00		45.00	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Vendor Total-		45.00	
00755 TOOLIN LLC						
0340	42480	04	INV#D74944	FRD		
INV#D74944			E 130-01-5524-00		616.97	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			Vendor Total-		616.97	
00030 TOWN OF CUMBERLAND						
0340	42481	04	3RD QTR SHARED SRVCS	LIBRARY/REC		
LIBRARY			E 160-05-5800-00		48,108.75	0.00
			FIXED EXPENS / SHARED SVCS - NY/C PML / NY/C PML			
RECREATION/ADULT ED			E 160-05-5810-00		32,304.00	0.00
			FIXED EXPENS / SHARED SVCS - NY/C REC / NY/C REC			
			Invoice Total-		80,412.75	
0340	42482	04	INV#2022-037	INTERIM TM		
INV#2022-037			E 110-02-5314-00		2,406.25	0.00
			MUN ADMN / CONTR/PROF - INTRM MNGR / INTRM MNGR			
			Invoice Total-		2,406.25	
			Vendor Total-		82,819.00	
00614 TWO LIGHT SETTLEMENT SERVICES, LLC						
0340	42483	04	REFUND OVERPAYMENT	GORDON, C&M		
REFUND OVERPAYMENT			G 10-224-00		1,947.05	0.00
			GENERAL / OVERPAYMENTS			
			Vendor Total-		1,947.05	
00397 UNIFIRST CORPORATION						
0340	42484	04	INV#1040173032			
PWD RAGS			E 140-01-5544-00		18.15	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		18.15	
0340	42484	04	INV#1040173031			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
PWD UNIFORMS			E 140-01-5130-00		67.18	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Invoice Total-		102.27	
0340	42484	04	INV#1040170735			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		32.39	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
			Invoice Total-		32.39	
0340	42484	04	INV#1040170730			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
PWD UNIFORMS			E 140-01-5130-00		67.68	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Invoice Total-		102.77	
0340	42484	04	INV@1040170731			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		80.95	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
			Invoice Total-		80.95	
0340	42484	04	INV#1040170736			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
Invoice Total-					33.53	
0340	42484	04	INV#1040168387			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
PWD UNIFORMS			E 140-01-5130-00		94.18	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
Invoice Total-					129.27	
Vendor Total-					499.33	
00729 W.B. MASON CO INC						
0340	42485	04	INV#228108797	FRD		
INV#228108797			E 130-01-5534-00		153.14	0.00
			PUBL SAFETY / FIRE RESCUE - PPE / PPE			
Vendor Total-					153.14	
00935 WALKER, DRAVEN						
0340	42486	04	3RD QTR EXPENSE	CELLPHONE		
CELLPHONE			E 110-01-5130-00		45.00	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
Vendor Total-					45.00	
00820 WELLS FARGO						
0340	42487	04	REFUND OVERPAYMENT	HOLLAND, PATRICK		
REFUND OVERPAYMENT			G 10-224-00		231.28	0.00
			GENERAL / OVERPAYMENTS			
Vendor Total-					231.28	
00704 WOODCOCK & SONS						
0340	42488	04	WINDOW COVERING - DOORS	WHCC		
WINDOW COVERING - DOORS			E 220-25-5920-00		4,323.08	0.00
			CAPITAL RESV / MUN FACIL - CAPTL RESV / CAPTL RESV			
Vendor Total-					4,323.08	
01352 YANKEE FORD						
0340	42489	04	INV#35099	FRD SENOR		
INV#35099			E 130-01-5524-00		86.93	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
Invoice Total-					86.93	
0340	42489	04	INV#35293	FRD BRUSH 57		
INV#35293			E 130-01-5524-00		1,511.43	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
Invoice Total-					1,511.43	
0340	42489	04	CREDIT MEMO	INV#35474		
Credit Memo			G 10-120-00		-339.34	0.00
			GENERAL / CREDIT MEMO			
Invoice Total-					-339.34	
Vendor Total-					1,259.02	

A / P Warrant

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Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
					<hr/>
			Prepaid Total-		500.00
			Current Total-		818,668.78
			EFT Total-		0.00
			Warrant Total-		<hr/> 819,168.78

Select Board Member's Signataure: _____

Select Board Member's Name Printed: _____

Date: _____

Town of North Yarmouth Select Board Business

VIII. Old Business

April 5, 2022

Town Manager Recommendation(s) & Suggested Motion(s):

1) Call for Public Hearing

Suggested Motion

Move that the Select Board call for a public hearing on April 19, 2022, for the purposes of amending the Select Board Bylaws. Second, discussion and vote follow.

2) Economic Development & Sustainability Committee (EDSC) Charges

Discussion item led by Chairperson Sites.

Town of North Yarmouth

Select Board Business

IX. *New Business*

April 5, 2022

Town Manager Recommendation(s) & Suggested Motion(s):

1) Candidate's Night

Item led by Town Manager Barnes.

Proposed Date: Tuesday, May 24, 2022

2) Award Bid for Civil Engineering Services

The Town of North Yarmouth solicited bids from engineering firms for Civil Engineering services for the design and preparation of Plans, Specs, & Estimates (PS & E) for Public Works construction projects, construction inspection, contract administration, land use, surveying, development review, and general Public Works project management on an as-needed basis.

On March 3, 2022, the Town sent a request for proposals to the following Civil Engineering firms:

Olver Associates, Inc.	Winterport, ME
Dirigo Engineering	Fairfield, ME
Wright & Pierce	Portland, ME
Haley Ward	Saco, ME
Sevee & Maher Engineers, Inc.	Cumberland, ME
Civil Consultants	South Berwick, Me
Thayer Engineering Co.	Farmingdale, ME
Atlantic Resource Consultants, LLC	Freeport, ME
Trillium Engineering Group	Yarmouth, ME
S.W. Cole Engineering, Inc.	Gray, ME
Acorn Engineering Inc.	Portland, Me
Gorrill-Palmer	South Portland, ME
Sebago Technics	South Portland, ME

The following bids were received and publicly opened at 2:00 P.M on Tuesday, March 29, 2022:

Acorn Engineering, Inc.	Portland, ME
Sebago Technics, Inc.	South Portland, ME
Trillium Engineering Group	Yarmouth, Me
Sevee & Maher Engineering, Inc.	Cumberland, ME
Wright-Pierce Engineering	Portland, ME
Barton & Loguidice	Scarborough, ME
Olver Associates, Inc.	Winterport, ME

Suggested Motion

Move that the Select Board award the bid for Civil Engineering Services to Olver Associates Inc. Second, discussion and vote follow.

Bid Opening
Civil Engineering & Technical Support Services
Tuesday, March 29, 2022
Town Manager's Office
2pm

Present:

Diane Barnes, Town Manager
Clark Baston, Public Works Director
Draven Walker, Executive Assistant

The following bids were received and publicly opened for Civil Engineering Services:

Acorn Engineering, Inc.	65 Hanover Street Portland, ME 04101
Sebago Technics, Inc.	75 John Roberts Rd, Ste 4A South Portland, ME 04106
Trillium Engineering Group	189 Main Street, Suite 200 Yarmouth, ME 04096
Sevee & Maher Engineers Inc	P.O. Box 85A Cumberland, ME 04021
Wright-Pierce Engineering	75 Washington Ave., Suite 202 Portland, ME 04101
Barton & Loguidice	383 US Route 1, Suite 2A Scarborough, ME 04074
Olver Associates Inc.	P.O. Box 679 Winterport, ME 04496

Town of North Yarmouth

Request for Qualifications for Civil Engineering and Technical Support

REQUEST FOR QUALIFICATIONS (RFQ)

I. Introduction & Background

The Town of North Yarmouth in Cumberland County, Maine is a rural bedroom community located between the City of Portland and the town of Brunswick. The Town is just over twenty-one. twenty-two (21.22)square miles in area and has a population of approximate four thousand seventy-five (4,075) citizens.

From time to time, The Town of North Yarmouth requires as-needed consulting and engineering services for design and preparation of PS & E for Public Works construction projects, construction inspection, contract administration, land use, surveying, development review and general Public Works project management.

The Town is seeking civil engineering consultants with knowledge and experience in one or more of the following disciplines: Construction of new streets and sidewalks, maintenance and improvements to existing streets and sidewalks, storm drain improvements, storm water management, and parks and recreation improvements, with the ability to provide in-house or capability to sub-consult for survey services, traffic engineering, geotechnical, landscape design, structural design, and federal and state funding services.

The qualified firms shall employ persons licensed in Maine and provide consulting services on an “as-needed” basis for projects to be determined during the term of the contract.

The Civil Engineering and Technical Support agreement will be awarded for an initial three-year period with an option to extend for additional one-year periods.

Qualifications will be reviewed on the minimum evaluation criteria listed in this RFQ.

Qualifications must be returned in a sealed envelope marked on the outside labeled “Request for Qualifications – Civil Engineering and Technical Support” with the firm’s name. Qualifications will be received until 2:00 PM local time on March 29, 2022, at the North Yarmouth Town Offices, attention Diane Barnes, Town Manager, located at 10 Village Square Road, North Yarmouth, Maine 04097. Please contact me at 207-829-3705 or by email at manager@northyarmouth.org if you have any questions.

II. Submission of Qualifications

Mailing

Diane Barnes, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

Proposals are due no later than 2:00p.m. and must be received by that time on the due date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit three (3) bound copies of their proposal to the address shown under “Mailing” above. The Town is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. The Town reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the Town.

Submittal Instructions:

1. Qualifications may be either mailed or hand-delivered. If the qualifications are sent by mail, please allow extra time for delivery before the deadline. Qualifications received after the deadline will be discarded or returned to the respondent unopened. (Note: No e-mailed or faxed qualifications will be accepted.)
2. The qualifications must contain the signature of a duly authorized officer or agent of the respondent's company empowered with the right to contractually bind the respondent.
3. Each qualifications package must be sealed and addressed as stated above to ensure confidentiality of the information prior to the submission date and time. The Town of North Yarmouth will not be responsible for premature opening of technical qualifications not properly labeled. are required to be submitted to The Town
4. Qualifications may be withdrawn or modified in writing prior to the qualification's submission deadline. Qualifications that are modified shall be sealed and resubmitted according to the above instructions prior to the qualification's submission deadline.

III. Qualifications Content and Selection Process

General Submittal Requirements

The responding firm should explain their qualifications in the areas of; street improvements, storm drain improvements, and parks and recreation improvements, with the ability to provide in-house or capability to sub-consult for survey services, traffic engineering, geotechnical, landscape design, structural design, and federal and state funding services. This experience should encompass knowledge of State and Federal compliance requirements, master and facilities planning, funding, and financing methods, lifecycle costing, integrated planning, operations and maintenance practices, design and engineering, and asset management for each of the service areas. The preferred firm will have experience working with departments/utilities of all sizes with concentrated experience in Maine.

In addition, the following types of projects that may be completed under this contract, but are not limited to:

- Municipal bridge repair or replacement strategy
- Documenting and improving of stormwater management
- Stormwater, and public works construction services
- Implementing advanced asset management efforts
- CMMS and GIS implementation
- Developing capital rehabilitation and replacement programs
- Developing integrated planning programs for **NPDES** compliance efforts
- Landscape Architecture, and Streetscape, and initiatives
- Assist with RFP process for projects

Proposal Content

The Town of North Yarmouth requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. A copy of the proposal shall be submitted and shall be organized in an easy-to-follow format. Proposals should be limited to fifteen (15) 8 ½" x 11" pages (including the cover letter and resumes). Lengthy proposals may not be well received.

Proposal must include, at a minimum, the following sections:

1. **Cover Letter:** A summary containing highlights of Consultant's proposed approach to the services described in the RFP, including a statement of its understanding of the services required, signed by an individual authorized to bind the proposing firm stating the firm has read and will comply with all terms and conditions of the RFP.
2. **Background on Firm:** A brief description of the firm including the size of the organization, location of offices, years in business, organizational chart, name of owner and principal parties, and titles of staff. Qualifications of individuals who will perform the work listed in the Scope of Work along with identification of the individual who will be the Town's main contact.

3. **Statement of Understanding and Approach.** Discuss and describe the firm's experience working with similar agencies/clients and provide a statement of the services your firm feels differentiates your firm from others. Additionally, as a part of the summary, identify the responsibilities of the Town of North Yarmouth and the responsibilities of the firm.
4. **References:** Provide the following information for (five) agencies/clients who are similar in size and scope of services requested by this proposal:
 - Name, address, and telephone number of the client;
 - Person to contact for references;
 - Time period of project(s) and brief description of the scope of services provided
5. **Additional Information:** The Town of North Yarmouth has outlined the requirements of this project in as much detail as is currently known. Respondents may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Please provide any exceptions, additional information, or suggestions that will aid in the selection process (attachments are acceptable). Please keep these as brief as possible.
6. **Cost Estimates of Consulting Fee:** Each proposal shall include schedule of hourly rates, for providing services.

IV. Selection Process

Firms selected will be based on pre-decided criteria that are listed below. In addition, the Town will review the firm's approach to serving in an on-call capacity, and take into consideration relative experience, project staff, past municipal performance, and client references. In advance of the review process the proposed hourly rate envelope will be opened for the firms to be interviewed and will factor into the final recommendation to the Town Select Board.

Criteria:

- Firm's experience record on similar projects, the ability to meet schedules and budgets, and reference responses for key personnel
- Qualifications and relevant project experience of key personnel in the technical disciplines listed in the RFQ
- Direct experience of staff listed in the qualifications with operation of stormwater, public works, road and sidewalk improvements, and other municipal facilities
- Qualifications clarity, organization and thoroughness
- Capability of local staff to meet assignment requirements
- Firms ability to assist the Town with understanding, applying for and securing various types of funding when available

VI. Schedule

The selection process and schedule is as follows:

Proposals Received – March 29, 2022
 Review of Proposals – March 29, 2022 – March 31, 2022
 Recommendation to Town Select Board – April 5, 2022

The Town of North Yarmouth reserves the right to reject any and all proposals.

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

March 23, 2022

Ms. Diane Barnes, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, Maine 04097

Dear Diane:

We enjoyed the opportunity to meet with you, Clark, and Ryan last week to discuss the Request for Qualifications for Civil Engineering Services and Technical Support. We understand that the Town seeks to contract with an engineering consultant to provide technical services for a variety of current and future engineering needs over the next three years. Olver Associates Inc. provides municipal civil and environmental engineering planning, design, construction management, and utility operation services for municipalities throughout Maine. We serve as the Town Engineer for many communities where we provide engineering services in a similar arrangement.

Olver Associates Inc. has been actively operating as an engineering consulting firm since 1994. The firm is owned by William M. Olver P.E., Mandy Holway Olver P.E., and Annaleis Hafford P.E. We are one of Maine's leading civil and environmental engineering firms. We represent over seventy-five municipal clients. Our staff has been involved with the planning, design, construction management, and funding acquisition for over 1,000 civil and environmental engineering projects throughout Maine. Over ninety percent of our annual work represents repeat business for previous clients. Many of our clients choose to retain our services on a sole source basis due to the past quality of our services or due to long-term client relationships that provide immediate familiarity with their needs.

Located in Winterport, Maine, Olver Associates Inc. currently has a staff of sixty-five environmental engineering professionals and support positions. Members of our staff have been involved with numerous civil and environmental engineering projects in Maine area over the last forty years. At Olver Associates Inc., senior personnel remain fully involved with all aspects of every project from initial marketing, through concept engineering, final design, construction, and most importantly, in the long term, follow-up to ensure client satisfaction. Our commitment to client satisfaction and professional excellence is unsurpassed in our profession. We encourage you to contact our previous and current clients to learn more about the level of quality and responsive service that we have provided on our past projects.

Olver Associates Inc. operates an engineering practice, in the same manner as a law firm or accounting firm, where the depth of the firm's experience is applied directly to our clients' projects. The firm's senior partners actually work on all projects in our office. When you call our firm, you

TEL (207) 223-2232
FAX (207) 223-5448

290 SOUTH MAIN STREET
P.O. BOX 679
WINTERPORT, MAINE 04496

OLVER ASSOCIATES INC.

Ms. Diane Barnes, Town Manager

March 23, 2022

Page 2

will always speak to a senior partner that is not only familiar with your project, but that has worked on its actual design and implementation.

- **Mandy Holway Olver P.E.** has over thirty-eight years of civil and environmental engineering experience and will serve as the lead Town Engineer for North Yarmouth if we are selected. Mandy currently serves as the Town or City Engineer for Belfast, Orono, Lisbon and Orrington. She also leads our firm's construction management and funding agency efforts. She will be your primary contact for this project.
- **Annaleis Hafford P.E.** has over forty years of civil and environmental engineering experience. She leads our firm's contract operations group and manages over twenty water and wastewater utilities throughout Maine. Annaleis also leads our firm's water, wastewater, and stormwater compliance efforts and has strong working relationships with all funding and regulatory agencies. She has served as the Town Engineer in these practice areas for Calais and Pittsfield.
- **William M. Olver P.E.** has over forty years of experience in the civil and environmental engineering field. He was formerly a Civil Engineer in the City of Bangor's Engineering Department and leads our firm's environmental design group with a focus on water and sewer conveyance, distribution and treatment, as well as on civil, drainage and roadway infrastructure designs. Bill is the managing partner and technical services leader for all of the firm's wastewater related projects.

In addition to the lead team members listed above, Olver Associates Inc. has a staff of experienced engineers, technicians, CADD designers, drafters and construction inspectors that are available to assist the Town of North Yarmouth on all future engineering projects. We also have subconsultant relationships with other disciplines of engineering if needed to support design projects. We offer a streamlined organizational approach where the depth of the firm's experience is applied directly to your project. Design work at our firm is conducted directly by the firm's senior partners. You will always deal directly with the owners of the firm on all design and construction issues.

The role of a Town Engineer requires a diversity of expertise in the types of typical municipal engineering projects that may be needed over time. Because Olver Associates Inc. serves only municipal clients, and because we already function as the Town Engineer for a number of Maine communities, our depth of prior project experience matches your needs as stated in the RFP.

OLVER ASSOCIATES INC.

Ms. Diane Barnes, Town Manager

March 23, 2022

Page 3

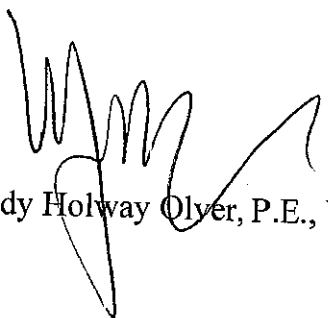
Olver Associates Inc. is committed to client satisfaction, project quality and engineering excellence. As a result, we take pride in the number of repeat clients that we serve and work hard to develop and maintain the trust that results in long-term client relationships. We offer a depth of experience applied directly to your project that is often available only in much larger engineering firms, yet we provide you with the personal level of client service that a smaller firm can best offer. If selected for this project, we will provide the Town of North Yarmouth with a high level of personal engineering service that is unsurpassed in our profession. We are proud of the large number of repeat clients that utilize our firm's services year after year. We encourage you to contact our current and past clients and project references to learn more about the engineering services that our firm provides as well as our commitment to client satisfaction and technical excellence.

Thank you for allowing us to present our qualifications to you. We have read the conditions related to the RFQ and agree to comply with all conditions stated therein. As an owner of Olver Associates, I am authorized to bind the firm to the terms of this proposal. We look forward to the opportunity to be of professional engineering service to the Town of North Yarmouth. Please let me know if you have any questions or would like any additional information as you evaluate this proposal.

Very truly yours,

OLVER ASSOCIATES INC.




Mandy Holway Olver, P.E., Vice-President

MHO/mjh

COST STRUCTURE

Our firm is retained by many different municipalities using general service contracts. For work on issues that require our services, but which are not specific design projects, we generally invoice at a flat rate for time that provides value to our clients. Such work may include meetings, general opinions, or brief reviews. We do not bill for minor phone calls or quick discussions that occur. Our hourly rate for on call services provided by Mandy, Bill, or Annaleis is \$95 per hour.

If a specific design and/or construction project such as a sidewalk project, or study of wastewater disposal options is established, we will develop a separate scope, budget and schedule in a letter contract amendment to define the specific work. These projects would generally be provided on a lump sum price for design or study services based on the scope of that project.

Construction inspection services would be provided if needed at a rate of \$75/hour plus expenses, which are billed without markup.



March 29, 2022
220163

Diane Barnes, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

Request for Qualifications - Request for Qualifications for Civil Engineering and Technical Support

Dear Diane:

Sebago Technics (Sebago) is pleased to present this response to your Request for Qualifications and Technical Support (RFQ) for civil engineering and technical support services for the Town of North Yarmouth, Maine (Town). In reviewing our proposal, you will note that Sebago has extensive experience in delivering quality results in the design, management and construction of projects to municipalities of various sizes throughout the State of Maine.

The Sebago team is comprised of multiple professional disciplines allowing most project design needs to be completed by our organization. Our broad range of skills together with the understanding of public funding parameters and local, state and federal regulations provides a streamlined approach to project completion and mutual success.

Senior Project Manager and Professional Engineer, Steve Harding, will lead our staff of surveyors, civil engineers, transportation engineers, landscape architects, construction inspectors and specialists in permitting, environmental, wetland and GIS services. Depending on the project scope and needs, Steve will be supported by a team of professionals to provide design expertise on roadway, sidewalk, stormwater, and other public infrastructure projects. By providing a comprehensive team to address the Town's project needs, Sebago will work diligently to provide cost effective and viable solutions to the Town's infrastructure and project needs.

To complement our staff of over 100 professionals, and to meet the potential future scope of services outlined within the RFQ, Sebago will be supported by the geotechnical engineering firm, S.W. Cole Engineering, the structural and bridge engineers at Thornton Tomasetti, and the MS4 Stormwater Compliance specialty firm of Stillwater Engineering. With the assistance of these subconsultants, the Sebago Team will be able to undertake and successfully deliver the projects outlined in the RFQ to the Town of North Yarmouth.

By signing this cover letter, we are confirming that we have read the RFQ, understand the scope of services that the Town is requesting, and that we will comply with the terms and conditions of the RFQ.

We value opportunities and partnerships where we can engage the collective expertise of Sebago with our passion to support the growth of our communities. ***We are excited by the opportunity to work with the community of North Yarmouth in shaping the future together.***

Sincerely,

Stephen D. Harding, PE
Senior Project Manager
Tel. 207-200-2057
Email: sharding@sebagotechnics.com

Mark A. Adams
President/CEO
Tel. 207-200-2101
Email: madams@sebagotechnics.com

6. COST ESTIMATES OF CONSULTING FEE



Professional Services Rates

<u>Service Area/Position</u>	<u>Rate/Hr.</u>
Engineering/Permitting/Project Management	
Principal (Transportation).....	\$ 180.00
Principal (Engineering).....	\$ 175.00
Senior Project Manager/Transportation Director.....	\$ 160.00
Senior Transportation Engineer/Project Manager.....	\$ 140.00
Senior Project Engineer / Senior Traffic Engineer / Senior Geologist.....	\$ 135.00
Project Engineer / Soils-Wetlands Scientist	\$ 120.00
Transportation/Traffic Engineer / Senior Civil Engineer.....	\$ 115.00
Civil Engineer / Permitting Specialist / Environmental Scientist.....	\$ 100.00
Senior CAD Designer.....	\$ 95.00
CAD Technician / Field Engineer.....	\$ 90.00
Construction Inspector.....	\$ 90.00
Surveying/Geomatics	
Principal (Survey).....	\$ 145.00
Senior Professional Land Surveyor / Survey Director / Reality Capture Director.....	\$ 130.00
Professional Land Surveyor.....	\$ 120.00
Virtual Design Coordinator.....	\$ 110.00
Senior Surveyor / GIS Technician.....	\$ 90.00
Surveyor / Field Crew (per member).....	\$ 85.00
Robotic/GPS Crew (surveyor + equipment).....	\$ 130.00
Reality Capture (HDS/UAS) Services – Field/Office.....	\$ 175.00 / 100.00
3D-Graphics Modeler.....	\$ 100.00
Landscape Architecture	
Principal (Landscape Architecture).....	\$ 175.00
Senior Landscape Architect.....	\$ 150.00
Landscape Architect.....	\$ 115.00
Landscape Designer.....	\$ 100.00
Administrative	
Principal.....	\$ 150.00
Project Assistant.....	\$ 75.00
Project Accountant.....	\$ 75.00

All amounts due Sebago Technics, Inc. shall be due and payable upon presentation of an invoice. Invoiced amounts for professional time shall be billed at the hourly rates cited above for the time incurred on the project. Hourly rates may be subject to change without advance prior notice. Overtime may be charged at 1.5 x hourly rate. Expert witness services will be provided at 2.0x the rate noted above. Reimbursable expenses, including administrative fees, shall be included on invoices as the expenses are incurred. Technology support services fee will be charged at \$1.00 per hour. Subconsultant and/or vendor services will be billed at cost plus 10%. Any sales, service, or use taxes levied by any governmental authority which would be deemed applicable by Sebago Technics, Inc. will be invoiced in addition to any stated fee and/or reimbursable limits.

Sebago Technics, Inc. reserves the right to suspend work or terminate this Agreement and charge 1.5% interest per month on invoiced amounts due which are more than thirty (30) days past due. All attorney fees, court costs, accrued interest and other interest and other collection costs incurred during collection procedures for delinquent accounts shall be paid to Sebago Technics, Inc.



4 Blanchard Road, P.O. Box 85A
Cumberland, ME 04021
Tel: 207.829.5016 • Fax: 207.829.5692
info@sme-engineers.com
sme-engineers.com

March 29, 2022

Diane Barnes, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

Subject: Request for Qualifications (RFQ) for Civil Engineering and Technical Support

Dear Ms. Barnes:

Sevee & Maher Engineers, Inc. (SME) is pleased to submit our qualifications to provide Civil Engineering and Technical Support to the Town of North Yarmouth (the Town). SME enjoys an excellent long-standing relationship with the Town and we are eager to continue contributing value to the successful outcomes of Town projects.

SME is a 55-person civil and environmental engineering consulting firm with over 35 years of relevant experience and proven expertise in civil engineering, stormwater treatment design, and geotechnical engineering. We have provided these services for dozens of municipalities of all sizes throughout Maine. Headquartered in Cumberland, just a five-minute drive from Town Hall, SME is a local firm with strong technical capabilities. We know the North Yarmouth community very well and have a detailed understanding of the Town's vision, resources, and priorities.

SME understands the Town is seeking civil engineering consulting services on an as-needed basis for an initial three-year period, with the potential for additional one-year extensions. Anticipated service requirements include the design and preparation of plans, specifications, and estimates (PS&E) for Public Works construction projects, construction inspection, contract administration, land use, surveying, development review, and general Public Works project management.

For decades, SME has provided the Town with a wide range of high-quality civil, environmental, geotechnical, and related services. Some examples include: development of civil site concept designs for the relocation of the bus storage and maintenance facility; site planning and NRPA permitting support for Baston Park; a hydrogeological investigation of the former Memorial Middle School property; and a geotechnical investigation of slope stability and subsequent design of repair on Mill Road. Our firm is well qualified to provide any civil and geotechnical engineering, permitting, construction management, and State and Federal funding support the Town may need.

To round out coverage for the anticipated scope of services to meet project needs, SME is partnering with four well-qualified firms that have excellent reputations for performance in local municipal projects:

- Boundary Points Professional Land Surveying LLC, of Cumberland – *surveying*
- James W. Sewall Co., of Yarmouth – *traffic engineering*

ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE



- Terrence J. Dewan & Associates, of Yarmouth – *landscape architecture*, and
- Calderwood Engineering Etc. LLC, of Richmond – *structural engineering*.

SME will serve as the Project Team's Lead Firm for Town projects. As principal-in-charge, I will be the Project Team's primary contact with the Town, assuring seamless delivery of services by coordinating closely with Town personnel and the consulting team. Senior Civil Engineer Jeffrey Read, PE, a long-time North Yarmouth resident, will serve as Project Manager. From SME's prior support of Town projects and various clients' projects in the Town, our staff know and work well with Town personnel.

Our approach is straightforward: we are committed to serving the Town's best interests. From the start, SME will work closely with the Town to review each project, confirm project goals, define communication protocols, identify key project stakeholders, and discuss any priority concerns or issues. Throughout the lifecycle of each project, SME will seek ways to streamline processes, which can often lead to completing work in less time and reducing costs. Extensive in-house resources and multiple layers of QA/QC are built into every project.

Throughout Maine, municipal clients have come to know that SME and our subconsultant team deliver excellent value by providing high-quality, timely services at competitive rates. We will work with the Town as a project partner, listening carefully and adopting your projects as our own. We will work tirelessly to perform work to the Town's high satisfaction, assisting you with honesty, integrity, and respect.

SME appreciates this opportunity to provide our qualifications. I have reviewed the full RFQ specifications and commit to the Project Team's compliance with all terms and conditions as stated in the RFQ. If you have any questions or require additional information, please call me at 207.829.5016 (office) or 207.240.3315 (mobile), or email me at dpd@smemaine.com. SME is always available for a consultation or a visit at your convenience.

Sincerely,

SEVEE & MAHER ENGINEERS, INC.

A handwritten signature in black ink, appearing to read 'Dan P. Diffin', written in a cursive style.

Daniel P. Diffin, P.E., LEED AP BD+C, LPA
Vice President and Principal

Section 4: Fee Schedule

Sevee & Maher Engineers, Inc.

FEE SCHEDULE

Effective January 1, 2022

PRINCIPAL	\$175/hr
SENIOR CHEMIST	\$200/hr
SENIOR ENGINEER/SENIOR GEOLOGIST	\$150/hr
ENGINEER/GEOLOGIST/SCIENTIST	\$130/hr
SENIOR FIELD ENGINEER	\$130/hr
FIELD ENGINEER	\$100/hr
SENIOR TECHNICIAN	\$95/hr
SENIOR CADD	\$95/hr
CADD	\$80/hr
TECHNICIAN	\$80/hr
JUNIOR TECHNICIAN	\$50/hr
CLERICAL	\$50/hr
COMMUNICATIONS	3% of labor
COMPANY VEHICLE USE	\$0.75/mi
PERSONAL VEHICLE USE*	\$0.56/mi
SUBCONTRACTORS	Cost + 15%
PERMIT/APPLICATION FEES	Cost + 10%
DIRECT EXPENSES	Cost + 10%

*Personal Vehicle Use will adjust as needed to be consistent with the Standard Mileage Rate set by the IRS.

Invoices will be submitted every 30 days. Payment shall be made to Sevee & Maher Engineers within 30 days of receipt of invoice. A 1.5% finance charge will be assessed on all past due invoices.

1 Cover Letter

Diane Barnes
Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

RE: Civil Engineering and Technical Support RFQ

March 29, 2022

Dear Ms. Barnes,

Trillium Engineering Group is pleased to present the enclosed proposal for Consulting & Engineering Services for the Town of North Yarmouth. We're excited about this opportunity to support and contribute to the future growth and prosperity of our neighboring community.

Trillium is on a mission to provide our clients with a collaborative, bespoke approach to engineering services. We offer:

- ✓ A local, community-focused firm with a shared interest in the development of a safe and healthy municipal infrastructure.
- ✓ A track record of timely, on-budget design and service delivery.
- ✓ A team of professionals experienced with all aspects of civil, structural, storm water management, surveying, and contract administrative and inspection services.
- ✓ An experienced firm, licensed in 20 states with a breadth of expertise and across many practices and concentrations.
- ✓ A Yarmouth-based team dedicated to providing design services, stamped, construction-ready drawings, capable of providing emergency services with limited notice.

We are grateful for this opportunity to partner with our community. We look forward to your feedback and moving forward to build a positive working relationship with you and your team. This important role speaks to Trillium's mission – to provide our clients with the services they need.

Thank you again, we look forward to working with you.

Sincerely,



Eric Dube P.E. | Principal
ericd@trilliumeg.com | (c) 207.712.7022

6 Cost Estimates of Consulting Fee

Schedule of Hourly Rates

Town of North Yarmouth

Civil Engineering and Technical Support RFQ

Principal	\$180.00/hour
Project Manager	\$160.00/hour
Project Engineer	\$140.00/hour
OSHA/Safety	\$125.00/hour
Project Designer	\$125.00/hour
Modeler	\$105.00/hour
Surveyor	\$125.00/hour
Surveyor Assistant	\$75.00/hour
Survey Crew	\$200.00/hour
Mileage	\$.60/per mile

March 28, 2022

Diane Barnes, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

SUBJECT: Request for Qualifications – Civil Engineering and Technical Support

Dear Ms. Barnes,

As a resident of nearby Yarmouth, I'm excited about the opportunity to provide on-call civil engineering services to the Town of North Yarmouth. I frequent the Town of North Yarmouth often, whether it's taking our children to Toots for ice cream (a favorite pastime) or enjoying Toddy Brook Golf Course (we hold our company golf outing there), I have come to love spending them in your community. The Town of North Yarmouth has so much to offer its residents and visitors that it would be an honor become an extension of your staff on public works projects.

Wright-Pierce has a 75-year history of providing engineering services for municipalities across New England just like those that the Town is requesting. In fact, we are currently serving as the on-call engineer of record for over 110 communities, many of which we have worked with for over a decade. I personally have over 26 years of civil engineering experience and lead a team of 30 civil engineering staff that make a living doing exactly what you are asking for in your scope of services. Below are items that truly set Wright-Pierce apart.

- **A track record of developing reliable solutions tailored to the specific needs of our clients.** We are currently providing similar engineering services for civil infrastructure projects in the Maine communities of Bath, Old Orchard Beach, Sanford, and Biddeford and numerous other municipalities throughout the Northeast. As part of these projects, we work closely with municipal staff to understand their concerns and leverage their knowledge through all project phases. Our civil infrastructure practice group has extensive expertise in the areas that are required as a core part of this contract for streets, stormwater, and parks and recreation. We also have expertise for the additional services listed in the RFQ such as structural, bridge, GIS, and landscape architecture.
- **Locally based team of engineers.** We will support these on-call projects primarily from our offices in Portland and Topsham, Maine, with additional support from our other New England office locations. For this mix of services, we have assembled a team with the specific skills and experience needed to mobilize on projects quickly. We've also included T.Y. Lin International Group on our project team for specialized intersection/traffic services, Falla & Sons Land Surveys, Inc. for survey services, and S.W. Cole for geotechnical services.

3/28/2022

Diane Barnes, Town Manager

Page 2 of 15

- Experience with funding and regulatory agencies. We routinely assist clients with funding agency requirements and strategies. We have excellent working relationships with representatives at the Maine Department of Transportation (MaineDOT) and are familiar with the state and federal regulations required for civil infrastructure projects in Maine.
- Commitment to client satisfaction and team collaboration. Delivering responsive, client focused service is a core value at Wright-Pierce. We have an excellent record in maintaining strong client relationships over the long-term and are confident our past work attests to the importance we place on client satisfaction. Please reach out to the references provided within to learn more.

We understand the services required under this contract, should it be awarded to us. This proposal is signed by an individual authorized to bind the firm. We have read and will comply with all terms and conditions of the RFQ.

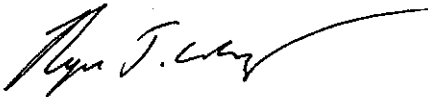
We have prepared our statement of qualifications in accordance with the RFQ. Our proposal complies with the requested page limits and is organized as presented below.

RFQ Items Addressed/Section	Number of Pages
1. Cover Letter	2
2. Background of Firm	6
3. Statement of Understanding and Approach	2
4. References	4
5. Additional Information	½
6. Cost Estimates of Consulting Fee	½
	15 pages

Thank you for the opportunity to work with the Town on future civil infrastructure projects. If you have any questions or need additional information, please call or email me any time.

Sincerely,

WRIGHT-PIERCE



Ryan T. Wingard, PE
Principal-in-Charge, Vice President
ryan.wingard@wright-pierce.com
207.523.1419

5. Additional Information

Wright-Pierce has a longstanding history in Maine, in fact the company grew up here. Our first office was established in Topsham in 1947 and this year we are celebrating 75 years in business. We are very proud of our Maine roots and would be honored to work in the Town of North Yarmouth to help build safer and more accessible public infrastructure for the community.

6. Cost Estimates of Consulting Fee

Our schedule of hourly rates for each team member is provided below. We've also included non-labor costs. Allow for a standard 4% salary increase year-over-year for multi-year contracts. Subconsultants are billed at 1.1x for services rendered.



Our mission – to enhance your success by delivering reliable solutions, responsive service, and superior value.

Labor Billing Rates

Team Member Name, Role	Hourly Billing Rate
Ryan Wingard, Principal-in-Charge	\$204
Jeff Preble, Project Manager	\$175
Jan Wiegman, Technical Advisor	\$163
Jaime Wallace, Streets & Sidewalks	\$118
Charlie Daigle, Streets & Sidewalks	\$123
Steve Guerrette, Stormwater Management	\$132
Christine Rinehart, Stormwater Management	\$127
Kalle Maggio, Parks & Recreation/Landscape Architect	\$140
Nate Edwards, Parks & Recreation	\$115
Jason Burns, Structural/Bridges	\$121
Christine Manderson, GIS	\$108
Maeve Carlson, Funding	\$99
Laurie Perkins, Asset Management	\$209

Non-Labor Billing Rates

Description/Equipment	Job Cost Rate/Unit
CADD Bond	\$0.15/sq. ft.
Confined Space Entry Package	\$75/day
Field Books	\$20 each
Gas Meter only	\$40/day
iPad	\$5/day
Meals and Tips	At Cost
Mileage	IRS Rate
Misc. Equip.* 1-3 items	\$5/day
Misc. Equip.* 4-6 items	\$10/day
Misc. Equip.* 7-10 items	\$20/day
Misc. Fees	At Cost
Misc. Field Supplies	At Cost
Misc. Office Supplies	At Cost
Mylar	\$1.00/sq. ft.
Photocopies	\$0.10/copy
Postage	At Cost
Printing/Reproduction Cost	At Cost
Rental Vehicles	At Cost
Room	At Cost
Subcontracts	1.1 x Cost

* Miscellaneous equipment = paint gauge, measuring wheel, measuring tape, thermometer, manhole pick, laser measuring device, ice auger, flashlights, traffic cones, etc.

Barton & Loguidice

March 29, 2022

Ms. Diane Barnes, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, Maine 04097

Re: Request for Qualifications • Civil Engineering and Technical Support

Dear Ms. Barnes:

We are pleased to submit our Statement of Qualifications to the Town of North Yarmouth for on-call civil engineering services. Barton & Loguidice, LLC (B&L) is a highly diversified, multi-disciplined planning and engineering firm with a broad range of experience and expertise.

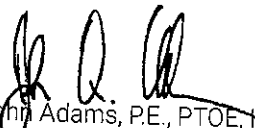
Municipal governments comprise a majority of our clients; and over the years our successes have been built on the strong and lasting relationships that are essential to developing an understanding of a community's unique needs. Our knowledge, experience, qualifications, and approach make B&L perfectly suited to handle the variety of tasks associated with helping the Town achieve its goals in a positive and sustainable way.

With a staff of over 350 professionals, we provide all of the services that were requested by the Town in the RFQ primarily in-house. Our proposed project manager, John Q. Adams, PE, PTOE, has been focused on providing professional planning, engineering, and design services to Maine municipalities, Regional Planning Agencies and the MaineDOT for the last 17 years of his career, and he is certified for Maine DOT LPA type projects. He has provided similar services for many Maine communities in southern Maine. Some examples include; Scarborough, Gorham, Portland, Windham, Brunswick, Westbrook, Standish, and York. Our services have ranged from providing project development from planning, design, and construction administration; and providing peer review services. Our Scarborough Maine office is currently providing on-call services to the Towns of Scarborough and Gorham. Our team is committed to providing quality, efficient, and cost effective services to the Town of North Yarmouth.

We take a Funding First approach for our local communities and have successfully secured over \$175M in grant funds since 2015 for local community asset renewal projects. B&L has proudly served the numerous similar-sized towns in an on-call capacity for decades. We are proud of our track record in providing engineering services in an expeditious and cost-effective manner, and we are confident that you will find that our team provides the right combination of personnel to address any of the Town's needs. Should you have any questions or need further information, please do not hesitate to contact us. We look forward to the opportunity to build a successful relationship with the Town of North Yarmouth.

Thank you.

Sincerely,


John Adams, P.E., PTOE, IMSA II
Senior Managing Engineer, Project Manager
jadams@bartonandloguidice.com


Mark Zessin, P.E.
Senior Vice President
mzessin@bartonandloguidice.com

Section 4 • Hourly Rates

Barton & Loguidice
Billing Rates For Calendar Year 2022 – New England



Travel by passenger vehicle*	IRS standard mileage rate
Overnight travel & subsistence	at cost
Telephone, postage, overnight delivery, etc.	at cost
In-house printing	Unit rate schedule for printed material
Field equipment & expendables	Unit rate schedule
Outside services including lab services & printing	Cost plus 15%
Two-Person Survey Crew	\$160/Hour

INDIVIDUAL TECHNICAL EMPLOYEES AT THE FOLLOWING HOURLY RATES:

Title	Hourly Rate
Senior Vice President	195.00
Vice President	183.00
Senior Associate	183.00
Associate	156.00
Senior Managing Engineer	156.00
Chief Engineer	156.00
Senior Project Manager	156.00
Managing Engineer	156.00
Managing Hydrogeologist	140.00
Lead Engineer	156.00
Lead Environmental Scientist	140.00
Senior Staff Engineer	114.00
Senior Staff Environmental Scientist	114.00
Senior Land Surveyor	114.00
Project Engineer	126.00
Staff Engineer	126.00
Staff Environmental Scientist	82.00
Engineer II	114.00
Environmental Scientist II	72.00
Crew Chief	107.00
Instrument Operator	72.00
Senior Project Accountant	82.00
Senior Marketing Specialist	82.00
Office Administrator	82.00

* IRS standard mileage rate in effect at time of travel (exclusive of operator time).



A C O R N

ENGINEERING, INC.

Town of North Yarmouth
Attn: Diane Barnes, Town Manager
10 Village Square Road
North Yarmouth, Maine 04097

March 29, 2022

Subject: RFQ for Civil Engineering and Technical Support

Ms. Barnes:

Acorn Engineering, Inc. is pleased to submit this proposal for consulting and professional engineering services for designs and preparation of PS & E for Public Works construction project, construction inspection, contract administration, land use, surveying, development review and general Public Works project management.

Acorn has a successful history working with municipalities and public agencies. Since 2018, Acorn Engineering has assisted the Town of North Yarmouth with third party project development review, on select projects. Over the years, we have provided our clients with solutions that have proven to be technically sound as well as cost-effective. Through each design process, Acorn has strived to communicate in a timely and concise manner while maintaining a high standard of professionalism. Extensive experience has been gained in civil/site design, ecological restoration, stormwater management design and retrofit, stream restoration and environmental management. Our low overhead cost, competitive rates, and principal's direct involvement in all aspects of the project provide us with a competitive advantage over larger firms whose overhead costs are higher.

Thank you for the opportunity to submit this proposal – we look forward to the potential role of assisting the Town of North Yarmouth on this project. Given our extensive experience with land development design, we believe our firm would be a perfect fit for the Town.

Sincerely,

William H. Savage, P.E.
Principal – Project Manager
Acorn Engineering, Inc.



A C O R N Engineering, Inc. • www.acorn-engineering.com
207-775-2655 • PO Box 3372 • Portland • Maine • 04104



ABOUT ACORN ENGINEERING

Acorn Engineering, Inc., is a civil and environmental engineering firm based in Portland that provides Maine with quality engineering services. This places our professionals just a short drive-about 15 miles- away from the Town of North Yarmouth.

History of the Firm

Acorn was originally founded by Hugh Savage in 1988 and reorganized under the leadership of current owner Will Savage in 2007. Acorn has developed a network with other consultants, planners, constructions companies, developers, and municipal officials throughout Maine. Since 2018, Acorn Engineering has assisted the Town of North Yarmouth with third party project development review, on select projects.

Size of the Firm

Acorn's staff is always growing, and currently includes full-time civil and environmental engineers, environmental scientists, and field engineers/inspectors, as well as one administrative professional. Acorn's total staff includes 17 full and part-time employees.

These professionals are assisted by additional engineers and inspectors on an as-needed basis or for specific types of inspection needs (such as railroad oversight).

Areas of Practice

Acorn has substantial experience providing the services requested by the Town of North Yarmouth and presently provides these services to municipalities including the towns of Kennebunkport, Yarmouth, Naples, the cities of Portland and Westbrook, and selected as a pre-qualified vender for the State of Maine Department of Environmental Protection and Department of Agriculture, Conservation, and Forestry for the Land Use Planning Commission.

Acorn coordinates closely with other entities, such as the Maine Department of Transportation (MDOT), Maine Department of Environmental Protection, and private sector contractors on our private projects, communicating effectively and working closely to result in work that meets their standards.

Acorn already has a deep understanding of many important projects that are already in front of the Town of North Yarmouth- or will soon be- and have a productive relationship with many of the consulting firms that represent projects underway or planned in town. We provide further detail on our specific local experience in the provided Statement of Understanding and Approach.

Our expertise covers the areas of: civil engineering and design; site development and permitting; construction phase services such as construction administration, construction documents, and project bidding; stormwater treatment best management practice (BMP) design, permitting, and inspection; and site inspection, including erosion and sedimentation control. Our engineers incorporate MEDEP Stream Smart Road Crossing design elements into projects to improve habitat, public safety, and community flooding protection. Our projects comply with the Americans with Disabilities Act (ADA) and we apply low-impact development (LID) concepts to our designs as much as possible.

Acorn's experience also includes environmental compliance, including Phase I and Phase II environmental site assessments, soil and groundwater remediation planning and design, and coordination with MEDEP's Voluntary Response Action Program (VRAP) for site redevelopment.

Acorn's low overhead cost, competitive rates, and principal's direct involvement in all aspects of the project provide us with a competitive advantage over larger firms whose overhead costs are higher.

Structure of Support for the Town

Will Savage, PE, will serve as the Principal for all tasks performed for the Town, and will provide overall quality assurance/quality control (QA/QC) on deliverables and services.

As the Municipal Services Coordinator, Aubrey Strause, PE, will be the main point of contact with the Town. She will coordinate with the Acorn project manager and engineers that who have the most appropriate skill set to respond to the specific service requested by the Town, for example, a culvert replacement project or design of improved pedestrian access. She will manage deliverables and budgets for each task.

Acorn Engineering has numerous professionals who are qualified and prepared to support the Town with both peer reviews, pre-construction meetings, and field inspections.

Acorn Engineering currently has State of Maine Licensed Professional Engineers (PEs) on staff. The following PEs are *full-time* team members:

- ⊗ Will Savage, PE (#11419),
- ⊗ Peter Heil, PE (#15318),
- ⊗ Sam Lebel, PE (#16505),
- ⊗ Aubrey Strause, PE (#11677), and
- ⊗ Chris "Hawk" Hawkins, PE (#16196)

In addition to these professionals, Acorn has additional engineering professionals who will support permitting, design, construction administration, and field inspections. The professionals who will support the Town include:

- ⊗ Mike Triglione, EI
- ⊗ Zach Stevens, EI
- ⊗ Nate Holt, EI
- ⊗ Andrew Godfrey, EI
- ⊗ Danielle McGowan, EI
- ⊗ Erica Jenson, EI

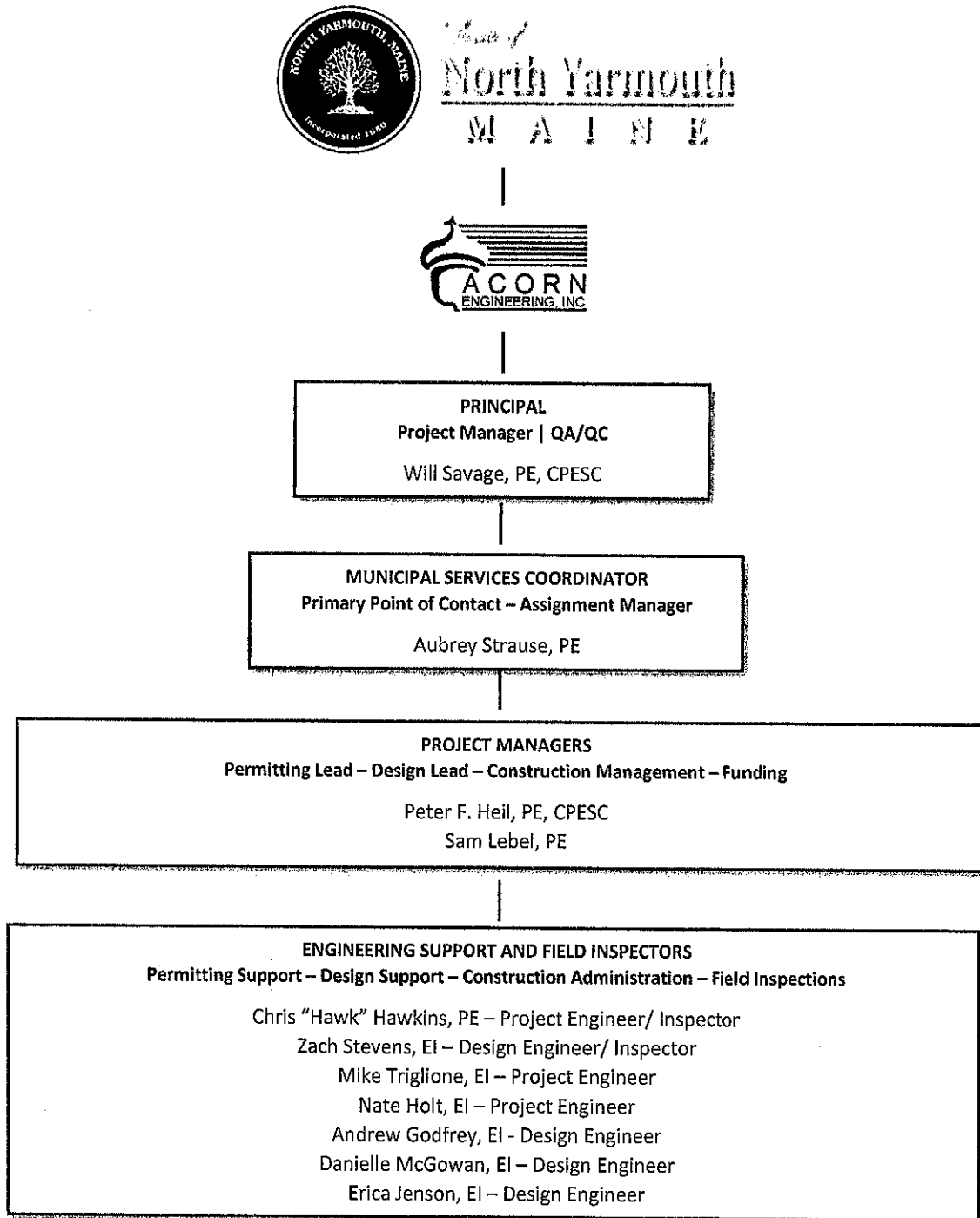
Two of Acorn's licensed Professional Engineers are *also* Certified Professionals in Erosion & Sediment Control (CPESC): Will Savage (#4620) and Peter Heil (#7071).

Acorn's Project Team has experience with:

- ⊗ Autodesk's® AutoCAD® Civil 3D;
- ⊗ Stormwater modeling applications typically used by engineers (HydroCAD®, TR-20, TR-55, and HEC-RAS)
- ⊗ Maine DEP Regulations and designing stormwater BMPs that meet MEDEP Chapter 500, including underdrained soil filters, rain gardens, wet ponds, stormwater treatment buffers, and proprietary subsurface detention and treatment structures.
- ⊗ Municipal zoning and building codes
- ⊗ Roadway and subdivision design

1. *Organizational Structure*

The Organizational Chart on the following page shows how Acorn staff work together to be responsive to the Town's needs.



UNDERSTANDING & APPROACH

Acorn Engineering proposes to provide consulting services for the Town of North Yarmouth. Below, we identify several specific services we envision providing to be responsive to the Town's needs.

- Coordinate the scope of work for assignments with the Town.
- Work with registered land surveyors, soil scientists, and others during preliminary design.
- Provide third-party peer review of application submissions to the Town.
- Develop a preliminary opinion of probable cost, and update it as the project evolves.
- Engage with regulatory entities to understand the level of permitting that will be required.

Once a project moves into the construction phase, Acorn will maintain communication with the Town and the contractor as the schedule evolves. Once Acorn is confident of the likely construction start date, we will schedule a Pre-Construction meeting with appropriate parties, including MEDEP, Army Corps, utilities, etc. In creating a Pre-Construction meeting Agenda, we will capture critical project information, including:

- Contact information for applicable Town staff, the contractor's site superintendent, all subcontractors, and any Third-Party Inspectors (if required by a Maine DEP Stormwater Law license);
- Summary of the project approved by the Planning Board;
- Date of Final Plans approved by Planning Board, to ensure that all parties are working from the correct plans;
- Copies of other licenses or permits associated with the project (e.g., Maine DEP Stormwater Law license, USACE, Maine DEP NRPA PBR);
- Critical project elements, such as:
 - Local conditional approval elements or Maine DEP Special Conditions that must be satisfied before construction can begin;
 - Natural resource delineation;
 - Stormwater treatment buffer marking;
 - Deed restrictions to be recorded;
 - Activities or parts of the project that require specific attention to prevent erosion from occurring; and
- A schedule for field inspections, including the process for notification; and
- The timeline within which Acorn Engineering should submit field inspection reports to the Town.

Acorn Engineering will review these resources with attendees of the Pre-Construction meeting to ensure that all parties have a consistent understanding of expectations, and to suggest resolution to any potential disagreements.

Acorn Engineering will prepare minutes to document the discussion and summary of the Pre-Construction meeting, including resolution of any concerns. Minutes will be provided to attendees of the meeting. Acorn is prepared to attend Town public meetings, to be available to both Town staff, and to review (and respond to) substantial public comment, as requested.

Acorn will communicate with Town representatives at the frequency they request, and in the format that is most helpful to them.



SCHEDULE OF FEES
AS OF JANUARY 1, 2022

General Civil Engineering Consulting Services

	<u>Hourly Rates</u>
Senior Civil Engineer	\$ 140-150
Project Manager	\$ 130-140
Project Engineer	\$ 110-115
Design Engineer II	\$ 95-100
Design Engineer I	\$ 90-95
Resident Inspector	\$ 100
Construction Inspector	\$ 85
Project Administrator	\$ 65

Reimbursable Expenses

➤ Vehicle expenses		IRS Standard Mileage Rate
➤ Black & White Copies	(8.5"x11")	at \$0.15/page
➤ Color Copies	(8.5"x11")	at \$1.00/page
➤ Black & White Copies	(11"x17")	at \$2.00/page
➤ Color Copies	(11"x17")	at \$7.00/page
➤ Black & White Plots	(24"x36")	at \$4.00/page
➤ Black & White Scans PDF	(24"x36")	at \$5.00/page
➤ Color Plots	(24"x36")	at \$25.00/page
➤ Mylar Drawings	(24"x36")	at \$32.00/page
➤ Other		at cost + 15%
➤ Overnight or express mail		at cost +15%
➤ Subcontractors (if necessary)		at cost +15%

Application fees and certified mailing cost are not included as it is assumed that these will be paid by the Owner to the reviewing authority if necessary.

Hourly rates are subject to change on January 1st, 2023. Acorn Engineering reserves the right to add additional employees with their associated hourly rates.