Carrabassett Valley Selectmen's Meeting
4:30 p.m. Monday April 30th, 2018 at the Town Office

Agenda:

Review and sign 2018 Payroll Warrants:
Review and sign 2018 Town Expenditure Warrants:

1. **MINUTES FROM PREVIOUS MEETING** (April 9th, 2018) are attached.

2. **SUBLEASE AT THE OUTDOOR CENTER:** As you know, the Town leases the Outdoor Center to Sugarloaf and they need approval from the Town (Board of Selectmen) to sub-lease any operations there. They are requesting approval to sub-lease to Mr. Snappy's Tube Steaks a food vendor owned by two local people (Kari Williams and Ed Shevenell). Tom Butler from Sugarloaf will be present to answer any questions that the Board may have.

3. **SCHOOL BUDGET TOWN MEETING WARRANT:** The School Board has indicated that Tuesday May 22nd works for them in terms of a Town Meeting date to ask the voters for approval of the proposed 2018/19 School Budget. A Town Meeting Warrant concerning the School Budget Articles is attached. As a Town Meeting is needed, the Board of Selectmen must set the date and approve the Warrant.

4. **POTENTIAL ADDITIONAL SPECIAL TOWN MEETING ARTICLES:** There are two possible additional articles for the Board to consider as follows:

   Relocating the proposed "Sealed Vault Outhouse" from the information center lot to the Ayotte's Store lot and related Town authorization needed to enter into an agreement/easement with the Tombeau, Inc., the owners of Ayotte's Store: As was discussed at the last Selectmen's meeting, there has been recent support from the Information Center Building Committee and others to relocate the proposed (and town funded) sealed vault outhouse from the Information Center to the Ayotte's Store lot. The rationale is that if an addition is made to the Information Center building there would not be enough room to adequately place the outhouse on this lot. In addition, the parking lot and driveway are not big enough to support the large trucks that are currently using the port-a-potties at the Information Center. The Ayotte's location could be better accommodate this traffic along with snowmobile and ATV traffic in that area. It should be noted that this request is not being initiated by Tombeau, Inc. However, in the interest of the community and their business they would agree to this. The current thinking is to share the cost of maintenance (cleaning, etc.) once the building is operational.

Additional funding needed to complete the Town's Surface Water Management Plan: It has become apparent that more funding is needed to complete all of the work proposed in developing the original Town Surface Water Management Plan. The 2017 "balance forward" funding for this project is $7,506. The Town also appropriated $10,000 at the March (2018) Town meeting to include the Twin Brook area in this plan bringing total funding available in 2018 to $17,506. It will cost up to $17,500 to complete the original project and up to an additional $14,200 to complete the work needed in the Twin Brook area. To complete both projects we will need an additional total of $14,194 which would need Town approval either as an appropriation or as appropriation from Town Surplus. Please find attached the proposals for both "Phase IV" (completing the original plan) and "Phase V" (adding the Twin Brooks area to the plan) from Walsh Engineering that explains the projects. Planning Board member Chris Parks and Code Enforcement Office Bill Gilmore will be present to discuss this with the Selectmen.

Attached are proposed Town meeting Warrant Articles for each of these items ("outhouse relocation" authorization and an additional funding request for $14,200 for the revised Surface Water Management Plan). If approved by the Selectmen, we will add these two Town meeting warrant articles as articles #11 and #12 to be added to the May 22nd, Special Town Meeting.

5. **ADDITIONAL CARRABASSETT VALLEY MOUNTAIN BIKE TRAIL COMMITTEE (CVTC) MEMBER:** Would one of the Selectmen wish to serve on this Committee?? Tom Butler who also represented Sugarloaf is no longer a Selectmen and as, with several committees, Selectperson serve on some committees (Golf Course Greens Committee, Transportation Committee, Information Center Building Committee, etc.).

6. **BIDS FOR AIRPORT CLEARING PROJECT:** We received three bids (below) from contractors for this project. The next step in the process is to send in a grant application to the F.A.A. for what will be a second Airport F.A.A. grant related to this project (this has been completed). As soon as we have a grant offer from the F.A.A. we will ask the Selectmen for approval of the offer. As you know, the voters have approved this project. We will explain the financing for these projects at the meeting. This project will be eligible for 90% Federal (FAA) and 5% State funding except for $8,100 which represents clearing of an area that was part of a previous airport clearing project which we will explain at the meeting. The three bids received are:

Gary Pomeroy Logging (Hermon, Maine): $91,900
Comprehensive Land Technologies (South China, Maine): $107,790.50
Drew Corp. (Center Lovell, Maine): $265,760.

If approved by the Board, the Board could award the bid to Gary Pomeroy Logging pending an F.A.A. grant award (probably July or August). The tree clearing involved with this project will not happen until we have "frozen ground" (not likely until December or January).

7. **DISCUSSION OF ADDITIONAL AIRPORT HANGAR LEASES:** While we are not requesting approval of two additional airport hangar land leases at this meeting, we would like to discuss the potential approval of two hangar lot leases we would like to proceed with in the very near future (perhaps the next Selectmen's meeting). We have attached a memo/letter that we sent to the Planning Board that explains the history of how we got to this point in the process of requesting approval for these additional leases. The following are the two requests.

A. The latest concept plan for additional hangars that the Airport Committee has recommended includes the request for allowing one new private hangar (hangar land lease) to be built near Lloyd Cuttler's hangar (see attached). This lot (#14) is displayed on the concept plan that we have previously shown the Selectmen and will display at the meeting. At the 2018 March Town Meeting, the Town voted to rezone the 2.3 acre lot that the Town purchased from the Morgan's in 2014 from the Village Center District to the Light Industrial District which includes the Airport. A portion of this lot is included in the new concept plan. In addition to building ten Y-Hangars at some point in the future, the concept plan calls for the creation of this hangar lot (which will become lot #14). There is a local person who is interested in building a hangar (55' x 50') that could house two planes on this lot. As per the Town's Zoning Ordinance, a Site Plan Review permit is required by the Planning Board for the concept plan and the new hangar lot. At their meeting on April 26th meeting, the Planning Board approved a Site Plan Review permit for what would become lot #14. We did not request approval of the remaining concept plan as that request will come in the future when, and if, there are enough interested air plane owners and we are in a position to request an FAA grant to build the T-Hangars and the related airport aprons.

   We plan to meet with the respective lessee for lot #14 in the near future to complete a lease proposal for the Board of Selectmen to consider. If approved by the Board of Selectmen, the perspective lessee would then need to then obtain a Building Permit from the Code Enforcement Officer.

B. The Board has previously approved a Hangar Site Lease for Peter MacDonald (CV property owner) for Lot #13 adjacent to the Information Center pending his purchase of an airplane. He has recently purchased a plane and is interested in leasing the lot (under Open Sky LLC.) to build a hangar. We also plan to meet with him in the near future to complete a lease proposal for the Board of Selectmen to consider.

8. **NEW CAMPBELL FIELD BRIDGE PROJECT:** This project is now out to bid (see attached Bid Notice). The pre-bid meeting (not mandatory) will be held at 10:00 a.m. May 9th at the Town Office. Bids are due at the Town Office no later than 2:00 p.m. May 24th.

9. **TRANSFER STATION STRUCTURAL IMPROVEMENT PROJECT:** This project is now out to bid (see attached bid notice). A pre-bid meeting will be held on May 1st at 9:30 a.m. at the Transfer Station. Bids are due at the Town Office no later than 1:00 p.m. May 10th.

10. **DISCUSSION OF A NEW JOB DESCRIPTION AND RELATED INFORMATION FOR CONSIDERATION TO ADVERTISE FOR A NEW CODE ENFORCEMENT OFFICER/ASSESSOR:** We have attached job descriptions for each position which would be given out to interested individuals. The hope/intent is to be able to find one individual to do both jobs as a combined position. We are in the process of developing a proposed pay scale that would reflect combining these positions and provide incentives for the chosen individual to acquire all the necessary training and certifications (Assessor, Plumbing Inspector, Building Inspector, and Code Enforcement Officer, etc.). We hope to have this information completed for the Board to look at the meeting.

    As you know, as originally proposed, the new Code Enforcement Officer (CEO) would start training for this position approximately September 1st and become the CEO on January 1st. Bill is staying on as the Assessor until July 1st, 2019 at which time the person chosen for these positions would then become the Assessor.

    In terms of the timing of advertising this position we suggest completing approval of the job description and proposed salary scale in May (perhaps at the Board's next meeting May 14th) and advertising this position starting immediately thereafter. The hope would be to hire someone by approximately July 1st with a start date of Sept. 1st. This would allow for the chosen candidate to give adequate notice to their current employer, etc..

11. **INFORMATIONAL:**

- Starting April 30th and on-going for approximately three weeks an MDOT contractor will be replacing the guard rail in the entire length of the S-Turns here in CV. Apparently, they have now found that the "rusty/brownish" looking guard rail that was installed about 15 years ago for aesthetic purposes does not hold up and no longer meets safety standards. Only one lane of traffic will be open during the day on weekdays (and back to two lanes being open at night and weekends) during this time period.

- Carrabassett Valley Mountain Bike Trail Committee Meeting 1:00 p.m. May 11th.

- Next Selectmen's Meeting May 14th??

- Town Clean-up Day May 19th (meet at Town Office at 8:30-9:00; barbeque at 12:00)—best to ware waterproof boots and a good idea to bring gloves.

TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
April 9, 2018

Board Members Present:	**Bob Luce**	**Jay Reynolds**	
	Lloyd Cuttler	**John Beaupre**	
	Karen Campbell		
	Others Present:	**Dave Cota**	**Dee Menear**

Bob Luce opened the meeting at 4:30 p.m. and welcomed those present.

Expense Warrant #14 for $40,780.36 was reviewed and signed by the Selectmen.

Payroll Warrant #13 for $17,862.73 was reviewed and signed by the Selectmen.

The Minutes of the March 26, 2018 Selectmen's Meeting were reviewed. Jay Reynolds made a motion to approve the minutes as written. Lloyd Cuttler seconded the motion. Motion approved.

Dave Cota reported that the School Board would like to schedule a Town Meeting budget meeting for May 15th. He provided the Selectmen with a copy of the proposed warrant. Dave would like to know if the Selectmen would like to add an article to this warrant to see if there is interest in moving the sealed vault outhouse across the street to Ayotte's Store and doing an easement agreement with Ayotte's. There is not a lot of room at the Information Center lot, and if that building were expanded in the future, a staff restroom would be added. However, with all the traffic coming from across the street at Ayotte's, it may make more sense to build it across the street. Dave recognized that it might be too soon, but if desired it is something that would need Town approval. Jay Reynolds noted this idea is not being initiated by the owners of Ayotte's Store. Lloyd Cuttler acknowledged that, with an expansion to the Information Center, the addition of a public outhouse facility simply would not work. There would still need to be a porta-potty at the Information Center for the volunteers until such time the building is expanded. Bob Luce asked if the May 15th meeting could be moved to a later date. Dave Cota will look into that, and he will try to have a warrant available for an April 30th Selectmen's meeting.

Dave Cota reviewed the Sugarloaf Estoppel Agreement, which will provide for the transfer of interest in the Golf Course Lease from CNL to Sugarloaf Mountain Corporation/Boyne. This is part of the sale of Sugarloaf's assets (including the golf course lease) to Boyne. Dave has been working with Sugarloaf's attorney, who had automatically put in the old lease payment figures on page two. Dave gave him the corrected numbers, but they hope to get an executed agreement sooner rather than later, so he asked the Selectmen to authorize the Town Manager to sign the Estoppel agreement on behalf of the Selectmen when the corrected numbers become available. John Beaupre made a motion to authorize Dave Cota to sign this agreement. Jay Reynolds seconded the motion. Motion approved.

Dave Cota provided Selectmen with a list of the potential contributions to be made with the Annual Contributions to Social Service Agencies, Non-Profits and Events. There are a couple of new ones that made a request, since the county is no longer funding them. (Seniors Plus and Sexual Assault Prevention and Response). The Town has already approved such funding, at the discretion of the Selectmen, and Dave Cota recommends that they all be funded as requested.

There was brief discussion regarding the increasing requests from the American Red Cross, which was $300 in 2013 and is now $1200. It was decided to keep the funding where it was approved last year for the Red Cross ($800) which brings the total contributions to $7,626. Jay Reynolds made a motion to approve the funding at $7,626 with an $800 contribution to the Red Cross. John Beaupre seconded the motion. Motion approved. Dave Cota will inquire about the cost formula justification for the increasing requests from the Red Cross.

Dave Cota updated the Selectmen on the status of the Campbell Field Bridge Project, as it stands with the FEMA funding. He said there are ten people coming this week to look at the old bridge, which no longer exists. He said the process has been grueling. He provided a project schedule for the new bridge for the Board to review. Bidding will go out around the 23rd of this month with an anticipated construction completion date of July or August. The project likely cannot start until the beginning of June, just due to wet ground in the area that needs to be accessed. Bob Luce asked that the Bigelow Station residents be made aware that there will be construction equipment going through their area in order to access the work site.

Dave Cota reported that we inadvertently left Lisa Sleight's name off the list of appointments for Ballot Clerks. John Beaupre made a motion to appoint her. Lloyd Cuttler seconded the motion. Motion approved.

Dave Cota reported that he has been asked by a graduate student at the Muskie School of Public Service and Management (USM) to allow him to work with Dave as an intern. This would be a part-time, unpaid internship for part of the summer. The individual is looking to gain experience in this field and he is somewhat familiar with Carrabassett Valley as he skis at Sugarloaf. Dave is hoping to assign some projects to him that have been on the "to do" list, such as codifying ordinances and possibly updating the personnel policy that we never seem to find time to do. Dave indicated that he completed an internship "back in the day" in this profession and allowing internship was also a way to "give back" and young people seeking a career in this profession. Lloyd Cuttler made a motion to support this program. Jay Reynolds seconded the motion. Motion approved.

Informational:
The CV History Committee has started compiling information for the Town's website.
Bids for the Airport Tree Clearing Project are due April 19th at 2pm.
Dave is meeting with the Penobscot Indian Nation on April 18th to seek annual use permits for the Carriage Road, mountain bike and ski trails and the annual bike race event.
The Information Center Committee met on April 5th. The committee is looking at an expansion of the building, possibly for 2019. Lloyd said Mark Fournier is working on some designs.

The Airport Committee met on April 5th. There is a lot of interest in the additional hangars. A concept plan is being developed. Dave reviewed a preliminary concept drawing with the Selectmen, recognizing that there is more work to be done on this, as well as commitment from people who would want to rent hangars.

Dave Cota will look into some signage for the truck engine (:Jake") brakes.

Meeting adjourned.

Respectfully submitted,
Lynn Schnorr

Town of Carrabassett Valley Special Town Meeting
School Budget Warrant
May 22nd, 2018, 6:00 p.m. at the Town Office

TO: Mark Lopez, Police Chief of the Town of Carrabassett Valley, in the County of Franklin, State of Maine,

GREETINGS: In the name of the State of Maine you are hereby required to notify and warn the voters of the Town of Carrabassett Valley qualified by law to vote in Town Affairs to meet at the Town Office at 6:00 p.m. on Tuesday, May the 22nd, 2018, to act upon the following articles to wit:

ARTICLE 1. To elect a Moderator to preside at said meeting.

ARTICLE 2. To choose 'Rules of Order' to conduct the meeting.

Board of Selectmen Recommend using the 'Maine Municipal Association Moderator's Manual

CARRABASSETT VALLEY SCHOOL DEPARTMENT BUDGET ARTICLES TO APPROPRIATE MONIES FOR THE FISCAL YEAR 2018

ARTICLES PURSUANT TO 20-A M.R.S.A. SECTION 1485

Cost Center Summary Budget Format

ARTICLE 3. To see what sum the school administrative unit will be authorized to expend for Regular Instruction.

Recommend $ 543,025

ARTICLE 4. To see what sum the school administrative unit will be authorized to expend for Special Education.

Recommend $ 150,000

ARTICLE 5. To see what sum the school administrative unit will be authorized to expend for Other Instruction.

Recommend $ 29,340

ARTICLE 6. To see what sum the school administrative unit will be authorized to expend for System Administration.

Recommend $ 39,438

ARTICLE 7. To see what sum the school administrative unit will be authorized to expend for Transportation and Buses.

Recommend $ 71,841

ARTICLES PURSUANT TO 20-A M.R.S.A. Section 15690

PLEASE NOTE:
Actions taken pursuant to items 1 – 3 must be taken by a recorded vote.

1. School Administrative Unit Contribution to Total Cost of Funding Public Education from Kindergarten to Grade 12 (as required by Maine Revised Statutes, Title 20-A, §15690(1 A-B)):

ARTICLE 8. To see what sum the municipality will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act **(Recommend $ *426,148.57*** and to see what sum the municipality will raise as the municipality's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

Recommend $ 426,148.57

The following statement must accompany this article in subparagraph:
"Explanation: The school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars." Funding Act is the amount of money determined by state law to be the minimum amount that the district must raise and assess in order to receive the full amount of state dollars."

2. Appropriation of Additional Local Funds (as required by Maine Revised Statutes, Title 20-A, §15690 (3 A-B)):

ARTICLE 9. Shall the Town of Carrabassett Valley raise and appropriate $125,954 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by $125,954 as required to fund the budget recommended by the School Committee.

The school committee recommends $125,954 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by $125,954

Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education

from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town of Carrabassett Valley budget for educational programs.

3. Total Budget Article (as required by Maine Revised Statutes, Title 20-A, §15690 (4A)):

ARTICLE 10. To see what sum the Town of Carrabassett Valley will authorize the School Committee to expend for the fiscal year beginning July 1, 2018 and ending June 30, 2019 from the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Recommend $ 833,644

Given under our hands this 30th day of April, 2018.

Robert Luce

John Beaupre

Karen Campbell

Lloyd Cuttler

John F. Reynolds, Jr.

Board of Selectmen
Town of Carrabassett Valley

Attest: A true copy
Lorraine Hocking
Deputy Town Clerk

CONSTABLE'S RETURN

Pursuant to the within warrant, to me directed, I have notified and warned the Inhabitants of Carrabassett Valley, in the County of Franklin and State of Maine, qualified by law to vote in Town affairs, to assemble at the time and place and for the purpose within named by posting on _____ attested copies of the within Warrant at the Carrabassett Valley Town Office, Ayotte's Store, and the Sugarloaf Administration building all being public and conspicuous places in the Town of Carrabassett Valley.

Mark Lopez, Police Chief of the Town of Carrabassett Valley

from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town of Carrabassett Valley budget for educational programs.

3. Total Budget Article (as required by Maine Revised Statutes, Title 20-A, §15690 (4A)):

ARTICLE 10. To see what sum the Town of Carrabassett Valley will authorize the School Committee to expend for the fiscal year beginning July 1, 2018 and ending June 30, 2019 from the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Recommend $ 833,644

Additional Town of Carrabassett Valley Warrant Articles

ARTICLE 11. To see if the Town will authorize the Board of Selectmen to enter into an agreement ~~and/or~~ easement with Tombeau, Inc. on terms and conditions the Board deems as being in the best interest of the ~~Town~~ that will allow the Town to build and maintain a ~~sealed~~ vault outhouse bathroom facility on land owned by ~~Tombeau, Inc. (Ayotte's~~ Store Lot).

(Note: The intent is to seek approval from the Town to relocate this proposed building project from the Information Center Lot to the Ayotte's Store Lot and share maintenance costs. It is perceived that with a possible building expansion of the Information Center in the future and with limited parking and driveway access on the Information Center lot that the Ayotte's Store lot is a better location for this facility.)

Board of Selectmen Recommend Approval

ARTICLE 12. To see if the Town will vote to appropriate up to $17,200 from Town Unappropriated Surplus to complete the Town's Surface Water Management Plan.

Board of Selectmen and Planning Board Recommend Approval

WALSH
ENGINEERING ASSOCIATES, INC.

Scope of Services

Town of Carrabassett Valley, Sugarloaf Mountain
Watershed Analysis
Phase IV
Revised: April 26, 2018

Project Understanding

Walsh Engineering Associates, Inc. (WEA) has been asked to prepare a Scope of Services for the Town of Carrabassett Valley for updating the 2017 Stormwater Analysis (Hydrologic Model) for the 4,011 +/- acre Sugarloaf Mountain Watershed. WEA has prepared this proposal based on the knowledge of work previously completed by WEA and on the original watershed analysis in 1994 by Land Use Consultants and Mohr & Seredin (William Walsh was then part of Land Use Consultants) as well as completing numerous development projects on Sugarloaf Mountain over the past 21 years.

The most recent study included an updated inventory of drainage structures, base plan and hydrologic analysis of the developed portion of Sugarloaf Mountain. This base plan was based on aerial photography and elevation data available at that time. This included aerial photography obtained from the Maine Office of GIS dated 2003 and had a resolution of 2 feet per pixel. The contour data was obtained from the US Geological Survey quadrangles and had a contour interval of 20 feet.

In 2016, the Maine Office of GIS obtained new aerial photography and Lidar data of Carrabassett Valley. The Maine Office of GIS has recently made this new data available, which includes aerial photography with a resolution of about 6 inches per pixel and Lidar has the ability to develop one-foot contours. Updating the base plan with this information would significantly increase the accuracy of the model by allowing for better location of structures and delineation of watersheds.

WEA has previously completed three phases of the project. Phase I included an updated inventory of structures and preparation of the current base plan. Phase II and III included a HydroCAD analysis of major culverts and swales for capacity and developed a priority list of structures requiring replacement due to inadequate capacity or condition. WEA understands that the Town of Carrabassett Valley would like to proceed with Phase IV, as described below:

Phase IV: Update Base Plan and HydroCAD Analysis Create an updated Base Plan;

a. Download 2016 imagery from the Maine GIS and bring into AutoCAD in State Plane coordinates.
b. Download 2016 Lidar data, bring into AutoCAD and convert into contours.
c. Relocate structures shown on the current base plan to match the new aerial photography and Lidar data.

B. Update HydroCAD Analysis:

a. Redraw subcatchment areas to match new base plan.
b. Update subcatchment information in HydroCAD model.
c. Update culvert and swale spreadsheets with any changes in capacity.

Deliverables

A. Updated watershed plan using AutoCAD format and showing 5-foot contour intervals based on Lidar topography.
B. Updated watershed computations for the 2, 25 and 100-year storm events. (HydroCAD)
C. Updated swale and culvert schedule spreadsheet and priority list.

Estimated Fees

Based on the above scope of services, WEA anticipates the following fees:

Task	Estimated Budget
A. Update Base Plan	$ 5,000 - $ 5,500
B. Update HydroCAD Analysis	$ 11,000 - $ 12,000
Project Total	**$ 16,000 - $ 17,500**

Terms and Conditions

The terms and conditions of the professional services provided by WEA shall be governed by the attached Exhibit 'B' – Standard Agreement Conditions and shall be governed by the laws of the State of Maine.

We appreciate the opportunity to provide this proposal. We trust that you will find it acceptable and look forward to working with you to make the project successful.

Agreed to and approved by:

William R. Walsh, III, PE
Principal
Walsh Engineering Associates, Inc.

April 26, 2014
Date

David Cota, Town Manager
Town of Carrabassett Valley

Date

WALSH
ENGINEERING ASSOCIATES, INC.

Scope of Services

Town of Carrabassett Valley, Sugarloaf Mountain
Watershed Analysis
Phase V
April 26, 2018

Project Understanding

Walsh Engineering Associates, Inc. (WEA) has been asked to prepare a Scope of Services for the Town of Carrabassett Valley for updating the 2017 Stormwater Analysis (Hydrologic Model) for the 4,011 +/- acre Sugarloaf Mountain Watershed. WEA has prepared this proposal based on the knowledge of work previously completed by WEA and on the original watershed analysis in 1994 by Land Use Consultants and Mohr & Seredin (William Walsh was then part of Land Use Consultants) as well as completing numerous development projects on Sugarloaf Mountain over the past 21 years.

The most recent study included an updated inventory of drainage structures, base plan and hydrologic analysis of the developed portion of Sugarloaf Mountain. This base plan was based on aerial photography and elevation data available at that time. This included aerial photography obtained from the Maine Office of GIS dated 2003 and had a resolution of 2 feet per pixel. The contour data was obtained from the US Geological Survey quadrangles and had a contour interval of 20 feet.

In 2016, the Maine Office of GIS obtained new aerial photography and Lidar data of Carrabassett Valley. The Maine Office of GIS has recently made this new data available, which includes aerial photography with a resolution of about 6 inches per pixel and Lidar has the ability to develop one foot contours. Updating the base plan with this information would significantly increase the accuracy of the model by allowing for better location of structures and delineation of watersheds.

WEA has previously completed three phases of the project. Phase I included an updated inventory of structures and preparation of the current base plan. Phase II and III included a HydroCAD analysis of major culverts and swales for capacity and developed a priority list of structures requiring replacement due to inadequate capacity or condition. WEA understands that the Town of Carrabassett Valley would like to proceed with Phase IV & V. Phase IV will include updating the plans with Lidar Information and updating the Hydrocad model accordingly (refer to revised proposal for Phase IV dated April 26, 2018). Phase V will consist of addition of the Twin Brooks and upstream watershed area to the model as described below:

Phase V: Add Twin Brooks Area to Model

A. Add Twin Brooks area to model:
    a. Field location and measurement of existing major culverts, swales, and ponds within the roadway system and developed areas of Twin Brooks.

b. Input culvert and swale information obtained from site reconnaissance into base plan with aerial photographs.
c. Develop subcatchment areas based on culvert, swale and Lidar data.
d. Input subcatchment, culvert and swale information into HydroCAD model and analyze capacity of existing infrastructure
e. Update culvert and swale spreadsheets to include new structures and recommended maintenance and/or replacement priority.

Deliverables

A. Updated watershed plan using AutoCAD format and showing 5-foot contour intervals based on Lidar topography.
B. Updated watershed computations for the Twin Brooks watershed 2, 25 and 100-year storm events. (HydroCAD)
C. Updated swale and culvert schedule spreadsheet and priority list.
D. Identification of critical areas/deficient culverts within the Twin Brooks subdivision with conceptual solutions

Estimated Fees

Based on the above scope of services, WEA anticipates the following fees:

Task	Estimated Budget			
A. Add Twin Brooks to Model	$	11,500	- $	13,250
B. Identification of Critical/deficient areas	$	800	- $	950
Project Total	**$**	**12,300**	**- $**	**14,200**

Terms and Conditions

The terms and conditions of the professional services provided by WEA shall be governed by the attached Exhibit 'B' – Standard Agreement Conditions and shall be governed by the laws of the State of Maine.

We appreciate the opportunity to provide this proposal. We trust that you will find it acceptable and look forward to working with you to make the project successful.

Agreed to and approved by:

William R. Walsh, III, PE
Principal
Walsh Engineering Associates, Inc.

April 26, 2018
Date

David Cota, Town Manager
Town of Carrabassett Valley

Date

WALSH
ENGINEERING ASSOCIATES, INC.

EXHIBIT A
Schedule of Hourly Rates
2018

Principal Engineer	$145
Senior Engineer	$130
Project Manager	$125
Civil Engineer	$120
Designer	$110
Engineering Technician/Designer	$90
CAD Technician	$85
Permitting Specialist	$80
Administrative Services	$50 - $60

Reimbursable Expenses

Sub Consultants	Cost plus 15%
Application Fees paid by WEA	Cost plus 15%
Printing and incidental expenses	Cost plus 10%
Large Format B&W Prints	$1.75 each
Large Format Color Prints	$7.50 each
Mileage	$0.56/mile

Town of
Carrabassett Valley
1001 Carriage Road
Carrabassett Valley, ME 04947
207-235-2646
207-235-2645

To: Town of Carrabassett Valley Planning Board and Code Enforcement Officer
From: Dave Cota, Town Manager
Date: April 24th, 2018
Re: Application for Site Plan Review to allow a ground lease and the development of a 55' X 50' new airport hangar to be built at the Sugarloaf Regional Airport (B-21).

Dear Town of Carrabassett Valley Planning Board and Code Enforcement Officer:

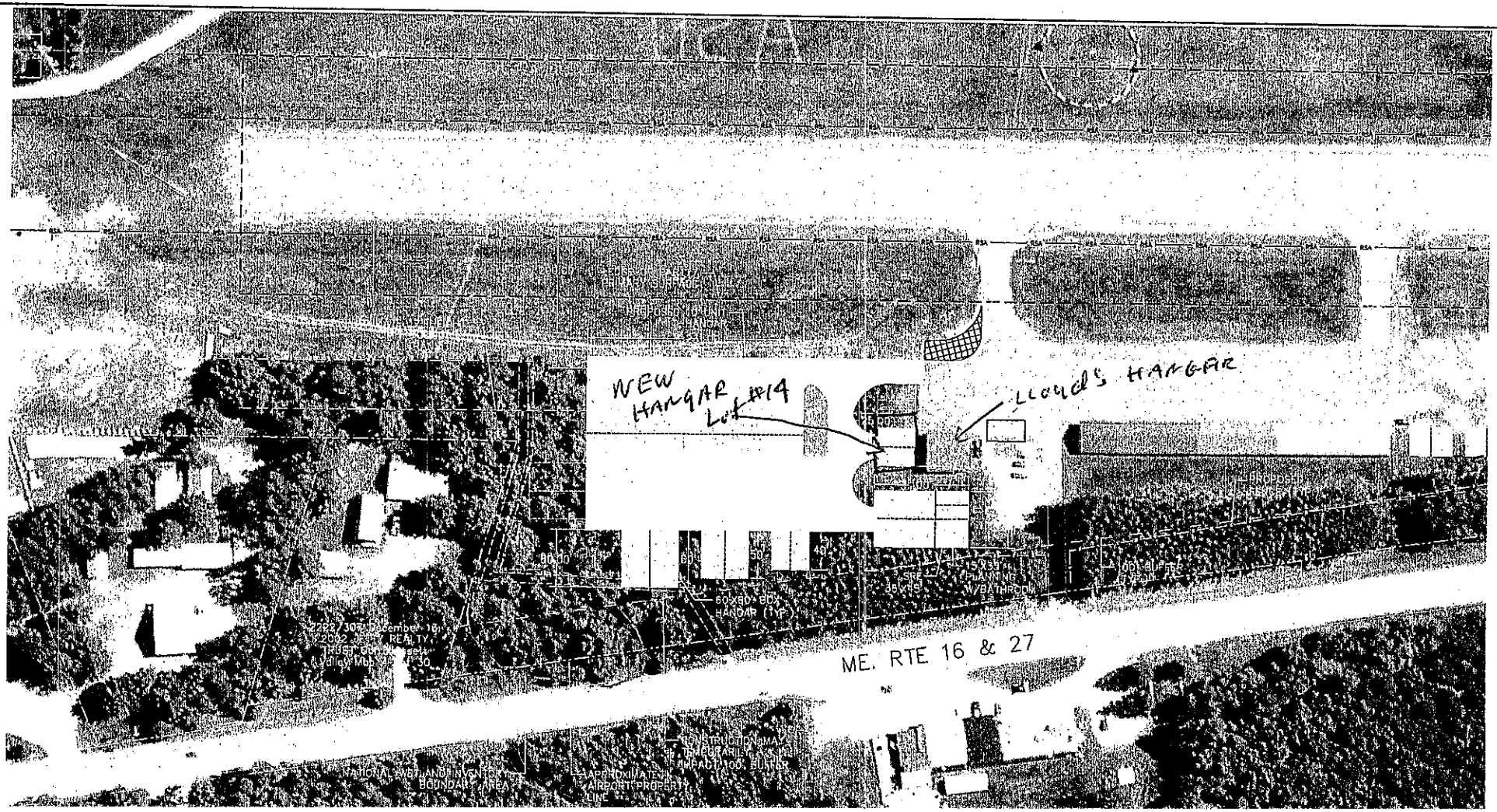
Please find attached a Site Plan Review application to allow the Town to lease a ground lease to an individual or corporation to build a new hangar at the Airport. The proposed hangar will be approximately 55' X 50' in size and is depicted on the attached proposed new hangar plan for the airport. The Carrabassett Valley Airport Committee met recently with the Town's Airport Consultant, Hoyle, Tanner Associates and they have endorsed the overall new hangar concept which includes the construction this new private hangar which will become Hangar Lot #14 and will be located adjacent to Lloyd Cuttler's hangar (also depicted on the plan).

At the March 12th, 2014 annual Town meeting the Carrabassett Valley voters approved the purchase and funding (including F.A.A. grant funding) of the purchase of a 2.3 acre lot adjacent to the airport land "for future airport purposes and to maintain the snowmobile and ATV trails that are located on this property". This land is part of the 'Airport Hangar Concept Plan' which is being shown to the Planning Board. At this time, we are only asking approval of what will become Hangar Lot #14 which is involved with this Site Plan Review process.

At the March 10th, 2010 Town meeting the voters authorized the Board of Selectmen to approve up to six new airport hangar leases. Since that time, the Board has approved three new leases and is in the process of approving a fourth new lease. If approved, the Lot #14 lease would become the fifth lease approved under the March 10th, 2010 authorization. The Board of Selectmen is responsible for approval of the lease for this lot under the conditions established for hangar development at the airport.

If lot #14 is approved by the Planning Board I believe the actual building permit would then be need to be approved by the Code Enforcement Officer. It is the intent that the new hangar to be located on Lot #14 will be consistent with the same siding and color scheme as the adjacent hangar (Lloyd Cuttler's).

Please let me know if you have any questions concerning this application. Thank you.



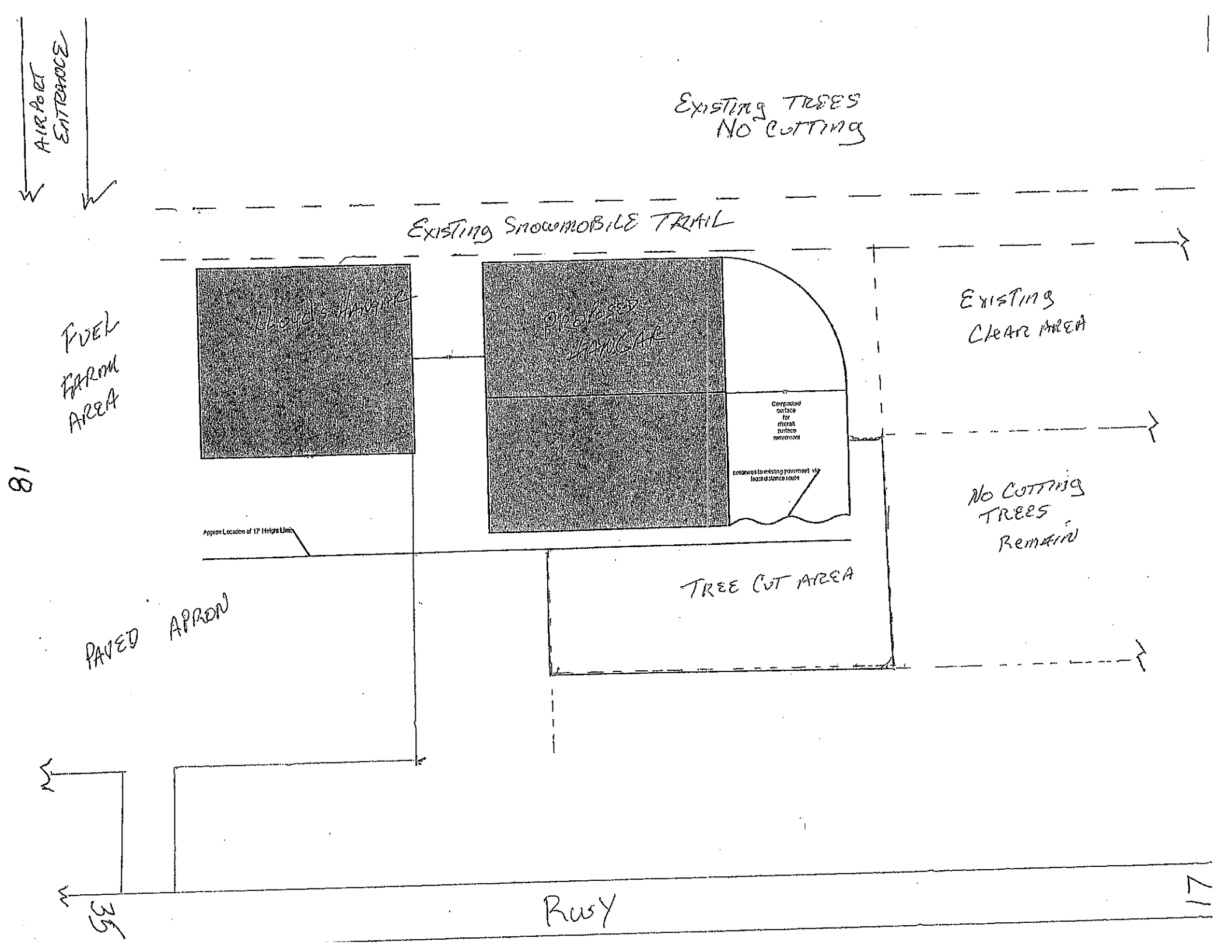
SUGARLOAF REGIONAL AIRPORT
CARRABASSETT VALLEY, MAINE

PROPOSED T-HANGAR AND BOX LOCATIONS

OPTION 3

2-28-2018

Hoyle, Tanner Associates, Inc.


AIRPORT ENTRANCE
EXISTING TREES NO CUTTING
EXISTING SNOWMOBILE TRAIL
FUEL FARM AREA
LLOYD'S HANGAR
PROPOSED HANGAR
Compacted surface for aircraft surface movement
connects to existing pavement via least distance route
EXISTING CLEAR AREA
NO CUTTING TREES REMAIN
Approx Location of 17' Height Limit
TREE CUT AREA
PAVED APRON
RWY
35
17

Town of Carrabassett Valley
INVITATION TO BID
Construction of a new Campbell Field Recreational Bridge

Notice is hereby given that the Town of Carrabassett Valley will receive sealed Bids for the Campbell Field Recreational Bridge project in accordance with the Invitation to Bids, Bid Form, Agreement, General Conditions, Supplementary Conditions, Specifications, and Drawings. The award decision is based on the lowest most responsive and responsible Bidder.

Sealed Bids will be received at the Town of Carrabassett Valley, 1001 Carriage Road, Carrabassett Valley, ME 04947 until 2:00 PM., on Thursday, May 24, 2018, and then publicly opened and read aloud. The Bid should be clearly marked "Campbell Field Recreational Bridge."

The scope of work for Campbell Field Recreational Bridge includes: Construction of a new structural steel (weathering steel), recreational bridge that clear spans the Carrabassett River at Campbell Field in the Town of Carrabassett Valley, Maine. Included with the project is the construction of new concrete foundations, abutments and wing walls, improvements to the approaches, a pressure treated wood deck system, and riprap protection.

A non-mandatory Pre-Bid meeting will be held at 10:00 A.M. on Wednesday, May 9, 2018 at the Town of Carrabassett Valley Town Office, 1001 Carriage Road, Carrabassett Valley, Maine.

The Project Manual may be examined at the following locations:
CES, Inc., 465 South Main Street, Brewer, ME 04412
The Town of Carrabassett Valley Town Office, 1001 Carriage Road, Carrabassett Valley, ME 04947

Prospective Bidders **must register ($75.00)** with CES, Inc. (207-989-4824) for their Bid to be considered. Copies of the Project Manual (paper and/or digital) may be obtained at CES, Inc. located at 465 South Main Street, P.O. Box 639, Brewer, ME, 04412 on or about Tuesday, May 1, 2018. There will be no additional charge for a digital copy to those registered. There is a non-refundable payment of $200.00 for each printed set.

Bid Security in the amount of five percent of the Total Bid must be submitted as part of the bid. The Bid Security may be either a proposal guarantee bond executed by a surety company authorized to do business in the State of Maine or a certified check drawn upon a bank within the State of Maine. No Bid may be withdrawn for at least 180 days after receipt of Bids unless released by the Owner. Bids submitted without Bid Security and completed certification forms will not be considered.

The successful Bidder shall perform the work and furnish a Performance and Payment bond, each in the amount of 100% of the Contract price with a corporate surety authorized to do business in the State of Maine. The Contractor shall guarantee all materials and equipment furnished and work performed for a period of one year from the date of substantial completion. The Performance Bond shall remain in full force and in effect through the guarantee period.

The Town of Carrabassett Valley Board of Selectmen reserves the right to reject any or all Bids, to waive any technical or legal deficiencies, to accept any Bid that they deem to be in the best interests of the Town, to negotiate the Contract Price with any Bidder, and to omit any item or items deemed advisable for the interest of the Town.

Town of Carrabassett Valley
Bid Notice to Building Contractors

The Town of Carrabassett Valley is requesting bids for Reconstruction of the support system for the Town's Transfer Station Building: Work will consist of construction of footings and foundation walls, structural work consisting of reinforcement of flooring and construction of a building wall and some associated electrical and plumbing work.

Bid drawings and specifications are available at the Carrabassett Valley Town Office. Interested contractors are urged to contact the Town Manager at the Carrabassett Valley Town Office (235-2645) for further information. A pre-bid meeting with the Town's engineer will be held at the Carrabassett Valley Transfer Station on May 1st at 9:30 a.m. Interested bidders are requested to attend. Bid Specifications will also be available at this pre-bid meeting.

Bids are due at the Carrabassett Valley Town Office no later than 1:00 p.m. May 10th, 2018 and bids must be submitted on forms provided by the Town. The successful bidder will be required to sign a contract provided by the Town (a copy is attached with the bid specifications).

The Board of Selectmen reserves the right to accept or reject any or all bids and to negotiate with the bidder deemed to offer the bid that is in the best interest of the Town. It is anticipated that a bid award will be made on or about May 14th.

The Board will award the bid based on price, experience, availability and references that may be required. The Town will request a time schedule will negotiate a start and finish schedule with the successful bidder.

TOWN OF CARRABASSETT VALLEY
CODE ENFORCEMENT OFFICER (CEO) / LOCAL PLUMBING INSPECTOR (LPI)
Job Description

General Statement of Duties:

- Performs responsible administration and technical work in carrying out building, plumbing, life safety and other inspections and in securing compliance with code and land use regulations.
- Municipal Ordinances enforced by CEO/LPI: Zoning Ordinance of the Town of Carrabassett Valley, Shoreland Zoning, Floodplain Management, Site Plan Review, Subdivision, Private Road Design, Maine Uniform Building and Energy Code (MUBEC). Also, enforces State Plumbing Code.
- Is the Administrative Assistant to the Planning Board and Zoning Board of Appeals.
- Works under the general direction of the Town Manager.

Essential Job Functions:

- Reviews building and plumbing plans for compliance and makes recommendations where appropriate to ensure compliance with codes and issues permits.
- Reviews development applications and provides technical assistance to property owners, developers, builders, surveyors, engineers, other professionals, and the public to ensure conformance with prudent planning practice, town and state laws, ordinances and regulations.
- Provides ordinance information as requested by banks, lawyers, realtors, developers and individuals.
- Coordinates with other municipal, regional, state and private agencies and personnel to review specifics of plans, plats, ordinances and regulations.
- Inspects buildings which are under construction, alteration or repair for compliance with requirements as prescribed by the municipal ordinances and M.R.S.A. 313 ss 251 et. Seq.
- Investigates and documents complaints of possible code violations, including building, electrical, plumbing, sanitation, and zoning; and initiates appropriate action to ensure compliance as necessary.

- Prepares agendas and backup information, attends meetings, and advises the Planning Board and the Zoning Board of Appeals.
- Works with the Planning Board on amendments to the Zoning Ordinance and other Town Land Use Ordinances
- Assists other town departments with information and interdepartmental operation related to the Code Enforcement Office.
- Monitors and prepares plumbing reports for payment to the state.
- Prepares and maintains departmental records and reports.
- Prepares an annual report of the Code Enforcement activities
- Works with the Town Manager to prepare and monitor the annual Code Enforcement office budget.
- Prepares a variety of written communications, including reports, correspondence, and public notices.
- Meets with the public, committees, boards and commissions in the town to discuss disputes or problems, and work with abutters, attorneys, developers, and others to resolve specific issues.
- Performs other tasks as assigned by Town Manager.

Requirements of Work:

- Considerable knowledge of approved methods and material used in building construction and plumbing repair and installations.
- Considerable knowledge of local, state, and federal rules governing plumbing, construction, use and occupancy; and ability to interpret same.
- Considerable knowledge of State and Town land use ordinance provisions and ability to interpret same.
- Ability to analyze and interpret construction plans and specifications.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to organize and maintain comprehensive records of actions taken, permits requested, and prepare reports as required.
- Ability to recognize code violations and take appropriate enforcement action, including the ability to work effectively with other town officials and coordinate enforcement actions.
- Ability to communicate effectively; both orally and in writing.
- Ability to maintain confidentiality.

- Ability to work effectively with applicants, board members, town manager, other department heads, town employees, and the general public.

Qualifications:

- Experience in the construction industry preferred or as a licensed electrician or plumber and or equivalent education including a two-year design, and/or a college degree in a related fields; and /or any equivalent combination of training and experience.
- Must possess, or obtain within 12 months, the required State CEO/LPI Certification under 30-A M.R.S.A. ss 4451.
- Possess any other appropriate inspection licenses for direct inspections work performed.
- Reliable transportation and valid class C driver's license.
- Ability to use common office software.

Supervision Received:

- Work is performed under the general supervision of the Town Manager while exercising individual and independent judgement and discretion within a framework of regulations, ordinances and policies.

Working Conditions/Physical Demands:

- In addition to office work related to the above job duties; frequent periods are spent in non-office environments, including construction sites and involve standing, walking, climbing and bending. Work will involve travel to job sites, and other work related activities. In addition, attendance at evening meetings is required.

TOWN of Carrabassett Valley
Single Assessor's Job Description

GENERAL PURPOSE
Performs responsible work involving the assessment of real and personal property using established appraisal methods as defined by State Law.

SUPERVISION RECEIVED:
Works under the general supervision of the Town Manager with considerable latitude for making independent judgments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects and appraises all categories of commercial, industrial, residential and personal property on an ongoing basis.
- Prepares Town Valuation Listing according to State Law.
- Keeps real estate records up to date by appraising new buildings and reappraising buildings with improvements or depreciating conditions.
- Records property transfers received from the State of Maine on an going basis.
- Keeps abreast of the economic conditions and real estate market trends within the Town and surrounding area and makes changes to valuation assessments to keep up to date with present conditions.
- Selects and applies any combination of appraisal techniques necessary to accurately and defensibly determine property values.
- Performs on-site inspection of personal property as necessary and annually receives and reviews personal property information and assesses appropriateness of depreciation schedules used for tax assessment purposes.
- Responds to inquiries from the public regarding valuation appraisal, methods and procedures.
- Coordinates appraisal reviews and appeals before the Board of Assessment Review.
- Performs related work as required.

OTHER RELATED DUTIES:

- Maintains Town tax maps with lot splits, corrections to boundary lines, road names, etc.
- Completes the annual Town Tax Commitment.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent; supplemented with college training in civil engineering or building construction and assessment administration; or a combination of schooling and equivalent experience.

(B) Experience as a property appraiser desired but not required; must have or obtain be Certified by the State as a Certified Maine Assessor within twelve months of being hired.

Necessary Knowledge, Skills and Abilities to either possess or be able to acquire within twelve months of being hired:

(A) Knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; Considerable knowledge of building, zoning and construction codes; knowledge of practices relative to property appraisal. Working Knowledge of TRIO Assessing Software.

B) Ability to read, understand and apply appraisal techniques; Working knowledge of computer programs such as spreadsheets, word processor and data bases. Ability to read and understand legal descriptions and appraisal manuals; ability to accurately appraise real and personal property; Ability to communicate effectively verbally and in writing; Ability to work in inclement weather; Ability to establish successful working relationships.

SPECIAL REQUIREMENTS

- Must possess a State Assessor's Certification or obtain one within one year of the start of employment with the Town.
- Valid state driver's license