

# **Carrabassett Valley Selectmen's Meeting**

## **5:00 p.m. Monday June 18th, 2018 at the Library**

### **Agenda:**

Review and sign 2018 Payroll Warrants:

Review and sign 2018 Town Expenditure Warrants:

1. **MINUTES FROM PREVIOUS MEETING** (May 29th, 2018) are attached.
  
2. **SIGN MAINE DEPT. OF TRANSPORTATION LOCAL ROAD ASSISTANCE PROGRAM CERTIFICATION:** This is an annual requirement to obtain State funding for capital repairs to Town Roads (\$3,504). Our intentions would be to use this money as part of a road improvement project on the Outdoor Center Road. Please see attached related information.
  
3. **PRELIMINARY DISCUSSION CONCERNING PLANNING TO MOVE FORWARD WITH THE EVENTUAL CONSTRUCTION OF A NEW "MOUNTAIN FIRE STATION:** We recently visited a relatively new fire station in Buckfield that is similar to what has preliminarily been viewed as a design that we may be interested in for the proposed "Mountain" Fire Station. We would like to have a brief discussion with the Board concerning several options available to the Town for the fire station construction project should the Town approve financing of this project. As you know, the voters previously appropriated \$190,000 (total) over the past three years for a new fire station reserve. This approval also allowed the Town to expend some of these funds for developing plans for a proposed building and site. Also, the Town has authorized the Selectmen to enter into a long term lease with Sugarloaf to site this proposed building on Sugarloaf land. In addition, the New Fire Station Committee has recommended a 2-acre site off the Sugarloaf Access Road that Sugarloaf has indicated they will lease to the Town provided we provide more information on what the building will look like. A new fire station may cost in the range of \$1,000,000. This a very rough estimate only and would need to be adjusted as more information becomes available.

We are currently exploring options for designing and building this project which we would briefly wish to discuss with the Selectmen if time allows at this meeting. These options are as follows:

- Sending out a Request for Proposals and Hiring an Architect and then putting the project out to bid for a construction contract (traditional method).
- Putting together an "Outline Spec" for what we wish to see in a building and then going out to bid for a "Design Build" Project (contractor provides the architect and builds the facility).

- Hiring an “Owners Rep” to help provide the above “Outline Spec” and other services and going out to bid for a “Design Build” Project.
- Sending out a Request for Proposals for a Construction Management Contract (the company receives a percentage of the project and they work with the Town, hire the architect as needed and become the Design Build Contractor at a not to exceed price).

The Town must have a licensed architect’s stamp on design prints that must be submitted to the State Fire Marshall’s Office. When the Town built the Community Center/Library we hired an architect and then went out to bid for a construction management contract. This was a little more expensive (paying both architectural fees and construction management fees) but it was done that way to hire the right architect to ensure the design of a beautiful building. We suggest taking a serious look at the last option above. The “design build” concept has proven to save money in architectural fees which may cover the cost of the construction management fee. The construction management concept will give the Town more control over the construction of the facility (and the details of finishes, etc.) and would provide the Town with better cost estimates up front, on-going management of the construction, a guaranteed not to exceed price (and a warranty).

Fire Chief Courtney Knapp will be present for the discussion. The Board needs to decide at some point in the near future if we should attempt to move this project forward in 2019. If so, we would be targeting the annual March Town Meeting for a request for funding which means we would need to start aggressively planning for the project this summer.

- 4. SUGARLOAF (through Tom Butler representing Sugarloaf and the Outdoor Center) as asked if the Town would fund one-half of the cost of the \$3,000 bike trailer that is being used to shuttle riders and their bikes from the Outdoor Center to the Stratton Brook Trailhead on weekends. They are providing the shuttle due to the temporary loss of use of the Campbell Field Bridge to provide a safer way to get to the Stratton Brook trailhead.**
- 5. SETTING UP INTERVIEWS FOR THE CODE ENFORCEMENT OFFICER/ASSESSOR POSITION:** We have received eight applications from Maine and ten from an on-line job search service. We hope to narrow the prospective field to three or four candidates that we feel would be appropriate for the Board to interview for this position. We also received interest from two individuals who would be interested in providing Assessing Services should we decide to split the combined CEO/Assessor position into two positions.
- 6. ADDITIONAL COST OF COMPLETING THE TRANSFER STATION PROJECT:** We are encountering considerable “rotten wood” in the transfer station structure that will need to be replaced as part of the project. This will increase the cost of the project. We are working with the contractor to determine the additional cost.

**7. DISCUSSION CONCERNING THE BOARD ADOPTING A FORMAL TOWN PROCUREMENT POLICY:** Many Towns (mostly larger) have a formal procurement policy which spells out a policy with regards to purchasing goods and services and how these are purchased by the Town Manager and Department Heads. This came up recently when we had to file related information to FEMA for flood damage reimbursement requests. We have attached a simple policy that the Town of Farmington uses and a more elaborate one that we drafted. If time allows at the meeting we would like to have a brief discussion regarding the Selectmen's thoughts on creating a 'Procurement Policy' (that hopefully will define the parameters of responsibility while also allowing flexibility to operate the Town on a day to day basis).

**8. INFORMATIONAL:**

- The construction of the Campbell Field Bridge Project has started (first phase of the construction is on the east—Bigelow site of the river).
- We anticipate moving forward with building the "Carrabassett Comfort Station" (sealed vault outhouse) on the Ayotte's Store lot in the near future. We have negotiated the final design with the contractor (Mark Fournier) for the same price as negotiated last fall (after we did not receive any bids for the project). We have sent a proposed easement to Tom beau, Inc. for their review and approval.
- Info on the problems with the Composting Program last winter: We were asked to *looking into what happened last winter with regard the compost collection program.* We are told that the severe cold we had in late December/early January caused the three composted to "freeze up" and slow down what we could take in for compost materials. We are working with Kimberly who operates that program to determine if we can provide something that would eliminate the freezing in the future and to obtain better accounting of volumes of materials received, compost produced and cost per unit of compost produced, etc. which we hope to share with the Board in the near future.
- The Town has received a \$2,000 Safety Enhancement Grant from Maine Municipal Association Risk Management Services (our Workmen's Compensation Insurance Carrier) to purchase two new sets of "turn-out gear for the Fire Department. Congratulations to Fire Chief Courtney Knapp.

**PUBLIC HEARING AT 6:00 P.M. CONCERNING THE PROPOSED 2018 TIMBER HARVESTING PLAN FOR THE TOWN'S PUBLIC LOT (Please see attached information).**

Representatives from the Town Public Lot Forestry Committee and from the Town's Forest Management Consultants (American Forest Management) will be at this meeting to discuss the proposed plan.

**TOWN OF CARRABASSETT VALLEY**  
**MINUTES OF SELECTMEN'S MEETING**  
**May 29, 2018**

**Board Members Present:**    **Bob Luce**                    **Jay Reynolds**  
    **Lloyd Cuttler**                **Karen Campbell**

**Others Present:**                **Dave Cota**                    **Nick Aschauer**  
    **Dee Menear**                 **Marcia White**

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

Expense Warrant #22 for \$108,910.62 was reviewed and signed by the Selectmen.

Payroll Warrant #21 for \$22,162.82 was reviewed and signed by the Selectmen.

The Minutes of the May 14, 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 reviewed the summary of bids received for the construction of the new Campbell Field Bridge. Lindsco Equipment was the low bidder, and they did a good job when they built the Recreational ("Munzer") Bridge. Lindsco will fabricate the steel bridge, as they did with the Munzer bridge. They will hold their pricing until June 7<sup>th</sup>, as steel prices are fluctuating. They could start mid to late June on the Bigelow Station side. With the engineering and the cost of the Lindsco contract, the project will be roughly \$250,000. Finances are in good shape and there was some response from FEMA about reimbursing repairs on the Narrow Gauge. Karen Campbell made a motion to accept the Lindsco Equipment bid of \$198,586. Jay Reynolds seconded the motion. Motion approved.

Dave Cota informed Selectmen of a dramatic price increase in recycling costs. This is a global challenge with Chinese markets. Intern Nick Aschauer reported to the Selectmen that China has been the world's largest consumer of recycled goods, but has recently enacted bans on a number of materials. For the remaining imports, they've placed very strict guidelines as to what they will accept. With no market for recycled materials, the price for materials has bottomed out. To make up for this lost revenue, Waste Management has had to significantly increase their pricing to make up for lost revenues. Everyone on the West Coast is sitting on loads of plastics and papers that they cannot get rid of. We have had it a bit easier on the East Coast, but now China does not want to be viewed as the world's landfill. Certain plastics (1 & 2) and corrugated cardboard are still good. The recycles are now not as clean, since the switch to single-sort, and with a 0.5% contamination rate, China is turning away significantly more. Dave Cota reviewed the financial impact to the Town, based on a new rate of \$140 per ton, in contrast to \$15.57 per ton that we have been paying for "tipping fees". Fortunately, the months of June through September are light in terms of recycling tonnage in Carrabassett Valley, so in that regard, it buys the Town of bit of time to observe how this will work out. Dave Cota recommends that the Town continue recycling at the Transfer Station and eliminate the single-sort containers at the condos on the mountain (stop subsidizing these containers). By managing all of the recycling at the Transfer Station, the materials we can hopefully minimize contamination of recycling

materials. Lynn Schnorr said that the single-sort containers on the mountain have been challenged with many contaminants and no oversight of what is being put in them. Marcia White attended. She said that 28% of trash weight is food waste, which is compostable. There is a real opportunity with the area restaurants, but the current compost facility could not handle that volume. Dave Cota agreed that it would be good to look into this and come up with recommendations to improve the composting program (maybe move some component of it up to the Transfer Station). All agreed that this might be a temporary arrangement, since every municipality is facing the same challenge. Jay Reynolds made a motion to continue recycling at the Transfer Station but stop subsidizing (transportation and tipping fees) the single-sort containers located on the mountain and various locations in town, effective June 1<sup>st</sup>. Lloyd Cuttler seconded the motion. Motion approved.

Dave Cota stated that June 18<sup>th</sup> (next meeting) will be used in part for a public hearing for the 2018 Timber Harvesting Plan for the Public Lot, which is also part of a three-year plan. It is anticipated that these public hearings will be held annually to outline that respective year's timber harvest plan. Representatives from the Town's Forestry Consultant, American Forest Management, will attend to discuss the program.

Meeting adjourned.

Respectfully submitted,  
Lynn Schnorr



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Paul R. LePage  
GOVERNOR

David Bernhardt  
COMMISSIONER

COMMUNITY SERVICES DIVISION

1-800-498-9133

<http://www.maine.gov/mdot/csd/lrap/>

June 5, 2018

LOCAL ROAD ASSISTANCE PROGRAM (LRAP)

The LRAP allocation for the new Fiscal Year 19 went down slightly after going up slightly last year.

Please remember that:

- LRAP payments are now made ONCE a year...not in quarterly payments. The full year's allocation will be sent to your municipality/county by December 1 of each year, **if we receive an accurate, completed certification form.**
- ALL Maine towns/cities are uniformly receiving the statutory lane-mile rates.

As in previous years, all LRAP recipients must provide information on how LRAP funds were expended from the previous fiscal year. The information collected on the back side of the Certification Form is used to chart the progress of improving public roads by the 500 Maine municipalities, counties, and Indian reservations that receive funding from this program. ***If this information is not provided when we receive the certification form, we will return it to you for completion.***

Please submit the completed Certification Form for Fiscal Year 2019 (July 1, 2018 to June 30, 2019) either by US mail or by scanning and emailing it to us. **We no longer accept faxes.** The law says it must be received by August 1 or earlier.

Once we receive your completed form, your funds will be ready for the November payment.

**If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of LRAP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service.** If you are interested in Electronic Fund Transfer, see this: <http://www.maine.gov/osc/accounting/ddeflt.shtml> . There is no cost for this option.

If you have any questions, please feel free to contact me.

Sincerely,

Peter M. Coughlan, Director  
207/ 624-3266 or [peter.coughlan@maine.gov](mailto:peter.coughlan@maine.gov)



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**MAINE DEPARTMENT OF TRANSPORTATION**  
**LOCAL ROAD ASSISTANCE PROGRAM (LRAP)**  
**CERTIFICATION 2018-2019 (FY19)**  
**MUNICIPALITY of 7018 Carrabassett Valley**

To be eligible to receive FY-19 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23.** Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *“funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C.”* Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-1 (July 1, 2014 to June 30, 2018) LRAP funds received by the municipality. \*\*Please report this on the reverse side in the box at the bottom of the page.

It is estimated that the municipality of Carrabassett Valley will receive, by December 1, 2018, one (1) payment of \$ 3,504 for the fiscal year beginning July 1, 2018. Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT’s portion of the Highway Fund. This means that the annual disbursements to municipalities rise and fall with MaineDOT’s budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of Carrabassett Valley do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2018-2019 will be used only for uses as stated above. *We also certify that the previous year’s funds were spent on the projects listed on the back of this form.*

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Please print below the name, title, and phone of the person to contact for the information on this form and the email for the town/city official responsible.

Name: DAVID COTA Title: TOWN MANAGER Tel: 235-2645  
**Municipality E-mail Address** TOWNCUTM@ROADRUNNER.COM

If your address has changed in the last year (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.

Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Prior to August 1, 2018, (see cover letter) please return form completed on BOTH SIDES by US mail or scanned PDF/email to: (FAXES ARE NO LONGER ACCEPTED)**

Sandra J. Noonan  
MaineDOT- Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
Tel. (207) 624-3265, or [sandra.noonan@maine.gov](mailto:sandra.noonan@maine.gov)

**NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.**



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## Town of Carrabassett Valley Public Lot 2018 Timber Harvest Plan

The following proposed plan is for harvesting in the summer of 2018. There are three separate blocks in the northern (lower elevation) part of the property – all close to Route 27, the access road entrance and the Town Lot Road. Each of these blocks has an abundance of mature trees, some of which are relatively short-lived, such as aspen, white birch and fir. The blocks have close interaction with recreation trails, especially the middle block (C2), which has multiple trails within the block. More trails are planned in the future, so harvesting now will minimize the impact the harvest has on the future trail system.

A fourth potential harvesting block, Block A1, is adjacent to the 2017 harvest block. It was originally planned for last year's harvest, but wasn't completed. There is no urgent need for management in the next year, so this can be postponed until the next few years.

Road work needs this year are minimal – gravel on the new yard along the access road.

Below are descriptions of the harvest and road work. Harvest blocks include estimated harvest volumes and income. The road work estimates gravel costs, and installation of one culvert on the new yard by the entrance.

### Harvest Blocks

#### **Block C1**

This 35-acre block along the Outdoor Center access road is stocked with mature spruce, fir, cedar, red maple, aspen, and white birch. There is a small amount of large white pine. The fir, aspen and white birch are beginning to decline in quality. Spruce diameters average 12-15 inches and fir averages 6-9 inches. Basal area is 140 square feet per acre on average. Regeneration is mainly fir with spruce, pine, red maple and a mix of other hardwoods. Striped maple, a non-commercial species, is abundant in parts of the understory. The terrain is rolling with some of the low points being inoperable wetlands. Harvesting will remove 40 % of the standing timber volume, focused on removing aspen, white birch and fir first. To meet the 40% removal target, mature trees of other species, especially those with obvious defects, will be removed. Up to half the large, mature white pine will be cut. Where striped maple is abundant, it will be knocked down to allow seedling establishment.

A new yard has been constructed (needs gravel and a culvert) and all of the 35 acres can be yarded to that location. An original harvest design included about 10% more area, which is either very wet or separated from the yard by wetlands. There are ski trails along the outer edge of the block. These will be buffered for the harvest.

**750 Tons                      \$12,375**

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WE'RE IN THIS  
**TOGETHER**

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AMERICAN FOREST  
MANAGEMENT

### **Block C2**

This 38-acre block is located near the intersection of the access road and the Town Lot Road. Species found here are red maple, aspen, white ash, spruce, white birch, fir, yellow birch, sugar maple and cedar. The tree species composition is variable – more hardwoods in the northern end with spruce, cedar and a few giant white pine in the southern end. The birch, aspen and fir are beginning to decline in vigor. Basal area averages 130 square feet per acre. Tree regeneration is heavy to striped maple, creating an obstacle to the other fir, red maple and aspen saplings.

There are mountain bike, ski and snowshoe trails in the block, especially at the southern and eastern edges. The trails will need to be buffered. Harvesting will be on 40% of the standing volume and will focus on removing aspen, fir and white birch. Ways to knock down the striped maple regeneration will be pursued – including cutting with harvesting equipment where feasible, and driving over it with the equipment. This will allow a larger variety of seedlings to become established. White pine will not be harvested in this block. Instead, trees within 20 feet of the pine stems should be cut to allow light and forest floor disturbance for establishing pine seedlings.

**980 tons                      \$17,950**

### **Block C3**

This 42-acre block, located in the northeast part of the lot along the north boundary and the Town Lot Road is comprised of fir, spruce, white birch, aspen, red maple and cedar. This block has heavier regeneration than the other two blocks. Sapling regeneration includes fir, spruce, and red maple. Striped maple saplings are present but not a major obstacle to growth of regeneration. Basal area averages 130 square feet per acre. Harvesting will remove 1/3 the volume, focused on fir, white birch and aspen first and then filling out the 1/3 removal with the poorest quality of other species.

The terrain is fairly uniformly dry with a few small areas of wet ground. Cedar is mainly restricted to the wetter areas, but is also found in small numbers throughout the block. Part of the road needed to access the block is ski trail and will need to be buffered.

**960 tons                      \$20,640**

**Total without Block A1: 2690    Total Income: 47,510**

WE'RE IN THIS  
**TOGETHER**

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### **Future Harvest - Block A1**

This has been left in the plan in case a larger harvest is decided to be a good option for the town. However, there is no silvicultural need to cut it this year.

This 66-acre block is well stocked with 130 square feet per acre basal area, comprised of yellow birch, red maple, red and white spruce, hemlock, sugar maple and American beech. The wood is mature, and roughly 100 to 120 years old. There is a light sapling pole layer that is heavy to maple and yellow birch. There are a few small, unmapped brooks in the block which require the integrity of the banks be maintained.

**1810 tons                      \$25,340**

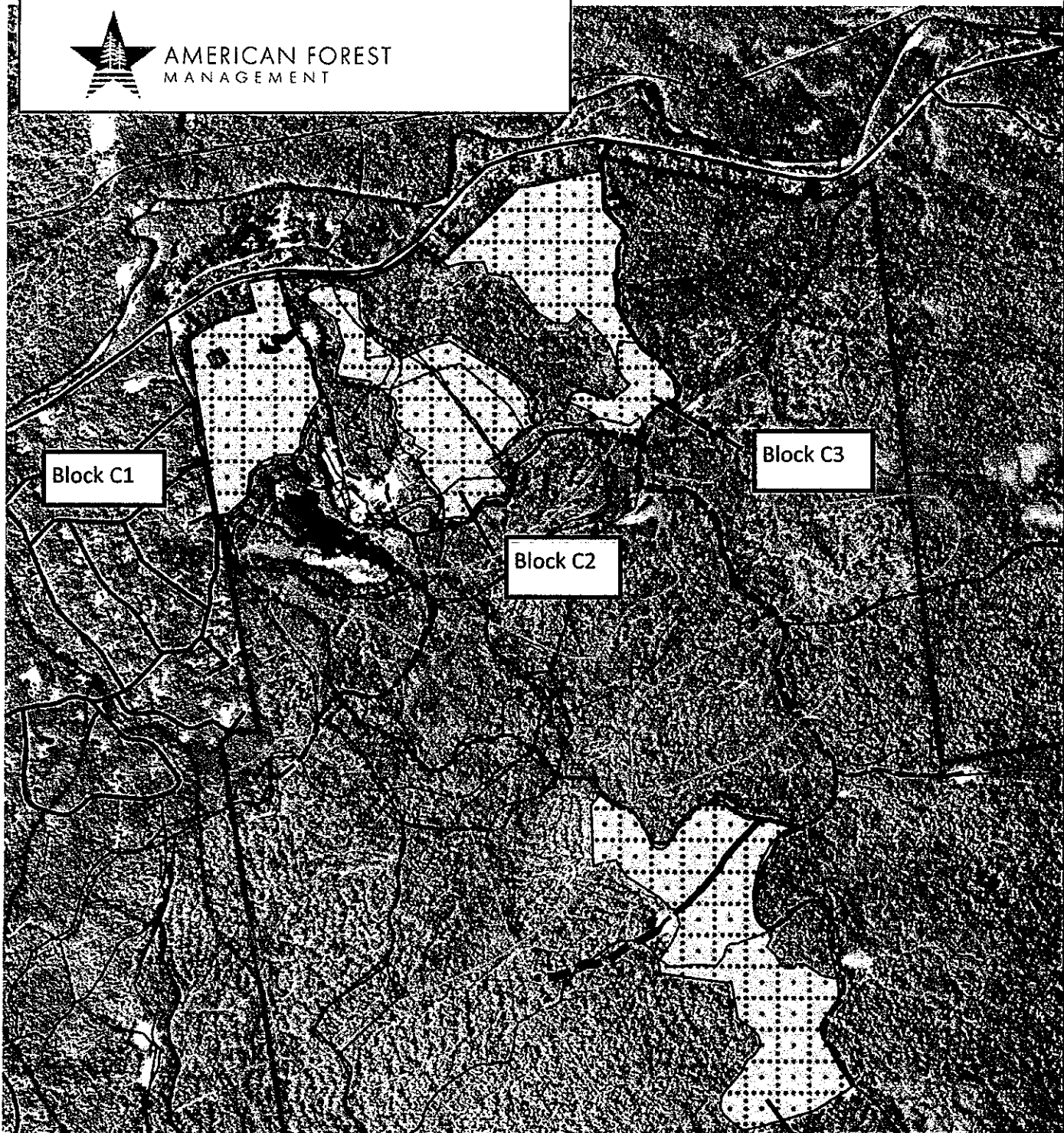
### **Road costs**

Gravel and culvert on new yard	<b>\$2100</b>
(Culvert removal	<b>\$2500 only if finishing Block A1 this year)</b>

# 2018 Timber Harvest Plan



AMERICAN FOREST  
MANAGEMENT



Block C1

Block C3

Block C2

Block A1

Forester: Bill Haslam  
Town(ship): Carrabassett Valley  
**2018 Harvest Blocks**  
Date Prepared: April 30, 2018

0 660 1,320 Feet  
Mapping Coordinate System:  
UTM Zone 19 Unit: Meters NAD83  
NOT A LEGAL SURVEY

**TOWN OF FARMINGTON  
PURCHASING POLICY**

The guidelines below shall apply to soliciting goods and services for the Town of Farmington, unless the Town Manager determines that special circumstances indicate that waiving of the following provisions would be appropriate, would be in the best interest of the Town, and would not be a detriment to the Town's financial status and/or public image. The provisions requiring review or approval by the Board of Selectmen cannot be waived by the Town Manager.

**SOLICITING OF BIDS FOR PURCHASING OF GOODS/SERVICES:**

Purchases of goods or services in excess of \$5,000 shall be accomplished by competitive bid. When purchasing goods/services costing more than \$2,500 but less than \$5,000, at least three quotes shall be obtained and every effort shall be made to obtain quotes from as many local vendors as possible, particularly if no advertising is published. If verbal quotes are obtained, they shall be summarized in writing and the record of quotes shall be maintained for at least one year.

Employees are encouraged to research joint bids such as those available through the State, AVCOG and MMA. Joint purchase prices may be utilized as one or more of the three quotes required in the above paragraph.

Characteristics such as maintenance, quality, and convenience may be used as determining factors when selecting goods or services; however, a detailed record must be placed on file explaining the decision making process whenever the lowest cost bid was not selected.

All budgeted purchases in the amount of \$5,000 or greater must be approved by the Board of Selectmen unless the product or service purchased is one which is necessary and customary to conduct normal operations of the Department (such as salt, sewer chemicals, fuel oil, etc.). Vehicle purchases, annual and multi-year contracts, annual public works bids and all capital improvement expenditures must be approved by the Board of Selectmen. No contract for services shall be executed without the Town Manager's review.

TOWN OF FARMINGTON BOARD OF SELECTMEN

\_\_\_\_\_  
Joshua H. Bell, Chairman

\_\_\_\_\_  
Michael J. Fogg

\_\_\_\_\_  
Stephan M. Bunker

\_\_\_\_\_  
Matthew W. Smith

\_\_\_\_\_  
Andrew R. Buckland

## **Town of Carrabassett Valley Procurement Policy**

The purpose of establishing a formalized purchasing procedure for the Town of Carrabassett Valley is twofold. The primary objective is to ensure that the goods and services purchased by the Town are of the quality needed by the individual departments and are secured at the lowest possible price. A second objective is to purchase goods and services in such a way that it will be clear to everyone that all qualified vendors have an equal opportunity to do business with the Town.

It is important to have a purchasing procedure which provides sufficient flexibility to allow department heads to make individual small purchases and purchases of an emergency nature. The procedure outlined below shall be followed except in bona fide emergencies. In cases when a department head deviates from the established procedure, he or she shall provide a written notice (email accepted) to the Town Manager's Office stating why the established procedure was not followed prior to procurement.

### **I. General Provisions:**

- A. Department heads are authorized to make purchases not to exceed \$1,000 without prior approval of the Town Manager's Office. Whenever possible, department heads shall seek competitive pricing based on the same quality of service or project.
- B. Prior approval from the Town Manager's Office shall be obtained for all purchases from \$1,000 in value to \$3,500 in value in accordance with the procedure outlined in Section II.
- C. All purchases and contracts in excess of \$3,500 shall require use of the procedure outlined in Section III.
- D. No contract or purchase shall be subdivided to avoid the provisions of this policy.
- E. The Town makes use of credit cards for online purchasing and for reducing the number of checks needing to be written. No municipal credit card may be used for any personal purchases. All credit card invoices shall be paid only with documented backup showing that items on the credit card invoice have been received. This backup material is for every item on the credit card invoice including all meal and accommodation receipts. In all instances, it must be clear what item is being purchased with any listing on a credit card invoice. Credit cards may not be used for the purchase of services so as to ensure that proper tax reporting may occur. Abuse of credit card privileges is subject to disciplinary proceedings.

## **II. Purchasing Procedure for \$1,000 - \$3,500:**

- A. The department head shall e-mail the Town Manager for approval to purchase the item. All such e-mail requests shall contain information on at least three bids, quotes or proposals that have been received or the explanation as to why this information was not obtained or available.
- B. The town manager shall review the request and shall notify the department head of approval to purchase the item(s). The department head may subsequently order the item, and when the invoice is received send a copy of the purchase order to the Town Office.

The following information shall be included on purchase orders:

- 1. Date prepared
- 2. Vendor name and address
- 3. Purchase order number
- 4. Account to be charged to
- 5. Quantity to be purchased
- 6. Unit measurement
- 7. Description
- 8. Amount
- 9. Signature of department head
- 10. Evidence of attempt to acquire additional estimates or statement of why no attempt was made to acquire additional estimates.

- C. The department is responsible for inspecting and testing of all merchandise, purchases or services provided.

## **III. Bid Procedure for Purchases over \$3,500:**

- A. Department Head shall inform the Town Manager of necessary purchases, exceeding \$3,500 in value, before the merchandise or service is procured.
- B. Department Heads shall inform the Town Manager the quantity needed and shall also prepare any draft specifications necessary.
- C. The Town Manager or his or her designee (Dept. Head) shall issue invitations to bid to all known qualified vendors in the Carrabassett Valley area and outside the area when it is in the best interest of the Town.
- D. The Town Manager may request published invitations to bid in local weekly newspaper and in a newspaper in the larger geographical area or in a trade publication when it is in the best interest of the Town.

- E. All bids shall be submitted sealed to the Town Manager's Office by a specified date and time and shall be clearly identified as bids on the envelope.
- F. Bids shall be opened in public at the time and place specified in the invitation to bid by the Town Manager or his or her designated representative.
- G. A tabulation of all bids received shall be available for public inspection.
- H. The Town Manager or his or her designee shall accept the lowest, best bid meeting specifications or reject all bids. After consultation with the department head, in determining the lowest bid meeting specifications, the Town Manager shall consider the following:
  - 1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
  - 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - 4. The quality of performance of previous contracts or services;
  - 5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
  - 6. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
  - 7. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  - 9. The number and scope of conditions attached to the bid;
  - 10. The life cycle and scope of conditions attached to the bid;
  - 11. In the event of a tie or close bid, quality and service being equal, the contract shall be awarded to a local vendor.

12. The Town reserves the right to reject or accept any or all bids and to waive any informality when it is deemed in the best interest of the Town to do so.

**IV. Board of Selectmen approval for Services, New Equipment and Other Purchases over \$5,000:**

- a. Unless in the case of an emergency or when necessary to keep Town Government Functions Operating and time constraints (time between scheduled Selectmen's meetings) do not allow the Town Manager to seek approval, all purchases of new services, new equipment or materials over the cost of \$5,000 require the approval of the Board of Selectmen unless the product or service purchased is one which is necessary and customary to conduct normal operations of the Town. Also, this requirement does not apply to ongoing approved projects or services.

**V. Exempt from Purchase Order Procedure:**

The following items do not need purchase order paperwork for each invoice.

1. Utility bills and fuel bills
2. Expense reimbursement (expense report is required)
3. Office equipment maintenance and repairs
4. Outside equipment maintenance except major repairs (less than \$1,500)
5. Equipment lease payments--original lease must be approved
6. Invoices for identical reoccurring purchases.
7. Service contract payments except for authorization of actual contracts.

**VII Exemptions from Competitive Bidding:**

1. Hourly rate contracts, which cannot be effectively estimated.
2. Situations in which it is determined by the Town Manager that only one firm can effectively provide the required service or materials.
3. Emergency repair or replacement where it is determined by the Town Manager that the repair or replacement cannot be delayed sufficiently to conform to the policy.
4. The letting of contracts or purchases of additional quantities, where the Town has recently awarded bids as normally required, and the successful bidder is willing to honor their original price.

**VIII Sale of Town Equipment:**

- A. No Town equipment or property may be sold without the authorization of the Town Manager. Any equipment or property with a value in excess of \$1,000 may be sold only upon authorization of the Board of Selectmen. Trade-ins are exempt from this procedure provided the approximate value



of the trade-ins was listed in the annual approved budget. No item may be sold to any municipal or school employee unless the sale is through a bid and the availability of the item has been posted for at least seven days in every department.

**IX Conflict of Interest:**

- A. No person authorized to act on behalf of the town shall enter into any agreement, contract or purchase order with any individual, firm, corporation or organization in which said person has a financial interest. This shall also include the acceptance of any gift or gratuity, directly or indirectly, from any person, firm, corporation or organization to which any purchase order or contract is, or might be, awarded, any rebate, gift or anything of value whatsoever, except where given for the express use or benefit of the Town of Carrabassett Valley.