

TOWN OF BUCKFIELD
Select Board Meeting Agenda
April 16, 2024, at 6:30 PM
In Person and Remote Participation via Zoom

CALL REGULAR MEETING TO ORDER AND DECLARE A QUORUM

OLD BUSINESS

1. RESERVE FUND POLICY
2. EMERGENCY MANAGEMENT PLANNING (15 Minutes)

NEW BUSINESS

1. CONSENT AGENDA

a. Disbursement Warrants	
Payroll Warrant 89	\$ 17,965.73
Accounts Payable Warrant 90	\$ 7,084.85
Payroll Warrant 91	\$ TBD
Accounts Payable Warrant 92	\$ TBD
Total	\$ TBD

2. APPROVE THE MINUTES

- a. March 12, 2024, Select Board Meeting
- b. March 17, 2024, Select Board Meeting
- c. March 19, 2024, Select Board Meeting

3. ELECTION CLERK APPOINTMENTS

- a. Democrat Election Clerks, Term: May 1, 2024 – April 30, 2026
- b. Republican Election Clerks, Term: May 1, 2024 – April 30, 2026

4. 2024-2025 PAVING RFP BID RESULTS

5. MUNICIPAL CENTER ROOF ESTIMATE

6. 2023-2024 FINANCIAL REPORT – QUARTER 3

- a. Approve the 2023-2024 Q1 Financial Report
- b. Approve the 2023-2024 Q2 Financial Report
- c. Approve the 2023-2024 Q3 Financial Report

OTHER BUSINESS

Public Comment Period (*the Board sets aside up to 15 minutes at the end of every meeting for public comment*)

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6)(A)

ADJOURN

Upcoming Meetings:

1. Planning Board Meeting – April 17, 2024, at 6:00 PM
2. Select Board Meeting – May 7, 2024, at 6:30 PM

In Progress Items:

1. School Budget Exploration – Improve communications with elected School Board Directors and the Select Board
2. Capital Improvement Planning
3. Comprehensive Plan – Revisit
4. Fire and Rescue Department Integration
5. Municipal Property Usage Ordinance **(Board currently working on Policy)**
6. Select Board – Self Evaluations/Goal Setting
7. Cemetery Trust/Cemetery Plan **(Attorney memorandum received March 1, 2024)**
8. Old Church on the Hill **(Second opinion received – need volunteers)**
9. Emergency Plan **(Local EMA Director)**
10. Proper Reserve Account Establishment
11. Building Permit Fee Schedule Review

Select Board – Committee/Board/Organization Liaison Assignments

Chairman Robert Hand: R.S.U. # 10 School Board, Road Committee, and Budget Committee

Vice Chairman Sandra Fickett: Planning Board and Community Events Committee

Selectman Azalea Cormier: Recreation Committee, Ordinance Development Committee, and Old Church on the Hill Committee

Selectman Heather Henley: Buckfield Village Corporation, Library Committee, and Beautification Committee

Selectman Peter Fickett: Appeals Board, Social Services Committee, and Economic Development Committee

TOWN OF BUCKFIELD RESERVE ACCOUNTS POLICY

Purpose

The purpose of this policy is to provide process and oversight for the establishment and utilization of reserve accounts comprising a reserve fund established by the Town of Buckfield for financing the acquisition or reconstruction of a specific, or a type of, capital improvement; financing the acquisition of a specific item or type of capital equipment; or a sinking fund account for paying a funded debt.

Authorization to establish a reserve fund

Pursuant to 30-A M.R.S.A. § 5801, the Town of Buckfield shall establish a reserve fund. Said reserve fund shall consist of certain designated reserve accounts. The reserve accounts shall be categorized as a capital improvement reserve, capital equipment reserve, or sinking fund account.

Designated reserve accounts

The Town Manager upon consultation with the respective Department Head shall recommend to and the Select Board may approve the establishment of a designated reserve account or the elimination of an established reserve account.

There are hereby established the following designated reserve accounts:

1. Rescue Department Capital Asset Reserve
2. Fire Department Capital Asset Reserve
3. Public Works Equipment Reserve
4. Employee Benefit Reimbursement & Self Insurance Reserve
5. Parks and Recreation Reserve
6. Revaluation Reserve
7. Health Reimbursement Arrangement (HRA) Reserve
8. Library – Accumulated Donations Reserve
9. Buckfield-Damon Cemetery Reserve
10. Small Community Grant (SCG) Reserve
11. Municipal Center Capital Improvement Reserve
12. Emergency Contingency Reserve
13. Historical Records Preservation Reserve

Reserve accounts currently existing and not included in the above list shall either continue to be used for their intended purpose until depletion or shall lapse into the Undesignated Fund Balance after June 30, 2024. Any “carry forwards” currently budgeted and intended to function as a reserve may be used to fund the established appropriate reserve fund.

Funding for reserve accounts

The reserve accounts may be funded by direct annual appropriation by inclusion in the annual budget voted at Town Meeting; unanticipated revenues such as proceeds from vehicle sales or the sale of goods; or funds from the undesignated fund balance if so, approved by the legislative body at an Annual or Special Town Meeting. Donations specific to a particular Town department may also be credited to a reserve account.

Authority to use and withdraw

The Select Board must authorize the use and withdrawal of any and all reserve account funds.

Administration responsibilities

The Treasurer shall be responsible for monitoring the Town’s reserve accounts and for ensuring that this policy is adhered to. The Treasurer shall annually, as part of the budget process, submit a report outlining the status of the Town’s reserve accounts which shall be included in the proposed budget submitted to the Select Board and Budget Committee. The Treasurer shall also provide partial or complete status reports at other times to the Select Board, Budget Committee, Town Manager, or Department Heads upon request. The Town Manager shall present any capital expenditure plans for Reserve Accounts during the budget process.

How to establish a Reserve Account

- 1) An account is established during the budget process unless the Select Board makes an exception;
- 2) The request must contain:
 - a. Statement of purpose
 - b. Source(s) of funding
 - c. Amounts and limits;
 - d. Special considerations if applicable;
- 3) The request is reviewed by the Town Manager and placed on the Agenda at the next Select Board Meeting; and
- 4) The establishment of the account must be approved by the Select Board.

Specific reserve account requirements

1. Rescue Department Capital Asset Reserve

Approved XX/XX/24

- 1) **Purpose.** The purpose of the account is to annually fund either partially or completely, the purchase or remount of ambulances as well as capital assets necessary to the operation of the Rescue Department. Capital assets shall have a life of more than three years and have an acquisition cost of at least \$5,000.
 - 2) **Funding.** The Rescue Ambulance Reserve Account may be funded by direct appropriation in the annual budget or by the sale of ambulances or equipment.
 - 3) **Amounts and Limits.** The Rescue Ambulance Reserve Account may not exceed \$30,000 in a given fiscal year. Funding in excess of \$30,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
 - 4) **Special Considerations.** Upon establishment, existing funds from the Rescue Unit-Ambulance Reserve Account and Rescue Unit-Equipment Reserve Account shall be combined into this Account.
2. **Fire Department Capital Asset Reserve**
- 1) **Purpose.** The purpose of the account is to fund partially or completely, the purchase or refurbishment of fire apparatus as well as capital assets necessary to the operation of the Fire Department. Capital assets shall have a life of more than three years and have an acquisition cost of at least \$5,000.
 - 2) **Funding.** The Fire Apparatus Reserve Account may be funded by direct appropriation in the annual budget and by the sale of apparatus or equipment.
 - 3) **Amounts and Limits.** The Fire Apparatus Reserve Account shall not exceed \$375,000. Funding in excess of \$375,000 shall lapse into the undesignated fund balance at the end of the fiscal year.
 - 4) **Special Considerations.** Upon establishment, existing funds from the Fire Equipment Reserve Account and Fire Truck Replacement Reserve Account shall be combined into this Account.
3. **Public Works Equipment Reserve**
- 1) **Purpose.** The purpose of the account is to fund either partially or completely the purchase of Public Works equipment.
 - 2) **Funding.** The Public Works Equipment Reserve Account may be funded by direct appropriation in the annual budget and by the sale of equipment.
 - 3) **Amounts and Limits.** The Public Works Equipment Reserve Account shall not exceed \$250,000. Funding in excess of \$250,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
4. **Employee Benefit Reimbursements & Self Insurance Reserve**
- 1) **Purpose.** The purpose of the account is to pay accrued earned time and vacation to employees terminating their employment with the Town pursuant to the most current Town of Buckfield Personnel Policy and/or State Law. This account shall also be used to fund the Town's share of unemployment claims as the Town is self-insured.
 - 2) **Funding.** The Employee's Benefit Reimbursement & Self Insurance Reserve may be funded by direct appropriation in the annual budget.

- 3) **Amounts and Limits.** The Employee's Accrued Benefits Reserve shall not exceed the aggregate liability for the current budget year.
5. **Parks and Recreation Reserve**
 - 1) **Purpose.** The purpose of the account is to fund either partially or completely the purchase of land, capital projects, and equipment associated with the operations of the Parks and Recreation Department.
 - 2) **Funding.** The Parks and Recreation Reserve Account may be funded by direct appropriation in the annual budget and by the sale of equipment.
 - 3) **Amounts and Limits.** The Parks and Recreation Reserve Account shall not exceed \$100,000. Funding in excess of \$100,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
 - 4) **Special Considerations.** Upon establishment, existing funds from the Land Conservation Reserve Account and Recreation Field Reserve Account shall be combined into this Account.
6. **Revaluation Reserve**
 - 1) **Purpose.** The purpose of the account is to provide funding for a real estate and personal property revaluation.
 - 2) **Funding.** The Revaluation Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Revaluation Reserve shall not exceed the estimated cost of undergoing a revaluation currently estimated at \$200,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
 - 4) **Special Considerations.** Upon establishment the existing Mini Re-Valuation Reserve Account shall be renamed the Revaluation Reserve Account.
7. **Health Reimbursement Arrangement (HRA) Reserve**
 - 1) **Purpose.** The purpose of the account shall be to fund costs associated with the Town's HRA employee benefit arrangement.
 - 2) **Funding.** The Health Reimbursement Arrangement (HRA) Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Health Reimbursement Reserve shall not have a fund balance limit.
8. **Library Accumulated Donations Reserve**
 - 1) **Purpose.** The purpose of the account shall be to fund the cost of capital improvements, equipment, books, as well as to offset budget appropriations.
 - 2) **Funding.** The Library Accumulated Donations Reserve may be funded by fundraising, and/or donations.
 - 3) **Amounts and Limits.** The Library Accumulated Donations Reserve shall not have a fund balance limit.

9. **Buckfield-Damon Cemetery Reserve**

- 1) **Purpose.** The purpose of the account is to provide funding for capital projects as well as to offset budget appropriations.
- 2) **Funding.** The Buckfield-Damon Cemetery may be funded by up to 70% of the revenue generated by the sale of burial plots, fundraising and/or donations.
- 3) **Amounts and Limits.** The Buckfield-Damon Donations Reserve shall not have a fund balance limit.

10. **Small Community Grant (SCG) Reserve**

- 1) **Purpose.** The purpose of the account is to provide funding to help the municipality replace malfunctioning septic systems that are polluting a waterbody or causing a public nuisance.
- 2) **Funding.** The Small Community Grant Reserve may be funded by direct appropriation in the annual budget. Reimbursements from the Maine Department of Environmental Protection for SCG Grants shall be deposited into this account.
- 3) **Amounts and Limits.** The Small Community Grant Reserve shall not exceed \$15,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.

11. **Municipal Center Capital Improvement Reserve**

- 1) **Purpose.** The purpose of the account is to fund either partially or completely, capital improvements for the Buckfield Municipal Center.
- 2) **Funding.** The Municipal Center Capital Improvement Reserve may be funded by direct appropriation in the annual budget.
- 3) **Amounts and Limits.** The Municipal Center Capital Improvement Reserve shall not exceed \$250,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.

12. **Emergency Contingency Reserve**

- 1) **Purpose.** The purpose of the account is to fund unanticipated and unfunded emergency costs defined as any situation where the resources of the Town and its employees are involved in efforts to mitigate immediate threat to life, property, environment and/or economy within the municipality.
- 2) **Funding.** The Emergency Contingency Reserve may be funded by direct appropriation in the annual budget. When funds are used to cover a defined emergency in which a reimbursement is issued, those funds shall be deposited back into this account.
- 3) **Amounts and Limits.** The Emergency Contingency Reserve shall not exceed \$50,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.

13. **Historical Records Preservation Reserve**

- 1) **Purpose.** The purpose of the account is to fund the preservation of the Town's historic records.

- 2) **Funding.** The Historical Records Preservation Reserve may be funded by direct appropriation in the annual budget.
- 3) **Amounts and Limits.** The Historical Records Preservation Reserve may not exceed \$10,000 in a given fiscal year. Funding in excess of \$10,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.

Definitions

Capital Assets: Assets that are used in operations and that have initial useful lives extending beyond a single reporting period (fiscal year). Capital assets include major government facilities, infrastructure, equipment, and networks that enable the delivery of public sector services.

Capital Expenditure: Money spent by the Town to acquire or maintain capital assets, such as land, buildings, and equipment.

Capital Improvement: The acquisition or reconstruction of a specific, or a type of, capital asset.

Equipment: An item of non-expendable, tangible municipal property, having a useful life of more than one year with an acquisition cost that equals or exceeds \$5,000. (Examples: Standby Generator, Fire Truck, Ambulance, Plow Truck, Loader, Lawnmower, Computer Server, etc.)

TOWN OF BUCKFIELD

Select Board Meeting Minutes

March 19, 2024, at 6:30 PM

In Person and Remote Participation via Zoom

CALLED REGULAR MEETING TO ORDER AND DECLARE A QUORUM AT 6:33 PM

Present: Chairman Robert Hand, Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Town Clerk Brittany Parrott (Zoom), Vivian Wadas, Judy Berg (Zoom), Charles Berg (Zoom)

Vice Chairman Sandra Fickett ran the meeting.

OLD BUSINESS

1. REVIEW AND FINALIZE 2024-2025 MUNICIPAL BUDGET RECOMMENDATIONS

Vice Chairman Sandra Fickett made a motion to recommend adding \$1,000 to the budget for annual maintenance for the two Stryker units in the Rescue Department budget and that the Board increase the Librarian wages by the cost-of-living increase over the past year. Selectman Azalea Cormier seconded – Discussion: Vice Chairman Sandra Fickett explained the information that the Town Manager had provided regarding the cost for annual maintenance on the Stryker units. The Board discussed the associated costs if anything goes wrong and parts need to be replaced. Selectman Peter Fickett asked if the Librarian was ok with the proposed increase. Town Manager Cameron Hinkley confirmed he spoke with her, and she was ok with it. – **VOTE – All in favor (5-0). MOTION PASSED**

Vice Chairman Sandra Fickett made a motion to ask the Town Manager to draft the warrant articles based on the budget brought to the Board after having gone through the Budget Committee including their recommendations and the recommendations of the Select Board. Selectman Azalea Cormier seconded – DISCUSSION: Selectman Heather Henley asked about the proposed TextMyGov that appears in the notes. Town Manager Cameron Hinkley stated this was informational only and not included in the proposed budget. Vice Chairman Sandra Fickett asked the Town Manager several questions about the program. The Town Manager stated that it had been several months since he watched the demo and provided information about the initial contract. Selectman Azalea Cormier asked the Town Manager if the program could potentially save his staff \$9,000 worth of time over the next two years. The Town Manager described ongoing questions that people call into the Town Office to ask such as hours of operation, recreation registration information, etc. that could be automated by the system and answered elsewhere. Additionally emergency notifications could be sent out to those that are opted in. The program is all text message based. – **Selectman Azalea Cormier rescinded her second. Vice Chairman Sandra Fickett amended her motion to include \$5,500 to include the cost of TextMyGov. Selectman Peter Fickett seconded – DISCUSSION:** Judy Berg asked what the total proposed budget was and what the proposed mil-rate would be. Vice Chairman Sandra Fickett explained that if they included the \$5,500 and deducted the proposed revenues and proposed fund balance appropriation from the proposed budget the Town would need to raise \$473.75 less than the previous fiscal year for the municipal budget. Judy Berg asked if anyone knew what the proposed school budget was, and the Town Manager stated that the current projection was an 11.5% increase – **VOTE – All in favor (5-0). MOTION PASSED**

2. COMMUNITY RESILIENCE PROJECT UPDATE – FINAL DECISION

Vice Chairman Sandra Fickett made a motion to determine the Community Resilience Project timeline. Selectman Peter Fickett seconded – **DISCUSSION:** Selectman Azalea Cormier stated that she reached out to Zach Gosselin from AVCOG. He confirmed that the Town could propose the grant application in phases and that windows would qualify if they met Efficiency Maine standards. Vice Chairman Sandra Fickett committed to reaching out to vendors to gather estimates by Friday March 22, 2024, to allow time to submit the information to Zach Gosselin and meet the deadline of March 29, 2024. – **VOTE – All in favor (5-0). MOTION PASSED**

3. EMERGENCY MANAGEMENT UPDATE

EMA Director Vivian Wadas provided an emergency management update to the Board.

4. BUILDING PERMIT FEE SCHEDULE

Vice Chairman Sandra Fickett made a motion to amend the Building Permit application fees to reflect a flat fee, and a five cent per square foot addition to that fee. Selectman Azalea Cormier seconded – **DISCUSSION:** Town Manager Cameron Hinkley explained the current fee structure. The Board discussed how other Towns charge fees for building permits and reviewed similar sized towns fee structures. – **Vice Chairman Sandra Fickett moved to postpone the matter until the Board set the dates for the Public Hearings. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED**

NEW BUSINESS

1. CONSENT AGENDA

a. Disbursement Warrants	
Payroll Warrant 84	\$ 16,680.01
Accounts Payable Warrant 85	\$ 47,188.42
Total	\$ 63,868.43

Selectman Azalea Cormier made a motion to accept the Consent Agenda. Chairman Robert Hand seconded – **VOTE – All in favor (5-0). MOTION PASSED**

2. SET PUBLIC HEARING DATES

- a. Shoreland Zoning Ordinance
- b. Building Permit Ordinance
- c. Town Meeting Warrant

Vice Chairman Sandra Fickett made a motion to set dates for the Public Hearings listed on the agenda. Selectman Azalea Cormier seconded – **DISCUSSION:** Town Manager Cameron Hinkley recommended setting two Public Hearings on the same night with one to immediately follow the other. Vice Chairman Sandra Fickett proposed holding the Shoreland Zoning Ordinance Public Hearing, immediately following the first Public Hearing for the budget, and on a second date hold the Building Permit Ordinance hearing followed by the second Public Hearing for the budget. Selectman Azalea Cormier asked for clarification on holding one Public Hearing on a weekday and one on a weekend day. Town Manager Cameron

Hinkley recommended holding the second budget Public Hearing on April 6th and moving the Select Board meeting to immediately follow so that the Warrant can be finalized and approved. The Board set April 2, 2024, at 6:00 PM, for the Shoreland Zoning Ordinance Public Hearing and Town Meeting Warrant Public Hearing to immediately follow. The Board set April 6, 2024, at 12:30 PM, for the Building Permit Ordinance Public Hearing and Town Meeting Warrant Public Hearing to immediately follow. – **VOTE – All in favor (5-0). MOTION PASSED**

Vice Chairman Sandra Fickett made a motion that the Board bring the Building Permit Fee discussion back to the table. Selectman Azalea Cormier seconded – DISCUSSION: Vice Chairman Sandra Fickett asked the Board to clarify the language in the Ordinance on when a Building Permit is allowed.

Vice Chairman Sandra Fickett made a motion that the Board postpone the matter of Building Permit Fees to a later Select Board meeting following the Public Hearings. Selectman Azalea Cormier seconded – DISCUSSION: Vivian Wadas asked for clarification about the fee schedule and whether it was part of the ordinance. The Board explained that the fee schedule was not part of the Ordinance. – **VOTE – All in favor (5-0). MOTION PASSED**

Selectman Azalea Cormier made a motion to make changes to the draft of the Building Permit Ordinance. Selectman Peter Fickett seconded – DISCUSSION: The Board discussed exceptions when a Building Permit would not be required. The Board discussed and agreed that a Building Permit would not be required when ordinary repairs and maintenance or when renovations total a fair market value of \$15,000 or less and an expansion of footprint is not involved; when a temporary accessory structure is erected or placed on a parcel for less than 6-months over a rolling 12-month period; and when erecting, placing, or building a one floor accessory structure with less than 80 square feet of floor space. – **VOTE – All in favor (5-0). MOTION PASSED**

OTHER BUSINESS

Public Comment Period (*the Board sets aside up to 15 minutes at the end of every meeting for public comment*)

Vivian Wadas asked for clarification on approving local revenues. She asked what happens if the Rescue Department's revenue exceeds the approved proposed revenue from the current year. She urged the Board to consider having a Warrant Article asking to appropriate the revenue above and beyond the accepted amount to the Ambulance Replacement Reserve Account rather than lapsing to fund balance.

Town Manager Cameron Hinkley asked if there were any additional warrant articles that the Board wanted to be included in the draft Town Meeting Warrant.

Vice Chairman Sandra Fickett asked if the previous year's warrant articles were written to revert to the following year's budget if they fail. Town Manager Cameron Hinkley confirmed and explained why. Vice Chairman Sandra Fickett stated that she was concerned that if they revert to the previous year's budget things will need to be cut. Town Manager Cameron Hinkley suggested including one warrant article asking the voters to operate at the previous year's budget until such time a new budget is passed at a Special Town Meeting.

Vivian Wadas asked if the warrant articles will be written in a way that all Public Works divisions will be included in the same article. She stated she was confused because last year they were not written that way. Vice Chairman Sandra Fickett suggested combining them and if they fail to revisit it. Town Manager Cameron Hinkley provided input supporting combining General Government, Public Safety, Public Works, Community, etc. and suggested that if a department fails, they could break down the divisions at the special Town Meeting.

Vice Chairman Sandra Fickett made a motion to direct the Town Manager to draft the Town Meeting Warrant so the Town will be voting on departmental budgets in their entirety. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6) – *None Needed*

Vice Chairman Sandra Fickett made a motion to adjourn at 9:00 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED

Upcoming Meetings:

1. Planning Board Meeting – March 20, 2024, at 6:00 PM
2. Beautification Committee Meeting – March 21, 2024, at 5:00 PM
3. Shoreland Zoning Ordinance Public Hearing – April 2, 2024, at 6:00 PM
4. Town Meeting Warrant/Budget Public Hearing – April 2, 2024, immediately following the Shoreland Zoning Public Hearing
5. Building Permit Ordinance Public Hearing – April 6, 2024, at 12:30 PM
6. Select Board Meeting – April 6, 2024, immediately following the Building Permit Ordinance Public Hearing

In Progress Items:

1. School Budget Exploration – Improve communications with elected School Board Directors and the Select Board
2. Capital Improvement Planning
3. Comprehensive Plan – Revisit
4. Fire and Rescue Department Integration
5. Municipal Property Usage Ordinance **(Board currently working on Policy)**
6. Select Board – Self Evaluations/Goal Setting
7. Cemetery Trust/Cemetery Plan **(Attorney memorandum received March 1, 2024)**
8. Old Church on the Hill **(Second opinion received – need volunteers)**
9. Emergency Plan **(Local EMA Director)**
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Select Board – Committee/Board/Organization Liaison Assignments

Chairman Robert Hand: R.S.U. # 10 School Board, Road Committee, and Budget Committee

Vice Chairman Sandra Fickett: Planning Board and Community Events Committee

Selectman Azalea Cormier: Recreation Committee, Ordinance Development Committee, and Old Church on the Hill Committee

Selectman Heather Henley: Buckfield Village Corporation, Library Committee, and Beautification Committee

Selectman Peter Fickett: Appeals Board, Social Services Committee, and Economic Development Committee

DRAFT

TOWN OF BUCKFIELD

Select Board Meeting Minutes

March 17, 2024, at 5:00 PM

In Person and Remote Participation via Zoom

CALLED REGULAR MEETING BACK TO ORDER AT 5:07 PM

Present: Chairman Robert Hand, Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Judy Berg (Zoom), Charles Berg (Zoom), Vivian Wadas, Martha Catevenis, Peter Werwath

Vice Chairman Sandra Fickett ran the meeting.

OLD BUSINESS

1. (CONTINUED) REVIEW 2024-2025 MUNICIPAL BUDGET AND MAKE RECOMMENDATIONS

Town Manager Cameron Hinkley recalculated the proposed FICA and Medicare budgets in the Rescue Department to account for an earlier miscalculation in wages. The Board added an additional \$3,744 at the Budget Committee's recommendation to increase the on-call wage from \$4.00 to \$6.00 per hour.

Vice Chairman Sandra Fickett proposed increasing the Rescue Department wage line by \$10,000 for the purpose of funding transfers and adding \$15,000 into proposed Rescue Department revenue.

The Board discussed whether to budget for a service contract on the two Stryker PowerLoad units at a cost of \$6,254 per year. The Town Manager explained the costs associated with the units as well as the cost without the contract. The Board asked for more information before deciding but felt that minimally the Town should budget to have them serviced annually and asked the Town Manager to get that cost from Stryker. The Board will decide at their next meeting.

The proposed budget for contracted services in Animal Welfare was discussed. The Board proposed increasing the amount budgeted for emergency veterinary services to \$1,600 from \$500 to be in line with what had been spent so far in 2023-2024. The resulting amount for contracted services being \$5,050. This amount includes contracted shelter fees.

Selectman Azalea Cormier stated that she would like to include a 3.2% increase to the Library Director's salary, an increase of \$660.16 for a total of \$21,290. Town Manager Cameron Hinkley asked to increase that amount to \$665. Selectman Peter Fickett asked if the Town Manager could speak with the Library Director and determine if she would be ok with this increase. Town Manager Cameron Hinkley noted increases to FICA - \$2,305 and Medicare - \$540, if the Director agreed.

Vice Chairman Sandra Fickett made a motion to take a no more than 10-minute break at 6:40 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

The Board returned from break at 6:48 PM.

Vice Chairman Sandra Fickett proposed having a warrant article to establish an Emergency Contingency Reserve Account with \$20,000 from the undesignated fund balance. This account would fund emergencies, and any money recouped from FEMA would go back into this account and replenish money spent from this account.

Vice Chairman Sandra Fickett made a motion to add an additional \$10,000 to the Rescue Department wage line and the associated FICA and Medicare costs. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion to increase the amount for emergency vet treatment in Animal Welfare, Contracted Services, 504-505 from \$500 to \$1,600. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion that the Board present a warrant article to the community to establish an Emergency Reserve Account to be funded with \$20,000 from the fund balance and with that the Emergency Contingency account line would be removed from the budget. Chairman Robert Hand seconded – DISCUSSION: Chairman Robert Hand asked for clarifying information. Vice Chairman Sandra Fickett clarified the intent behind her motion. Selectman Azalea Cormier discussed her reservations in the absence of a Reserve Fund Policy. The public in attendance gave their input. Town Manager Cameron Hinkley spoke on the matter and his reservations due to the limited timeframe. **Chairman Robert Hand rescinded his second. Vice Chairman Sandra Fickett rescinded her motion.**

Selectman Azalea Cormier made a motion to make a change to the Emergency line 510-100 and increase that line from \$10,000 to \$20,000. Selectman Peter Fickett seconded – DISCUSSION: The Board discussed whether \$20,000 was enough with the public in attendance. – **VOTE – All in favor (5-0). MOTION PASSED**

Vice Chairman Sandra Fickett made a motion to increase the proposed Rescue Department revenue from \$225,000 to \$240,000 to include transfer revenue. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED

NEW BUSINESS

None

OTHER BUSINESS

Public Comment Period (*the Board sets aside up to 15 minutes at the end of every meeting for public comment*)

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6) – *If Needed*

Vice Chairman Sandra Fickett made a motion to adjourn at 8:37 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED

Upcoming Meetings:

1. Select Board Meeting – March 19, 2024, at 6:30 PM
2. Planning Board Meeting – March 20, 2024, at 6:00 PM

In Progress Items:

1. School Budget Exploration – Improve communications with elected School Board Directors and the Select Board
2. Capital Improvement Planning
3. Comprehensive Plan – Revisit
4. Fire and Rescue Department Integration
5. Municipal Property Usage Ordinance **(Board currently working on Policy)**
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8. Old Church on the Hill **(Second opinion received – need volunteers)**
9. Emergency Plan **(Local EMA Director)**
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Select Board – Committee/Board/Organization Liaison Assignments

Chairman Robert Hand: R.S.U. # 10 School Board, Road Committee, and Budget Committee

Vice Chairman Sandra Fickett: Planning Board and Community Events Committee

Selectman Azalea Cormier: Recreation Committee, Ordinance Development Committee, and Old Church on the Hill Committee

Selectman Heather Henley: Buckfield Village Corporation, Library Committee, and Beautification Committee

Selectman Peter Fickett: Appeals Board, Social Services Committee, and Economic Development Committee

TOWN OF BUCKFIELD

Select Board Meeting Minutes

March 12, 2024, at 6:30 PM

In Person and Remote Participation via Zoom

VICE CHAIRMAN SANDRA FICKETT CALLED THE REGULAR MEETING TO ORDER AND DECLARED A QUORUM AT 6:38 PM

Present: Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Town Clerk Brittany Parrott (Zoom), Glen Holmes, Vivian Wadas, Martha Catevenis, Priscilla Bennett, Peter Werwath, Judy Berg

OLD BUSINESS

1. MUNICIPAL LAND USE POLICY

- a. Special Events Policy

Selectman Azalea Cormier made a motion to enact the Special Events Policy. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (4-0). MOTION PASSED

- b. Buildings, Facilities, and Land Use Application

Selectman Azalea Cormier made a motion to enact the Municipal Buildings, Facilities, and Land Use Policy as updated. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion to accept the Municipal Buildings, Facilities, and Land Use Application as written. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

2. ANIMAL CONTROL

Vice Chairman Sandra Fickett made a motion to create a document outlining the expectations of the Animal Control Officer. Selectman Azalea Cormier seconded – DISCUSSION: The Board discussed increased calls for Animal Control and the municipalities legal responsibilities for responding to Animal Welfare issues. The Town of Buckfield has not received any applications for a permanent Animal Control Officer. Selectman Peter Fickett is the acting ACO. Selectman Azalea Cormier suggested immediate action would be to create a flow chart for residents and publish it – **VOTE – All in favor (4-0). MOTION PASSED**

3. EMERGENCY MANAGEMENT PLANNING (15 Minutes)

Buckfield EMA Director Vivian Wadas updated the Board on EMA activities since the last meeting.

NEW BUSINESS

1. CONSENT AGENDA

- a. Disbursement Warrants

Payroll Warrant 79	\$ 14,747.11
Payroll Warrant 80	\$ 16,152.02
Accounts Payable Warrant 81	\$ 4,204.38
Payroll Warrant	\$ 14,845.21
Accounts Payable Warrant	\$ 60,087.11
Total	\$ 110,035.83

Vice Chairman Sandra Fickett made a motion to accept the Consent Agenda. Selectman Peter Fickett seconded. – VOTE – All in favor (4-0)

2. TOWN MANAGER UPDATE

Town Manager Cameron Hinkley summarized his monthly report as well as department reports.

3. APPROVE THE MINUTES OF THE FEBRUARY 20, 2024, SELECT BOARD MEETING

Selectman Azalea Cormier made a motion to approve the minutes of the February 20, 2024, Select Board Meeting. Selectman Heather Henley seconded – VOTE – All in favor (4-0). MOTION PASSED

4. BUCKFIELD VILLAGE CORPORATION UPDATE – LEASE REQUEST

BVC Chairman Glen Holmes provided an update on the Buckfield Village Corporation. The BVC did not get the funding for the water line project. Water from the water district will continue to come from North Pond in the existing pipes. The rate increase went into effect last Summer without any issues. Glen asked if the Town would publish the date of their Annual Meeting on the Town's Facebook page. He also made a request to the Board to allow the Town Manager and BVC to negotiate a lease for the unused small room in the Municipal Center.

Vice Chairman Sandra Fickett made a motion to allow the Town Manager to negotiate a lease with the Buckfield Village Corporation. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

5. SHORELAND ZONING ORDINANCE – SCHEDULE PUBLIC HEARING

Vice Chairman Sandra Fickett made a motion to accept the proposed Town of Buckfield, Shoreland Zoning Ordinance. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

6. BUILDING PERMIT ORDINANCE – SCHEDULE PUBLIC HEARING

a. Update Fee Schedule

The Board held a discussion about building permit fees and when a building permit would be required under the new proposed ordinance. The current ordinance lists "normal maintenance and repairs" of less than \$5,000 as not requiring a permit. Discussion about inflation since the last ordinance was approved was held. The Board agreed that normal maintenance and repairs of less than \$15,000, that do not alter the footprint of the structure, would not require a building permit.

Vice Chairman Sandra Fickett made a motion to accept the proposed Town of Buckfield, Building Permit Ordinance as amended. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Selectman Azalea Cormier made a motion to extend the meeting. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION PASSED

7. REVIEW 2024-2025 MUNICIPAL BUDGET AND MAKE RECOMMENDATIONS

The Board began reviewing the proposed 2024-2025 budget. Discussion about increasing the budget for the Certified Maine Assessor and associated FICA and Medicare costs took place. The Board agreed to increase the CMA line to \$41,000, FICA to \$2,065, and Medicare to \$485.

Discussion about increasing the Municipal Center building maintenance budget from \$20,000 to \$40,000 to assist with the roof repairs and other ongoing issues took place and was agreed upon.

Vice Chairman Sandra Fickett made a motion to accept the discussed recommended changes to the General Government budget. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion that at the conclusion of the meeting the Board will recess so the Board can come together before their next meeting. Selectman Azalea Cormier seconded – DISCUSSION: Board members discussed their availability and agreed to Sunday March 17th at 5:00 PM.
– VOTE – All in favor (4-0). MOTION PASSED

OTHER BUSINESS

Town Manager Cameron Hinkley informed the Board that they will need to appoint election clerks very soon.

Public Comment Period (*the Board sets aside up to 15 minutes at the end of every meeting for public comment*)

Vivian Wadas brought up the legal opinion on the Cemetery and asked the Board to make a motion for the Town Manager to proceed with the attorney to do a title search and draft a deed as discussed. Vivian Wadas also urged the Board to act on the Community Resilience Partnership grant as the deadline is March 29th.

Town Manager Cameron Hinkley explained that he needed to know what the Select Board wants to use the Grant funds for so he could contact contractors and get estimates.

The Board discussed weatherization options to improve the Municipal Center envelope – windows, heat pumps, insulation, etc.

Vice Chairman Sandra Fickett made a motion that members of the Select Board will contact Zach Gosselin at AVCOG to confirm if the grant will cover insulation and windows, and once they have that

information one or more members of the Select Board will contact contractors to gather quotes.
Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion to instruct the Town Manager to follow up with the lawyer to proceed with the Cemetery deed. Selectman Heather Henley seconded – VOTE – All in favor (4-0). MOTION PASSED

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6) – *None needed*

Vice Chairman Sandra Fickett made a motion to recess the meeting to Sunday March 17, 2024 at 5:00 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Upcoming Meetings:

1. Select Board Meeting Continuance – March 17, 2024, at 6:30 PM
2. Select Board Meeting – March 19, 2024, at 6:30 PM
3. Planning Board Meeting – March 20, 2024, at 6:00 PM

In Progress Items:

1. School Budget Exploration – Improve communications with elected School Board Directors and the Select Board
2. Capital Improvement Planning
3. Comprehensive Plan – Revisit
4. Fire and Rescue Department Integration
5. Municipal Property Usage Ordinance (**Board currently working on Policy**)
6. Select Board – Self Evaluations/Goal Setting
7. Cemetery Trust/Cemetery Plan (**Attorney memorandum received March 1, 2024**)
8. Old Church on the Hill (**Second opinion received – need volunteers**)
9. Emergency Plan (**Local EMA Director**)
10. Proper Reserve Account Establishment

Select Board – Committee/Board/Organization Liaison Assignments

Chairman Robert Hand: R.S.U. # 10 School Board, Road Committee, and Budget Committee

Vice Chairman Sandra Fickett: Planning Board and Community Events Committee

Selectman Azalea Cormier: Recreation Committee, Ordinance Development Committee, and Old Church on the Hill Committee

Selectman Heather Henley: Buckfield Village Corporation, Library Committee, and Beautification Committee

Selectman Peter Fickett: Appeals Board, Social Services Committee, and Economic Development Committee

Town of Buckfield
Election Clerk Nominations

Democrat

Kate Buck

Russell Clark

Penny Horsfall

Vivian Wadas

Republican

Judith Bennett

Tina Brooks

Wendy Turner

Michelle Casey

Term: May 1, 2024 through April 30, 2026

Town of Buckfield - 2023-2024 Paving Bids

Date Opened: 4/12/24 at 1:15 PM

Bidder	North Buckfield Rd	Paris Hill Rd
Northeast Paving	\$237,350.00	\$290,900.00
Spencer Group	\$191,298.75	\$278,433.45
St Laurent and Sons	\$220,515.00	\$298,750.00
Pike Industries	\$197,553.50	\$281,603.00
P & B Paving Inc	\$200,000.00	\$274,940.00

Present:

Town Manager Cameron Hinkley

Vivian Wadas

Brendan Harvey

Spencer

Keith Bell

P&B

Rob Mowatt

Pike Industries



Above and Beyond, LLC

Residential & Commercial Contractors



Town of Buckfield
C/O Brittany Parrot
34 Turner St
Buckfield ME
207-336-2521



April 10th 2024

Dear Town of Buckfield

We thank you for the opportunity to bid and give you some options for your new low slope roof System!

Above and Beyond, LLC is comprised of our own talented in-house crew with safety coming first in every project we touch, alongside our goal of complete customer satisfaction! We can guarantee you this due to our experience and dedication of treating every project as if it were being done on our own home! We are proudly affiliated with the Better Business Bureau, have up to date insurance coverage through Norton Insurance and we pay Workers' Compensation for our employees.

We are delighted to put this package together for you, and if at any time you have a question please don't hesitate to contact me directly at 577-9502 or by way of the Above and Beyond, LLC office at 786-9966.

Sincerely,

Frank Robitaille

Vice President

Above and Beyond, LLC

Cell: (207) 577-9205

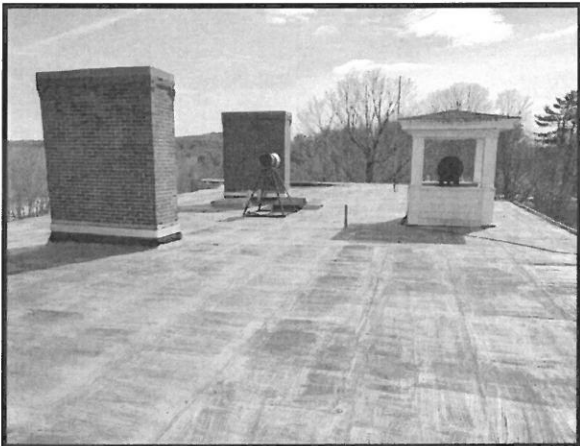
Office: (207)786-9966

Info@aboveandbeyondonline.com



Above and Beyond, LLC
Residential & Commercial Contractors

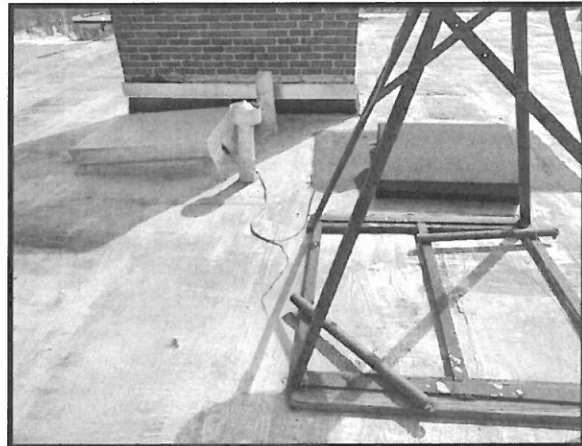
EXTERIOR EVALUATION



Based on our conversation during our site meeting I have prepared a scope of work for you describing each phase of the project.

- Torch down Roof coated with Aluminum roof coat is top layer
- Assuming there is another roof under top later- most likely tar and gravel
- Many repairs have been done over the years
- Roof is beyond repair in my opinion
- New Hatch was installed next to what looks like an old hatch locations
- Bell tower appears to be just sitting on the roof on wood blocking
- There is a hole in side bell tower where a " Pull Rope" goes through
- There are copper aprons on back side that look in good shape

I would gladly answer any question not answered in this proposal.



EPDM MEMBRANE ROOF SYSTEMS

(Ethylene Propylene Diene Monomer)

EPDM (offers a proven history of performance based on superior flexibility, elongation, UV, and hail damage resistance. EPDM is ideal for buildings in northern climates. Dark-colored EPDM helps save heating costs and white EPDM helps save cooling costs.



PREPARATION

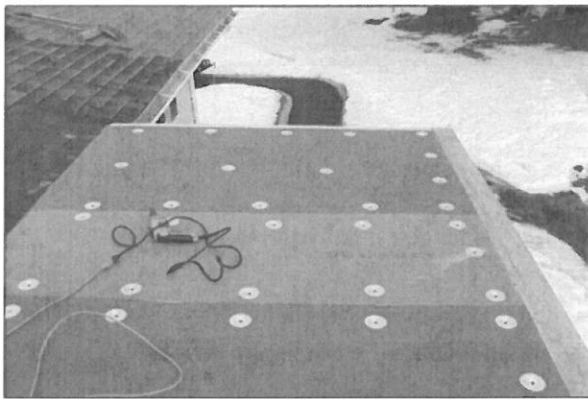
Above and Beyond will use tarps to protect your property and shrubs from any falling debris during the removal of the old roof system.

After the roof is prepped our crews will pick up and properly dispose any debris that is a result of the contracted work with Above and Beyond LLC unless otherwise noted in the scope of work.

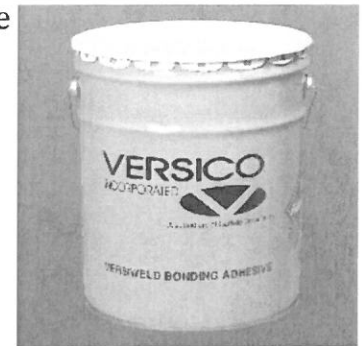


PERIMETER WOOD will be installed to provide proper fastening for the new edge metal .

RECOVERY BOARD / INSULATION Above and Beyond LLC will be installing new insulation.



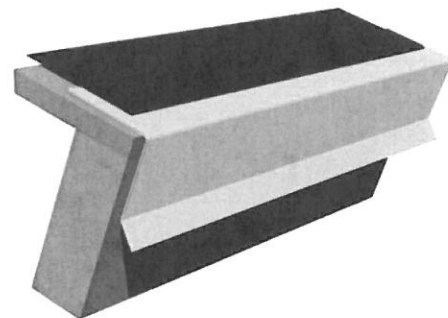
LOW VOC BONDING ADHESIVE is what is used to adhere the EPDM .



Example of the new **SUB STRATE** and fastening pattern. The preparation and fastening pattern is the same for installing both an EPDM and TPO system.

PERIMETER EDGE FLASHING

Is installed next. A shop fabricated 24 gauge edge metal will be fastened every 3-4" around the perimeter to properly terminate the rubber.





SCOPE OF WORK: Install a new fully adhered EPDM Rubber Roof– High Main Roof ONLY

- Above and Beyond LLC will provide all materials, tools and safety equipment needed to complete this scope of work
- Remove top layer of roofing– Go over original roof
- Inspect roof decking for any rotten, broken, or missing wood. If wood is either missing or rotten it will have to be replaced. Above and Beyond LLC will include 32 sf of deck replacement in this proposal. Work beyond this will be billed in addition to the contracted price and will not be done until it is approved by the homeowner and a change order has been signed. Change orders will be billed at a rate of \$65.00 per hour, per man, plus the cost of the materials.
- Install one layer of 1/2” plywood around the perimeter of the roof. This is to provide proper fastening for the edge metal.
- Install a High density Insulation Board of the rest of the roof surface. The insulation will be fastened in place using different length course threaded screws and will be fastened in place with 3” plates and HPV screws at a rate of 1 per 2 sq ft.
- Install 60 Mil EPDM (**black rubber**) over the new insulation. The rubber will be fully adhered using glue.
- Install 24-gauge shop fabricated flashing around the perimeter of the roof or aluminum C-6 pre-fabricated edge metal if applicable. A color sheet will be provided so you can choose a color that is available.
- Install 6” cured cover strip on top of the perimeter flashing. The cover strip will be adhered to the new EPDM membrane and 24-gauge perimeter flashing.
- Install form flash and lap sealant in accordance to manufacturer specs.
- Above and Beyond LLC will dispose of all of the debris caused by this project.
- Copper Aprons on back side will remain in place
- Eliminate old hatch and patch deck
- Eliminate pull rope for the bell if not in use– Patch hole in deck

Above and Beyond LLC will provide the building owner with the manufacturers 15-year membrane warranty.

Total: \$55,815.00



CUSTOMER COPY

Customer Name (s) Town of Buckfield C/O Brittany Parrot

Job Address 34 Turner St. Buckfield ME

Phone Number (s) 207-336-2521

Billing Address:

TYPE OF PROJECT: EPDM ROOF SYSTEM—High Roof ONLY

TOTAL COST OF PROJECT: \$ 55,815.00

Payment for your project will be broken down into three increments as follows

1. **1/3 down upon approval of the proposal:** \$18,605.00
2. **1/3 upon material drop at the project location :** \$18,605.00
3. **1/3 and final payment upon project completion :** \$18,605.00

PROPOSALS ARE VALID FOR THIRTY DAYS FROM THE PROPOSAL DATE BELOW:

4/10/2024

Under federal law, both the contractor and the customer retain a (3) day right of rescission wherein a full refund of deposit will be issued if the contract is broken. Please note that the Total Cost of Project is not expected to change unless unforeseen materials need to be replaced such as rotten wood decking etc. A change order will be issued in the amount of money needed to purchase the addition materials and must be signed first before work can proceed. If during the building process the owner wishes to have additional work done, or deviate from the initial contracted scope of work a change order would first need to be signed. Project timeline projection may also permit with weather conditions.

Please read the General Provisions located on the back of this paper and initial each page below.

Customer Signature of Approval

Date:

Customer Signature of Approval

Date:

Above and Beyond LLC Representative Signature:

Date:



GENERAL PROVISIONS

- I. All work shall be completed in a professional manner and in compliance with all building codes and other applicable laws.
- II. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work.
- III. Contractor may at its discretion engage subcontractors to perform work hereunder, provided . Contractor shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this Contract.
- IV. Contractor shall furnish Owner appropriate releases or waivers of lien for all work performed or materials provided at the time the next periodic payment shall be due.
- V. All Change Orders and/or Additional Work Authorizations shall be in writing and signed by both Owner and Contractor.
- VI. Contractor warrants it is adequately insured for injury to its employees and other incurring loss or injury as a result of the acts of Contractor or its employees and subcontractors.
- VII. Contractor shall obtain all permits necessary for the work to be performed.
- VIII. Contractor agrees to remove all debris and leave the premises in broom-clean condition.
- IX. In the event Owner shall fail to pay any periodic or installment payment due hereunder, Contractor may cease work without breach pending payment or resolution of any dispute. Failure to make payment within 7 days from the due date of payment shall be deemed a material breach of contract.
- X. All disputes hereunder shall be resolved by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This agreement ,to arbitrate shall be specifically enforceable under the laws of the State of Maine.
- XI. Contractor shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials, and weather permitting.
- XII. Contractor warrants all work with the exception of repairs for a period of two years following completion. Any defect in material will be covered by Manufacturer's warranty if one is provided by the manufacturer.

Homeowners Right to Cancel: Homeowner has the right to cancel this agreement by the third business day of executing this agreement. In the event the homeowner wishes to cancel this contract, he or she may do so in writing to Above and Beyond, LLC AT 524 Lincoln Street Lewiston, ME 04240. Above and Beyond, LLC will not accept phone calls of cancelation. Above and Beyond, LLC will not commence the work described in the contract until after such date has passed. After expiration of this right to cancel, this contract becomes binding upon the Homeowner and approval and execution by Above and Beyond, LLC.

Note: This form is not a substitute for the advice of an attorney. Legal advice of any nature should be sought from competent, independent, legal counsel in the relevant jurisdiction. Absolutely no warranties are made regarding the suitability of this form for any particular purpose.

Initial _____



OFFICE COPY

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Phone Number (s) 207-336-2521

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Customer Signature of Approval

Date:

Above and Beyond LLC Representative Signature:

Date:



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Initial _____