

# AGENDA

**SELECT BOARD MEETING  
MONDAY, JULY 11, 2022  
REGULAR MEETING: 6:00 P.M.**

**IN-PERSON AT 13 VALLEY STREET**

LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:

[https://www.townhallstreams.com/towns/thomaston\\_me](https://www.townhallstreams.com/towns/thomaston_me)

CAN'T ATTEND A MEETING? PLEASE SUBMIT QUESTIONS/CONCERNS TO THE TOWN MANAGER AT:

[kgeorge@thomastonmaine.gov](mailto:kgeorge@thomastonmaine.gov)

**REGULAR MEETING 6:00 P.M.**

**1. CALL THE MEETING TO ORDER**

**2. PUBLIC HEARINGS:**

To hear public comment on the catering application from Stone Cove Catering pursuant to MRS 28A, Section 653.

**3. APPROVE THE MINUTES OF:**

**4. APPROVE THE WARRANTS**

**5. ADJUSTMENTS TO THE AGENDA**

**6. TOWN MANAGER'S REPORT**

**7. TOWN BOARDS & COMMITTEES UPDATE**

**8. PUBLIC COMMENTS**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

A. Review for approval the request of Sidecountry Sports to hold a bike ride fundraiser on Saturday, August 13<sup>th</sup> to benefit the maintenance and extension of trails.

B. Review for approval the request of Aili Hartikka of the Maine Canoe and Kayak Racing Organization to hold their annual Canoe and Kayak Race on Saturday, July 30<sup>th</sup>.

- C. Consider the recommendation of the Economic Development Committee to appoint Charlie Grover to the Midcoast Council of Governments (MCOG).
- D. Confirm the Town Manager’s appointment of Interim CEO Bill Wasson.
- E. Review the Capital Improvements Summary as submitted by John Fancy.
- F. Discuss the Request for Proposals for the Knox Street Feasibility Study, as approved by voters at the June 15<sup>th</sup> Annual Town Meeting.
- G. Approve the certification of funds received from the Local Roads Assistance Program of \$25,404 for capital improvements to roads.
- H. Authorize the expenditure of \$12,500 from the Computer Reserve to replace the computer server in the Town Office.
- I. Approve the Town Manager to sign the one-year contract extension with Maine Water Company for sewer billing services.
- J. Consider the nomination of Jay Feyler and Richard Erb to the Maine Municipal Association’s Legislative Policy Committee.
- K. Accept with regret the resignations of William Dashiell from the Library Board of Trustees and Rosemary Tottoroto from the Conservation Commission.

**11. ADJOURN**

**Upcoming Dates:**

Thursday, July 14	4 p.m. Fire/EMS Building Committee
Tuesday, July 19	6 p.m. Planning Board
Wednesday, July 20	9 a.m. Watts Block Trustees
Thursday, July 21	9 a.m. Economic Development Committee
Monday, July 25	6 p.m. Select Board Meeting
Thursday, July 28	5:30 p.m. Recreation Committee



**State of Maine**  
**Bureau of Alcoholic Beverages and Lottery Operations**  
**Division of Liquor Licensing and Enforcement**  
 8 State House Station  
 Augusta, ME 04333-0008  
 Telephone: (207) 624-7220 Fax: (207) 287-3434

**Application for Catered Function By Qualified Catering Organization**

License No.: 7661 Name of Qualified Caterer: Maurer & Partners Corp Dba Stone Cove Catering

Mailing Address: P.O. Box 40

Town/ City: Bristol State: ME Zip Code: 04539

Telephone: 207-563-6007 Fax: 207-563-7006/fed@the1812farm.com

Title and Purpose of Event: Tour Reception

Location of Event: Ann Cravens Gallery

Physical Address of Event: 70 Main Street

Town/City: Thomaston State: Me Zip Code: 04861

Indoor Event  Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: Gallery Space

Date of Event: 8-11-2022 Time - From: 3:30 To: 5:00

Number of Persons Attending: 50

Name of Sponsor: The Farnsworth Art Museum - Anna Sideris

Address: 16 Museum St Town/City: Rockland

State: ME Zip Code: 04841 Telephone Number: 727-501-5735

\_\_\_\_\_  
 Signature of Licensee or Corporate Officer

6-8-2022  
 \_\_\_\_\_  
 Date

Theodore H. Weiss Jr.  
 \_\_\_\_\_  
 Print Name of Licensee or Corporate Officer

**FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT**

**RESTRICTIONS:**

[ ] **APPROVED**

**DATED:** \_\_\_\_\_

[ ] **NOT APPROVED**

**ISSUED BY:** \_\_\_\_\_



- 6/28**      **MTCMA Communications Committee**
- I met with the Maine Town and City Manager Association Communications Committee to work on the next quarterly newsletter that goes out on the list serve.
- 6/29**      **Knox Hotel Parking**
- I met with Barbara Balduman, the new building manager of Knox Hotel to discuss parking for the Camden National Bank employees. The CNB employees can no longer park where Watts Block customers park. Knox Hotel is reviewing their lease with CNB in regards to parking spaces.
- 6/30**      **Emergency Responder Lights**
- I met with Amy, Mike, and Tim to discuss the uses of emergency auxiliary/courtesy lights in personal vehicles. We are working on a draft policy to present to the Select Board in a future upcoming meeting.
- Economic Development Committee**
- The EDC met to discuss a procedure process to recommend to the Select Board in regards to the Thomaston Green. The Committee is still discussing this. The next meeting is on July 21st at 9 a.m.
- 7/5**      **Auditor**
- Jodell and I met with Erik Nadeau from Nicholson, Michaud & Nadeau out of Waterville, Maine. He is an auditor with over 20 years of experience. We had a good initial conversation and Erik will be back in touch with us next week. So far, this is the only auditing company that has responded to our RFP. We sent the RFP out to 20 companies with 3 declining the RFP because they are not taking on new clients at this time.
- CEO**
- I met with Mandy Everett and Bill Wasson. Bill and Mandy worked together for a day to get Bill up to speed on pending projects. Bill will be providing Code Enforcement services until a permanent employee is hired. Thank you to Bill for stepping in to help us out right now.
- 7/6**      **Dredging**
- I met with John Fancy who has agreed to partner with Peter McCrea on the dredging project.
- 7/11**      **Knox County Subrecipient ARPA Meeting**
- Diane and I attended the Subrecipient meeting at the Knox County Commissioners Hearing Room to show support to the Knox Clinic in receiving the ARPA grant.

## John Fancy

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**From:** Andrew Dailey <andrew@sidecountrysports.com>  
**Sent:** Thursday, June 23, 2022 1:24 PM  
**To:** John Fancy  
**Subject:** August 13th

Hey John - I hope you are doing well. I wanted to know if we could run the Thomaston MTB event again this Summer? We are looking at Saturday August 13th. If this date works we would love to use the parking lot again and have Brandon's help from public works on blocking off area.

Let me know if you can get me on select boards schedule and we will use this as a fundraiser for these trails. I am happy to come to the meeting to answer questions.

Thanks again for all your support in making some awesome trails!

Thanks,  
Andrew

PUT ON AGENDA FOR JULY 11<sup>th</sup> SELECT BOARD MEETING.



**SIDECOUNTRYSPORTS**

Andrew Dailey  
Owner

Rockland: 481 Main Street  
Rockland, ME 04841  
207-701-5100

SIDECOUNTRYSPORTS

**TRAILSIDE**

Camden: 24 Barnestown Road  
Camden, ME 04853  
207.706.4994

Road: 207-522-4933

Web: [andrew@sidecountrysports.com](mailto:andrew@sidecountrysports.com)

[www.sidecountrysports.com](http://www.sidecountrysports.com)

JOHN ANDERS

DEREK VEILLEUX

July 6, 2022

Thomaston Town Hall  
13 Valley Street  
Thomaston, Maine 04861

Re: Canoe and Kayak Race

To members of the select board:

I write to inform you of the canoe and kayak race that I am planning to hold this year on July 30, 2022 starting at 12:30. I plan on setting up a small table for registration at 11. The racers will go upstream starting out of the public boat launch off of Water Street, then head up the Oyster River for two miles, turn around and finish back at the boat launch. I expect all boats to be off of the water by 3 pm easily.

I attach our proof of insurance, as I have done in the past. I will contact Marine Patrol as I have always done to let them know the race is happening.

Please feel free to contact me with any questions.

Thank you,

Aili Hartikka, President of the Maine Canoe and Kayak Racing Organization (MaCKRO)  
[Ailih186@gmail.com](mailto:Ailih186@gmail.com)  
(207) 735'5012



TOWN OF THOMASTON  
P.O. BOX 299  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

**Certificate of Appointment by Municipal Officers**

To: **William Wasson**

Pursuant to: 30-A M.R.S.A. § 2601 and Title 25 M.R.S.A. § 2351

The undersigned Municipal Officers of the Town of Thomaston hereby vote to appoint and confirm you as **Interim Code Enforcement Officer**.

Your term of office is to expire on July 5, 2023 or when your Interim service is no longer required.  
Given under our hands this 5<sup>th</sup> day of July 5, 2022.

Diane Giese, Chair

\_\_\_\_\_

Peter Lammert, Vice-Chair

\_\_\_\_\_

Sandra Moore, Select Board

\_\_\_\_\_

Zel Laberge-Bowman, Select Board

\_\_\_\_\_

William Hahn, Select Board

\_\_\_\_\_

Municipal Officers of Thomaston, Maine

Record of Oath

State of Maine  
County of Knox, ss.

Personally appeared before me the above-named **William Wasson**, who has been duly appointed by the Thomaston Municipal Officers as the **Interim Code Enforcement Officer** in said municipality, and took the oath necessary to qualify to perform the duties of office for the term specified above according to law.

Before Me,

\_\_\_\_\_  
Melissa Stevens, Town Clerk

THE TOWN OF THOMASTON IS AN EQUAL OPPORTUNITY PROVIDER



TOWN OF THOMASTON  
P.O. BOX 299  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

**Certificate of Appointment by Municipal Officers**

To: **William Wasson**

Pursuant to: 30-A M.R.S.A. § 2601 and Title 25 M.R.S.A. § 2351

The undersigned Municipal Officers of the Town of Thomaston hereby vote to appoint and confirm you as **Interim Plumbing Inspector**.

Your term of office is to expire on July 5, 2023 or when your Interim service is no longer required.  
Given under our hands this 5<sup>th</sup> day of July 5, 2022.

Diane Giese, Chair	_____
Peter Lammert, Vice-Chair	_____
Sandra Moore, Select Board	_____
Zel Laberge-Bowman, Select Board	_____
William Hahn, Select Board	_____

Municipal Officers of Thomaston, Maine

Record of Oath

State of Maine  
County of Knox, ss.

Personally appeared before me the above-named **William Wasson**, who has been duly appointed by the Thomaston Municipal Officers as the **Interim Plumbing Inspector** in said municipality, and took the oath necessary to qualify to perform the duties of office for the term specified above according to law.

Before Me,

\_\_\_\_\_  
Melissa Stevens, Town Clerk

THE TOWN OF THOMASTON IS AN EQUAL OPPORTUNITY PROVIDER



**TOWN OF THOMASTON**  
P.O. BOX 299  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

### **Certificate of Appointment by Municipal Officers**

To: **William Wasson**

Pursuant to: 30-A M.R.S.A. § 2601 and Title 25 M.R.S.A. § 2351

The undersigned Municipal Officers of the Town of Thomaston hereby vote to appoint and confirm you as **Interim Building Inspector**.

Your term of office is to expire on July 5, 2023 or when your Interim service is no longer required.  
Given under our hands this 5<sup>th</sup> day of July 5, 2022.

Diane Giese, Chair

\_\_\_\_\_

Peter Lammert, Vice-Chair

\_\_\_\_\_

Sandra Moore, Select Board

\_\_\_\_\_

Zel Laberge-Bowman, Select Board

\_\_\_\_\_

William Hahn, Select Board

\_\_\_\_\_

Municipal Officers of Thomaston, Maine

Record of Oath

State of Maine  
County of Knox, ss.

Personally appeared before me the above-named **William Wasson**, who has been duly appointed by the Thomaston Municipal Officers as the **Interim Building Inspector** in said municipality, and took the oath necessary to qualify to perform the duties of office for the term specified above according to law.

Before Me,

\_\_\_\_\_  
Melissa Stevens, Town Clerk

THE TOWN OF THOMASTON IS AN EQUAL OPPORTUNITY PROVIDER

Town of Thomaston

## Major Capital Projects Update

As of July 1, 2022

**Mill River Crossing** – This project will construct a multi-use sidewalk beginning on Fish Street, crossing Mill River along Main Street (Route 1) and going up Route 131 to the intersection with High Street. This is part of the Village Trail called for in the Parks & Trails Master Plan and was a recommendation on the Town Manager’s list of goals for 2022 based on the recommendations in the 2020 Comprehensive Plan.

Financial – This is a partnership with MaineDOT with them paying 80% of all costs and the Town paying 20%. The project is divided into two parts – Design and Construction. The design phase can cost up to \$90,000 and has an approved MaineDOT grant of up to \$72,000 that requires a local match of up to \$18,000. The local funds are in the approved FY 2022/23 Town budget. The construction phase can cost up to \$183,000 and MaineDOT has set aside \$146,400 (we have to successfully complete the design phase to get this) and requires a local share of up to \$36,600. This would have to be in a future Town budget. The completed project can cost up to \$273,000.

Schedule – Design in 2022 to 2023. Construction in 2023 to 2024.

Steps completed – Funding for the design phase is in place.

Next steps – Waiting for authorization from MaineDOT to select an engineering firm to do the design.

Supervisors – Brandon Allen & John Fancy

**Knox Street Rebuild** – This will completely rebuild the half-mile street from Main Street to Water Street with new underground utilities (as needed) construct a new ADA compliant sidewalk and replace existing road surface and base. This is a high priority item in the 2020 Comprehensive Plan approved by the voters.

Financial – The total cost is not known but is estimated at up to several million dollars. Up to \$15,000 has been approved for the Preliminary Engineering Report (PER). The Water Company will be responsible for the cost of replacing the water line.

Schedule – Complete the PER in 2022. Search for grant funds in 2023. Final design and construction will depend on availability of funding.

**Steps completed** – Funding for the PER is in place. Requests for proposals have been sent out.

**Next steps** – Select an engineering firms and hire them to do the report.

**Supervisors** – Brandon Allen & John Fancy

**Solar Array System D** – Install 45 solar panels on the roof of the garage at the Pollution Control Facility. This will increase the amount of electricity generated at the facility by about 22,739 kWh/yr bringing it up to about 35% of the power used each year. Generating more of our own electricity will provide power to allow heat pumps to be installed in more of the municipal building resulting in lower fuel costs.

**Financial** – System will cost \$55,685 with \$52,579.51 coming from the remainder of the 1.2M borrowed for the large solar array, System C, and \$3,105.49 from the Pollution Control budget. All funds needed are currently available.

**Schedule** – Installation scheduled for July or August 2022.

**Steps completed** – Contract signed with Maine Solar Solutions.

**Next steps** – Complete paperwork with CMP for connection. Work with contractor on installation of system.

**Supervisor** – John Fancy

**Workforce Housing Phase 1** – The goal of this project is the development of about 12 living units of affordable housing targeted at people working in the area. The reason for this is the severe shortage of housing for workers in the public safety, manufacturing and retail sectors of the local economy and the unique opportunity the Town had to acquire approximately 30 acres of usable land adjacent to the built up village area. This was the #1 recommendation on the Town Manager’s list of goals for 2022 based on the recommendations in the 2020 Comprehensive Plan.

**Financial** – All expenses incurred in this phase, engineering, legal, surveying, etc., will be reimbursed to the Town by the sale of the lots to the developer.

**Schedule** – Project completed by June 2023.

**Steps completed** – Project approved by voters. Deal made with Geo. Hall.

**Next steps** – Survey of parcels involved. Prepare deeds. Complete transfer of land.

Supervisor – John Fancy, Kara George and Diane Giese.

**New Public Service Building** – This would replace the existing Fire Station with a new building that would serve both the Fire Department and the EMS.

Financial – Unknown at this time.

Schedule – Preliminary study completed by March 2023.

Steps completed – Set up committee to investigate options.

Next steps – Locate site and outline structure requirements.

Supervisor – Kara George

**West Water Street Alterations** – This portion of the street will be subject to flooding at high tide and during severe storms as a result of climate change. Flooding will also cause the wastewater pumping station and surrounding manholes to go under water resulting in pollution entering the St. George River.

Financial – The Preliminary Engineering Report, environmental review, final design, permitting and cost estimating are estimated to cost up to \$75,000. Application has been made to the Maine Infrastructure Adaptation Fund (MIAF) for a \$71,250 grant (95%) funding and the local share would be up to \$3,750 with half coming from the Pollution Control budget and half from Economic Development.

Schedule – Approval of funding by January 2023. Retain engineering firm to complete work up to construction.

Steps completed – Project outlined and application sent to MIAF for construction.

Next steps – Approval of design grant from MIAF.

Supervisor – Brandon Allen & John Fancy

**School Loop Trail** – This is a 1-mile loop trail beginning in the village next to the Town office then loop through the school property to Maurice Avenue and back to the starting point. It is a partnership between the Town, the school, Georges River Land Trust and Side Country Sports. It is recommended in the Parks & Trails Master Plan and was a recommendation on the Town

Manager's list of goals for 2022 based on the recommendations in the 2020 Comprehensive Plan.

**Financial** – Funds for final design and construction may come from one or more of the following: MaineDOT's Safe Routes to School; Maine Outdoor Heritage Fund; the Recreational Trails Program and/or the Land and Water Conservation Fund. Additional funds will come from the Thomaston Pollution Control Department budget for Trail Maintenance.

**Schedule** – This will be a multi-year project.

Summer & fall 2022 - Select final trail location, preliminary design of trails, discuss location of trails with landowners and apply for grant funds.

Winter & spring 2023 – Prepare final design and made final arrangements with landowners.

Construction of trails to begin when funding is available.

**Steps completed** – Trail route outlined. School and landowners contacted about providing use of land. Map 107 Lot 108 has been offered to Town at no cost by Sawyer Estate.

**Next steps** – Prepare deed for Sawyer Estate and have signed. Get voter approval for land donation. Complete agreement with school. Have preliminary design done.

**Supervisor** – John Fancy

**New Wadsworth Street Parcel** – This newly acquired parcel next to the St. George River is planned for a small craft launch site, rest area and picnic use. It contains the last remnants of a lime kiln that were once common in Thomaston's past. It also provides access to the Thomaston Beach site. This was the #2 recommendation on the Town Manager's list of goals for 2022 based on the recommendations in the 2020 Comprehensive Plan.

**Financial** – Received \$45,000 grant from Land for Maine's Future to purchase property. Have been approved for \$7,000 grant from Shore & Harbor funds for design.

**Schedule** – Planning & design in 2022. Construction in 2023.

**Steps completed** – Acquired the parcel from the state of Maine. Fencing donated to protect public around kiln.

**Next steps** – Install fence. Procure five picnic tables. Prepare and install signage.

**Supervisor** – Sandy Moore

**Harbor Dredging** – The channel, coming up stream, in the St. George River as it approaches the Thomaston Public Landing tends to fill in over time (this is where the river opens out and the flow slows down allowing solids to settle). It has been over 50 years since the channel was dredged and to keep the river open for larger boats it needs to be done again. This project will be a cooperative arrangement between the Town, the Army Corp of Engineers (ACOE) and the Coast Guard. The ACOE has jurisdiction over the river to a line near the large buoy but the Town controls the area above that.

**Financial** – Most of the cost will be borne by the ACOE but the Town's cost's are unknown at this time.

**Schedule** – The timing of the actual dredging will depend on ACOE funding but likely will not occur for several years.

**Steps Completed** – The application has been submitted to the ACOE.

**Next Steps** – Determine dredging area. Collect and test samples of river bottom in proposed dredging area.

**Supervisors** – John Fancy, Peter McCrea, Kara George

# Memo

**To:** Selectboard, Town Manager  
**From:** John Fancy  
**CC:** Brandon Allen  
**Date:** July 7, 2022  
**Re:** KNOX STREET

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At the June Town meeting the voters approved spending up to \$15,000 for a Preliminary Engineering Report (PER) to study the rebuilding of Knox Street. A request for proposals (copy enclosed) was sent to three local engineering firms that we have worked with in the past and all three have submitted their proposal. The goal of the PER is to provide:

- An overall scope of the project. What the project would entail and what the end product would look like.
- What the estimated cost of the project would be and what grant funds might be available.
- Information about the project that could be used in a public meeting and to inform the public before the construction phase could go to the voters.

The Board should review the proposals with the evaluation criteria set out in the RFP:

1. The overall engineering approach and how the completed project would fit into the neighborhood.
2. The firms experience with projects of similar size and scope.
3. Any special capabilities the consultant could contribute to the project.

All of the proposals are over the funding approved by the voters so additional funds will need to be identified to move this project ahead.

Request for Proposals  
Town of Thomaston, Maine  
**KNOX STREET IMPROVEMENT PROJECT**  
**PRELIMINARY ENGINEERING SERVICES**

June 17, 2022

General Information

The Town of Thomaston is planning to upgrade Knox Street and is requesting proposals for the preliminary design. The project area is all of Knox Street from Main Street (US Route 1) to Water Street, approximately 2,200 feet, and includes five intersections (see Street Location map).

A copy of your proposal must be received by John Fancy prior to 4:00 p.m. on July 6, 2022. Electronic submissions will be accepted.

All questions regarding this proposal should be directed to:

John Fancy  
Project Manager  
13 Valley Street  
Thomaston, ME 04861  
[jfancy@thomastonmaine.gov](mailto:jfancy@thomastonmaine.gov)  
354-2136 office  
691-3566 cell

or

Brandon Allen  
Public Works Director  
13 Valley Street  
Thomaston, ME 04861  
[ballen@thomastonmaine.gov](mailto:ballen@thomastonmaine.gov)  
354-2478 office  
691-1316 cell

The Town reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to negotiate with any consultant that it may deem to be in the best interest of the Town.

Background

**Street & Sidewalk:** Knox Street was accepted by the Town in 1852 and was first paved in the early 1900s. It currently is an asphalt paved road with no curb and some mostly concrete sidewalks. The sidewalks are in poor condition and are not ADA compliant. The road surface is in fair condition but appears to have a high crown in some locations. The width of the road varies and the edge of the road is poorly delineated.

**The goal of this project is an improved street encouraging good traffic flow and safe pedestrian use, with sufficient storm water drainage, a granite curb and concrete sidewalk that will keep its good appearance for many years.**

**Sanitary Sewer:** A new sanitary sewer was installed the entire length of Knox Street in 1991 with new manholes (see Sanitary Sewer map). This is an 8" PVC line with 6" services from the main to the property line. New 4" PVC services were installed from the property line to the building basement. This system is in excellent condition. Except for adjusting the manhole tops to any new grade no work is anticipated.

**Storm Drains:** The northern half of Knox Street has a storm drain system that begins at Main Street and runs to Fluker Street then down Fluker to outlet at the brook. The south portion of the street is served by a separate storm drain that outlets at the Public Landing (see Storm Drain map). These systems need to be reviewed as all or portions of the system may need replacement.

**Clean Water Drains (CWD):** When the new sanitary sewer was built in 1991 the old sewer was left in place and used for sump pumps, cellar drains, roof drains and any other clean water source in the building. The CWD on Knox Street outlets to the St. George River at the end of the street. The lines that are now the CWD were installed in 1892 and are 12" clay pipe (see map). When it was 100 years old it was inspected and found to be in good structural condition with only a few cracks. The biggest problem was leaking joints. Since the pipe carries only water, no solids, and leaks are not a problem, no work is anticipated except for adjusting the manhole tops to any new grade.

**Water Lines:** Installed around 1890 the 6" pipe (see Water System map) is in need of replacement. The Town intends to work with Maine Water Company to arrange for this to be done either as part of the road rebuild by a contractor or just before rebuild if they use their own crew or contractor.

**Utility Poles:** Central Maine Power owns the majority of the utility poles and they have indicated an interest in replacing a number of them. Coordinating the replacement so that the new location works with a new wider sidewalk is very important to this project.

**Street Lights:** Lighting is provided by 6 LED street lights owned by the Town but attached to utility poles. Other locations should be investigated. Any option recommended should consider preventing sky lighting.

**Railroad:** There is a grade crossing with the railroad and the elevation of any proposed road surface must meet the existing grade ten (10) feet on either side of the rails. No reconstruction of the rail crossing, other than possible pipe replacement under it, is part of this project.

### Services to be Provided

The firm selected will be responsible to work with the Town to identify an engineering design for Knox Street that will be long lasting, economical to construct and economical to maintain. Specifically to provide a design that:

- Incorporates travel lanes that are suitable for the volume and type of traffic expected.
- Allows for at least some parallel parking.
- Has concrete sidewalks that are ADA compliant.
- Has granite curb.
- Allows adequate storm water drainage.

- Improves the appearance of the area.
  - Consider an esplanade between curb and sidewalk
  - Blend proposed grade into existing property (temporary construction easements may be necessary).
  - Identifies location for utility poles giving minimum impact.
- Preserves and improves the historical nature of the neighborhood.

Additional services include:

- Estimated cost of project (final design, construction and miscellaneous costs).
- Identify any permits required.
- Hold one meeting with Select Board to explain the project and answer questions.

Information to be Submitted in the Proposal

1. A written description of the firm's understanding of the services requested and the overall approach.
2. Brief description of the firm and its experience with similar projects.
3. A schedule for completion of the preliminary engineering report.
4. Proposed engineering fees and total cost for the preliminary engineering study.

Proposal Evaluation

The Town shall evaluate each proposal according to the following criteria:

1. The overall approach and how the completed project would fit into the neighborhood.
2. The firms experience with projects of similar size and scope.
3. Any special capabilities the consultant could contribute to the project.

# Proposal for the Town of Thomaston

Knex Street Improvements Project



Prepared & Submitted by:  
Dirigo Engineering  
6/30/2022



June 30, 2022

Mr. John Fancy, Pollution Control Superintendent  
Town of Thomaston  
PO Box 299  
13 Valley Street  
Thomaston, ME 04861

**RE: Proposal for the Town of Thomaston  
Knox Street Improvements Preliminary Engineering**

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Dear John:

Dirigo Engineering is pleased to submit this Proposal for Preliminary Engineering Services related to Knox Street improvements.

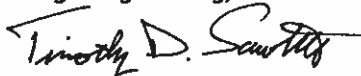
**The Town's goal** is to make improvements to Knox Street in hopes of expanding parking, improving street drainage, improving pedestrian sidewalks, adding granite curbing, and complying with the ADA. **Dirigo's goal** is to help the Town accomplish their goals in a cost-effective way while providing the necessary level of detail needed to evaluate the options and develop a preliminary plan for the improvement of the Street.

**Dirigo Engineering** has been providing specialized municipal infrastructure engineering to Maine communities for over 35 years. Our corporate philosophy has always been to provide sound, practical solutions to our clients with a "SERVICE FIRST" focus. Our approach has led to long ongoing professional relationships with our clients throughout Maine. Over the years we have helped many other communities improve their infrastructure in cost effective ways. Some communities we have helped with road and sidewalk reconstruction in recent years include Waterville, Winslow, Norridgewock, Phillips, Farmington, Newport, Lincolnville, Madison, and Fairfield.

We have expertise in solving the challenges you face and a strong professional team with a record of success. Our project team will be available to you throughout the project giving you the input you deserve during the project inventory, development, and design phases right through to completion with bidding and construction management services.

Sincerely

**Dirigo Engineering,**



Timothy D. Sawtelle, P.E.  
President

Enclosure

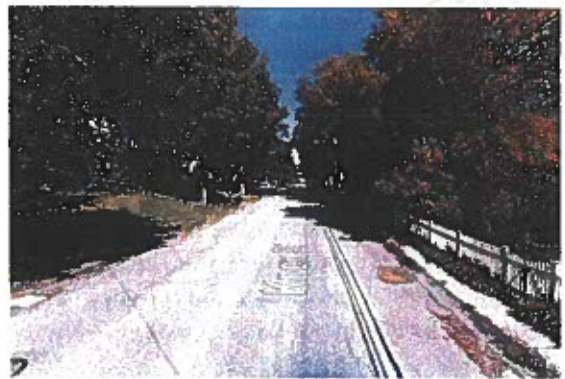
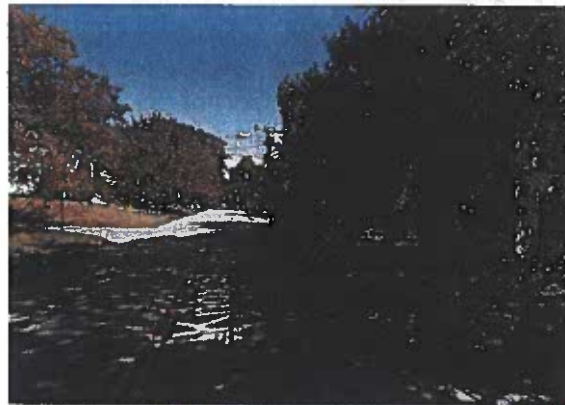
## Project Understanding

The Town of Thomaston intends to make significant improvements to Knox Street from Main Street (Route 1) to Water Street. Knox Street is a vital connector street between Main Street and the water front area of Town. This street gets heavy vehicular and pedestrian traffic. The improvements may include new granite curbing, new sidewalks, improved street grade, new parallel parking along the street, and ADA compliance, etc. The goal is to

enhance Knox Street to provide improved drainage, improved vehicular and pedestrian usage, enhanced aesthetic appearance and scenic character as well as to improve accessibility for all.

The scope of this project is to complete the preliminary engineering phase. This will include the following:

- Understanding current and foreseeable future use
- Identifying and evaluating options
- Developing a Conceptual Plan of the improvements
- Developing preliminary budget estimates
- Introducing the project to the public
- Identifying potential funding sources



## Proposed Scope of Services

**1.1- Kick-off Meeting & Information Gathering** – Dirigo will coordinate a kick-off meeting with the Town to discuss the project, the Town’s goals, potential challenges, current issues, anticipated future considerations, etc. We will then gather information on existing utilities and discuss the project with the utility owners. We will review regional traffic reports, population trends and projections, etc.

**1.2 – Existing Conditions Plan** – It is our understanding that the Town had much of this street surveyed approximately 15 years ago. Dirigo will obtain the survey information from the Town to help prepare an existing condition plan and basemap. We will then augment this with current information we will obtain through a new survey of physical features. We will add information on other utilities to the plan and complete the existing conditions plan.

**1.3 – Identify and Evaluate Options** – Using the data collected in phases 1.1 and 1.2, Dirigo will develop a preliminary roadway design to include travel lane width, crown, etc. We will then add features such as granite curbing, sidewalks, esplanade between the sidewalk and street, parallel parking, etc. We will evaluate these options by how well they fit within the roadway, what impacts the improvements may have on other existing utilities, advantages and disadvantages, and preliminary cost estimates. Dirigo will prepare preliminary plans that show the options. We will meet with the Town to discuss the options. Once the Town has selected the desired options, Dirigo will prepare a preliminary plan and update the preliminary cost estimate. *(Note: Over the last year construction and materials costs have been extremely volatile and unpredictable. Dirigo will use the most current data available to prepare an opinion of the potential costs but the accuracy of any estimate today is limited and time sensitive.)*

**1.4 – Environmental Review** – Dirigo will perform an environmental review of the project area based on the proposed project. This will include consulting with Federal, State, and Tribal organizations, reviewing existing environmental maps and data such as flood maps, wetland maps, soil maps, etc.

**1.5 Report & Public Meeting** – Dirigo will prepare a Preliminary Engineering Report on the project. The report will include a description of the project, its purpose and need, alternatives, environmental impacts, and preliminary cost estimates. We will also identify and describe potential funding sources.

Dirigo will provide a draft copy to the Town for review and comment. Once comments are received and addressed, Dirigo will finalize the report and present it to the Town Select Board. We will present the Report, describe the proposed project, discuss advantages and disadvantage, and the budgetary estimates. Dirigo will answer questions from those present.

## Proposed Engineering Fees

Dirigo will complete this project on a “time charge” basis in accordance with our attached General Provisions. We estimate our costs will range between \$15,000 and \$20,000. We will not exceed \$20,000 without written authorization to do so.

## Schedule

Dirigo will begin working on this Project in early August, 2022. We anticipate completing the project by the end of 2022.

## About Dirigo Engineering, Our Qualifications



### *Specialized Municipal Engineering*

### ***CORPORATE HISTORY AND OVERVIEW***

Dirigo Engineering was established in 1987. Since then, Dirigo has developed into one of Maine's leading consulting engineering firms specializing in municipal roadway and infrastructure engineering. Dirigo has established lasting relationships with many clients throughout Maine.

Dirigo's primary goal is to provide our clients with cost effective, practical and reliable engineering support. We accomplish this goal, and specific project goals, by establishing and maintaining project teams. Our project teams are typically centered around our firm's principal and include engineers, designers, various industry professionals, construction specialists, and our clients. We succeed by providing our clients with the expertise and attention of our most experienced staff and by maintaining a "Service First" focus.

Dirigo has provided engineering services for all phases and types of roadway and sidewalk rehabilitation projects across Maine. We have designed full depth reconstruction projects with upgraded storm drainage, roadway reclamation projects, "mill & fill" projects and partial depth reconstruction projects with soil reinforcement geotextiles. We have, on many occasions, used a variety of rehabilitation measures within a roadway reconstruction project to utilize existing conditions and keep construction costs lower. We approach projects such as this by collecting the field data, developing existing condition plans, and meeting with our clients to discuss options, advantages and disadvantages and helping our clients select the best approach for their projects.

We work to optimize local resources, such as using Town crews to perform test pits and to help with layout and inspection. Our design team has developed plans and specifications for many projects over the years and gained valuable knowledge from this experience. Our project teams stay consistent from concept planning through construction, which helps streamline the process and provide continuity. We find this helps our clients be more confident in their communication with our project team.

Dirigo also has extensive Capital Improvement planning experience. We have developed a GIS based asset management template for water and sewer infrastructure asset management as well as for roadways and sidewalks.

## Success Stories

Over the next several pages, we have provided basic information about similar projects that Dirigo has successfully completed.

### **WATERVILLE ROADWAY/SIDEWALK REHABILITATION PROJECTS**

#### **North Street Reconstruction – Waterville, Maine**

Dirigo Engineering provided survey, design, environmental permitting, bidding, contract administration, and construction inspection services for the reconstruction of North Street in Waterville, Maine which included all new storm drainage, roadways, sidewalks, etc. This project was done as a Locally Administered Project with the Maine DOT.

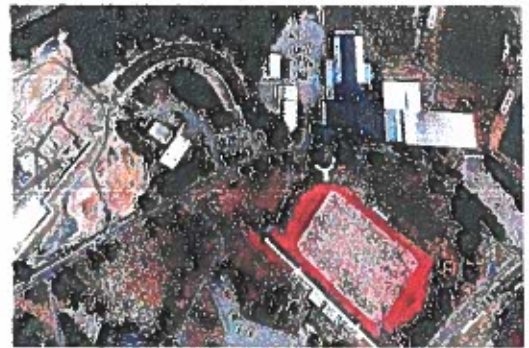
*Client Contact: John Lombardi, Public Works, City of Waterville (207-680-4743)*



#### **Campus Drive Reconstruction – Waterville, Maine**

Dirigo Engineering provided survey, design, bidding, and construction phase services for the reconstruction of Campus Drive in Waterville, Maine. This included new storm drain system, new outfall, road reconstruction, new roadway and sidewalks, etc. This project went through Colby College and was funding partially by the City of Waterville, partially by the Maine DOT, and partially by Colby College.

*Client Contact: John Lombardi, Public Works, City of Waterville (207-680-4743)*



**TOWN OF THOMASTON**

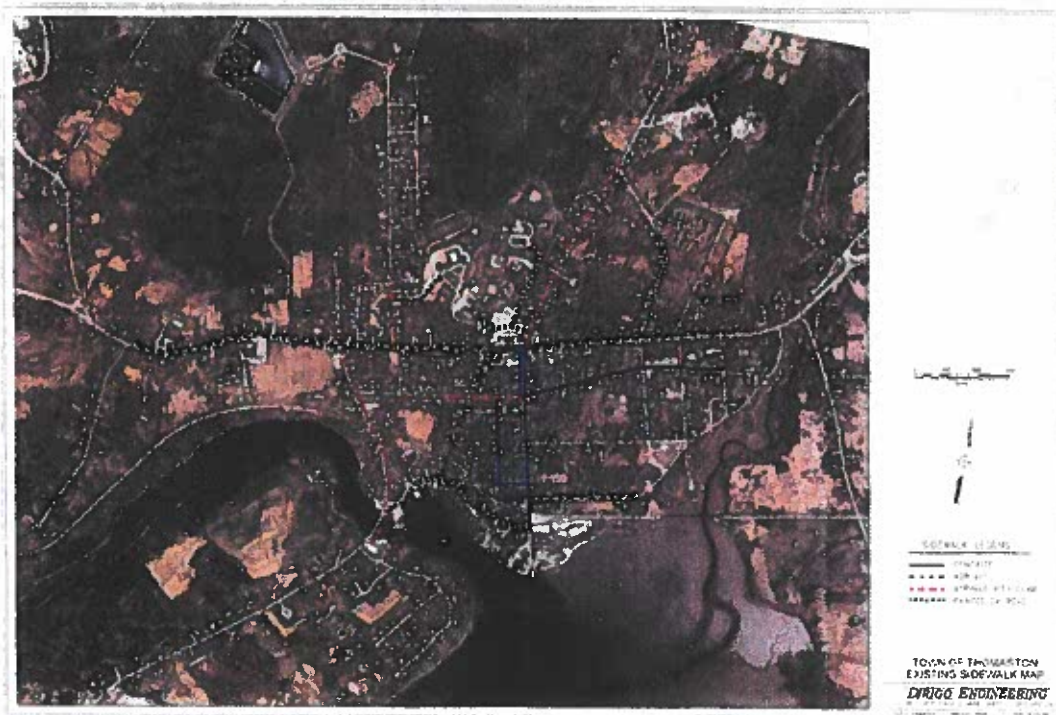
**Sidewalk Evaluation**

*Client Contact: John Fancy, Project Manager (207) 691-3566*

*Dirigo's Team: Tim Sawtelle - Principal Engineer, Randy Butler - Project Engineer, Aaron Dyer - Project Engineer, Jim Lord - Project Manager*

Dirigo provided an assessment and capital improvement plan for the Town of Thomaston downtown sidewalks. The sidewalk evaluation included a ranking and assessment spreadsheet loosely based on the RSMS program. The evaluation included:

- Type of sidewalk
- Length
- Width
- Condition Score
- Pedestrian Usage Score
- Cost Score
- Usability as Connector Score



The evaluation was complete with a preliminary engineering report and preliminary design of a Village Trail that used a combination of existing sidewalks and proposed sidewalks to provide a continuous pedestrian friendly loop around the downtown Thomaston area.

**TOWN OF FARMINGTON**

**Roadway/Sidewalk Rehabilitation**

*Client Contact: Richard Davis, Town Manager (207) 778-6538*

*Dirigo's Team: Tim Sawtelle - Principal Engineer, Randy Butler - Project Engineer, Aaron Dyer - Project Engineer, Jim Lord - Project Manager*

Dirigo has been working with the Town of Farmington since our inception. We have helped on storm drain projects as well as numerous roadway projects. These projects have included rural roadways and urban streets. We helped upgrade the storm drainage in downtown Farmington several years ago and recently upgraded the outfall pipe from the downtown, which was a large diameter pipe that extended to the Sandy River. We have helped to develop major reconstruction projects as well as minor improvement projects.



Our services have included preliminary engineering, design, bidding, administration, and construction monitoring services. On several recent projects, Dirigo has provided design, layout, and construction support while the Town performed the work with their own crews. This successful partnership has resulted in several projects completed in a timely and cost effective manner.

***TOWN OF NORRIDGEWOCK***

**Roadway Rehabilitation, Roadway Inventory & Evaluation**

*Client Contact: Michelle Flewelling - Former Town Manager; Currently Fairfield Town Manager (207) 453-4280, Richard LaBelle - Town Manager (207) 634-2252*

*Dirigo's Team: Tim Sawtelle - Principal Engineer, Randy Butler – Engineer, Jim Lord - Project Manager, Aaron Dyer - Engineer*

Dirigo Engineering began helping the Town of Norridgewock rehabilitate its network of roads in 2005. Dirigo has helped evaluate roadway subgrade and surface conditions as well as drainage and alignment on many roads in Norridgewock. We have worked closely with the Town's Highway Foreman and the Road Committee to select roads to be upgraded and develop the rehabilitation approach. We have designed full depth reconstruction, reclamation, "mill & fill", and overlay projects over the years. We have improved drainage on these roadways, as well as improved horizontal and vertical alignment to increase sight distance. Since 2005 we have helped with over 15 roadway projects totaling approximately 30 miles.



Dirigo Engineering provided preliminary engineering, design, bidding, administration, and construction monitoring services for these projects. In addition, Dirigo Engineering developed a roadway inventory and evaluation for the Town of Norridgewock to be used as a tool in the development of roadway improvements and repair decisions. The system is based on the RSMS system with a simplified approach. The inventory develops a scoring system that provides clear and immediate feedback to the Town for use in planning future expenditures.

**TOWN OF MADISON**

**Roadway Rehabilitation**

*Client Contact: Tim Curtis, Town Manager (207) 696-3971*

*Dirigo's Team: Tim Sawtelle - Principal Engineer, Jim Lord - Project Manager, Randy Butler – Project Engineer, Aaron Dyer – Project Engineer*

Dirigo Engineering has been working with the Town of Madison over the years to help with various projects. These projects have solved drainage issues in downtown Madison as well as roadway improvements including reconstruction and overlay projects. Dirigo Engineering has helped the Town upgrade 3 urban streets and overlay 3 rural roadways in recent years. In addition, we have worked jointly with the Town, the Anson & Madison Water District and the Anson-Madison Sanitary District on 2 projects that included full infrastructure and roadway reconstruction. These projects helped each entity take advantage of economies of scale and complete their upgrades in a cost-effective manner while reducing the overall impacts to area residents to just one project window.



Dirigo has provided preliminary engineering, design, bidding, contract administration and construction monitoring on these projects as well as other projects we have helped the Town to complete.

**TOWN OF PATTEN**

**Main Street Sidewalk Rehabilitation Project**

*Client Contact: Kevin Noyes, Public Works (207) 731-7860*

*Dirigo's Team: Tim Sawtelle - Principal Engineer, Randy Butler - Project Manager & Project Engineer, Aaron Dyer – Project Engineer*

Dirigo Engineering has been working with the Town of Patten in recent years and have helped them to make improvements to the public sewer system and evaluate public buildings. In 2021 we helped them to make improvements to the Main Street sidewalks to improve ADA accessibility, store access, drainage, etc. We help them secure a CDBG grant to pay for the construction of the improvements, which included sidewalk reconstruction, granite curbs, grade changes to assist with drainage, truncated domes at all street crossings, and all new pavement.



Dirigo has provided preliminary engineering, design, bidding, contract administration and construction monitoring on these projects as well as other projects we have helped the Town to complete.

***MAINE DOT MPI FUNDED ROAD/SIDEWALK REHABILITATION  
PROJECTS***

Dirigo Engineering has provided Engineering Services for several Maine DOT Municipal Partnership Initiative funded road rehabilitation projects. These include:

2004 – North Street – City of Waterville

2014 – Malbons Mill Road, Dr. Mann Road - Town of Skowhegan

2016 – High Street, Pleasant Street & Norridgewock Avenue – Town of Skowhegan

2017 – Main Street & Fairview Avenue – Town of Skowhegan

2018/19 – Perham Street – Town of Farmington

2020/21 – High Street – Town of Farmington

2020 – West and Savage Streets – Town of Fairfield

2021 – Jewett Street/Madison Avenue Intersection – Town of Skowhegan

## Dirigo's Team

### ***THE PEOPLE WHO WILL BE WORKING WITH YOU***

*Below is a brief introduction to our Proposed Project Team for the Town of Thomaston. Included in the appendix are resumes for each team member.*

#### **Timothy D. Sawtelle, P.E. – President and Principal Engineer**

Mr. Sawtelle is the President of Dirigo Engineering and principal engineer for Dirigo Engineering. Since Mr. Sawtelle received his master's degree in engineering in 1982, he has been providing his engineering expertise to Maine's water and wastewater community. Over the last 35 years Mr. Sawtelle has been the principal engineer on most of Dirigo's roadway and drainage upgrade projects. Some of the most recent projects have included:

- *Town of Farmington* – Bailey Hill Road re-alignment, Church Street reconstruction project, Main Street storm drain upgrade, etc.
- *Town of Madison* – Maple Street, Pine Street, and Ingalls Street Road reconstruction projects.
- *Town of Norridgewock* – Reconstruction of several miles of town roads, and many water main upgrades and sewer main upgrades.
- *Town of Lincolnville* – Brodis, Thurlow, Tucker Brook and Youngtown Roads Upgrades
- *City of Waterville* – North Street Reconstruction

Mr. Sawtelle will be the Principal Engineer and Project Manager on this project.

#### **Aaron Dyer, P.E. –Project Engineer**

Mr. Dyer is one of Dirigo's Project Engineers. He has been one of Dirigo's project engineers for 20 years. Following his graduation from the University of Maine he went to work for Lane Construction as a project engineer for roadway and parking lot reconstruction projects. Since coming to Dirigo he has worked as a project engineer on all types of infrastructure and roadway rehabilitation projects. Some of the most recent projects included the following:

- *Town of Farmington* – Porter Hill Road, Voter Hill Road, Morrison Hill Road and Church Street reconstruction, Bailey Hill Road re-alignment, Pleasant & Front Street sidewalk improvements, Main Street storm drain, etc.
- *Town of Fairfield* – West & Savage Street Mill & Fill, and sidewalk reconstruction project.
- *Town of Madison* – Maple Street, Pine Street, and Ingalls Street Road reconstruction projects.
- *Town of Norridgewock* – Reconstruction of several miles of town roads, and many water main upgrades and sewer main upgrades. Prepared road assessment and capital improvement plan.
- *Town of Thomaston* – Sidewalk inventory and Capital Improvement Plan
- *Town of Winslow* – Taylor Road reconstruction project
- *Town of Lincolnville* - Brodis, Thurlow, Tucker Brook and Youngtown Roads Upgrades

Mr. Dyer will serve as a project engineer on this project.

**Randy J. Butler, P.E. – Senior Project Engineer**

Mr. Butler is Dirigo's Senior Project Engineer. He has been one of Dirigo's project engineers for more than 31 years. He began working here as a summer intern during college and was then hired full time immediately upon graduating salutatorian from the University of Maine in 1990. Mr. Butler has teamed with Mr. Sawtelle and Mr. Lord on many roadway rehabilitation projects over the years including the following roadway projects:

- *Town of Farmington* – Porter Hill Road, Voter Hill Road, Morrison Hill Road and Church Street reconstruction, Bailey Hill Road re-alignment, Pleasant & Front Street sidewalk improvements, and a storm drain outfall project.
- *Town of Chesterville* – Road Realignment Project following roadway failure along Sandy River.
- *Town of Norridgewock* – Reconstruction of several miles of town roads, and many water main upgrades and sewer main upgrades.
- *Town of Skowhegan* – Pedestrian Connector Project which was the redesign of the municipal parking lot with new green spaces and concrete sidewalks with improved lighting.
- *City of Augusta* – Pearl Street roadway and drainage improvements project
- *Town of Patten* – Main Street sidewalk reconstruction project.

Mr. Butler will provide design assistance and oversight on this project.

**James M. Lord, P.E. – Project Manager**

Mr. Lord is a Senior Project Manager with Dirigo Engineering. He has been with Dirigo for nearly 20 years and works closely with Mr. Sawtelle and Dirigo's design staff on a daily basis. He has managed several types of roadway and drainage improvement projects. Mr. Lord's services include project management, preliminary engineering evaluations, planning, design, etc. Some of the recent roadway rehabilitation projects where Mr. Lord has performed as Project Manager include the following:

- *Town of Madison* – Maple Street, Pine Street, and Ingalls Street road reconstruction projects.
- *Town of Norridgewock* – Reconstruction of several miles of town roads, and many water main upgrades and sewer main upgrades. Prepared road assessment and capital improvement plan.
- *Town of Winslow* – Taylor Road reconstruction project
- *Town of Lincolnville* - Brodis, Thurlow, Tucker Brook and Youngtown Roads Upgrades
- *Town of Skowhegan* – Paving "mill & fill" projects over the last 3 years, Parking Lot reconstruction, Pedestrian Connector project.
- *Town of Thomaston* – Sidewalk inventory and Capital Improvement Plan

Mr. Lord will provide project management assistance during this project.

## References

### ***A LIST OF DIRIGO ENGINEERING'S REFERENCES***

*Below is detailed contact information for our references. We encourage you to contact all of our references.*

#### **Town of Newport**

**Mr. Jim Ricker**  
**Town Manager**  
23 Water Street  
Newport, ME 04953  
(207)368-4410

#### **Town of Patten**

**Kevin Noyes**  
**Public Works Director**  
21 Katahdin Street  
Patten, ME 04765  
(207) 528-2215

#### **Town of Fairfield**

**Michelle Flewelling**  
**Town Manager**  
PO Box 149  
Fairfield, ME 04937  
(207)453-7911 ext.101

#### **Town of Orono**

**Sophia Wilson**  
**Town Manager**  
PO Box 130  
Orono, ME 04473  
(207) 866-2556

#### **Town of Camden**

**David St. Laurent**  
**Public Works Director**  
29 Elm St.  
Camden, ME 04843  
(207)236-7954

#### **Town of Madison**

**Tim Curtis**  
**Town Manager**  
26 Weston Ave.  
Madison, ME 04950  
(207) 696-3971

## **Appendix 1**

### **RESUMES**

**Timothy D. Sawtelle, P.E.**

**President, Principal Engineer**

**EDUCATION:**

M.E. Civil Engineering  
1982 University of Maine, Orono

B.S. Civil Engineering  
1981 University of Maine, Orono

**REGISTRATIONS:**

Licensed Professional Engineer  
State of Maine, State of New Hampshire

Class III Water Operator's License (Treatment &  
Distribution)

**AFFILIATIONS:**

American Water Works Association

New England Water Works Association

American Society of Civil Engineers

National Society of Professional Engineers

**PROFESSIONAL EXPERIENCE:**

Mr. Sawtelle has nearly 40 years' of consulting engineering experience specializing in municipal infrastructure. Since 1987, Mr. Sawtelle has been the President and Principal Professional Engineer at Dirigo Engineering. Mr. Sawtelle has been the lead engineer on most of the firm's projects since its founding.

**DISCIPLINARY PROFILE:**

**WATER SUPPLY ENGINEERING**

Water Supply Engineering has been a large part of Mr. Sawtelle's work load over his entire career. He has been a key part of the following project types:

- ◆ Countless distribution and transmission piping upgrade projects
- ◆ Groundwater source development projects
- ◆ Surface water source improvements
- ◆ Ground and surface water treatment systems design and improvements
- ◆ SCADA and telemetry system design and improvement
- ◆ Various types of storage system designs

Mr. Sawtelle has provided preliminary engineering studies, design, contract administration, construction monitoring, startup, training, and operational services to Dirigo's clients over the last 32 years.

**DIRIGO ENGINEERING**

2 Dirigo Drive  
Fairfield, ME 04937

Phone: 207-453-2401

Fax: 207-453-2405

tim@dirigoeng.com

**DISCIPLINARY PROFILE (CONT.):  
WASTEWATER ENGINEERING**

Mr. Sawtelle has extensive experience in the wastewater treatment, pumping and collection industries. He has been a key part of the following project types:

- ◆ Pump station design and improvements
- ◆ New wastewater treatment systems design
- ◆ Wastewater treatment systems upgrades
- ◆ Controls upgrades
- ◆ Force main systems
- ◆ Countless gravity sewer main piping projects
- ◆ CSO Master Planning
- ◆ Inflow & Infiltration studies

On these projects Mr. Sawtelle has provided preliminary engineering studies, design, contract administration, construction monitoring, startup and operational services.

His design services have included civil, mechanical, controls and electrical systems. He has extensive experience with electrical, controls and SCADA systems for pump station and treatment plants.

**ROADWAY PROJECTS**

Some of the roadway Projects Mr. Sawtelle has been the principal engineer on have included:

- ◆ Waterville North Street
- ◆ Norridgewock Frederick's Corner Road
- ◆ Norridgewock Father Rasle Road
- ◆ Madison Maple Street
- ◆ Farmington Church Street

**SITE DEVELOPMENT & FACILITIES**

Throughout his career, Mr. Sawtelle has been involved with numerous development projects. He has been a key part of the following projects:

- ◆ Maine DOT new Topsham highway maintenance facility
- ◆ Brownville public works garage modifications
- ◆ Skowhegan Pedestrian Connector
- ◆ Franklin new sand/salt building
- ◆ Norridgewock new fire station
- ◆ Norridgewock new public works garage

Mr. Sawtelle has provided preliminary engineering studies, design, permitting, contract administration, and construction monitoring services on these projects.

**Aaron S. Dyer, P.E.**

**Aaron S. Dyer, P.E.**

**EDUCATION:** BS Civil Engineering,  
University of Maine, 1999

**REGISTRATIONS:** Licensed Professional Engineer, State of Maine  
  
Class IV Water Operator's License (Treatment & Distribution)

**PROFESSIONAL EXPERIENCE:**

Date: September 2001 to Present  
Firm: Dirigo Engineering, Fairfield, ME  
Responsibility: Project Engineer

Date: August 2000 to August 2001  
Firm: ZF Lemforder Corporation, Brewer, ME  
Responsibility: Test Engineer

Date: July 1999 to August 2000  
Firm: The Lane Construction Corporation, Meriden, CT  
Responsibility: Job Engineer

Date: September 1998 to December 1998  
Firm: University of Maine, Orono  
Responsibility: Teaching assistant in the civil engineering hydraulics laboratory

**DISCIPLINARY PROFILE:  
GENERAL CIVIL ENGINEERING**

Mr. Dyer has been involved with numerous general civil engineering projects, especially roadway design projects. Prior to coming to Dirigo he worked with the Lane Construction Corporation on numerous roadway and parking area projects. He has been a key part of the following project types:

- ◆ Site development layout and design
- ◆ Roadway and transportation engineering
- ◆ Stormwater management Systems design
- ◆ Truss Plate Institute inspections

On these projects Mr. Dyer has provided survey, design, contract administration, and construction monitoring services.

DIRIGO ENGINEERING  
2 Dirigo Drive  
Fairfield, ME 04937

Phone: 207-453-2401  
Fax: 207-453-2405

aarondyer@dirigoengineering.

**DISCIPLINARY PROFILE (CONT.):**

**WASTEWATER ENGINEERING**

As one of Dirigo's primary professional engineers for over 18 years now, Mr. Dyer has provided engineering services in the wastewater treatment and collection industries on numerous projects. Some of these include the following:

- ◆ Dover-Foxcroft W. Main Pump Station Upgrade
- ◆ Dover-Foxcroft Bear Hill Pump Station Upgrade
- ◆ Farmington Temple Stream Pump Station Upgrade
- ◆ Danforth Wastewater Pumping Stations Upgrade
- ◆ Wiscasset Pump Station and Force Main Upgrade
- ◆ Newport Sanitary District Collection System Upgrades
- ◆ Anson-Madison Sanitary District Sewer Main Upgrades

On these projects Mr. Dyer has provided survey, design, and/or construction monitoring.

**WATER SUPPLY ENGINEERING**

Mr. Dyer has also helped to engineer several water main upgrades over the years here at Dirigo. He has been a key part of the following projects:

- ◆ Anson & Madison Transmission Main Upgrade
- ◆ Boothbay Region Water District East Boothbay Water Main Upgrade
- ◆ Dover & Foxcroft Water District Route 15 Water Main Upgrade
- ◆ Norridgewock Water District Route 8 Water Main Upgrade

On these projects Mr. Dyer has provided survey, design, and construction monitoring.

**ROADWAY ENGINEERING**

Mr. Dyer has been the primary project design engineer on most of our roadway projects in recent years. Some of these include:

- ◆ Madison Ingalls Street
- ◆ Madison Maple Street
- ◆ Norridgewock Bigelow Hill Road
- ◆ Norridgewock Burrill Hill Road

On these projects Mr. Dyer has provided survey, design, contract administration, and construction monitoring services.

Randy J. Butler, P.E.

Randy J. Butler, P.E.

**EDUCATION:** B.S. Civil Engineering  
1990 University of Maine, Orono

**REGISTRATIONS:** Licensed Professional Engineer, State of Maine

**PROFESSIONAL EXPERIENCE:**

Date: May 1989 to Present  
Firm: Dirigo Engineering  
Responsibility: General civil engineering including water and wastewater design, stormwater design, erosion and sedimentation control design, roadway design, site design, surveying, building design; project inspections for sewer, storm drain, water utilities, roadway and site development projects, and environmental permitting.

Date: Summer 1988  
Firm: H.E. Sargent, General Contractor  
Responsibility: Aggregates testing for paving mixes; paving crew; installation of leachate collection system for a solid waste landfill.

Date: September 1987 to May 1988  
Firm: University of Maine, Orono  
Responsibility: Research assistant in civil engineering soils laboratory

**GENERAL CIVIL ENGINEERING**

Throughout his career, Mr. Butler has been involved with hundreds of civil engineering projects. He has been a key part of the following project types:

- ◆ Large scale site development layout and design
- ◆ Building development
- ◆ Small scale development projects
- ◆ Roadway and transportation engineering
- ◆ Environmental design and permitting
- ◆ Water resource engineering
- ◆ Stormwater management systems design and permitting
- ◆ Road/Stream Crossings (including Stream Smart Crossings)
- ◆ Subdivision design and permitting

Mr. Butler has provided preliminary engineering evaluation, design, permitting, contract administration, and construction monitoring services on these projects.

**DIRIGO ENGINEERING**

2 Dirigo Drive  
Fairfield, ME 04937

Phone: 207-453-2401

Fax: 207-453-2405

rbutler@dirigoengineering.com

**DISCIPLINARY PROFILE:****WATER SUPPLY ENGINEERING**

Mr. Butler has been one of Dirigo's water systems design engineers since 1989. Over the last 20 + years he has served as our senior project engineer on most water main replacement projects. He has also been a key part of the following project types:

- ◆ New well design
- ◆ Water treatment systems design
- ◆ Pump station design
- ◆ Various types of storage system designs

**WASTEWATER ENGINEERING**

Mr. Butler has also been Dirigo's senior project engineer on countless wastewater related projects over the years. He has been a key part of the following projects:

- ◆ Danforth Wastewater Pumping Stations Upgrade Project
- ◆ Wiscasset Pump Stations Upgrade Project
- ◆ Newport Sanitary District Main Pump Station Upgrade Project
- ◆ Farmington Temple Stream Pump Station Project
- ◆ Waldoboro Pumping Station, Force Main and Treatment Plant Project
- ◆ Farmingdale Pump Stations Upgrade Project

**BUILDING SYSTEMS**

As Dirigo's senior project engineer, he has been the primary design engineer on all of our building projects in recent years. He has been a key part of the following projects:

- ◆ Gardiner: new sand/salt shed
- ◆ Norridgewock :new fire station
- ◆ Newport: new public works garage
- ◆ Newport: public safety building (concept plans)
- ◆ Brownville: public works garage modifications
- ◆ KVCC Averill High School drainage improvements

**ROADWAY & STREAM CROSSING ENGINEERING**

Mr. Butler has served as senior project engineer on dozens of roadway projects over the years. He is certified by the US Fish & Wildlife Service in Designing for Aquatic Organism Passage (AOP) at Road-Stream Crossings. Some of the more recent projects include the following:

- ◆ Phillips: Bridge Street Culvert Replacement (AOP)
- ◆ Phillips: Reeds Mill Road Culvert Replacement (AOP)
- ◆ Chesterville George Thomas Road Bypass Project
- ◆ Waterville: North Street
- ◆ Waterville: Campus Drive
- ◆ Farmington: Voter Hill Road, Porter Hill Road, & Bailey Hill Road

James M. Lord, P.E.

**James M. Lord, P.E.**

**EDUCATION:**

B.S. Civil Engineering  
1994 University of Maine, Orono

**REGISTRATIONS:**

Licensed Professional Engineer, State of Maine  
Class III Water Operator's License (Treatment)  
Class II Water Operator's License (Distribution)

**PROFESSIONAL EXPERIENCE:**

Date:	September 2002 to present
Firm:	Dirigo Engineering
Primary Focus:	Municipal Infrastructure & Site Development
Responsibility:	Project management; project engineering, preliminary engineering studies, environmental permitting, funding support
Date:	November 1998 to September 2002
Firm:	Rummel, Klepper & Kahl, LLP Consulting Engineers
Primary Focus:	Natural Gas Transmission & Distribution
Responsibility:	Project coordination/management; design; permitting; construction inspection; marketing; directed CAD designers; set up drawing configurations.
Date:	August 1997 to September 1998
Firm:	Wilbanks Engineering Company
Primary Focus:	Crude Oil & Refined Products Pipelines
Responsibility:	Design coordination with vendors, contractors, clients; director of CAD department.
Date:	May 1995 to August 1997
Firm:	Wilbanks & Midwest Railroad Construction
Primary Focus:	Railroad Construction
Responsibility:	Project manager; construction supervisor; scheduled tasks; planned project resources; site foreman

**DISCIPLINARY PROFILE:**  
**CIVIL ENGINEERING**

Mr. Lord has managed numerous civil engineering projects. Since joining the Dirigo Team. He has been a leader on projects such as the following:

- ◆ Large scale site development
- ◆ Small scale development projects
- ◆ Public facilities
- ◆ Environmental Permitting
- ◆ Infrastructure
- ◆ Stormwater management systems
- ◆ Roadway and transportation engineering

On these projects Mr. Lord has provided preliminary engineering studies, project management, design, permitting, contract administration, and construction monitoring services on these project.

**DIRIGO ENGINEERING**  
2 Dirigo Drive  
Fairfield, ME 04937

Phone: 207-453-2401  
Fax: 207-453-2405

jlord@dirigoengineering.com

Below is a brief profile of Mr. Lord's projects here at Dirigo.

## **DISCIPLINARY PROFILE**

### **WATER SUPPLY ENGINEERING**

While here at Dirigo Mr. Lord has extensively involved in numerous water system improvements project. He has helped nearly all of our water clients in recent years complete system studies, capital improvements plans, etc. He has also served as the project manager on many. Some of the recent projects include the following:

- ◆ Hebron Water Company Transmission Main Replacement by Pipe Bursting
- ◆ Hebron Water Company Distribution Piping Replacement
- ◆ Farmington Village Corporation New 2.5 MG Reservoir
- ◆ Milo Water District River Crossing and Water Main Replacement
- ◆ Lincoln Water District Fleming Street Water Main Replacement

### **WASTEWATER ENGINEERING**

Mr. Lord has also been a key team member on various wastewater projects here at Dirigo. His services to our wastewater clients are similar to that of our water clients. Some of the recent projects include the following:

- ◆ Newport Sanitary District WWTP Renewal Project
- ◆ Brownville Wastewater Pumping Stations and WWTP upgrades Project
- ◆ Dexter Utility District Wastewater Pump Station and WWTP Study
- ◆ Caribou Utilities District WWTP Renewal Project
- ◆ Newport Sanitary District Collection System Upgrades

### **ROADWAY ENGINEERING**

Mr. Lord has engineered and managed roadway reconstruction projects in the following communities:

- ◆ Town of Norridgewock—Nine road reconstruction projects
- ◆ Town of Madison—Three road reconstruction projects, one parking lot
- ◆ Town of Farmington—Two road reconstruction projects
- ◆ Town of Lincolnville—Three road reconstruction projects
- ◆ Town of Skowhegan—Three road paving projects, two parking lots
- ◆ Town of Winslow—One road reconstruction project
- ◆ City of Waterville, Colby College—Campus Drive Reconstruction

### **DEVELOPMENT**

- ◆ Skowhegan Pedestrian Connector
- ◆ Maine DOT New Topsham highway maintenance facility
- ◆ Norridgewock new fire station
- ◆ Norridgewock new public works garage
- ◆ Gardiner new salt storage building
- ◆ KVCC Line Worker Training Area Relocation
- ◆ Waterville Head of Falls Infrastructure Upgrades



## **Appendix 2**

### **GENERAL PROVISIONS**

**Dirigo Engineering**  
**GENERAL PROVISIONS**

**January 2022 through December 2022**

**General**

These General Provisions are to be attached to and made a part of the LETTER OF AGREEMENT and/or PROPOSAL between **Dirigo Engineering** (referred to as "**Dirigo**") and **Client**.

**Dirigo** shall perform for **Client** professional engineering services for the project as outlined in the LETTER OF AGREEMENT and/or PROPOSAL. **Dirigo** will strive to conduct services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

**Client** shall provide to **Dirigo** all criteria and full information as to **Client's** requirements for the project. This includes all existing plans, reports, surveys, etc. relating to the Project and Project Site. Also, any information or knowledge relating to property lines, easements, utilities, zoning or deed restrictions shall be provided to **Dirigo**. Any information or knowledge relating to agencies having review, funding or regulating interest in the Project or Project Site shall be provided to **Dirigo**.

**Client** shall provide all permission and right-of-way of entry for **Dirigo** to complete the work. This Agreement is to be governed by the law of the State of Maine.

**Drawings and Documents**

All documents including Drawings, Specifications, Correspondence and Reports prepared or furnished by **Dirigo** pursuant to this Agreement are instruments of service in respect of the Project and **Dirigo** shall retain ownership of said documents whether or not the Project is completed. **Client** may make and retain copies for information and reference in connection with the use and occupancy of the Project by **Client** and others; however, such documents are not intended or represented to be suitable for reuse by **Client** or others on extensions of the Project or on any other project. **Client** agrees not to reuse any documents without written verification or adaptation by **Dirigo**. Any reuse without written verification or adaptation by **Dirigo** for the specific purpose intended will be at **Client's** sole risk and without liability or legal exposure to **Dirigo**. The cost of verification or adaptation is not included in this Project's budget but will be set at rates to be agreed upon by **Client** and **Dirigo**.

**Insurance**

**Dirigo** is protected by Workman's Compensation Insurance, Professional Liability Insurance and Commercial General Liability Insurance. Certificates will be provided to **Client** upon request. **Dirigo** will not be responsible for any loss, damage or liability arising from **Client's** negligent acts, errors and omissions and those by **Client's** staff, consultants, contractors and agents or from those of any person for whose conduct **Dirigo** is not legally responsible.

**Opinions (or Estimates) of Cost**

Since **Dirigo** has no control over the cost of labor, materials, equipment, or services furnished by others, or over a Contractor(s)'s methods of determining prices, or over competitive bidding or market conditions, **Dirigo's** opinions of probable Project Costs and Construction Costs are to be made on the basis of **Dirigo's** experience and qualifications and represent **Dirigo's** best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but **Dirigo** cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by **Dirigo**. **Dirigo's** services to modify the Contract Documents to bring the Construction Cost within any limitation established by **Client** will be considered Additional Services (which are not included in the original Scope of Services) and paid for as such by **Client**.

**Project Reviews and Approvals**

When stated in the Scope of Services, **Dirigo** shall submit project documents to the appropriate funding, review and governmental agencies for their review and approval. **Dirigo** makes no guarantee that any approvals or funding will be obtained or that submittals will be reviewed or approved in a timely manner. **Client** shall inform **Dirigo** as to any review and approvals that need to be obtained.

### **Invoices**

Invoices will be submitted monthly. Payment is due upon presentation of invoice and is past thirty (30) days from invoice date. Client agrees to pay a finance charge of 1.5 percent per month on past due amounts. For items to be paid on a lump sum basis, the invoice will reflect the percentage of the work completed. For items to be paid on a time charge basis, the invoice will show the charges for the various service and expense classifications for the billing period according to the following Time Charge Schedule:

Principal Engineer	\$200.00/hr	Engineering Technician	\$75.00/hr
SCADA Technician	\$150.00/hr	Administrative Assistant	\$60.00/hr
Geologist	\$150.00/hr	Project Administrator	\$200.00/hr
Project Manager	\$135.00/hr	GPS Equipment with Operator	\$250.00/hr
Sr. Project Engineer	\$135.00/hr	Mileage	Federal Rate
Engineer	\$125.00/hr	Subs, Materials & Expenses	Cost + 10%
Service Technician	\$125.00/hr	Licensed Plant Operator	\$90.00/hr
Resident Project Representative	\$85.00/hr		

All time charge projects will be billed for administrative and management services in addition to technical services and related expenses.

### **Limitation of Liability**

For any damage or costs resulting from error, omission, or other professional negligence in the performance of **Dirigo's** services, the liability of **Dirigo** to all claimants will be limited to an aggregate sum not to exceed the total engineering fee. If Client prefers not to limit **Dirigo's** professional liability to this sum, **Dirigo** will waive this limitation upon Client's written request provided that Client agrees to pay for this waiver an additional agreed upon consideration. Client's request for this option must be made in writing at the time of acceptance of Proposal. This charge is consideration for the greater risk involved in performing work for which there is no limitation of liability. It should not be construed as a charge for additional professional liability insurance.

Client acknowledges that **Dirigo** is a corporation and agrees that any claim made by the Client arising out of any act or omission of any officer or employee of **Dirigo** in the execution or performance of this Agreement shall be against **Dirigo** and not against such officer or employee.

### **Hazardous Materials**

It is acknowledged by both parties that **Dirigo's** scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event **Dirigo** or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of **Dirigo's** services, an official representative of **Dirigo** may, at his or her option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless **Dirigo**, its officers, partners, employees, agents and consultants from and against any and all claims, suits, demands, liabilities, losses, or costs, including reasonable attorneys' fees and defense costs, resulting or accruing to any and all persons, firms, and any other legal entity, caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the jobsite, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action.

### **Construction Review**

Construction Review refers to visual observation (by **Dirigo**) of materials, equipment or construction work for the purpose of ascertaining that the work is in substantial conformance with the contract documents and with the design intent. Construction Review shall not relieve the Contractor of Contractor's obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make **Dirigo** an insurer of the Contractor's performance; and shall not impose upon **Dirigo** any obligation to see that the work is performed in a safe manner.

During Construction Review, **Dirigo** shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent, or expedite work for Contractor; shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents; shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.

**Client** shall have Contractor submit to **Dirigo** for review shop drawings of all materials to be used for construction. Construction Review and Shop Drawing Review shall be paid for by **Client** on a time charge basis. **Client** shall keep **Dirigo** notified of when construction will start and of the status of the construction phases.

OWNER recognizes that it is neither practical nor customary for **Dirigo** to include all construction details in plans and specifications, creating a need for interpretation in the field by **Dirigo**. **Client** also recognizes that Construction Review permits **Dirigo** to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons, Construction Review is generally considered an essential element of a complete design engineer's service. Accordingly, if **Client** directs **Dirigo** to not provide construction monitoring, **Dirigo** shall not be responsible for the consequences of any of **Dirigo's** acts, errors or omissions, except for those consequences which, it reasonably could be concluded, **Dirigo's** review services would not have prevented or mitigated.

#### **Amendments and Assignments**

This Agreement may only be modified in writing signed by both **Dirigo** and **Client**. The Time Charge Schedule Rates shall be increased by 4% on January 1 of each year and **Client** agrees to pay any reasonable Time Charge increases which are from time-to-time necessary in the operations of **Dirigo**.

The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, **Dirigo** will be paid for all services rendered to the date of termination and all expenses. Neither **Client** nor **Dirigo** may delegate, assign, sublet or transfer his/its duties or interest in this Agreement without the written consent of the other party. **Dirigo** may retain any necessary subconsultants and this shall not be considered an assignment of this contract. **Dirigo** is not obligated to provide the services outlined in this Agreement or to provide the services at the price stated if this Agreement is not accepted by **Client** within 30 days.

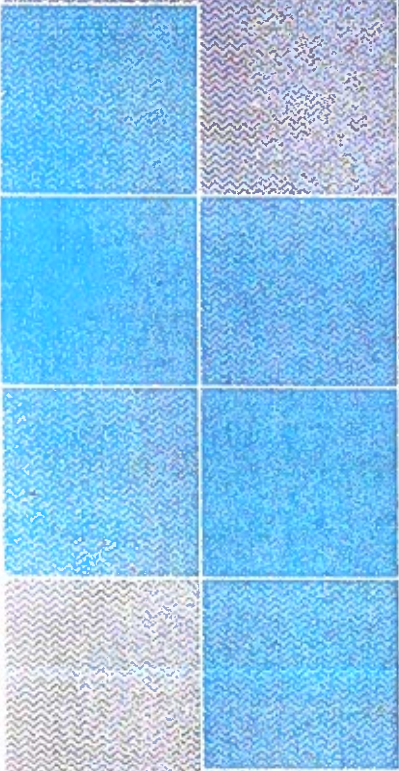
#### **Permits**

It is the responsibility of **Client** to obtain all required permits and to comply with their conditions. When referenced in the Scope of Services, **Dirigo** will assist by preparing permit applications or documents for submission to the various agencies. The scope of required permitting is contingent upon the final design of the project(s) and the review of the agencies. **Client** shall pay all fees associated with permits, including application fees, advertising costs and all subconsultants required to provide data required for permitting. **Dirigo** does not guarantee that permits will be granted, that permits will be granted in a timely manner or that permit conditions will be acceptable to **Client**.

#### **Mediation**

In an effort to resolve any conflicts that arise during or following the completion of the Project, **Client** and **Dirigo** agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

**Client** and **Dirigo** further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants to likewise include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.



**DIRIGO ENGINEERING**





# LANDMARK CORPORATION

SURVEYORS & ENGINEERS

July 6, 2022

John Fancy, Project Manager  
Town of Thomaston  
13 Valley Street  
Thomaston, ME 04861

Re: Knox Street Improvement Project  
Thomaston, Maine  
LC Proj. No. 22-047

Dear John:

Thank you for the opportunity to provide you with this proposal for professional surveying and engineering services for the Knox Street Improvement Project. Based on our understanding of the project and the information you have provided; we recommend the following scope of services.

## SCOPE OF SERVICES

### I. Topographic Survey & Base Plan

Utilizing the existing data previously obtained by Falla & Sons Land Surveys, Inc., we will prepare a plan that shows additional topographic data and incorporates other physical constraints. The plan will include approximately 2,200 linear feet of Knox Street from Main Street to the curve at Water Street. We will locate key features such as walls, trees, fences, and driveways, utility poles, street lights, water valves, catch basins, culverts, and sewer manholes. Any visible property monuments and boundary evidence along the street will be located and shown on the plan with an apparent street right of way. Elevations and contours, which will be shown at a 1' interval, will be based on North American Vertical Datum 1988. We will set an elevation benchmark, which will be shown on the plan, for use in future construction. This task assumes that survey field work will be conducted at an available time when snow is not obscuring the ground.

### II. Concept Plan

With the data obtained during the Survey Base Plan, Landmark will prepare a roadway concept that incorporates, where possible, granite curb, sidewalk (one-side), parking, esplanade, two travel lanes (11' width), and drainage. In developing this concept, we will coordinate and meet with Town staff to consider options, evaluate constraints, and determine the most appropriate solution. Items to evaluate when developing the Concept Plan include but are not limited to apparent right of way location, blending proposed grades into private property, historic streetscape features, significant trees, and utility pole locations.

---

135 ROCKLAND STREET ROCKPORT, MAINE 04856

PHONE: (207) 236-6757 FAX: (207) 470-7020

WWW.LANDMARKMAINE.COM

**III. Preliminary Design Plans**

Upon staff approval of the Concept Plan, we will prepare a Preliminary Design Plan, up to four critical cross sections, and detail sheet(s) for the reconstruction and improvement of Knox Street. The plan will also schematically show modification to the existing storm drain system to serve the project. Without any geotechnical data, it is assumed that all roadway pavements and gravel will be removed and replaced with materials meeting MaineDOT specification. Slight variations in roadway grades are anticipated. We will review available Town data and work with a lighting supplier to evaluate the existing street light photometrics and show additional lighting on the plan as necessary. With the Preliminary Design Plan, we will identify any permits that may be required for the project.

**IV. Opinion of Cost**

Based on the Preliminary Design Plan, we will prepare an opinion of cost to construct the project. This estimate will also include budgets to finalize the design plans and prepare bid documents. This opinion of cost will be based on information we have obtained from recent infrastructure projects around Knox County.

**V. Meetings and Coordination**

This item to include up to two additional on-site meetings with Town staff and one Select Board Meeting. Close coordination will also be required to establish a pedestrian crossing of the railroad tracks. We have included up to 8 hours of coordination with the railroad manager.

**ESTIMATED COSTS OF SERVICES**

<b>I.</b>	<b>Topographic Survey &amp; Base Plan</b>	<b>\$ 4,900</b>
<b>II.</b>	<b>Concept Plan</b>	<b>\$ 4,500</b>
<b>III.</b>	<b>Preliminary Design Plans</b>	<b>\$ 8,000</b>
<b>IV.</b>	<b>Opinion of Cost</b>	<b>\$ 1,000</b>
<b>V.</b>	<b>Meetings and Coordination</b>	<b>\$ 2,600</b>
	<b>Total</b>	<b><u>\$ 21,000</u></b>
	Reimbursable Expense Budget	\$ 400

**SCHEDULE**

Landmark intends to perform the above work according to the following anticipated schedule. Modifications to this schedule may be necessary based on weather conditions or other items out of our control.

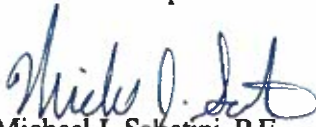
- **September/October, 2022** –Topographic survey and prepare base plan.
- **October/November, 2022** – Prepare Concept Plan.
- **November/December, 2022** – Prepare Preliminary Engineering Design and Opinion of Cost, Attend Select Board meeting.

Based on our understanding of the project, we believe the scope of these professional services will provide a thoughtful approach to developing a Concept and Preliminary Engineering Design for improvement of Knox Street. All costs are **estimates**; notice will be given if any services are required outside of those described above. No additional work will begin without verbal approval. These services do not include changes by the client after substantial design has been completed. Requests for additional site visits or meetings not explicitly described in the tasks above are not included but are welcome, and will be billed at our hourly rates. Local, State, or Federal permitting are not anticipated as part of this project with the exception of possible MaineDOT jurisdiction, and are not included as part of this proposal. Monthly progress billing will be based on the rates on the attached schedule.

If you have any questions about this proposal, please do not hesitate to contact me at our office. However, if it is acceptable, please sign below and return it to the address above. We look forward to continuing work with you on infrastructure improvements in the Town of Thomaston.

Sincerely,

Landmark Corporation Surveyors & Engineers

  
Michael J. Sabatini, P.E.  
President

Proposal Approval By:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments: Schedule of Billing Rates  
Landmark Corporation Background & Experience



# LANDMARK CORPORATION

SURVEYORS & ENGINEERS

## SCHEDULE OF BILLING RATES

<u>Classification</u>	<u>Hourly Rate</u>
Professional Engineer (Principal)	\$111.00
Professional Engineer	\$ 90.00
Professional Land Surveyor (Principal)	\$ 96.00
Professional Land Surveyor	\$ 75.00
<u>Reimbursable Expenses</u>	<u>Charge</u>
Mileage	\$ 0.625/mile
Plans / CAD Plots (24" x 36")	\$ 5.00/sheet
Photocopies (8 1/2" x 11")	\$ 0.20/sheet
Shipping	Cost + 10%
Subcontractors & Consultants	Cost + 10%

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135 ROCKLAND STREET ROCKPORT, MAINE 04856

PHONE: (207) 236-6757 FAX: (207) 470-7020

WWW.LANDMARKMAINE.COM



# LANDMARK CORPORATION

SURVEYORS & ENGINEERS

K. MARK BARBOUR, PLS

MICHAEL J. SABATINI, P.E.

In business since 1988, Landmark is a full-service surveying and civil engineering consulting firm with an office at 135 Rockland Street, Rockport. We provide consulting services to clients throughout the State of Maine.

## Who We Are

Our small group of well-trained and experienced professionals includes:

Michael J. Sabatini, P.E.  
K. Mark Barbour, PLS  
Joel Lufkin, P.E.  
Edward Thibeault, PLS

Camden, Maine  
Waldoboro, Maine  
Nobleboro, Maine  
Searsmont, Maine

## What We Offer

Landmark helps clients plan and undertake property transfers, construction projects, and general site development. We can assist with everything from establishing legal boundaries to designing complex developments - including obtaining permits, creating site plans, and managing construction.

Our services include the following:

- Boundary and Topographic Surveys
- Site Planning
- Grading and Roadway Planning
- Water and Sewer Design
- Stormwater Collection and Treatment Design
- Construction Stakeout
- Project Management
- Subdivision
- Bidding and Construction Administration
- Federal, State, and Local Permit Application
- Mortgage Loan Inspections

## Our Municipal Experience

Landmark has a combined experience in surveying and engineering of over one hundred years with everything from topographic and boundary surveys to subdivisions, permitting, site plans, and utility design. Our projects vary greatly, but relevant municipal projects include:

**City of Rockland – Thorndike Parking Lot Infrastructure Improvements:** Landmark together with Regina Leonard, Landscape Architect, conducted stakeholder outreach and planning to prepare an overall schematic site plan, cost estimates, and phasing plan. We then prepared Phase 1 construction drawings and assisted with bidding and construction administration.

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219 MEADOW STREET ROCKPORT, MAINE 04856

PHONE: (207) 236-6757 FAX: (207) 470-7020

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**City of Rockland – Public Landing:** Landmark together with Regina Leonard, Landscape Architect, conducted stakeholder outreach and planning to prepare a concept plan and vision for the piers, floats, and harbor master's building at the Rockland Public Landing. Cost estimates and a phasing plan were also prepared.

**City of Rockland – Limerock Street:** Landmark together with Summit Geoengineering Services, conducted an evaluation of poor road conditions. Landmark prepared plans and specifications for drainage improvements, reclaim and repave of approximately a half mile of Limerock Street. We conducted bid and construction administration.

**City of Rockland – Thompson Meadow Bridge Replacement:** Landmark prepared plans and specifications for replacement of a failing bridge with a steel arch. The design is in compliance with the Stream Crossing Public Infrastructure Improvement Grant administered by DEP. Environmental permitting was avoided by complying with exemptions. We provided both bid and construction administration support to the City.

**City of Rockland – Storm and Sanitary Sewer Separation – Park and Main:** Landmark assisted the City with design, specification, and bidding of a storm and sanitary sewer separation project at the intersection of Park and Main Street. This project required careful planning to avoid utility conflicts to accomplish the separation goals in the busy intersection. The work included bid and construction administration.

**City of Rockland – Storm and Sanitary Sewer Separation – Center Street, School Street, and Limerock Street:** Landmark is currently assisting the City with design, specification, and bidding of storm and sanitary sewer separation projects on Center Street, School Street and Limerock Street. These projects require planning to avoid utility conflicts to accomplish the separation goals. The work will include bid and construction administration, as well as DEP permit applications for storm drain outfalls to natural resources.

**City of Rockland – Park Drive:** Landmark is currently assisting the City with complete street design of Park Drive and the transition of Tillson Avenue toward Main Street. The goal of the project is to promote safer pedestrian and bicycle access in conjunction with vehicle movement and lighting improvements. Landmark has completed a conceptual base plan and design that was presented to City personnel, and work on an engineering base plan, design and construction drawings is ongoing.

**Town of Rockport – Harbor Marine Park Infrastructure Improvements:** Landmark together with Regina Leonard, Landscape Architect conducted public and stakeholder outreach and planning to prepare an overall schematic site plan. We prepared Lighting/Electrical Plans that were implemented with SHIP funding.

**Town of Camden – Thomas Street Sewer Replacement:** Landmark provided the Town with design and construction plans for sewer line replacement on the entire length of Thomas Street. The work included close coordination with the water company and construction inspection assistance.

**Town of Camden – Spring Street Sewer and Water Replacement:** Landmark provided the Town with design and construction plans for sewer line replacement the length of Spring Street. The project also included Landmark working for the water company to provide design and construction plans for water line replacement in conjunction with the Town's sewer replacement project. The work included bid administration and construction inspection assistance.

**Town of Camden – Chestnut Street Sewer, Water and Roadway Reconstruction:** Landmark provided the Town with design and construction plans for sewer and water line replacement and roadway reconstruction for a portion of Chestnut Street. The work included close coordination with the Water Company, construction inspection assistance and as-built plan services.

**Town of Union – Culvert Evaluation:** Landmark provided culvert replacements reports for three separate crossings, including an existing condition survey, capacity evaluation, replacement recommendation, and cost estimate. The work was included in Infrastructure Grant applications.

**Town of Union – Embankment Stabilization:** Landmark provided evaluation and design for North Union Road Bridge Embankment Repairs. The scope of work included evaluation of the steel plate arch bridge and erosion problems. We prepared drawings and specifications as well as administered the bid and construction for complete stabilization of the embankment and improvement of drainage.

**Town of Union – Drainage and Road Rehabilitation:** Landmark together with Summit Geoenvironmental Services, conducted an evaluation of poor road conditions. Landmark provided schematic drainage design, road rehabilitation and paving plans and specifications for Cole and Rabbit Farm Roads. The Town administered the bids and Landmark provided construction administration support.

**Town of Union – Sidewalk Grant Application:** Landmark prepared the full MDOT application for Bicycle and Pedestrian Program Funding. In addition to direct coordination with MDOT program managers, the work included plans, exhibits, and narrative to present a full and compelling application for sidewalk projects in and around the center of Union.

**Town of Union – Building Assessment:** Landmark prepared an evaluation and capital needs assessment for the Thompson Community Center. Together with other engineers and an architect, we evaluated the condition of the structure, finishes, systems, and environmental condition of the former High School. The immediate repair or replacement needs were identified and the service life of finishes and systems were evaluated to prepare a 20 year capital needs assessment.

**Town of Lincolnville – Beach As-built:** On a yearly basis, Landmark monitors beach erosion that may be impacted by the wave break associated with the ferry terminal. We established survey control and measure and report changes that occur.

**Village of Bayside, Northport – Seawall Assessment & Replacement:** Together with Milone & MacBroom, Summit Geoengineering Services and others we evaluated options for the replacement of a wood cribwall near the village pier. Numerous options were considered with impact on parking, access, aesthetics, and cost. After selection of the desired option, the scope of work included preparation of design plans and environmental permit applications as well as bid and construction oversight assistance.

**Town of Thomaston – Union Block Streetscape:** Landmark together with Regina Leonard, Landscape Architect, conducted stakeholder outreach and planning to prepare an overall schematic site plan, cost estimates, and phasing plan for the back of the business block. Landmark then prepared construction drawings for multiple phases of construction over 18 years, including assistance with funding applications, project specifications and bid and construction administration.

**Town of Thomaston – Beechwood Street Sewer Replacement:** Landmark provided the Town with preliminary design plans, a preliminary engineering report and opinion of construction cost for sewer line replacement for a section of Beechwood Street. The work included a topographic survey and base plan, a customer connections survey, a ledge probe survey with Summit Geoengineering Services, and draft project specifications. Additional work included separating out Phase I construction drawings for an accelerated replacement need for part of the project prior to the future full construction drawings and bid documents.

**Town of Thomaston – Parks and Recreational Trails Master Plan:** Led by Regina Leonard, Landscape Architect, Landmark assisted with base plan preparation, inventory and assessment of existing resources, and conducting community outreach and needs assessment to prepare a Parks and Recreation Trails Master Plan Report for the Town.

**Town of York – York Village Revitalization:** Teaming up with Regina Leonard, Milone & MacBroom, and others Landmark contributed survey, site design, and utility design services to a downtown master plan effort. The Team conducted extensive stakeholder and public outreach and utilized the feedback to prepare a plan that garnered town wide support. Landmark has provided continual assistance through the design and permitting process.

**Town of Vinalhaven – West Main Street Drainage and Sidewalk:** In a series of projects, Landmark provided drainage and sidewalk schematic design, retaining wall replacement design plans, and drainage and sidewalk plans and specifications for West Main Street from the ferry terminal to the transition to Main Street at Carver's Pond. The work included bid administration and construction inspection assistance for various phases of the project.

**KNOX STREET IMPROVEMENT PROJECT  
PRELIMINARY ENGINEERING SERVICES**

**RESPONSE TO REQUEST FOR PROPOSALS**



**THOMASTON**  
THE TOWN THAT WENT TO SEA *Maine*

**John Fancy—Project Manager  
Town of Thomaston  
13 Valley Street  
Thomaston, ME 04861**

**July 6, 2022**

**Prepared By:**

**Gartley & Dorsky**  
ENGINEERING SURVEYING

59 Union Street, Unit 1, P.O. Box 1031 Camden, ME 04843-1031

Ph. (207) 236-4365 Toll Free 1-888-282-4365

165 Maine Street Suite 2F P.O. Box 1072 Damariscotta, ME 04543

Ph. (207) 790-5005

**Town of Thomaston  
Request for Proposals  
Knox Street Improvement Project  
Preliminary Engineering Services**

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Proposal & Work Scope	Page 6

July 6, 2022

John Fancy  
Project Manager  
13 Valley Street  
Thomaston, ME 04861  
Via email: [jfancy@thomastonmaine.gov](mailto:jfancy@thomastonmaine.gov)

**Knox Street Improvement Project: Preliminary Engineering Services RFP**  
Project 2022-0216

Dear Mr. Fancy:

Gartley & Dorsky Engineering & Surveying, Inc. (G&D) is pleased to submit our response to the Town of Thomaston's request for proposals for preliminary engineering services for the Knox Street Improvement Project.

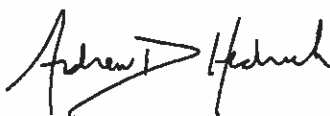
We excel at this type of work and more than satisfy the evaluation criteria for the successful completion of the Knox Street project. G&D has provided civil engineering services for multiple municipalities involving all aspects of this type of proposed project.

Our firm is experienced and highly capable of delivering the services required for effective implementation. We are very familiar with Knox Street as described in the RFP. We have visited the site with the Towns' representatives on multiple occasions, attended a Select Board meeting to discuss the project, and provided prior cost estimates for the described improvements.

G & D is a full-service civil engineering, structural engineering, mechanical engineering, and surveying firm. The firm was formed in 2003 by William Gartley, PE and James Dorsky, PLS. Since its inception, G & D has expanded and enhanced its in-house services to include specialty disciplines such as wetland and soils science, small bridge design, historic structures, and hydrographic surveying. G & D has three professionals that carry certifications in Maine Department of Transportation Local Project Administration. In 2013, G & D opened its branch office in Damariscotta to expand and streamline its services throughout the mid-coast region. Our main office is located at 59 Union Street, Unit #1 in Camden, Maine.

We trust you will find that the enclosed qualification submittal fully supports these statements. G&D looks forward to the opportunity to serve the Town of Thomaston with pragmatic and cost-effective engineering solutions. Please contact us if you have any questions regarding our submittal or if you would like us to provide additional information including but not limited to additional qualifications, resumes, and case studies.

Sincerely,  
**Gartley & Dorsky Engineering & Surveying, Inc.**



Andrew D. Hedrich, P.E.  
Senior Engineer  
[ahedrich@gartleydorsky.com](mailto:ahedrich@gartleydorsky.com)



William B. Gartley, P.E.  
President  
[wgartley@gartleydorsky.com](mailto:wgartley@gartleydorsky.com)

**Firm Qualifications:**



Gartley & Dorsky is an engineering and surveying firm serving residents, businesses and municipalities of Maine. We provide civil, structural, and mechanical engineering, surveying, permitting, and soils and wetland science services on large and small projects across the state. Municipal projects range from small feasibility studies to full-service site planning for new municipal developments and existing infrastructure improvements. We strive to provide exemplary service and cost-effective solutions for every project. Additional information on our firm and services can be found on our website at [www.gartleydorsky.com](http://www.gartleydorsky.com).



**Surveying**

*Boundary Surveys and Research  
Topographic/As-built Surveys  
ALTA/ACSM Land Title Surveys  
Subdivisions*

*Condominium Plats and Plans  
Elevation Certificates/LOMAs  
Hydrographic Surveys  
Construction Layout*



**Civil Engineering**

*Roadway Design  
Hydrologic Analysis and Design  
Watershed Flood Studies  
Subdivisions*

*Land Development  
Engineered Sanitary Design  
Site Planning  
Shoreline Stabilization & Piers*

**Structural Engineering**

*Structural Analysis & Design  
Building Inspections  
Construction Field Assistance  
Pier and Wharf Design*

*New Construction & Renovations  
Conditions Assessments  
Structural Detailing  
Component Design*



**Natural Resource & Soil Services**

*Soils Surveys & Mapping  
Vernal Pool Identification  
Engineered Septic Systems*

*Site Evaluation  
Wetland Delineation  
Conventional Septic Systems*

**Permitting**

*Natural Resource Protection Act  
Maine DEP Stormwater Permits  
Subdivision Planning Approvals*

*Army Corps of Engineers Permits  
Maine DEP Site Location Permits  
Municipal Coordination*

## Key Staff

Key staff who will work on the Knox Street Project are listed below.

### Knox Street Project Key Staff Listing

<b>PRINCIPAL IN CHARGE</b>
Andrew D. Hedrich, PE, Senior Engineer
<b>PROFESSIONAL ENGINEERS (PE)</b>
William B. Gartley, PE, President William T. Lane, PE, Vice President Alyssa G. Pulver, PE, Design Engineer Marshall Cole, PE, Design Engineer
<b>PROFESSIONAL LAND SURVEYORS (PLS)</b>
James A. Dorsky, PLS, Senior Vice President Addison Whitworth, PLS, Project Surveyor Tyler Durant, PLS, Project Surveyor Steve Tremblay, PLS, Project Surveyor
<b>ENGINEERING SUPPORT</b>
John Melanson, Engineering Technician Larkin Post, Engineering Technician Carole Gartley, Permitting & Submissions Sarah Post, Permitting & Submissions Delisa Morong, Office Manager

Andrew Hedrich, PE will be the Principal in Charge for this project. We invite you to communicate with him throughout the duration of the project. Both general inquiries and project-specific questions can be directed to Andrew Hedrich anytime via telephone (207) 236- 4365 or via email to [ahedrich@gartleydorsky.com](mailto:ahedrich@gartleydorsky.com).

July 6, 2022

John Fancy  
Project Manager  
13 Valley Street  
Thomaston, ME 04861  
Via email: [jfancy@thomastonmaine.gov](mailto:jfancy@thomastonmaine.gov)

**Knox Street Improvement Project: Preliminary Engineering Services RFP**  
Project 2022-0216

Dear Mr. Fancy:

At your request, please find the following proposal for preliminary surveying and engineering services in connection with the planned improvements for the length ( $\pm 2,200$  LF) of Knox Street. This proposal is based on our site visits and understanding of the RFP issued on June 17, 2022.

#### **PROJECT UNDERSTANDING**

We understand that the Town of Thomaston would like to develop preliminary plans for reconstructing Knox Street. The goal of this project is an improved street encouraging good traffic flow and safe pedestrian use, with sufficient stormwater drainage while incorporating granite curbing and concrete sidewalks.

#### **PROPOSED WORK SCOPE**

We propose to provide surveying and engineering services to work with the Town to identify an engineering design for Knox Street that will be long-lasting and economical to construct and maintain. The preliminary design goals include the following:

- Improving road travel lanes to accommodate anticipated traffic type and volume.
- Parallel parking to the greatest practical extent.
- ADA-compliant concrete sidewalks with granite curbing.
- Improved stormwater management system.
- Aesthetic enhancements including potentially incorporating esplanades, relocating overhead utilities, and adjusting grades into existing properties.
- Preserve and improve the historic nature of the neighborhood.

The proposed preliminary improvements will include reestablishing the centerline elevation, defining an esplanade for overhead utility location, realigning the sidewalks, and making them ADA compliant, improving intersection safety with the side streets, reviewing the stormwater system, and preparing a construction estimate. An as-built survey, right-of-way locations, and preliminary street designs are recommended to ensure the proposed designs are feasible and if improvements will extend beyond the limits of the Town rights.

We have also included an option for a geotechnical exploration along Knox Street to evaluate the existing gravel. The geotechnical investigation includes performing borings every  $\pm 200'$  to determine the thickness and quality of the existing road base and subbase gravel. We anticipate the road elevation will be modified to better accommodate the adjacent lots, which will require material to be removed from the road. Performing subsurface geotechnical exploration will allow us to accurately determine the necessary depth of gravel needed to accommodate the proposed street improvements.

If the Town elects to proceed without geotechnical exploration, we will apply standard engineering recommendations based on our experience. Without a geotechnical report, we will be forced to recommend full-depth reconstruction for portions of the street that need to be lowered or are in disrepair rather than being able to rely on a geotechnical engineer's recommendations.

**SURVEYING SERVICES - \$14,250.00**

We will incorporate the existing previously completed survey plans. However, additional surveying work will be required to ensure the accuracy of the preliminary designs. We will complete a Right-Of-Way Survey of Knox Street. This will include searching for and locating right-of-way evidence on the 1852 Edwin Rose surveys, other surveys of record, and prior surveys by Gartley & Dorsky. After the field survey, we will analyze the collected evidence and determine the locations of the right-of-way lines.

We will complete an as-built topographic survey within the entire Knox Street right-of-way. This will consist of collecting topographic and infrastructure data such as the existing roadway, sidewalks, drainage features, utilities including available pipe inverts, and intersecting driveways and roadways. In addition, we will survey and locate all relevant physical items located within and within close proximity ( $\pm 10'$ ) to the right-of-way, including buildings, trees, walkways, fences, etc. Benchmarks will be set for future use during construction.

In addition, we will locate the catch basin and pipe inverts associated with the storm drain components in connections with the system traversing Fluker Street between Knox Street and the brook. We will not complete a full topographic survey or right-of-way survey of Fluker Street; we have assumed the pipe will be replaced in the same location it currently exists.

We will prepare a base map showing the right-of-way lines, all features located during the topographic survey, and contours at a one-foot interval. The benchmarks will be shown with their elevations relative to the NAVD 88 datum.

**CIVIL ENGINEERING SERVICES - \$19,500.00**

Once our surveyors have prepared the base map, we will proceed with the preliminary street design. Our designs will include preliminary planning for the roadway, sidewalk, parking, an esplanade, stormwater management improvements, and determining utility corridors necessary to accommodate the Town's vision for Knox Street.

Gartley & Dorsky will utilize the new survey base plans to complete the Preliminary Design for the project. During Preliminary Design, we will:

1. Meet with Town to review project goals while surveying work is being completed.
2. Develop and provide schematic plans to the Town for initial review and feedback.
3. Identify potential design issues or conflicts with existing features.
4. Identify proposed improvements that will extend beyond the Right-Of-Way and associated necessary easements.
5. Prepare preliminary plan & profile sheets that incorporate initial feedback and comply with town project goals.
6. Incorporate a utility corridor plan for the overhead utilities.
7. Prepare preliminary stormwater drainage designs, including replacing the outfall pipe along Fluker Street to the brook.
8. Prepare a preliminary construction estimate.

- 9. Identify any permits required.
- 10. Present our project findings to the select board, answer questions, and review the next steps.

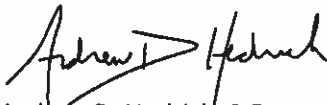
**PROPOSED FEE**

Our fee for the proposed surveying and civil engineering services described above is **\$33,750.00** plus reimbursable expenses. We do not anticipate reimbursable expenses will exceed \$300.00. This proposal is limited to the services described above. An option has been provided below to address the additional charges associated with having a sub-consultant perform the geotechnical exploration described above. If we encounter any change in the description of services, we will communicate the amendment to the work plan and associated budget before completion.

**APPROVAL**

If you agree with the proposed scope of work and associated fee, please sign your approval below and return this contract to our office. Thank you for contacting us to provide a proposal for this work. If you have any questions, please contact me at (207) 236-4365. We anticipate it will take 6 -8 months to complete the tasks identified above.

Sincerely,  
**Gartley & Dorsky Engineering & Surveying, Inc.**



Andrew D. Hedrich, P.E.  
Senior Project Engineer



William B. Gartley, P.E.  
President

**SURVEYING AND CIVIL ENGINEERING - \$33,750.00**

ACCEPTED BY:

\_\_\_\_\_ Date \_\_\_\_\_  
Town of Thomaston

**GEOTECHNICAL SUBSURFACE EXPLORATION - \$6,500.00 - \$8,000.00**

ACCEPTED BY:

\_\_\_\_\_ Date \_\_\_\_\_  
Town of Thomaston

*Enclosures:*  
*Fee Schedule*



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

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

**COMMUNITY SERVICES DIVISION**  
**1-800-498-9133**  
<http://www.maine.gov/mdot/csd/lrap/>

June 24, 2022

**LOCAL ROAD ASSISTANCE PROGRAM (LRAP)**

The LRAP allocation for the new Fiscal Year 23 is down slightly this year and remains 9% of the Highway Budget.

Please remember that:

- LRAP payments are now made ONCE a year and 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. ***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 2023 (July 1, 2022 to June 30, 2023) 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 **November 1 or earlier** (not August 1 anymore).

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: <https://www.maine.gov/osc/accounting/vendor-information/direct-deposit-efit>. There is no cost for this option and it's quicker.

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)

**MAINE DEPARTMENT OF TRANSPORTATION**  
**LOCAL ROAD ASSISTANCE PROGRAM (LRAP)**  
**CERTIFICATION 2022-2023 (FY23)**  
**MUNICIPALITY of Thomaston 13140**

To be eligible to receive FY-23 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-22 (July 1, 2021 to June 30, 2022) LRAP funds received by the municipality. ***\*\*Please report this at the bottom on the back side of this form.***

It is estimated that the municipality of **Thomaston** will receive by December 1, 2022, **one payment of \$ 25,404** for the fiscal year beginning July 1, 2022. Notification will be made in the event of any change.

As of 2014, the total statewide LRAP allocation is 9% of MaineDOT’s portion of the Highway Fund. This means that the 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 **Thomaston** do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2022-2023 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: \_\_\_\_\_ Title: \_\_\_\_\_ Tel: \_\_\_\_\_

**Municipality E-mail Address** \_\_\_\_\_

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 November 1, 2022, (see cover letter), please return this completed form (BOTH SIDES) by US mail or email, to: (FAXES ARE NO LONGER ACCEPTED)**

Carrie Castonguay  
MaineDOT- Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
Tel. (207) 624-3265, or [carrie.castonguay@maine.gov](mailto:carrie.castonguay@maine.gov)

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

Thomaston 13140

Last year's (FY2022) LRAP Funds of \$ 25,528

As a result of 2007 Legislative inquiries and discussions focused on LRAP, MaineDOT needs to collect additional information on the uses of LRAP funding of all Maine municipalities, counties, and Indian reservations. This form is intended to be simple and provide an easy method to collect information on the use of over \$20 million per year by local agencies.

As noted on the front side of this form, LRAP funding can only be spent on capital improvements.

A capital improvement is defined as "any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity." Examples of eligible "capital" activities are defined as follows:

- 1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmed surface), pavement and/or base recycling, pavement cold planning and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. \* Traffic signal or sign installation and/or replacements
6. \* Sidewalk construction or reconstruction
7. \* Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. \* Wetland mitigation
9. \* Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten-year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. "Banking it" to save up for a future project
16. Other (explain)

\* Some of the categories of work (# 5, 6, 7, 8 & 9) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The "funds spent" (LRAP ONLY) below must add up to at least the amount of your FY-22 LRAP payment (shown on top of this page). There is no need to account for more than that amount.

All information must be filled in or the form will be returned.

1. Road Name: West Meadow Rd Funds spent on Capital Improvements: \$ 101,251.13
\*Type of Capital Improvement: see above, list all numbers that apply: 1
\*Length of Capital improvement (miles or feet): 1.24 miles or feet
2. Road Name: Funds spent on Capital Improvements: \$
\*Type of Capital Improvement: see above, list all numbers that apply:
\*Length of Capital improvement (miles or feet): miles or feet
3. Road Name: Funds spent on Capital Improvements: \$
\*Type of Capital Improvement: see above, list all numbers that apply:
\*Length of Capital improvement (miles or feet): miles or feet

OPTIONAL: What was your municipality's TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES for FY-22 (including LRAP payments)? \$

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



The Maine Water Company  
93 Industrial Park Road  
Saco, ME 04072-1804

T: 207.282.1543  
F: 207.282.1544  
www.mainewater.com

June 15, 2022

Kara George, Town Manager  
Town of Thomaston  
P.O. Box 299  
Thomaston, ME 04861

Kara:

The Customer Service and Billing Agreement between the Town of Thomaston and The Maine Water Company will expire as of June 30, 2022, but allows for extensions as mutually agreed by Maine Water and the Town.

We propose that the contract be extended for one year through June 30, 2023, at the current rate of \$4.10/bill. If you are in agreement with this, please sign below, and return one copy to me.

We continue to enjoy our relationship with the Town of Thomaston, and I hope you continue to be happy with our services. If there is ever anything that you would like to discuss or would like addressed, please do not hesitate to contact me.

Sincerely,



Mark Vannoy  
President


Seen and agreed to:

\_\_\_\_\_  
Kara George, Town Manager  
Dated: \_\_\_\_\_

# OFFICIAL BALLOT – District 12

Maine Municipal Association's Legislative Policy Committee  
July 1, 2022 – June 30, 2024

## VOTE FOR TWO:

- Jay Feyler, Town Manager, Town of Union
- Richard Erb, Town Manager, Town of Saint George
- \_\_\_\_\_ (name) \_\_\_\_\_ (position) \_\_\_\_\_ (municipality)  write in

**Candidate Profiles Are On Reverse Side**

MUNICIPALITY: \_\_\_\_\_ DATE: \_\_\_\_\_

 BY SELECTMEN/COUNCILORS:

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

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print name

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\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

**Return by 5:00 p.m., August 11, 2022 to:**

Laura Ellis, Maine Municipal Association  
lellis@memun.org  
Fax: 624-0129

## **LPC Senate District 12**

Appleton  
Camden  
Cushing  
Friendship  
Hope  
Matinicus Isle Plt.

North Haven  
Owls Head  
Rockland  
Rockport  
Saint George  
South Thomaston

Thomaston  
Union  
Vinalhaven  
Warren

16

### **Candidate Profile:**

Jay Feyler has served as the Town Manager in Union for the past 14 years. He has also served on the School Board, Budget Committee, Appeals Board, Select Board and as a Pullen Trustee. Jay has served as President of the Maine Welfare Directors Association, is the current President on the Executive Board of the Maine Town, City and County Managers Association, has served as Vice President of the Mid Coast Managers Association and has also served on the MMA Nominating Committee. Jay has also taught classes at MMA on the Freedom of Access Act. Jay has served on the LPC since 2014 and would like to continue his service on the committee because he looks forward to continuing the great work of the LPC and protecting mid-coast communities. Jay is focused on preserving revenue sharing, the homestead exemption and home rule.

Rick Erb has served municipal government in one capacity or another over the span of more than four decades, most recently as manager for the Town of St. George. Prior to that he served as manager in the Towns of Gouldsboro, Winterport and Kennebunk. He also worked in government relations, focusing on the Legislature for the Maine Healthcare Association for 20 years. Rick has served on the LPC in the past and would like to serve again to help maintain the state's financial support for municipalities.



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

## Memorandum

**To:** Key Municipal Officials of MMA's Member Municipalities  
**From:** James Bennett, President, Maine Municipal Association  
**Date:** June 23, 2022  
**Re:** Ballot for Election to MMA's Legislative Policy Committee



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MMA's member municipalities have made their nominations for the 2022-2024 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town/City Council of your municipality.

### Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

### Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

### Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality but must be an elected or appointed official from a municipality in your Senate/LPC District. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

### Deadline for returning ballot

Return to ballot by 5:00 p.m. on **August 11, 2022** to Laura Ellis either in the enclosed envelope, via email ([lellis@memun.org](mailto:lellis@memun.org)) or FAX: 624-0129

**Your participation is important – Thank You!**

## Missy Stevens

---

**From:** Kara George  
**Sent:** Wednesday, June 22, 2022 3:19 PM  
**To:** Missy Stevens  
**Subject:** FW: Library Board of Trustees Meeting

**Kara George**  
**Town Manager**  
**Town of Thomaston**  
13 Valley St.  
Thomaston, ME 04861  
Ph. (207) 354-6107  
Fax (207) 354-2132

**From:** William dash <willdash1@gmail.com>  
**Sent:** Wednesday, June 22, 2022 3:11 PM  
**To:** Patricia Smith <trish2497@gmail.com>  
**Cc:** Caroline Ward-Nesbit <cwardnesbit@thomastonmaine.gov>; Karen Clarke <clarke.karen@gmail.com>; Janet Bosworth <jbosworth10@gmail.com>; Greg Hamlin <hamling123@outlook.com>; Marie Finnegan <caninehelp@aol.com>; Diane Giese <dgiese13@gmail.com>; Kara George <kgeorge@thomastonmaine.gov>  
**Subject:** Re: Library Board of Trustees Meeting

Regretfully, I am no longer able to serve on this Board.

S/william

On Wed, Jun 22, 2022 at 9:36 AM Patricia Smith <[trish2497@gmail.com](mailto:trish2497@gmail.com)> wrote:

Thanks, I will be there.

On Tue, Jun 21, 2022 at 4:46 PM Caroline Ward-Nesbit <[cwardnesbit@thomastonmaine.gov](mailto:cwardnesbit@thomastonmaine.gov)> wrote:

---

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

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## Missy Stevens

---

**From:** rosemary pageonecreative.com <rosemary@pageonecreative.com>  
**Sent:** Wednesday, June 29, 2022 5:22 PM  
**To:** Missy Stevens  
**Subject:** Re: 2022 Renewal Boards & Committees~ Time Sensitive

**Importance:** High

Hi Missy,

Just wanted to let you know that I will not be able to continue on the Conservation Commission.

Best,  
Rosemary Tottoroto

On Jun 29, 2022, at 8:49 AM, Missy Stevens <[mstevens@thomastonmaine.gov](mailto:mstevens@thomastonmaine.gov)> wrote:

**Chairs of Boards/Committees/Commissions are being copied on this as an FYI.**

Good Morning,

**I want to thank all of you for your time and service to Thomaston.**

It is that time of year again.

Below are the names of all the folks that have terms expiring this year (2022). If you are interested in reappointment, please fill out the attached application and email or drop it off to me at the Town Office. The Select Board will be reviewing/confirming appointments at the Monday, August 9<sup>th</sup> meeting.

Please also see the attached Appointment Policy for your information and the Ethics Policy. **If I do not receive your Renewal Application by close of business Thursday, July 21, the seat will be considered vacant.** I will attempt to send out a second reminder prior to the due date, but I am not chasing folks down. Thank you for your understanding as we continue to try to make the process a little more efficient to manage.

**Incumbent Terms Expiring:**

Academy Board of Trustees: Chris Farthing, Interim Chair  
Janet Bosworth, Secretary

Library Board of Trustees: Karen Clarke  
Patricia Smith