

SELECT BOARD MEETING MINUTES

PRESENT: Select Board: Scott Littlefield, Chris Belanger; Catherine Fisher, Treasurer & Select Board Clerk; Ben Harris, Yvonne Shaw, Tax Collector, Tracy Jacek, GA

ADMINISTRATIVE:

Scott Littlefield *declared the meeting open at 6:10 pm*
Select Board *approved the Agenda,*
The next meeting is Tuesday, October 15, 2024 at 6:00 pm

APPOINTMENT: N/A

Upon motion of Chris Belanger, the General Assistance Ordinance as amended be approved, and the 2025 General Assistance Maximums. Passed 2/0

OLD BUSINESS:

- 1) ROADS
 - A. Was Cement block replaced at transfer station? (Matt is on vacation, *deadline of Oct 15th set to get it done. Cat asked to send an email.*)
 - B. The Red Brook sign is here, and No Thru Trucks; the Flashing Stop Sign is here
 - C. The Hollis Road repair is bumpy, and seems a smaller area than anticipated was repaired
- 2) CEO hiring; Resume submitted by Tracy Jacek; *applications will be accepted through the October 15 meeting;*
- 3) GMFR: open house on Wed 10/09 5-7 pm
- 4) Sealcoat and crack filling of town hall parking lot and basketball court-estimate from Black Majic Sealcoating, hold for Jarod's presence-make a special meeting date
- 5) School Warrant Article #7; need an answer from the assessor about the overlay; we need to legally raise \$193,000.00. The amount was budgeted for, and taxed for. It needs a warrant/special town meeting to properly raise the funds. If we have exceeded the overlay, we will need to call Maine Revenue Service for further advice. Shirley will be in on Thursday to give an answer about the overlay.
- 6) Casella Contract discussion, see contract (save for discussion with Casella, invite to October 28 meeting
- 7) Draft Town Administrator job description

NEW BUSINESS:

1. Treasurer Revenue and Expense summary; no report from school for June. Report to Road Commissioner; 6:30 telephone conference with Marc Roy, CPA (to be rescheduled)
 - A. Added discussion about the CEO job posting on Indeed and the cost, take from contingency; added discussion about cost of handicap signs for van parking for elections.
2. FYI re supplemental tax bills for land taxes billed at zero.
3. Sign purchase for fields about pick up after your dog/Dogs must be on a leash at all times. **Motion by Chris to purchase 2 12x18 packs of 2 not to exceed \$125.00**

- 4. Minutes from ZBA re Gilbert Variance Request
- 5. Memo from Town Clerk re online dog licenses Motion by Chris to discontinue online dog license registrations. The State has a new registration system that the town will not receive training on, and it will not be connected to Trio. We will have to enter every registration by hand.

PUBLIC FORUM:

Yvonne Shaw spoke to the Supplemental tax bills that may be issued. The Trio program issued tax bills for land with zero taxes due. This has been brought to Shirley for correction and issuing Supplemental Tax bills. We do not know if these tax monies are included in the overall commitment. We also need to look into common acreage in the developments to see if they are included in the tax bills. There are residents that received bills for 4 acres and they only have 2. Chris will come in to speak with Shirley about these issues.

There is a new Maine Revenue program to look up real estate transfers.

Concern about new single-family homes not having a sprinkler system.

Yvonne shared two Trio reports that should have the same amount, and they are \$600 different.

CORRESPONDENCE:

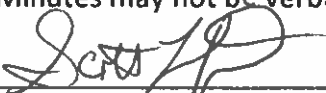
- 1. Sept 19 letter to Casella re Transfer station clean up, *we have had no answer yet.*
- 2. 9/17/24 ZBA Denial Letter re Gilbert
- 3. September 2024 Maine Revenue Proposed 2025 State Valuation: \$399,350,000.00
- 4. 9/26/24 MDOT Progress Meeting Minutes/ Saco -Old County Road Bridge
- 5. 9/26/24 Email from Ashley Hicks re Aptafund program
- 6. ACO reports
- 7. Resignation letter of Select Board Clerk, *no action taken, the full Board will need to discuss in Executive Session*

ITEMS SIGNED:

- 1. GMFR P/R Warrant #34 \$32225.62
- 2. GMFR AP Warrant #35 39837.78
- 3. Town P/R Warrant #32 \$10,724.70
- 4. Town A/P Warrant #36 \$20,576.08
- 5. Select Board Minutes September 16, 2024
- 6. Request for Training – MWDA Advanced GA workshop
- 7. Request for Membership – Maine Welfare Directors Association

Motion to adjourn Chris; Passed 2/0; Adjourned at 8:15 pm

*Minutes may not be verbatim; they may have been paraphrased for clarity.

 _____ Scott Littlefield, Chair

 _____ Jarod Harriman

 _____ Chris Belanger

Date: 10/15/2024

Catherine Fisher
578 New Dam Road
North Waterboro, ME 04061

Scott Littlefield, Chair
Select Board
The Town of Dayton
33 Clarks Mills Road
Dayton, ME 04005

Dear Scott:

September 30, 2024

This is a letter of resignation for the position of Select Board Clerk that I have held since the summer of 2022. I will stay on through the October 28, 2024 meeting.

The workload of Treasurer has increased over the past two years, such that it is commonly a 30- hour work week, and sometimes more, leaving not much time to devote to Select Board duties.

This resignation will fit in with the Town's search for a Town Administrator, as many of the duties I perform would fall under an administrator's duties, including Human Resources.

Thank you for your trust in my abilities.

A handwritten signature in black ink, appearing to be 'CF', with a long, sweeping underline that extends to the left.

Catherine Fisher

DWA 9/30/24

TOWN ADMINISTRATOR

Nature of Work:

This is responsible professional administrative work in assisting the Select Board to manage the affairs of the Town of Dayton, in keeping with the Town ordinances and the laws of the State of Maine and of the United States.

The employee of this class is appointed by and directly responsible to the Select Board and shall perform those duties as may be directed by the Board.

Work involves responsibility for personnel administration including hiring, discipline, termination, and performance evaluation; administering the compensation plan and personnel policies and regulations; maintaining liaison with Department Heads, general public, businesses, civic groups, and State and Federal agencies; developing administrative procedures and insuring adherence to same; annually preparing of Town Meeting Warrant and Town Report; and identifying the service and policy needs of the community and bringing same to the attention of the Board. This employee is also charged with the maintenance of sound positive public relations between the Town and its citizens, other governmental agencies, and the various boards and commissions of the Town.

The person in this position performs such other duties as may be directed by the Select Board.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Hires, evaluates and directs the Town's office staff.

Carries out the directives of the Select Board.

Attends meetings of the Select Board, preparing agendas and providing supporting documents and information pertinent to agenda items, records meeting, and produces transcribed minutes.

Identifies needed programs for recommendations to the Select Board.

Attends meetings and conventions on behalf of the Town.

Processes citizen complaints.

Develops and implements administrative policies and procedures.

Supervises the job performance of all departments.

Serves as an advisor to the Select Board on a variety of boards, committees, and commissions such as Planning Board, Board of Appeals, Budget Committee.

Organizes and prepares for Town Meeting and special town Meetings including assisting preparing warrants and the Annual Town Report.

Maintains liaison with and makes speeches to local civic organizations on behalf of the Town.,

Maintains liaison with State, local and federal agencies as appropriate.

Identifies policy and service needs and issues requiring Board action; implements programs to meet needs as directed.

Assists with bond and grant applications. Assists with project bid process.

Performs related work as may be required.

Requirements of Work:

Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes.

Thorough knowledge of municipal financial management and accounting procedures, budgeting and investments.

Working knowledge of principles of personnel administration.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to maintain positive internal relations and to direct, supervise and motivate staff.

Ability to organize and use time effectively, and to be creative and analytical.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.

Training and Experience Required:

Considerable experience in a responsible position of a managerial nature, preferably in local government. A strong background in financial management, accounting, business administration, and public relations. Graduation from high school supplemented by five years experience in municipal government or preferably a degree in public administration or related field. Any equivalent combination of experience and training.

**Jennifer Thibeau,
Town Clerk**

Memo

To: All Select Board Members
From: Jennifer L. Thibeau, Town Clerk/Registrar of Voters
cc: Catherine Fisher, Yvonne P. Shaw, and Tracy Jacek
Date: 09/30/2024
Re: Online Dog Registrations

Dear Select Board Members,

I am writing to formally request to remove the Town of Dayton from the online dog licensing system for the upcoming 2025 licensing year in order to save time and money for the town budget.

The increase in postage costs, mileage to the post office, and new software system training have made a negative impact on our ability to conduct an affordable way to maintain online services at this time. I hope that we can offer this service again with proper planning in the future.

Your support in this matter is greatly appreciated, and I am confident that with your assistance, we can achieve a positive outcome.

Thank you for considering this request. Please let me know if you require any further information or if there is any way I can assist in facilitating this process.

Dayton Zoning Board of Appeals Variance Request by Megan Gilbert

Site Walk: Tuesday, September 17th, 2024, 6:00 PM at 156 Oak Lane, Dayton ME

ZBA members present: Ben Harris (Chair), Yvonne Shaw, Ken Booker, Christopher Carpenter, Thomas Hooper

Applicants present: Megan Gilbert and Devin Belanger

Town Employees present: Jim Roberts, CEO

Public present: Abutters Brian and Kaylee Kelley, Ed Littlefield, Scott Littlefield (Dayton Selectman)

Site walk started at 6:01 PM. Megan Gilbert and Devin Belanger are requesting a variance to reduce the setback from Kimball Brook from 100 feet (granted in a previous variance) to 75 feet, in order to build a detached garage. The State of Maine requires a 75-foot setback from brooks, while the Town of Dayton requires a 150-foot setback from Kimball Brook.

Devin Belanger pointed out grade stakes that he had placed to mark where he would like to build a driveway and a detached garage. The garage would be on the further side of a stone wall, behind the house. Devin Belanger stated that the brook had been dry for several months; abutter Scott Littlefield noted that it had been dry for just a few months because of spring rains.

Jim Roberts, CEO, said that no application has been filed yet for a building permit.

Ben Harris reminded Board members that this lot had previously been subject to the appeals process, and that the 150-foot setback from Kimball Brook had been reduced to 100 feet as a result.

Scott Littlefield asked if variances can be stacked on previous variances. The Board did not have an answer.

Devin Belanger explained that the brook meanders, making the property difficult to work with. He proposes to build a two-bay garage for his private use with no living quarters.

Jim Roberts asked what Devin Belanger would do about the ledge near the brook. Devin explained his plan to cover it with gravel and reclaim and stabilize it. Jim Roberts noted that the area has been tilled, which is not allowed within 25 feet of a brook in this district.

Ben Harris asked if that was a Code Enforcement issue. Megan Gilbert asked if it would be different for driveways. Ben Harris felt it was up to the CEO. Megan Gilbert explained that they were proposing the driveway in that location so that it wouldn't go across their leach field. Jim Roberts asked if the garage could be located further back, allowing the driveway to come in from a different location, but the applicants felt that wasn't possible because of the location of their well and the location of the neighboring private road. They explained that they are also trying to keep the garage from infringing on the neighbors' view.

The site walk ended at approximately 6:15. Board members and applicants proceeded to Dayton Town Offices for the public hearing.

(sometimes known as Runnel's Brook), Swan Pond Creek, and Pot Hook Brook, Kimball Brook, and Buzzell Brook (sometimes known as Smith Brook or Great Springs Brook), noting that Kimball Brook is specifically named in both sections, even though it is currently dry. He pointed out that the variance approval from September 9, 2021, allowed the previous owners Brian and Kaylee Kelley to reduce the setback from the brook from 150 feet to 100 feet for the 4.2-acre parcel. He interpreted that to mean the whole lot and not just the house, and he questioned whether a new variance can be stacked upon a previous variance.

Christopher Carpenter indicated that he interpreted the previous variance to apply to the whole lot as well.

Ben Harris asked for clarification that the applicants wish to reduce the current 100-foot setback from Kimball Brook to 75 feet, and Megan Gilbert confirmed that this is their request. Yvonne Shaw pointed out that the Dayton Zoning Ordinance still requires a 150-foot setback. Ben Harris noted that he had not been at the first site walk and public hearing.

Devin Belanger stated that the brook makes it difficult to do anything with the lot.

Ben Harris reminded the board members that they must decide if the four criteria for undue hardship have been met in order grant a variance. He asked if there were further questions.

Yvonne Shaw asked for clarification on the sketch of the property, and the size of the proposed garage. Megan Gilbert and Devin Belanger explained that the solid line with arrow represents 100 feet from the brook and the dotted line indicates where the proposed driveway would be. The garage would be 36 feet by 42 feet. Yvonne Shaw asked where the back of the garage would be in relation to the property line. Devin Belanger replied that he hadn't measured it all out yet, adding that the garage would be single story with maybe a storage loft.

Thomas Hooper suggested that would possibly put the garage close to 30 feet from the property line, while the minimum rear setback for the rural forest district is 50 feet. Ben Harris read the setbacks from the Zoning Ordinance Table of Dimensional Requirements: minimum of 75 feet for a front setback, minimum of 50 feet for the rear and side setbacks, maximum building height of 36 feet. Devin Belanger referenced Section 5.4.2 of the Zoning Ordinance, which states in part that if a garage is placed behind the main structure, setbacks can be reduced to not less than half of the required rear and side setbacks.

Yvonne Shaw asked for clarification of the sketch, as there was some confusion as to whether the lines indicated the property line or the setback. Ben Harris noted that the 50-foot setback is for primary structures. Megan Gilbert and Devin Belanger approached the table and indicated which lines on the sketch showed the setback from the brook and which lines showed the setbacks from the property lines. The house is depicted as approximately four feet from the setback and the 100-foot setback line from the brook follows the shape of the brook. Devin Belanger indicated that the brook was not traced correctly on the sketch.

Ben Harris asked about the setback for a detached garage and Jim Roberts replied that it is 25 feet as long as it is behind the front of the house. This doesn't change the question of the brook though.

Yvonne Shaw confirmed the lines on the sketch that indicate the 100-foot setback from brook and the 50-foot setback from the property line.

Ben Harris called for more questions and comments. Jim Roberts pointed out that part of the lot in question had not been surveyed. Devin Belanger indicated that he had measured it himself. Megan Gilbert said that she believes that the grade stake markers were placed in the middle of the brook. Jim Roberts explained that the measurement should be taken from the high-water mark, as brooks can change paths.

The Board proceeded to the four criteria required for Undue Hardship Dimensional Variance.

1. ***The land in question cannot yield a reasonable return unless a variance is granted:*** Yvonne Shaw and Ken Booker felt that it could yield a reasonable return, noting that there is already a garage on the property.
2. ***The need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood:*** Board members agreed that the circumstances are unique.
3. ***The granting of the variance will not alter the essential character of the locality:*** Board members agreed that it won't alter the character of the locality.
4. ***The hardship is not the result of action taken by the applicant or a prior owner:*** Ben Harris felt this was mitigated by the prior owner's variance approval for a 100-foot setback.

Ben Harris asked for a motion. Christopher Carpenter asked for clarification of the motion and approval process, and Ben Harris explained that a motion can be for approval or denial.

Ken Booker motioned to deny the approval. Yvonne Shaw seconded, adding that the variance request cannot meet all four requirements. Ben Harris asked for further discussion.

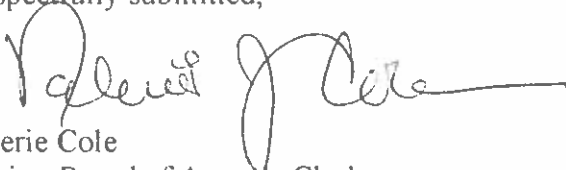
Thomas Hooper said that the property has already been approved for a 100-foot setback from Kimball Brook, and there is room for a garage although it may not be the desired size.

Ben called for vote, asking if all were in favor of denying the request. The Board voted unanimously to deny the request.

Ben Harris and Jim Roberts explained to the applicants that here is a procedure for appealing the decision to Superior Court in Biddeford, if they wish to do so.

Christopher Carpenter motioned to adjourn and Thomas Hooper seconded. All voted in favor and the hearing ended at 7:14 PM.

Respectfully submitted,



Valerie Cole
Zoning Board of Appeals Clerk

Cc: Jim Roberts, CEO; Selectmen; Tax Assessor

Minutes are not verbatim and may be paraphrased for clarity.

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Game-day style

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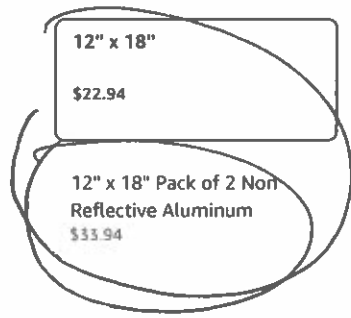
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Classified Small Business - SBA Standard

Return policy:
30-day refund/replacement

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Material Aluminum
Mounting Type Wall Mount
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Treasurer

From: Town Clerk <townclerk@dayton-me.gov>
Sent: Thursday, September 19, 2024 1:51 PM
To: 'Talya Bent'
Cc: 'Christopher Kanca'; 'Christopher McHale'; Catherine Fisher; Jim Roberts
Subject: Transfer station status

Good afternoon-

Can you please tell me the status of the transfer station clean-up?

There were a few written complaints sent to us on 08/19/2024. I was told someone would be evaluating the level of trash, debris, glass, and nails and have something scheduled for clean-up.

One of the original complainants reached out to me yesterday and today with pictures of broken glass stating that this past weekend was even worse. They reported this one month ago and nothing has been done so far. Also, there is a refrigerator dumped behind a sand mound as well.

The Select Board would like a status update. The most recent update I have so far is that an assessment would be made one month ago.

Please advise.

*Jennifer Thibeau
Town of Dayton
Town Clerk/ Registrar of Voters
Phone: (207) 499-7526
Fax: (207) 499-2946*

TOWN OF DAYTON
33 CLARKS MILLS ROAD
DAYTON, MAINE 04005
1-207-499-7526



Incorporated April 7, 1854

ZONING BOARD OF APPEALS
LETTER OF DENIAL

Megan Gilbert
156 Oak Lane
Dayton ME 04005

September 17, 2024

1. PROPERTY OWNER: Megan Gilbert
2. PROPERTY: 156 Oak Lane, Dayton ME 04005 Tax Map 5, Lot 35A-8
3. VARIANCE REQUEST: Kimball Brook setback reduction from 100 feet to 75 feet
4. ZONING BOARD DECISION: Denied

Dear Ms. Gilbert,

The Dayton Zoning Board of Appeals conducted a site walk and public hearing on Tuesday, September 17, 2024, to consider your request for a setback variance from 100 feet from Kimball Brook to 75 feet. The Zoning Board of Appeals voted on the following motion:

Motion that the variance be denied, as the variance request does not meet Section C.1 of the Application for Variance. The Board believes that the property in question can yield a reasonable return without the approval of the variance request.

The Zoning Board of Appeals voted unanimously to pass the above motion.

Sincerely,

Benjamin Harris, Chair
Dayton Zoning Board of Appeals

Cc: Dayton CEO, Dayton Selectmen, Dayton Planning Board, Dayton Tax Assessor



JANET T. MILLS
GOVERNOR

STATE OF MAINE
MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
P.O. BOX 9106
AUGUSTA, MAINE
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD
EXECUTIVE DIRECTOR

September 2024

Municipal Officers:

RE: Proposed 2025 State Valuation

Pursuant to 36 M.R.S. § 208, the Bureau of Revenue Services is required to send you an annual notice of proposed state valuation for municipalities located in your county. Enclosed are the 2025 proposed valuations. These valuations represent the full equalized value of all **taxable property** in each municipality as of **April 1, 2023** while incorporating sales data primarily from 2022 and 2023.

The valuations finally certified to the Secretary of State pursuant to 36 M.R.S. § 305 will be used for all computations required by law to be based on the state valuation.

STATE BOARD OF PROPERTY TAX REVIEW

In accordance with 36 M.R.S. § 272, any municipality aggrieved by a state valuation may appeal to the State Board of Property Tax Review. Appeal procedures, along with the duties and powers of the State Board of Property Tax Review are summarized below.

An aggrieved municipality may file a written notice of appeal with the State Board of Property Tax Review **by November 15, 2024**. An appeal to the State Board of Property Tax Review must be in writing, signed by a majority of the municipal officers and accompanied by an **affidavit** stating the grounds for appeal. **The affidavit must include the municipal officers' sworn statement of the specific grounds for their appeal and bear the notarized signatures of the municipal officers.**

With respect to the affidavit, the State Board of Property Tax Review's Rule 1, § 4(B)(2) states: "The appealing municipality must file with its notice of appeal an affidavit of the municipal officers stating the grounds for the appeal. The affidavit must be meaningful and specific. A mere statement that the state valuation is too high is not sufficient. If a municipality intends to compare its state valuation to neighboring towns or cities, the municipality should list those municipalities in the affidavit. In appeals from assessment quality and ratio decisions of the Bureau of Taxation, the municipality must set forth in specific terms the basis for the challenge to the determination." The Bureau of Taxation referenced in this quote is now the Bureau of Revenue Services. A copy of the appeal and affidavit must be provided to the Bureau of Revenue Services. The Bureau of Revenue Services has the burden of proving that its state valuation for the related municipality is correct.

The State Board of Property Tax Review will issue its decision no later than January 15 following the date of the appeal.

The State Board of Property Tax Review will give at least five days' notice prior to an appeal hearing to the municipality and to the Bureau of Revenue Services.

The State Board of Property Tax Review, after hearing an appeal, has the power to:

1. Raise, lower, or sustain the state valuation determined by the Bureau of Revenue Services. The decision of the State Board of Property Tax Review is final, and the determined valuation will be certified to the Bureau of Revenue Services.
2. Raise, lower, or sustain the Bureau of Revenue Services' determination of the municipality's achieved assessing standards and then, if such standards are inadequate, order the municipality to take the corrective steps the State Board of Property Tax Review deems necessary.

Any party aggrieved by the decision of the State Board of Property Tax Review may appeal pursuant to Rule 80B of the Maine Rules of Civil Procedure.

In the event a municipality's appeal to the Superior or Supreme Judicial Court results in a lowering of the municipality's state valuation, the Treasurer of State will reimburse the municipality for the money lost due to the use by the state of the incorrect state valuation.

The mailing address of the State Board of Property Tax Review is: **State Board of Property Tax Review, 49 State House Station Augusta, ME 04333.**

Any questions concerning the proposed 2024 state valuation may be directed to the Property Tax Division at 624-5600.

Very truly yours,



Tony Pinette,
Tax Section Manager, State Valuation
Property Tax Division

YORK COUNTY**MAINE REVENUE SERVICES
PROPERTY TAX DIVISION****PROPOSED 2025 STATE VALUATION****MUNICIPALITY****STATE VALUATION**

ACTON	\$1,232,050,000.00
ALFRED	\$565,200,000.00
ARUNDEL	\$874,500,000.00
BERWICK	\$1,243,000,000.00
BIDDEFORD	\$4,571,400,000.00
BUXTON	\$1,482,450,000.00
CORNISH	\$261,100,000.00
DAYTON	\$399,350,000.00
ELIOT	\$1,334,050,000.00
HOLLIS	\$904,950,000.00
KENNEBUNK	\$4,786,950,000.00
KENNEBUNKPORT	\$4,533,600,000.00
KITTERY	\$3,172,600,000.00
LEBANON	\$1,028,650,000.00
LIMERICK	\$648,250,000.00
LIMINGTON	\$686,150,000.00
LYMAN	\$1,085,900,000.00
NEWFIELD	\$472,450,000.00
NORTH BERWICK	\$1,180,800,000.00
OGUNQUIT	\$2,499,800,000.00
OLD ORCHARD BEACH	\$3,241,950,000.00
PARSONSFIELD	\$352,300,000.00
SACO	\$3,968,000,000.00
SANFORD	\$2,824,700,000.00
SHAPLEIGH	\$1,041,250,000.00
SOUTH BERWICK	\$1,257,800,000.00
WATERBORO	\$1,536,550,000.00
WELLS	\$6,641,400,000.00
YORK	\$8,105,450,000.00
TOTAL	\$61,932,600,000

**Maine Department of Transportation
Saco – Old County Road Bridge Rehabilitation
WIN 26894.00**

Progress Meeting Minutes

DATE: 9/26/2024

DATE OF MEETING: 9/25/2024

PIN: 26894.00

TOWN: Saco

ATTENDEES: Mark Smith
Tom Bates
Jake Ricker

MDOT
Scott Construction
Scott Construction

SUMMARY:

1. REVIEW OF PREVIOUS TWO-WEEKS OF WORK

Phase 1

- Installed membrane
- Milled approaches
- Paved Base
 - Surface not paved due to membrane width issue at Abutment 2, temporary ramps utilized.
 - Scott to monitor bridge drains during rain events to ensure there are no hazards to travelling public.

Phase 2

- Moved barriers and switched traffic
- Milled bridge to remove pavement
- Cleaned and removed majority of existing membrane
- Milled Approaches
- Chipped, drilled/grouted rebar, & formed Abutment 1+2 Joint Headers
- Chipped patch and removed wood bits found in existing deck

2. REVIEW OF NEXT TWO-WEEKS OF WORK PLANNED

Phase 2

- Place Abutment 1+2 Joint Headers – Sep 27th
- Membrane Deck – Oct 2nd & 3rd
- Pave Base and Surface – Oct 4th & 7th
- Apply protective coatings

3. SCHEDULE OF WORK STATUS

- Project is on schedule.

Maine Department of Transportation
Saco – Old County Road Bridge Rehabilitation
WIN 26894.00

4. REVIEW OF STATUS OF SUBMITTALS AND LONG LEAD ITEMS

Submittal List

New County Rd Bridge Rehab - 26894.00

<u>Date Submitted</u>	<u>Submittal Name</u>	<u>Returned as</u>	<u>Date Returned</u>
7/31/2024	Traffic Control Plan	Approved	8/7/2024
7/31/2024	SEWPCP & SPCCP	Approved	8/8/2024
8/1/2024	Schedule of Work	Reviewed	8/1/2024
8/1/2024	Work Zone End Treatments	Approved	8/7/2024
8/1/2024	Temporary Traffic Signals	Approved	8/7/2024
8/2/2024	Health and Safety Plan	Approved	8/8/2024
8/8/2024	Concrete QC Plan	Revise & Resubmit	8/9/2024
8/9/2024	Concrete QC Plan - Rev 1	Reviewed w/ Comm.	8/15/2024
8/8/2024	Concrete Mix Designs	Approved	8/15/2024
8/26/2024	Paving QCP & Mix Designs	Approved	9/9/2024
8/26/2024	High Performance Membrane Product	For Record Only	8/27/2024

This list may not include all submittals required and should not alleviate the contractors' responsibility of tracking submittals as required in the special provisions and standard specifications

RFI List

New County Rd Bridge Rehab - 26894.00

<u>Date Submitted</u>	<u>RFI Name</u>	<u>Status</u>	<u>Date Returned</u>

- Upcoming Submittals/RFIs:
 - None at this time.

5. ENVIRONMENTAL

- Care shall be taken around bridge drains during membrane and paving operations

6. TRAFFIC

- Rt.5 is down to one lane of alternating traffic controlled by temporary traffic signals
- Scott has been monitoring the lights and are functioning as dictated in the Special Provisions. Traffic delays in morning/evening commute are a common occurrence but motorists are cycled through in 2-3 cycles.

Maine Department of Transportation
Saco – Old County Road Bridge Rehabilitation
WIN 26894.00

- Motorists have shown their displeasure with the traffic on numerous occasions with vulgar rhetoric directed at the crew. Scott has not engaged in verbal exchanges.

7. FIELD OBSERVATIONS

- Base pavement damaged at centerline joint during removal of bridge pavement for Phase 2. Pavement shall be sawcut with care to not damage the membrane
- Membrane at phase line shall be reviewed for bonding/damage issues prior to placing Phase 2 membrane.

8. MATERIAL ISSUES

- None at this time.

9. ENGINEERING QUESTIONS AND ISSUES

- None at this time.

10. UTILITIES

- No issues at this time.

11. CONTRACT MODIFICATIONS

- None at this time.

12. PROBLEMS, CONFLICTS, AND PROBLEM RESOLUTIONS

- Mark & Weston spoke about the need for proper communication and ensuring that the supervision on the project is provided adequate information in order to meet the contract requirements. Since this conversation, there has been improvements on the flow of work and communication between project staff.

13. CLAIMS

- None at this time.

14. PROJECT SAFETY

- None at this time.

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15. REVIEW OF FUTURE ACTION ITEMS- LOOSE ENDS

- None.

Next Progress Meeting:

The next progress meeting is scheduled for **Wednesday October 9th at 3:00pm**. Meetings will be held bi-weekly throughout the duration of the project. The meetings will be held **at the project laydown site**.

Any authorized persons who take exception to any statement in these minutes must notify the Resident in writing within seven days from receipt of the minutes, stating in detail the comments, correction or omission. Otherwise, these minutes shall stand as written.

Prepared By: _____

Mark Smith
MDOT Resident Engineer

Cc:

Project File

Treasurer

From: Ashley Hicks <ahicks@biddefordschools.me>
Sent: Thursday, September 26, 2024 11:58 AM
To: Treasurer
Subject: Import

Hi Cat,

I have finally heard back from Aptafund regarding the June import. There is still a programming error and they are trying to determine what is causing the failure to generate the report. They are hoping to have a resolution by the end of day tomorrow. I just wanted to update you as I am sure it is frustrating and I understand completely but I have been trying my hardest to get this completed for you.

Thank you,
Ashley

--

Ashley Hicks
Business Manager
(207)391-6888
Biddeford School Department
Dayton Consolidated Schools

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Treasurer

From: Karen Reynolds <heartswithpaws@gmail.com>
Sent: Thursday, September 26, 2024 7:50 AM
To: Treasurer
Subject: Quick note about kitten taken to Emergency

On Monday night I got a call from a Dayton resident. They were at the Scarborough emergency room with a stray kitten that had been hit by a vehicle outside of their home. This is a kitten that had been born on their property, but was not owned by anyone. Once I talk to the staff at the emergency clinic, they had said they got permission to keep the kitten overnight on pain meds and had done x-rays stating that the kitten had a broken pelvic bone. I explained that Dayton would not be able to pay for the surgery at their clinic due to the astronomical costs. I also told them that I would call Animal Welfare in the morning to see if they would be able to take the kitten on and do the surgery. Once the staff Animal Welfare spoke to the doctors at the clinic they deemed that this was far too advanced for them to take on. And that they felt that this animal would be better put to sleep due to the extent of injuries. I then talk to the emergency clinic and even though they felt that the surgery would be successful. They also knew that it would be extremely expensive to do so I authorize them to put the animal down and I did go and claim the body and buried it in my backyard, I just thought you should be aware of this in case any bills do come in.

Karen Reynolds
Sent from my iPhone

On Wednesday Sept 18, 2024

Received a call from the State Police about a horse on the road near 264 Dyer rd. When I arrived, I drove up and down Dyer Road and all the areas near the address. I did not see a loose horse. I stopped at 264 Dyer Road and asked if they were the ones that called in the loose horse. They had said that they had not heard or seen a horse there that day. I also spoke to a gentleman that was out walking by he said that he had not seen a horse. I drove the area again but did not locate any loose horse or anyone out looking for a horse.

Call came in at 4:20 pm and I responded from the Scarborough High School.

Returned home at 6:05 pm

Mileage 32949-32999 equaling 50 miles

ACO report for Sept 22-28, Keith Kerrigan on Cala Vista Dr. He stated that one of his neighbor's dogs was consistently barking at least 20 min every hour. I assured him I would speak to the family.

I was not able to follow up until Saturday September 28. I drove to 15 Cala Vista but did not stop. I passed the driveway to see if the dogs would bark. The residence was a corner lot, so I drove around to see if the dogs barked. They did not. I stopped in the driveway and was greeted by the dogs that were contained by an electric fence. They still did not bark. The owner and toddler greeted me, and we talked for an hour. The dogs only barked twice during that time, and it was because the dog saw a squirrel and the owner did have a bark collar and used the button. People walked up the street and the dogs did run to the edge of their boundary and watched but did not bark. Through talking to the owner, he shared that the caller is a constant complainer with the HOA. The caller also stated that he had talked to the HOA about this and that they had told him to speak to the owners. The caller stated that he had spoken to the owner but did not want to cause waves. When I asked the owners if they had been approached about the barking and they had stated they had not.

There was one other dog in the neighborhood that also barked once but the owner brought the dog in very quickly. I do not feel that this was a valid complaint but a neighborhood dispute.

Left home at 9:50am arrived at Scarborough High School at 11:50

Starting millage 33458-end milage 33500

Monday Sept 23, I got a call from a resident that was at the Scarborough Emergency. They had found two kittens in the road that had been hit by a car. One was deceased and the other was being looked at. I talked to the tech, and she could not give much information at the time but stated the vet would give me a call. Around 9:30 pm the vet called to let me know that the kitten had a broken hip. She stated that the manager had given them permission to give the kitten pain meds and hold overnight for observation. This way I could contact AWS in the morning to see if they could take the kitten.

The next day time communicating with the emergency hospital and AWS. AWS decided that the kitten's medical needs were too much for them. Due to the proposed costs of the surgery at Maine Veterinary Medical Center and the kitten's rehabilitation I made the decision to euthanize the kitten. I did go and pick up the kitten's body and buried him in the woods behind my house.

Call time log resident 12 min

MVMC	10 min
MVMC	4 min
AWS	5 min
MVMC	5 min
AWS	6 min
MVMC	8 min
Total	50 min

On Wed Sept 24, I received a call from Mary Nichols. She had called once before and left a message about surrendering her cat. I had left a message stating she had to call AWS and do the surrender through them. When she called she stated the same information to me and said she had called ARLGP and that they had said that they could not take the cat since they were not in the district. She then called AWS and they told her to fill in a form on the computer. She did not have reliable access to the site. I explained that we could not take the cat directly that AWS had to agree to take the cat since it was owner surrender. I then told her to call them back and explain that she was not able to fill out the form on the computer and see if they could do it over the phone. She said she would try this approach.

Phone conversation 10 mins

Public Hearing GA Ordinance

Scheduled 6:00 pm

Those Present: Select Board: Scott Littlefield, Chris Belanger; Catherine Fisher, Treasurer & Select Board Clerk; Ben Harris, Yvonne Shaw, Tax Collector, Tracy Jacek, GA

Presentation by Tracy Jacek

Motion: Chris Belanger moved that the General Assistance Ordinance as proposed by the State of Maine be accepted as written.

Discussion: The issue about the applications being done immediately when someone comes in was answered. Application blanks will be ready, and can be submitted. A response is due from the Town GA within 24 hours. If all of the documentation required to make a determination is not there, it can be denied. Then they have 30 days to come back with the required documentation.

Vote:

All in favor of accepting the GA Ordinance as written: 2

All opposed. 0

Time Ended: 6:07 pm

COPY

MUNICIPALITY OF Dayton
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Dayton, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 2024 through September 30, 2025. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this 30th day of September, 2024, by the municipal officers:

Scott Littlefield
(Print Name)

[Signature]
(Signature)

Chris Belanger
(Print Name)

[Signature]
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

[For use when adopting a new version of the GA ordinance or amending the body of the ordinance – not solely adoption of updated appendices]

COPY

MUNICIPALITY OF Dayton
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Dayton, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this 30th day of September, 2024, by the municipal officers:

Chris Belanger
(Print Name)

[Signature]
(Signature)

Scott Littlefield
(Print Name)

[Signature]
(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]