

**Agenda  
Town of Skowhegan  
Special Selectmen's Meeting  
4:30 P.M.  
Tuesday, February 22, 2022  
Municipal Building – Council Room**

**\*\*Anyone wishing to view this meeting may also do so from the  
Town of Skowhegan Facebook page\*\***

**Board of Selectmen:**

Todd Smith, Chairman  
Charles Robbins, Vice Chairman  
Harold Bigelow  
Steven Govoni  
Paul York

**Town Manager:**

Christine Almand

**Executive Secretary:**

Cara L. Mason

Call Selectmen's Meeting to order.

1. Pledge of Allegiance

**Workshop:**

1. Selectmen's Workshop to discuss ARPA funding.

**Adjourn Selectmen's Meeting.**

Town Manager, Christine Almand

TELEPHONE: (207) 474-6907  
FAX: (207) 474-9413

# Town of Skowhegan

## Town Manager

225 Water Street  
Skowhegan, Maine 04976



January 20, 2022

To: Board of Selectmen  
From: Christine Almand, Town Manager

Re: American Rescue Plan Act (ARPA) Funding Balance Update

The Town of Skowhegan is expecting to receive ARPA funds in the amount of \$870,168.59. We received the first half in September and will receive the second half next year. These award funds must be obligated by December 31, 2024 and expended by December 31, 2026.

On December 14, 2021, the Board approved the first expenditure as follows:

A motion was made by Paul York and seconded by Steven Govoni to pay each full-time employee \$2,000.00 and each part-time employee \$1,000.00 as premium pay from the ARPA funds.

Vote: 5/0

This was processed with payroll on December 22, 2021. Gross pay was \$167,000.00 to 101 employees (66 full-time and 35 part-time), and employer match for benefits (taxes and retirement) was \$26,397.50 for a total expense of \$193,397.50.

The current account balance is \$241,686.80. Without additional expenditures, after the remaining funds are received later this year, the balance will be \$676,771.09.

Please let me know if you have any questions.

<b>ARPA Funding</b>	
1 <sup>st</sup> half received 9/20/21	\$435,084.30
Premium pay 12/22/21	-\$193,397.50
Current Balance	\$241,686.80
2 <sup>nd</sup> half to be received	+\$435,084.29
Funds remaining	\$676,771.09

Skowhegan  
1:17 PM

**Current Account Status**

01/20/2022  
Page 1

**G 1-410-67 General Fund / '21 ARPA**

-435084.30 = Beq Bal      193,397.50 = YTD Net      -241,686.80 = Balance  
0.00 = Adjust      0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendo	Description-----	RCB / Type	Debits	Credits
09		09/20/2021			21 APRA \$ - 1st half	R GJ	0.00	435084.30
12	0252	12/22/21			12/22/21 Payroll (Dist)	R PY	167,000.00	0.00
12	0275	01/10/22			FICA/MED Match-PR#51 R2	R GJ	12,775.50	0.00
12	0275	01/10/22			Employer Match-PR#51 R2	R GJ	13,622.00	0.00
<b>Totals-</b>							<b>193,397.50</b>	<b>435084.30</b>

# FY 21 FUNDING PROPOSED REQUESTS:

## American Rescue Plan Act (ARPA)

Skowhegan Parks & Recreation Dept/Community Center	Description	Request Funding Amount
<p>Priority #1 Community Center Generator</p>	<p>The Community Center is a designated emergency shelter for the community since 1989 and on several occasions, we were in much need of a generator for emergency purposes. A generator would be a major investment in order to keep our community and our department protected. It would ensure that we could operate more effectively, meet pandemic operational needs, maintain adequate food supply and water during extended power outages for emergency purposes and normal operations. Generators afford you piece of mind by ensuring that families and things that are important to you are well protected during emergencies now and in the future.</p>	<p>\$25,000 (Pending Estimates)</p>
<p>Priority #2 Community Center Elevator Replacement</p>	<p>The Community Center elevator located in the gymnasium provides ADA access to and from the stage. Currently it is out of service and in disrepair due to the bottom lock and solenoid being worn out and must be replaced per State inspection to meet building code. It must provide ADA access to and from the gym to be ADA compliant per the State of Maine ADA building code. The only other option would be to eliminate the elevator completely which would result in eliminating the stage and transforming it into a storage room with no public access.</p>	<p>\$38,570.00</p>
<p>Priority #3 Carl Wright Baseball Field Infield Renovation</p>	<p>The Carl Wright Baseball Complex infields built in 2009 are in need of infield surface replacement for a safety place area for youths and to provide sufficient drainage of water. The current conditions do not provide proper drainage due to the infield surface and elevation.</p>	<p>\$75,000 (2020 Estimate-Pending new estimate)</p>
<p>Priority #4 Ballfield Compound Project</p>	<p>Continuation of the 2006 town DEP permitted project. This project was permitted for a 3 year project and 15 years later we have been lucky to keep this permit viable after 15 years with limited construction projects being developed moving forward. Phase 1 Final Projects: The Community Center maintenance garage, and the other amenities pending 50% funding from LWCF; parking lot expansion, concession stand, dugouts, erosion control and walkway. Maintenance garage is not part of LWCF as it does not meet grant specifica-</p>	<p>\$150,000</p>

## Christine Almand

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**From:** Brent Dickey  
**Sent:** Thursday, January 20, 2022 1:52 PM  
**To:** Cara Mason  
**Cc:** Christine Almand  
**Subject:** RE: ARPA Workshop  
**Attachments:** Grit Diffuser Anode Quote 23878 - Skowhegan ME.pdf; Grit Diffuser Header Quote 23875 - Skowhegan ME.pdf

Quotes for two components required to rehab our grit tank aeration system are attached. Costs are estimates only because of the volatility of the market. The quote for the two anodes, for instance, are only valid for 7 days.

The total materials cost is approximately \$18,000, estimated labor cost for the installation by an outside contractor is \$4,000. Project total cost \$22,000.

Brent Dickey  
Superintendent  
Skowhegan Water Pollution Control  
Mail: 225 Water Street, Skowhegan, ME 04976  
Physical/ Shipping: 53 Joyce Street  
Telephone: (207) 474-6909

*Sole source*

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**From:** Christine Almand  
**Sent:** Thursday, January 20, 2022 11:43 AM  
**To:** Brent Dickey <bdickey@skowhegan.org>; Bryan Belliveau <bbelliveau@skowhegan.org>; David Bucknam <dbucknam@skowhegan.org>; Denise Leblanc <skowrec@skowhegan.org>; Don Kinney <dkinney@skowhegan.org>; Gail Pelotte <gpelotte@skowhegan.org>; Jeff Hewett <jhewett@skowhegan.org>; Shawn Howard <showard@skowhegan.org>; Trisha Austin <taustin@skowhegan.org>  
**Cc:** Cara Mason <cmason@skowhegan.org>  
**Subject:** ARPA Workshop

Reminder: We have a workshop next Tuesday to continue the ARPA discussion. We are supposed to provide refined estimates on our top priorities. **Please get these to Cara by 9:00 tomorrow morning.**

Stay safe,

Christine Almand  
Town Manager  
Town of Skowhegan  
225 Water Street  
Skowhegan, ME 04976  
207.474.6907  
207.474.9413 Fax  
[calmand@skowhegan.org](mailto:calmand@skowhegan.org)  
[www.skowhegan.org](http://www.skowhegan.org)

12-14-2021

# QUOTE

23878  
CONTRACT#: 71W295

WALKER PROCESS  
A DIVISION OF MCNISH CORPORATION  
840 N RUSSELL AVE  
AURORA, ILLINOIS 60506  
PHONE: (630) 892-7921  
FAX: (630) 892-7951  
Mike Fowler  
(630) 264-5241  
mfowler@walker-process.com

CUSTOMER: SKOWHEGAN ME  
53 JOYCE ST  
SKOWHEGAN, ME 04976

CONTACT: BRENT DICKEY  
PHONE: 207-474-6909

JOB NAME: SKOWHEGAN WPC  
SKOWHEGAN, ME

QTY	DESCRIPTION	UNIT PRICE	AMOUNT	SHIPMENT
2	ANODE - 32D5 - W/ 10' OF #12 THHN - FASTENERS FOR ATTACHING TO AIR HEADER INCLUDED PRICE IS FIRM FOR SEVEN (7) DAYS.	1,320.00	2,640.00	8-10 WKS

**Net 30 Days after Shipment** \$2,640.00

**Note:**

Prices are firm for seven (7) days from this quotation. All prices quoted are based on buyers acceptance to the companies standard terms of sales, and/or additional terms on this quotation. Printed copies can be mailed upon written request.

The prices quoted are subject to adjustment to reflect changes in the cost of material (A) and other items (B) to Walker Process Division of McNish Corporation that occur between quotation time and time materials are purchased as measured by:

- A. The appropriate material indices, such as North American Carbon Steel Price Index.
- B. Price revisions for items not manufactured by Walker Process, Division of McNish Corporation

Taxes: Prices quoted by Seller do not include any federal, state, local, sales, use, excise or other taxes. Any tax applicable to Buyer's purchase of Seller's goods shall be paid by Buyer directly to the appropriate governmental authority.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Delivery Terms**

F.O.B. Aurora, IL or point of shipment with freight prepaid and added to the invoice.

**Payment Terms**

Net 30 Days of Order

**Minimum Order**

\$50.00

**NOTE:** Credit Card Orders are subject to 3% CC company charge.

When ordering parts, please refer to Contract Number: 71W295 and Quote 23878

BY: Mike Fowler - (630) 264-5241

REPAIR SALES

## LIMITED PARTS WARRANTY

**Walker Process**, a division of McNish Corporation ("Seller") warrants, to Buyer that all products and parts of its manufacture ("Goods") are free from defects in material and workmanship upon shipment. Seller's obligation under this Limited Parts Warranty is to replace or repair, at no charge to Buyer and the original user of the Goods, any Goods which proves to Seller's satisfaction to have a defect in material or workmanship that interferes with the mechanical operation of the Goods under normal use and service within one (1) year from date of initial operation of the Goods or fifteen (15) months from date of shipment, whichever time period first occurs (the "Warranty Period").

If, within the Warranty Period, Buyer gives Seller prompt written notice of any defects in the Goods, Seller shall then, as Buyer's sole remedy, repair or replace, any such Goods, which Seller determines, in its sole discretion, to have failed under normal use. Unless otherwise agreed to, in writing, by Seller, (i) all repairs or replacements shall be made F.O.B. Seller's manufacturing facility or other locations designated by Seller; and (ii) Buyer shall be solely responsible for the cost of any labor required in order to allow Seller to gain access to the Goods in order to assess the claimed defects; and (iii) Buyer shall be responsible for all costs of installation of all Goods replaced or repaired by Seller under this Warranty. If Seller determines that any claimed defect is not, in fact, covered by this Warranty, Buyer shall pay Seller its then customary charges for any repairs or replacements made by Seller. Any suit or action brought under this Warranty must be commenced not later than ninety days (90) days after expiration of the Warranty Period. Buyer shall provide Seller with satisfactory evidence that all the Goods have been maintained in accordance with Seller's instructions as stated in the installation, operations and maintenance (IOM) manual provided by Seller to Buyer.

This Warranty does not apply to, and is rendered null and void by, any Goods which, after leaving Seller's manufacturing plant, are: (i) repaired or altered without Seller's prior written approval; or (ii) improperly stored, installed or operated, including any Goods operated beyond its rated capacity or without required safety devices and protective measures; or (iii) the subject of intentional or negligent misuse, misapplication, neglect, or accident; or (iv) installed contrary to Seller's instructions; or (v) the subject of start-up, inspections, or instructions in the operation or maintenance performed by any person who is not an authorized representative of Seller; or (vi) damaged from corrosion, erosion, or any other deterioration occurring after the Goods, or parts thereof, leave the point of manufacture; or (vii) not maintained in accordance with Seller's instructions as stated in the Installation, Operation and Maintenance (IOM) Manual provided by Seller to Buyer.

This Limited Parts Warranty shall not apply to products or parts which are not manufactured by Seller. Buyer's sole remedy for defective products and parts not manufactured by Seller shall be solely as provided under the warranty, if any, of the original manufacturer of such products and parts. All warranty claims for defective products and parts not manufactured by Seller shall be submitted directly to the original manufacturer for coverage.

The obligations of Seller under this Warranty are subject to, and contingent upon, Buyer not being in breach of any of its payment obligations to Seller for the Goods.

**This Warranty is provided by Seller, and accepted by Buyer, in lieu of all other warranties and remedies, express or implied. Seller disclaims the implied warranties of merchantability and fitness for a particular purpose, and any implied warranties arising from course of performance, course of dealing, or usage or trade. Seller makes no warranties, expressed or implied, as to the performance of the existing equipment after installation of the Goods. Seller shall not be liable under this Limited Parts Warranty to Buyer or any other party for direct, special, consequential, indirect or incidental damages of any kind, including, but not limited to, loss of profits. Seller's sole obligation and Buyer's exclusive remedy for warranty claims relating to any Goods is as stated in this Limited Parts Warranty.**

12-13-2021

# QUOTE

23875  
CONTRACT#: 71W295

WALKER PROCESS  
A DIVISION OF MCNISH CORPORATION  
840 N RUSSELL AVE  
AURORA, ILLINOIS 60506  
PHONE: (630) 892-7921  
FAX: (630) 892-7951  
Mike Fowler  
(630) 264-5241  
mfowler@walker-process.com

CUSTOMER: SKOWHEGAN ME  
53 JOYCE ST  
SKOWHEGAN, ME 04976

CONTACT: BRENT DICKEY  
PHONE: 207-474-6909

JOB NAME: SKOWHEGAN WPC  
SKOWHEGAN, ME

QTY	DESCRIPTION	UNIT PRICE	AMOUNT	SHIPMENT
1	WALKER JACK-KNIFE AERATION REHABILITATION PARTS - CONSISTING OF: QTY 4 - AIR HEADER - 3" DIA. - DRILLED FOR SPARJER ASSY - HOT DIPPED GALVANIZED QTY 4 - AIR HEADER END PLATE W/GASKET - HOT DIPPED GALVANIZED QTY 4 - RING GASKETS - HEADER TO TEE CONNECTION QTY 2 - UPPER RISER PIPES - 3" DIA. - HOT DIPPED GALVANIZED QTY 2 - LOWER RISER PIPES - 3" DIA. - HOT DIPPED GALVANIZED QTY 6 - RING GASKETS - RISERS TO PIVOTS QTY 12 - SPARJER ASSEMBLY W/GASKET & STN STL U-BOLT QTY 1 - LOT FASTENERS FOR ALL PARTS LISTED ABOVE - STN STL	15,350.00	15,350.00	6-8 WK ARO
<b>Net 30 Days after Shipment</b>			<b>\$15,350.00</b>	

**Note:**

Prices are firm for thirty (30) days from this quotation. All prices quoted are based on buyers acceptance to the companies standard terms of sales, and/or additional terms on this quotation. Printed copies can be mailed upon written request.

The prices quoted are subject to adjustment to reflect changes in the cost of material (A) and other items (B) to Walker Process Division of McNish Corporation that occur between quotation time and time materials are purchased as measured by:

- A. The appropriate material indices, such as North American Carbon Steel Price Index.
- B. Price revisions for items not manufactured by Walker Process, Division of McNish Corporation

Taxes: Prices quoted by Seller do not include any federal, state, local, sales, use, excise or other taxes. Any tax applicable to Buyer's purchase of Seller's goods shall be paid by Buyer directly to the appropriate governmental authority.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Delivery Terms

F.O.B. Aurora, IL or point of shipment with freight prepaid and added to the invoice.

Payment Terms

Net 30 Days of Order

Minimum Order

\$50.00

**NOTE:** Credit Card Orders are subject to 3% CC company charge.

When ordering parts, please refer to Contract Number: 71W295 and Quote 23875



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If, within the Warranty Period, Buyer gives Seller prompt written notice of any defects in the Goods, Seller shall then, as Buyer's sole remedy, repair or replace, any such Goods, which Seller determines, in its sole discretion, to have failed under normal use. Unless otherwise agreed to, in writing, by Seller, (i) all repairs or replacements shall be made F.O.B. Seller's manufacturing facility or other locations designated by Seller; and (ii) Buyer shall be solely responsible for the cost of any labor required in order to allow Seller to gain access to the Goods in order to allow Seller to assess the claimed defects; and (iii) Buyer shall be responsible for all costs of installation of all Goods replaced or repaired by Seller under this Warranty. If Seller determines that any claimed defect is not, in fact, covered by this Warranty, Buyer shall pay Seller its then customary charges for any repairs or replacements made by Seller. Any suit or action brought under this Warranty must be commenced not later than ninety days (90) days after expiration of the Warranty Period. Buyer shall provide Seller with satisfactory evidence that all the Goods have been maintained in accordance with Seller's instructions as stated in the installation, operations and maintenance (IOM) manual provided by Seller to Buyer.

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The obligations of Seller under this Warranty are subject to, and contingent upon, Buyer not being in breach of any of its payment obligations to Seller for the Goods.

**This Warranty is provided by Seller, and accepted by Buyer, in lieu of all other warranties and remedies, express or implied. Seller disclaims the implied warranties of merchantability and fitness for a particular purpose, and any implied warranties arising from course of performance, course of dealing, or usage or trade. Seller makes no warranties, expressed or implied, as to the performance of the existing equipment after installation of the Goods. Seller shall not be liable under this Limited Parts Warranty to Buyer or any other party for direct, special, consequential, indirect or incidental damages of any kind, including, but not limited to, loss of profits. Seller's sole obligation and Buyer's exclusive remedy for warranty claims relating to any Goods is as stated in this Limited Parts Warranty.**

# Memo

To: Town of Skowhegan Board of Selectmen  
From: Bryan Belliveau  
CC: Christine Almand  
Date: November 23, 2021  
Re: American Rescue Plan Act Funds

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Board of Selectmen,

I formally request, from the ARPA funds, \$101,180 for two projects at the Transfer Station and Regional Recycling Center. Below is a description of each project, listed in order of priority, with a cost estimate.

1. Two Compactors on the transfer side of the facility in place of two 40 CY open top containers. Estimate of \$120,750. (\$90,750 of ARPA funds). Project for 2022.
  - a. This project consists of eliminating two 40 cubic yard open top containers for Municipal Solid Waste and replacing them with two stationary compactors with (3) removable enclosed 40 cubic yard containers. Since the onset of the pandemic our facility has remained open to the public and we have seen an increase in the number of residents and material through our facility. Prior to 2020, we could expect to see up to 1,500 residents per week with Tuesday and Saturday being the busiest. Since the summer of 2020 we have seen up to 4,000 residents per week with Tuesday and Saturday continuing to be our busy days. On the busy days we can expect to see upwards of 400-700 residents. The installation of these two pieces of equipment allows us to reduce exposure to COVID-19 (and future outbreaks) by reducing the number of on-site staff and outside vendors needed to maintain the transfer side of the facility. This will also eliminate the need to close a bin while our staff crushes the material and therefore reducing our capacity, albeit a short time each day. Keeping two compactors open without interruption reduces the number of residents at a single bin at any given time and therefore reducing exposure and transmission of the virus. **I am requesting a discussion and decision to expend \$30,000 from the Solid Waste Management & Recycling Reserve Account, Equipment/Vehicle Designation. (The total request for ARPA funds will be \$90,750)**

b. I wanted to take a moment to shed some light as to why this proposal makes sense for the town of Skowhegan and why I feel it should be a top priority. The addition of this equipment has the potential to save the town upwards of \$13,000 (+/-) per year in hauling alone. This was calculated by counting the current average number of hauls during 2019 and 2020. The current average is about 10 tons per bin per haul. With the new equipment we would see a consistent average of 12 to 14 tons per bin per haul. This equates to approximately 104 less hauls per year. This does not include the savings in equipment breakdown and maintenance of the JCB Backhoe. With our current setup we have one attendant on the transfer side at all times to assist residents and to monitor how material is being disposed of. When a bin needs to be squished or swapped an attendant from the Recycling building must leave his/her area, grab the machine and squish and/or pull a bin. This could equate to about 30-45 minutes per day. Let's use our cardboard for an example: That's 3.75 hours per week that we are losing production in the Recycling building. In that same 3.75-hour span, our staff could produce an extra bale of cardboard per week. At today's pricing for Old Corrugated Carboard, we are losing about \$3,500 per year in revenue. That's a minimum figure as we also bale plastics, mixed paper and newspaper. With the low volume of plastic and mixed paper the revenue will increase but not by a whole lot. I would expect around \$4,000-\$5,000 in total revenue lost each year. This project will also reduce the strain on the crew at the facility when people are out on vacation.

2. Recycling Building Addition. Estimate of \$65,000 (\$10,430 of ARPA funds). Project for 2022.

a. This project will allow for more storage in our facility so that we can protect the commodities we process within. By keeping our old corrugated cardboard, newspaper and mixed paper clean and dry, we are able to obtain premium pricing. We have been storing a lot of material outside due to the limited space and therefore our pricing has suffered and reduced our revenues slightly. Also, since the onset of the pandemic, our facility has seen a dramatic increase in the number of recyclable materials. This can be contributed to the fact that people were spending more time at home due to closures in response to the virus. This has been acknowledged nationwide and has led to some overseas companies to invest here in the States. That increase exacerbated our already limited indoor storage. With limited square footage, especially during the pandemic, our staff and residents have had closer contact than we would have liked. Having more storage in our facility will help reduce exposure, transmission and contraction of the virus and allow us to be safer (OSHA 1910) more efficient and get more value out of our materials. **I would request an expenditure of \$49,570 (based on FY2023 potential proposed budget) from the Solid Waste Management & Recycling, Recycling Building Alterations designation. (The total request for ARPA funds will be \$10,430).**



\$40,000 to Replace the existing town website

The old website cost approximate cost was 21,000

If we do a complete redesign with the new demands on the system for more public use, we could be looking anywhere from 20,000 to 40,000. I would suggest we budget \$40,000 and if we don't use it, we could dedicated it to the Tech Spot to help that program.