



TOWN OF READFIELD – Town Manager

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To: Readfield Select Board, Boards and Committees, General Public, and KVCOG
From: Eric Dyer, Town Manager
Date: September 18, 2020
Subject: Comprehensive Plan Update and Comprehensive Plan Committee

Purpose and Authority

A town's comprehensive plan takes stock of where the town is and then sets goals for where the town's residents want it to be. Readfield's Comprehensive Plan has sought to encourage orderly growth and development in appropriate areas, while protecting the Town's rural character, making efficient use of public services and preventing development sprawl. Readfield last updated our comprehensive plan in 2009. A comprehensive plan update lets us find out what has happened in town and see how we are doing on the goals that are in the current plan. A comprehensive plan update should assess the effectiveness and validity of the current plan, and make changes where necessary.

The comprehensive plan update process is also a chance for our community to get together and really talk about our town. What do we like about Readfield? What might we like to change? Where do we want to be in the future? We will talk about all of these things and may remove, revise, or create new goals as part of the updated plan.

A current comprehensive plan also has certain legal and regulatory benefits. The state requires consistent plans to be updated every 12 years and meet certain standards. Plans that meet these requirements are the legal basis for enforceable municipal zoning rules. They also qualify towns for preferred status when competing for state grants and working with state departments.

The purpose of the Comprehensive Plan Committee is to help lead us through the update process and ensure broad community input and engagement. The Comprehensive Plan Committee was formed pursuant to a vote of the Readfield Select Board on September 14, 2020 and is advisory to the Select Board. The intent is to populate the committee as soon as possible, by the end of October 2020 so work can begin!

Organization and Administration

1. Term - The Committee shall be in effect for a term of two years.
2. Membership - The Committee shall consist of nine voting members who shall serve without compensation and shall be appointed by the municipal officers. The Select Board will consider the following recommended representation in making appointments, whenever possible, with the understanding that this representation is not a requirement:
 - a. Two members of the Planning Board
 - b. One member of the Readfield Enterprise Committee

- c. One member of the Age Friendly Committee
 - d. One member of the Conservation Commission
 - e. One member of the Select Board
 - f. Up to three at large Registered Readfield Voters
 - g. One non-voting ex officio members in the Town Manager
3. Appointment - The Committee shall be appointed by the Select Board in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Select Board.
 4. Member Term - Members shall serve for a term of two years.
 5. Chairperson - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.
 6. Vice Chairperson - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
 7. Secretary - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.
 8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
 9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
 10. Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
 11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Comprehensive Plan Update Committee shall:

1. Work collaboratively with the Kennebec Valley Council of Governments (KVCOG) to complete the comprehensive plan update. KVCOG has been contracted by the Town as our planning consultant for this project.
2. Review the current Comprehensive Plan for the Town of Readfield.
3. Establish a clear, detailed, and time limited process to update the 2009 Comprehensive Plan and present a completed comprehensive plan update for voter approval in June of 2022.
4. Pursue aggressive public outreach, education, and engagement in the plan update process.
5. Actively involve relevant committees, organizations, institutions, and interested parties.
6. Collect, review, digest, and incorporate technical information and data related to the various plan components.
7. Report to the Select Board and Planning Board a minimum of quarterly.