



TOWN OF READFIELD

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To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: April 5, 2023
Subject: Ad-hoc Fairgrounds Working Group

Purpose and Authority

The Conservation Commission, Trails Committee, Recreation Board, Select Board, town staff, and many other groups and individuals have varying degrees of interest in and stewardship responsibilities for the Readfield Fairgrounds. Over the past few months representatives from several of the groups identified above have been meeting informally to consider a path forward for the Fairgrounds following the Town Meeting vote last June, with the intent of working collaboratively toward use of the property that meets the needs of the community without taxpayer impacts.

The purpose of formalizing an Ad-hoc Fairgrounds Working Group is to recognize the important work and discussions to date, and ensure full transparency and validity to any recommendations or actions taken by the group. The Ad-hoc Fairgrounds Working Group is formed pursuant to a vote of, and is advisory to, the Select Board.

Organization and Administration

1. Term - The Working Group shall be in effect for a term of just over one year, through June 30, 2024.
2. Membership - The Working Group shall consist of the following voting members:
 - a. Up to two members of the Conservation Commission
 - b. Up to two members of the Recreation Board
 - c. Up to two members of the Trails Committee
 - d. Up to two members of the Age Friendly Committee
 - e. Up to two members of the Cemetery Committee
 - f. Up to two members of the Select Board
 - g. Up to two "process Leaders" (appointed by the Select Board)
3. Appointment - Members representing any group shall be appointed by their respective groups, with the exception of the Process Leaders. Appointments shall be reported to the Town Clerk.
4. Member Term - Members shall serve for an initial term of one year.
5. Secretary - The Working group shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Working Group and regularly submit the records to the Town Clerk.
6. 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.

7. Quorum - A quorum necessary to conduct business shall consist of at least a majority of appointed members.
8. Support - The municipal officers and town staff shall cooperate with and provide the Working Group 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.
9. 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 Working Group may, in no particular order:

1. Review the proposed use of the Fairgrounds presented at the June 2022 Town Meeting Vote.
2. Hold public meetings and pursue other outreach to solicit input from the community on matters concerning proposed use of the Fairground property.
3. Make recommendations to the Select Board on use of the Fairgrounds property.
4. Report to the Select Board a minimum of quarterly.